### 1. Purpose

The purpose of the final review is to effect a thorough run-through of all sub-studies in the thesis and the draft manuscript of the introductory chapter.

The focus of the final review should be on holding a constructive dialogue in which the expert(s) makes suggestions for necessary revisions/improvements deemed as important for the successful completion of a public defence or licentiate seminar.

The final review is not an examination.

### 2. Time line

The final review should be held no later than 3-6 months before the date to which the public defence of the thesis is planned.

The work should, in the main, be complete. The minimum level at the final review is that two articles have, as a minimum, been accepted for publication; that one paper has been submitted for review; and that there is a manuscript for a further paper. Moreover, a draft manuscript including all the components of the introductory chapter should be ready for presentation.

### 3. Course requirements

All courses should be completed with a passing grade.

### 4. Introductory chapter

The introductory chapter for the final review should be written in English and follow the instructions given in [the university’s thesis template](#).

### 5. Experts

At least two researchers shall, in their capacity of subject specialists, be appointed experts, of which:

- at least one should be an external expert,
- one should have at least the qualifications required for appointment as a docent.

Those appointed as experts for the final review may not be nominated for any assignments at the public defence.

### 6. Disqualification

Formal rules on disqualification apply.
7. **Seminar leader**  
The review seminar shall be chaired by the principal supervisor.

8. **Proposal and decision**  
No proposal form is needed. The seminar is organised by the university and administered by the study and research administrator.

The principal supervisor is responsible for initiating the process and inform the study and research administrator as soon as the date for the review seminar has been set.

9. **Preparations**  
The following documents shall be sent to the study and research administrator:

- a draft introductory chapter
- papers and manuscripts
- a list of other scientific publications part of the thesis project, i.e. conference abstracts etc.
- a status report on the development of the doctoral student’s learning in relation to the intended learning outcomes for the doctoral degree
- copies of ethical application(s) and permission(s) (excl. appendices to the applications). If the ethical vetting application is written in a language other than Swedish, Norwegian, Danish or English, the document must be translated by an authorised translator.
- transcript of records from Ladok (can be downloaded by the doctoral student in the student portal Studenttjänster)
- a statement from the principal supervisor relating to the doctoral student’s completed and planned courses. The account shall be based on the course requirements provided in the general syllabus.
- a copy of the current individual study plan (ISP)

The study and research administrator shall send the invitation and documents to the experts with a copy to the head of subject and the principal supervisor, no later than 3-4 weeks before the planned seminar date.

The introductory chapter and papers/manuscripts shall be sent out via email 7 days before the seminar to those who have signed up to attend.

10. **Seminar**  
The doctoral student presents their completed and planned thesis work, which is then followed by a discussion, firstly with the experts.
and thereafter with all attendees.

The seminar concludes with a discussion in private between the experts, doctoral student and supervisor(s).

11. Language
The final review shall be held in Swedish or English.

12. Duration
The duration of the seminar should be approximately 2 hours. A private discussion will then follow, estimated to take approximately 1 hour.

13. Documentation/assessment
The experts shall provide verbal and written assessments. The written assessment shall be made using the form Assessment midway, final and introductory chapter seminar.

The experts’ assessment shall clearly state what measures are required before the thesis can be presented at the public defence.

The seminar leader is responsible for the form; that it is completed and submitted to the study and research administrator.

14. Finance
The experts receive a fee, reimbursement for travel, as well as accommodation, if needed, for one night. The subject is responsible for meeting these costs.

The university’s travel policy prescribes that travellers are required to opt for the most appropriate and cost-effective mode of travel with respect to cost, time and the environment.

15. Advertising
The study and research administrator will post details of the review seminar in the school’s calendar online and in other channels as requested by the subject.

Study and research administrators
Contact: fouadm.HV@oru.se

Head of subject
Link to webpage for disability science