

Procedures for public defence of theses and licentiate seminars,

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Procedure for the public defence of a doctoral thesis and licentiate seminar at HUV

Function responsible: Research Administration at the Faculty of Human Sciences

Approved by the dean on: 13 December 2022

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General timetable

What?	Who?
As soon as possible (approx. 14 weeks before the intended thesis defence)	
Book provisional date for thesis defence/ licentiate seminar	Principal supervisor contacts the third-cycle programme administrator
Research faculty proposes public defence	Principal supervisor
Booking of thesis defence venue	Principal supervisor
Approx. 10-12 weeks before the thesis defence	
Dean's approval for doctoral thesis defence	Principal supervisor and third-cycle programme administrator
Thesis defence allowance	Financial officer
Booking of printing and proof-reader	Doctoral student
Planning meeting	Appointed co-ordinator
Booking of venue for reception and examining committee	Education officer in consultation with doctoral student and supervisor
Press release and registration	Communications officer, doctoral student and co-ordinator
Booking of travel/accommodation	Education officer
Prepare fees	Co-ordinator
Approx. 4 weeks before the thesis defence	
Public notification (nailing)	Doctoral student
Ordering sundry items (food/flowers)	Education officer
Approx. 1 week before the thesis defence	
Review prior to thesis defence	Co-ordinator
Rehearsal	All involved
Day of the thesis defence	
Put up flyers in entrances	Co-ordinator
Technical support in the thesis defence room and the examining committee's meeting room	Start-up support from INFRA and the co-ordinator
Prepare the rooms, examining committee's meeting room and reception/mingle room	Education officer
Minutes of the examining committee meeting and fee form	Co-ordinator
Copies of thesis in the room	Doctoral student
Receive the food and prepare the reception venue	Education officer
Clearing up the venue	The subject's responsibility
Examining committee minutes and <i>All courses complete</i> form	Head of subject and supervisor
Diploma	Doctoral student

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Prior to approval for a doctoral thesis defence

Principal supervisor

Book provisional date for thesis defence/lic. seminar

The supervisor notifies the faculty's research administrator of the proposed date of the thesis defence or licentiate seminar so that no other thesis defences are held on the same day.

Research faculty proposes public defence

A decision is taken by the research faculty to propose a public defence of a doctoral thesis, along with the proposed examining committee, external reviewer and thesis defence date, in accordance with the *Rules for the composition of the examining committee, external reviewer and chair of the defence of theses at the Faculty of Human Sciences*, dnr 2018/962. The application form must contain:

- Date of thesis defence
- External reviewer
- Examining committee
- Substitutes

Research faculty decides to propose a public defence of a doctoral thesis to the dean.

Booking of venue for the thesis defence or licentiate seminar

The principal supervisor books the venue (a digital link can be used if required). This can be done prior to the approval of the doctoral thesis defence. Descriptions of the venues are available on the home page.

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Approval for a doctoral thesis defence

The dean approves (or not) the thesis defence approx. 10-12 weeks before the planned thesis defence/licentiate seminar.

Dean's approval for doctoral thesis defence

The principal supervisor submits the form (Application for def/lic...) to the faculty office's administrator incl. the minutes of the FK meeting with the proposed date, campus, time and format, as well as external reviewer and examining committee. Remember to do this well in advance. The dean approves (or not) the thesis defence approx. 10-12 weeks before the planned thesis defence/ licentiate seminar. In conjunction with the approval, the faculty office assigns a thesis defence co-ordinator with overarching responsibility for coordinating the event.

Thesis defence allowance

Once the dean has approved that the thesis defence can take place, the department receives an additional-costs grant of SEK 30,000 for a licentiate seminar and SEK 60,000 for a public defence of doctoral thesis. This includes fees for the external reviewer, in accordance with the specific ruling of the Vice-Chancellor. A faculty office administrator forwards the decision, and the faculty accountant allocates the grant to the department.

Doctoral student

ISBN and ISSN number

The doctoral student applies for an ISBN, and if needed an ISSN number, from the library.

Booking of printing and proof-reader

The doctoral student books time for printing via Facilities services. The thesis must be printed at least five weeks before the thesis defence. A test print is done one week before the actual printing. **It is fine to book printing and even do a test print before the dean's approval. The thesis can only be fully printed after the dean has approved the thesis defence.** It is then distributed by the doctoral student. Facilities services is notified that the thesis defence has been approved. If the need arises the doctoral student contacts language services for proof-reading/ translation. Facilities services saves 12 mandatory copies. Four of these go to Mid Sweden University's library and one copy is sent for archiving. The remaining seven copies are sent to the National Library of Sweden and other university libraries. The doctoral student distributes the thesis to the examining committee, external reviewer, chairperson, supervisors, attendees of the thesis defence and other collaborators, colleagues and research centres.

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Public notification (nailing)

A public notification is made about 4 weeks before the thesis defence date. This “nailing” is taken care of by the library and is done electronically, but it may also be done on-site, see the faculty’s and library’s website for information and booking of times.

Co-ordinator

Contacting Comms and INFRA

Once the thesis defence has been approved, the co-ordinator contacts the communications officer and checks with INFRA to find out who will provide technical support at the start of the event.

Planning meeting

In conjunction with the approval of the thesis defence, the faculty office assigns a co-ordinator for the event. The co-ordinator invites the principal supervisor, doctoral student and education officer to a planning meeting.

