

Rules for education at third-cycle level at Linköping University's Faculty of Medicine

Established by the Faculty Board at the Faculty of Medicine (FSM) 27/09/2012.

These regulations came into force on 01/11/2012.

Revised 24/09/2013 regarding 3.1 Courses and other modules in education at third-cycle level. The change concerns the total credit requirements for third-cycle courses, and the allocation of courses. The revised rules come into force on 01/11/2013.

Revised 05/12/2013 regarding assessment criteria for admission to third-cycle studies.

Revised 10/04/2014 regarding Appendix 5 (Licentiate degrees and procedures for licentiate seminars) and point 2.1, procedures for advertising third-cycle education positions.

Revised 10/05/2016 regarding competence requirements for supervisors, place for thesis defence, and language of monograph and licentiate thesis. The revised rules come into force on 01/06/2016.

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1 Introduction

This document is based on the provisions of all laws and regulations that apply to universities, and on Linköping University's (LiU) admission and education ordinances. If the implementation of a decision in this document is unclear, the delegation of authority takes precedence.

The Higher Education Ordinance establishes that the Faculty Board at the Faculty of Medicine and Health Sciences (FSM) has the authority to make decisions on virtually all issues relating to third-cycle level education (= third-cycle studies). At the LiU Faculty of Medicine (= the Faculty), FSM has delegated the majority of this responsibility to the Research and Third-Cycle Education Board (FUN), which in turn has delegated certain tasks onwards to the departmental board, in certain cases with the right to delegate onwards to other groups or individuals such as heads of department, subject representatives or directors of third-cycle education (FUS). The director of third-cycle education at each department plays a central role in the practical administration of third-cycle education at the Faculty.

Third-cycle students (= doctoral students) at the Faculty shall be trained in research, development work and other problem solving within universities, industry and the public sector. Third-cycle studies resulting in a doctoral degree entail four years of full-time studies after completing a second-cycle level degree. Applicants who have been accepted for doctoral degree education may end their education after two years with a licentiate degree. Applicants are only accepted for education at third-cycle level with the aim of a licentiate degree in exceptional cases. The Faculty shall provide high quality third-cycle education that awards degrees to world-class doctoral students.

After defending their thesis, the doctoral student must

- be able – independently, creatively and thoroughly – to plan, carry out and evaluate scientific studies,
- have good knowledge within their research subject, which shall be established in the individual study plan, and
- be able to communicate scientific results and subject knowledge with the scientific community and with society as a whole.

Education subjects at third-cycle level

As of 01/07/2007 there is one subject field at third-cycle level at the Faculty: Medical Science. This means that all doctoral students at the Faculty follow one general study plan. Students at third-cycle level who were accepted for other third-cycle education subjects at the Faculty prior to 1 July 2007 may complete their studies within the original subject. It is possible for doctoral students admitted before 01/07/2007 to request a transfer to Medical Science.

General Study Plan

FSM has established a general study plan that specifies the main content of the studies, the specific entry requirements and other requirements, e.g., the admissions selection criteria or the examinations included in the programme.

2 Before third-cycle education

2.1 Establishing third-cycle education positions

Researchers who wish to recruit a doctoral student must notify the director of third-cycle education of this by applying for a third-cycle education position to be established at the department. This notification must be carried out using a specific form, which must include details of

- the intended principal supervisor and one or more assistant supervisors,
- the intended funding, and
- the project title

All proposals for new third-cycle education positions must be quality checked by the department. The departmental board makes a decision on establishing third-cycle education positions. All third-cycle positions (except the ones listed below) shall be advertised at <http://www.liu.se/jobba?l=sv>. The advertisement must include a project description, the names of the intended supervisors, whether the position relates to full-time or part-time studies, and details of the closing date for applications and how to submit applications.

The position does not need to be advertised if:

- the doctoral student will undergo education within the context of employment with an employer other than LiU,
- the doctoral student has previously commenced his or her third-cycle studies level at another educational institution, or
- other similar reasons exist

If the doctoral student will undergo education within the context of employment with an employer other than LiU – for example, an administrative region, municipality or company – the relevant head of operations must certify the application for the third-cycle position, the director of third-cycle education must quality check the position, and the head of department – instead of the departmental board – establishes the third-cycle education position.

If the doctoral student wishes to be accepted with accreditation of previously completed third-cycle education at another school or institution, the position must be quality checked by the director of third-cycle education, and the third-cycle education position must be established by the department as above.¹

¹ Higher Education Ordinance, Chapter 7, Section 37

2.2 Admission to third-cycle studies

Issues relating to admission to third-cycle studies are handled by the Research and Third-Cycle Education Board, in consideration of the provisions of the Swedish Higher Education Act and the Swedish Higher Education Ordinance.² Admissions are prepared by the director of third-cycle education, with the support of the head of department at the relevant department.

Authorisation

In order to be accepted for third-cycle studies at the Faculty, basic and specific authorisation are required.

Basic authorisation

Basic authorisation for third-cycle studies requires:

- the completion of a degree at second-cycle level,
- the fulfilment of course requirements totalling at least 240 credits, of which at least 60 credits must be at second-cycle level, or
- the acquisition of essentially equivalent knowledge in some other way

Specific authorisation

The requirement in order for students with foreign degrees to be accepted for third-cycle education at the Faculty is English language skills equivalent to passing a TOEFL test³ or a successful admission seminar carried out in English.

Admissions committee

Each department shall have an admissions committee which is tasked with selecting applicants and arranging an admission seminar for the highest ranked applicant. The admissions committee submits documentation regarding decisions on admission to the head of department. The admissions committee consists of:

- the department's director of third-cycle education or assistant director of third-cycle education (chair)
- two teaching staff representatives (docents or professors), and
- one doctoral student representative

The subject representative or another person with suitable expertise may be added to the committee. In the event of a conflict of interest, the chair is replaced by their deputy and the members of the committee are replaced as decided by the head of department.

² Admission arrangements, "Admission procedure" section, point 2.

³ <http://www.blueberrysprak.nu/examensguiden/examen.asp?exam=toefl>

Admission seminar

The admissions committee invites the highest ranked applicant for the third-cycle education position to a public admission seminar. The admission seminar, at which the applicant presents the planned third-cycle education project, is carried out in Swedish or English (see under “Specific authorisation”) by the applicant. The following written information must have been sent to the third-cycle education administrator at the relevant department at least two weeks before the seminar:

- Individual study plan including timetable and funding plan (approved by the operational manager or equivalent where appropriate⁴).
- Any accreditation of knowledge and skills that the applicant has acquired through previous education or professional practice and wishes to have accredited to third-cycle education.⁵
- A description of trials that require ethical approval and details of existing ethical approval, as well as approvals that need to be applied for in connection with the planned research project.

