

Guidelines

Last amended: 2022-06-08

Ärendnr: ORU 1.2.1-03631/2022

Sidnr: 1 (4)



Guidelines for third-cycle courses and study programmes in medical science

1 General

These guidelines have been approved by the Faculty Board of Medicine and Health on 8 September 2017 (ORU 03969/2017) and amendments were last made by the Faculty Board on 8 June 2022. The items listed below are amendments to or revisions of existing procedures, rules and regulations and apply in addition to other University-wide guidelines on third-cycle courses and study programmes at Örebro University. Information on other procedures, rules and regulations can be found in the [Regulations Handbook for Third-Cycle Courses and Study Programmes](#) as well as on the websites for the [School of Medical Sciences](#) and the [School of Health Sciences](#).

2 Mid-way review

- The mid-way review should be held no later than when half of the doctoral programme has been completed, that is, after two years for full-time studies, or earlier if two papers have been accepted for publication in a refereed journal.
- On the appointment of subject specialists/experts for the mid-way review, formal rules on disqualification do not apply. However, these experts should act independently of the supervisors and provide feedback and criticism without the limitations arising from any conflicts of interest.
- The mid-way review is led by a chair who is a senior researcher appointed by the school. Supervisors of the doctoral student should not be appointed chair.
- Doctoral students and supervisors should be wary of dishonest journals/publishers. Journals should be indexed in Web of Science.
- The introductory chapter for the mid-way review should be written using the University's thesis template. The text should have a clear forward-looking focus.
- The introductory chapter should be written in English.
- The completed as well as the planned thesis work shall be reviewed in relation to the intended learning outcomes. The focus shall be on future studies. The experts shall consider the planning of the future studies as set out in the individual study plan.
- Applications for ethical vetting as well as ensuing decisions shall be reviewed by the experts (excluding appendices to the application).
- 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.
- In connection to the mid-way review, the doctoral student is given the opportunity to talk to the mid-way reviewers about the doctoral student's experience on how the supervision works, without the supervisors being present.

3 Final review

- All subject areas and specialisations shall have the opportunity to carry out a final review. An internal reviewer may be used.

4 Plagiarism check

- A plagiarism check shall be run on the introductory chapter of the doctoral thesis and on the licentiate thesis. The doctoral student is responsible for sending the text to the plagiarism detection system Urkund, with assistance from a study and research administrator. The generated report will be reviewed by the head of subject or the specialisation coordinator. If there is some uncertainty about the analysis result, the head of subject/specialisation coordinator will communicate with the supervisor.
- A plagiarism check should be run on all hand-in assignments on third-cycle courses at ORU. The responsibility for making sure this happens lies with the course coordinator.

5 Thesis

- The thesis should be written in English.
- Journal(s) shall be contacted prior to the public defence to obtain permission to publish the paper and pictures/tables in the thesis.
- The introductory chapter should be proofread.
- A scientific paper should not be included in more than two theses. The scientific contribution made by each doctoral student must be clearly stated.
- A compilation thesis should contain four substudies with the doctoral student as the lead author of at least three of these. Usually, at least two substudies have been published or accepted for publication in refereed journals, but what is central to the examining committee's assessment of the thesis project is the doctoral student's contribution and how this contribution corresponds to the intended learning outcomes. Systematic overview papers and meta-analyses/syntheses may be included in the thesis.

6 Licentiate thesis

- The licentiate thesis should be written in English.
- Journal(s) shall be contacted prior to the licentiate seminar to obtain permission to publish the paper and pictures/tables in the thesis.
- A licentiate thesis should contain two substudies with the doctoral student as the lead author of at least one of these. Usually, at least one substudy has been published or accepted for publication in refereed journals, but what is central to the examiner's assessment of the thesis project is the doctoral student's contribution and how this contribution corresponds to the intended learning outcomes. Systematic overview papers and meta-analyses/syntheses may be included in the thesis.



7 Public defence of the doctoral thesis

- Along with submission of the proposal for public defence of the doctoral thesis, in addition to what is otherwise requested in the University guidelines, the following documents should be attached:
 - (i) all current papers as well as any additional unpublished material that are to be included in the thesis,
 - (ii) all issued permits for ethical approval on which the thesis work rests and,
 - (iii) all complete applications for ethical approval, any additional applications including all attachments.
- Applications for ethical vetting as well as ensuing decisions (excluding appendices to the application) shall be reviewed by the examining committee. To the proposal for the public defence of the doctoral thesis, the supervisor shall append a written account of the ethics permission in relation to the execution of the research project. 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.
- Docents, employed at Örebro University, may be appointed chair at the public defence.
- Subject specialists from the final review may not have any assignments at the public defence.
- Two internal members of the examining committee from the same specialisation may be allowed if there is ground for this and if a written account from the persons in question can verify that there are no conflicts of interest at play between them.
- The examining committee shall have the ability to assess all aspects of the thesis and the relevant expertise of each committee member must be stated in the proposal for the public defence of the doctoral thesis.
- Arrangements should be made for a stand-in member of the examining committee.
- For the review of the thesis papers prior to the public defence, each member of the examining committee will be asked to deliver feedback on the thesis papers, both in terms of quality and quantity. The members' assessment whether a public defence is recommended or advised against shall be notified the school in writing. At the public defence, the examining committee will make a new and collective assessment of the thesis as a whole, in accordance with instructions. Please note that the recommendation for or advice against a public defence made by members of the examining committee at the review stage shall not determine whether the thesis is awarded a final passing or failing grade.

8 Licentiate seminar

- Applications for ethical vetting as well as ensuing decisions (excluding appendices to the application) shall be reviewed by the examiner. To the proposal for the public defence of the licentiate thesis, the supervisor shall append a written account of the ethics permission in relation to the execution of the research project. 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.

- The licentiate thesis shall be reviewed in relation to the intended learning outcomes. The review shall be performed by the examiner.
- Arrangements should be made for a stand-in examiner.

9 Entry-into-force

This decision will enter into force on 8 September 2017.

The guidelines were last amended on 8 June 2022.