

## Recommended timetable: Licentiate seminar

This is a condensed timetable for the year preceding the final licentiate seminar.

<b>Time</b>	<b>Procedure</b>	<b>Person(s) responsible</b>
<b>About 12 months before the planned licentiate seminar</b>	<ul style="list-style-type: none"> <li>• Discuss the composition of the examining committee and possible external reviewer candidates.</li> </ul>	Principal supervisor, in consultation with the other supervisors
<b>12-6 months before the planned licentiate seminar</b>	<ul style="list-style-type: none"> <li>• Book a preliminary date for the licentiate seminar with the Executive Officer for Third-cycle Education at the Management Office (LKA) <a href="mailto:forskarutbildningen@mdh.se">forskarutbildningen@mdh.se</a>.</li> <li>• A complete proposal for the examining committee and the external reviewer.</li> <li>• Book a room and time through <a href="mailto:admdrift@mdh.se">admdrift@mdh.se</a></li> </ul>	Principal supervisor and doctoral student
<b>No later than 8 semester weeks before the planned licentiate seminar</b>	<ul style="list-style-type: none"> <li>• The last opportunity to formally apply for a licentiate seminar.</li> </ul>	Principal supervisor
<b>No later than 8 semester weeks before the planned licentiate seminar</b>	<ul style="list-style-type: none"> <li>• Send a digital summary of the thesis, in English and Swedish, to <a href="mailto:forskarutbildningen@mdh.se">forskarutbildningen@mdh.se</a>.</li> </ul>	Doctoral student
<b>As soon as possible after a decision on</b>	<ul style="list-style-type: none"> <li>• Register your thesis in DiVA to obtain an ISBN number and title page.</li> </ul>	Doctoral student

<b>the licentiate seminar from the Pro-Dean for Third-cycle Education</b>		
<b>No later than 6 semester weeks before the planned licentiate seminar</b>	<ul style="list-style-type: none"> <li>• Thesis printing starts; production process from completed file to completed thesis ca 3 weeks.</li> </ul>	Doctoral student
<b>No later than 4 semester weeks before the planned licentiate seminar</b>	<ul style="list-style-type: none"> <li>• Inform the external reviewer about the procedure. This is of particular importance if the examiner is from abroad.</li> </ul>	Principal supervisor
<b>No later than 3 semester weeks before the planned licentiate seminar</b>	<ul style="list-style-type: none"> <li>• Distribute the thesis to the parties concerned. The thesis is entered into DiVA by the Library.</li> </ul>	Doctoral student
<b>No later than the day before the planned licentiate seminar</b>	<ul style="list-style-type: none"> <li>• Pay a visit to the seminar venue to check the equipment and that PowerPoint works on it (book with <a href="mailto:lokalservice@mdh.se">lokalservice@mdh.se</a>).</li> </ul>	
<b>The day of the seminar</b>	<ul style="list-style-type: none"> <li>• The seminar Chair ensures that the examining committee has a room to convene in.</li> <li>• The Chair of the Examining Committee is responsible for sending a signed original of the Committee's Grading</li> </ul>	Principal supervisor

	Decision to the Executive Officer for Third-cycle Education at the Division of Education and Research Administration, and for ensuring that one copy is kept at the School for registration in Ladok.	
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