

GUIDELINES ON VENUES AND REFRESHMENTS IN CONNECTION WITH DOCTORAL PROGRAMME ACTIVITIES

(as provided by Head of School decision ORU 1.2.1-01334/2017)

For doctoral students admitted to doctoral programmes at the School of Health Sciences (HV) and the School of Medical Sciences (MV), the following guidelines apply.

Venues	<p>Activities carried out as part of the doctoral programmes at Örebro University shall take place on University premises at any of the University's campuses. This decision applies to seminars (licentiate seminars and mid-way reviews, as well as seminars on introductory chapters [<i>kappaseminarium</i>] and final reviews), the public defence of a doctoral thesis¹, and the examining committee meetings at licentiate seminars and public defence events. Costs incurred for such venues will be met by the school in question and the booking is administered by the research administration team who will also provide practical support in organising these activities.</p>
Refreshments	<p>Licentiate seminar</p> <p>For licentiate seminars, the school will order and meet the costs incurred for coffee and lunch for the examiner, supervisor and external reviewer. If the seminar takes place in the morning and a decision has been made before lunch, the doctoral student may also attend the lunch.</p> <p>The doctoral student is responsible for organising and meeting any costs incurred for refreshments after the seminar.</p> <p><i>Spikning</i> – notification of the date of the defence</p> <p>For the ceremony surrounding the notification of the date of the defence, the school will meet the costs for refreshments (non-alcoholic cider and snacks) at a maximum cost of 500 SEK. The research administrator team is responsible for making the appropriate arrangements for the refreshments.</p> <p>Public defence of the doctoral thesis</p> <p>For public defences, the school will order and meet the costs incurred for coffee and lunch for the examining committee, supervisor and external reviewer. If the public defence takes place in the morning and a decision has been made before lunch, the doctoral student may also attend the lunch.</p> <p>Costs for refreshments after the public defence will be met by the school (max. 2,000 SEK). The research administration team will provide support in terms of booking and invoicing the refreshments. The doctoral student is, however, responsible for making any practical arrangements surrounding</p>

¹The public defence of the doctoral thesis shall take place on a University campus, unless there are special reasons to the contrary (15.3.2 Regulations Handbook for Third-Cycle Courses and Study Programmes at Örebro University). Such a decision is made by the head of school in connection with the proposal for the public defence. In such cases, funding will not be provided by the school.

	<p>the refreshments.</p> <p>Other</p> <p>The school will not meet any other refreshment costs incurred for any other activities on the doctoral programme.</p>
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