

PhD Programme in Engineering and Science, University of Agder

The final phase: Checklist for PhD Candidates in Engineering Sciences and ICT (Grimstad)

Last updated July 2022

Submission of the thesis

- Before submission, please read the *Regulations related to PhD at UiA* carefully, particularly Sections 10 and 11, and Part IV concerning Completion. You should also be familiar with Section 10 in *Supplementary Guidelines for the PhD Programme at the Faculty of Engineering and Science*. Both documents can be found [here](#).
- The thesis must follow the [template](#) available on the UiA library website. Please note that ISSN, ISBN and series number will be made available only when the dissertation has been found worthy of public defense.
- The thesis must have a summary in Norwegian as well as in English.
- Your application for assessment of the thesis may only be submitted after the required coursework and training component has been approved by the relevant specialisation committee (REC/PPCE). Application form for approval of coursework component can be found [here](#).
- Your application for assessment of the thesis (find application form [here](#)) should be submitted to the PhD administration electronically (emma.e.horneman@uia.no and kristine.reinfjord@uia.no). The application should include the following attachments:
 - Your dissertation in PDF format
 - Co-author declaration forms (found [here](#)), as one PDF file
 - Documentation of your completed coursework component, approved and signed by the relevant specialisation committee (REC/PPCE)
- The relevant department's recommendation for the Evaluation Committee suggested by the main supervisor and approved by the relevant specialisation committee (REC/PPCE) should normally be in place by the time of the thesis submission.
- You will be informed of the composition of the evaluation committee before it is formally appointed, so you will be given the opportunity to comment/declare impartiality.
- At an early stage in the evaluation process, the committee administrator will coordinate a (tentative) date for the trial lecture and public defense in collaboration with opponents, candidate, supervisor(s) and the PhD administration. The trial lecture and public defense are normally held on the same day.

Evaluation of the thesis

- The evaluation committee determines whether the thesis is found worthy of being defended for the PhD degree.
- In the case of revisions (see section 15 of the [regulations](#)):
 - It may be recommended that the faculty permits the candidate to make minor revisions to the thesis before the committee submits its final report. If the faculty allows minor revisions, a deadline normally not exceeding three (3) months is to be set for completing such revisions.
 - If the committee finds that extensive changes related to the theory, hypothesis, material, or methods used in the thesis are needed to deem the thesis worthy of public defense, the committee must recommend that the thesis is rejected.

- The evaluation committee's report is submitted to the faculty.
- Based on the evaluation committee's final report, the faculty itself decides whether the thesis is worthy of public defense.
- The faculty's decision will be forwarded to you on e-mail by the PhD administration.
- You are then given ten (10) working days to submit written comments on the report to the PhD administration (kristine.reinfjord@uia.no). If you do not wish to submit comments, you must notify the faculty in writing.

When the thesis is found worthy of public defense

- You can do corrections of technical character (graphical errors, reference errors, minor linguistic changes) before the dissertation is sent for printing. It is your responsibility to make sure that the changes you make are technical only. An erratalist (find suggested template [here](#)), if any, can be sent to kristine.reinfjord@uia.no where you document the changes made.
- The dissertation is to be published in the series "Doctoral Dissertations at the University of Agder" ("Doktoravhandlingar ved Universitetet i Agder") when it is approved for disputation. The series is managed by the university library (Universitetsbiblioteket). Please contact [Erik Adalberon](#) at Universitetsbiblioteket (copy to igor.goncharenko@uia.no and kristine.reinfjord@uia.no) for ordering ISSN, ISBN and series number. The series has a standardised design. See also template [here](#).
- The final version of the dissertation in PDF format should be submitted to the PhD administration (emma.e.horneman@uia.no and kristine.reinfjord@uia.no) who will forward it to Printing office and Communications office. The cost for printing the dissertation is covered by the PhD project/faculty.
- According to the PhD regulations, section 18.2 (available [here](#)), the dissertation must be publicly available no later than two weeks before the date of public defense. The dissertation must be registered and in the CRISTin system, and the full-text thesis must be uploaded:
 - [Log in](#) to the system
 - Click on "Register result" (on the top-left of the webpage)
 - Choose the category "Report/thesis" and then "Doctoral dissertation"
 - After registration click on "Deliver full-text document" (on the bottom-left of the webpage)
 - Choose "VoR - Version of Record (Published version)" and click on "Continue"
 - Choose the PDF file of the dissertation and click on "Upload"
 - You will see "the following document(s) have been submitted" if the PDF file is uploaded successfully.

Please contact [Katharina Pätzold](#) if you need any assistance with registration in CRISTin system. The university library will post the dissertation in the institutional repository [AURA](#). Please contact [Igor Goncharenko](#) if you have any questions about AURA.

- You are expected to submit to the faculty a popular scientific description/press release of the work that has been carried out, written in Norwegian and English. Please try to avoid too many technical expressions. The subject should be understandable also for readers without a technological background. You also need to send in a photo of yourself, minimum 1 MB. The Communications office asks for the following information:
 - Year of birth, place, and country
 - Institution where you took your BA and MA (incl year)
 - Phone number(s) and email address
 - Your connection to UiA (position etc)
 - Present position
 - Information about how the doctoral studies have been funded

- The evaluation committee will propose a topic for the trial lecture. You will receive this topic on e-mail from the PhD administration 10 days before the disputation date. The time frame of the trial lecture is 45 minutes.
- You will receive a time schedule for the defense on e-mail from the PhD administration, including an invitation to a brief, informal morning meeting with disputation chair and evaluation committee members on the day of the defense. In the case of a hybrid defense, there will also be a pre-meeting to check the technical setup.
- If you wish, the faculty will organise a celebration in the staff canteen with cake and coffee following the defense. Please let the PhD administration know if you wish to do so.
- The evaluation committee members, disputation chair and supervisors are normally invited to a disputation dinner, in the evening following the defense. The disputation dinner is to be organised and paid for by the candidate, but you can apply for partial coverage of the expenses. Please inform the PhD administration whether you are going to arrange a disputation dinner. Once we receive details from you, we will invite the committee members on your behalf, since you should not be in direct contact with them prior to the defense.
- After the defense, computers, mobile phones, and other equipment that belongs to UiA must be returned to the university through UiA Hjelp.
- UiA invites all new doctors to the university's annual doctoral awards ceremony. You will receive an invitation to this event on e-mail.

Please note:

The "UiA PhD handbook" and general information for PhD Candidates can be found [here](#). If you find deviations between what is mentioned in the PhD handbook and this list, specific guidelines for Engineering and Science apply.