

Regulations regarding the decision of time and location for doctoral defenses and licentiate seminars

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Short Summary	Regulations on the procedure for determining the time and location of a dissertation defense and licentiate seminar.

Introduction

The following applies to what is specified in the general syllabus for third-cycle programmes for each third-cycle subject area.

Dissertation Defense

The Head of Research makes decisions regarding the time and location of the defence of a doctoral thesis. 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.

An important basis for the Director of Studies' preparation is the outcome of the final seminar in the form of minutes. Details regarding the organization of the final seminar are decided by the respective Head of Departments upon proposal from the third-cycle subject council.

In addition, the Head of Research's decision is based on the Research and Education Board conclusions regarding a suitable opponent and doctoral examining committee.

The decision of the Head of Research should be made at least 7 weeks before the date of the defence of doctoral thesis and no later than 5 working days after the notification of the defence of doctoral thesis has been received.

Licentiate Seminar

The Head of Research makes the decision regarding the time and location of the licentiate seminar. This decision is made after consultation with the Director of Studies for the respective third-cycle subject area, who has consulted with the main supervisor. The proposal should be prepared within the subject council.

The decision of the Head of Research is based on the decisions of the Research and Education Board regarding the opponent and examining committee.

The decision of the Head of Research should be made at least 7 weeks before the date of the licentiate seminar and no later than 5 working days after the notification of the licentiate seminar has been received.

Format of the Decision

Decisions regarding the defence of doctoral thesis as well as the licentiate seminar should include information about the respondent, the title of the thesis, the subject, the supervisor, the chairperson for the defense or seminar, the opponent (exception from the requirement of an opponent can be granted, but this needs to be approved by the Research and Education Board in advance), the composition of the examination board, and the time and location.

A decision template, including a distribution list, is provided by the Research, Education and Student Office and is available on SEDUs Intranet.