

## Moderator's checklist for defence proceedings

The following outline is intended as a checklist for the moderator of the public lecture in connection with a PhD candidate's defence of XXX (name of ph.d. student).

1. The moderator is entitled to and should make sure to have received:

- a) a copy of the notice announcing the date and time when the lecture is to be given.
- b) a dated and signed copy of the thesis (including the mandatory abstract in both Danish and English).

2. Before opening the proceedings, the moderator confers with the assessment committee and any additional supervisors to decide on the order in which they wish to ask questions after the lecture.

3. The moderator opens the proceedings:

a) Introduces himself and welcomes

- 1) the assessment committee
- 2) the PhD candidate and supervisor(s)
- 3) everyone else present

b) Informs those present of what is to happen (according to the notice and the rules), and:

- 1) states the name of the PhD candidate.
- 2) states the title of the lecture.
- 3) states the title of the scientific thesis and the main subject of study to which the lecture is related.
- 4) names the department at which the candidate studied and the PhD programme in question, as well as who was (were) the supervisor(s).
- 5) states that the assessment committee and any additional supervisors are entitled to ask the candidate questions after the lecture. After notifying the moderator, others may also ask questions after the presentation.
- 6) asks if there are any others in the audience who would like to ask questions "ex auditorio" (from among the audience, i.e. unofficially).
- 7) mentions that the time set aside for the lecture is 45 minutes and that the defence proceedings may last no longer than three hours.
- 8) gives the floor to the lecturer (i.e. the candidate).

4. If the lecture continues for more than 5 to 10 minutes after the 45-minute time limit, the chairperson must interfere and allow the candidate a very short time to make a brief conclusion.

5. After the lecture:

- a) the moderator asks the candidate to remain standing.
- b) the moderator gives the floor to the assessment committee and any other supervisors in the order agreed upon earlier for questions.
- c) the moderator gives anyone else in the audience “ex auditorio” who wishes to ask questions the opportunity to do so, after having stated that the rules stipulate a maximum of 15 minutes per person, including the time necessary for the candidate to reply.
- d) the moderator must if necessary protect the candidate from questions which either are clearly outside the scope of the candidate's scientific work or which the moderator deems will not shed any light on this work. The moderator should however not stop a fruitful discussion between the candidate and questioners.
- e) the moderator explains the subsequent procedure of the recommendation. The assessment committee prepares a recommendation as quickly as possible. Subsequently the PhD committee will process the recommendation and finally the degree will be awarded by DTU's Academic Council.

6. The moderator then declares the defence proceedings to be concluded.