Practical matters to discuss and assignment of responsibilities:

- Venue: Thesis defence room, room for the examining committee and the reception/mingle room.
- Procedures/requests for digital thesis defence
- Technical rehearsal - book date and room
- Registration to the reception and Zoom – registration deadline
- Ordering of food and flowers
- Arranging travel/accommodation – contact details
- Support from Communications and IT
- Other practical matters

Digital defences

Set up a Zoom link. Make the doctoral student, supervisor and INFRA support person co-hosts and send the link to the communications officer. Check that the booked venue supports digital attendance. See the separate procedure for digital defences.

Registration page

Contact the communications officer to check on the registration page for the thesis defence mingle/reception and deadline for registration, as well as any registration for digital attendance and a Zoom link.

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Technical rehearsal

Book a date for the technical rehearsal including the INFRA support person, doctoral student, supervisor and chairperson of the thesis defence. If the examining committee or external reviewer are going to attend digitally, they should also participate in the technical rehearsal.

Fee form and SINK application for foreign external reviewers

External reviewers receive a fee of SEK 8,000 for doctoral thesis defences and SEK 4,000 for licentiate seminars. The co-ordinator asks the external reviewer to complete the fee form so that the fee can be paid after the thesis defence. The fee form is prepared before the day of the thesis defence and is to be signed by the external reviewer and the Head of department. Enclose an expenses form if needed. For foreign external reviewers, collect the necessary details to prepare the SINK form, "Application for special income tax for foreign residents." The form and copy of passport are then sent to HR who process the application and handle contact with the Swedish Tax Agency.

Review prior to thesis defence/seminar

If needed, check completed actions with the education officer and the principal supervisor, to sort out any questions. Set up a review meeting if required.

Education officer

Booking of rooms for reception and examining committee

Book a room for the thesis defence reception/mingle and a room for the examining committee meeting close to the reception/mingle. The examining committee meeting room should be equipped for digital meetings.

Booking travel and accommodation

The external reviewer and examining committee get their travel and accommodation paid and can receive help to book it. If help is requested for booking travel and accommodation, the supervisor provides the education officer with contact details for the external reviewer/examining committee well in advance. Booking of travel and accommodation for the external reviewer and the examining committee is done in accordance with the applicable travel policy. Contact the department's financial officer for a cost code. The travel agent's helpline is to be given to any travellers in case rebooking is required. The person travelling is responsible for their own travel. If other required expenses are to be paid, send an expenses form. Contact the department's financial officer for the correct cost code.

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Items to be ordered

Ordering of:

- Flowers and cards up to a maximum of SEK 500, one bouquet and/or table decoration. (See rules on entertainment).
- Water for the defence/seminar room.
- Food and drinks (tea, coffee and cider for a toast), incl. crockery and table cloths from Cultum, Åkroken or Grönborgs for the food venue. Check whether the restaurant collects the dishes afterwards or where/when they have to be returned – inform those concerned.
- Separate food for the external reviewer, examining committee and principal supervisor in the examining committee meeting room.
- Max SEK 75 incl. VAT per participant, not subject to tax benefits.

Number of attendees – 1 week before thesis defence/seminar

After the deadline for registration, usually 1 week before, compile the number of attendees and special food requirements and update the food and drink order. The communications officer can send the attendee list to the education officer based on the online registrations.

NOTE: The defence of a doctoral thesis is a public event. Registering attendance to a thesis defence reception/mingle is not compulsory, so registrations are only an indication of the number of people that may show up at the reception. It is therefore advisable to add a few extra attendees to the food order.

Communication officer

Press release and registration for thesis defence

The communications officer writes a press release for the thesis defence/licentiate seminar. They also create a registration form when the event is posted in the calendar, for attendees to register for the thesis defence mingle. This provides an idea of the numbers and captures food preferences/ allergies. If it is possible to attend via Zoom, the registration form must include registration for digital attendance and the Zoom link is to be sent upon registration.

The communications officer can also create a flyer for the co-ordinator/education officer to put up on the day of the thesis defence.

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Day of the thesis defence

Thesis defence rehearsal

Do a test-run of the technical equipment in the room with the INFRA support person to check that everything works. INFRA are on hand for support during the test-run and start up on the day of the thesis defence. If the external reviewer or members of the examining committee are going to attend remotely, they also need to attend the technical rehearsal.

Doctoral student

Copies of the thesis

The doctoral student is responsible for placing copies of the thesis in the room.

Co-ordinator

Put up flyers in entrances

The communications officer can send flyers and the co-ordinator can put these up if needed.

Technical support

Support from INFRA at start of event. The co-ordinator provides digital support for digital thesis defences. The INFRA contact person can be contacted if help is needed while the thesis defence is in progress.

Minutes of the examining committee meeting and fee form

Put the form for recording the examination meeting in the examining committee's room or give it to the principal supervisor. The fee form is to be completed and signed by the external reviewer and the Head of department.

Education officer

Rooms and food

The education officer prepares the rooms, examining committee's meeting room and reception/mingle room. They receive the food when it arrives and prepare it ahead of the reception.

The subject's responsibility

After the reception

The subject takes care of clearing up the venue afterwards. This includes collecting dirty dishes (returning them if needed) and putting leftover food in the fridge.

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After the thesis defence

Principal supervisor and Head of subject

Minutes of the examining committee

The minutes of the examining committee is sent to the faculty's research administrator for registration in Ladok.

***All courses complete* Form**

The principal supervisor fills in the *All courses complete* form and submits it to the Head of subject for approval. The form is then sent to the faculty's research administrator for registration in Ladok.

Doctoral student

Diploma

Once the *All courses complete* form and the thesis are registered in Ladok (registered by the faculty office administrator), the doctoral student can apply for their diploma.