

## Procedures for arrangement of the doctoral degree examination at BIOVIT

### *Alternative lecture halls for arranging the dissertation*

- Auditorium H109, Husdyrfagbygningen, IHA
- Festsalen U215, Urbygningen
- Auditorium at SKP (Centre for Plant Research in Controlled Climate)

### *Procedures for using H109, Husdyrfagbygningen*

The administration is responsible for practical arrangements regarding the doctoral degree examination:

- Lunch: the administration arranges a lunch for the evaluation committee and supervisors in room H105 and brings the food, coffee/tea and juice from the canteen.
- The administration orders and arranges simple refreshments (fruits, water) for the break after the trial lecture.
- Reception after the defence: the administration organise and arranges drinking glasses, canapés, wine and mineral water.
- The administration cleans and tidy up after the reception.

### *Procedures for using Festsalen U215, Urbygningen*

If the canteen in Husdyrfagbygningen is used, the same procedures holds as for using H109.

If the canteen at SKP is used, the same procedures holds as for using the auditorium at SKP.

### *Procedures for using the auditorium at SKP*

- The lunch for the evaluation committee and the supervisors is arranged at the department head's office at Tårnbygningen (T243) and is ordered by the administration.
- The administration arranges simple refreshments (fruits, water) for the break after the trial lecture. The candidate's research group is responsible for practical organisation of the refreshments.
- The administration are responsible for ordering canapés, wine and mineral water whereas the candidate's research group is responsible for practical organisation of plastic drinking glasses, food and drinks.
- The candidate's research group cleans and tidy up after the reception.

### *Services within FUU's budget*

Lunch for the committee at the day of the public defence and fruits for the break after the trial lecture is ordered from SiÅs.

Canapés for the reception after the public defence are ordered from Damene fra Texas Catering (DTC). BIOVIT has made an agreement with DTC, implying 10% discount for each separate order.

BIOVIT has made an agreement on a personal gift for the candidate where Line Westgaard makes a painting with a motive related to the individual candidate's PhD topic. Value app. NOK 1000,-

***The FUU budget covers:***

- Printing of the thesis (for candidates employed at NMBU; max 10 000,- inkl MVA)
- Flight tickets for the opponents (responsibility: the opponents order this themselves)
- Dinner with the opponents and main supervisor the day before the public defence (responsibility: coordinator of the evaluation committee)
- Hotel accommodation for opponents (2 nights per person; responsibility: the administration)
- Lunch at the day of the public defence (responsibility: the administration)
- Flowers and gift for the candidate, refreshments after the trial lecture, reception after the defence (responsibility: the administration)