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Rules for studying at postgraduate level at HU – licentiate degree

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Rules for studying at postgraduate level at HU – licentiate degree

These rules for studying at postgraduate level are based on the Higher Education Ordinance (HF), the rules laid down by Linköping University (LiU) and the delegation from the Board of the Faculty of Health Sciences (FSM) to the Research and postgraduate studies committee (FUN). The Higher Education Ordinance is available at www.hsv.se; LiU related documents are available at <http://regelverk.liu.se>.

The Higher Education Ordinance stipulates that the Faculty Board has the primary decision-making rights on virtually all issues concerning postgraduate studies. At the Faculty of Health Sciences (HU), FSM has delegated most of this responsibility to FUN, which in its turn, delegates a number of duties to the boards of the respective departments, in certain cases with the right to further delegate to other groups or individuals such as the head of department, subject representative or Postgraduate degree vice chancellor (FUS). Every person or constellation that has received a delegation has the opportunity and right in specific cases to refer the delegation to the immediately higher level the delegation is received from, e.g. when the case entails important principle stance taking. FUS at the respective department plays a key role in the practical aspects of postgraduate studies at HU. FUS shall have a deputy.

Wording originating from HF is indicated by a box round the text.

Wording originating from LiU resolutions is indicated by a footnote.

Wording originating from the delegation from FSM to FUN is indicated by a footnote.

Higher Education Ordinance Appendix 2, Degree Ordinance

Contents

This appendix contains what is set out in ch 6 §§ 3 and 4

1. the degrees that can be taken at foundation level, advanced level and research level, and
2. the requirements that are to be met for the respective degrees (degree description)

Common directives

Name of degree

A degree name consists of the degree as set out in the degree ordinance and where appropriate a first or last element or both, giving the field of study of the degree. The university or higher education establishment determines which first or last element is to be used. The university shall determine a field of study for certain degrees in accordance with the degree descriptions.

Translation

A translation of a degree name is to reflect the scope and content of the degree and where appropriate the field of study and level of the degree.

The Swedish National Agency for Higher Education is to provide directions for translating degrees into English. The university resolves on the translation of the degree certificate into languages other than English after consultation with the Swedish National Agency for Higher Education where it concerns the legal status a translation of a degree may have in other countries.

The university resolves on the translation of the first and last elements used by the university. The university is to report to the Swedish National Agency for Higher Education the first and last elements in Swedish that the university has decided to use for every degree and the translation of such into English.

The university is also to report to the Swedish National Agency for Higher Education the translation of the degree name into languages other than English.

1 The Faculty of Health Science goals for postgraduate level study Licentiate degree

Higher Education Ordinance Appendix 2, Degree Ordinance

Scope

A licentiate degree is achieved

either on completion of study of at least 120 credits in one subject at postgraduate level,

or on completion of a part study of 120 credits that will finalise with a PhD if the university/university college decides that such a licentiate degree can be awarded at the university/university college.

Goals

Knowledge and understanding

To be awarded a licentiate degree, postgraduate students must:

- demonstrate knowledge and understanding within their research area, be engaged in current specialist knowledge within a limited part of this and a deeper knowledge of scientific methodology in general and in their specific research area in particular.

Proficiency and capacity

To be awarded a licentiate degree, postgraduate students must:

- demonstrate the capacity to critically, independently, creatively, and with scientific precision, identify and formulate questions, and plan and employ adequate methods to pursue research and other qualified tasks within given time frames and thereby contribute to the development of knowledge and to evaluate this work,
- demonstrate the capacity in both national and international contexts, to present and discuss with authority, orally and in writing, research and research findings in dialogues with the scientific community and society in general, and
- demonstrate the proficiency required to independently participate in research and development work and to work independently in other skilled operations.

Appraisal and attitude

To be awarded a licentiate degree postgraduate students must:

- demonstrate the capacity to make research ethics assessments of their own research,
- demonstrate insight into the opportunities and limitations of science, its role in society and human responsibility for how it is applied, and
- demonstrate the capacity to identify the need for further knowledge and to take responsibility for further developing their own knowledge.

Scientific dissertation

For a licentiate degree, the postgraduate student is to have had a scientific dissertation of not less than 60 credits approved.

Other

For licentiate degrees within certain fields of study, specific requirements shall also apply which are individually resolved by each university within the framework of the requirements of this degree description.

A number of points in the Higher Education Ordinance were revised in 2007 as part of the process of bringing the Swedish education system in line with the Bologna Process. All university education is divided into three levels: foundation, advanced and research level.

The goals of the postgraduate level study at HU are:

Postgraduate students at HU are trained in research, development work and other problem solving within the higher education, private and public sectors. Postgraduate study (licentiate degree) entails four years of full-time study after completing a degree at advanced level or on completion of course requirements of at least 240 credits, including at least 60 credits at advanced level.

HU offers qualitatively excellent masters and postgraduate courses designed to produce graduates and PhDs of a very high international standard.¹

2 Conflict of interest policy

According to § 11 of the Administrative Procedure Act (1986:223), conflict of interest is a situation where a person in a decision making body involved in handling a matter or a report can be assumed to lack objectivity in taking a stance. There can be various types of conflict of interest, e.g.:

- **Private interest, personal involvement or family ties** (including spouse, cohabitant or relative)
- **Delicacy or special circumstances**

A risk of conflict of interest due to **delicacy or special circumstances** arises if anyone covered by the classifications a-f below is clearly a friend or has had a previous form of working relationship with the postgraduate student or any of the tutors. This possible conflict of interest also goes under the name of general clause and illuminates specific circumstances that could cast doubt on the impartiality of the person concerned in a case.²

In the case of postgraduate study the above specifically entail:

- Conflict of interest can arise in the case of scientific cooperation (including working on the same project, joint application or receiving joint funding in the same research project) and co-production over the most recent five-year period. A joint article is sufficient grounds to be counted as co-production. The exception to this is co-writing in publications on healthcare programmes etc. which include contributions from several clinical centres in Sweden and/or abroad. In the case of close cooperation, conflict of interest can span a period longer than five years.
- Previous postgraduate student – tutor relationships entail a lifelong conflict of interest.

¹ From the Faculty of Health Sciences' strategic targets (resolved by the Faculty Board 2006-08-30).

² Falk J and Wedel B, "Rättsliga regler i högskolan", Seventh edition, Nordstedts juridik, Stockholm 2002.

Conflict of interest can arise for the postgraduate student and/or the tutors:

A In relation to a number of different functionaries/persons:

1. On admission/exchange of tutor:
 - a. principal tutor and assistant tutor (personal involvement)
 - b. admission committee board members (family ties and delicacy conflict)
2. At a licentiate seminar:
 - a. Grade board members (family ties and delicacy conflict)

B. When dealing with postgraduate study situations at department or faculty level:

- a. examiner/FUS
- b. member of the departmental board including the head of department
- c. subject representative
- d. member of FUN

Both family ties and delicacy conflict apply to a-d.

According to Administrative Procedure Act § 12, it is clear that “anyone who feels that a circumstance that can be assumed to be a conflict of interest for him/her shall make it known”. To avoid any time consuming extra work when dealing with a public defence application, the tutors, subject representative and respondent are to confirm with their signature that conflict of interest does not arise; this shall then be countersigned by FUS.

