

General information – Licentiate seminar

Important! All forms (FO-*.docx, FO-*.pdf) that are requested as part of the process outlined in this document must be printed single-sided (regulation for archiving).

The most recent versions of all forms referred to in this document are found here:

<https://intra.kth.se/administration/blanketter/forskning-forskarutbildning/forskning-och-forskarutbildning-1.302316>

What are the requirements for a licentiate degree?

Before considering writing and defending a licentiate thesis, make sure that the requirements for a licentiate degree can be obtained on time.

1. Thesis part of 90 ECTS

This would typically correspond to at least:

- One published or accepted article in a peer-review scientific journal.
- One manuscript in preparation of sufficient quality for publication in a peer-review scientific journal.
- At least one of the articles/manuscripts should be first-authored by the student.

2. Course part of 30 ECTS

For students admitted before December 31, 2013

- at least 15 ECTS third-cycle courses
- a maximum of 15 ECTS second- or first cycle courses (no limitation for first-cycle courses)

For students admitted after January 1, 2014

- at least 15 ECTS third-cycle courses
- a maximum of 15 ECTS second- and first-cycle courses, of which no more than 10 ECTS can be first-cycle courses.
- compulsory courses: PhD seminar course of 6 ECTS; LH3000 Basic Communication and Teaching 3.0 credits (for students that teach in cycle 1 or 2)

When can a public licentiate seminar be scheduled?

Licentiate seminars may only be scheduled during the periods **January 7 to June 15** (spring term), and **August 15 to December 20** (fall term). This means that the intervening periods are deferred, and must be deducted from the plan.

Thus, there is no distinct time advantage to plan the licentiate seminar sooner than 5 weeks after January 7 or August 15. For this reason, the periods **February 26 to June 15**, and **September 20 to December 20** are preferred for licentiate seminars.

Planning the licentiate seminar – timeline

Important regarding conflict of interests

See Chapter 7 in the KTH Guideline on Third Cycle Studies (riktlinje för utbildning på forskarnivå) for the requirements: <https://intra.kth.se/en/styrning/styrdokument/regler/utbildning-pa-forskarniva-1.661089>

12 WEEKS (but no later than 8 weeks) before the licentiate seminar (5 tasks)

1. Book date and room

Email the local administrator for third-cycle studies for the BIO/TCB PhD programs to book a date for the licentiate seminar.

There should preferably not be more than two thesis defenses/seminars (doctoral or licentiate) per day on the same third-cycle subject (i.e. *Biotechnology* or *Theoretical Chemistry and Biology*), at least if the defense is targeted towards the same audience. The first typically starts at 10 am, and the second, in the afternoon at 1 pm. Book the room early since the booking calendar fills up quickly.

2. Suggest advance reviewer for the licentiate thesis (form FO-FOGR)

Advance review of the licentiate thesis is mandatory. The supervisor must suggest an advance reviewer, and motivate the choice. This information must be entered in the form FO-FOGR and sent to vice FA/FA for approval.

The principal supervisor is responsible for conducting thesis review and plagiarism control of the thesis (and associated unpublished material) and to rectify any deficiencies **before** the thesis is submitted for advance review.

Who can act as advance reviewer?

See Chapter 6.2.6 in the KTH Guideline on Third Cycle Studies for the requirements:

<https://intra.kth.se/en/styrning/styrdokument/regler/utbildning-1.1117452>

3. Suggest special reviewer ("opponent"), examiner, and chair for the licentiate seminar

An initial suggestion is emailed to the vice FA or FA for approval. Include title, affiliation, homepage, CV for the suggested persons, as well as the doctoral student's complete list of published papers and manuscripts. The vice FA/FA then evaluates the suitability of the named persons for their respective roles, including possible conflicts of interest. When contacting the special reviewer, the supervisor should provide information about articles and manuscripts that will be part of the thesis.

Who can act as special reviewer?

See Chapter 6.3.2 in the KTH Guideline on Third Cycle Studies for the requirements:

<https://intra.kth.se/en/styrning/styrdokument/regler/utbildning-1.1117452>

Who can act as an examiner?

See Chapter 6.3.3 in the KTH Guideline on Third Cycle Studies for the requirements:

<https://intra.kth.se/en/styrning/styrdokument/regler/utbildning-1.1117452>

Who can act as chair of the licentiate seminar?

