

## Regulations for decisions regarding defence of doctoral thesis and licentiate seminar

Policy document	Click and enter heading
Classification	Regulations
Registration number	Ö 250/2023
Decision makers	REB
Responsible of Document	Dean
Last Decision Date	09/05/2023
Validity Period	Indefinitely but should be reviewed by 2028-12-31
Documents Replaced	Ö 120/2020
Related Documents	-
Short Summary	Regulations for forms for decisions regarding opponent, examining committee, chairperson of the defence of doctoral thesis, and notification of the date of a doctoral thesis defence and licentiate seminar.

## 1 Introduction

In addition to what is stated in the general syllabus for third-cycle programmes for each third-cycle subject area, the following applies.

## 2 Decisions regarding opponent, examining committee, and chairperson of the defence of a doctoral thesis

The Research and Education Board (REB) appoints the opponent and examining committee. The decision is made after the Director of Studies of the third-cycle subject has consulted with the main supervisor. The proposal should be prepared in the subject council. Both genders should be represented in the examining committee.

The director of studies should notify the REB of the matter with sufficient notice so that the Head of Research's decision (following the REB's decision) regarding the time and location of the defence of doctoral thesis can be made at least 7 weeks before the date of the defence of the doctoral thesis.

The director of studies for each third-cycle subject area, together with the chairperson of the subject council, is responsible for coordinating the timing of the various decisions.

The chairperson of the defence of the doctoral thesis is appointed by the respective subject council in connection with the REB's decision regarding the opponent and examining committee.

## 3 Notification of the date of the defence of a doctoral thesis

Notification of the date of the defence of a doctoral thesis, both physical and digital, is mandatory and should take place at least three weeks before the defence. The Anna Lindh Library (ALB) assists with both physical and digital notification of the date of the defence. After the notification of the date of the defence, no changes can be made to the thesis; however, an erratum list can be attached. The format of the notification of the date of the defence of a doctoral thesis ceremony is decided by the respective third-cycle subject area.

In connection with the notification of the date of the defence, the doctoral student is responsible for sending physical copies of the thesis to the relevant parties; the opponent at the defence of doctoral thesis and the examining committee. The format of the thesis is specified in the general syllabus for third-cycle programmes. In addition to what is stated there, the thesis may include parts of, or revised parts of, a previously examined licentiate thesis (such as articles), if clear references are made to the previous work. In cases where parts of the licentiate thesis are included in the doctoral thesis, they should also be defended at the defence of the doctoral thesis.

For licentiate theses, notification of the date of the defence of a doctoral thesis is not required, but the thesis should be available at SEDU three weeks before the seminar.

The director of studies coordinates the reporting and registration of completed elements within the research education program to LADOK. FUS supports in this process.

#### **4 Opponent, constitution of examining committee, chairperson of the defence, and their respective tasks**

The examining committee should consist of three members and one substitute, all of whom are at least docents. The examining committee appoints one of its own members as the chairperson to lead the deliberations. Both genders should be represented.

The examining committee should consist of:

- Two members from the same subject at another higher education institution. In the event that the subject does not exist at other institutions, the member should come from a subject that closely corresponds to the subject at SEDU
- One member and one substitute from SEDU, one of whom belongs to the same subject and the other from another third-cycle subject area at the home institution.

After the defence of doctoral thesis act is completed, the examining committee should meet to decide on the grade for the thesis. The examining committee is quorate when all members, including any substitute called in if the regular member is unable to attend, are present.

The decision of the examining committee should be documented. If the thesis is deemed to be failed, it should be justified in writing.

The decision of the examining committee is based on the opinion that the majority agrees upon. Individual members have the right to have a dissenting opinion recorded in the minutes. Supervisors and opponents have the right to participate in the examining committee's deliberations but do not participate in the grading decision.

In cases where the director of studies is also the supervisor of the doctoral student, the director of studies should consult with the chairperson of the respective subject council during the preparation of the defence.

The chairperson of the defence (not to be confused with the chairperson of the examining committee) acts as a moderator and also has the authority to decide on formalities during the event, such as canceling the defence if necessary.

## 5 Licentiate Seminar

The REB decides on the examining committee and opponent for the licentiate seminar. This is done after deliberation by the director of studies for each third-cycle subject area, in consultation with the main supervisor. The proposal should be prepared in the subject council. The chairperson for the licentiate seminar, who serves in the same role as the chairperson of the defence, is appointed by the subject council.

There may be exceptions from the requirement regarding the opponent, but this must be approved by the REB in advance. The examining committee should have representation from both genders.

The director of studies should notify the REB about the licentiate seminar with sufficient notice so that the research director's decision (following the REB's decision) regarding the time and location of the licentiate seminar can be made at least 7 weeks before the seminar date.

The format of the licentiate thesis, as well as the composition and tasks of the examining committee for the licentiate seminar, are described in the respective subject's general syllabus for third-cycle programmes.