Decision on admission to third-cycle studies

After the head of department has confirmed the admission case, the chair of the Research and Third-Cycle Education Board makes a decision on the admission.

The selection process is done based on the applicants’ ability to assimilate the third-cycle studies. The Faculty applies the following assessment criteria:

- The applicant’s documented subject knowledge relevant to the research field.
- The applicant’s documented knowledge of scientific theory and methodology.
- The applicant’s analytical ability, proven through scientific reports, theses, degree projects or similar.

An overall assessment of the applicants’ qualifications will be carried out.

When admitting an applicant, the following shall be taken into consideration:

- A maximum of half the parts included in a thesis may be published/accepted for publication prior to admission to third-cycle studies.
- Parts included in a thesis must not be published more than five years prior to admission for third-cycle education.
- A doctoral student appointment which is to result in a doctoral degree shall correspond to 4 years of full-time studies and a minimum activity level of 50%. This is certified by the supervisors and, where appropriate, by the operational manager or equivalent on establishment of the individual study plan.

⁴ Where the third-cycle education takes place within the context of employment at e.g. an administrative region, municipality or company.

⁵ Higher Education Ordinance, Chapter 6, Section 7

Transfer

Doctoral students may be transferred from another place of study, or between third-cycle studies intended to result in a licentiate degree and a doctoral degree, respectively. The original start date of the third-cycle studies will still be used.

Transfer from another university

The Research and Third-Cycle Education Board may decide to admit doctoral students who have been admitted to another university or higher learning institution and allow them to continue their studies and receive their degrees at the Faculty. The individual study plan shall be approved and an admission seminar shall be held in the same way as when admitting a new student.

Transfer between third-cycle studies aimed at doctoral degrees and licentiate degrees

A student who has been admitted for a licentiate degree and who wishes to continue their third-cycle studies may apply for admission for a doctoral degree before or after the licentiate seminar. A new individual study plan shall be created and a new admission seminar shall be held. The admission seminar also acts as a half-time review and may be held in connection with the licentiate seminar.

Students admitted for a doctoral degree may complete their third-cycle studies with a licentiate degree after completing at least 120 credits of studies that were initially intended for a doctoral degree.

Registration and reporting in Ladok

Details relating to third-cycle studies are recorded in Ladok (a system for documenting study results). When a doctoral student is accepted for third-cycle education, this is registered in Ladok. During third-cycle studies, credits earned in the course and theory sections and the degree of activity and type of support are reported every six months. This is done by the department's Ladok reporters. The examiner for each third-cycle course is responsible for approved third-cycle courses arranged at the Faculty being reported in Ladok. Courses carried out at other educational institutions must be approved by the director of third-cycle education and reported in Ladok. When applying for accreditation, it should be clear which level the course relates to (first-cycle, second-cycle or third-cycle level).

2.3 Supervision

Supervision within third-cycle studies is a far-reaching task in relation to competence and duration, and is a key factor for successful third-cycle studies. When appointing supervisors, the doctoral student's need for high-quality supervision should therefore be prioritised above the merit value of a supervisor commission. At least two supervisors must be appointed for each doctoral student, of which one will be the principal supervisor. Supervisors who are not the principal supervisor are assistant supervisors.

Competence requirements for supervisors

- The principal supervisor must be a docent (Associate Professor) or a professor.
- The principal supervisor must be employed at LiU or a unit affiliated with LiU. This employment must be expected to run until the point in time when the doctoral student is expected to defend his or her thesis. Employment conditions are assessed by the departmental board when the application for establishing a third-cycle position is submitted.
- The principal supervisor shall be active in the Faculty's scientific field.
- The principal supervisor shall have completed research supervisor training approved by the Faculty or be deemed to have equivalent competence. The assessment is done by the director of third-cycle education.
- Assistant supervisors must hold a doctoral degree and have completed research supervisor training approved by the Faculty or be deemed to have equivalent competence. The assessment is done by the director of third-cycle education.
- At least one of the supervisors must be professionally linked to the department to which the doctoral student has been admitted (being a docent at LiU or working at a University Hospital Unit counts as a professional link).
- The supervisors may not be married, co-habiting, be romantically involved or otherwise have a close personal connection to each other.
- Conflicts of interest may not exist between supervisor and doctoral student.

Principal supervisor duties

- The principal supervisor has overall responsibility for supervision in terms of the structure and implementation of the research project, and shall – together with the doctoral student – be responsible for third-cycle courses and other modules, as specified in both the general study plan and the individual study plan, being held.
- The principal supervisor is responsible for an annual follow-up of the individual study plan being carried out, and for the half-time seminar and thesis defence being planned and carried out.
- When notice is given for the thesis defence, the principal supervisor shall provide a brief description of the component parts and a detailed description of the doctoral student's own input into the scientific work. In cases where work has also been used for another thesis, an in-depth description of the individual authors' contributions shall be produced.

- The principal supervisor is responsible for producing and revising a funding plan. The position of principal supervisor does not, however, involve formal financial responsibility – this responsibility lies with the department.

Assistant supervisor duties

- Assistant supervisors shall mainly provide supplementary scientific expertise within the project. The roles of each assistant supervisor shall be clearly detailed in the individual study plan.

2.4 Individual study plan

The individual study plan is the document that controls the specific focus of each individual doctoral student in his or her third-cycle studies. The individual study plan is drawn up by the principal supervisor and the doctoral student in connection with applying for admission to third-cycle studies. The individual study plan is prepared by the director of third-cycle education, confirmed by the head of department and decided on by the Research and Third-Cycle Education Board on admission. In addition to the information in the pre-printed form, the application must also include:

- A project plan for the doctoral student's research project, including background, aims, methods, planned subprojects and significance.
- A financing plan for the entire period of third-cycle education, including a clear plan for both the doctoral student's support and the sources of financing (project number) to be used.
- A timetable that clearly states whether – and if so, how – the third-cycle education will be combined with other activities (e.g. teaching or clinical duties), when annual follow-ups will be carried out, and when the half-time seminar or licentiate degree and/or the doctoral degree are expected to be completed.

