

## Procedure for PhD defence at Department of Food Science

Version March 2019

Also see the GSST quick-guide for procedure for PhD thesis and defence at <http://phd.au.dk/gradschools/scienceandtechnology/gsst-quick-guides/>

<i>What</i>	<i>Who</i>
<b>2 months prior to submitting the thesis</b>	
Appointment of members of assessment committee, CVs's included, preliminary date and place for the PhD defence is set in agreement with assessment (ass.) committee and student	Main supervisor
Send to prog. chair for confirmation of chair of ass. committee and approval	Main supervisor
Approval in GSST	Prog. chair sends to GSST
Check courses are approved and 30 ECTS are ok in PhD planner, close the planner	Student
Check copyright on papers and ask for permission by publisher if necessary for reproduction	Student
Make sure to have signatures on co-authorship declarations (GSST template) in due time – preferably when the papers are written	Student
<b>When submitting the thesis</b>	
Submit the thesis as pdf file to GSST	Student
Submit also co-authorship declarations, and permission for lending	Student
Remember registration in PURE of thesis	Student
<b>Immediately after submission of the thesis</b>	
Statement by the main supervisor of the study (see GSST rules) as scanned paper with signatures within 1 week after submission. This statement will follow the diploma according to GSST rules.	Main supervisor sends to GSST, Cc. prog. chair
Thesis is screened for plagiarism by GSST and Programme Chair simultaneously	GSST and Prog. Chair
Send PhD thesis, recommendation formulas, co-authorship declarations, GSST info on rules and salary to members of ass. committee	GSST
Contact external ass. members and inform on procedure and specific deadlines of assessment and defence	Chair of ass. committee
Contact communication unit for layout of cover (secretariat in Aarslev)	Student
Inform secretariat on planned date of the defense and arrange to book rooms	Main supervisor
<b>Within 2 months after submission of the PhD thesis <u>OR</u> latest 2 weeks before the defence</b>	
'Recommendation' is finished, the external ass. members are the main ones writing this and should be informed on this by the chair of ass. committee	Chair of ass. committee
Sending 'Recommendation' to GSST	Chair of ass. committee
If approved, 'Recommendation' is sent to student, main supervisor and prog. chair	GSST
<b>Immediately after approval of the PhD thesis</b>	
Announce final date, time and place of PhD defence (earliest 2 weeks after approval, and latest 3 months after submission of PhD-thesis)	Main supervisor and PhD secretary

Assist external members of ass. committee in booking travel and hotel and other practicalities (see also the secretariats separate info table on tasks for secretary assistance and other practical issues for the defence)	Chair of ass. Committee, PhD secretary and local secretariat
Contact communication unit for final layout and printing company for printing of the thesis	Student
If papers have been revised according to peer-review, a revised version of the papers in the thesis can be included in the printed version, and a note of correction is sent to the assessment committee	Student
Contact the department secretary for practical arrangements e.g. reception, invitations, etc. (the secretary follows the workflow chart hereof)	Student and main supervisor
Decide on menu for reception (up to 40 persons * 125 DKK/ person – department covers expenses), make appointment with co-students as helpers at reception ( <u>pick up food, place on tables, serving drinks, tidying up afterwards</u> )	Student
Check possibilities for present to the student	Main supervisor
<b>At the day of the defence</b>	
Pre-meeting of the assessment committee to prepare the discussion flow and inform about the 'Final recommendation'	Chair of ass. committee
Check AV-equipment and presentation	Student
Welcome and formalities	Main supervisor and Chair of ass. committee
Presentation (max. 45 min)	Student
Discussion of presentation and thesis (max. 2 hours)	Ass. committee
Withdrawing for finalizing and signing the 'Final recommendation'. Text <u>can be added to the 'Final recommendation' but is not mandatory</u>	Ass. Committee
Announcement of the recommendation of award of PhD-degree	Chair of ass. committee
<b>After the PhD defense</b>	
Send final recommendations with original signatures to GSST	Head of ass. committee
Send recommendations to student	GSST
PhD-diploma incl. supervisor statement is issued to student	GSST

By March 2019 the people involved are:

GSST = Helle Karvonen

Prog. chair = Marianne Hammershøj

Chair of ass. committee = either Merete Edelenbos, Carl-Otto Ottosen, Jette Feveile Young or Marianne Hammershøj (*is settled 2 months before submitting thesis*)

PhD secretary = Sara Lyng

Local travel secretary = Camilla Fjord (Aarslev) and Rikke Karlsen (Foulum).