Dear NN and NN2,

Thank you for agreeing to be opponent for “candidate name” PhD defence.

The first thing that we have to agree on is the date of the PhD defence. “Suggest possible dates”.

On the day of the defence, we shall be busy from 10AM to about 5 PM with a lunch break. For the candidate's trial lecture on a topic different from the PhD project, the candidate's presentation of the PhD thesis, your disputations with the candidate, and finally providing our assessment of trial lecture, PhD thesis and defence. I'll provide more details on the PhD defence schedule later.

The choice of the PhD defence date has an implication on the deadline for your assessment reports (1-2 pages). At least five weeks before the PhD defence, I as the administrator of the assessment committee have to deliver a joint recommendation and the title of the trial lecture to our Faculty of Engineering. To allow me to compile that recommendation from your evaluations, I should appreciate to receive your assessment reports a few days before the deadline. The main supervisor will propose a title of the trial lecture to give us some time to discuss it. We may take the suggested title or propose another one. Thus, if we agree on “date” as the date of “candidate”'s PhD defence, I should like to receive you assessment reports and “supervisors”'s suggested title of the trial lecture by “date 5 weeks and a few days prior of defense”. The assessment reports should clearly state, whether the PhD thesis is worthy of defence for the PhD degree.

For your information, you'll find the regulations for the PhD degree at NTNU at <https://www.ntnu.edu/phd/regulations> . For PhD theses at our Faculty of Engineering, supplementary regulations are relevant, cf. <https://www.ntnu.edu/documents/139736/20785611/Regulations+for+the+Philosophiae+Doctor+Degree+with+amd+regulations+for+IV.pdf/9169a896-1d64-4561-b5dd-88a35c6fad2e>. For the assessment of candidates for Norwegian doctoral degrees, the guidelines at <https://www.ntnu.no/c/document_library/get_file?uuid=ddbe209f-6442-4643-b698-f6cddd8693b8&groupId=10578> apply.

If you have any question on the procedure, please let me know.

Best regards,