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|  | **The Doctoral School****of Engineering and Science**Email: aauphd@adm.aau.dk |

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 Date: 01-07-2024

# Requirements for the appointment of assessment committees

It is recommended to initiate the process of appointing the assessment committee well in advance of the planned defense. The recommendation from the department must be sent to the Doctoral School **at least 6 months** prior to the planned defense. This timeframe ensures that the defense may take place at the planned time even if the initially recommended assessment committee cannot be approved.

Please fill in all necessary information about the defense and the participants for each bullet point below. The recommended committee must live up to the requirements listed in the checkboxes on page 2. Remember to enclose a statement in case of joint publications or other deviations from the rules (any unchecked boxes). Enclose this template with the material forwarded to the Doctoral School as **a single pdf** in a searchable format.

**INFORMATION REGARDING THESIS AND DEFENSE**

* Name of main supervisor: Main supervisor name
* Name(s) of co-supervisor(s): Co-supervisor name(s)
* Name of the PhD student: PhD student name
* Department: Department name
* Thesis title: Thesis title
* Date of the defense: Select date
* Suggested internal moderator: Moderator name

**ASSESSMENT COMMITTEE**

* CV (Scandinavian/English language) for **all three**members of the assessment committee incl.
	+ Name of the internal chairman: Chairman name
	+ Name, affiliations and e-mail addresses of the two external members:
		- Information regarding external member
		- Information regarding external member
	+ Updated, full list of publications for the last 5 years for **all** **three** members (incl. the internal chairman) of the assessment committee.

**COMMITTEE REQUIREMENTS**

The suggested committee lives up to the following requirements (checkboxes where appropriate):

[ ]  All members of the committee have an educational level equal to Danish associate professor or higher.

[x]  At least one of the external members has experience with assessment of PhD theses.

[ ]  At least one member is from abroad.

[ ]  The supervisor has not repeatedly used the suggested members as assessors.

[ ]  Only applicable for Industrial PhD’s funded by Innovation Fund Denmark:

 One member of the assessment committee has company-relevant experience within the given field.

[ ]  No joint publications between the PhD student and members of the assessment committee.

[ ]  The chairman of the committee is not in an up-downwards management relation with the supervisor.

[ ]  No joint publications between supervisor(s) and members of the assessment committee within the last five years. Please note that this also applies to the internal chairman. If special circumstances exist you may apply for an exemption from the rule of no joint publications. In this case you must account for the special circumstances.

*Explanation: the composition of the committee must ensure an impartial and fair assessment. Joint publications may:*

1. *indicate a too close dependence between supervisor(s) and suggested committee members.*
2. *indicate that the supervisor(s) and suggested committee members share a too homogenous view of the research area in question resulting in the thesis being assessed from a too narrow point of view.*

**Remember to enclose a reasoned statement in case one or more members of the assessment committee deviate from the Doctoral School’s regulations (any unchecked boxes).**