**RE: Evaluation of thesis for the Degree Doctor Philosophiae (Dr. Philos.) – name of candidate**

We have the pleasure of sending you the Dr.philos. thesis written by Candidate’s name: *Name of thesis.* The thesis is enclosed as an electronic document (PDF file), and will on your request be sent to you in paper version.

The doctoral thesis is forwarded together with authorship declarations.

**The evaluation committee is required to assess the thesis and to issue a joint report,** recommending whether or not the thesis is worthy of being publicly defended for the Dr. Philos. degree. The committee must justify the recommendation, and specify any dissenting opinions. Any individual statements must be enclosed. [**NMBU’s “Assessment of thesis” Form 4.4**](https://www.nmbu.no/en/research/phd/drphilos), should be used to compile the report, whereas the external opponents also are requested to rate the thesis according to specified criteria.  
  
The coordinator of the committee is responsible of organising the committee's work, including ensuring satisfactory progress, coordinating the writing of the report and submitting it to the Faculty. The coordinator will also ensure that the evaluation committee’s report is forwarded to the candidate, who can submit written comments on the report within a maximum of 10 weekdays. The evaluation committee will be informed about the candidate’s response without delay.   
  
For further details, please find the Regulations for the Degree Dr. Philos. at NMBU, and the Guidelines for the evaluation of Candidates for Norwegian Doctoral Degrees, at <http://www.nmbu.no/en/research/phd/drphilos>

or <http://www.nmbu.no/forskning/forskerutdanning/dr-philos>. Please pay attention to Section 3. of the “Guidelines” and “skip” the rest.

According to NMBU’s regulations, **the committee’s report should (at the latest) be submitted within three months after receiving the thesis.**   
  
The Faculty has set the following deadline for the submission of the joint report: insert deadline.

We hereby kindly ask you to provide the coordinator with your individual evaluation report within   
insert deadline set by the coordinator leaving sufficient time to compile the joint report.

If the committee finds the thesis worthy of public defence, the candidate must give two trial lectures – one on a self-chosen subject, and one on a specified subject – followed by a public defence of the thesis.

The trial lectures and the defence of the thesis are to be held in the language of the written thesis.

The purpose of the trial lecture on a specified subject, is to test the candidate’s ability to acquire knowledge beyond the topic of the doctoral thesis and to convey this knowledge in a lecture situation. The topic should not be directly linked to the specific topic of the thesis. The intention is to give a broader overview of the subject area.

**The trial lectures and the disputation must (at the latest) be held within six months after the thesis is found worthy of defence**.   
  
The planned date for the trial lectures and the disputation is insert date agreed upon.

**Given that the thesis is found worthy of public defence;**- the candidate must submit the title of the self-chosen subject no later than one month prior to the date of this trial lecture   
**- you are kindly asked to suggest topics for the candidate’s trial lecture on a specified topic**, leaving sufficient time to announce the decided topic 10 working days prior to the date of the trial lecture / disputation date (*deadline* insert date).

We hope you read the thesis with interest, and thank you once more for agreeing to participate in the committee.

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| Sincerely yours  Faculty of …  Name position   |  |  |  |  | | --- | --- | --- | --- | |  | |  | | |  |  | |  | |  |  |  |  | |

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| Sincerely yours   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Name | Name | |  | | | Position | Position |  | |  | |  |  |  |  |  | |