- The role of the chair is to make sure that the formal procedure adheres to the regulations. The chair therefore needs to be well familiar with the rules and ordinances.
- The person acting as chair of the licentiate seminar is typically a senior faculty from the department at which the respondent has studied (department head or a professor/associate professor at the department).

- The chair (or the main supervisor) should provide the special reviewer and examiner with the certificate to be used for the decision, and also make sure that the completed and signed original of the certificate is promptly handed over to the administration for third-cycle studies after the meeting.

4. Update ISP to the final version

The electronic study plan (ISP) needs to be updated to reflect that all examination goals have been fulfilled at the time for examination. Be particularly careful when addressing the goals in tab 9 of the ISP interface. Here, each of the learning outcomes defined by the Higher Education Ordinance should be adequately motivated.

Since this is the final ISP, clear statements must be given, e.g. "I have reached the goal to... [enter the goal], by [for instance] participating in the PhD seminar courses given at the department [state course]". Motivate goal fulfillment by giving as many examples as possible for each goal.

The final ISP will not be approved until satisfactory motivation for goal fulfillment has been given for all goals. The final ISP is approved by the vice FA/FA electronically.

The general study plans and help document with examples of how the examination goals can be concretized are also found via the CBH Canvas sites for [Doctoral students](#) and [Doctoral supervisors](#).

5. Contact the printing office (US-AB)

Make sure to book thesis printing in due time since US-AB is very busy, especially at the end of the semester when many students plan their dissertation defenses.

Web: <http://www.us-ab.com/eng/> ; Email: tryck@us-ab.com

6 WEEKS (no more than 5 weeks) before the licentiate seminar (4 tasks)

1. Submit application for licentiate seminar

The application contains three parts:

1. "Application licentiate seminar" (form FO-ANLI)
2. The completed and signed summary for the advance review (form FO-SUKV)
3. Approved final ISP (approved by vice FA/FA electronically).

In the "Application licentiate seminar" (FO-ANLI), the names of the external reviewer and the examiner are given, as well as time and place for the licentiate seminar. The main supervisor also needs to certify that no conflicts of interests exist for the named persons.

Note that the "Subject" in this case is the subject of the third-cycle program and nothing else (i.e. *Biotechnology* or *Theoretical Chemistry and Biology*).

All forms are completed and the originals handed over to the administrator for third-cycle studies.

2. Preparations for the thesis

Graphical profile and layout of thesis:

<https://www.kth.se/en/student/studier/examensarbete/avhandlingaroexamensarbeten>

Identifiers for the thesis:

- Submit request for **ISBN number**:
<https://www.kth.se/en/biblioteket/publicera-analysera/vagledning-for-publicering/bestallning-av-isbn-1.854778>
- The **TRITA number** is requested from the BIO/TCB administrator for the third-cycle studies.
- The former **ISSN number** is no longer needed.

3. Supervisor review and plagiarism check

The review of both the formalities and the scientific content of the licentiate thesis shall be continuously carried out by designated supervisors.

The summary of the thesis shall be available in English and in Swedish.

The principal supervisor is responsible for conducting a plagiarism control once the thesis (and associated unpublished material) is completed. Any deficiencies must be rectified **before** the thesis is submitted for advance review.

4. Print your thesis

- At least 30 copies must be printed, but it is recommended that **75-100 copies** be printed.
- The printing office takes care of sending the legal deposit (“pliktexemplar”) comprising 7 copies of the printed thesis to Kungliga Biblioteket and the libraries at the main Swedish universities Lund U, Stockholm U, Uppsala U, Linköping U, Gothenburg U and Umeå U.
- The ”spikblad” is no longer required (KTH President’s decision 2018-02-20).

3 WEEKS before the licentiate seminar (hard deadline) – ”Spikning” = ”Nailing” (3 tasks)

The licentiate thesis must be available to the public **at least three weeks prior** to the licentiate seminar. These three weeks must fall between January 7 – June 15 and August 15 - December 20. This means that three weeks before the seminar, the special reviewer and examiner should have received the printed thesis. This is important because the quality of review depends on all parties having enough time to go evaluate the thesis contents thoroughly.

