

PhD Student

Examination Committee via the faculty member, who informs the other members of the committee

For information:

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

## Timetable for *Navn Navnesens* PhD trials dd.dd.dddd

«Navn» has on «dato» submitted and on «dato» received positive committee remarks on a dissertation for PhD assessment. The following timetable is intended to give information about the coming steps and to help with the tasks ahead:

### Examination Report

As PhD student, you are to receive the examination report from the committee at least two weeks prior to a final decision being reached about your PhD trials, but may of course give notification before this that no remarks will be made.

### Decision about the PhD Trials

The following examiners are appointed:

### Schedule Leading up to the Trials

**At Least Four Weeks Prior to the Trials: Send a list of any errata to [phd@mf.no](mailto:phd@mf.no).**

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

**At Least Two Weeks Prior to the Trials:**

**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 trials. Send the final version of the text as a pdf file to [phd@mf.no](mailto: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 are also to submit twenty printed copies of your dissertation. These should have the same pagination as the examination copy and the version available at mf.no. So make sure to have 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.

10-15 of the copies are for mandatory submissions to libraries and academic peers. The PhD student can expect to retain around five for own use.

Contact [phd@mf.no](mailto:phd@mf.no) if you need assistance with printing.

If no printed copies are submitted, the dissertation will only be available at mf.no until the trials.

**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 it is covered by their institutions.

## 3. Summary of the Dissertation

Send a short summary of the dissertation (1-2 pages) to [phd@mf.no](mailto: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](mailto:kommunikasjon@mf.no). This will be used in connection with promotion for the trials.

Upon approval of the trials, a portrait of you in black and white (15x20 cm) will be framed and hung up in room 371 at MF. This can be the same picture that is used for promoting the trials. The image must be high resolution. You decide whether you have the picture taken by a photographer, at your place of employment or somewhere else. The information department at MF can also assist you with this.

Send the picture to [kommunikasjon@mf.no](mailto:kommunikasjon@mf.no) or contact the same to make an appointment for having your picture taken.

### **Ten Days Prior to the Trials, 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 and not a recitation of a scholarly article. The target audience is people who have completed at least a master's degree in the field.

The amount of time available for the lecture is 45 min. One must stay within this limit (+/- a few minutes).

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

**At Least One Week Prior to the Trials:** Let [phd@mf.no](mailto:phd@mf.no) know if you would like a video of the trial lecture and defence to be recorded. You will receive access to this afterwards. The trial lecture and defence will also be streamed on YouTube.

**At Least Two Days Prior to the Trials:** Let [kristin.s.eriksson@mf.no](mailto:kristin.s.eriksson@mf.no) know whether or not a spouse/companion will be accompanying you to lunch on the day of the trials.

## 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 room 426 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.

Both the trial lecture and any handouts are to be sent in advance to [phd@mf.no](mailto:phd@mf.no).

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

About 11:10 AM we would ask you to return to 426 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 take part.

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

1. No one knows the material and the dissertation better than you.
2. Give the examiners both time and space; this is mostly their day, and they represent your readers. Refrain from giving much too long answers. You can also learn a lot from good opposition and pick up concrete tips for improvement.
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 defence starts with you the PhD student presenting your dissertation. The summary can function as your manuscript for this.
- Discussion with the First Examiner.
- Ca. 15 Min. Break.
- Possible Opposition ex Auditorio.
- The second examiner concludes the discussion.
- You are given the opportunity to thank the examiners and college.

- The committee gives a report on the trial lectures and defence. If necessary, the examination committee adjourns for a short conference. The auditorium remains seated.
- Possible Conclusion from Examination Committee to the Rector on Awarding a Degree
- Presentation of Diploma

### **PhD Dinner**

It is not necessary to host a big, expensive celebration in the evening. A simple gathering is also possible. A 'PhD dinner' is hosted by you and includes the examination committee, supervisor(s) and the college, represented by the rector, as guests. You are the one hosting and inviting.

It is otherwise quite common to invite your employer, closest family, work colleagues, academic colleagues and others. But this is completely voluntary. Most people, however, like finding some way to round off the day and say thanks to everyone, especially the committee for the discussion.

Possible List of Speeches at the Dinner:

- 0) You (or spouse) welcome the guests and possibly hand things over to a toastmaster.
- 1) The rector of MF gives in any case the first speech; congratulates and thanks the committee.
- 2) Possibly: Your employer; for example, a college rector or the like.
- 3) The third member (administrator) of the exam committee; says thank you on behalf of the committee for the dissertation and for the trials.
- 4) Your supervisor will most likely wish to say thanks for your work together.
- 5) The discipline department at MF, represented by one of the other members from MF.
- 6) You (thank the committee and college etc.)
- 7) Someone saying thank you for the meal.

It is possible to deduct a certain amount of tax for expenses related to the PhD dinner and printing costs (post 3.3.7)

<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

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