

Part 2: Finalising a PhD at REALTEK – deadlines and responsibilities (Aug2021)

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. In case of questions/problems, please contact REALTEK PhD-coordinator Berit Lindstad – in room TF1-251, berit.lindstad@nmbu.no

Preparations	Who is responsible	When
Read all the information on https://www.nmbu.no/en/research/phd/finalisation to get an overview and details on what to do when	PhD candidate and main supervisor	6 months prior to submitting thesis, check again regularly
“5 minutes”: 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 PhD regulations section 10 for the thesis requirements , and REALTEK recommendations for Introduction/kappe (in attached ANNEX: practical information to Evaluation committee). For thesis number, title page, fonts, etc., follow instructions on https://www.nmbu.no/en/research/phd/finalisation NOTE: The thesis is to be printed exactly as submitted (try to avoid errata). Consider the need for proof reading English/Norwegian (summary). REALTEK pays up to NOK 5000 for proof reading (dekkes på disputaskostnader 1301040000)	PhD candidate and main supervisor	
For papers/articles/manuscripts in the PhD thesis: 1: If published papers are not Gold Open Access, please include the post-print version. If in doubt about which version of papers to include in the thesis, please ask brage@nmbu.no 2: prepare Co-authorship declaration (FORM 4.3) for each article/manuscript in the thesis, signed by each co-author. Co-authorship declarations for all papers (in one pdf) to be submitted together with the thesis	PhD candidate	

What	Who is responsible	When
Check proposed date of defence with PhD coordinator/ phd-realtek@nmbu.no (so administration can book rooms, etc.)	Main supervisor	
Proposal for evaluation committee (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

Part 2: REALTEK PhD finalisation

Candidate and main supervisor to agree that thesis is ready for submission (i.e. scientific quality, language checked, etc.)	PhD candidate and main supervisor	Before submitting
Submit PhD thesis in pdf version, together with Form 4.2 and form 4.3 to phd-realtek@nmbu.no	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	
Evaluation committee prepares Assessment of thesis (Form 4.4). Committee coordinator sends Form 4.4 (no signature needed) and individual reports by External opponents to phd-realtek@nmbu.no so that administration can forward to candidate and supervisor	Committee coordinator (i.e. 3 rd 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 phd-realtek@nmbu.no (administration will take care of booking)	Committee coordinator	
In case of Errata (Form 4.6), please contact PhD coordinator	PhD candidate	When thesis is approved for defence
Order printing from Andvord as described on NMBU web page. REALTEK pays for 16 copies (but never more than NOK 6000) . PhD-candidate will get 10 copies, and Andvord will send 1 to NMBU and 5 to national library. Ask Andvord to send invoice for the 16 copies via SendRegning to: Organisasjonsnummer NMBU: 969 159 570 Employee 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 phd-realtek@nmbu.no	PhD candidate	Three weeks before defence
Committee's agreed title of Trial lecture is sent to phd-realtek@nmbu.no	Committee coordinator	15-20 days before defence
Sending Title of trial lecture to PhD candidate at right time (scheduled start of trial lecture), announcing defence on NMBU-web, etc, sharing press release	PhD coordinator/ administration	10 working days before defence
Committee coordinator may organise dinner for committee, supervisors and dean. NMBU rates for hosting (https://cp.compendia.no/nmbu/employee-handbook/901934), by 2021 maximum NOK 650 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
Statement from the Evaluation committee (Form 4.5c) to be completed and confirmed/signed by all three opponents	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) (rev. June 2021)

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

(1) The thesis must be an independent research work or research and development work that meets international standards with respect to academic level, ethical requirements, and methods within the field.

(2) The thesis must contribute to the development of new scholarly knowledge and be of sufficiently high academic quality to merit publication as part of the literature in the field, or in an appropriate format as part of the research-based knowledge development in the field.

(3) The thesis may consist of a monograph or a compilation of several pieces of work in the form of scholarly manuscripts and/or articles. If the thesis consists of several part-works, the thesis must contain an introductory chapter (*kappe*) which from an overall perspective, summarises and collates the research questions and conclusions presented in them. The PhD candidate must be the sole author of this introductory chapter.

(4) The main component of the doctoral thesis may consist of a new product or a systematised collection of material, or it can be presented in a different way (for example, sound, images, video, electronic forms of presentation) where its theoretical and methodological basis is not apparent from the product itself. In such cases, in addition to presenting the product itself, the thesis must have an additional part. The additional part must consist of a written account of the research question, the choice of theory and methods, and an assessment of the result in relation to international standards and the academic level within the field.

(5) If the thesis consists of several scholarly works that have been produced in cooperation with other co-authors, the PhD candidate should normally be the first author of at least half the manuscripts/articles. The Vancouver Convention's standards for co-authorship must be complied with. Upon submission of the thesis, each scholarly work with several co-authors must be accompanied by a declaration describing the PhD candidates' contribution and the contributions of each co-author. The declaration must be signed by both the PhD candidate and the co-authors. The PhD candidate is responsible for obtaining such declarations of co-authorship.

(6) The thesis must be written in either English or Norwegian. In both cases, the thesis must contain a brief abstract in English and a brief abstract in Norwegian.

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, following the PhD thesis).

REALTEK recommends the following components to be included in the "Introductory chapter"/"kappe" summarizing the contribution in several articles:

- 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 (providing time for the committee coordinator to merge comments, clarify any divergences and prepare the joint report)	The committee is expected to provide comments, and to conclude if the thesis is approved for public defence or not. We ask that external opponents fill in NMBU 4.4 Assessment of the thesis with their individual assessment, and send by e-mail to the committee coordinator. The committee coordinator will compile the joint report of Form 4.4.
At the latest 25 working days before defence	Committee coordinator to forward the committee's assessment (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 (See separate schedule for the defence, below)	The evaluation committee is expected to evaluate the trial lecture and the defence on NMBU 4.5c Evaluation of the trial lecture and public defence

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 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 (Fee form and Reimbursement form). Sign and scan, and return to phd-realttek@nmbu.no

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 evaluates the trial lecture. As described in Procedure for trial lecture and public defence , the trial lecture must 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 to evaluate the public defence, and to finish Statement from evaluation committee for the trial lecture and the public defence, Form 4.5c . Committee coordinator sends Form 4.5c to phd-realttek@nmbu.no . Committee presents conclusions to the candidate and audience, congratulations, etc.