3 Research subjects

Higher Education Ordinance ch 6

§ 29 The Faculty Board is to determine which courses at postgraduate level are to be offered within its area of responsibility.

From 1 July 2007, students admitted to HU will be offered one postgraduate studies discipline only: Medical Science. All postgraduate students accepted from this date onwards will therefore follow the **same** General Study Plan. Postgraduate students who were admitted to HU before 1 July 2007 can complete their studies in their original subjects. New admissions can only be for the subject of Medical Science. The degree certificate will only state the official research subject, i.e. Medical Science. The title of the dissertation and the Diploma supplement will indicate the field of study of the research. Postgraduate students wishing to transfer from their current research subject to Medical Science are able to do so. See also Transfer directives.

☞ **Form 1. Transfer from current research subject to Medical Science**

☞ **Appendix 1. General study plan for Medical Science**

4 Admission, qualification requirements and selection for postgraduate level courses

Higher Education Ordinance ch 7 Entry to study

§ 34 The number of postgraduate students admitted may not exceed the tutor resources and other educational conditions in general available for them. Such students are to have funding in place in accordance with § 36.

§ 35 To be admitted as a postgraduate student, applicants must:

1. have the basic qualifications and specific qualifications laid down by the Faculty Board, and
2. be assessed to be capable of completing the studies successfully.

§ 36 The Faculty Board may only accept applicants who are employed as postgraduate students or who have been granted funding for a PhD. However the Faculty Board may accept applicants with some other form of funding if the board deems the funding can be guaranteed for the entire length of study and that the applicant can dedicate sufficient time to their studies such that these can be completed within four years in the case of a licentiate and eight years for a doctorate.

Admissions process

§ 37 Questions related to admission are to be resolved by the university. Anyone wishing to be admitted onto a postgraduate level course must apply within the time and by the method specified by the university.

When a university resolves to admit one or several postgraduate students, the university shall publicise this through advertising or the equivalent. However, specific information need not be provided

1. on acceptance of a postgraduate student who is to undertake their studies while an employee of an employer other than the university,
2. on acceptance of a postgraduate student who has previously started their studies at postgraduate level at another seat of learning, or
3. if there are similar specific grounds.

§ 38 The Faculty Board at a higher education establishment that has been designated university status may, without new admission, permit a postgraduate student that has been admitted to another university or other higher education establishment to transfer to the new university and continue their studies and be examined there. However, this only applies in the case of postgraduate students that have undertaken the majority of their studies at the higher education establishment that has been given the designation of university.

That set out in the first paragraph shall have the corresponding application at a higher education establishment where there is a science area.

Higher Education Ordinance ch 6 Directions for all programmes

§ 7 A student has the right to gain credits for studies other than those covered by § 6, if the knowledge and proficiencies claimed by the student are of such a nature and scope that they largely correspond to the studies they seek to be credited towards. A student may also credit corresponding knowledge and skills acquired from work-related activities. Ordinance (2006:1053).

§ 8 The higher education establishment is to evaluate whether earlier studies or activities can be accepted towards credits. Students themselves can be referred to with respect to crediting. Someone who has completed commissioned education as set out in §§ 6 and 7 Ordinance (2002:760) on commissioned education at universities or colleges can be considered for crediting towards studies at foundation level or advanced level. Ordinance (2006:1053).

4.1 *Admission*

According to the Higher Education Ordinance, courses at postgraduate level are the responsibility of the Faculty Board. At HU this task is delegated to FUN.³ which in its turn, delegates it to the boards of the respective departments. FUN is the deciding body regarding admission; it bases decisions on those of the respective department board.

To be accepted onto a postgraduate course at HU requires the following:

- basic and specific qualifications
- the applicant is assessed to be capable of completing the course successfully
- an individual study plan (where appropriate⁴ approved by an operations manager or equivalent) including a funding plan
- at least two proposed tutors, of which one is named as principal tutor
- completion of an admission seminar

In evaluating an application, the board of the department has to decide if candidates are able to dedicate sufficient time to their studies such that these can be completed within four years in the case of a licentiate degree.⁵ For studies ending with a licentiate degree, the combined employment time must not exceed the corresponding time required for full-time postgraduate study of two years.⁶ This is confirmed by the tutors and, as appropriate, the operations manager or equivalent when adopting and during the yearly follow-up of the individual study plan.

³ See Delegation from FSM to FUN d no: LiU 132/06-10

⁴ When the postgraduate course is taken with the framework of employment within e.g. a county authority, local authority or company.

⁵ HF 7 ch 7 § 36

⁶ HF ch 5 § 7

Funding

Higher Education Ordinance ch 5

The wording is taken in its entirety from the Higher Education Ordinance. The parts marked in italics apply to a *licentiate degree*.

§ 4 A person who is in receipt of a student grant to take a PhD shall, following application, be registered as a postgraduate student no later than when the equivalent of two years full-time study for a PhD according to the study plan remains. However, this does not apply if the faculty board or any such specific body as set out in ch 2 § 5 second paragraph, third and fourth sentences of the Universities and College Act (1992:1434) has resolved to withdraw postgraduate student resources in line with ch 6 § 37 of this ordinance or special education assistance in line with § 14 ordinance (1995:938) on special education assistance for postgraduate students.

§ 5 When a postgraduate student is to be employed in cases other than as set out in § 4, the capacity to complete their studies at postgraduate level is to be considered. The third and fourth paragraphs shall also apply.

If a postgraduate student is to be employed in association with admission to study, the regulations in ch 7 § 41 second and third paragraphs on determining grounds for admission and obstacles to precedence are to be applied.

The higher education establishment shall, through advertising or equivalent measures, publish the vacant post, such that anyone interested in the position can apply to the education establishment within the time limit specified. Such information need not however be provided simply if a postgraduate student is to be employed in association with acceptance onto a course of study and if it follows from ch 7 § 37 that the information is to be provided on admission.

§ 6 Employment as a postgraduate student is by resolution of the vice chancellor. Ordinance (1998:80)

§ 7 Employment as a postgraduate student shall be until further notice, however such notice shall be up to a certain point in time and never longer than one year after completion of a PhD.

The initial employment may be for a maximum of one year. Employment can be renewed for up to two years at a time.

A person may be employed as a postgraduate student for a combined total of a maximum of eight years. However, this total period of employment may not be for longer than the equivalent of four year's full-time postgraduate level study. *In the case of studies leading to a licentiate degree, the combined employment period may not exceed the equivalent of two year's full-time postgraduate level studies. The study time when a postgraduate student was not employed as a postgraduate student is to be deducted from these times.*

The combined employment period may however be longer than that set out in paragraph three, if there are specific grounds for this. Such grounds can be absence due to sickness, leave for national service or for commissions of trust for union organisations and student organisations or for parental leave.

§ 10 Only persons in receipt of special education assistance for postgraduate students may be employed as assistants.

Only persons accepted on foundation or advanced level courses may be employed as a teaching assistant.

Only persons who have completed a medical or dentist degree or are being admitted or have already been admitted as a postgraduate level student within a medical science area may be employed as a clinical assistant.

Studies can be funded via a special education grant in combination with assistant duties, employment as a postgraduate student or if the postgraduate student has some form of income that is guaranteed for the entire study period.

