Tasks and Division of Responsibilities in Connection with Licentiate Seminar at the University of Skövde

1 Introduction

The purpose of the instructions is to summarise issues concerning the division of roles at licentiate seminars at the University of Skövde. More detailed information about the regulations surrounding examinations is available in “Guidelines for Examinations in Third-Cycle Studies” [Riktlinjer för examination inom utbildning på forskarnivå].

The examination of a licentiate thesis is performed as a public discussion between the external reviewer and the thesis author.

The licentiate thesis, which is the subject of the examination, may be written as a monograph or as a compilation thesis.

2 Participants

The participants of the licentiate seminar are:

- the chair of the licentiate seminar
- the external reviewer\(^2\) [Sw. opponent]
- the author of the thesis /doctoral student
- the examiner
- the supervisors
- an audience from academia and the surrounding community

\(^1\) This is a translation of the Swedish version (Uppgifter och ansvarsfördelning i samband med licentiatseminarium vid Högskolan i Skövde, registration number 2020/574). In the event of any discrepancy, the Swedish version of this document shall prevail.

\(^2\) The external reviewer can, in some cases, be the same person as the examiner.
3 Before the Licentiate Seminar

The thesis is normally sent to the external reviewer, the examiner, and the chair of the licentiate seminar no later than the same day as the thesis is published (nailed), i.e. no later than three weeks before the date of the seminar. The external reviewer may, if desired, contact the main supervisor to obtain the thesis in an earlier stage (e.g. as proofreading).

4 The Licentiate Seminar

A licentiate seminar at the University of Skövde (the University) shall take place as described in appendix 3 of the “Guidelines for Examinations in Third-Cycle Studies” [Riktlinjer för examination inom utbildning på forskarnivå].

5 The Tasks of the External Reviewer [Sw. opponent]

Before the licentiate seminar

- the external reviewer shall critically scrutinise the whole thesis and prepare the public discussion and examination,
- the external reviewer must report any suspicion of research misconduct to the University’s registry officer,
- it is the external reviewer’s duty to report any circumstances that may constitute bias. For more information, see the University’s “Guidelines on issues of disqualification” [Riktlinjer om jäv].

During the licentiate seminar

- If chosen as an alternative: the external reviewer shall give a summary and his/her own interpretation of the content of the thesis, and place it in relation to other research in the subject area.
- the external reviewer shall perform the public discussion and examination, which means highlighting the central results, critically discussing the thesis, and engaging in a discussion about the content with the author. (The external reviewer discusses the thesis with the author by asking questions and providing views, thus making it possible for the author to demonstrate expected knowledge and ability to discuss the results. This is the central part of the licentiate seminar, as the author’s ability to respond to questions is included in the grading.)

After the licentiate seminar

- the external reviewer is expected to participate in the examiner’s and supervisors’ deliberations, but leaves the meeting before the examiner’s decision.
6 The Tasks of the Examiner

Before the licentiate seminar

- the examiner shall critically scrutinise the whole thesis, and prepare the examination,
- the examiner must report any suspicion of research misconduct to the University's registry officer,
- it is the examiner's duty to report any circumstances that may constitute bias. For more information, see the University's "Guidelines on issues of disqualification" [Riktlinjer om jäv].

During the licentiate seminar

- the examiner shall ask the author questions about the content of the thesis, and assess the author's ability to defend the thesis, and answer the questions from the external reviewer and the audience.

After the licentiate seminar

- the examiner is given the opportunity to discuss the thesis and its defence with the external reviewer and the main supervisor.
- The examiner decides on a grade. The grade is given as pass or fail. When grading, both the thesis' content and the author's presentation, discussion and defence thereof should be assessed.
- If the examiner passes the thesis, the reasons must not be shown in the examination minutes.
- If the thesis fails, the reasons shall be stated. If the thesis fails, it is also possible for the supervisor to provide a special statement.
- The examination minutes are completed and signed by the examiner.
- The examiner announces its decision as soon as possible.
- The examination minutes are given to the chair of the licentiate seminar.

7 The Tasks of the Chair of the Licentiate Seminar

Before the licentiate seminar, the chair of the licentiate seminar shall

- familiarise with the tasks and responsibilities, and, if needed, communicate any issues with the persons concerned (mainly the main supervisor, doctoral student, and director of PhD studies).

