

Points to consider before the licentiate seminar

When	What
<p>6 months before the licentiate seminar</p>	<ul style="list-style-type: none"> • If necessary, the doctoral student contacts an editor/proofreader before the thesis is printed. The cost of the editing/proofreading is financed by the doctoral student allowance. • If the case of a compilation thesis, the doctoral student contacts the journals where articles have been published to ask for permission to print them. • The doctoral student contacts the research coordinator to check details about the printing of the thesis and to request the following: <ol style="list-style-type: none"> 1. template + instructions for the summarising chapter 2. contact details of the printing house + order form 3. number in HLK's research report series + list of previous research reports 4. ISBN number (one for the printed version and one for the digital version) • The doctoral student contacts the printing house: Set up a timetable with the printing house to ensure that <u>the printed copies of the thesis will be received by the research coordinator no later than four weeks before the licentiate seminar.</u>

Points to consider before the licentiate seminar (continued)

When	What
<p>No later than 4 months before the licentiate seminar</p>	<ul style="list-style-type: none"> • The principal supervisor contacts the research coordinator to set a date and time for the licentiate seminar. The time should preferably be 13.00 on a Friday. • The research coordinator books a room for the seminar. • The principal supervisor sends a request to the intended examiner, chair and external reviewer.
<p>No later than 2 months before the licentiate seminar</p>	<ul style="list-style-type: none"> • The principal supervisor completes the form “Notification of licentiate seminar” (see detailed information in the study manual). • The principal supervisor formally invites the external reviewer, examiner and chair to the licentiate seminar and preceding lunch (in conjunction with NUF announcing the notification in its minutes). The research coordinator has a standard form for the invitation. When sending the invitation, the principal supervisor attaches instructions for the external reviewer. • The research coordinator enters the seminar in the calendar and on the external third-cycle education website. In conjunction with this, the research coordinator notifies the MD’s executive assistant that the seminar is to be advertised on Playipp. The research coordinator sends an Outlook meeting invitation to the doctoral students, supervisors and management team.
<p>Approximately 7 weeks before the licentiate seminar</p>	<ul style="list-style-type: none"> • The doctoral student sends the thesis to the printing house. • The doctoral student sends the front and back covers of the thesis and the abstract to the principal supervisor, associate dean of doctoral education and research coordinator for proofreading. The doctoral student is responsible for ensuring that everything is correct according to the applicable guidelines and instructions.

Points to consider before the licentiate seminar (continued)

When	What
<p>No later than 4 weeks before the licentiate seminar</p>	<ul style="list-style-type: none"> • The research coordinator places a request with the Communications Department to photograph the licentiate seminar and write a press release about the licentiate thesis. • The doctoral student sends the thesis to the chair, external reviewer and examiner. • The research coordinator is responsible for the distribution of the other legal deposit copies as stipulated in the study manual. • The research coordinator ensures that the examiner signs an archive copy.
<p>No later than 3 weeks before the licentiate seminar</p>	<ul style="list-style-type: none"> • The research coordinator books travel and accommodation for those who require it. • The doctoral student sends the digital version of the thesis to the library for registration in DiVA.

Points to consider before the licentiate seminar (continued)

When	What
<p>No later than 2 weeks before the licentiate seminar</p>	<ul style="list-style-type: none"> • The research coordinator sends a prepared remuneration claim form to the external reviewer. If the external reviewer lives abroad, the research coordinator sends a special form and requests a copy of the reviewer's passport. • The research coordinator prepares the invoice documentation for the lunch and sends it to the principal supervisor. • The research coordinator prepares the seminar minutes and goes through them with the principal supervisor. • The research coordinator orders refreshments for the external reviewer, examiner, chair and supervisors. • The research coordinator checks with the doctoral student how many people are expected to attend the licentiate seminar and orders refreshments for the social gathering after the seminar.
<p>In conjunction with the licentiate seminar</p>	<ul style="list-style-type: none"> • The seminar minutes are completed and signed by the examiner. The principal supervisor is responsible for submitting the minutes to the research coordinator.
<p>After the licentiate seminar</p>	<ul style="list-style-type: none"> • The research coordinator sends the seminar minutes to the registrar. • The doctoral student applies for a degree certificate. The research coordinator has information about this procedure.