

Local guidelines regarding the procedure for the licentiate seminar

School of Engineering Sciences in Chemistry, Biotechnology and Health (CBH), KTH Royal Institute of Technology

The information below constitutes local guidelines for a licentiate thesis seminar for the doctoral programs “Biotechnology” and “Theoretical Chemistry and Biology” given at the School of Engineering Sciences in Chemistry, Biotechnology and Health (CBH), KTH Royal Institute of Technology.

The parties at a licentiate seminar include the special reviewer (“opponent”), the licentiate student (“respondent”), the examiner, the chair of the licentiate seminar, and the principal supervisor. The licentiate thesis defense is open to the public. There are no strictly defined rules regarding the form of the seminar, but it typically follows scheme below.

1. The chair welcomes everyone present and gives a brief introduction of the student, special reviewer (opponent) and examiner.
2. The chair informs the auditorium of the procedure of the public licentiate seminar.
3. The chair gives the student the opportunity to comment on possible errors in the thesis (errata list).
4. The chair invites the student to give a presentation (normally 30-45 min) of the licentiate thesis, including an introduction, the questions at issue, the results, and relevant conclusions.
5. Following the student’s presentation, the special reviewer and examiner are invited to ask the student questions about the licentiate thesis. These questions should focus on the thesis, and not take the form of an interrogation on general knowledge, except when needed to clarify a specific issue.
6. When the special reviewer and examiner have no further questions, the audience is invited to ask questions or comment. At this stage, everyone is free to participate in the discussion.
7. The chair closes the licentiate seminar by thanking the special reviewer, examiner and student on behalf of KTH. The completed act normally lasts about 1 to 1.5 hours.
8. The special reviewer, examiner, supervisor(s) and chair of the defense should convene immediately after the defense act. The examiner alone makes the decision based on the available information and the opinion of the special reviewer. The chair of the licentiate seminar gives the certificate (FO-INLI) to the examiner. The certificate is signed by the special reviewer and the examiner. The original of the certificate is promptly handed over to the administration office. If the special reviewer and/or the examiner participate online a scanned version of the signed certificate should be sent by e-mail to phdadmin@cbh.kth.se and the original sent by post to the address below.

Contact

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