

Checklist - Licentiate seminar

PhD programme in Chemical Science and Engineering

Below you find important time points that you need to meet to be able to give your licentiate seminar at a set date. All points in time are given as the absolutely latest time in relation to the date of the licentiate seminar. Any delay in time will result in postponement of the seminar. Note that if your course requirements have not been fulfilled you will not get your degree despite a successful seminar.

Possible dates for licentiate seminars: Jan. 7 - June 15, and Aug. 15 - Dec. 20.

In addition, there are some aspects you need to think about already when you start writing your thesis (reminders of this could also be found in the table below).

- Plagiarism and self-plagiarism are not allowed!
- The summary should be a synthesis of the results of all papers put into a larger context. Why? What? and How? The research questions should be clearly presented, and the summary should contain reflections and analysis of the student's work, not only summarizing the papers. This should demonstrate the progression of the student to become an independent researcher.
- Consider who the addressed readers are and adapt your text to this.

The thesis must include the following:

- Every thesis must have English and Swedish abstracts, max 2000 characters (due to DiVA electronic posting restrictions), and be written towards a broader audience. The abstract must also include the title of the thesis, the author and the affiliation, as well as key words.
- It is mandatory to write a paragraph in the introduction of your summary that elucidates (> 200 words) how your research topic relates to the UN Sustainability Development Goals.
- If the thesis is based on papers with several authors, it must be clearly stated what the student's contributions to each paper were. Include an author contribution description, detailed for each scientific paper included in the summary.

Point in time	What needs to be done	Responsible person(s)	Comments and links
10 - 12 weeks before seminar	Suggest one special reviewer ("opponent"), one examiner and the advance reviewer of the licentiate thesis to the Vice Director of Third Cycle Education Vice FA Åsa Emmer, aae@kth.se	Supervisor	E-mail the names and CV or links to updated home pages with information on current position and title of the special reviewer and the examiner. Describe shortly the rationale behind their selection. Certify that there is no conflict of interest! The advance reviewer should at least have a PhD degree, and have a scientific competence equal to associate professors (docents). The same requirements apply to the special reviewer, who also should be a prominent researcher within the area and not employed at KTH. The examiner should be employed at KTH as a teacher with a PhD degree. A gender balance is requested.
	Contact the PhD administration (the third cycle education administration) to make sure that the date you plan to book is available. phdadmin@cbh.kth.se	Supervisor or PhD student	Possible dates for licentiate seminar: Jan. 7 - June 15, and Aug. 15 - Dec. 20 (recommended starting time: 10.00 or 13.00). There can only be one PhD defence or licentiate seminar at the same time in the same PhD subject.
	Contact the special reviewer, and examiner after acceptance from the Vice Director of third cycle education	Supervisor	Provide information on a tentative time-line when to expect the complete thesis to be submitted.
	Book a room for the seminar	Supervisor or PhD student	See Booking premises at KTH
	Help the special reviewer with travel and reimbursement arrangements.		Inform the special reviewer how to claim travel and living expenses.

	<p>Contact CBH Service center service@cbh.kth.se</p> <p>Contact HR hr@cbh.kth.se travelexpenses@cbh.kth.se</p>		<p>CBH Service Center deals with travel arrangements, room bookings, ordering flowers and food etc for defences and seminars.</p> <p>HR helps with reimbursement issues, specifically for travel reimbursement.</p>
<p>10 - 12 weeks before seminar Cont.</p>	<p>Engagement of the advance reviewer. Send in the form: <i>"Förhandsgranskare för licentiatuppsats/doktorsavhandling/ Advance reviewer for licentiate thesis/doctoral thesis"</i> to the PhD administration. phdadmin@cbh.kth.se After acceptance by Vice FA, contact advance reviewer.</p>	Supervisor	<p>The advance reviewer must be approved by the Director of third cycle education before the "Application of thesis defence" is sent to the PhD administration.</p> <p>The advance reviewer should at least have a PhD degree, and have a scientific competence equal to associate professors (docents). Form: Acceptance of advance reviewer</p>
	<p>Prepare for review, use the correct KTH template</p>	PhD student	<p>https://www.kth.se/en/student/studier/examensarbete/avhandlingaroch-examensarbeten/omslag-1.458236</p> <p>The summary should be a synthesis of the results of all papers put into a larger context. Why? What? and How? The research questions should be clearly presented, and the summary should contain reflections and analysis of the students work, not only summarizing the papers. This should demonstrate the progression of the student to become an independent researcher.</p> <p>It is mandatory to write a paragraph in the introduction of your summary that elucidates (> 200 words) how your research topic relates to the UN Sustainability Development Goals.</p> <p>Further information is provided at the KTH web.</p>
	Abstract	PhD student	<p>Every thesis must have English and Swedish abstracts, max 2000 characters (due to DiVA electronic posting restrictions), and be written towards a broader audience. The abstract must also include the title of the thesis, the author and the affiliation as well as key words.</p> <p>Include an author contribution description, detailed for each scientific paper included in the summary.</p>
<p>7 - 8 weeks before seminar</p>	<p>Perform plagiarism control on the summary and the manuscripts.</p>	Supervisor	<p>Plagiarism and self-plagiarism are not allowed! OURIGINAL is a plagiarism review tool available at KTH.</p>
<p>6 - 7 weeks before seminar</p>	<p>Hand in the complete thesis to the advance reviewer.</p>	PhD student and supervisor	<p>Make sure that the advance reviewer has sufficient time to read and comment on your thesis (at least one week and in due time prior to printing). NOTE! Make sure the advance reviewer has been approved and the form is signed by the Director of third cycle education, before the review.</p>
	<p>Contact the printing office (US-AB) to set up a time for printing of your thesis</p>	PhD student	<p>See thesis printing details</p>
	<p>Prior to printing the thesis, send an electronic draft including a tentative front page to the Vice Director of third cycle education for approval.</p>	PhD student	<p>Note that if any of the printing related deadlines is ignored you have to postpone your seminar!</p>

