

**Information to the Chair of the Assessment Committee
MF Norwegian School of Theology, Religion and Society**

We hereby send you a suggestion for a letter template that can be useful for the work as chair of the assessment committee for PhDs. Please edit and adapt the template to fit your preferences.

Template for the first letter to the committee:

Dear NN and NN,

As internal member and chair of the examination committee appointed for NN's PhD thesis, I now approach you to initiate and plan our work.

As you are aware, we are all supposed to read the submitted thesis and deliver a written evaluation to MF within DATE [the date is normally included in the appointment letter].

I will take responsibility for editing the contributions from all members into a coherent document. I will also make a draft of an introductory presentation of the whole work, which will be followed by evaluations of its individual parts, and the conclusion of our evaluation.

I suggest the following schedule for our work:

1) I suggest that we divide the work between us, each member concentrating especially on certain aspects of the work. I suggest that you, NN, look specifically at ... and that you, NN, look at Would that be ok? Let me know by **Date-Month-Year** (approx... 2 weeks) if this is ok, or if you suggest something else.

2) By **Date-Month-Year** (approx. 10 weeks?) I will send you a draft of the introductory presentation of the thesis and invite you to write your written contribution to our joint report into this document. At this stage it would also be good if I could receive from each of you your answer on whether you think that the thesis is to be accepted for public defense in its present form. To agree on that point will be most helpful for the following work.

3) By **Date-Month-Year** (approx. 10 weeks?) I receive from each of you your comments and assessment of the thesis as a whole and regarding the parts or aspects you have looked at specifically. This should include both your affirming, positive remarks on the work, as well as your more critical remarks.

4) After receiving these contributions from you, I will edit our report, circulate it for your comments, revision and confirmation. The aim is to reach agreement on our assessment of the work and to submit the report within the deadline **Date-Month-Year**.

Does this sound good to both of you?

Please do not hesitate to ask if you have any questions.

Looking forward to hearing from you, and to cooperating with you on this issue!

Greetings from:

