



To the Assessment Committee

11 September 2020  
KRMG

**Assessment Committee for PhD student David Sacramento Lechado**

Thank you for accepting to be a member of the Assessment Committee for PhD student David Sacramento Lechado. The members of the Assessment Committee are:

Chair:      Assoc. Professor Dario Pacino, [darpa@dtu.dk](mailto:darpa@dtu.dk)  
                Professor Henrik Andersson, [henrik.andersson@iot.ntnu.no](mailto:henrik.andersson@iot.ntnu.no)  
                Principal Scientist Philippe Laborie, [laborie@fr.ibm.com](mailto:laborie@fr.ibm.com)

This letter and appendix contain important information regarding the assessment of the thesis, including your responsibilities.

Your main tasks are to:

- Prepare the **preliminary recommendation** (please see appendix)
- Participate in the **defence** of the PhD thesis (please see appendix)
- Prepare the **final recommendation** (please see appendix)

When assessing the work of the PhD student, we kindly ask you to keep in mind the length and focus of the Danish PhD programme. It is a three-year full-time study during which the PhD student receives guidance and training in how to work as a researcher.

**Please note in relation to the output of the assessment**

The PhD education in Denmark is highly regulated and so are the rules about assessment. The PhD thesis is the final product of the PhD student and it can only be submitted if the other parts of the PhD education have been completed satisfactorily. Once the thesis is submitted the PhD student is no longer enrolled at DTU.

Outside Denmark it is common to view and handle a PhD thesis as a scientific article which is improved based on the Assessment Committees remarks. However, this view is incompatible with the rules regarding assessment of a PhD thesis in Denmark. Therefore, it is important to note that the PhD student will not be able to incorporate the remarks of the assessment committee.

However, the remarks are important since it must form the basis for the institution's decision as to whether the thesis is suitable for defence.

For the PhD student the remarks are important when defending the thesis and for future article writing derived from research within the thesis.

### **Special obligations in relation to secrecy**

Members of a committee appointed by DTU must observe professional secrecy pursuant to Section 27 of the Danish Public Administration Act (Forvaltningsloven);

“Any person working for the public administration has an obligation to maintain secrecy, whenever information is designated as confidential by law or other provision or whenever it is otherwise necessary to keep the information secret to protect important considerations for public or private interests...”

This means that you are asked not to share any information derived from the thesis outside the assessment committee until after the defense, because it can damage a process of patenting or the like.

### **Questionnaire**

At DTU we want to check the quality of our PhD Study Programme regularly. This is done by continuously bench marking the university against foreign universities. If you are employed at a foreign university, we consider it a great help if you would fill in an online form; Censor assessment of the PhD thesis.

For your information, all members of the Assessment Committee have received this letter.

Yours sincerely



Kristine Møller Guldager  
Office for Study Programmes and Student Affairs  
PhD Administration

cc: Department of Technology, Management and Economics

### Preliminary recommendation

- The assessment committee is to submit a preliminary recommendation no later than two months after the receipt of this letter and at the latest 14 days before the defence.
- When the assessment committee submits a positive recommendation it means that the thesis is suitable for defence **in its present form**.
- The positive recommendation must be either unanimous or agreed upon by the majority of the committee.
- Any **demands** for changes **must** be presented in the preliminary recommendation. If there is a demand for changes, the recommendation state that the thesis is not suitable for defence in its present form. This means that a thesis cannot be 'conditionally approved'.  
**Please note that the PhD student is not allowed to make any corrections to the PhD thesis after submission to DTU's PhD Office.**
- It is the responsibility of the Chair to ensure that the preliminary recommendation is thoroughly prepared.
- It is the responsibility of the Chair of the assessment committee to return the signed preliminary recommendation to the PhD secretary at the Department.

If the thesis is not found suitable for defence, and if the assessment committee has demands for changes:

- The preliminary recommendation must also be either unanimous or agreed upon by the majority.
- It is important that the committee clearly state the changes that the PhD student must make during the revision period.
- The recommendation **must** form the basis for the institution's decision as to whether the thesis may be resubmitted in a revised form within a specified period of time that must be at least three months.

### Defence

- **The assessment committee are expected to** provide a general evaluation of the PhD work and to ask questions to illustrate the PhD student's grasp of and insight into the subject.
- The entire defence must take no more than three hours, 45 minutes of which are dedicated the PhD student's independent presentation of the main findings of the thesis (the lecture).
- After having notified the Chair, other people may ask the PhD student questions about the academic work. Each question must be limited to 15 minutes, including the necessary time it takes to respond to the question.
- The defence is a public event.

## APPENDIX

### Final recommendation

- The final recommendation **must be provided immediately following the defence.**
- The Chair of the assessment committee is responsible for getting signatures from the members of the assessment committee and for sending the signed recommendation directly to the PhD secretary at the Department, immediately after the defence.
- The final recommendation **must not** contain demands or suggestions for changes. These must be presented in the preliminary recommendation.
- If the committee does not agree on a positive recommendation, the PhD student is to be informed immediately.
- The committee must then give a temporary recommendation as soon as possible, and the PhD student will have the opportunity to submit comments within one week.

The purpose of the final recommendation is to form a basis for the university's assessment of the quality of the defence and the PhD thesis and subsequently for the decision of whether to award the PhD degree.

The assessment committee should keep in mind that the PhD graduate often attaches the final recommendation to job applications.

The recommendation should be 1-2 pages and should address the following aspects:

#### PhD Thesis:

1. Coherence and scope of the research
2. Major novel research results obtained
3. Significant advancements made to the technical field
4. Impact of the research within the research area
5. Innovation
6. Clarity of the Thesis

#### Defence:

1. Selection of topics from the Thesis
2. Overview demonstrated
3. Lecturing ability of the candidate
4. Ability to answer questions at the defence

**The final recommendation should contain words of approval as well as positive criticism.**