

## PhD programme in Engineering and Science, Specialization in Mathematical Sciences

### The final phase – Guidelines/Check list for PhD candidate

The University of Agder has prepared a *PhD handbook* for PhD students that can be found via <https://www.uia.no/en/research/phd-programmes/phd-handbook2>

There will be some deviations from what is mentioned in the list given below and UiA's PhD handbook. As a rule, the items mentioned in the list below are valid.

- The application for evaluation of the doctoral dissertation is to be submitted electronically to the faculty by the PhD coordinator for Specialisation in Mathematical Sciences Victoria Belous [victoria.belous@uia.no](mailto:victoria.belous@uia.no) at least 4-5 months before planned disputation.  
The application form may be downloaded [here](#).
- The application should include the following attachments (§13 in the [Regulations](https://lovdata.no/dokument/SF/forskrift/2022-02-01-1149/KAPITTEL_4#KAPITTEL_4) [https://lovdata.no/dokument/SF/forskrift/2022-02-01-1149/KAPITTEL\\_4#KAPITTEL\\_4](https://lovdata.no/dokument/SF/forskrift/2022-02-01-1149/KAPITTEL_4#KAPITTEL_4)):
  - The dissertation in one pdf-file. The submitted version must be in the same format as the final version of the dissertation that will be printed shortly before the disputation, given it is approved by the assesment committee. If your dissertation consists of articles with an introduction etc., please include the articles in the dissertation pdf file.
  - Co-author declaration(s), if relevant, preferably as one pdf-file. The relevant form can be downloaded [here](#).
  - Other declarations and relevant documents (for example, letter from NSD) in accordance with §13.1 in the [Regulations](#).

#### Please note:

- The application for the final acceptance of the PhD coursework component must be approved by the faculty before the application for evaluation of the dissertation can be submitted. The application form can be downloaded [here](#).
  - The department's recommendation for the Evaluation Committee suggested by the principal supervisor and accepted by The PhD Research Committee (FDM) should normally be in place by the time of the submission.
  - The candidate will be informed on the appointed evaluation committee, so he/ she will be able to give written comments to the faculty about the composition of the evaluation committee if he/she has any.
  - The printed copy of the dummy ('fortrykk' in Norwegian) of the dissertation for the evaluation committee will normally be ordered at the external printing office by PhD coordinator.
- Template for the dissertation in accordance with the formal requirements at UiA, may be found on the University Library's website:  
<https://www.uia.no/bibliotek/forskning-og-publisering2/doktoravhandlinger-ved-universitetet-i-agder>  
Please note, **everyone has to use the library's template.**

**Things to remember before submitting the dissertation – information from the University Library:**

- ✓ *The first page of your thesis should be a title page and contains no other information. Subtitle is included only on page 3.*
- ✓ *The second page should be blank.*
- ✓ *The information and placement on page 3 should be in accordance with the [guidelines](#). Do not include extra information about such things as institute, logos, and such (except in the cases where other institutions should be credited).*
- ✓ *Check that you have written the correct and official name of your faculty.*
- ✓ *The information on page 4 is mainly filled out after the thesis has been accepted, so leave the fields empty in the submitted version.*
- ✓ *No page numbers should be included on the first four pages, but you should start on page 5 with the roman numeral “v”.*
- ✓ *The first page of the thesis will be counted as page 1. Check the [guidelines](#).*
- ✓ *After the first four pages you may include sections like foreword, summary, index, list of figures, list of tables. Preferably in this order.*
- ✓ *The thesis must include a summary; if the main text is in English, the summary should be in Norwegian, and vice versa (Ref. Section 18 of the revised [PhD Regulations at UiA](#)).*
- ✓ *Before submission, check if index is updated, and that the page numbers are correct.*
- ✓ *Be aware that the margins on left and right should not be less than 3.0 cm due to print format.*
- ✓ *Each chapter should start on an odd page number, to do so you may have to add a blank page before a new chapter. Please be aware of the start page of the following chapters, as they may end up on an even page and may need adjusting accordingly.*
- ✓ *No pages can be oriented horizontally.*
- ✓ *Before submission, get in touch with [Tora Karoline Mjelde Rundhovde](#) or [Igor Goncharenko](#) regarding article-based thesis. They will help you to clarify which version of an article you have a permission to include into the thesis or help you to request a permission if necessary.*

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- The evaluation committee's final report will be forwarded to the candidate on email once it's received by the faculty. The candidate may put forward written comments to the evaluation committee's statement and should do this within 10 working days to the faculty (§15.3 in the [Regulations](#)).

