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|  | Date of receipt | Reg. No (Dnr):       | En 5:4 |
|

# Application and decision on licentiate seminar

[ ]  **Informatics** [ ]  **Health Science**

PhD student

***The application is submitted to*** *the Coordinator of PhD studies*

|  |
| --- |
| Personal identity number (yymmdd-xxxx)      |
| First name      | Surname      |
| Email address      |
| School (’institution’) and Office (’avdelning’)      |
| Head of Division      | Email address (Head of Division)      |

|  |
| --- |
| Intended degree[ ]  Licentiate of Philosophy (’Teknologie licentiatexamen’) [ ]  Licentiate of Philosophy (’Filosofie licentiatexamen’) |
| The title of the thesis      | Thesis[ ]  Monograph [ ]  Compilation  |
| The licentiate seminar is proposed to take place (Place, room)      | Date      | Time      |

PhD student, signature

|  |  |
| --- | --- |
| Date and place      | Signature |

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NOTE! Bias must be taken into account when appointing an opponent and an examiner.

See the University’s ”Guidelines on bias” (in Swedish [Riktlinjer om jäv](https://www.his.se/globalassets/styrdokument/strategier-kvalitet-organisation/riktlinjer-om-jav.pdf))

Opponent (external reviewer)

|  |  |
| --- | --- |
| Name (first name and surname)      | Academic title and level of competence (minimum PhD)      |
| University/Higher education institute, Country      | [ ]  Not Swedish speaking  |
| Email address      | Address (if a physical copy of the thesis is desired)      |
| Detailed description of scientific competence within the thesis subject area      |

Examiner

|  |  |
| --- | --- |
| Name (first name and surname)      | Academic title and level of competence (PhD and minimum level of competence of docent or equivalent)      |
| University/Higher education institute, Country      | [ ]  Not Swedish speaking  |
| Email address      | Address (if a physical copy of the thesis is desired)      |
| Detailed description of scientific competence within the thesis subject area      |

Chair of the licentiate seminar (‘Moderator’)

(active at the concerned School (‘institution’) where the thesis was written)

|  |  |
| --- | --- |
|  Name (first name and surname)      | Academic title       |
| School (‘institution’)      | [ ]  Not Swedish speaking  |
| Email address      | Address (if a physical copy of the thesis is desired)      |

Review of licentiate thesis and course requirements (certified by the main supervisor)

|  |
| --- |
| [ ]  Completed preliminary review of the licentiate thesis[ ]  Completed plagiarism review[ ]  Course requirements completed and reported in Ladok  |

Attached mandatory documents

|  |
| --- |
| [ ]  Updated individual study plan[ ]  Summary of the content of the licentiate thesis[ ]  List of included publications/partial works[ ]  Accounting of the doctoral student's contribution to the licentiate thesis’ partial works (also applies to monographs)[ ]  List of completed course credits (print from Ladok)[ ]  Copy of electronic publication agreement (if applicable)  |

Main supervisor, signature

|  |  |
| --- | --- |
| Date and place      | Signature |
| Email address      |

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Formal decision of the Dean

|  |
| --- |
| [ ]  Decision according to proposal[ ]  Decision according to special decision document |
| Date of decision      | Signature |
| Name in block letters      |

PhD student and Main supervisor fill in the form together and sign.

Main supervisor submits the completed form to the Coordinator of PhD studies no later than three months before the expected date of licentiate seminar.

Coordinator of PhD studies prepares the application and presents it to the Dean, who makes a decision.

Dean sends the original to the Registry Officer for document registration.

***Registrator*** *expedierar beslutet till följande:*

* *Doktorand*
* *Huvudhandledare*
* *Opponent*
* *Examinator*
* *Ordförande för licentiatseminariet*
* *Berörd studierektor för utbildning på forskarnivå*
* *Berörd avdelningschef*
* *phdstudent@his.se*
* *examina@his.se*
* *kommunikation@his.se*

Distribution list (PhD student’s resposibility)

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| --- |
| The doctoral thesis must be distributed to the following:* **Registry Officer\*** (1 copy)
* **University Library\*** (2 copies + electronic version)
* Dean\* (1 copy)
* Opponent (1 copy)
* Examiner (1 copy)
* Chair of the licentiate seminar (1 copy)
* All supervisors (3-4 copies)
* Participants and audience at the licentiate seminar (about 25 copies)
 |

**\* ATTENTION!** **No later than 3 weeks before the licentiate seminar date**, physical copies of the thesis must be available at these functions!