

## Guidelines for evaluation of PhD theses at Norwegian University of Life Sciences, Faculty of Chemistry, Biotechnology and Food Sciences

These guidelines aim to facilitate a common understanding of expectations to the PhD thesis at the Norwegian University of Life Sciences, and to help the evaluation committee to prepare in a timely manner.

### Administration of the committee

The local member (the 3<sup>rd</sup> opponent) of the evaluation committee serves as its coordinator (NMBU's representative in the committee), and coordinates the writing of the assessment of the thesis using [FORM 4.4](#). The evaluation is a joint text, based on the inputs from each external opponent. If dissenting opinions, it may contain individual statements. Please note that all communication between the evaluation committee and the PhD candidate or supervisors, should be channelled through the Committee coordinator. If in doubt, the coordinator should consult the Head of Research at KBM.

#### *Timetable for Scientific work of the evaluation committee:*

When	What
<b>6 weeks prior to the planned date of defence:</b>	<ul style="list-style-type: none"> <li>• The 1<sup>st</sup> and 2<sup>nd</sup> opponent provides inputs to the coordinator for the joint evaluation statement.</li> <li>• The coordinator prepares a joint statement report &amp; conclusion (normally 2–3 pages) using <a href="#">FORM 4.4</a> "Assessment of thesis".</li> <li>• The table in part B should be filled in by each of the external opponents separately.</li> <li>• The evaluation committee agrees on the final report.</li> </ul>
<b>At the latest 25 working days before defence:</b>	The coordinator forwards the evaluation of the committee (form 4.4) to the faculty administration and PhD candidate.
<b>On the day of the defence:</b>	The evaluation committee evaluates the defence and fills in <a href="#">FORM 4.5b</a> "Statement from the Evaluation Committee".

#### *Timetable for practical issues, flight and hotel bookings, reimbursements, etc:*

When	What
<b>As soon as possible</b>	Make an <a href="#">Associated agreement with KBM</a> (we need this to give you a the payment and any reimbursement in short time after the defence)
<b>If/when the thesis is approved for public defence</b>	<b>Opponents are requested to book flight tickets and hotel:</b> Please plan for arriving in the afternoon/evening the day before the defence and stay till the day after. If you leave on the day of the defence, we ask that you book a flight departing from OSL at 20:00 or later.
<b>Ahead of the defence (in the morning on the day of defence or the evening before)</b>	The committee will prepare and discuss the share of work at the defence. Depending on arrivals, the committee will sometimes meet for dinner the evening before the defence.
<b>Dress code at the day of the defence</b>	There is no strict dress code, but public defences in Norway are quite formal (jeans not recommended).
<b>When/if the defence is approved</b>	A small celebration on spot. Most often an evening party arranged by the candidate.
<b>After the defence</b>	Send reimbursement form to <a href="mailto:hr-kbm@nmbu.no">hr-kbm@nmbu.no</a>

**Schedule for the defence (the regular way, variations/divergences may be agreed):**

<b>When</b>	<b>What</b>
<b>11:00 – 12:00</b>	Lunch (committee, main supervisor and chair of defence)
<b>12:15 – ~15:00</b>	Public defence: <ul style="list-style-type: none"><li>• The candidate gives a ± 30 minutes presentation of the thesis.</li><li>• 10-15 minutes break</li><li>• 1<sup>st</sup> opponent discusses the thesis with the PhD candidate for ± 45 minutes.</li><li>• 2<sup>nd</sup> opponent discusses the thesis with the PhD candidate for ± 45 minutes.</li><li>• The 1<sup>st</sup> and 2<sup>nd</sup> opponent may choose to organise the discussion with the candidate in shorter sequences, the discussion should be closed after a total of 90 minutes.</li></ul>
<b>~15:00</b>	<ul style="list-style-type: none"><li>• Committee convenes.</li><li>• The committee presents its results to the candidate and audience.</li><li>• The evaluation of the thesis, <a href="#">FORM 4.5b</a> "Statement from the Evaluation Committee" is signed and handed in to the faculty by the coordinator.</li></ul>

**Regulations concerning evaluation of the thesis.**

The "[Regulations for the degree of Philosophiae Doctor \(PhD\) at the Norwegian University of Life Sciences](#)" describes the requirements for the PhD thesis and the work of the evaluation committee in the following sections:

- Section 10 The thesis
- Section 14 The work of the evaluation committee
- Section 17 The doctoral exam – trial lecture and public defence

**Comments to the regulations:**

*NMBU's PhD regulation has no lower limits concerning number of articles, number of published/accepted articles, or number of articles with PhD student as first author. KBM normally recommends at least 3 publications, with minimum one of them published/accepted for publication. The evaluation committee is to decide if the work is sufficient for a PhD degree within the given research field (also paying attention to the co-authorship declarations that will follow the PhD thesis).*