Routines for finishing a PhD at the Department of Physics

# The candidate:

Information for the PhD candidate is on the Faculty´s PhD web site: <https://www.ntnu.edu/nv/phd>

The thesis and application for assessment is submitted to the department: Anne Sæther ([anne.sether@ntnu.no](mailto:anne.sether@ntnu.no))

The supervisor:

Appointment of assessment committee:

The main supervisor proposes an assessment committee. The form “Oppnevning av

bedømmelseskomite – dr.disputas» found at <https://www.ntnu.edu/nv/phd/forms> should be used.

NTNU’s PhD regulations contain rules for appointment of the assessment committee:

The composition of the assessment committee should in general be such that:

 both genders are represented;

 at least two of the members are from outside NTNU;

 the main position of at least one member is at an institution outside Norway;

 all the members hold doctoral degrees or equivalent qualifications.

The internal NTNU committee member is the administrator of

the committee.

Concerning competence and impartiality, every member (also the administrator) must evaluate their

own qualifications and possible partiality. The department runs a check on possible partialities of all

the committee members (no co-authorship the last 5 years). The proposed committee members must have accepted the task before the proposition is sent to the department.

The department sends the thesis the committee administrator, who forwards it to the committee members.

The student should not have any communication with the assessment committee.

Administrator’s role and responsibilities

 Coordinate the committee’s assessment of the thesis.

 Make sure the deadlines are met.

 Clarify the committee members’ role at the public defense, see “Guidelines for the

Assessment of Candidates for Norwegian Doctoral Degrees.”

 Submit the committee’s assessment of the thesis no later than 5 weeks before the planned

date of the public defense.

 Send the subject for the public trial lecture to the department no later than 3 weeks before

the planned defense.

 The administrator acts as the chairman for the defense on behalf of the dean.

Public defense of PhD thesis

As soon as the date for the defense is decided, the department orders a room for the trial lecture

and public defense

The department also orders:

- flowers (the department’s gift to the candidate);

- lunch for the supervisors and the assessment committee. The candidate is also welcome to attend the lunch.

Ceremony

It is optional to enter the room for the trial lecture and the defense in a procession. Most common is

to do this only for the defense. The audience rises when the procession enters the room.

Order of procession:

Chair of the defense/administrator, first opponent, second opponent, candidate. The chair goes to

the speaker’s platform, the committee members to their table, and the candidate sits down on the

first row in the audience.

Order of procession out of the room, opposite order:

The chair/administrator, candidate, second opponent, first opponent.

Duties of the chair of the defense

At the Department of Physics, the committee administrator acts as the chair the defense on behalf of

the dean. The department provides the chair with a protocol for the trial lecture and the defense.

Informal celebration

After the defense, there can be an informal celebration in the lunchroom D5-175. The department asks whether or not the candidate wants this celebration, and whether the candidate will serve alcoholic drinks. The department orders cake and the candidate has to bring all drinks, including soft drinks. The candidate’s section is responsible for the arrangement, and all the candidate’s family and friends are welcome.

PhD dinner

Traditionally, the candidate invites the committee members and supervisors for a dinner in the

evening on the day of the defense. If wanted, the candidate can also invite family and friends. Part of the expenses are covered by the department.