

Guidelines for the Ph.D. Adjudication Committee

12 March 2015

1 BASIS

A Basis for these guidelines:

- 1) Regulations for the Doctor of Philosophy degree at the Norwegian Academy of Music:
<https://lovdata.no/dokument/SF/forskrift/2014-10-24-1339> (Norwegian only)
- 2) Programme description:
http://nmh.no/en/studenter/studiene/studiehandboker/startkull_2014/studier/doktorgradsutdanning/doktorgradsprogramme

B Basis for the evaluation

The Ph.D. degree is conferred on the basis of the candidate's

- 1) approved doctoral dissertation
- 2) approved completion of the training component
- 3) approved trial lecture on a assigned topic
- 4) approved disputation of the doctoral dissertation

C Dissertation requirements

An approved doctoral dissertation is required for the Ph.D. degree. The doctoral dissertation is an original contribution to scholarship, based on an independently conducted research project involving the study of a specific problem within one of the Ph.D. programme areas, chosen and specified by the Ph.D. candidate. Work conducted in the development and completion of the doctoral dissertation constitutes the primary coursework of the Ph.D. education.

The doctoral dissertation must contribute to the development of new knowledge and achieve a level meriting publication or public disclosure in a suitable peer-reviewed format as part of research-based knowledge development in the the field.

Supporting materials in the form of recorded audio, video, image (or other lasting format) for the purpose of documenting performance/practical activity may be included. Note that such supporting materials shall not be assessed independently, but are considered only as support for the scholarly dissertation.

The doctoral dissertation may be presented as a monograph or as a collection of scholarly texts/works. A dissertation composed of multiple scholarly texts is sometimes referred to as “article based dissertation”. Such a dissertation must include a minimum of three texts and a précis. At least one text must be published (or accepted for publication) in a recognized peer-reviewed scholarly journal at the time the dissertation is submitted for evaluation.

The doctoral dissertation should normally not exceed 300 pages in length.

A Ph.D Adjudication Committee appointed by the Academy reads and evaluates the doctoral dissertation. This is to ensure that the Academy’s quality standards are met before the candidate may defend her/his dissertation in a public disputation.

2 THE EVALUATION REPORT

The Ph.D. Adjudication Committee submits their expert evaluation to the Academy in a Dissertation Evaluation Report. The evaluation process is organized by the Ph.D. Adjudication Committee Leader.

A General information

The Dissertation Evaluation Report should be comprised of the following components:

- 1) Introduction
- 2) Outline of the study
- 3) Evaluation (essential points include such as: aims and objectives, research questions, structure, literature review, theoretical framework and key concepts, methodological considerations, relevance of design)
- 4) Conclusion

The report is normally 3-6 pages in length.

The Committee must decide whether the dissertation is acceptable for disputation. The decision is presented in the Dissertation Evaluation Report and any dissenting views must be explained.

The Committee should submit the Evaluation Report no later than three (3) months from the date when the Committee received the doctoral dissertation. If the Committee recommends revisions of the dissertation, a new period commences upon resubmission of the dissertation.

B Possible conclusions

A Ph.D. dissertation evaluation must conclude with one of the following adjudications:

- 1) The dissertation is deemed acceptable for disputation without revisions
- 2) The dissertation is deemed acceptable for disputation *subject to minor revisions*. Such an adjudication is considered a preliminary evaluation, awaiting a revised version.
- 3) The dissertation is deemed unacceptable.

1) ***The dissertation is deemed acceptable for disputation without revisions.*** The candidate may proceed with the Ph.D. examination, i.e. the trial lecture and disputation. The examination is normally scheduled to take place within 5-8 weeks succeeding the dissertation evaluation. The Committee's report is submitted to the Norwegian Academy of Music, which forwards the report to the Ph.D. candidate. The candidate is given ten (10) working days in which to submit written comments to the report. If the candidate does not wish to submit comments, he/she must notify the institution of this in writing as soon as possible.

2) ***The dissertation is deemed acceptable for disputation subject to minor revisions.*** Such an adjudication is considered a preliminary evaluation, and the report should then be named "Preliminary Dissertation Report" (not "Final Dissertation Report"). The Committee must provide a written list of the specific items that the candidate must rework.

If the Norwegian Academy of Music allows minor revisions to the dissertation, the candidate is given maximum three months to revise the dissertation in light of the comments made by the Committee. The new deadline for submission of the Committee's final report will also be set. The revised dissertation must be evaluated and deemed acceptable by the Ph.D. Adjudication Committee before the candidate may proceed with Ph.D. examination (as in point 1).

