Information and checklist to doctoral students and their supervisors in preparation for doctoral theses, date announcement and defence

This information and checklist is intended for use by doctoral students and their supervisors in preparation of, among other things, thesis production; the announcement of the date of the public defence of the thesis; and the public defence itself.

Rules for the public defence
Once you have agreed on a date for the public defence, it is important that you as the supervisor read up on the rules that apply at the public defence. You can find these in section 15.3 Proposals and decisions on the public defence in the Regulations Handbook for Third Cycle Courses and Study Programmes. For more detailed information, see the document Information on proposal for the public defence of doctoral theses (in Swedish).

Of the subject specialists attending the mid-way review or the final review, a maximum of one may be appointed member of the examining committee at the public defence. They may however not be appointed external expert for the public defence. For the subject of medical science, anyone who has had the role of subject specialist at the final seminar may not be appointed to any formal role at the public defence.

Production of the doctoral thesis
Within the subject of medical science, the thesis should be written in English.

Journals shall be contacted prior to the public defence for permission to reprint the paper including images/tables in the thesis using the template provided.

The introductory chapter of compilation theses shall undergo language checking. The faculty board will allocate funds for this purpose.

For the subject of medical science, a scientific paper should not be included in more than two theses. The extent of the respective doctoral student’s scientific contribution should be clearly stated. A compilation thesis should contain four substudies with the doctoral student as the lead author of 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 learning outcomes. Systematic overview papers and meta analyses/syntheses may be included in the thesis.
No later than 13 weeks before the public defence is to take place, you as a **doctoral student** should be in touch with the printing office **Repro** at Örebro University (ORU) regarding the production of your thesis. Contact them by filling in and submitting the online form **Details for thesis preparation and production**.

**Publication series**
In this form, specify the series to which the doctoral thesis belongs:

- Örebro Studies in Medicine (medical science)
- Örebro Studies in Sport Sciences (sport science)
- Studies from the Swedish Institute for Disability Research (disability science)

**Research Subject Area**
In the form you should also specify in which subject you are doing your doctoral thesis. Those admitted to a programme in medical science select Medical Science or Medical Science with the specialisation in question. This will be printed on your thesis.

On the page **Thesis production** you will find information to help you as a doctoral student in writing your thesis. Here you will find essential advice on planning and structuring your work, submission, publication edition, etc. There are also examples of design recommendations.

**Plagiarism check of the introductory chapter**
A plagiarism check shall be run on the introductory chapter. The doctoral student is responsible for sending the text to the plagiarism detection system Urkund, with assistance from the programme administrator. For the subjects medical science and disability science, see “Guidelines for plagiarism check of introductory chapters prior to the public defence of doctoral theses and licentiate seminar for the subject areas of medical science and disability science”.

**Proposal of date and time of the public defence**
After agreeing on the date and time of defence, the **supervisor** informs the programme administrator of the scheduled date and time, to ensure that it is not already reserved for another public defence in the same subject (applies to disability science and sport science) or the same specialisation (applies to medical science). The faculty who is the decision-making body only permits one defence at a time in the same subject/specialisation, i.e. a maximum of one defence in the morning and one defence in the afternoon, on a particular day. You may indeed apply for a public defence on the same date and time as another defence in the same subject/specialisation, but then it is important to justify in writing why you are requesting the defence on that particular date and time. However, there is always the risk of rejection of your application.

Email the date and time to:
- **fouadm.HV@oru.se** for public defences at the School of Health Sciences (HV)
- **fouadm.MV@oru.se** for public defences at the School of Medical Sciences (MV)

**Booking of venue and conference room**
The **supervisor** is to contact the programme administrator as soon as possible concerning bookings. Rooms available for booking are listed in the document “Guidelines on venues and refreshments in connection with doctoral programme activities”.

Established by Åsa Berglind
Revised by Åsa Berglind and Johanna Hulldin 2018-10-04
Proposal for the public defence
After you have agreed on a date for the public defence, and the external examiner, examining committee and defence chair have accepted their assignment at the defence, a proposal for the defence should be submitted. The doctoral student is to complete the first part (stated in the form) of Proposal for public defence of doctoral thesis.

Under the heading “Ämne” (subject), doctoral students admitted to the doctoral study programme in medical science selects medical science with the specialisation in question.

If you are unsure about the degree to be filled in under the heading “Avsedd Examen”, see section 17.3.1 Degrees (prefix) in the Regulations Handbook for Third-Cycle Courses and Study Programmes at Örebro University.

The supervisor completes the remaining part of the form and sends it (with original signature from the doctoral student), along with the attached documents listed on the form to the programme administrator (fouadm.HV@oru.se or fouadm.MV@oru.se). Noted! For doctoral students with a doctoral studentship at ORU, the form with the original signatures shall be sent by post.

The administrator in turn will forward it to the head of subject/specialisation coordinator, who presents the proposal to the head of school for recommendation. The programme administrator then sends the application to the faculty board for decision. You will be notified of the decision by email.

Note! Your application must be submitted to the programme administrator no later than 13 weeks before the scheduled date of the public defence. It is important that the appendices mentioned in the above form are enclosed, otherwise it is likely to delay the processing of your application and the decision on your public defence.