Linköping University⁷ has resolved that from 1 July 2007 special education grants are to be linked to employment as part time assistants working at least 20 per cent of a full-time post. It is the aim of Linköping University that within three years, as from 2 April 2007, employment as a postgraduate student shall be the only form of study support for postgraduate students. This decision also means that any undergraduate programme taken in preparation for research where LiU has arranged a scholarship may not be counted towards postgraduate education.

Special education grants are regulated in “Ordinance on special education grants for postgraduate students (SFS 1995:938)”.

Many postgraduate students combine their postgraduate education with some form of employment with an employer other than the university, for instance, county councils, local authorities or companies. This is permitted provided postgraduate students can dedicate sufficient time to their studies such that these can be completed within four years in the case of a licentiate degree⁸ and that other rules pertaining to postgraduate education at Linköping University and HU are complied with.

It can similarly be the case that foreign postgraduate students can have some type of funding (e.g. a scholarship). Before accepting an application, the departmental board is to assess whether funding can be secured for the entire period of study.

4.2 *Qualification requirements*

To be admitted to HU as a postgraduate student, candidates must possess basic and specific qualifications and be assessed to be capable of completing the course successfully.

Basic qualifications

Higher Education Ordinance ch 7 Basic qualification requirements

§ 39 The basic qualifications for studying at postgraduate level are:

1. completion of a degree at advanced level,

⁷ Resolution of the board of governors of Linköping University 02-04-2007 (D no LiU 455/07-50)

⁸ HF ch 7 § 36

2. completion of course requirements of at least 240 credits, of which at least 60 credits are at advanced level, or

3. the acquisition in Sweden or elsewhere, in one way or other, of largely equivalent knowledge.

The Faculty Board may grant exceptions from these basic qualifications for individual applicants, if there are specific grounds for so doing.

Specific qualifications

Higher Education Ordinance ch 7 Specific requirements

§ 40 The specific qualifications are requirements that are absolutely necessary if the student is to be able to successfully complete the studies. Such requirements can concern:

1. knowledge from university education or equivalent,

2. specific work-related experience, and

3. requisite language skills or other conditions required for the studies.

Specific qualifications for postgraduate level admission to HU include proficiency in English equivalent to an approved TOEFL test⁹ or having completed an admission seminar in English.

4.3 Selection and admission

Higher Education Ordinance ch 7 Selection

§ 41 The selection of applications who satisfy the requirements according to §§ 35 and 36 is to take into account their ability to successfully complete their studies. The Faculty Board is to determine the grounds for such assessment that are to be applied when evaluating the ability to successfully complete studies.

Circumstances where an applicant is judged to be able to credit previous studies or work-related experience towards studies shall not, on their own, give an applicant priority over other applicants.

Establishment of a postgraduate studies place

Admission to postgraduate studies should, as much as possible, take place collectively following the issuing of information on the number of places available.¹⁰ A principal tutor (project manager) wishing to take on a postgraduate student shall notify this to the Postgraduate degree vice chancellor (FUS) at the respective department. Such notification is to include details on the intended principal tutor, one or more assistant tutors, proposed funding, plus a project description. The subject representative is to sign this notification. The tutor's qualifications for this, including previous tutoring assignments and tutor courses taken, are to be given. Whether such study is to be full-time or part-time (however not less than 50 per cent of full-time) is also to be stated.

⁹ See <http://www.blueberrysprak.nu/examensguiden/examen.asp?exam=toefl>

¹⁰ See d no: LiU 779/07-10

All proposals for new postgraduate studies places shall be quality controlled by the department. FUS prefers to receive applications for establishing postgraduate studies places for FUN before the head of the department makes a decision on establishment.

Application for admission to postgraduate studies at HU

In accordance with instructions in the advertisement on the department website.

Selection criteria for applicants are:

- capability of completing a course at postgraduate level successfully

Admissions committee

Each department shall appoint an admissions committee charged with selecting applicants, and organising an admission seminar for the individual ranked first amongst applicants. The admissions committee submits the decision-making platform for admission to the board of the department. The admissions committee consists of:

- the department postgraduate degree vice chancellor (FUS, chair)
- two teaching staff representatives
- a postgraduate student representative
- the principal tutor for the respective postgraduate student project, co-opted
- if there is a conflict of interest, the chair is to be replaced by his/her deputy and other members as determined by the head of department

Admissions seminar

The admissions committee invites the applicant ranked first in order for the postgraduate studies place to an open admission seminar. The admissions seminar is held in Swedish or English (see Specific qualifications). Before the seminar, information is to be compiled in writing and sent to the members at least one week in advance. The content of which is to be as below, which also forms the basis for the oral presentation at the admissions seminar:

- background, structure and purpose of the research project
- timetable and courses that are to have been completed at the point of the licentiate degree.
- description of the contribution the tutors are expected to make to the postgraduate studies
- plan for a possible exchange of principal tutor and assistant tutor during the study period
- description of funding plan (principal tutor and where applicable operations manager or equivalent, in appendix)
- possible crediting of knowledge and skills the applicant has acquired during earlier studies or work-related activities and wishes to credit towards postgraduate studies.¹¹
- description of experiments that require an ethical approval licence and details of existing ethical licences and those for which applications must be made to perform the planned research project

¹¹ See HF ch 6 § 7: A student may also credit corresponding knowledge and skills acquired from work-related activities. Ordinance (2006: 1053).

Decision on admission to HU of a postgraduate student with a licentiate degree as the final goal

A decision to support or not support the admission of a postgraduate student culminating in a licentiate degree is made by the board of the department on completion of an admissions seminar and submission of an individual study plan (see Individual study plan). FUN then decides upon admission.

The Board of the Faculty has decided upon the following principles for admission of postgraduate students for licentiate degrees:¹²

- Acceptance onto a postgraduate course with a licentiate degree entails that this degree is the final goal of the post graduate study.
- Admission to post graduate study with a licentiate degree as the goal is in principle only possible when a permanently employed professional person requests competence development and further study within their subject/profession.
- As the postgraduate studies place is then tied to a professional position, the place need not be advertised.
- The proposal for the establishment of the postgraduate studies place, including information on the intended holder is established by the department in question and shall then be approved by FUN; following this the board of the department supports or does not support the application; FUN then decides on the admission.

On completion of a licentiate degree, the individual concerned can apply for admission to subsequent postgraduate studies leading to a PhD. The same conditions and procedures apply in this case as for a new admission to postgraduate studies for a PhD. However, the admissions seminar will be in the form of a midpoint review (see Midpoint Review under Rules for studying at postgraduate level at HU – doctorate degree).

For postgraduate students whose application for a postgraduate studies place has been submitted as from 1 January 2009, the following applies:

1. At least half of the sub works included in the postgraduate dissertation must be published/accepted for publication following admission to postgraduate study
2. The sub works that shall be included in the postgraduate dissertation may be published, at the most, five years prior to admission for postgraduate study.
3. Post graduate students shall, at the latest, during the term of their public defence have been registered postgraduate students with a degree of activity corresponding to one and a half years of full-time study.