2.5 Study funding

LiU has decided that appointment as a doctoral student should be the only form of study support in third-cycle studies.

Doctoral students can combine third-cycle education with employment other than with LiU, for example with an administrative region, municipality or company. This is on the condition that the doctoral student can devote sufficient time to the education that it can be completed within eight years for a doctoral degree⁶ and that other rules in relation to third-cycle studies at LiU and the Faculty are followed.

⁶ Higher Education Ordinance, Chapter 7, Section 36

Likewise, there may be foreign doctoral students with various types of funding (such as scholarships). Scholarships from external donors outside Sweden for third-cycle studies must comply with the amount that applies for visiting scholarships for doctoral students at the Swedish Institute. In cases where the amount is lower, the department shall provide a supplementary scholarship in order to reach the Swedish Institute's scholarship level.⁷

Before taking a position on establishing a third-cycle education position, the departmental board shall assess whether funding can be guaranteed throughout the entire period of education.

A maximum of 430 hours per year – i.e. 25% of full-time studies – may be unfunded, e.g. on-call allowance or leave.

⁷ Decision 03/02/2010 (ref LiU-2010-00226)

3 During the third-cycle studies

3.1 Courses and other modules in the third-cycle studies

All third-cycle courses at the Faculty shall have course syllabuses established by the Research and Third-Cycle Education Board. Courses can be either arranged with the support of the Board or organised via the departments. For doctoral students admitted after 1 November 2012, the course requirement is 30 credits for a doctoral degree (18 credits for a licentiate degree).

Mandatory third-cycle courses (16 cr)

Basic Biostatistics	5 cr
Scientific Methodology	5 cr
Bioethics and Research Ethics	3 cr
Scientific Communication and Information Retrieval	3 cr

Elective third-cycle courses (at least 8 cr, of which at least 6 cr are in subject-specific courses)

Laboratory Animal science, mandatory for doctoral students who will work with laboratory animals ⁸	5 cr
Multivariate statistics	5 cr
Epidemiology	5 cr
The Art and Science of Scientific Writing	5 cr
Good Clinical Practice (GCP)	5 cr
Good Laboratory Practice (GLP)	3 cr
Subject-specific courses	at least 6 cr

Other modules for which credits are awarded (at least 6 cr)

- Participation in international conferences (max 2 cr per conference, max 3 cr total)
- Visits to other research teams (1.5 cr per week, max 3 cr total)
- Participation in seminar series, journal clubs, etc. (max 5 cr total)

Accreditation

The director of third-cycle education has been delegated authority from the Research and Third-Cycle Education Board to make decisions on accreditation cases. On admission, the doctoral student can apply for accreditation of passed third-cycle courses that have previously been completed at another university or university college. Likewise, knowledge and skills acquired in a professional capacity and through previous education can also be accredited. Accreditation will be decided on by the director of third-cycle education in connection with admission.

⁸ The central research board's announcement (SJVFS 1992:11) containing regulations and general advice on education requirements when using animals for scientific purposes, etc. (L 32).

Courses can be accredited if they correspond to the general science basic courses in the Faculty's third-cycle education, even if they have been completed at second-cycle level. The director of third-cycle education consults on accreditation with the examiner for the general science course in question. The director of third-cycle education is responsible for approved course credits being recorded in Ladok. Basic education for research preparation purposes cannot be accredited to third-cycle education. If this relates to a matter of principle, the director of third-cycle education can submit the case to the Research and Third-Cycle Education Board for consideration.

Examiners in third-cycle education

The Research and Third-Cycle Education Board appoints examiners for third-cycle courses at the Faculty. In order to be eligible for appointment as an examiner for third-cycle courses, candidates must hold or fill a teaching staff position at LiU for which a doctoral degree or equivalent scientific knowledge is required, and must be a docent or a professor. For those courses at third-cycle level where examiners are not appointed, the principal supervisor is the examiner. The director of third-cycle education is examiner for successfully completed third-cycle courses at another educational institution, and for other third-cycle modules.

3.2 Annual follow-up

According to local regulations, the individual study plan must be followed up at least once a year⁹. The director of third-cycle education at the relevant department is responsible for requesting a written follow-up from the doctoral student and supervisors. The follow-up must be signed by both the doctoral student and the supervisors (and, where appropriate, also by the operational manager or equivalent), and must include the following information:

- Completed modules according to plan
- Deviations from the individual study plan in terms of advances in a planned research project or implementation of modules for which credits are awarded
- Deviations from the planned timetable or funding plan
- If there are significant deviations from the individual study plan or the timetable or funding plan, a revised individual study plan must be submitted together with the annual follow-up.

The director of third-cycle education at the relevant department shall notify the departmental board if problems of a serious or fundamental nature arise in the annual follow-up, or if the annual follow-up is not submitted despite a reminder. Where appropriate, the annual follow-up shall always involve the active participation of the operational manager or equivalent.

⁹ Education arrangements, "Individual study plan" section, p 2.

3.3 Half-time seminar

A half-time seminar is a mandatory, publicly advertised seminar at which the scientific work is discussed. The aim of the half-time seminar is to carry out a quality review of how the thesis project is progressing and of the doctoral student's progression, and to assist with the planning for the continued work. The half-time seminar should be carried out no later than two years after admission for full-time studies (or no later than four years after admission for half-time studies), or once two articles have been submitted for publication. The subject representative gives notice of the half-time seminar to the director of third-cycle education, in consultation with the doctoral student and the principal supervisor. The head of department makes a decision on the half-time seminar. Half-time seminars for third-cycle education can only be held at Campus US or Campus Norrköping at LiU.

Notice of the half-time seminar must include:

- Details of the time and place of the seminar (room booked by supervisor/doctoral student).
- A proposal for two expert reviewers. At least one of the experts must be a docent or a professor, and must be impartial in relation to the doctoral student and supervisors. This impartial expert would make a good member of the grading committee at the doctoral student's thesis defence. Neither of the experts may be directly involved in the doctoral project in question. The experts may also not be related to the doctoral student or supervisor.
- A proposed chair – subject representative or principal supervisor.
- The doctoral student's description of the content and progress of the thesis project in English (5-10 pages).
- An extract from Ladok showing completed third-cycle courses.
- A copy of published articles or manuscripts intended for inclusion in a compilation thesis, or a summary of completed and planned parts of the thesis work for a monograph thesis.
- The latest version of the individual study plan. Earlier versions may be requested if necessary.

