



# Information on submission of the PhD thesis and the public defence – PhD degree in Science of Professions:

Upon submission of the PhD thesis, it is essential for the candidate to be familiar with the relevant parts of the Regulations for the philosophiae doctor (PhD) degree at Nord University (the PhD regulations) with supplementary guidelines.

- [Link to the regulations](#). Special reference is made to Sections 13–20-2.
- [The supplementary guidelines](#) provide some additional information.

The purpose of this document is to present and explain in more detail some information that the candidates need towards the finalisation of their doctoral projects. More specifically, this document is intended to serve as an informal checklist, and in case of any discrepancies between the current document and statements in the regulations, the regulations take precedence.

If candidates have any questions, they are always welcome to get in touch with the administrative coordinators for the PhD programme. Email addresses: [geir.o.fjeldavli@nord.no](mailto:geir.o.fjeldavli@nord.no) / [synnove.d.tollali@nord.no](mailto:synnove.d.tollali@nord.no)

## Approval from the supervisor

It is strongly recommended that you get approval from your supervisor prior to submission, even if it is not mandatory. Candidates can freely submit their thesis when they deem it to be ready. The main supervisor is responsible for informing the person responsible at the faculty that submission and application for assessment is imminent, to allow for necessary preparations to be made.

## The training component (and other mandatory activities)

The training component must be approved and all other mandatory activities must be completed before candidates can submit their thesis. Application for approval of the training component must be made in the form of a letter that specifies the PhD training courses that have been passed and how the candidate meets the requirements for other mandatory activities specified in the programme description. The working committee processes the application and submits its recommendation to the dean. The dean makes the final decision on approval of the training component.

- **Coursework:** Documentation of courses taken and passed at institutions other than Nord University must be provided. If courses taken externally have not been approved in advance, course descriptions for these must be provided. If the completed courses deviate from the approved plan for the training component, reasons for this must be stated.

- **Other mandatory activities:** These must also be documented. Various documentation forms are possible. In some cases, confirmation from the supervisor is sufficient. Content of the other mandatory activities can vary between the different versions of the programme description, but will often include elements such as the start-up seminar, the midway seminar, final seminar, dissemination of the candidate's own research and internationalisation efforts. These must comply with the programme description in question. Programme descriptions for [2008/2016/2018](#) and [2021](#).
- **Internationalisation** can include a range of activities, such as an exchange period in a foreign university or research institution, presentations at international conferences, active participation in international networks, PhD training courses at foreign universities, attendance at international research schools etc.

### **Assessment committee:**

The supervisor is responsible for proposing members to the assessment committee that will evaluate the thesis. The supervisor will informally contact relevant academics to check whether they are willing to accept the request. The supervisor then submits a substantiated proposal to the working committee, which in turn will formally appoint the committee. The proposal for assessment committee members should be made well ahead of the submission of the thesis, to ensure that the committee is ready when the thesis is submitted. A description of the formal requirements for the composition of the committee is found in [Section 14 of the PhD regulations](#).

### **Application for assessment:**

The application for assessment of the PhD thesis is described in [the supplementary guidelines and Sections 13-2 and 13-3 of the PhD regulations](#). These provisions specify the attachments required, and it is important to note that declarations of co-authorship (in [Norwegian](#) and [English](#)) and documentation of necessary permissions are required when relevant. Application for assessment utilizes a separate form, which also specifies the attachments required. [Link to the application form for assessment](#). Application for assessment is processed by the working committee, which submits its recommendation to the dean, who will make the formal decision to accept the thesis for assessment.

### **Printing:**

Upon application for assessment, five hard copies of the thesis along with a PDF file must be submitted to the administrative coordinator for the PhD programme at the faculty. The regulations specify a requirement for electronic submission in Nord University's submission portal (Inspera), but this solution is not ready yet. The faculty in question covers the cost of printing at the university's own printshop. The candidate is strongly advised to contact the printshop in advance, as they can provide help to achieve an optimal visual version of the thesis. Contact details for the printshop: Tel: 755 17558, email: [trykkeri@nord.no](mailto:trykkeri@nord.no). The five hard copies are printed in A4 format. Once the thesis is approved for public defence it is converted to book format and printed. The thesis should therefore be written with font size 13 to ensure good readability in book format. The faculty covers the printing of 70 copies of the final version.

Here you can read more about [publishing your thesis](#) in Nord University's open archive – Open Access.

### **Dissemination:**

The candidates must expect enquiries about their research from the media and others, both before and after the public defence. To cater for this, candidates will have to submit a press release/information letter to the administration some time before the announcement of the title of

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the trial lecture. In addition, candidates will have to supply a photo of themselves. Information about the thesis and public defence will be published on the university's website.

### **Title of the trial lecture:**

The assessment committee sets the title of the trial lecture. The administration informs the candidate of the title 10 working days before the trial lecture. This is done by email.

### **Time and place for the trial lecture and public defence:**

Time and place for the trial lecture and public defence is agreed at the earliest possible time, and is normally determined no later than when the decision to accept the thesis for public defence is made. [Section 18-2 of the PhD regulations](#) states that time and place for the public defence (disputation) should be announced at least 10 working days before the date of the event.

### **The day of the public defence:**

The doctoral candidate will get detailed information regarding the public defence. Normally, the programme will be as follows:

10.00 – 11.00 Trial lecture (lecture duration approximately 45 minutes)

11.00 – 12.00 Lunch break

12.00 – 16.00 Public defence (Normally completed between 15.00 and 16.00):

The candidate presents the thesis (maximum 30 minutes)

First opponent (one hour)

Break (15 minutes)

Second opponent (approximately one hour)

Opposition *ex auditorio*, if any.

The committee withdraws to deliberate.

The committee announces its conclusions.

Reception

### **Doctoral dinner:**

Doctoral candidates normally organise a dinner on the day of the public defence. Invitees include the dean, the chair of the defence, the assessment committee members and supervisors, as well as others that the candidate wishes to invite (family members, colleagues and friends). Financial support for the doctoral dinner is provided by the faculty where the candidate is employed. Currently, up to NOK 5000 can be provided for a doctoral dinner. Application for support must include receipts and a list of dinner guests.