Please note however the following cases:

1. Anyone who wishes to be admitted to take a licentiate degree according to their individual study plan with credits for earlier postgraduate studies in either Sweden or elsewhere is to be registered and actively studying at HU for a period corresponding to not less than one year of full-time study before applying for a licentiate seminar. In all cases where the postgraduate

¹² FSM resolution 2008-03-25, D no. LiU-1215/06-50.

student requests credits for study as a postgraduate student at another seat of learning, the board of the department shall decide upon establishing a postgraduate studies place (without advertising) and the admissions seminar takes place. When the board of the department has supported or not supported the admission, FUN makes the final decision.¹³

2. Postgraduate students admitted onto a licentiate degree course will complete their studies with this degree. On completion of a licentiate degree, the individual concerned can apply for admission to subsequent postgraduate studies leading to a PhD. However, in such cases the same terms and conditions apply as for new admissions to postgraduate studies for a PhD. The admissions seminar will then though be in the form of a midpoint review (see Midpoint review).

Registration and reporting in LADOK

Ladok is the database for e.g. data required by the Ministry of Education, statistics produced by the Swedish National Agency for Higher Education and SCB on postgraduate students in Sweden, and the statistics presented by Linköping University in its annual report to the Ministry of Education.

When the department admits a postgraduate student for research studies this is registered in Ladok. During the course of study credits obtained in course and theory sections plus the degree of activity and type of income are also reported. This is done by the department.

The examiner for each respective postgraduate course is responsible for ensuring that approved postgraduate courses organised at HU are reported in Ladok.

Courses taken at other seats of learning are to be approved by the Postgraduate degree vice chancellor and reported in Ladok. It should be clear that these courses are at postgraduate level.

☞ **Form 2. Application for admission to postgraduate studies at HU**

☞ **Form 3. Individual study plan**

5 Courses and other elements in postgraduate studies at the Faculty of Health Sciences (HU)

Higher Education Ordinance ch 6 General Study Plan

§ 34 A General Study Plan, determined by the Faculty Board is to be in place for every subject in which studies are organised.

§ 35 Each general study plan for postgraduate level education in a subject is to state the following:

1. the main content of the education and where appropriate, the mandatory reading matter on the subject,
2. the main structure of the education,
3. the necessary academic and other qualifications required in addition to the basic requirements specified to be admitted as a student (specific qualifications),

¹³ See HF ch 7 § 37

4. that which on admission for a place applies to selection with respect to the grounds for assessment that shall be applied for testing the applicant's capacity to successfully complete the education,
5. the tests that are included in the education, and
6. where applicable, the opportunity to conclude part of the education with a licentiate degree.

5.1 *Courses at postgraduate level/research study courses*

All courses at postgraduate level at HU are to have a set syllabus. The syllabus is set and the examiner appointed by the Research and Postgraduate Studies Committee (FUN).

Courses can be organised with the support of FUN or organised by the departments. Postgraduate courses at HU are advertised on the HU website.

The general study plan for Medical Science at HU lays down the following requirements for taking a licentiate degree:

Elements of postgraduate study	Min credits (cr)
Basic general science courses (see 5.2) The following three courses are mandatory: <ul style="list-style-type: none"> - Scientific Methodology, 5 cr - Bioethics and research ethics, 3 cr - Scientific communication and information retrieval, 3 cr 	11 cr
Mandatory courses for certain postgraduate students (See 5.3)	5 cr
Other postgraduate courses (see 5.4)	4 cr
Other credit giving elements (see 5.5)	3 cr
TOTAL	Min 18 cr (23 cr for some postgraduate students)

5.2 *Basic general science courses*

Basic general science courses: min 11 cr for a licentiate degree

Basic general science courses with examination passes:

- **Scientific Methodology, 5 cr**
- **Bioethics and research ethics, 3 cr**
- **Scientific communication and information retrieval, 3 cr**
- Basic biostatistics, 5 cr
- Multivariate statistics, 5 cr
- Epidemiology, 5 cr

- Good Clinical Practice (GCP), 2 cr
- Good Laboratory Practice (GLP), 2 cr

Courses in bold text are mandatory.

5.3 *Mandatory courses for certain postgraduate students*

Postgraduate students who are to use laboratory animals must have taken a course with pass marks no later than two years after starting their work¹⁴.

- Laboratory animal science, 5 cr

5.4 *Other postgraduate study courses*

Other postgraduate study courses: min 4 cr for a licentiate degree.

- Approved participation in and examination passed in subject-specific courses at postgraduate level in which the postgraduate student needs to acquire adequate knowledge, such as set out in the individual course plan or annual review of the postgraduate studies. These courses are to be approved by FUN or in the case of external courses, approved by FUS resolution.
- Approved participation in elements in department wide postgraduate study programmes with clear credit specifications, such as research institutes.
- Other adequate courses, including approved clinical specialist courses (SK courses) that clearly have direct relevance to the research project in the individual study plan (max 5 cr in total).

5.5 *Other credit giving elements*

Other credit generating elements: min 3 cr for a licentiate degree.

- Participation in international conferences with a presentation by the candidate, such as postings or lectures (max 2 cr per conference, max 3 cr in total).
- Time spent with a research group at another university to learn new methods etc. (gives 1.5 cr per week, max 3 cr in total).
- Participation in a series of seminars, journal clubs etc. at the department (1-2 cr per term depending on intensity, to amount to min 3 cr or a maximum of 5 cr in total).

5.6 *Transferring credits*

Postgraduate students can apply to transfer credits from approved postgraduate studies from another university or university college that were taken after admission as a postgraduate student. Such credit transfers are resolved by FUS at the respective department. FUN can be consulted in the case of any doubt. The crediting of knowledge and skills acquired from work-related activities and earlier studies¹⁵ is addressed in association with the admissions seminar and resolved by the board of the department in association with admission.

Anyone wishing to be admitted to study for a licentiate degree in accordance with their individual study plan with credits from earlier postgraduate studies done in Sweden or elsewhere must have been

¹⁴ Central Research Commission proclamation (SJVFS 1992:11) with directives and general advice on training requirements when using animals for scientific purposes etc (L 32).

¹⁵ HF ch 6 §§ 7-8

a registered and active postgraduate student at HU for a period corresponding to not less than one year's full-time study before applying for a licentiate seminar. Also in these cases, the board of the department is to resolve on establishing a postgraduate studies place, and an admissions seminar is held. However, this does not have to be advertised.¹⁶

For postgraduate students admitted **before** 1 July 2007, HU has resolved through previous decisions on licentiate degree study that postgraduate study courses for 7.5 credits shall be completed prior to awarding the licentiate degree.

For postgraduate students admitted **after** 1 July 2007, the equivalent requirement is 18 cr (23 cr for some). The postgraduate studies courses can either be completed at HU or LiU generally and normally then be registered directly in Ladok by the respective examiner, or they can have been completed at an alternative seat of learning and be credited during the course of the ongoing postgraduate studies with the postgraduate degree vice chancellor (FUS) as the examiner. The latter also applies to credited courses that were completed prior to admission to the postgraduate studies. For admission to postgraduate studies after 1 July 2007, such credit transfer shall always occur in conjunction with admission.

FUS has delegation from FUN to approve courses that can be credited. The number of credits shall be evaluated in the process. There is no system for routine approval of credits in the case of previous education.

