**Revised guidelines for implementing the public defence during the corona period (version 20November 2020)**

*NMBU follows the applicable national and local regulations and guidelines at all times.* Instructions on how the Corona outbreak is managed change on a day to day basis. Make sure to follow the information from NMBU on this page continuously: <https://www.nmbu.no/en/news/node/39878>.

The revised guidelines are approved by the Pro-rector of Research *on 08 June 2021* and will enter into force as of today’s date and *will replace the guidelines from 20 November 2020. All text in this article with italics font is new content.*

The Dean will decide whether or not the public defence will be held with physical presence in NMBU premises or be fully digitized. Administrative and technical staff at the faculty will organise the physical participation to ensure that the public defence may be held in a secure manner.

**Requirement of public access to a defence**

It is not a requirement that the trial lecture is a public event. The disputation, however, must be a public defence to be valid. This requirement may not be waived. Below are descriptions of how the requirement may presently be fulfilled.

**Who have to participate in the trial lecture and public defence?**

* The PhD candidate, the disputation leader and the three members of the evaluation committee must attend (the trial lecture and) the public defence.
* Should NMBU’s internal member of the committee not be able to attend, the faculty will appoint a new internal member for the evaluation committee (cf. PhD regulations section 14 (5) d. and section 14 (7)). Should one of the external members of the committee not be able to attend, the internal NMBU member may step in to fill the role of this opponent.

**A fully digitized disputation can be held**

* The public defence may be held by completely digital means should physical presence be hindered as a result of the Corona situation.
* Technical conference solutions to be used are Teams or Zoom, see <https://www.nmbu.no/ansatt/laringssenteret/aktuelt/node/39876> for information about solutions.
* Digital presentations must be shared with all participants of both physical or digital presence. This applies to making the final and approved pdf version of the PhD thesis available.
* The requirement for a public defence may be met by giving access to join via the digital platform.
* Questions from the audience – ex auditorio questions – must be facilitated, included asking questions in the digital solution or by e-mail.
* It is recommended to ask it@nmbu.no and learningcenter@nmbu.no, whether there is a need to restrict the number of participants in the digital room for the public defence. This to limit the risk for technical problems.

**Disputation/ public defence conducted with physical participation in NMBU premises**

* *The number of participants present at a public defence the present rules are applicable at any given time. Arrangements must be made for the situation to change at short notice. Cf. the heading Meetings, events and excursions: https://www.nmbu.no/en/news/node/39878*
* *National rules are governing, and it is also the rules of the home municipality for each participant present that are governing. It must be the rules from the municipality with the highest level of restrictions that must be followed. This must be taken into consideration from the planning stage, and clearly stated when announcing the public defence.*
* *The number of persons with physical participation must be in line with the current rules at all times. Arrangements must be made for the situation to change at short notice. In cases where attendance must be minimum, this means:* The candidate, disputation leader, committee member(s), supervisor(s) and any spouse/partner/cohabitant (in the same cohort as the candidate) and technical support staff for digital transmission(streaming).
* The public is given the opportunity to participate via a digital platform (as described for all-digital disputations).
* Department of Estates and Facilities must be informed of the time and place for the completion of the disputation well in advance.
* Distance requirements and other infection control measures must be met. Participants must be given brief information about [NMBU's infection control measures.](https://cp.compendia.no/nmbu/hms-handbok/815770/download)
* The responsible organizer must ensure that an overview of the participants' names and contact information is available and can be handed over to the municipal chief physician if there is a need for infection detection in the event of cases of infection.
* See [action card for access to office workplaces item 12 regarding the conduct of meetings.](https://cp.compendia.no/nmbu/hms-handbok/832635/download)

**The announcement of the public defence must contain information about:**

* As a result of the Coronavirus outbreak and accompanying restrictions there are limitations to physical participation during the public defence (insert max number of participants into the text).
* Information about digital access to the (trial lecture and) public defence, including information about the digital platform that will be in use.
* How to have access to the approved thesis. This may be done eg. by sending the pdf version of the approved thesis by e-mail or share the document with registered participants from Office365 OneDrive.
* How to oppose ex auditorio.
* Who can answer questions prior to the (trial lecture and) public defence.

**The public defence must be cancelled should one of the following occur:**

* The NMBU internal member of the committee (or the internal substitute member) is not able to attend
* One of the external committee members (or the internal committee member who acts as a substitute opponent) is not able to attend.

**Contact persons:**

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| Department of Estates and Facilities: [eia@nmbu.no](mailto:eia@nmbu.no)  IT support: [it@nmbu.no](mailto:it@nmbu.no)  The Learning Centre: [learningcenter@nmbu.no](mailto:learningcenter@nmbu.no) | Research Support Office: [line.oksnes@nmbu.no](mailto:line.oksnes@nmbu.no)  Head of Security: [baard.tollefsen@nmbu.no](mailto:baard.tollefsen@nmbu.no) |

Best regards,

Pro-rector for Research, Innovation and External cooperation Siri Fjellheim and Director of Research Ragnhild Solheim