Implementation

At the seminar, the doctoral student presents – in English – the background, issue, and method of the thesis project, the results achieved so far and their significance, and the planned continued work. The experts and the seminar participants will then have the opportunity to ask the doctoral student questions about the thesis project, and to discuss the continuation of the project. This discussion can be held in Swedish or English.

Experts' opinions

After discussing the quality of the project, completed and planned work, the doctoral student's progression and the delivery of the seminar, the experts complete

the half-time review minutes. If something has emerged at the half-time seminar that requires a revision of the research plan and/or other documents in the individual study plan, a note is made of the changes. Even if no changes have been made, this should be justified in writing. The half-time review minutes are sent to the director of third-cycle education to be logged and archived.

3.4 Switch and change of supervisor

At the half-time seminar, a possible switch of principal supervisor and assistant supervisor should be decided on. It is also possible to change supervisor at another point of the third-cycle studies. If the principal supervisor's employment ends before the studies are completed, one of the assistant supervisors who meets the requirements for principal supervisor should take over the duties. A principal supervisor that retires may remain as principal supervisor, if it can be assumed that the doctoral student has no more than one year left until the defence of their thesis. The supervisor fills out the "Anmälan om handledarbyte" [Change of supervisor] form and sends it to the director of third-cycle education, along with an explanation of why the position is being changed. The doctoral student and all involved supervisors shall sign the document. After having the case prepared by the director for third-cycle education, the head of department appoints a new supervisor.

3.5 Dealing with problems

If problems arise during the third-cycle studies that cannot be resolved by the doctoral student and the supervisors, the department's director of third-cycle education should be contacted in the first instance (or, in the event of a conflict of interest, his or her deputy). If the department, the supervisor or the doctoral student are of the opinion that the matter needs to be reviewed by a reviewer outside the department, either party can request this from the Research and Third-Cycle Education Board once the department's director of third-cycle education has been informed. A group appointed by the Research and Third-Cycle Education Board (the chair of the Research and Third-Cycle Education Board, a teaching staff representative, a doctoral student representative) prepare and present reports on the matter. The doctoral student, principal supervisor, director of third-cycle education and departmental management representative are entitled to be present during this presentation of reports. A decision may initially involve the matter being investigated further by the director of third-cycle education, or external experts appointed by the dean. All matters must result in a decision by the Research and Third-Cycle Education Board in the form of a statement of opinion and a recommendation for how the department should deal with the matter. If the department or the doctoral student are dissatisfied with the Research and Third-Cycle Education Board's decision, the matter is referred to FSM.

Replacing supervisors

According to the Higher Education Ordinance, a doctoral student who so wishes may replace a supervisor. The director of third-cycle education prepares the matter, and the head of department appoints a new supervisor.

Right to supervision and other resources¹⁰

If a doctoral student significantly neglects his or her obligations in accordance with the individual study plan, the Vice-Chancellor shall decide that the doctoral student is no longer entitled to supervision and other education resources. Before such a decision is made, the doctoral student and their principal supervisor shall be given the opportunity to comment. The matter will be considered on the basis of their accounts and any other available analysis. When making an assessment, it shall be considered whether LiU and the doctoral student have fulfilled their obligations in accordance with the individual study plan. The decision shall be given in writing, and must be justified. Resources may not be withdrawn for any time when the doctoral student is employed as a doctoral student. Before the Vice-Chancellor makes a decision, FSM must prepare the matter and submit its proposal for a decision.

If education resources have been withdrawn in accordance with the above, the doctoral student may – on application to the Vice-Chancellor – have their entitlement to supervision and other resources restored. The doctoral student must then, by demonstrating future study results of considerable quality and scope, or in some other way, show that it is likely that they can fulfil their obligations in accordance with the individual study plan.

¹⁰ Higher Education Ordinance, Sections 30 and 31

4 Thesis defence

4.1 The formulation and scope of the doctoral thesis

A doctoral degree is achieved once the doctoral student has completed education worth 240 credits within a third-cycle subject. For a doctoral degree, the doctoral student must have passed a scientific thesis (doctoral thesis) worth at least 120 credits. An assessment of whether the presented thesis work with course elements corresponds to work worth four years of full-time studies and is of a good international standard is carried out at the grading committee's prior assessment and finally by the grading committee in connection with the thesis defence. The doctoral student's input must be clearly discernible.

Most theses at the Faculty are compilation theses based on a number of parts. The parts should be complemented with a frame narrative written in English which, together with the component parts, constitutes the thesis. There is also the option of defending a monograph thesis – see "Procedures for monograph theses". All theses at FHS must follow LiU's graphic profile.

For doctoral students admitted from 1 July 2007 onward, the following applies:

- The thesis should consist of at least two parts. It usually consists of more, but rarely more than four. The exact number of parts required depends on the quality and scope of the individual parts, and not least on the role played by the doctoral student in the creation of each part. There is no restriction on the number of theses a specific publication can be used in – the determining factor is whether the individual doctoral student has made a significant contribution to the work.
- At least two parts must be published or have been accepted for publication in peer-reviewed journals with international circulation.
- The doctoral student must be the lead author of at least one of the accepted papers.
- A maximum of half the parts included in a thesis may have been published or accepted for publication prior to admission to the third-cycle studies. No part may have been published more than five years prior to admission to the third-cycle studies.
- The doctoral student must have participated in all parts of the publication process for scientific works.

For doctoral students admitted before 1 July 2007, the following alternatives exist:

1. Remain in the previous third-cycle subject with the associated general study plan. The course and module requirements remain as before. The general study plan and examination requirements remain, i.e. for a compilation thesis the doctoral student

must have authored at least four scientific articles in which they have made an independent and prominent contribution. Otherwise, the same rules apply as above.

2. Change to the third-cycle subject Medical Science with the associated general study plan. The course and module requirements are as stated under “Courses and other modules in the third-cycle at the Faculty”. For examination requirements, see above for doctoral students admitted from 1 July 2007 onwards.

Degree of activity

Doctoral students admitted from 1 July 2007 onwards must have been registered as doctoral students with a degree of activity corresponding to two years at 100% no later than the semester when thesis defence is carried out. Doctoral students admitted from 1 January 2009 onwards must have been registered as doctoral students with a degree of activity corresponding to three years at 100% no later than the semester when thesis defence is carried out.