The general conditions for a course to be awarded credits as part of a licentiate degree course are that:

- 1) courses that are examined *before* taking a examination concerning postgraduate studies qualifying examination for 240 credits, or that are included in the courses for 240 credits (incl. 60 credits at advanced level) required for qualification to begin postgraduate studies cannot be included as part of the PhD.
- 2) Courses which can be considered for inclusion in a licentiate degree shall:
 - a. Be at postgraduate level
 - b. If they were taken at HU, have a FUN set syllabus
 - c. Be specified in the student's individual syllabus

In addition, it is important that:

- Courses that are credited on the grounds that they correspond to the basic general science courses in HU's postgraduate study (in accordance with HU's rules for postgraduate studies) or courses in laboratory animal knowledge are approved as part courses for a licentiate degree, even though they have been completed at advanced level (FUS discusses the crediting with the examiner for the respective basic general science course appointed at the time of the application).

If special circumstances arise in an individual case allowing for exception from the above rules in connection with crediting guidelines, FUS can pass on the case to FUN for testing.

The postgraduate student applies for crediting to the respective postgraduate degree vice chancellor (FUS), who also makes decisions concerning crediting.

The examiner for each respective postgraduate course at HU and FUS respectively, is responsible for ensuring that approved course credits are registered in Ladok.

¹⁶ See HF ch 7 § 37

A foundation course of this kind taken for the purpose of preparing for postgraduate studies for which a LiU scholarship can provide student aid is assumed to be structured in such a way that it cannot be credited towards postgraduate study.¹⁷

☞ **Form 4. Application for course credits**

5.7 Postgraduate studies examiner

Higher Education Ordinance ch 6

Examination qualifications

39 § Examinations that form part of the education at postgraduate level are to be assessed in accordance with the grading system prescribed by the higher education establishment. The grade is to be determined by a teacher (examiner) specially appointed by the higher education establishment. Ordinance (2006:1053).

Only a person who holds a position as, or acting as, lecturer or higher or an unsalaried docent at Linköping University may be appointed as an examiner.¹⁸

Examiner of postgraduate courses at HU: a FUN appointed examiner

Examiner for postgraduate courses taken with pass grade at another seat of learning: FUS

Examiner of other elements within postgraduate study: FUS

Examiner for knowledge and skills acquired in work-related activities and earlier studies, i.e. knowledge, skills and earlier studies completed before starting postgraduate studies: FUS, in connection with a decision being made on the admission

6 Individual study plan

Higher Education Ordinance ch 6 Individual study plan

§ 36 An individual study plan is to be created for every postgraduate student. This is to be determined by the board of the Faculty in consultation with the postgraduate student and his or her tutor.

The individual study plan is to contain

1. a timetable for the postgraduate student's studies,
2. details of how the postgraduate student's tutoring is to be organised,
3. a description of the commitments in general of the postgraduate student and Faculty board during the course of the studies, and
4. what is otherwise required to ensure the studies are able to be pursued in an effective way at all times.

The individual study plan is to be reviewed by the Faculty Board at least once a year. At these reviews, the postgraduate student and principal tutor are to report to the Faculty Board on how the studies are progressing. The Faculty Board can then,

¹⁷ Resolution of the board of governors of Linköping University 2007-04-02 (D no LiU 455/07-50)

¹⁸ D no: LiU 779/07-50

or at some other point where this is justified, make the changes in the individual study plan that are necessary. The period of study may only be extended if there are specific grounds for so doing. Such grounds can be absence due to sickness, leave for national service or for commissions of trust for union organisations and student organisations or for parental leave. Before any change is made, the postgraduate student and tutors have the right to comment on this.

The postgraduate student and principal tutor are to confirm in writing that they have been party to the individual study plan and any changes made to it.

The individual study plan is the document governing the specific field of study each individual postgraduate student has in their postgraduate studies.

The individual study plan is to be set by the board of the department. The principal tutor and postgraduate student establish the individual study plan in association with the application for admission as a postgraduate student. The individual study plan is to be reviewed at least once a year, see also Annual Review.

The individual study plan is to contain:

- Personal details and contact information of the postgraduate student plus an attached CV
- The intended degree (PhD or Licentiate)
- A project plan for the postgraduate student's research project, containing background, goals, methods, planned sub projects and their significance, and the timetable.
- A description of how the project can contribute to improving people's health.
- Specific description of experiments that require ethical approval and details of existing ethical licences and those that need to be applied for in relation to the planned research project.
- Knowledge, in addition to mandatory credits requirements, that is needed for the studies to be concluded successfully is to be specified in terms of field of study and number of credits together with details of how such is to be examined.
- Description of project specific reading matter that the postgraduate student is to read during the course of study.
- Description of how mandatory credits requirements are to be achieved via postgraduate courses or research institutes and the planned extent of credit generating conferences, laboratory visits or similar.
- Description of tutoring, with personal details and contact information of the principal tutor and other tutors plus how tutoring is to be structured and how the tutors are to share tutoring duties.
- Funding plan for the entire postgraduate studies period including a clear plan of how the postgraduate student is to support him/herself and the sources of funding to be used.
- Timetable that clearly shows if and in which case how postgraduate studies are to be combined with other activities (e.g. teaching or clinical work), when annual reviews are to be performed, and when the licentiate degree is expected to be completed.
- Signatures. The individual study plan is to be signed in its entirety by both the applicant and all prospective tutors before submitting an application for admittance onto a postgraduate studies programme. If the plan is to part fund studies via another party, this party is also to sign the study plan. If the postgraduate studies are planned to be undertaken in parallel with

clinical activities, the operations manager¹⁹ at the clinic concerned or other organisation, is to sign the individual study plan. In this context, a signature indicates that the signatory considers the study plan to be realistic and does not have any objections to how the postgraduate studies are planned as set out in the individual study plan, and undertakes to actively participate in the annual review of the individual study plan (see Annual Review below). This means that funding can be secured throughout the entire period of study and that the applicant can dedicate sufficient time to their studies such that these can be completed within four years, in the case of a licentiate degree .

6.1 *Annual Review*

The Higher Education Ordinance²⁰ states that individual study plans are to be reviewed at least once a year. It is the responsibility of FUS at the respective department to request a review in writing from the postgraduate student and tutor. If no changes are to be made, the reasons for this are to be set out in the annual review, which is to be signed by both the postgraduate student and the tutor (and where applicable also the operations manager or equivalent) and include the following information:

- Elements completed in accordance with the plan
- More significant deviations from the individual study plan with regard to progress in the planned research project or completion of credit generating elements
- More significant deviations from the planned timetable or funding plan
- Other details that should be reviewed against the individual study plan originally submitted.

FUS at the respective department is to notify the board of the department if problems of a serious or principle nature arise at the annual review, or if the annual review has not been submitted despite reminders. In the case of postgraduate students employed by a local authority, county council or company, their operations manager or equivalent should always take an active part in the annual review.

☞ **Form 5. Annual Review Form**

7 **Tutoring**

Higher Education Ordinance ch 6

§ 31 The Faculty Board is to appoint at least two tutors for each postgraduate student. One of which is to be named principal tutor. Postgraduate students have the right to tutoring during the course of their studies, unless the Faculty Board resolves otherwise with the support of § 37. A postgraduate student is to be able to change tutor on request.