This also means that the ”nailing” is the most **critical deadline** in the time plan. Failure to meet this deadline will result in a hard end point, that is, postponement of the licentiate seminar. To not risk having to postpone the seminar, it is therefore advised that the ”nailing” is performed **no later than at least two days before** this ”3-week-deadline”, but preferably earlier. This is because after uploading, it may take a few days for the thesis meta-data to be reviewed, edited and finally approved in DiVA.

Please note that the version that is published in DiVA (the thesis “kappa”) does not contain the full content of the printed thesis and published papers and manuscripts are not always available through DiVA for copyright reasons. It is thus essential that the opponent and grading committee receive the printed thesis as stated above.

Step-by-step checklist for posting ("nailing") at KTH homepage:

<https://www.kth.se/en/biblioteket/publicera-analysera/hantera-publicationer/spikningen-steg-for-steg-1.854783>

The ”nailing” checklist, additional comments:

1. Uploading the thesis in DiVA. Before uploading, make sure to have the following at hand:

- a) The two digital files from the print office: one pdf for electronic publishing in DiVA (“kappa”) and one pdf for electronic archiving (full text)
- b) The abstract text in English and Swedish
- c) Keywords
- d) Your KTH-ID

Now, you are ready to upload the files in the DiVA database:

- Log into DiVA: <https://kth.diva-portal.org/dream/login.jsf>
- Choose “Add publication / Upload files”
- Choose the correct publication type, “Licentiate thesis, comprehensive summary” (this is the kappa of your thesis). You first have to register the individual papers of your thesis in DiVA (unless you have done it before). Click continue.
- Register the requested information about your thesis.

- Add name and year of birth.
- Add ORCID (if you have one).
- Add your KTH-ID in the field “Local User Id”.
- Add your organization and email.
- Add title, language, and year.
- Add publisher
- Add “National subject category”, for instance “Natural Sciences”
- Add “Research subject”, should be either “Biotechnology” or “Theoretical Chemistry and Biology”
- Add keywords
- Add the abstract in English and Swedish
- Add supervisor
- Add opponent
- Add information about public defense
- Choose “Degree”
- Click continue and upload
- Approve conditions for electronic publishing.
- Review the information and make sure everything is correct.
- Check the fulltext file by clicking on “fulltext” to make sure it is possible to open it.
- Submit.
- Once the post has been processed and approved by KTH it will appear in DiVA. This, i.e. making your licentiate thesis publicly available, is the first part of the formal “nailing”. (The second is providing a hard copy to the library.)
- Sign the form [Media_agreement.pdf](https://www.kth.se/polopoly_fs/1.586913!/Media_agreement.pdf) and give to the KTH Library when handing in your thesis.

2. Visit KTHB (campus library) and hand over one copy of the printed thesis.

3. Complete distribution list (FO-DIDO).

Here, you list all people and organizations that you will send the printed thesis to (give name and affiliation/address). The document should be signed by the doctoral student and vice FA.

Once the “spikning” is confirmed, the local administrator for third-cycle studies issues and announces the formal decision for the licentiate seminar “*Beslut – Licentiatseminarium*” (form FO-BELI) and the event is added to the online KTH calendar.

1 WEEK before the licentiate seminar

The local administrator for third-cycle studies emails the certificate form (*Certificate – Review and Examination of Licentiate Thesis*, form FO-INLI) to the main supervisor and chair to be completed later by the external reviewer and examiner during the meeting following the licentiate seminar.

0 WEEKS – Day of the licentiate seminar

Local guidelines regarding the procedure for the licentiate seminar

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.
8. 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.
9. 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.
10. 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.

What happens after a successful licentiate seminar?

Provided that you have completed the course curriculum, it is now time to apply for licentiate degree. This step is performed electronically when you are logged in at kth.se, under "My account / Services / Certificates / Degree certificate. When this is done, send an email informing the local third-cycle studies administrator so that he/she can proceed with the application.

Contact

Christina Divne, vice FA for the doctoral programs BIO and TCB (divne@kth.se)

Kristina Jansson, local administrator of third-cycle studies for the programs BIO and TCB (phdadmin@cbh.kth.se)

All decisions related to the dissertation as outlined in this document are taken by vice FA (by delegation from FA) or FA.