**SUBMISSION AND PUBLIC DEFENSE AT DEPARTMENT OF CLINCIAL SCIENCE (PHD)**

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| **Submission**  - The candidate should submit the frame of the thesis for Ephorus check. This is done by Åse Amundsen. Take note that she is only available on Mondays, Tuesdays and Thursdays.  - The candidate and supervisor must complete the forms “Application to submit a doctoral thesis” and “Coauthorship statement” as well as submit either 4 paper copies of the thesis, or an electronic version of the thesis saved in PDF-format on a USB-stick. USB-stick may be obtained by contacting the reception on the 8th floor of the Laboratory Building. The forms are available at <http://www.uib.no/en/mofa/67241/forms-doctoral-education>. Everything should be submitted to Åse Amundsen who will expedite the forms and send them to Marianne Stien at the Faculty of Medicine and Dentistry.  - Errata must be reported no later than 4 weeks prior to committee deadline. This is done via the faculty.    - As soon as date for public defense is set, the task of finding a custos will commence. This is done by Åse Amundsen.  - As soon as date for public defense is set, Åse Amundsen will take care of the practical work surrounding the public defense, hotel booking for opponents, travel reimbursement, payment of fees, etc.  - Printing of thesis is done via AiT. The cost will be covered by K2 up to 7000 NOK. Irene Lavik Hjelmaas is in charge of ordering printing of thesis. ***See attachment 1 for guidelines***. **PS: Printed thesis should be available at the institute no later than 2 weeks prior to public defense**.  - In regards to press release and advertisement, the candidate must, no later than 14 days prior to public defense, send a press release and photo to the faculty. The photo may be taken the Photo Section at the faculty. Information is available at <http://www.uib.no/en/mofa/81652/submission-and-public-defense> (See information under “Press release and advertising”).  - Flowers must be purchased. This is the responsibility of the research group. The group must contact its local purchaser (The K2 reception will assist the candidates belonging to the Children’s Clinic and/or the Women’s Clinic). |
| **Public Defence**  ***For general information regarding financial questions related to public defenses at K2, see attachment 2.***  - The public defense will be promoted at K2’s website, in K2news, and through wall posters. This is done by Kristian Jensen.  - Information will be sent out to the candidate and supervisor regarding PC-guards, preparation room, and information on who will be in charge of the practical issues on the day of the public defense (table cloth, water, robe, etc.). Åse Amundsen will send out this information.  - The K2 reception will provide a simple food serving for candidate, principal supervisor, opponents and custos if the trial lecture and the public defense take place on the same day. The administration will also take care of the practical aspects related to this. The institute will pay for the food.    - If a more substantial food serving is desired for the public defense, the responsibility lies with the research group to organize this.  - Custos should deliver his/her folder with all signatures, as well as 2 copies of the thesis, to Åse Amundsen at K2. The folder will then be handed over to the faculty.  - After the public defense, Åse Amundsen will make sure that committee members receive payment for their services and that all travel expenses are reimbursed. |