4.2 Registration for thesis defence

An application for a thesis defence is done using a special form which, together with the appendices, must include:

- A proposed faculty opponent: The subject representative proposes a faculty opponent who should be a docent, a professor or equivalent, come from a university other than LiU and not have taken part in the half-time seminar/licentiate seminar.
- Proposed grading committee members: The subject representative proposes two members, of which at least one should be an external member, i.e. not from LiU, and one deputy. If possible, one of the grading committee members should have been an expert at the half-time seminar. All grading committee members should be docents or professors, and should have been informed about and accepted the commission at the time of registration for thesis defence. The director of third-cycle education will at a later stage appoint a third member, who is also the convener and chair at the thesis defence, from the permanent grading council). If necessary, the grading committee can consist of five members. In this case, the subject representative shall appoint three members to the grading committee, of which at least one is an external member, i.e. not from LiU, and one deputy. (The director of third-cycle education will appoint two members from the permanent grading council).
- Proposed thesis defence host: The subject representative proposes a host for the thesis defence, which is normally the principal supervisor or the subject representative themselves.
- A brief description of the component parts and a list of all co-authors' contributions and in particular the doctoral student's contribution to the scientific work. In those cases where work has also been used or will be used for another thesis, an in-depth description of each doctoral student's contributions shall be produced.

- An extract from Ladok (UT90) detailing completed third-cycle education courses, the activity and other modules.
- A copy of the half-time review minutes.
- A copy of the current individual study plan.
- Written consent for electronic publication, signed by the doctoral student¹¹.
- The constituent parts of the thesis, in digital form. If the thesis consists of a monograph, it is sent digitally in its entirety.
- A conflict of interest statement signed by the subject representative, all supervisors, the doctoral student and the director of third-cycle education.

Dealing with the thesis defence application

- The registration for thesis defence is submitted to the director of third-cycle education at the department. There are submission deadlines set by the Research and Third-Cycle Education Board, depending on when the thesis defence is scheduled.
- The director of third-cycle education checks that the proposed grading committee and faculty opponent do not have any conflict of interest, that the required number of third-cycle education credits are detailed and that the registration otherwise meets the rules established.
- The director of third-cycle education proposes an impartial internal expert, who will also act as convener and chair of the thesis defence, based on a permanent grading council appointed by the dean.
- The director of third-cycle education presents the individual case to the Research and Third-Cycle Education Board, which establishes the time and place of the thesis defence, and appoints a faculty opponent, a grading committee and the chair for the thesis defence.
- The grading committee carries out a prior review and justifies a recommendation for thesis defence or, where appropriate, rejection.
- The chair of the Research and Third-Cycle Education Board makes a decision, with authority delegated by the Research and Third-Cycle Education Board, on approval of the thesis defence application.

Dealing with licentiate seminars and monograph theses

For information on how monograph theses are handled, see Appendix 3. For information on how licentiate theses are handled, see Appendix 5.

4.3 Prior review

The Research and Third-Cycle Education Board appoints a grading committee and is then responsible for sending the parts and the thesis defence application to the members of the grading committee for prior review. The member of the grading

¹¹ The department receives a thesis defence grant once the doctoral student has passed his or her degree and published his or her thesis electronically via the LiU e-press.

committee that is from the permanent grading council convenes the grading committee. On carrying out the review, an assessment shall be made of whether the presented thesis work with course elements corresponds to work worth four years of full-time studies and is of a good international standard. If so, the registration for thesis defence is approved. The grading committee can request the frame narrative if the quality of the articles is uncertain.

The convener of the grading committee shall consult with other grading committee members through meetings or via telephone conferences. The convener of the grading committee shall provide a written preliminary statement of opinion, which is jointly agreed on by the grading committee, on whether the parts or the monograph thesis are sufficient in terms of scope and good international quality to recommend thesis defence. Each member of the grading committee must announce that they support the preliminary statement of opinion.

If the grading committee decides to approve holding the thesis defence, the chair of the Research and Third-Cycle Education Board makes a decision on thesis defence with delegated authority.

If the grading committee decides to advise against thesis defence, this must be justified in writing. The convener of the grading committee shall, in such a case, contact the chair of the Research and Third-Cycle Education Board to discuss how to proceed with the matter. It is then appropriate for the chair of the Research and Third-Cycle Education Board to summon the doctoral student, the supervisors, the subject representative and the director of third-cycle education for this discussion. The chair of the grading committee may be invited to the meeting to provide brief information about the decision, but does not take part in the continued planning.

4.4 Exhibition

At least three weeks before the thesis defence, the completed thesis shall be made public through a process known as “exhibition” (“spikning”). Exhibition can take place from the first Monday in August up until the Friday before Midsummer’s Eve. The dean is contacted prior to exhibition to sign the two exhibition copies. The doctoral student produces a receipt to confirm that the set number of statutory copies of the thesis have been deposited with LiU’s library. One of the exhibition copies must be logged with the university’s registrar and exhibited on LiU’s official notice board in the Origo building, Valla. The other copy is exhibited on the Faculty’s internal exhibition block. The doctoral student distributes the thesis and the introductory chapter to the faculty opponent and the members of the grading committee. This also applies to monograph theses. It is also common practice to distribute the thesis in printed or electronic format to relevant departments and researchers, both nationally and internationally. The thesis is also made public through distribution by the doctoral student and the department and through

electronic publication via the LiU e-press (normally the full text, excluding the manuscript).

4.5 Thesis defence

The doctoral thesis must be defended orally at a public thesis defence in the presence of the faculty opponent and the grading committee. The doctoral student should book the date for the thesis defence with the administrator at the Faculty secretariat well ahead of time. The thesis defence should normally take place on a normal working day, and there is a maximum of two theses defences per day at the Faculty (one in the morning and one in the afternoon). The dean may grant exceptions if there are special reasons for doing so.

Location for thesis defence

Thesis defences or licentiate seminars are normally held at Campus US, Campus Norrköping or Campus Valla, but can also be held at Vrinnevi Hospital in Norrköping, the Ryhov County Hospital in Jönköping or Kalmar County Hospital if the doctoral student's third-cycle education has a natural connection one of these units. The dean may in exceptional cases approve another location for the thesis defence. The department at the Faculty at which the doctoral student is registered may receive up to a maximum of SEK 5,000 per instance from the Faculty in travel cost allowances in order for faculty members who so wish, including grading committee members, to be offered direct transport from Linköping/Norrköping to a thesis defence or licentiate seminar held at a unit affiliated with LiU. The third-cycle education administrator at the department acts as the contact for such travel.

