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

This document is intended for use by doctoral students and their supervisors in preparation for the public defence of the doctoral thesis.

Rules for the public defence
Once you have agreed on a date for the public defence, it is important that the supervisor reads 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.
The faculty, who is the decision-making body, recommends that a maximum of one of those subject specialists that attended the doctoral student’s mid-way review be appointed member of the examining committee. Moreover, the faculty recommendation is that the external expert at the public defence should be other than one of the subject specialists at the mid-way review. However, if there are special grounds for such an appointment, these must be provided and attached to the proposal for the public defence.

Production of the doctoral thesis
No later than 13 weeks before the public defence is to take place, you as a doctoral student should be in touch with Repro (Printing Office) at Örebro University regarding the production of your thesis. Contact them by filling in and submitting the online form Details for thesis preparation and production.

Publication series
Specify in the form the series to which the doctoral thesis belongs:

Örebro Studies in Medicine (biomedicine, surgical sciences and medicine)
Örebro Studies in Care Sciences (healthcare sciences)
Örebro Studies in Sport Sciences (sport science)
Studies from the Swedish Institute for Disability Research (disability science)

Research Subject Area
In this 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.

Follow the first link above to find additional information for helping you as a doctoral student in writing your thesis. Here you will find essential advice on planning and

Latest revision 2017-03-30
structuring your work, submission, publication edition, etc. There are also examples of design recommendations. A well thought-out design can enhance and lift your content.

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 by another public defence in the same subject. The faculty who is the decision-making body only permits one defence at a time in the same subject, 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, 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 for rejection of your application.

Email the programme administrator on:

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 guidelines for venues and refreshments, Guidelines on venues and refreshments in connection with doctoral programme activities.

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 does this by completing the first part (stated in the form) of Proposal for public defence of doctoral thesis.

Under the heading “Åmne” (subject) the doctoral student selects the appropriate programme 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). The administrator in turn will forward it on to the subject representative/specialisation coordinator, who presents the proposal to the head of school for recommendation. The application is then sent 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.

Latest revision 2017-03-30
The **supervisor** will send to the administrator, the mobile number and address details (to where the thesis is to be sent) for the external examiner, the examining committee members and the defence chair.

**Subject representatives:**
See subject representative for Disability Science
See subject representative for Sport Science
See subject representative for Medical Science

**Specialisation coordinators:**
See specialisation coordinator for Medical Science, specialisation in Biomedicine
See specialisation coordinator for Medical Science, specialisation in Medicine
See specialisation coordinator for Medical Science, specialisation in Surgery
See specialisation coordinator for Medical Science, specialisation in Healthcare

**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 2-3 weeks to review the material and subsequently notify the school in writing, if the student is advised not to defend.

No later than **10 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 and a notification letter 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, and attach:
- Decision on defence (Proposal for/decision on the defence, signed by the dean).
- The document [The public defence of doctoral theses at Örebro University - information for faculty examiners, members of the examining committee and the chair at the public defence](#).
- Welcome letter from the university offering assistance in booking travel and accommodation (external examiner and examining committee). If they choose to make their own arrangements, costs for travel by the least expensive means will be reimbursed.

**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 hotel costs of the external examiner and members of the examining committee.
**Announcement of public defence of thesis (spikning)**
Two announcements of the defence are to occur at Örebro University. 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 of the thesis**
150 copies of the thesis are to be printed and paid for by Örebro University. 120 of these (including two spiral bound copies to the external examiner) go to the subject/school. Printing is provided by Repro (Printing Office), in most cases.

The remaining 30 copies belong to the University and are used for distribution to the National Library, all the university libraries in Sweden and internally at the University. Remaining copies are available for sale. Distribution and sales are provided by Repro.

**Distribution of the thesis**
The 120 copies going to the subject/school (see the above heading “Printing of the thesis”) 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, remaining copies may be kept by the doctoral student.

The programme administrator sends the thesis to the external examiner (spiral bound copy), members of the examining committee and chair of the defence, ensuring that there is one copy of the thesis for spikning at ÖU and one copy for archiving, and delivers the remaining copies to the defence 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 basic 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 webpage is in Swedish, but the presentation template is available in both Swedish and English).

If overhead transparencies will be displayed, the Örebro University logo should be used. The webpage is in Swedish, but the logo is available in both Swedish and English).

These links point to Inforum, Örebro University’s intranet, which requires that you log in with your ORU account.

**Press release**
You as a doctoral student will be contacted by Örebro University’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, Örebro University’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 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, Örebro University’s intranet. Log in with your ORU account.).

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.

// Programme administrators at the School of Health Sciences (HV) and Programme administrators at the School of Medical Sciences (MV)