

Procedures for Public Defence of a Doctoral Thesis and Licentiate Seminar, HUV

Responsible function: Research Support Office

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Overall timetable

What	Who
As soon as possible (approximately 14 weeks before the intended defence)	
Book a provisional date for the public defence/licentiate seminar	Principal supervisor contacts the doctoral education administrator
The research collegium proposes a public defence/licentiate seminar	Principal supervisor
Book a venue	Principal supervisor
Approximately 10–12 weeks before the defence	
Decision by the Dean	Principal supervisor and doctoral education administrator
Defence/seminar grant	Faculty finance officer
Book printing and proofreading	Doctoral student
Planning meeting	Appointed coordinator
Book venue for reception and examining committee	Education administrator in consultation with the doctoral student and supervisor
Calendar event and registration for reception	Communications officer, doctoral student and education administrator
Book travel and accommodation	Coordinator
Approximately 4 weeks before the defence	
Public notification (Spikning)	Doctoral student
Orders (light refreshments/flowers)	Education administrator
Approximately 1 week before the defence	
Follow-up check	Coordinator
Technical rehearsal	Relevant parties
Prepare remuneration payment and examining committee minutes	Coordinator
Day of the public defence	
Put up flyers at entrances	Coordinator
Technical start-up support in the venue	Start-up support from INFRA and coordinator
Thesis copies in the venue	Doctoral student
Grade report for the examining committee and remuneration form	Coordinator
Prepare venues: examining committee room and reception venue	Education administrator
Receive refreshments and flowers	Education administrator
Post-event work in venues	Responsibility of the subject area
Grade report and All courses completed	Subject representative and supervisor
Application for degree certificate	Doctoral student

Before the decision on public defence

Principal supervisor

☐ **Book a provisional date for the public defence/licentiate seminar**

The principal supervisor submits a proposed date for the public defence or licentiate seminar to the doctoral education administrator at the faculty office. Within the faculty, no more than one public defence or licentiate seminar may be held on the same day. These events are normally held during the semester.

☐ **Decision to propose a public defence/licentiate seminar**

The principal supervisor initiates the research collegium's decision to propose a public defence/licentiate seminar, including proposals for the examining committee, external reviewer and date of the defence, in accordance with *Regler för betygsnämndens sammansättning, opponent och ordförande vid disputation/licentiatseminarium vid fakulteten för humanvetenskap*, dnr MIUN 2018/962/dnr MIUN 2018/493. The application form, available on the faculty website in the HUV Doctoral Student Handbook, must be completed with the following information:

- Doctoral education subject
- Author
- Title
- Intended degree
- Scope of thesis/dissertation in credits
- Date, time and campus
- Principal supervisor and assistant supervisor
- Chair
- External reviewer
- Members of the examining committee
- Deputy member

The research collegium decides to propose the public defence/licentiate seminar to the Dean.

☐ **Book a venue for the public defence or licentiate seminar**

The principal supervisor books a venue, with the option of a digital link if required. This may be done before the decision on the public defence/licentiate seminar, and descriptions of venues are available on the website.

Decision on public defence/licentiate seminar

☐ Decision on public defence/licentiate seminar by the Dean

The principal supervisor submits the form (*Ansökan om disputation/licentiatseminarium*) together with the minutes from the research collegium, including proposals for the date, campus, time and format, as well as the external reviewer/opponent and examining committee, to the administrator at the faculty office. This should be done well in advance. Email addresses/contact details for the external reviewer and examining committee must be included in the application for public defence/licentiate seminar. The faculty office sends the proposed external reviewer and examining committee to the library for conflict-of-interest review, if this has not already been done. The Dean makes the decision on the public defence approximately 10–12 weeks before the planned public defence/licentiate seminar. When the decision is made, the faculty office appoints a coordinator with overall responsibility for coordinating the public defence/licentiate seminar.

After the decision on public defence/licentiate seminar

☐ Dispatch of the decision

Once the Dean has made the decision, the doctoral education administrator dispatches the decision to the registrar, doctoral student, supervisors, head of department, subject representative, relevant administrators at the faculty office, relevant communications officer, faculty finance officer and Facilities Services in Sundsvall (the printing office).

☐ Defence/seminar grant

Once the Dean has made the decision, the department receives an increased cost allocation of SEK 30,000 for a licentiate seminar or SEK 60,000 for a public defence. This includes the external reviewer/opponent fee, in accordance with the Vice-Chancellor's separate decision MIUN 2023/3114. The faculty finance officer allocates the funding to the department.

Doctoral student

☐ **ISBN and, where applicable, ISSN number**

The doctoral student applies to the library for an ISBN and, where applicable, an ISSN number before printing.