6 - 7 weeks before seminar Cont.	The thesis should be provided with the following numbers: TRITA-CBH-FOU -serial number phdadmin@cbh.kth.se ISBN = International Standard Book Number for printing	PhD student	TRITA-CBH-serial number. This is provided by the PhD administration. ISBN number is handed out by KTHB. https://www.kth.se/en/biblioteket/publicera-analysera/vagledning-for-publicering/bestallning-av-isbn-1.854778
	Revision regarding the comments provided by the advance reviewer.	PhD student	Revise your thesis according to suggestions/comments provided by the advance reviewer. Discuss with your supervisor. Make sure that you have asked and been granted permission for publication of all published scientific articles and figures taken from yours or other published sources which you have included in your summary.
5 weeks before seminar	Complete the two forms below and send them to the PhD administration. phdadmin@cbh.kth.se	Supervisor and PhD student	All the forms needed are found here. Even though the page is mainly in Swedish, much info is given in both English and Swedish.
	1. <i>Application licentiate seminar (called "Anmälan – licentiatseminarium") *</i>	Supervisor and PhD student	Fill in the final names and e-mail addresses of the special reviewer and the examiner for final approval by the Director of third cycle education.
	2. <i>Summary of advance review (called "Summering av förhandsgranskning för licentiatuppsats/ doktorsavhandling")</i>	PhD student	
	Revise and complete your <i>Individual study plan (e-ISP)</i>	PhD student	Prepare your final study plan and describe in detail how each educational goal has been fulfilled.
	Do the electronic posting in DiVA! Prepare the electronic posting sheet (Spikblad)	PhD student	Make sure that you write the correct PhD subject: Chemistry, Fibre and Polymer Science, or Chemical Engineering NOTE! The abstract cannot be longer than 2000 characters including spaces! The official electronic posting must be done at least 3 weeks before the licentiate seminar, if not the seminar must be postponed!
	Send your thesis to the printing office.	PhD student	Printing proofs must be carefully reviewed. A minimum of 30 copies should be printed. All expenses must be approved by your supervisor (discuss if colour printing of some pages is necessary).
4 weeks before seminar	Prepare and send the distribution list to the PhD administration. phdadmin@cbh.kth.se	PhD student	Distribution list (called Distributionslista, doktorsavhandling, licentiatuppsats). The distribution list (including relevant recipients in academia, industry etc. with names and addresses) must be signed by the Vice Director of third cycle education three weeks prior to the seminar.
	Send your printed thesis according to the distribution list.	PhD student	
	Final decision of the special reviewer and examiner	Vice Director of third cycle education	FYI
3 weeks before seminar	Decisions on the licentiate seminar are sent to all concerned parties	PhD administration	FYI

3 weeks before seminar Cont.	The thesis is officially announced in the KTH web-page calendar (as long as the DIVA posting is done).	PhD administration	FYI
1 week before seminar	Licentiate seminar protocol is sent to the main supervisor.	PhD administration	FYI
The day of seminar	Bring the licentiate seminar protocol.	Supervisor or examiner	Document is sent from the third cycle education administration office to the main supervisor one week in advance of the seminar.
	Receive special reviewer.	Supervisor	
After seminar	Bring the signed protocol to the PhD administration.	Supervisor or examiner	Make sure that the document is correctly signed and that all participants at the meeting are documented with names.
	Apply for your Licentiate Degree. If not, you will not receive your degree!	PhD student	All course requirements must have been fulfilled (min 30 ECTS credits including compulsory courses) before you can get your degree.