The Norwegian Academy of Music's decision pursuant to this paragraph may not be appealed by the Ph.D. candidate.

3) ***The dissertation is deemed unacceptable.*** Where a dissertation is considered unacceptable, the candidate must complete major revisions pertaining to theory, hypothesis, materials/documentation and/or methodology before the dissertation can be resubmitted and re-evaluated. Such a resubmission may be presented no sooner than six months succeeding the first dissertation evaluation. The Academy reserves the right to determine whether the second Adjudication Committee shall be made up of none, one, or several members of the original members.

The Committee's report is submitted to the Norwegian Academy of Music, and subsequently forwarded to the Ph.D. candidate. The candidate is given ten (10) working days in which to submit written comments to the report. If the candidate does not wish to submit comments, he/she must notify the institution of this in writing as soon as possible.

Any written comments by the Ph.D. candidate must be sent to the Norwegian Academy of Music.

In the event of resubmission, the Ph.D. candidate must clearly state that the doctoral dissertation was evaluated previously and was not found approved for disputation. If the doctoral dissertation is resubmitted at another institution, the candidate must first be formally admitted to that institution.

A doctoral dissertation may be re-evaluated only once. If the resubmitted dissertation is deemed unacceptable the evaluation will be considered final and the proceedings concluded.

3 THE PH.D. EXAMINATION

A Trial lecture

The trial lecture usually takes place the afternoon before the disputation, normally from 15:15-16:00, or the same morning from 10:15-11:00.

The trial lecture is given on a theme chosen by the Adjudication Committee. The title of the trial lecture must be announced to the Ph.D. candidate ten (10) working days prior to the lecture. The theme of the lecture must not be directly related to the central issues of the dissertation.

B Disputation – public defence of the dissertation

The disputation usually takes place in the Auditorium or the Levin Hall, and shall normally not exceed a period of three hours (plus interval). If the trial lecture is held the day before, the disputation usually starts 10:00. If the trial lecture is held the same morning, the public defense starts 12:00.

The Committee decides on the order of the two opponents' presentations.

Dress code: Smart casual.

Course of the disputation (the times indicated in parentheses are for guidance only):

- The procession enters the room in the following order: Chair, Candidate, 1st Opponent, 2nd Opponent, Committee Leader. The ceremonial tune starts, and the audience stands during the procession. The Candidate and the members of the Committee go to their reserved places on front row, and remain standing until the ceremonial tune is completed. Once the music stops everyone sits down, and the Chair enters the lectern
- The doctoral candidate presents his or her dissertation and gives an account of the purpose and results of his/her work (20 min.).
- The first ordinary opponent presents his or her opposition. This usually takes the course of a discussion between the opponent and the doctoral candidate (60-90 min.)
- The procession leaves the auditorium in the same order as in the beginning. The audience follows.
- Interval. If the trial lecture is held the day before: 45 min lunch break. If the trial lecture is held the same morning: 15 min refreshment break (lunch break is then between the trial lecture and the disputation). In any case, the Norwegian Academy of Music invites the Committee, Chair and Candidate for lunch.
- The procession enters the auditorium in the same order as before
- Any opponents ex. auditorio present their opposition (max. 10 min. each)
- The second ordinary opponent presents his or her opposition. This usually takes the course of a discussion between the opponent and the doctoral candidate (approx. 60 min.).
- The procession leaves the auditorium. The audience follows.
- The Committee signs the protocol immediately afterwards. The audience is invited to a reception, where the Committee Leader reads from the protocol: "We hereby confirm that the disputation has been approved."

4 PRACTICAL INFORMATION

The Norwegian Academy of Music invites the Committee to dine the night before the disputation. A representative for the Academy/the Ph.D. programme will usually also attend the dinner.

The Academy hosts a luncheon on the day of the disputation, as well as the reception afterwards.

If the doctoral candidate so wishes, he or she may invite guests to a doctoral dinner. This has become a custom at the Norwegian Academy of Music, but this is entirely up to the doctoral candidate. It is the doctoral candidate who is responsible for the invitations to such an event.

The Academy covers all costs related to the Committee Member assignment, and also make the travel arrangements (flights and hotel) for the Committee. All bookings will be carried out as soon as we know whether the dissertation is approved for disputation.

Any general questions should be addressed to solveig.christensen@nmh.no. Other questions should be addressed to the Committee Leader