☐ **Booking printing and proofreading**

The doctoral student books a printing slot with Facilities Services. The thesis must be printed at least five weeks before the public defence. One week before final printing, a proof copy is produced. **Printing slots may be booked and proof copies may also be produced before the Dean's decision. The thesis may only be printed after the Dean's decision on the public defence has been made**, after which it is distributed by the doctoral student. Facilities Services receives the decision on the public defence. If necessary, the doctoral student contacts Language Services for proofreading/translation. Facilities Services retains 12 statutory deposit copies. Of these, four copies go to Mid Sweden University Library and one copy to the archives. The remaining seven copies are sent to the National Library of Sweden and various university libraries. The doctoral student distributes copies to the examining committee, external reviewer, chair, supervisors, audience members at the public defence, and others, such as collaboration partners, colleagues and research centres.

☐ **Public notification**

Electronic public notification must be completed in DiVA approximately four weeks before the public defence/licentiate seminar and is mandatory. A physical public notification may also be carried out, but this is entirely voluntary. Many subjects have their own locations and procedures for physical public notification, but it can also be arranged through the library. Contact the library with any questions or to book a public notification.

Coordinator

☐ **Contact with Communications and INFRA**

After the decision on the public defence, the coordinator contacts the responsible communications officer and checks with INFRA who can provide technical start-up support.

☐ **Planning meeting**

When the decision on the public defence/licentiate seminar has been made, the faculty office appoints a coordinator. The coordinator invites the principal

supervisor, doctoral student, communications officer, education administrator and, where applicable, the chair to a planning meeting ahead of the forthcoming public defence/licentiate seminar.

Practical matters to review and allocation of responsibilities:

- **Venues** – room, examining committee and reception.
- **Technical support** – possible Zoom link, Zoom support and start-up support/rehearsal (book room + time).
- **Communication** – web calendar event, possible reception registration form (registration deadline) and flyer.
- **Orders** – flowers and light refreshments.
- **External guests** – booking travel/accommodation, contact details and relevant times.
- **External reviewer** – arrangements for presentation and Zoom presentation, as well as remuneration.
- **Other matters** – practical details.

☐ **For a digital public defence/licentiate seminar**

The coordinator creates a Zoom link and makes the doctoral student, supervisor and any support from Communications co-hosts. When the meeting is created, the waiting room must be enabled; other settings are adapted as needed, for example focus mode. If the examining committee and/or external reviewer participate digitally, the coordinator is responsible for sending out the link. The coordinator also sends the link to the communications officer if audience members are permitted to participate digitally, so that it can be added to the calendar event. The coordinator ensures that the booked venue has the technical capacity for digital participation. Also check that the examining committee meeting can be held digitally if required. See also the separate procedure for digital public defences.

☐ **Technical rehearsal and start-up support**

At the planning meeting, a date is set for a technical rehearsal with all relevant parties, if needed. In that case, the coordinator books a room for the technical

rehearsal and support from INFRA. The doctoral student, supervisor and, where applicable, the chair must attend the rehearsal. If the examining committee or external reviewer participates digitally, they should also attend. INFRA is also booked for technical start-up support well in advance of the public defence or licentiate seminar, so that there is sufficient time for preparations.

☐ **Booking travel and accommodation**

The external reviewer/opponent and examining committee have travel and accommodation paid for and should primarily book these themselves through Mid Sweden University's travel agency. The coordinator sends information about how the booking is made and informs the travel agency that an external guest will make a booking. The coordinator may also assist with the booking if necessary. If needed, the education administrator may also help with this. The coordinator contacts the departmental finance officer for the correct cost allocation. Travel and accommodation are booked in accordance with the travel policy. It is useful to remind travellers to add transfers to the booking if needed. The travel agency's emergency number is sent to the traveller in case rebooking is required, and each traveller is responsible for their own trip. If possible, avoid out-of-pocket expenses, but if such expenses are incurred, an expense claim attachment is sent. If contact details for external participants are missing from the form *Ansökan om disputation/licentiatseminarium*, the supervisor must send the external reviewer's and examining committee's contact details to the coordinator so that information can be sent out in time. Also ask the examining committee and external reviewer about any allergies/dietary preferences and notify the education administrator.

☐ **Examining committee minutes, remuneration form and SINK decision for a foreign external reviewer**

The coordinator may prepare the examining committee minutes by completing in advance any information that can be filled in. The remuneration form may be prepared beforehand and must be signed by the external reviewer/opponent and head of department. The coordinator asks the external reviewer to complete the remuneration form so that remuneration can be paid after the public defence/licentiate seminar. The external reviewer at a public defence receives remuneration of SEK 10,000 and at a licentiate seminar SEK 5,000, in accordance with the Vice-Chancellor's decision MIUN 2023/3114. The external reviewer's signature is not necessary if it cannot be obtained. Attach any expense claim attachment if needed. For a foreign external

reviewer/opponent, collect the necessary information for the form *Application for special income tax for non-residents-SKV 4350* in order to prepare a SINK decision. The form and a copy of the passport are then sent to HR, which handles the processing and contact with the Swedish Tax Agency.