Agenda for thesis defence

The host welcomes those present to the thesis defence, presents the doctoral student, the title of the thesis, the faculty opponent, the members of the grading committee and the principal supervisor and assistant supervisors, and briefly explains the structure of the thesis defence to the audience. The host then hands over to the chair of the thesis defence. The chair declares the thesis defence open, and the thesis defence is carried out as follows:

- The doctoral student makes note of any corrections to the thesis, and may issue an errata list if necessary.
- The faculty opponent gives a brief popular scientific introduction to the thesis and the research field dealt with.
- The doctoral student presents the main results and conclusions of the thesis.
- The faculty opponent discusses the thesis with the doctoral student, comments on strengths and weaknesses, and asks questions that the doctoral student must answer.
- The chair allows the grading committee to ask questions.
- The chair asks whether the audience wishes to ask any questions.

- The chair concludes the thesis defence and immediately convenes the grading committee for an immediate meeting to decide on grading.

After the conclusion of the thesis defence, the host may invite the audience to a subsequent social gathering.

Action in the event of the non-attendance of grading committee members or faculty opponent

If non-attendance is notified no later than the day before the thesis defence: If the faculty opponent is prevented from fulfilling his or her duties no later than the day before the thesis defence, the chair of the Research and Third-Cycle Education Board – or, in his or her absence, the vice chair – shall be contacted immediately, and must then decide on how to resolve the situation. If there is a valid reason why an ordinary member of the grading committee is unable to serve, this must be notified to the convener of the grading committee, who then contacts the substitute.

In the event of non-attendance on the day of the thesis defence: If a member of the grading committee (internal or external) announces that they are unable to attend on the day of the thesis defence, the substitute appointed by the Board takes his or her place. The substitute must attend the beginning of the thesis defence, and to be prepared to participate in the thesis defence. If the substitute is not available, the chair of the thesis defence (or, if the chair is the one unavailable, the chair of the Research and Third-Cycle Education Board) appoints an impartial docent. If the faculty opponent announces that they are unable to attend on the day of the thesis defence, or is not present at the beginning of the thesis defence, the chair for the thesis defence will appoint a substitute. It is recommended that the substitute is appointed from the grading committee, while the substitute appointed by the Research and Third-Cycle Education Board becomes a member of the grading committee. If necessary, the thesis defence may be adjourned while a substitute is appointed. After the thesis has been defended, the Research and Third-Cycle Education Board shall be informed of the circumstances in writing.

The grading committee meeting

The grading committee meets immediately after the thesis defence. The grading committee appoints a chair within the group. Holders of emeritus titles cannot be appointed chair. The faculty opponent and principal supervisor must be present at the grading committee meeting and participate in discussions, but not in decisions. Assistant supervisors may be co-opted to the grading committee's discussions, but do not take part in decisions. The doctoral thesis is graded either pass or fail. When grading the thesis, both the scientific content of the thesis and its defence are taken into consideration. If the grading committee is not unanimous, the decision will follow the majority. If the thesis is awarded a pass grade, the reasons for the grading committee's decision are not reported, nor are the reasons why any individual member may have had a different opinion. If the thesis is awarded a fail grade, the

reasons must be reported in the minutes. (Minutes are kept even in the event of a passing grade). The doctoral student will then have the opportunity to re-apply at a later date to defend a new thesis at a new thesis defence.

4.6 Degree certificates and diploma supplements

Once the doctoral student has defended their thesis, and once the minutes from the grading committee meeting have been received by the Research and Third-Cycle Education Board and all doctoral degree steps have been completed, the doctoral student applies for a degree certificate. The application should be sent to the administrator at the Faculty secretariat, along with the following documentation:

- An extract from Ladok (RS93) showing that course and theory components have been completed (available from the department)
- A document showing that student union fees have been received for the semesters running up until the spring semester of 2010 (available from student union services).

The Faculty is entitled to issue Doctor of Philosophy and Doctor of Medicine degrees, and the type of degree should be specified in the degree certificate application. Degree certificates for both doctoral degrees and licentiate degrees must be signed by the dean and the vice dean for research. The degree certificate includes the title of the thesis and the third-cycle education courses included in the degree. In addition to the degree certificate, a diploma supplement describing the position of the doctoral degree within the Swedish education system will also be issued.

Appendices and forms

Appendix 1 General study plan – Medical Science

<http://www.liu.se/medfak/forskarutbildning/antagning-till-utbildning-pa-forskarniva/allman-studieplan?l>

Form 1a. Changing third-cycle education subject to Medical Science

Form 1b. Changing general study plan

Form 2. Application for admission to education at third-cycle level in Medical Science

Form 3a. Individual study plan – Medical Science

Form 3b. Review of individual study plan

Form 3c. Review of individual study plan adopted 1 July 2007 – 31 October 2012

Form 3d. Review of individual study plan adopted before 1 July 2007

Form 4a. Application for accreditation of courses

Form 4b. Application for accreditation of other modules

Form 5. Annual follow-up of individual study plan

Form D6. Application for half-time review for education at third-cycle level

Form D7. Experts' assessment of half-time review, half-time review minutes

Form L6. Application for licentiate seminar

Form L7. Minutes of the licentiate seminar

Form D8. Application for thesis defence

Form D9. Minutes for thesis defence

All forms can be found at the Research and Third-Cycle Education Board's website,

<https://liu.se/medfak/forskarutbildning/blanketterforskarutbildning?l=en&sc=true>

Appendix 1. Higher Education Ordinance, Appendix 2 – Degree Ordinance

Objectives for doctoral degrees

Knowledge and understanding

For a doctoral degree, the doctoral student must

- demonstrate broad knowledge within – and a systematic understanding of – the research field, and in-depth and current specialist knowledge within a limited part of the research field, and
- demonstrate familiarity with scientific methods in general and with the specific research field's methods in particular.

Skills and abilities

For a doctoral degree, the doctoral student must

- demonstrate a capacity for scientific analysis and synthesis, and for independent critical review and assessment of new and complex phenomena, issues and situations,
- demonstrate an ability to identify and formulate issues – critically, independently, creatively and with scientific accuracy – and to plan and, using appropriate methods, carry out research and other advanced tasks within specified time limits, and to evaluate and review this work,
- with a thesis, demonstrate the ability to make a significant contribution towards the development of knowledge through his or her own research,
- demonstrate an ability – in both national and international contexts, both orally and in writing, and in an authoritative manner – to present and discuss research and research findings in dialogue with the scientific community and with society as a whole,
- demonstrate an ability to identify the need for additional knowledge, and
- demonstrate the conditions – both within research and education and in other advanced professional contexts – to contribute towards the development of society and to support other people's learning.

