

## Part 2: Finalising a PhD at REALTEK – deadlines and responsibilities

*Part 2 contains important information for PhD-student, supervisors and committee coordinator for final stages. Part 1 (separate document) contains information from start-up to final seminar.*

All forms must be filled in electronically, signed and dated. Please scan and send to [phd-realtek@nmbu.no](mailto:phd-realtek@nmbu.no). In case of questions/problems, please contact REALTEK PhD-coordinator Berit Lindstad – in room TF1-251, [berit.lindstad@nmbu.no](mailto:berit.lindstad@nmbu.no)

Preparations	Who is responsible	When
Read all the information on <a href="https://www.nmbu.no/en/research/phd/finalisation">https://www.nmbu.no/en/research/phd/finalisation</a> to get an overview and details on what to do when	PhD candidate and main supervisor	6 months prior to submitting thesis, and check again regularly
<b>“5 minutes”</b> : Status, what’s needed, and who does what when	PhD candidate, main supervisor and PhD - coordinator	3-6 months before submission
Preparing the Thesis: Check <a href="#">PhD regulations section 10 for the thesis requirements</a> , and REALTEK recommendations for Introduction/kappe (in attached ANNEX: practical information to Evaluation committee). For thesis number, title page, fonts, etc, follow instructions on <a href="https://www.nmbu.no/en/research/phd/finalisation">https://www.nmbu.no/en/research/phd/finalisation</a> NOTE: The thesis is to be printed exactly as submitted (try to avoid errata). Consider the need for proof reading English/Norwegian (summary). REALTEK pay max NOK 5000 for proof reading	PhD candidate and main supervisor	
For papers/articles/manuscripts in the PhD thesis: 1: make sure to keep a post-print of papers accepted for publication. If the paper is not Gold Open Access, please include the post-print version in your PhD thesis. If in doubt about which version of papers to include in the thesis, ask <a href="mailto:brage@nmbu.no">brage@nmbu.no</a> 2: prepare <a href="#">Co-author declaration</a> (FORM 4.3) for each article/manuscript in the thesis, signed by each co-author. Co-authorship declarations for all paper are forwarded to the evaluation committee when the thesis is submitted	PhD candidate	

What	Who is responsible	When
Check proposed date of defence with PhD coordinator/ <a href="mailto:phd-realtek@nmbu.no">phd-realtek@nmbu.no</a> (so administration can book rooms, etc)	Main supervisor	
<a href="#">Proposal for Evaluation Committee</a> (FORM 4.1) including agreed proposed date of public defence. Remember CVs with publication list for external opponents	Main supervisor	Appr one month before planned submission
Official appointment, fee forms, travel reimbursement and practical information (included below) are sent to evaluation committee with copy to candidate and main supervisor	PhD coordinator	Evaluation committee is approved

<b>FORM 4.2 is the confirmation by main supervisor that the thesis is ready for submission (i.e. sufficient scientific quality, language checked, etc)</b>	PhD candidate and main supervisor	Before submitting thesis
Submit PhD thesis in pdf version, together with Form 4.2 and forms 4.3 to PhD coordinator	PhD candidate	
PhD thesis together with forms 4.3 and educational component (FS990.001) are sent to evaluation committee with copy to candidate and main supervisor	PhD coordinator	
<b>Assessment of thesis</b> (FORM 4.4) (no signature needed) Committee coordinator send to <a href="mailto:phd-realtek@nmbu.no">phd-realtek@nmbu.no</a> so that administration can forward to candidate and supervisor	Committee coordinator (i.e. 3 <sup>rd</sup> opponent, NMBU representative)	Minimum 25 working days before planned defence
Agree with external opponents about arrival and departure (see part 3 in ANNEX: Practical information to Evaluation committee), and send hotel requests to <a href="mailto:phd-realtek@nmbu.no">phd-realtek@nmbu.no</a> (and administration will take care of hotel booking)	Committee coordinator	
In case of <b>Errata</b> (FORM 4.7), please contact PhD coordinator	PhD candidate	When thesis is approved for defence
Order printing from Andvord as described on web page. From 2020, REALTEK pays for <b>16 copies (but never more than NOK 5000)</b> . 6 goes to NMBU and national library, and PhD-candidate will get 10. Ask Andvord to send invoice for the 16 copies via <b>SendRegning</b> . Ask them to use: Organisasjonsnummer NMBU: 969 159 570 Resourse number/Ressursnummer: 4822	PhD candidate	When thesis is approved for defence
Upload print version (pdf) of Thesis to Brage	PhD candidate	
Prepare press release, include pictures, and send to <a href="mailto:phd-realtek@nmbu.no">phd-realtek@nmbu.no</a>	PhD candidate	Three weeks before defence
Agreed Trial lecture title is sent to PhD coordinator, in time for preparing information to the PhD candidate	Committee coordinator	Before 2 weeks ahead of the defence
Sending Title of trial lecture to PhD candidate at exactly right time (scheduled start of trial lecture), announcing defence on intranet, NMBU-web, etc, sharing press release	PhD coordinator/ administration	10 working days before defence
Committee coordinator may organise dinner for committee, supervisors and dean. Kostnadsramme NMBUs reglement for bevertning ( <a href="https://www.nmbu.no/download/file/fid/26823">https://www.nmbu.no/download/file/fid/26823</a> ), per 2019 maksimalt kroner 882 per person.	Committee coordinator	Evening before the defence
Arranging water for candidate/committee, ordering flowers, lunch for committee, supervisors and moderator, and arranging for small celebration when defence is approved	PhD coordinator/ administration	On the day of defence
<b>Statement from the Evaluation Committee</b> (FORM 4.5) to be completed and <b>signed by all three opponents</b>	Committee coordinator	On the day of defence

