

Checklist for PhD completion at IE

- ① PhD Regulations and information regarding PhD study at NTNU:
<https://innsida.ntnu.no/en/doktorgrad>
- ① All needed IE forms and guidelines are available on the faculty website:
<https://innsida.ntnu.no/wiki/-/wiki/English/PhD+forms+%E2%80%93+IE>
- ① [Flow diagram of the completion process according to the PhD Regulation for NTNU](#)

Nomination

- ✓ Completed academic training, minimum 30 credits (SP).
 - ① The examination transcripts may be ordered at the [studentweb](#), at the department or faculty administration.
- ✓ Submission (at least 3 months ahead of the defence)

Step 1 | Candidate | Supervisor |

- ✓ Thesis (dissertation)
 - ① Electronically version of the thesis is preferred in the first step.
 - ① The Research Committee at the Faculty has adopted that not commonly understood abbreviations should be avoided in the title of the dissertation.
- ✓ Application form, that includes:
 - ✓ Declaration that the dissertation has not been submitted for evaluation at another institution.
 - ✓ Statement of thesis submitted for evaluation for the first or second time.
 - ✓ Documentation of the necessary permits.
 - ① If required, cf. Section 5.2 Application.
 - ✓ Declaration on co-authorship,
 - ① Declarations should be collected during the publication process.
- ✓ Statement from supervisor.

Step 2 | Department | Candidate |

- ✓ Restrictions on disclosure (if relevant, handled by the department)
- ✓ Recommendations from the department cf. Section 13.3 and Section 10.1.
- ✓ Propose members for the evaluation committee.
 - ① The proposal shall be justified in regards to composition and coverage of the field of research. Ensure that there are no conflicts of interest. The proposed persons shall be willing to serve as members of the assessment committee, and hand in their impartiality form.
 - ① At least one member of the committee should be employed at an institution that issue Doctoral Degrees.
- ✓ Inform the candidate on the assessment committee.
 - ① The candidate may give a written comment regarding the tentative composition of the evaluation committee within one week.

Step 3 | Faculty |

- ✓ Approval and appointment of the evaluation committee.
 - ① Information provided for the assessment committee on the process and submit dissertation and the *Guidelines for Evaluation of Norwegian Doctoral Degrees*.
- ✓ Appoints one administrator within the evaluation committee or in addition to the committee.
- ✓ Supplement information (if required).

3

months

Step 4 | Administrator | Department | Candidate

- ✓ Find and set a date for the Evaluation Committee's recommendation of the dissertation, normally within 12 weeks (from approval and appointment of evaluation committee), inform the candidate, department and faculty of the date set.
 - ① Practicalities are arranged for by the department.
- ✓ Errata shall be submitted by the candidate at least 4 weeks ahead of recommendation due date of the assessment committee, cf. Section 15.4.

Step 5 | Administrator |

5
weeks

- ✓ Compiles the assessment committee's comments and recommendation, and sends it to the Faculty, within 5 weeks before the defence of the dissertation.
- ✓ Title and subject for trial lecture given by the assessment committee shall be submitted to the Faculty.

Step 6 | Candidate |

- ✓ Comments/objections the candidate may have on the assessment committee's recommendation is to be given within 10 working days.

Step 7 | Faculty |

- ✓ The Faculty processes the recommendation of the Evaluation Committee.
 - ① If minor rework is found necessary, the assessment committee should supply the candidate with a descriptive list of what to be reworked, and the work should be completed within 3 months. [Restart process from Step 4].

Step 8 | Candidate |

4
weeks

- ✓ Dissertation shall be made public at least 3 weeks ahead of the defence, i.e. 2 copies of the printed version is submitted to the Faculty that sends a copy to the library and make the announcement.
 - ① Contact your supervisor and department for information on how and number of copies. You will find [information on how to get your thesis printed](#) (incl. format and getting your ISBN number).
 - ① One of the copies submitted to the faculty should be signed by the candidate.
 - ① Register your scientific work in [Cristin](#) (Current Research Information System in Norway) and [publish your doctoral thesis in NTNU Open](#). The PhD thesis must be made available to the public no later than three weeks before the public defence; cf. Section 18.2.

Step 9 | Faculty | Department

10
days

- ✓ Title and subject for trial lecture given by the assessment committee shall be submitted to the candidate 10 working days ahead of lecture (and commonly also the day for defence).
 - ① The faculty announces the defence and subject for trial lecture on the basis of practical information given by the department.

Step 10 | Administrator |

0
day

- ✓ The assessment committee evaluate the trial lecture, formal approval (or disapproval) given in evaluation form.
- ✓ The assessment committee evaluate the dissertation and the defence, and submit signed recommendations to the faculty. (If approved trial lecture).
 - ① In the report, the thesis is to be considered in relation to international standards in the subject.

Completion | Faculty |

- ✓ An approval given by the Faculty based on recommendations given by the assessment committee conclude in awarding of the degree, signed by the Dean submitted to the candidate. Doctoral Diploma signed by the NTNU Rector.
 - ① Doctoral Degree Awards Ceremony at NTNU is arranged twice a year.