**After the dissertation is approved for the defense:**

- The dissertation is to be published in the series "Doctoral Dissertations at University of Agder" ("Doktoravhandlingar ved Universitetet i Agder") after it is approved for the defense. The series is managed by the University Library.
- The candidate should contact [Pernille Morken](#) or [Marte Strand](#) at the University's library for ordering ISSN, ISBN and series number **after** the PhD evaluation committee has found the dissertation worthy of being defended; at the latest five weeks before disputation.

- Please register the thesis in [Cristin](#) and upload (See [the guidelines](#)) a full-text as soon as possible; at the latest three weeks before disputation. The thesis will be automatically sent to institutional repository [AURA](#) for archiving. Please make sure that [Tora Karoline Mjelde Rundhovde](#) or [Igor Goncharenko](#) are informed about the thesis being registered in Cristin and the date of the defence. You will get a notification when the thesis is available in [AURA](#). (NB! Copyright and terms of use will be checked before making the thesis available in [AURA](#)).
- The doctoral dissertation approved for the defence shall be printed and publicly available two weeks before the disputation, at the latest (§18.2 in the [Regulations](#))
- Approx. five weeks before the disputation, the candidate submits the dissertation in pdf-format together with her/his errata list\* to PhD coordinator for Specialisation in Mathematical Sciences Victoria Belous [victoria.belous@uia.no](mailto:victoria.belous@uia.no) who will order printing at the external print office.  
*\* At least one month before the disputation the candidate can submit corrections of formal character in the dissertation (§15.4 in the [Regulations](#)). The template for errata list can be downloaded [here](#)*
- The candidate receives five (5) copies of the printed dissertation from the faculty. If the candidate wants more than five (5) copies of the printed dissertation, he/she can order them by informing Victoria Belous about it before the script is submitted to the printing office. The candidate pays for the additional copies.
- The candidate should submit four weeks prior the planned disputation, at the latest, a presentation of the work that has been carried out. The presentation is to be submitted as a Word file to PhD coordinator for Specialisation in Mathematical Sciences Victoria Belous [victoria.belous@uia.no](mailto:victoria.belous@uia.no)

The candidate's presentation of the work shall include:

- Suggested title of the work (3–6 words). This normally does not have to be the dissertation title.
- Brief captivating summary of the dissertation (approximately 15–20 lines). Special terminology should be avoided, and the summary must be written in a language that the ordinary reader can understand.
- The candidate should also submit some 2-3 suitable images of him/her together with the presentation of the work. It is important that the image is in jpg. - format.

The presentation of the work will be normally published on the University of Agder's web site prior to the disputation. Examples of some earlier published presentations can be found [here](#).

- The evaluation committee shall propose the topic for the trial lecture. The candidate will be given 10 working days to prepare the lecture (§19.1 in the [Regulations](#)). The trial lecture should have the duration of 45 minutes.
- The disputation must be held in the language used in the thesis, unless the faculty itself, on the recommendation of the evaluation committee, approves the use of a different language (§19 in the [Regulations](#)).

- The evaluation committee members, disputation Chair and supervisors are normally invited to a ‘after disputation’ dinner party, if any, same evening as the disputation. The ‘after disputation’ dinner is to be organized and paid for by the candidate.

In the case of a fully digital disputation, there will be a “digital celebration” after the event.

- After the candidate is created as a doctor by the University Board, the UiA's Examination office prepares the diploma which will be sent to the candidate by ordinary mail.
- UiA invites the newly created doctors especially to the university's annual celebration (årsfest), traditionally arranged in autumn.