§ 32 A university or university college that organises education at postgraduate level is to organise the training of tutors. At least one of the tutors for a postgraduate student is to have undergone such training or be otherwise deemed by the Faculty Board to have the equivalent expertise.

¹⁹ Operations manager or equivalent at e.g. a local authority or company.

²⁰ HF ch 6 § 36

Right to tutoring and other resources

§ 37 If a postgraduate student significantly neglects to adhere to the commitments set out in the individual study plan, the Faculty Board is to resolve that the postgraduate student shall no longer have the right to tutoring and other education resources. Before such a decision is taken, the student and tutors are to be given the opportunity to comment. An inquiry is then to be made based on their accounts and other investigations available to the Faculty Board. In making an assessment, the Faculty Board is to determine whether it has met its own obligations as set out in the individual study plan. The findings are to be presented in writing and reasons given for the ruling.

The resources may not be withdrawn for the period the postgraduate student is employed as a postgraduate student or is in receipt of special education assistance for postgraduate students. Ordinance (2006:1053).

§ 38 If education resources have been withdrawn in accordance with § 37, the postgraduate student can appeal to the Faculty Board to have the right to tutoring and other resources reinstated. In this case the postgraduate student must demonstrate through substantial subsequent work of significant quality or otherwise that he or she is very likely to be able to complete the remaining commitments in the individual study plan. Ordinance (2006:1053).

7.1 *Duties of the principal tutor*

Linköping University has an established policy for tutoring at LiU, and these rules follow the policy.²¹

7.2 *Competence requirements for tutors*

Tutoring within postgraduate studies demands a high level of competence and dedication, and it is of fundamental importance to the success of the postgraduate education. Therefore, when appointing a tutor, the postgraduate student's need for high quality tutoring shall be prioritised above the merit value of the tutorial position.

At least two tutors are to be appointed for each postgraduate student, of which one is to be named principal tutor. The tutor who is not the principal tutor is henceforth titled the assistant tutor.

The principal tutor is to be, or be acting as, a tenured lecturer at Linköping University with docent level qualifications. The principal tutor must hold a position as a docent, but not necessarily at Linköping University.

Principal tutoring is possible for permanent tenured personnel, as well as for personnel with limited tenures (docent), who are considered as employed by Linköping University up to the point of the postgraduate student's licentiate seminar as set in the individual study plan. The conditions of employment for the intended principal tutor are set in each case by the board of the department when the application for establishing a postgraduate studies place is made.

If, despite this, a principal tutor's tenure terminates before the postgraduate studies are completed, one of the assistant tutors who meets the requirements of principal tutor is, in the first place, appointed to fill the position.

²¹ FSM resolution 2008-11-20

A county council employed docent can be appointed as principal tutor, but then at least one of the assistant tutors must be a permanent employee of Linköping University.

Principal tutors are to have the opportunity to complete their postgraduate tutoring before reaching their expected retirement age.

Assistant tutors are to be PhDs.

If an assistant tutor during the postgraduate study period becomes engaged as a docent, and the board of the department estimates that the person concerned will hold that position up until the planned period of the postgraduate student's studies for a licentiate degree, the person can take over the position of principal tutor.

At least one of the tutors is to have taken a postgraduate tutor course or be assessed to have such expertise. Such assessment is to be made by FUS.

At least one of the tutors is to work at the department to which the postgraduate student is admitted.

7.3 *Tutor responsibilities*

The principal tutor is to have overall responsibility for tutoring in terms of the structure and implementation of research projects and joint responsibility with the postgraduate student for ensuring the courses and other elements specified in both the general and individual study plans are undertaken.

The principal tutor is to ensure that annual reviews of the individual study plan are performed and that the midpoint review and public defence are planned and held. The principal tutor is to ensure that the completed midpoint review, activities and income are registered in Ladok at six monthly intervals.

Principal tutorship does not entail any formal financial responsibility; this falls on the department. However, the funding plan is to be specified in the individual study plan. The principal tutor is to ensure a funding plan is established and reviewed.

7.4 *Duties of assistant tutors*

The assistant tutor(s) are primarily to complement the scientific expertise within the project. One of the assistant tutors should also be able to permanently replace the principal tutor if he or she can no longer perform their duties. The individual study plan is to clearly specify the role the respective assistant tutors in each individual case.

7.5 *Exchange or replacement of tutor*

The possible exchange of the principal or an assistant tutor shall always be addressed at the midpoint review. According to the Higher Education Ordinance, a postgraduate student has the right to exchange tutors. The board of the department will normally appoint a new tutor at the request of the postgraduate student or tutor following preparation by FUS.

8 Examination

To be awarded a licentiate degree, a postgraduate student must have had a scientific paper (licentiate dissertation) worth at least 60 credits approved.

The licentiate dissertation is to be defended orally at a public examination (licentiate seminar) in the presence of a grade board. The postgraduate student is to book the date for this examination in good time. Examinations can be held on non-holiday weekdays and Saturdays. Only two such public defences/licentiate examinations may be held per day at HU (one in the morning and one in the afternoon). The dean can grant exceptions to this.

- Licentiate seminars are normally held at Campus US, Campus Norrköping or Campus Valla.
- In the case of postgraduate students whose postgraduate studies have a significant connection to a particular location (county), their licentiate seminar can also take place at the county hospital in Ryhov (Jönköping), Kalmar hospital or Örebro university hospital.

8.1 *Licentiate dissertation structure and scope*

To be awarded a licentiate degree, the postgraduate student must have had a scientific paper (hereinafter called licentiate dissertation) worth at least 60 credits approved.

Most dissertations at HU are **compilation dissertations** based on a number of sub works. Sub works are to be set in an explanatory framework which, together with the sub works, forms the licentiate dissertation.

For students admitted before 1 July 2007, the following options are available:

- a) To continue with their existing postgraduate studies discipline and associated general study plan.
Course and element requirements remain as per the general study plan and degree requirements remain i.e.:
 - In the case of a compilation dissertation, the postgraduate student will normally have written at least two scientific articles (licentiate degree) in which the student has made an independent and prominent contribution. At least one of the articles is to have been published or accepted for publication in a referee-reviewed scientific publication.
- b) Switch to the postgraduate studies discipline of Medical Science and associated general study plan.
Course and element requirements will then be as set out in Courses and other elements in postgraduate studies at HU. Degree requirements:
 - A compilation dissertation for a licentiate degree shall comprise at least one work, and normally not more than two. The exact number depends on the quality and length of the sub works as well as, not least, the role of the postgraduate student in creating the respective sub works. The postgraduate student's contribution must be clearly discernible. Assessment as to whether the dissertation work including completed courses equates to four year's full-time study and attains a good international standard is done through the grade board's preview and conclusively by FUN.
 - At least one sub work shall be accepted/published in a referee-reviewed publication with international distribution, or be an open access publication with referee procedures. The postgraduate student shall be principal author of at least one of the works.

For students admitted as from 1 July 2007 and for applications for public defence prior to 1 January 2009

The number of sub works in a compilation dissertation is to be not less than 2 original articles, of which at least 1 has been accepted for publication in a referee-reviewed publication and the other submitted for publication at the latest when the grade board is appointed. In the case of sub works included in a licentiate dissertation, the postgraduate student's work shall be clearly discernible. Sub works are to be set in an explanatory framework which, together with the sub works, forms the licentiate dissertation.