Judgement and approach

For a doctoral degree, the doctoral student must

- demonstrate intellectual independence and scientific integrity, and the ability to make research ethics assessments, and
- demonstrate a deeper insight into the potential and limitations of science, its role in society and people's responsibility for how it is used.

Scientific thesis (doctoral thesis)

For a doctoral degree, the doctoral student must have passed a scientific thesis (doctoral thesis) worth at least 120 credits.

Appendix 2. Conflict of interest rules

According to § 11 of the Swedish Administrative Procedure Act (1986:223), a conflict of interest is a circumstance whereby a member of a decision-making body involved in deliberation or a person reporting can be assumed to lack objectivity in their position. Different types of conflict of interest can arise, for example:

- Conflict of interest on the grounds of case involvement, interested party or relationship (including marriage, cohabitation or kinship),
- Conflict of interest on the grounds of discretion

There is a risk of conflict of interest on the grounds of *discretion* if someone will be making a decision that relates to a doctoral student and is obviously a friend or has previously cooperated with the doctoral student or one of the supervisors. These grounds for conflict of interest are also referred to as the general clause, and illustrate specific circumstances that are likely to harm confidence in the impartiality of the person in question in a given matter.¹²

The above has the following specific implications for third-cycle education:

- A conflict of interest exists if there has been scientific cooperation (including participation in the same project, co-application or co-receipt of funding in the same research project) and co-production that has taken place within the past five-year period. A joint article is sufficient to count as co-production. Co-authorship in a publication on care programmes, etc. in which there are co-authors from a number of clinical centres nationally/internationally is an exception. A conflict of interest may exist for longer than five years if there has been close or extensive cooperation.
- A previous doctoral student/principal supervisor relationship involves a life-long conflict of interest situation.

A conflict of interest may arise for the doctoral student and/or the supervisors in a number of situations:

A. In relation to a number of different officials/individuals:

- On admission/change of supervisor
- At the half-time seminar
- When defending a thesis

¹² Abrahamsson P, Björkman U, Hallberg M, "Rättsliga regler i högskolan!", tenth edition, Wolters Kluwer 2012

When dealing with third-cycle matters at departmental or faculty level:

- Examiner/director of third-cycle education
- Member of departmental board, including head of department
- Subject Representative
- Member of the Research and Third-Cycle Education Board

According to § 12 of the Swedish Administrative Procedure Act, “anyone who knows of a circumstance that could be deemed to constitute a conflict of interest against him must voluntarily make this known”. In order to avoid time-consuming additional work when dealing with thesis defence applications, all supervisors, the subject representative and the doctoral student should therefore sign to confirm that no conflict of interest exists, and the director of third-cycle education should countersign.

Conflict of interest on defence of thesis

The academic thesis defence marks the culmination of extensive contributions from the doctoral student, supervisors and research team, and is imbued with academic traditions. At the same time, it is also the main examination occasion for third-cycle education, which often leads to questions of conflict of interest.

The following can therefore be stated as guidance:

- Opponents and grading committees act on behalf of the Faculty to examine the third-cycle education. The introductory contacts to identify two possible grading committee members and an opponent take place via the principal supervisor. From the point when the Research and Third-Cycle Education Board has appointed these people and the grading committee members from the grading council and the prior review has begun, it is essentially the Research and Third-Cycle Education Board, or in certain cases the director of third-cycle education, who is responsible for contact with the grading committee and the opponent. Neither the supervisors nor the doctoral student should have contact with the grading committee members or the opponent on matters relating to the thesis work, including the preliminary statement of opinion.
- The supervisor traditionally looks after the visiting faculty opponent on the evening or lunchtime before the thesis defence. This does not involve any obstacles, and nor does the fact that an external grading committee member from a long way away is treated in the same way.
- Grading committee members should not be invited to a subsequent social gathering.

Appendix 3. Procedures for monograph theses

- The monograph shall be in English and must be available in manuscript form no later than six months before the thesis defence.
- This matter will be prepared by the director of third-cycle education. The subject representative should submit proposals for two reviewers – of which at least one should be external, i.e. should not come from LiU – and who will normally be included in the grading committee.
- The chair of the Research and Third-Cycle Education Board makes a decision, with authority delegated by the Research and Third-Cycle Education Board, on sending the manuscript and instructions to the reviewers.
- Each of the reviewers writes their own statement of opinion, which is sent to an administrator at the Faculty secretariat, who in turn forwards the statement of opinion to the doctoral student, the principal supervisor, the subject representative, the director of third-cycle education and the Research and Third-Cycle Education Board.
- The doctoral student compiles a letter containing his or her response to opinions conveyed, and states which changes these have led to in the monograph manuscript. This is sent to the director of third-cycle education.
- The application for thesis defence is submitted to the director of third-cycle education/administrator at the department. A statement of opinion, response and revised monograph manuscript should be attached to the application, together with proposals for two additional grading committee members (one external and one internal). The director of third-cycle education prepares the matter.
- The Research and Third-Cycle Education Board appoints a grading committee and faculty opponent in accordance with the applicable procedure, but always with five members of the grading committee.
- The grading committee recommends/does not recommend the thesis defence.
- The Research and Third-Cycle Education Board approves/opposes holding the thesis defence.

Appendix 4. Co-authorship of scientific articles

The scientific community has rules for authorship that researchers at the Faculty must follow. The main international standard for publication ethics is the “Vancouver Protocol” (“Defining the Role of Authors and Contributors”) issued by the International Committee of Medical Journal Editors (ICMJE). Every person who is listed as an author must be able to accept public responsibility for the content of the publication. The Vancouver Protocol states that:

”Authorship credit should be based on (1) substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND (2) drafting the work or revising it critically for important intellectual content; AND (3) final approval of the version to be published; AND (4) agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved. In addition to being accountable for the parts of the work they have done, an author should be able to identify which co-authors are responsible for specific other parts of the work. In addition, authors should have confidence in the integrity of the contributions of their co-authors.”

All researchers at the Faculty shall comply with the Vancouver Protocol.¹³

¹³ Decision FSM 28/01/2010. Ref no. LiU-2010-04273.

