

PhD Student

Examination Committee

For information:

Pro-Rector, executive assistant, supervisor, head of communications, IT-director, operations manager, schedule planner

Timetable for *Name Public Defense* Date

Name has on *Date* submitted and on *Date* received positive committee remarks on a dissertation for PhD assessment. The following timetable gives information about the process ahead:

Examination Report

After you have received the examination report from the committee, you have two weeks to give your possible remarks to the report. You may of course give notification immediately if you have no remarks.

Decision about the Public Defense

The following examiners are appointed:

Schedule Leading up to the Defense

At Least Four Weeks Prior to the defense: Send a list of any errata to phd@mf.no.

This is a list of formal errors (errata) that you have corrected in the final version of your dissertation, which will be made publicly available. This list can only be turned in once (PhD regulations §15-4). [Submitting errata](#)

Let us know whether your spouse/companion will accompany you to lunch on the defense day. Please give information about allergies.

At least two weeks prior to the defense:

1. Turn in the final version of the dissertation text.

According to regulations, you are responsible for the dissertation being publicly accessible at least two weeks prior to the defense. Send the final version of the text as a pdf file to phd@mf.no. It will then be made available via mf.no.

Open Access: With your written permission, the dissertation will also be published on MF Open. A maximum quarantine of 2 years can be granted if other publication is planned.

2. Printed Copies

You may also submit printed copies of your dissertation. These should have the same pagination as the examination copy and the version available at mf.no. So, ensure space for a foreword and any table of contents. Alternatively, Roman numerals can be used here. Each chapter should begin on an odd-numbered page.

If you choose to submit printed copies, 10 of the copies are for mandatory submissions to the national Library and academic peers.

Contact phd@mf.no if you need assistance with printing.

The dissertation will only be available at mf.no until the defense if no printed copies are submitted.

Expenses: MF covers printing expenses at Akademia/Unipub for research fellows employed at MF. PhD students not employed at MF cover this amount themselves or their institutions cover it.

3. Summary of the Dissertation

Send a short summary of the dissertation (1-2 pages) to phd@mf.no. You may use the same one as when you submitted the dissertation. The summary must also be available in English. The summary will be posted at mf.no prior to the trials.

4. Portrait Photograph

Send a portrait of yourself to kommunikasjon@mf.no. This will be used in connection with promotion for the disputation. Please send the photo as soon as possible after you have received positive committee remarks.

Ten days prior to the defense, 9:00 AM: The topic for your assigned trial lecture is disclosed.

The trial lecture is a test of how you give an academic lecture. It is not a purely pedagogical test. It is to be related to / based on research, with a presentation of the issue, an independent discussion of the material (not just of the current research discussion) and a conclusion of one's own. Still, it is to be a lecture, not simply reading a paper. The target audience is the committee and listeners with assumed master's level in the discipline.

The trial lecture should last for 45 min. (+/- a few minutes).

The trial lecture and the entire defense are to be held in a language understood by everyone on the examination committee.

The Day of the Trials

These times are standard and can, in certain cases, be adjusted.

9:30 AM The PhD student and the committee meet in Aud. 5 at MF.

Bring six copies of the trial lecture for the examination committee, etc. Any handouts for the audience can also be made in addition.

The trial lecture and handouts will be sent in advance to phd@mf.no.

10:15-11:00 AM The Trial Lecture on an Assigned Topic

At 11:10 AM, we ask you to return to aud. 5 for some short feedback from the committee on the trial lecture.

Lunch for the PhD student and the committee follows. A spouse/companion is welcome to join you.

12:15 (- 3:00/3:30) PM The Public Defense

Remember:

1. No one knows the material and the dissertation better than you.
2. Give the examiners both time and space
3. Show appropriate humility, but don't be afraid to uphold what you have attempted to do with your work.

Program for the Public Defense:

- The defense starts with you presenting your dissertation. The summary can function as your manuscript for this.
- Discussion with the First Examiner.
- Ca. 15 Min. Break.
- Eventually Oppositions ex Auditorio.
- The second examiner concludes the discussion.
- The committee reports on the trial lectures and defense.
If necessary, the examination committee adjourns for a short conference. The auditorium remains seated.
- Conclusion from the Examination Committee to the Rector on Awarding a Degree
- Presentation of Diploma
- You may thank the committee, the institution, your family and the people present.
(You don't have to do this)

The Doctoral Dinner

You are free to decide if and how to organize the doctoral dinner, whether it be a large banquet with formal attire, a cold buffet immediately following the disputation, or no doctoral dinner.

It is usual for the master of ceremonies (Rector/Pro-Rector), the third member of the committee and the supervisor to deliver speeches. According to tradition, the doctoral candidate will also give a speech, thanking the institution, the committee, the academic community, family members, etc. The candidate usually gives the first speech; the following speech is given by the master of ceremonies. The following speeches are normally given by the head of the committee and the supervisor(s).

You are relatively free to choose the seating arrangement; however, the doctoral candidate with escort, the committee members, the supervisor, the master of ceremonies and the head of your institution/department should be given prominent positions at the table if you are not employed at MF.

It is possible to deduct a certain amount of tax for expenses related to the doctoral dinner and printing costs (post 3.3.7). "If you are working towards a PhD, you will be entitled to a deduction for your expenses in connection with printing and travel and your PhD dinner."

<https://www.skatteetaten.no/en/person/taxes/get-the-taxes-right/employment-benefits-and-pensions/education/deduction-for-phd-expenses/>

Good luck with your preparations!

Best wishes

Mona Gulbrandsen Bø

PhD Coordinator

E-mail: mona.g.bo@mf.no, phd@mf.no

Tel. 22590517