For admissions as from 1 July 2007 and for applications for public defence as from 1 January 2009

A compilation dissertation for a licentiate degree shall comprise at least one work, and normally not more than two. The exact number depends on the quality and scope of the sub works as well as, not least, the role of the postgraduate student in creating the respective sub works. The postgraduate student's contribution must be clearly discernible. Assessment as to whether the dissertation work including completed courses equates to two year's full-time study and attains a good international standard is done through the grade board's preview and conclusively by FUN.

At least one sub work shall be accepted/published in a referee-reviewed publication with international distribution, or be open an access publication with referee procedures. The postgraduate student shall be principal author of at least one of the works.

For postgraduate students applying for postgraduate studies places as from 1 January 2009, the following applies:

2. At least half of the sub works included in the postgraduate dissertation must be published/accepted for publication following admission to postgraduate study
3. The sub works that shall be included in the postgraduate dissertation may be published, at the most, five years prior to admission for postgraduate study.
4. Post graduate students shall, at the latest, during the term of their public defence have been registered postgraduate students with a degree of activity corresponding to one and a half year's full-time study.

A licentiate dissertation can also be presented in the form of a monograph dissertation.

All licentiate dissertations at HU are to adhere to the LiU/HU graphic profile. For further information on the design please see www.liu.se/hu.

8.2 *Procedures for monograph dissertations*

Licentiate dissertations:

1. The monograph must be presented in the form of a manuscript before FUN can consider the application for public defence
2. Following the presentation by FUS, FUN appoints a grade board comprising two persons, one from a seat of learning other than LiU (external) and one from LiU (internal).
3. Both grade board members comment in writing on the monography manuscript.
4. The respondent revises the monograph manuscript, comments in writing on the board's points of view and indicates the changes made to the manuscript as a result of these points of view.
5. The grade board members meet and recommend/do not recommend the licentiate seminar
6. FUN supports/does not support holding the licentiate seminar (straight forward cases are delegated to the FUN chairperson/vice chairperson)
7. Application to take a licentiate degree through a monograph dissertation is made through a special application about six months prior to the licentiate seminar. Contact FUS.

8.3 *Application for a licentiate seminar*

The application to hold the licentiate seminar is made to FUS at the respective department.

The **procedure** for applying for a licentiate seminar:

- The application to hold the licentiate seminar is submitted to FUS*
- FUS checks that there is no conflict of interest with the proposed grade board (see Conflict of Interest rules), that the requisite number of postgraduate credits has been achieved and that in all other respects the application is in line with the rules laid down.
- Following a presentation by FUS, FUN (delegated to chairperson/vice chairperson) appoints a grade board comprising two members, of which at least one is an external specialist (not from LiU). Both shall hold a docent position or higher.
- The dissertation is previewed by the two board members, who compile a preview assessment which is concluded by a licentiate seminar being supported or not supported.
- If the lic.seminar is supported, FUN's chairperson/vice chairperson decides upon a time and place for the licentiate seminar. If there is some doubt, the case is taken up by FUN.
- The licentiate seminar is held

*The **application** to hold a licentiate seminar submitted to FUS is to contain:

- From the subject representative: the proposal of two members, of which at least one is an external specialist (not from LiU). Both shall hold a docent position or higher. The specialists shall have discussed and accepted the assignment at the point of application for the licentiate seminar. The subject representative will normally chair the licentiate seminar. If the subject representative is the principal or assistant tutor, the internal grade board member is to be appointed as chairperson. The chairperson is to hold a docent or higher position.
- From the principal tutor: a brief description of the sub works included and a specification of the work done personally by the postgraduate student in the scientific work. In cases where work is also used in another licentiate or postgraduate dissertation, a more extensive description of the work done by the different authors is to be provided. Any one piece of work can be used at most on two examination occasions and then only if the contributions of the respective postgraduate students can be clearly discerned. If a piece of work is included in a licentiate dissertation and subsequently in another student's doctoral dissertation, it cannot be included in further doctoral or licentiate dissertation.
- transcript from Ladok (UT90) showing the postgraduate courses and other elements completed
- individual study plan (including all the individual study plans that have been revised during the course of the postgraduate studies)
- an approval signed by the respondent for electronic publication (voluntary)²²
- three complete and collated copies of the sub works included in the dissertation or if the dissertation is in the form of a monograph, the entire dissertation in manuscript form.
- Signed certification by all tutors, respondent, subject representative and FUS that there is no conflict of interest.

²² The department only receives a so-called public defence contribution when the postgraduate student has taken his/her degree and published the dissertation electronically via the LiU E-press.

☞ **Form 6. Application for a licentiate seminar submitted to FUS**

8.4 *Grade board for a licentiate seminar*

A grade board for a licentiate seminar at HU shall comprise two members, at least one of which shall be external (not from LiU). Both shall hold a docent position or higher. The subject representative proposes appointees for these two positions to FUS.

Preview

FUN is responsible for contact with the grade board, and requests provisional comments. When the FUN chairperson has appointed the grade board, the sub works are sent to the grade board members for previewing.

At the preview, an assessment is to be made of whether the works correspond in scale to two year's full-time licentiate dissertation work with courses, and if the works are of high international quality. If this is the case, the application for a licentiate seminar is supported. In cases where the grade board judges that shortcomings in quality mean that a licentiate seminary cannot be recommended, this decision shall be accounted for in writing, and the grade board shall then contact the FUN chairperson.

Decision to support holding a licentiate seminar

Once the preview recommendation has been received by FUN, the FUN chairperson/vice chairperson decides upon support for the licentiate seminar. If the result of the preview is lack of support for the licentiate seminar, the issue is taken up by FUN.

8.5 *Nailing of licentiate dissertation*

At least three weeks before the licentiate seminar, the completed licentiate dissertation is to be made public. Authorisation for electronic publication is sent to LiU E-press, see <http://www.hu.liu.se/org/fun>.

A set number of mandatory copies are to be sent to Linköping University library. The licentiate dissertation is circulated to the grade board members. It is common practice to circulate the licentiate dissertation in print or electronic form to relevant departments and researchers, nationally and internationally.

The licentiate dissertation is also made public via:

- being circulated by the postgraduate student and department of their own accord
- Electronic publication via LiU E-press (normally full text excluding manuscript)

8.6 *Measures to replace a grade board member*

If a grade board member needs to be replaced at the latest the day before the licentiate seminar:

In the case of an ordinary grade board member giving notice the day before at the latest of being unable to attend the public licentiate seminar, the FUN chairperson, or in the case of their unavailability, vice chairperson, shall be informed of this. The FUN chairperson/vice chairperson can then decide to appoint the replacement for the ordinary member or resolve the situation in some other way.

If a grade board member needs to be replaced on the same day as the licentiate seminar

If a grade board member gives notice on the day of the licentiate seminar that they are unable to participate or will miss the beginning of the proceedings, the grade board member who convenes the

board and chairs the licentiate seminar has the mandate to appoint a replacement. If necessary the proceedings can be adjourned for up to two hours.

An absent internal grade board member can be replaced by a docent with no conflict of interest.

Following the completion of the licentiate seminar, FUN shall be informed of the circumstances.

