

## Guidance and instructions ahead of your licentiate defence

We would like to give you some information that we think you will find useful as you prepare for the examination. There are a number of administrative tasks with strict deadlines that you must complete on time – see the attached crib sheet for an overview of what those are. It is mostly your own responsibility to make sure that the preparation procedures are followed and the deadlines are met. It is therefore vitally important that you visit the referenced webpages, which contain the most up-to-date information you need.

It is up to you to book a room or suitable premises for your thesis defence. To book a room in one of Lund University's buildings, use the room booking system 'TimeEdit', <https://cloud.timeedit.net/lu/web/lugem1/>  
Rooms within Skåne University Hospital premises in Lund and Malmö can be booked on site in the relevant building.

You must register for your examination, using the attached template, *at least 2,5 months* ahead of the date of your examination. You will find rules and recommendations about obtaining your degree on the PhD Students' website <https://www.intramed.lu.se/en/phd-studies>

The format of your thesis cover and its overall layout must follow the university's visual identity. We recommend that all thesis prints internally within Lund University.

For further information from the Postgraduate Studies Secretariat, please contact:  
Anette Saltin, [Anette.Saltin@med.lu.se](mailto:Anette.Saltin@med.lu.se)

## Crib sheet – licentiate defence process and timeline

Time frame	PhD student responsibility	Dept/section responsibility	Postgraduate Education Committee (FUN)
At least 3 months before	Book room/premises for the defence		
At least 3 months before	Send portfolio to deputy head of dept for examination		
2,5 months before	Write an examination notification together with your supervisor.  Send to “Prefektkansli” (Head office of department), who will forward it to FUN.		FUN (dis)approves application. Decision is sent to all concerned.
6 weeks before	Send thesis to be printed		
At least 3 weeks before	3 copies of the thesis to be delivered to Anette Saltin		
”	Electronic announcement (spikning) and upload of abstract to <a href="http://lucris.lu.se/">http://lucris.lu.se/</a>		Announcement of examination at the University and the media. 2 copies will be sent to University Library.
”	Distribution of the thesis to the opponent, chairman and examination board.		
Day of examination	Defence of thesis	The minutes of the examination board are sent to the Faculty Office.	
1 month after thesis	Apply to receive your diploma by emailing <a href="mailto:anette.saltin@med.lu.se">anette.saltin@med.lu.se</a>		Issue diploma.

## TEMPLATE, the following headings must be included in the thesis notification

One original copy of the notification to be sent 2,5 months before the day of the examination to “Medicinska fakulteten, Forskarutbildningsnämnden, BMC, F12, 221 84 LUND”. Internal post: “Hämtställe 66, BMC F12, Forskarutbildningsnämnden”. (Included papers/manuscripts to be sent as pdf documents to [Anette.Saltin@med.lu.se](mailto:Anette.Saltin@med.lu.se))

### EXAMINATION NOTIFICATION FOR ACQUISITION OF LICENTIATE DEGREE IN MEDICAL SCIENCE IN THE SUBJECT OF \_\_\_\_\_

<b>PhD student</b>	Name, personal number and email address
<b>Planned date of thesis defence</b>	Date and time
<b>Admitted to PhD programme</b>	Date
<b>Completed PhD courses</b>	Compulsory and other courses as listed in the individual study plan. Portfolio listed as well, certificate signed by the Deputy Head of Department regarding portfolio is handled separately.
<b>Supervisor</b>	Principal supervisor, and assistant supervisors', names and department, as well as email addresses.
<b>Department(s)</b>	Department(s) / section(s) from which the thesis originates.
<b>Thesis title</b>	The preliminary title of the thesis. State if the thesis is a monograph or a composite.
<b>Proposed critical examiner</b>	Name, academic title, affiliation and email address. The critical examiner must have a PhD degree, and represent another faculty than the Faculty of Medicine, LU.
<b>Proposed thesis defence chairperson</b>	Name, academic title and email address. The principle supervisor or assistant supervisor cannot be chairperson. The chairperson must be someone of senior rank who feels comfortable in the role of chairperson, and who can maintain a high standard during the thesis defence. There is, however, no requirement for the chairperson to be an associate professor/professor/-reader/docent. For example, it is possible for someone on the examining committee to act as chairperson.
<b>Proposed members (3) of the examining committee (must have PhD degree)</b>	Name, academic title, department, subject area and email address.  One of the ordinary members of the committee must be appointed from another university.  In addition, you must provide evidence that the proposed members have had the opportunity to read the thesis components, and to be present as part of the examining committee on the day of your thesis defence.
<b>Proposed substitutes (2) (must have PhD degree)</b>	Name, academic title, department, subject area and email address.

**Attachments:**

- Conflict of interest form (jävsblankett). The critical examiner and the examining committee's objectivity and impartiality.
- List of papers included in the thesis
- Supervisor statement (see page 4)
- Pdf versions of **all** papers included in the thesis - by email to [Anette.Saltin@med.lu.se](mailto:Anette.Saltin@med.lu.se)

**Attachment to be sent to [Anette.Saltin@med.lu.se](mailto:Anette.Saltin@med.lu.se) at least 3 weeks ahead of thesis defence:**

- Certificate that Plagiarism check is performed. *It is the supervisor's responsibility to perform the check and to certify that it has been performed.*

**List of papers included in thesis:**

State the **title** of each paper that is included in the thesis, **all authors** (listed in the order they appear on the publications), publication names, volumes, first and last page, and year.

Name supervisor who is or has been an editor in journal where articles has been published. If this is not the case, this is certified with the following sentence: "None of the supervisors are or have been the editor of any journal in which the doctoral student published his / her articles".

In the case of not yet published articles, state which publications they have been submitted to and if they have been accepted for publishing. Include written confirmation in the form of, for example, a letter from the editor.

## TEMPLATE - Supervisor statement

Briefly describe the following:

- Main content of the thesis
- Its newsworthiness
- The context of the thesis components

Please be sure to specify the PhD student's contribution to each thesis component in terms of planning, follow-up, practical work, script authorship and own initiatives. Please state if the components have been used as part of this thesis, or if they will be used in a different one.

Use the template below to assess the PhD student's contribution to the various stages of each study:

	Study design	Ethics application	Data collection	Statistics	Diagrams/ tables	Results analysis	Manuscript authorship	Manuscript revision	Replies to referents
Study I									
Study II									
Study III									
Study IV									
Study V									

- Not applicable
- 0 No contribution
- ↓ Limited contribution
- 3 Significant contribution

---

Principal supervisor signature

---

Assistant supervisor signature

---

Assistant supervisor signature

---

Assistant supervisor signature

---

Assistant supervisor signature

---

Assistant supervisor signature

**Critical examiner and examination board’s objectivity and impartiality**

All supervisors and the PhD student hereby certify that there are no known binding relationships or conflicts (collaborations, joint publications during the last five years, applications, PhD students, previous supervision, grants or other binding relationships) with the critical examiner and the proposed reviewers (examination committee members).

Signature: \_\_\_\_\_ (Principal supervisor)

Signature: \_\_\_\_\_ (PhD student)

Signature: \_\_\_\_\_ (Assistant supervisor 1)

Signature: \_\_\_\_\_ (Assistant supervisor 2)

Signature: \_\_\_\_\_ (Assistant supervisor 3)

Signature: \_\_\_\_\_ (Assistant supervisor 4)

Signature: \_\_\_\_\_ (Assistant supervisor 5)