

THE REMINDER FOR THE ADMINISTRATOR CONCERNING EVALUATION OF THE DOCTORAL DISSERTATION AND (POSSIBLE) DISPUTATION	
The candidates name (fill inn):	
Read Instructions for the administrator (check)	
Important dates (fill inn)	
Deadline, committee report:	
Note! If a delay should occur the Department must be informed prior to the deadline for the report.	
Date for the committee's decision:	
The committee's decision should be made in due time before the deadline for the report, and take place by phone or e-mail. The Faculty does not cover expenses connected with committee meetings prior to the doctoral defence.	
Date set for doctoral trials:	
The dates for the doctoral degree examinations are set after conferring with the department's research coordinator. This should be done at least two-three months prior to the disputation.	
When the report is delivered to the Faculty (check)	
External committee members have been contacted about hotel accommodation and airline tickets. Notice has been given to the Departments research coordinator.	
External committee members have been informed of the arrangement for oppositions at Norwegian disputations, of the customs and traditions connected with the Norwegian disputation and of the doctoral dinner that (usually) follow the doctoral trials.	
Four weeks prior to the disputation at the latest (check)	
Notified the Faculty's officer in charge of which of the committee members that have assumed the role of first and second opponent during disputation.	
The given topic for trial lecture has been sent to the Faculty's officer in charge.	
Three weeks prior to the disputation at the latest (check)	
Notified the department's research coordinator if the opponents and/or the doctoral candidate need technical equipment during the trial lecture(s) and defence.	
During the trial lecture(s) and defence	
Assist the external members with locating the premises were the trial lecture(s) and defence	

are being held.
Make sure that the doctoral candidate is introduced at the trial lecture(s). The Administrator or the Head of the Department introduces the doctoral candidate, and the responsibility for delivering the presentation must be agreed upon prior to the event.
Take the committee members out to dinner after the trial lecture(s). The Department covers the expenses. Talk to the Departments research coordinator about which restaurants one normally use.
Invite the committee members, the chair of the disputation, the doctoral candidate and the candidate's supervisor to lunch, before, after or during the break in the doctoral trials. The department's research coordinator books the lunch and The Faculty covers the expenses. The department's research coordinator will inform you of time and place a couple of days before the disputation.