

## Instructions for administrators of doctoral degree committees

The doctoral degree tests are organised in cooperation between the faculty secretariat, the committee administrator and the Faculty Research Education Committee. In addition to coordinating the work of the committee and ensuring compliance with the PhD regulations and the Supplementary provisions, the administrator is responsible for the following duties:

### Contact with the other members of the committee

- Consult the other members of the committee, the doctoral candidate, the Faculty Executive Officer and, if relevant, the supervisor about the date for the disputation.
- Call committee meetings, if any (meetings should first be authorised by the Faculty, which will cover travel and accommodation expenses).
- Make sure that the final report contains the information required (see separate report form).
- Make sure that the report is submitted in time.
- Clarify which of the committee members shall serve as first and second opponent.
- Clarify what the prescribed theme for the trial lecture shall be.
- Inform the opponents about the organisation of oppositions at doctoral disputations at the University of Agder. (Refer to *Procedure for trial lectures and disputations*.) Make sure that contact has been established between the opponents before the disputation, and assign themes to the opponents.
- Inform the committee members about practice and traditions with respect to disputations and social celebrations, if relevant.

### Contact with the Faculty Executive Officer

- Give notice of the date for the disputation. Such notice must be given early in the process. (The Faculty will book rooms and give the doctoral candidate the final notice of the date for the disputation.)
- Submit the report, signed by all the members of the committee, to the faculty secretariat. (The Faculty will forward the report to the doctoral candidate.)

If an unanimous committee recommends that the dissertation should be found worthy of being defended for the doctoral degree the **Dean** can decide that the doctoral candidate be allowed to defend his or her dissertation (section 9.4 of the Regulations). In the event that the process will be delayed due to problems with providing the relevant signatures, the signature of the committee administrator will be sufficient at this stage. In such cases, transcripts of e-mail messages confirming the fact that all the experts are in agreement on the conclusion must be enclosed. The **committee administrator** must then make sure that the report, with all the signatures, be submitted to the Faculty before the trial lecture and the disputation.

### At the trial lecture and the disputation

- If required, assist the doctoral candidate, the opponents and the person presiding in the use of the technical equipment in the rooms.
- Make sure that the external members of the committee find their way to the room for the trial lecture and the disputation.
- Make sure that the doctoral candidate be introduced at the trial lecture.
- Take the members of the committee out for dinner after the trial lecture (costs covered by the Faculty).
- Take the members of the committee and possibly the person presiding at the disputation, the doctoral candidate and the supervisor out for lunch under or after the disputation (booking and payment by the Faculty).