Heads of subject:
See head of subject for disability science
See head of subject for sport science
See head of subject for medical science

Specialisation coordinators:
See specialisation coordinator for biomedicine
See specialisation coordinator for medicine
See specialisation coordinator for surgical sciences
See specialisation coordinator for healthcare sciences

Internationalisation – lecture
If the external expert or any of the members of the examining committee comes from another country, we recommend that they be asked to give a lecture at ORU. We therefore ask you as supervisor, who are in contact with those concerned, to check if this would be possible. If so, please contact the programme administrator (fouadm.HV@oru.se or fouadm.MV@oru.se) for assistance with booking venue, advertisement etc.
**Preliminary examination – medical science only**

It is part of the examining committee's assignment to do a preliminary examination of the doctoral thesis (published articles and manuscripts). Before proposal for the defence is made, the **supervisor** is to notify the prospective examining committee members of the request, after which they have 2 weeks to review the material and subsequently notify the school in writing whether or not the student is advised to defend their thesis.

**No later than 11 weeks** before the defence, the **doctoral student** is to send their material by email to the programme administrator (fouadm.HV@oru.se or fouadm.MV@oru.se), who in turn forwards the material, along with a notification letter and a form for the preliminary examination, to the examining committee members.

**Communication to the external examiner, examining committee and defence chair**

The programme administrator will email the external examiner, examining committee and defence chair (with a copy to the principal supervisor), and attach:
- Decision on defence.
- The document **Information for faculty examiners**.
- Welcome letter from the University offering assistance in booking travel and accommodation (external examiner and examining committee) and an invitation to lunch.

**Refreshments**

Regarding refreshments at the defence, see the guidelines in the document “Guidelines on venues and refreshments in connection with doctoral programme activities”.

**Remuneration to the external examiner and examining committee**

The school pays a fee to the external examiner and covers the travel and any hotel costs of the external examiner and members of the examining committee.

**Announcement of public defence of thesis (spikning)**

At ORU, the announcement of the date of the defence is made both electronically and by means of a ceremony known as **spikning**. For more information, see section 15.4 Announcement of public defence of thesis, in the Regulations Handbook for Third-Cycle Courses and Study Programmes at Örebro University.

See also the school’s guidelines for ceremonial announcements, “Guidelines for the notification of the date of the defence of a doctoral thesis (spikning)”.

**Printing and distribution of the thesis**

157 copies of the thesis are to be printed and paid for by ORU. 120 of these (including two spiral bound copies) go to the school. Printing is in most cases provided by ORU’s printing office **Repro**.

The remaining 37 copies belong to ORU and are used for distribution to the National Library, all the university libraries in Sweden and internally at ORU (Vice-Chancellor, pro-vice-chancellor, research communicators, University Library, Medical Library as
well as the local newspaper Nerikes Allehanda). Remaining copies are available for sale. Distribution and sales are provided by Repro.

The 120 copies going to the school are used for distribution to the external examiner, examining committee and the public defence chair as well as for announcement (spikning), the defence and archiving. After the defence, any remaining copies may be kept by the doctoral student.

The programme administrator sends the thesis to the external examiner (one spiral bound copy), members of the examining committee and chair of the defence, ensuring that there is one copy of the thesis for spikning and one copy for archiving, and delivers the remaining copies to the defence venue for the audience. The doctoral student distributes the thesis to those concerned within the school and other contacts.

The doctoral student may order extra copies at their own expense. It is considerably cheaper to do this in conjunction with the first edition, rather than placing a new printing order at a later date.

**Presentation materials**
If PowerPoint presentations are to be used at the defence, the presentation template with the Örebro University logo should be used (the link points to Inforum, ORU’s intranet. Log in with your ORU account).

**Press release**
You as a doctoral student will be contacted by ORU’s research communicators regarding a press release for the thesis. If you wish to come in contact with them, click the link above (the link points to Inforum, ORU’s intranet. Log in with your ORU account.)

**Documents for the defence**
A few days before the defence, the programme administrator will put together a folder containing the minutes form, a remuneration form for the external examiner, travel expense claim forms, etc. The folder is handed over to the chair prior to the public defence. The chair will return it and its contents to the programme administrator when the defence is completed.

**Degree certificate**
After passing the public defence, the former doctoral student requests a doctoral degree certificate by completing and submitting the Application for degree certificate (return address is stated on the form).

In addition to passing your public defence, however, all course requirements shall be met before you can obtain your doctoral degree.

**Doctoral promotion**
Örebro University’s academic celebration is arranged every year in February to mark the University’s inauguration. It includes doctoral promotions, professorial inauguration and award ceremonies. Read more about the annual academic celebration (in Swedish). This is where you find contact details for Events Office (the link points to Inforum, ORU’s intranet. Log in with your ORU account.).
Contact and questions

Link to webpage with contact details of programme administrators at the School of Health Sciences (disability science, sport science, medical science – healthcare sciences specialisation), email fouadm.HV@oru.se

Link to webpage with contact details of programme administrators at the School of Medical Sciences (medical science – medicine, surgical sciences and biomedicine specialisations), email fouadm.MV@oru.se

If you should discover that you are missing any information, we would appreciate if you please contact any of the programme administrators, so we may have the opportunity to clarify the information or add it to the checklist.