8.7 *The licentiate seminar*

The public defence proceeding are normally led by a host and a chairperson. The subject representative hosts proceedings. Conflict of interest need not be taken into account in the case of the host. The licentiate seminar is chaired by either the subject representative, if there is no conflict of interest, otherwise the internal member of the grade board.

The host welcomes everybody to the licentiate seminar, presents the respondent, the title of the licentiate dissertation, the grade board members and the principal and assistant tutors. He/she then hands over to the chairperson for the licentiate seminar.

- The chairperson declares the licentiate seminar open and proceeds as follows:
- The respondent reports any possible corrections to the licentiate dissertation and if necessary, distributes an errata list.
- The respondent presents the main findings and conclusions of the dissertation.
- The chairperson first requests the external grade board member to begin the discussion with the respondent on the contents of the licentiate dissertation; the discussion is then taken up by the internal member.
- The chair calls on others present to pose questions
- The chair closes the licentiate seminar and summons the grade board to an immediate meeting to resolve on the grade.

The host can on completion of the licentiate seminar invite those attending to the subsequent social gathering.

8.8 *Grade board meeting*

The grade board convenes immediately after the licentiate seminar and appoints one of its members as chairperson. The principal tutor is to be present at the meeting with the grade board and participate in the discussions but not in decisions.²³ The assistant tutor(s) can be co-opted to join the grade board discussions but may not participate in the decisions.

The licentiate dissertation is awarded the grade of pass or fail. When determining the grade, consideration is to be given to both the scientific content in the licentiate dissertation and the defence of this during the licentiate seminar. The reasons for a grade board decision may not be reported in the minutes or other documentation if the dissertation is approved. The same applies to the reasons an individual member can have put forward for a difference of opinion or other circumstance. In the event of a fail grade, the postgraduate student is to be given the opportunity to reapply to defend a new licentiate dissertation at a subsequent licentiate seminar.

Not participating in the decision entails not being physically present.

☞ **Form 7. Minutes of a licentiate seminar**

²³ D no: LiU 779/07-50

8.9 *Degree certificate and Diploma supplement*

FUN is to ascertain that the postgraduate student meets the requirements of a licentiate degree. When all the elements of the licentiate degree have been satisfied, an application is submitted to FUN for a degree certificate. HU is entitled to award a licentiate degree in philosophy and medicine respectively. The application for a degree certificate is to state the type of degree. A special form is sent to the candidate when the minutes of the grade board meeting have been received by FUN. In the case of a licentiate degree, the degree certificate is issued by the dean or assistant dean. An application for a degree certificate submitted to FUN is to be accompanied by the following documents:

- personal ID (max three month old)
- transcript from Ladok (RS93) showing the postgraduate courses passed (available from the department)
- documentation showing that student union fees have been paid for at least eight terms - PhD (available from the student union office)

In addition to the degree certificate certifying the completed postgraduate studies with a pass grade licentiate degree from HU, every postgraduate student also receives a Diploma supplement. This shows the title of the licentiate dissertation, the knowledge goals achieved by the postgraduate student, which postgraduate courses and other credits were taken by the postgraduate student as registered in Ladok.

9 **Resolving problems**

Right to tutoring and other resources

If a postgraduate student significantly neglects to adhere to the commitments set out in the individual study plan, the Faculty Board is to resolve that the postgraduate student shall no longer have the right to tutoring and other education resources.

Before such a decision is taken, the student and tutors are to be given the opportunity to comment. An inquiry is then to be made based on their accounts and other investigations available to the Faculty Board. In making an assessment the Faculty Board is to determine whether it has met its own obligations as set out in the individual study plan. The findings are to be presented in writing and reasons given for the ruling.

The resources may not be withdrawn for the period the postgraduate student is employed as a postgraduate student or is in receipt of special education assistance for postgraduate students.

§ 38 If education resources have been withdrawn in accordance with § 37, the postgraduate student can appeal to the Faculty Board to have the right to tutoring and other resources reinstated. In this case the postgraduate student must demonstrate through substantial subsequent work of significant quality or otherwise that he or she is very likely to be able to complete the remaining commitments in the individual study plan.

Postgraduate students have the right to tutoring for the time that can be considered necessary for their postgraduate studies. However, in accordance with Higher Education Ordinance ch 6 § 37, the Faculty Board can withdraw resources from a postgraduate student if he or she has significantly neglected to adhere to the commitments set out in the individual study plan.

9.1 *The problem resolving process*

- In the first instance, the department postgraduate degree vice chancellor (FUS) is to be contacted (in the event of conflict of interest, his/her deputy).
- If the department, tutor or the postgraduate student feel the matter should be investigated by a party external to the department, any of the parties can request this of FUN on notifying the department postgraduate degree vice chancellor.
- A group appointed by FUN (FUN chairperson, a teaching staff representative, a postgraduate student representative and secretary) prepare and present the case. The postgraduate student, principal tutor and representative of the department management have the right to attend this presentation. A ruling can initially mean that the matter is further investigated by the department postgraduate degree vice chancellor, or external specialists appointed by the dean. All cases are to result in a decision by FUN in the form of a factual statement and a recommendation on how the department should deal with the matter.
- If the department or postgraduate student is dissatisfied with the FUN ruling, the matter is referred to the Faculty Board (FSM).

10 **Transition directives**

These rules apply in their entirety to postgraduate students admitted as from 1 July 2007. Higher Education Ordinance 2006:1053 then came into force.

For students admitted before 1 July 2007, the following options are available:

- a) Continue with their existing postgraduate studies discipline and associated general study plan.
Course and element requirements remain as per the general study plan and degree requirements remain i.e.:
 - In the case of a compilation dissertation, the postgraduate student will normally have written at least two scientific articles (licentiate degree) in which the student has made an independent and prominent contribution. At least one of the articles is to have been published or accepted for publication in a referee-reviewed scientific publication.
- b) Switch to the postgraduate studies discipline of Medical Science and associated general study plan.
Course and element requirements will then be as set out in Courses and other elements in postgraduate studies at HU. Degree requirements:
 - A compilation dissertation for a licentiate degree shall comprise at least one work, and normally not more than two. The exact number depends on the quality and scope of each work as well as, not least, the role of the postgraduate student in creating the respective work. The postgraduate student's contribution must be clearly discernible. Assessment as to whether the dissertation work including completed courses equates to two year's full-time study and attains a good international standard is done through the grade board's preview and conclusively by FUN.
 - At least one work shall be accepted/published in a referee-reviewed publication with international distribution, or be an open access publication with referee procedures. The postgraduate student shall be principal author of at least one of the works.

Procedures for establishing a postgraduate studies place and the decision on admission apply as from January 1 2009.

Rules for tutors apply as from January 1 2009.

The rules stipulated in this document for the structure of licentiate dissertations apply to those persons admitted for postgraduate level study as from 1 July 2007 and who apply for a licentiate seminar after 1 January 2009.

For postgraduate students applying for postgraduate studies places as from 1 January 2009

1. At least half of the sub works included in the dissertation must be published/accepted for publication following admission to postgraduate study
2. The sub works that shall be included in a dissertation may be published, at the most, five years prior to admission for postgraduate study
3. Post graduate students shall, at the latest, during the term of their public defence have been a registered postgraduate student with a degree of activity corresponding to one and a half year's full-time study.

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