

Points to consider before the licentiate seminar

When	What
<p>6 months before the licentiate seminar</p>	<ul style="list-style-type: none"> • The doctoral student contacts an editor/proofreader, if necessary, before the thesis is printed. The cost of the proofreading is to be financed via the doctoral student's "funding backpack". • If the doctoral student is writing a compilation thesis, the doctoral student contacts the journals where articles have been published to ask for permission to print them. • The doctoral student contacts the research coordinator to check details about the printing of the thesis and to request the following: <ol style="list-style-type: none"> 1. template + instructions for the summarising chapter 2. contact details of the printing house and the order form 3. the number in HLK's report series + a list of previous reports 4. ISBN number (one for the printed version and one for the digital version). • The doctoral student contacts the printing house: Sets up a timetable with the printing house so <u>the essay will be printed and sent to the research coordinator no later than four weeks before the licentiate seminar.</u>

Points to consider before the licentiate seminar (continued)

When	What
<p>Latest 4 months before the licentiate seminar</p>	<ul style="list-style-type: none"> • The main supervisor contacts the research coordinator to check the date and time of the licentiate seminar. The time should preferably be at 13.00 on a Friday. • The research coordinator books a room for the seminar. • The main supervisor sends a request to the intended examiner, chair and faculty examiner.
<p>Latest 2 months before the licentiate seminar</p>	<ul style="list-style-type: none"> • The main supervisor completes the form "Notification of licentiate seminar" (see detailed information in the study manual under "9.1 Notification of licentiate seminar"). • The main supervisor (in conjunction with the notification being announced in NUF's minutes) contacts the faculty examiner, examiner and chair and sends a formal invitation to the licentiate seminar and the preceding lunch. The research coordinator has a standard form for the invitation. Together with the invitation, the main supervisor appends instructions for the faculty examiner at the licentiate seminar. • The research coordinator enters the seminar in the calendar and on the third-cycle education external website. In conjunction with this, the research coordinator notifies the MD secretary that the seminar is to be advertised on Playlpp.
<p>Approximately 7 weeks before the licentiate seminar</p>	<ul style="list-style-type: none"> • The doctoral student sends the thesis to the printing house. • The doctoral student sends the front and back covers of the thesis and the abstract to the main supervisor, director of third-cycle education and research coordinator for proofreading. The doctoral student is responsible for ensuring that everything is correct according to the applicable guidelines and instructions.

Points to consider before the licentiate seminar (continued)

When	What
<p>Latest 4 weeks before the licentiate seminar</p>	<ul style="list-style-type: none"> • The research coordinator places a request with the communications department to photograph the licentiate seminar and write a press release about the licentiate thesis. • The doctoral student sends the thesis to the chair, faculty examiner and examiner. • The research coordinator is responsible for the distribution of other mandatory copies as stipulated in the study manual. • The research coordinator ensures that the examiner signs an archive copy.
<p>Latest 3 weeks before the licentiate seminar</p>	<ul style="list-style-type: none"> • The research coordinator books travel and accommodation for those who require it. • The doctoral student sends the digital version of the thesis to the library so it is registered in DiVA.
<p>Latest 2 weeks before the licentiate seminar</p>	<ul style="list-style-type: none"> • The research coordinator sends a prepared remuneration invoice to the faculty examiner. If the faculty examiner lives abroad, a special form is sent and a copy of his/her passport is requested. • The research coordinator prepares the invoice documentation for the lunch and sends it to the main supervisor. • The research coordinator prepares the report and goes through it with the main supervisor. • The research coordinator orders refreshments for the faculty examiner, examiner, chair and supervisors. • The research coordinator checks the number of people with the doctoral student and orders refreshments for the social gathering after the licentiate seminar.

Points to consider before the licentiate seminar (continued)

When	What
In conjunction with the licentiate seminar	<ul style="list-style-type: none"> • The report is filled in and signed by the examiner. The main supervisor is responsible for submitting the report to the research coordinator.
After the licentiate seminar	<ul style="list-style-type: none"> • The research coordinator sends the report to the registrar. • The doctoral student applies for a degree certificate. The research coordinator has information about this procedure.