Appendix 5. Licentiate degrees and procedures for licentiate seminars

As a general rule, doctoral students should be admitted to third-cycle studies with a doctoral degree as their aim. Applicants who have been accepted for doctoral degree education may, however, apply to change their studies to result in a licentiate degree. Applicants are only accepted for third-cycle studies with the aim of a licentiate degree if the applicant so desires. Third-cycle studies for a licentiate degree corresponds to studies worth a total of 120 credits. The education consists of writing a scientific paper (licentiate thesis) and courses at third-cycle level worth at least 18 credits, of which 16 credits must be from mandatory courses and 2 credits from subject-specific courses. The paper can take the form of a compilation paper or a monograph. For compilation papers, at least one part must be accepted or published by a peer-reviewed publication with international reach. The parts should be complemented with a frame narrative written in English which, together with the component parts, constitutes the thesis.

Registration for a licentiate seminar

Registration for a licentiate seminar takes place using a pre-printed form which, together with the appendices, must include:

- Proposals for two grading committee members: The subject representative proposes two members, of which at least one should be an external member, i.e. not from LiU. Both committee members should be docents or professors, and should have been informed about and accepted the commission at the time of registration for the licentiate seminar.
- Proposals for a chair for the seminar: The subject representative proposes the chair for the seminar. This is usually the subject representative as long as they are impartial. Otherwise, it is usually the internal member of the grading committee.
- Proposals for a seminar host: The subject representative proposes a host for the seminar, which is normally the principal supervisor or the subject representative themselves. Impartiality does not need to be considered.
- A brief description of the component parts and a list of all co-authors' contributions and in particular the doctoral student's contribution to the scientific work. In those cases where work has also been used or will be used for a doctoral thesis, an in-depth description of each doctoral student's contributions shall be produced.
- An extract from Ladok (UT90) detailing completed third-cycle education courses, the activity and other modules.
- A copy of the individual study plan.
- Written consent for electronic publication, signed by the thesis author.
- The constituent parts of the thesis, in digital form. If the thesis consists of a monograph, it is sent digitally in its entirety.

- The conflict of interest statement is signed by the subject representative, all supervisors, the doctoral student and the director of third-cycle education.

Dealing with the licentiate application

- The registration for licentiate seminar is submitted to the director of third-cycle education at the department.
- The director of third-cycle education checks that the proposed grading committee members do not have any conflict of interest, that the required number of third-cycle education credits are detailed and that the registration otherwise meets the rules established.
- The director of third-cycle education presents the individual case to the Research and Third-Cycle Education Board, which establishes the time and place of the seminar, and appoints a grading committee and the chair/convener for the seminar.
- The grading committee carries out a prior review and justifies a recommendation or, where appropriate, rejection for the seminar.
- The chair of the Research and Third-Cycle Education Board makes a decision, with authority delegated by the Research and Third-Cycle Education Board, on approval of the seminar application.

Prior review

The Research and Third-Cycle Education Board appoints a grading committee and is then responsible for sending the parts and the licentiate application to the members of the grading committee for prior review. On carrying out the review, an assessment shall be made of whether the presented licentiate thesis work with course elements corresponds to work worth two years of full-time studies, and is of a good international standard. If so, the registration for licentiate seminar is approved. If the grading committee decides that there are such deficiencies in quality that the licentiate seminar cannot be recommended, this must be justified in writing and the grading committee shall then contact the chairman of the Research and Third-Cycle Education Board to discuss how to proceed with the matter. It is then appropriate for the chairman of the Research and Third-Cycle Education Board to summon the doctoral student, the supervisors and the director of third-cycle education for this discussion. One of the grading committee members (normally the internal member) may be invited to the meeting to provide brief information about the decision, but does not take part in the continued planning.

Making the licentiate thesis public

At least three weeks before the licentiate seminar, the completed thesis shall be made public. Consent for electronic publication is sent to the LiU e-press. The set number of statutory copies of the thesis must also be submitted to LiU's library. The licentiate thesis is distributed to the members of the grading committee. It is also common practice to distribute the licentiate thesis in printed or electronic format to relevant departments and researchers, both nationally and internationally. The licentiate thesis is also made public through distribution by the doctoral student

and the department and through electronic publication via the LiU e-press (normally the full text, excluding the manuscript).

The licentiate seminar

The host welcomes those present to the licentiate seminar, presents the respondent, the title of

the licentiate thesis, the members of the grading committee and the principal supervisor and assistant supervisors.

The host then hands over to the chair of the licentiate seminar.

- The chair declares the licentiate seminar open, and the seminar is carried out as follows.
- The respondent makes note of any corrections to the licentiate thesis, and may issue an errata list if necessary.
- The respondent presents the main results and conclusions of the thesis.
- The chairman first hands over to the external grading committee member to begin the discussion with the respondent on the content of the licentiate thesis, after which the internal grading committee member continues the discussion.
- The chair asks whether the audience wishes to ask any questions.
- The chair concludes the licentiate seminar and immediately convenes the grading committee for an immediate meeting to decide on grading.

After the conclusion of the licentiate seminar, the host may invite the audience to a subsequent social gathering.

Action in the event of the non-attendance of grading committee members

If non-attendance is notified no later than the day before the licentiate seminar: If a member of the grading committee is unable to serve at the licentiate seminar and this is known no later than the day before the licentiate seminar, the chair of the Research and Third-Cycle Education Board or, if they are unavailable, the vice chair of the Board, will appoint a substitute. The substitute shall be an impartial docent.

If non-attendance is notified on the day of the licentiate seminar: If a member of the grading committee announces that they are unable to attend on the day of the licentiate seminar, the seminar chair may appoint a substitute. The substitute shall be an impartial docent. If necessary, the seminar may be adjourned. After the licentiate seminar is completed, the Research and Third-Cycle Education Board shall be informed of the circumstances.

The grading committee meeting

The grading committee meets immediately after the licentiate seminar, and shall appoint a chair from within the committee. The principal supervisor must be present at the meeting but may not participate in decisions. Assistant supervisors may be co-opted to the grading committee's discussions, but may not take part in decisions. The licentiate seminar is graded either pass or fail. When grading, both

the scientific content of the licentiate thesis and the defence of it during the licentiate seminar are taken into consideration. For a grade of pass, the grading committee must be unanimous. The reasons for the committee's decision may not be recorded in the minutes or in any other document. The same applies to reasons that an individual member may have put forward in opposition to other members, or in a different order. If the doctoral student fails, they will have the opportunity to re-apply at a later date to defend a new licentiate thesis at a new licentiate seminar.