**ANNEX: Practical information for PhD evaluation committee at Faculty of Science and technology (REALTEK), Norwegian University of Life Sciences (NMBU)**

*Forwarded to PhD evaluation committee when committee is appointed*

This practical information is compiled

- to facilitate a common understanding of expectations to the PhD thesis (see point 1), and
- for helping the evaluation committee to prepare in a timely manner (see points 2-4).

If you have questions, please contact the Committee coordinator (NMBU's representative in the committee). Please note that all communication between evaluation committee and PhD candidate or supervisors, is to go through the Committee coordinator.

**1. Thesis requirements**

The NMBU PhD Regulation §10.1 states general requirements for the PhD thesis.

**Section 10.1 Thesis requirements (Note that this is an extract, points 4-7 are omitted)**

*(1) The thesis shall be an independent, scientific work that fulfils international standards and is of high academic quality in terms of the formulation of research questions, the specification of concepts, the methodological, theoretical and empirical basis, documentation, the use of literature and the form of presentation.*

*(2) The thesis shall contribute to the development of new scientific knowledge and must be of sufficiently high academic quality to merit publication as part of the scientific literature in the field.*

*(3) The thesis may consist of a monograph or a compendium of several scientific works in article form. If the thesis consists of several shorter papers, it must also contain an introductory chapter which summarises and compares the research questions and conclusions presented in the shorter works in an overall perspective, and which also documents the coherence of the thesis. The PhD candidate must be sole author of the summary.*

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. REALTEK recommends minimum 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).

To facilitate a common understanding for the evaluation committee, PhD student and supervisors of what is expected to be included in the "Introductory chapter" summarizing the contribution in several articles, REALTEK recommends the following components:

- Abstract in English and Norwegian
- Introduction, background and state of knowledge providing the scientific context
- Theoretical framework
- Methodology
- Coherence/integration of shorter papers, discussing their objectives/results in relation to each other, and if relevant, how conclusions merge into an overall conclusion
- Overall results and discussion of the contributions to the research area
- Conclusions – with recommendations for future work and/or practical implications

Note that these are recommendations. Research areas may have deviating traditions.

## 2. Timetable for Scientific work of the evaluation committee

When	What
6 weeks prior to the planned date of defence	Provide comments to the Thesis on FORM 4.4 <a href="#">Assessment of thesis</a> . Please remember to fill in table in part B: one for 1 <sup>st</sup> , one for 2 <sup>nd</sup> opponent. The committee coordinator will put comments together, and may need some time to clarify any divergences and prepare the joint report
At the latest 25 working days before defence	Committee coordinator forward the committees' evaluation on form 4.4 to the faculty administration/PhD candidate
3 weeks prior to the date of defence	Please provide proposal(s) for topic of trial lecture, giving sufficient time to discuss and agree the topic for trial lecture
10 working days before the date of the defence	The topic of the trial lecture is to be announced to the PhD candidate – usually by the faculty administration
On the day of the defence	The evaluation committee is expected to evaluate the trial lecture and the defence on FORM 4.5 <a href="#">Statement from the Evaluation Committee</a> . See separate schedule for the defence, below.

## 3. Timetable for practical issues, flight and hotel bookings, reimbursements, etc

When	What
If/when the thesis is approved for public defence	Opponents are requested to book your flight tickets: 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 from OSL at 20:00 or later
When you have your flight schedule, please let us know	NMBU will take care of hotel bookings (usually in Oslo, Ski or at the Oslo Airport Gardermoen)
Ahead of the defence (in the morning on the day of defence or the evening before)	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
At the day of the defence	There is no strict dress code, but public defences in Norway are quite formal (jeans not recommended)
When/if defence is approved	If successful, a small celebration on spot. And sometimes, if the candidate so wishes, an evening party
After the defence	Please fill in forms attached to this e-mail (Fee form and Reimbursement form). Sign and scan, and return to <a href="mailto:phd-realtek@nmbu.no">phd-realtek@nmbu.no</a>

## 4. Schedule for the defence (the regular way, variations/divergences may be agreed)

10:15 – 11:00	Trial lecture (45 minutes) on given topic.
11:00 – 11:30	Committee convenes. Evaluation of the trial lecture. As described in <a href="#">Procedures for trial lecture and public defence</a> , the trial lecture is to be approved before the public defence.
11:30 – 12:15	Lunch for committee, supervisors and chair of defence.
12:15 – ~15:00	Public defence: The candidate gives a +/- 30 minutes presentation of the thesis. First opponent discusses the thesis with the PhD candidate for approximately one hour. Next, second opponent confronts the PhD candidate.
~15:00 –	Committee convenes. Evaluation of the thesis, FORM 4.5 <a href="#">Statement from the Evaluation Committee</a> is signed, committee presents its results to the candidate and audience, congratulations, etc.