Dear NN and NN2,

Thank you again for the input so far regarding “candidate name” ’s PhD defence. I hereby send you some practical information on what will happen the day of the defence.

You will find a program at the end of this email. You are both expected to “examine” the candidate, and usually the Opponents take the stand at the podium (unless the defence is conducted digitally). This examination does however usually take the form of a discussion around elements of the work that you find interesting or want/need more information. My role as Administrator is to act as Chair for the sessions.

The final thesis will be printed in a booklet in time for the defence, and if time permits it will be sent to you by mail. Most times the Opponents use the pdf-version since there are only minor corrections done for the final thesis.

On “defence date” I suggest that we meet in my office at 09.30 h, room XX (“directions”), to go through the procedures (please see attached map).

Then, the program of “candidates name” ’s PhD defence is as follows:

10:00 We'll walk to the lecture hall.

10:15 - 11:00 Trial lecture.

11:00 - ca. 11:10 Discussion: you may ask the candidate a few questions on his/her trial lecture.

ca. 11:15 - 12:00 We walk back to my office. Assessment of the candidate’s trial lecture in my office.

12:00 - 13:00 Lunch. Supervisor Prof NN3 will join for lunch.

13:00 We will walk back to the lecture hall for the thesis defence.

13:15 - 14:00 Candidate’s presentation of the PhD thesis.

14:00 - 14:05 Short break.

14:05 - ca. 14:50 Prof NN (Opponent I) will first interrogate and discuss with the candidate his/her PhD thesis (30-40 minutes – note there are no rules as such on how long this session is supposed to last).

ca. 14:50 - ca. 15:30 Prof NN2 (Opponent II) will interrogate and discuss with the candidate on the PhD thesis (30ish minutes.)

ca. 15:30 - ca. 15:35 Then the thesis is open for discussion for the public. People in the audience might ask the candidate questions on his/her PhD thesis, which happens rarely though. I'll close the PhD defence, after which supervisor or myself will announce the location of the reception.

ca. 15:35 - ca. 16:20 Completion of assessment of PhD thesis in my office.

ca. 16:20 Reception and Announcement of the result: either passed or not passed. The candidate will receive a present from the Department of Energy and Process Engineering.

ca. 17:00 End of reception.

I will prepare in advance of the day a *draft* of the PhD examination result form on which we shall assess the candidates trial lecture and PhD thesis. You'll find the empty form at <http://www.ntnu.edu/ivt/phd/forms>

and the guidelines for the assessment of PhD candidates at <http://www.ntnu.edu/documents/139931/9317051/Revidert_NTNU_veiledning_bedommelse_doktorgrader_130612_engelsk.pdf>

I will send you a meeting notice in due time before the thesis defence, included the zoom link for the event.

In the evening it is common that the candidate hosts a dinner. This is organised by the candidate.

Please do not hesitate to contact me if anything is unclear. You find my contact details below.

I look forward to meeting you!

Best regards