☐ **Follow-up check before the public defence/licentiate seminar**

If needed, the coordinator conducts a follow-up check with the education administrator and principal supervisor to review what has been completed and to identify any questions ahead of the forthcoming public defence/licentiate seminar.

Education administrator

☐ **Booking a venue for the reception and examining committee**

The education administrator books a venue for the post-defence reception and a room for the examining committee meeting close to the reception venue. The room for the examining committee meeting should be equipped with technology for digital meeting rooms.

☐ **Registration form**

At the planning meeting, a registration form for the reception after the public defence or licentiate seminar is ordered if needed. The communications officer creates the form, sets the registration deadline and links it to the calendar event on the website. Incoming registrations are sent directly to the education administrator. Registration is not required for Zoom participation.

☐ **Orders**

The education administrator orders:

- Flowers and a card up to a maximum of SEK 500, one bouquet and/or table decoration, in accordance with the rules on representation.
- Table water for the public defence/seminar venue.
- Light refreshments and drinks (tea, coffee, water and cider for a toast), including crockery and tablecloths from the campus restaurants for the reception venue/location. Check whether the restaurant will collect the dishes or where/when they should be returned, and communicate this to those involved.
- Order separate refreshments for the external reviewer/opponent, examining committee and principal supervisor for the examining

committee room. The coordinator informs the education administrator of any allergies/dietary preferences.

- A maximum of SEK 75 including VAT per participant; this is not subject to benefit taxation. See the rules on representation.

The amounts above are taken from Mid Sweden University's rules on representation, working meetings, courses, conferences and gifts, MIUN 2021/1145, and may be subject to change.

☐ **Follow-up check of the number of registrations**

After the registration deadline, usually one week beforehand, the education administrator compiles the number of participants and special dietary requirements and updates the order for refreshments and drinks. The responsible communications officer can send the participant list, based on registrations via the website, to the education administrator if a registration form exists; otherwise, the subject area provides information about the number of orders and dietary preferences.

Note: The public defence/licentiate seminar is a public event. Registration for the reception is not mandatory but provides an indication of how many people may attend the reception. Therefore, add a few extra portions when placing the order.

Communications officer

☐ **Calendar event, registration form and news item**

The responsible communications officer creates a calendar event on the website and prepares a press release for the public defence/licentiate seminar if needed. If requested, the communications officer creates a registration form for the reception in order to collect the number of participants and any dietary preferences/allergies. The communications officer also adds the Zoom link to the calendar event if participants are allowed to attend via Zoom. The communications officer may also create a flyer for the coordinator/education administrator to put up on the day of the public defence. The communications officer writes a news item on the website in connection with the public defence/licentiate seminar.

Day of the public defence

Doctoral student

☐ **Thesis copies**

The doctoral student ensures that copies of the thesis are available in the venue.

Coordinator

☐ **Put up flyers at entrances**

The communications officer can assist in producing flyers, and the coordinator puts them up where needed.

☐ **Technical support**

Technical support from INFRA is booked approximately one hour before the start to provide start-up support. A contact person at INFRA is available if support is needed during the public defence/seminar when INFRA is not present. The coordinator provides digital support for digital public defences/licentiate seminars.

☐ **Examining committee minutes and remuneration form**

Place the grade report in the examining committee room or give it to the principal supervisor. The remuneration form must be completed and signed by the external reviewer/opponent and the head of department.

Education administrator

☐ **Venues and refreshments**

The education administrator prepares the venues, including the examining committee room and the reception venue. The education administrator receives the refreshments when they arrive and prepares for the reception.

Responsibility of the subject area

☐ **After the reception**

The subject area is responsible for post-event work in the venues. This includes gathering dishes together, returning them if necessary, and placing any leftover food in the refrigerator.

After the public defence

Principal supervisor and subject representative

☐ **Examining committee minutes**

The signed examining committee minutes are sent to the doctoral education administrator for registration in Ladok and dispatch.

☐ **Form for *All courses completed***

The principal supervisor completes the *Application for registering all courses completed in third-cycle education* form and submits it to the subject representative for decision. The form is then sent to the faculty office and the doctoral education administrator for registration in Ladok.

Doctoral student

☐ **Individual study plan**

The doctoral student ensures that the individual study plan in Ladok is up to date. Once the degree has been issued, the individual study plan is finalised.

☐ **Degree certificate**

Once *Application for registering all courses completed in third-cycle education* and the thesis/dissertation have been registered in Ladok by the faculty administrator, the doctoral student may apply for the degree certificate.