During the licentiate seminar, the chair of the licentiate seminar shall

- lead the licentiate seminar,
• be responsible for the seminar being carried out properly. Check that everyone is present when the seminar begins. If the external reviewer or the examiner is not present, the chair shall investigate whether the licentiate seminar can be moved to a later time the same day if the reason for absence is delay, or to another date.

• welcome everyone, introduce the author, the thesis title, the external reviewer, and the examiner,

• present any relevant information about where the research has been carried out, and about other involved parties,

• present the procedure of the seminar, and ensure that it runs as it should,

• hand over to the author of the thesis who reports on any corrections of typos and/or other corrections in the thesis (errata),

• hand over to the author and the external reviewer in the chosen order,

• give the examiner the opportunity to ask the author questions and comment on the thesis,

• give the audience the opportunity to ask the author questions and comment on the thesis,

• thank the participants and declare the licentiate seminar closed.

**After the licentiate seminar, the licentiate seminar chair shall**

• hand over materials for the examination minutes and any other information to the examiner before leaving the room,

• check that the examination minutes are completed and signed.

• be responsible for the signed examination minutes from the meeting being handed to the University’s registry officer for registration and dispatching.

## 8 General Information

Questions concerning the licentiate seminar are made to the examiner, chair of the licentiate seminar or the main supervisor. Further questions can be made to the director of PhD studies.

There is no particular dress code.

## 9 Taking Effect

The instructions concerning tasks and the division of responsibilities in connection with licentiate seminar at the University of Skövde take effect on the 8th of June 2020, and replace the instructions from the 13th of December 2016 (Registration number HS 2016/1083).
Description of Public Defences and Licentiate Seminars at the University of Skövde

The public defence/licentiate seminar may be held in English or Swedish. The language shall be announced in advance. The language is decided with consideration for the author of the thesis, the external reviewer, and the members of the examining committee/the examiner.

The public defence/licentiate seminar progresses as follows:

1) The chair of the public defence/licentiate seminar welcomes everyone, introduces the author of the thesis and title, the external reviewer, as well as the members of the examining committee/the examiner. The chair introduces any relevant information about where the research has been carried out, and concerning other involved parties. Furthermore, the chair presents the procedures of the public defence/licentiate seminar.

2) The chair hands over to the author, who reports on any corrections of typos and/or other correction in the thesis (errata).

The content of the thesis is presented. This part normally takes 15 – 45 minutes, and follows one of two different structures:

   **Option 1:** The chair hands over to the external reviewer, who provides a summary and his/her own interpretation of the content of the thesis, and places it in relation to other research in the subject area. The author of the thesis is then given the opportunity to comment on the summary.

   **Option 2:** The chair hands over to the author of the thesis who presents the thesis and the scientific contributions it describes.

3) The external reviewer discusses the thesis with the author by asking questions and giving views, thus making it possible for the author to demonstrate their expected knowledge and ability to discuss the results. This is the central part of public defence/licentiate seminar, as the author’s ability to respond to the questions informs the grading. During this part of the public defence/licentiate seminar, other audience members may not participate in the discussion.

4) The chair gives the members of the examining committee/the examiner the opportunity to ask the author questions and comment on the thesis.

5) The chair gives the audience the opportunity to ask the author questions and comment on the thesis.

6) The chair thanks the participants, and declares the public defence/licentiate seminar closed.
7) The examining committee/examiner makes a decision (G/U) following a meeting with the external reviewer and the main supervisor – see procedure below. Then, the result is announced.

The examination committee/examiner meeting takes place as follows:

1. The chair of the public defence/licentiate seminar hands over materials for the examination minutes and any other information to the examination committee/examiner before leaving the room.

2. The examining committee appoints a chair from among themselves.

3. The external reviewer is expected to participate in the deliberations. Supervisors are allowed to attend, and one of them (normally the main supervisor) must attend the meeting and participate in the deliberations. When the deliberations are deemed finished, the external reviewer and all supervisors are to leave the room.

4. The examining committee/examiner decides on a grade, completes and signs the examination minutes.

5. The examining committee/examiner announces its decision as soon as possible.

The chair of the public defence/licentiate seminar is responsible for the signed examination minutes from the meeting being handed to the University’s registry officer for registration and dispatching.