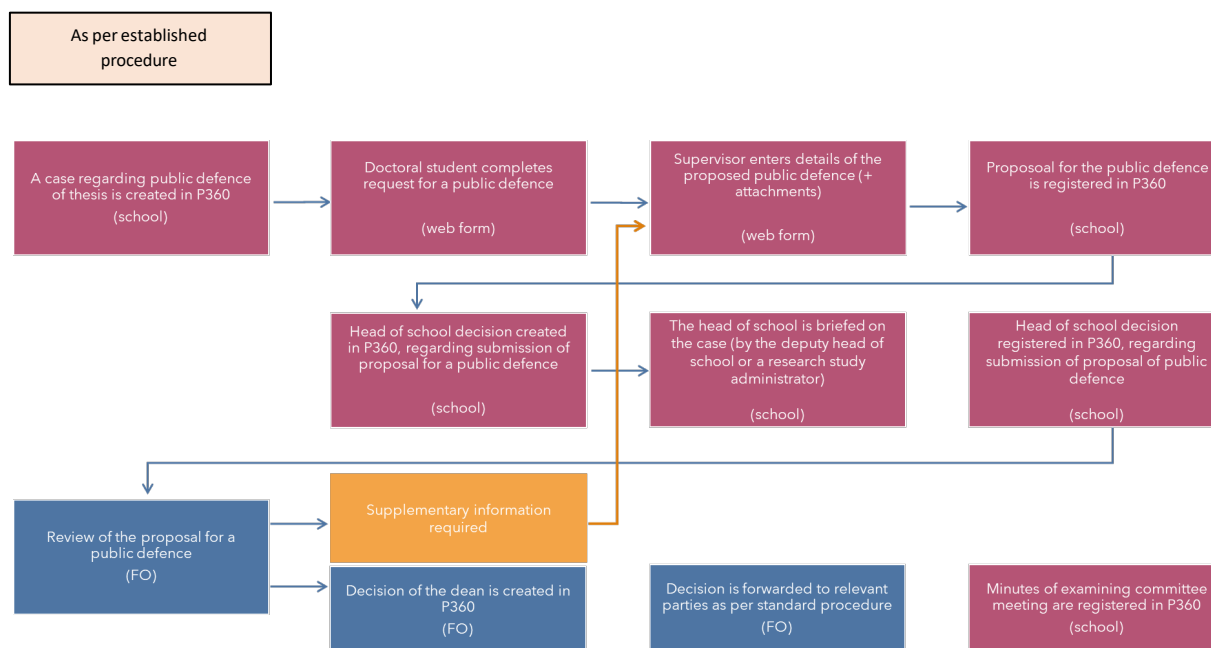


## Digital processes for the proposal of a public defence of thesis – instructions for doctoral students and principal supervisors

The proposal for the public defence is prepared at the school and forwarded for processing at the Faculty Office (FO), after which a decision is made by the dean of the faculty in question. The different steps in the process are outlined in the flow chart below:



### Proposal for the public defence of a doctoral thesis

#### The proposal for the public defence of a doctoral thesis has the following components:

- Request for a public defence (filled out by the doctoral student)
- Details of the proposed public defence from the principal supervisor (filled out by the principal supervisor)
- Decision by the head of school to submit the proposal for public defence (following briefing)

1. The **doctoral student and/or principal supervisor** contacts the research study administration team at the school about the proposal for public defence. **Note!** Date, time and venue for the public defence must be cleared with the research study administration team before a proposal for the event can be submitted using the web form. These details must be confirmed before the matter can be taken any further.
2. The **research study administration team** emails a link to a web form (at oru.se) to be completed by the doctoral student and principal supervisor respectively, to request the public defence.
3. The **doctoral student** receives an email from the research study administration team containing a link to the web form “**Request for the public defence of a doctoral thesis**” which the doctoral student then completes. A summary of the completed form is generated automatically and is sent via email to

the doctoral student, principal supervisor and the research study administration team.

4. **The principal supervisor** receives an automatically generated email once the doctoral student has completed their request for a public defence, containing a summary of the details entered by the doctoral student. The supervisor also receives an email from the research study administration team containing a link to the web form “**Principal supervisor’s details of the public defence**”, which the supervisor then completes.

**Note** that if you close the browser, any text you have entered will not be saved in the web form. You should therefore make sure you complete the whole form once you have started. Required attachments are uploaded on the final page.

**Important tip!** Save all information and attachments in a separate folder on your computer, making it easy to upload them once you are completing the web form. If at a later stage, supplementary information is requested, you may need to provide the information and upload the attachments again (see the section *If supplementary information is required* below). The files should be named to clearly reflect their content.

The following attachments will be required:

- **Minutes** or other written statement from a **quality review** (e.g. mid-way review/seminar)
  - Brief **summary** of the thesis
  - **Grounds for** the proposal of external reviewer, examining committee (incl. substitutes) and chair of the public defence. Note that this must include a detailed account of the relevant expertise of each of the members of the examining committee with regards to their ability to assess every aspect of the thesis (must be dated)
  - **Assessment of conflicts of interest** for the persons proposed in relation to the doctoral student and supervisor (must be dated)
  - **List of papers** (when the thesis is a compilation thesis)
  - **Account of any changes** made to the thesis as a result of comments received in the quality review (must be dated)
  - **Account of the doctoral student’s contributions** when research paper/doctoral thesis has been co-authored with another person (must be dated)
  - **Special grounds.** If, according to guidelines, special grounds are required for a certain decision, an account of these grounds must be provided in this document (must be dated)
  - Any **consultation with the dean**, i.e. if a consultation has previously taken place that affects the decision on the public defence, such consultation must be accounted for in this document (must be dated)
5. A summary of the completed web form and uploaded documents is generated automatically via the email address provided in the web form by the **principal supervisor**, with a copy to the research study administration team.
  6. The **research study administration team** registers the doctoral student’s request and the information provided by the supervisor in P360 and notifies the person responsible for briefing the head of school on the matter.
  7. The head of school is briefed on the matter, most often by the deputy head of school or the research study administrator.

8. The **head of school** makes an electronic decision on submitting the proposal for public defence, after which **the research study administrator in question** notifies the **Faculty Office advisor** that the matter can be processed.
9. The **Faculty Office advisor** processes the submitted proposal and notifies the **principal supervisor** and the **research study administrator** of any requests for supplementary information (see section *If supplementary information is required* below). If the proposal for public defence is considered complete, the **Faculty Office advisor** briefs the dean on the matter.
10. The **dean** makes a decision on the matter of the proposed public defence after which the **Faculty Office advisor** forwards the decision to the relevant parties, as per standard procedure.

### **If supplementary information is required**

1. The **Faculty Office advisor** contacts the principal supervisor (with a copy to the research study administration team) and requests any supplements or amendments required in the matter.
2. Depending on the type of supplementary information required, the **principal supervisor** again completes the web form “**Principal supervisor’s details of the public defence**” (see point 4 above), entering the information that remains unchanged as well as the additional/amended information, including all attachments.
3. The **research study administration team** re-registers the doctoral student’s request and principal supervisor’s information in P360 and then notifies the person responsible for briefing the head of school on the revised proposal.
4. The head of school is briefed on the revised proposal (most often by the deputy head of school or the research study administrator).
5. The **head of school** comes to a new decision on submitting the proposal, after which the Faculty Office takes over the processing prior to the dean’s decision on the proposal of a public defence.