



Check-list for licentiate seminar (licentiate thesis)

No later than 6 months before the defense (licentiate seminar)

Inform yourself about what applies to the timetable, requirements, process, etc.	Read Guidelines for examination in doctoral studies ¹ , including the attachments	Supervisor and PhD student
Initiation of the licentiate seminar process	Contact AMK ² (Marketing and Communication Office) for planning regarding the production and printing of the thesis.	PhD student or supervisor
Timetable/schedule	Make a timetable based on the deadlines specified in the guidelines ¹ including the appendices and completed planning with AMK. Enter the timetable in the table on the following pages.	Supervisor and PhD student
Agree on the planning with the Director of PhD studies ³	For example <ul style="list-style-type: none"> • Timetable: <ul style="list-style-type: none"> ○ Dates for preview, final seminar and licentiate seminar ○ Date of application for licentiate seminar • Is there something missing? <ul style="list-style-type: none"> ○ Course requirements ○ Goal completion/national learning objectives • Any questions about requirements for external reviewer, opponent, examiner, etc. • Any other questions 	Main supervisor

¹ [Guidelines for examination in doctoral studies](#)

² kommunikation@his.se

³ [Contact details for Directors of PhD studies](#)

Timetable

NOT LATER THAN, see the guidelines ¹	WHAT	TO DO	BY WHO
	Before printing and nailing the thesis	Contact the University Library ² for up-to-date information on previous publications (doctoral and licentiate theses) in the University's dissertation series. The list must be included in the end of the thesis. Check with the Subject Coordinator in Third-cycle studies ³ that the front page and first page of the thesis have the correct information.	PhD student
	ISBN- and serial number	Contact the University Library ² for ISBN- and serial number.	PhD student
	Copyright	Contact journals that have copyright on articles to be included and ask for permission to publish these in the thesis. NOTE! Check if the permission only applies to printed form, or if the journal also allows publication on the web (in DiVA).	PhD student
	Examination	The thesis is checked for plagiarism by the supervisor. The thesis is previewed by an external reviewer according to the guidelines ¹ .	Main supervisor and external reviewer
	Book and inform about final seminar	Inform the Curriculum Committee for Third-cycle studies ⁴ about the final seminar and the thesis manuscript according to the guidelines ¹ . Send out the invitation to research supervisors and PhD students in the relevant subject ⁵ .	Supervisor
	Final seminar	Conduct the final seminar according to the guidelines ¹ .	PhD student, supervisor and external reviewer

¹ [Guidelines for examination in doctoral studies](#)

² forskarstod.biblioteket@his.se

³ [Contact details for Subject Coordinators in Third-cycle studies](#)

⁴ utbildningskommitte.forskarniva@his.se

⁵ [Final seminar – groups \(email addresses\) to invite](#)

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	Opponent and examiner are contacted and informed	The opponent and the examiner are contacted with a request for participation and informed of their roles ¹ . If a foreign citizen has been hired as an opponent, the application for SINK ² must be completed and sent to the Salary Officer.	Supervisor
	Chair of the licentiate seminar is contacted and informed	The Chair of the licentiate seminar, who must be active at the school ('institution'), is contacted with a request for participation and informed of his role ¹ .	Supervisor
	Course credits	Check that all course credits are completed and registered in Ladok. Print the results from Ladok for students ³ or request Ladok extracts from the Student Affairs Office ('Studentservice') ⁴ .	PhD student and supervisor
	Book a room	Book a room for the licentiate seminar.	Supervisor or PhD student
	Application for date and time for licentiate seminar, proposal for opponent and examiner	Read the instructions for printing and distributing theses ⁵ . Fill in the form for application En 5:4 ⁶ . Submit the completed form and attachments to the Coordinator of PhD studies ⁷ .	Supervisor
	Thesis for print and communication	Print-ready thesis (pdf) is sent to the Marketing and Communication Office (AMK) ⁸ . AMK is also responsible for press releases, calendar information on the external web and the Staff Portal as well as information on the University's information screens.	PhD student and 'AMK'
	Printed thesis	Printed thesis is delivered from the printer to the University.	The Printing house

¹ [Roles, responsibilities and competency requirements when licentiate seminar](#)

² [Information for the application for special income tax \(SINK\) or preliminary tax for foreign guest lecturer](#) (Note! The form is available at MAP (Medarbetarportalen) HR-stöd, Personalblanketter – Information for application for SINK)

³ [Ladok for students](#)

⁴ [Studentservice](#)

⁵ [Printing and distribution of theses](#)

⁶ [Form En 5:4 Application and decision on licentiate seminar](#)

⁷ [Contact details for Coordinator of PhD studies](#)

⁸ kommunikation@his.se

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	Distribution	The PhD student distributes the thesis according to the distribution list in the instructions for printing and distributing theses ¹ .	PhD student
	Nailing	Upload the electronic version of the thesis in DiVA ² . Contact the University Library ³ if you want to nail the thesis physically in the library ⁴ .	PhD student, the University Library
	Bookings and reception on the licentiate seminar day	The school ('institutionen') is responsible for booking tickets, hotels, compensation, ordering food, water and so on.	School or supervisor
	Press release and advertising	A press release about the upcoming licentiate seminar is sent out one week before the actual date. The licentiate seminar is also advertised on the University's information screens.	AMK
	The room for the licentiate seminar	The school ('institutionen') equips the room with flowers and water.	School or supervisor

¹ [Printing and distribution of theses](#)

² [DiVA](#) (Note! This information is available at MAP (Medarbetarportalen))

³ forskarstod.biblioteket@his.se

⁴ [Information about nailing and nailing ceremony in the University library](#)

(2023-10-11)

	Examination protocol	Examination protocol for licentiate seminar (Form En 5.6) ¹ and any other information is submitted to the examiner by the chair of the licentiate seminar.	Chair of the licentiate seminar
	Documentation of completed licentiate seminar	The completed examination protocol is submitted to the Registry Officer ('Registrator') for register and forwarding.	Chair of the licentiate seminar
		If applicable: Report the percentage of the doctoral degree achieved to the HR department. Form for Certificate of percentage of doctoral degree achieved can be downloaded from the Staff Portal ² .	Main supervisor
	Fees and allowances for the opponent and examiner	The school ('institutionen') is responsible for the costs to the opponent and the examiner. The Faculty Board applies fixed compensation levels ³ .	Supervisor
	Degree certificate	Apply for a degree certificate directly in Ladok for students ⁴ or on form Sv 4:6. ⁵	PhD student
	Academic Ceremony/ Promovering⁶		Event coordinator

¹ [Examination protocol for licentiate seminar \(Form En 5.6\)](#)

² Form for Certificate of percentage of doctoral degree achieved (Note! The form is available on MAP (Medarbetarportalen) HR-stöd, Personalblanketter – [Intyg om uppnådd andel av doktorsexamen](#) – in Swedish only)

³ [Decisions on remuneration and allowances](#) – in Swedish only)

⁴ [Ladok for students](#)

⁵ Application for degree certificate for doctorate/licentiate degree ([Blankett Sv 4:6](#) – in Swedish)

⁶ [Academic Ceremony](#)