

New licentiate rules are on their way...double check when getting closer

Requesting proofreading? Contact Anne WELL in advance (3 months)!



## Licentiate seminar - preparations

Faculty of Science and Engineering: Computer Science, Design - Faculty of Arts and Sciences: Statistics, Cognitive Science

> more than 2 months ahead	latest 2 months before		> 3 weeks before	
<b>Supervisor:</b> Faculty of Science and Engineering: Contacts opponent and examiner (PhD degree), with a request of accepting role. <i>Faculty of Arts and Sciences: Contacts opponent and committee (at least three doctoral degree teachers), with a request of accepting role</i> . Agrees on forms for presentation and discusses time frames. Sends relevant publications and draft of thesis to involved persons. See "Routine for licentiate seminar". <div> <input type="checkbox"/> Done         </div>	<b>Application for licentiate</b> - filled out and filed by Anne - signed according to form. (Science / Engineering: PhD student and supervisor Arts/Sciences: PhD student) <div> <input type="checkbox"/> Done         </div>	<b>The thesis is completed</b> according to deadlines in the printing schedule. IDA-licentiat - fixed format. The PhD student needs to be able to pick-up/deliver during the printing/proofreading week. Thesis' are delivered to IDA office supply room - Anne checks delivery. The thesis is not to be distributed before official announcement has been made. Templates for mandatory pages - see IDA gradsite portal (or IDA "Blanketter och mallar") <div> <input type="checkbox"/> Done         </div>	<div> <input type="checkbox"/> Done         </div>	<b>Day of Licentiate Seminar</b>
<b>Supervisor - regulations and documentations</b> Consideration of conflict of interest Checks date and time with Anne to avoid double booking Await yes from requested persons Sends date, time, list of names incl title, e-mail addresses, webadress (home page) and motivation for choice of person - to Anne who prepares the application to the faculty.	<b>PhD student:</b> Creates permanent link/URL in DIVA Receives printing schedule and thesis numbers from Anne Check course points - plan for missing points.	<b>PhD student:</b> Mandatory pages to be sent to Anne for approval BEFORE sending to LiU-tryck!! <i>Cover (LiU template and IDA design)</i> <i>Title page - front and back</i> <i>Abstract</i> Acknowledgement Prints E-press agreement, signs and send to ep@ep.liu.se Sends IDA printing form to LiU-tryck Don't forget - when the final approved manuscripts has been sent to LiU-tryck - enter DIVA and actually submit your "post/thesis-file"	<b>PhD student:</b> Discuss reception after seminar with your lab administrator	<b>PhD students:</b> Your lab administrator takes care of the practical matters during the day (and preparations such as travels etc) For external PhD it is usually Anne who deals with the above. Check the location and technical equipment in due time before start of presentation Preparations for celebration afterwards: If alcoholic beverage is a preference, it is supplied (and paid for) by the PhD student and handed over to the lab administrator.
<b>PhD student:</b> Requests a start meeting with Anne Sends the following information to Anne (does not have to be the final version) <i>Abstract (English)</i> <i>Publication list with information of the PhD students contribution for each paper</i> <i>Thesis title</i> <i>Requested location for the seminar (IDA-lic-thesis usually Alan Turing)</i> <i>Popular science text in Swedish (Science/Engineering)</i> Get permission from publisher when needed (see E-press)	<b>Anne:</b> Requests thesis numbers etc Requests printing schedule from LiU-tryck Make reservations for location(s). Alan Turing default for licentiate seminar Sends information to lab administrator Books a technician for the digital parts.	<b>Anne:</b> Checking and approving mandatory pages Sends the PhD student the IDA collection pages that should be added to the thesis. Fulfillment of course points - ladok registration - check by supervisor and PhD student.	<b>Anne:</b> Announcement in LiU calendar Official announcement to IDA Sends the printed thesis to opponent and examiner/committee. Supplies the examiner with protocol form	After finished (and approved) presentation, Anne will register the result in Ladok and the PhD student applies for the degree through <a href="http://www.student.ladok.se">www.student.ladok.se</a> . Note! Check e-mail address in Ladok - the certificate will be sent as a pdf (no printed certificates).

### Links, mail addresses etc:

To be able to click, see <https://www.ida.liu.se/edu/grad/studies/checklists/To-Do-list-2020-LIC-ENG.pdf>

[E-press - publish and create permanent link/URL \(Note - do not use the exhibition page template available in E-press\)](#)

[E-press-agreement - to be sent in - see E-press pages](#)

[Conflict of interest - what should be considered?](#)

[LADOK - application for degree](#)

[PhD degree - information](#)

[Plagiarism - how to check/control](#)

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### Routine for licentiate presentation:

The examiner is chairing the seminar.

1. The examiner opens, presents the opponent, candidate, etc.
2. The candidate present the work
3. The examiner invites the opponent
4. The opponents leads the discussion with the candidate (puts a lot of questions)
5. The examiner puts some questions
6. The examiner opens the floor to the audience for questions.
7. The examiner closes the seminar  
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8. In a closed meeting examiner&opponent&supervisor discuss.  
The examiner takes the decision pass/fail