



## Guidelines for Evaluation Committees – PhD in Science of Professions

This document provides guidance for the work of the evaluation committee, with particular emphasis on the role of the committee coordinator, in the assessment of dissertations, trial lectures, and public defence for the PhD in Science of Professions at Nord University. These guidelines are based on the [Regulations for the Degree of Philosophiae Doctor \(PhD\) at Nord University, supplemented by specific guidelines for the PhD in Science of Professions](#), and the [Guidelines for the Evaluation of Norwegian Doctoral Degrees issued by the Norwegian Association of Higher Education Institutions \(UHR\)](#). (only in Norwegian)

### Responsibilities of the Evaluation Committee

The evaluation committee assesses the academic quality of the PhD dissertation, prepares a formal recommendation, and evaluates the trial lecture and public defence.

### Deadlines

- The committee shall submit its recommendation within three (3) months of receiving the dissertation ([§15.3](#)).
- The recommendation must be finalized no later than five (5) weeks before the scheduled date of the trial lecture and public defence.
- The candidate shall be given ten (10) working days to prepare the trial lecture ([§18.1](#)).
- A tentative date for the trial lecture and public defence shall be agreed upon as soon as the committee is appointed ([§14](#)).
- The topic for the trial lecture shall be submitted together with the evaluation report, provided the dissertation is deemed worthy of public defence.
- If the committee allows minor revisions (3-month period) of the dissertation, a new deadline for evaluation will be set, typically six (6) weeks from the date of resubmission.

### Responsibilities of the Committee Coordinator

The committee coordinator manages the work of the evaluation committee and should guide the other members to ensure the following:

- Compliance with the Regulations for the PhD Degree at Nord University, including the supplementary guidelines for the PhD in Science of Professions.
- That the wording of the recommendation reflects that the requirements for international standards, as outlined in the regulations, are met.
- That the dissertation meets international academic standards and maintains a high scholarly level, in accordance with the curriculum for the PhD in Science of Professions and the UHR

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- That the committee is familiar with the PhD in Science of Professions.

Specific duties of the coordinator include:

- Clarifying the responsibilities of each committee member, initiating the evaluation process promptly, and ensuring deadlines are met.

- Participating in academic discussions; however, in cases of disagreement, the assessments of external members carry more weight. All committee members may submit dissenting opinions.

- Reviewing the plagiarism report and confirming its review and conclusion via email to the administrative PhD coordinator at the faculty.

- Proposing a tentative date for the public defence as early as possible in consultation with the other committee members. The administration will finalize the date in coordination with the dean, candidate, and supervisors.

- Ensuring that the committee's recommendation is coherent and consistent in terms of language, style, and layout, and that all members agree on the wording. Attachments to the evaluation will not be accepted.

- Contacting the administrative PhD coordinator if any practical or formal issues arise during the evaluation process.

- Submitting the trial lecture topic together with the committee's recommendation, provided the dissertation is deemed worthy of defence.

- Advising committee members on the content and structure of the PhD programme, the required academic level, and practical matters related to the trial lecture and public defence.

- Ensuring that the evaluation of the trial lecture and the committee's report following the public defence are signed and returned to the administrative PhD coordinator.

### Committee Recommendation – §15.3

The recommendation must be submitted no later than three (3) months after the committee receives the dissertation. The committee is encouraged to use the approved template for the evaluation report.

### Recommendation for Revision – §15.4

The committee may advise the faculty in writing to allow the candidate to make minor revisions to the dissertation before a final recommendation is issued. These revisions must be of such nature that they cannot be postponed until the public defence. The advice must include a description of the necessary changes to bring the dissertation to an acceptable level. The candidate will then be given a deadline, normally not exceeding three (3) months.

### Negative Recommendation / Rejection – §15.5

If the committee finds that substantial changes are required in theory, research questions, hypotheses, material, or methodology for the work to be recommended for public defence, the dissertation shall be rejected. Likewise, if the committee believes the submitted work has such significant weaknesses that it cannot be brought to an acceptable level within three (3) months, the dissertation shall be rejected.

A dissertation that is not deemed worthy of defence may be resubmitted in a revised version no

earlier than six (6) months after the faculty's decision.

If the committee concludes that the dissertation is not worthy of public defence, a more detailed justification must be provided than in cases where the conclusion is positive.

## Split Recommendation – §16.2

If the committee is divided in its conclusion, it is desirable that a joint statement is prepared, describing and justifying the disagreement. Even in cases where the committee agrees on the conclusion but disagrees on the premises, it is desirable that this disagreement is reflected in the recommendation.

## Practical Information: Honorarium, Travel and Accommodation

Honorarium / Resource Allocation:

- NOK 15,000 for an approved dissertation, including evaluation, trial lecture, and public defence. This includes any minor revisions (3-month period).
- If the dissertation is not approved (6-month period), and no trial lecture or public defence is held, the honorarium is NOK 10,000.
- Internal members of the evaluation committee receive 40 hours on their work schedule.

Travel and Accommodation:

- Committee members must arrange and pay for their own travel and accommodation in connection with the public defence (reimbursement according to travel regulations).