



JÖNKÖPING UNIVERSITY

School of Health and Welfare

PRIN

Practical instructions for doctoral students and supervisors at the Research School of Health and Welfare

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This document gives doctoral students and supervisors practical information about third-cycle education at the Research School of Health and Welfare, which is part of Jönköping University's School of Health and Welfare. The document contains instructions for what doctoral students and supervisors shall do before and throughout the third-cycle courses and study programmes undertaken by doctoral students. It also explains the requirements that shall be fulfilled to qualify for a licentiate/doctoral degree at the School of Health and Welfare. Thus, it is vital that doctoral students and supervisors alike are thoroughly familiar with the contents of this document.

PRIN is a living document that is updated annually. If you have any questions or comments about this document, please contact the school director or research coordinator.

The research school's website has further details about third-cycle education at the school.

1 Abbreviations

1.1 Abbreviations

RGJU

Regulations and guidelines for first-cycle, second-cycle and third-cycle courses and study programmes at Jönköping University

ISP

Individual study plan

BERE

The Board of Education and Research Education

2 Admission to third-cycle education

Applications from prospective doctoral students may be received as set out below.

- **Option 1:** In accordance with the instructions in a School of Health and Welfare doctoral position advertisement, a prospective student submits an application (internal financing).
- **Option 2:** A prospective doctoral student submits documentary proof that he or she has external research funding (external financing) equating to two or four years' full-time education for, respectively, a licentiate degree or a doctoral degree.

To apply for third-cycle education at the Research School of Health and Welfare, a prospective doctoral student shall have:

- Completed a second-cycle degree or met the requirements of courses awarding 240 higher education credits (at least 60 of these being second-cycle) or otherwise acquired equivalent knowledge.
- Internal or external financing equating to two or four years' full-time work for, respectively, a licentiate degree or a doctoral degree.

2.1 Admission periods

Admission to third-cycle education is possible in the following periods:

- 1 September – 22 December
- 10 January – Friday of the week before Midsummer

2.2 The admission process

Before submitting an admission application, a prospective doctoral student satisfying the above requirements shall, along with his/her principal supervisor, contact the Head of Research School and present the project and himself/herself.

If there is still interest after this meeting, and the school director is positive as regards admission, the following shall be submitted to the Research School Coordinator at the Research School of Health and Welfare:

1. Admission to third-cycle education form
2. A cover letter stating that the person is applying to be a doctoral student
3. A CV detailing degrees, work experience and other relevant qualifications
4. An attested document verifying completed courses and study programmes as well as satisfaction of the entry requirements for third-cycle education
5. Documentary proof of financing by an employer or financier
6. A preliminary research study plan
7. Scholarly publications (if any)
8. For foreign students a validated copy of the passport and a validated document from a tax office or other authority certifying the registered address for census purposes.

The Head of Research School then examines the completeness of the application. In consultation with the Head of Research School and, if necessary, the Head of Discipline, the Dean decides on admission.

If any credits are to be transferred for previously completed second- or third-cycle courses, this shall be stated by the admission decision. However, credits may be transferred for courses completed before the

admission only if it can be justified based on the doctoral student's main subject and research project or if they are equivalent to one of the compulsory courses. In the event of credit transfer, a decision is made whether a corresponding period of time is deducted from the period of doctoral studies (see point 6.2. Credit transfer). If the application is complete when it is received by the research school, the admission process usually takes two weeks.

On completion of the admission process, the doctoral student receives:

- A Jönköping University (JU) account
- A pass card (used in photocopiers and, if the doctoral student chooses to join the student union, as a Mecenat card)
- Technical equipment such as a computer and a mobile phone (for doctoral students employed at the School of Health and Welfare).

3 Introduction to third-cycle education

3.1 Third-cycle subject areas

Third-cycle education at the Research School of Health and Welfare is conducted in the disciplinary research domain of humanities and the social sciences (HumSam). Said third-cycle education leads to either a Licentiate of Philosophy or a Doctor of Philosophy degree in one of the following subjects:

- Health and care sciences
- Welfare and social sciences
- Disability research

A licentiate/doctoral thesis is written in the subject to which the doctoral student is admitted. Usually, it is written as a compilation thesis. However, it may also be written as a monograph.

3.2 Higher education credits and credit calculation

The award of a licentiate degree requires 120 higher education credits (HECs), comprising 30 credits for third-cycle courses and 90 credits for a licentiate thesis. The licentiate degree normally requires two years of full-time study.

The award of a doctoral degree requires 240 HECs, comprising 60 credits for third-cycle courses and 180 credits for a doctoral thesis. The doctoral degree normally requires four years of full-time study.

Doctoral studies may be pursued part-time, although no less than 50% of full-time study. Earning 60 HECs a year on a full-time doctoral studentship is reasonable, which shall be apparent from the individual study plan (ISP). The credits earned for work on the licentiate/doctoral thesis are to be decided jointly by the doctoral student and the principal supervisor and are to be updated annually in the ISP. For those with doctoral studentships, these credits are the basis for increments as per the doctoral pay scale at the School of Health and Welfare. As regards articles, data collection and the summarising chapter of a compilation dissertation, an assessment is made of how many credits have been earned. For example, if a doctoral student has reached the halfway point of an article, this corresponds to 15 HECs.

Credits for licentiate/doctoral theses are calculated (respectively) as follows:

- Articles: 30 HECs per article (submitted/accepted)
- Data collection: 15 or 30 HECs
- Summarising chapter: 15 or 30 HECs
- Courses: 30 or 60 HECs

The research school documents each doctoral student's level of activity, course credits, progress, etc. in the ISP and Ladok.

3.3 Conference participation

Each year, the doctoral student shall be encouraged to participate in and present own findings at national and international conferences, congresses, workshops and similar events. Besides eliciting critical reaction, conference participation also enables networking that can be beneficial for the doctoral student's career.

3.4 Registration meeting

After admission, the principal supervisor shall book a registration meeting with the doctoral student, the Head of Research School and The Research School Coordinator. Assistant supervisors are also to be welcomed to the meeting. At this meeting, a suitable date for a research study plan seminar is to be discussed (see also section 5.1).

No later than three months after admission, the doctoral student and principal supervisor shall submit the doctoral student's first ISP (see also section 3.4).

3.5 Introduction day for new doctoral students and supervisors

Each semester, the Research School of Health and Welfare organises an introduction day for newly admitted doctoral students and their supervisors. On this day, there are presentations of what being a doctoral student or mentor entails and practical and administrative functions in third-cycle education.

3.6 Doctoral student and supervisor day

So that all doctoral students and supervisors at the Research School of Health and Welfare can meet, discuss and reflect on issues regarding the content of supervision and the process itself, this day is held annually. It alternates between the School of Health and Welfare and partner universities or partner organisations and provides good opportunities for doctoral students and supervisors to build networks.

Each doctoral student and supervisor day is evaluated. In the evaluation, participants can make suggestions for the content of next year's doctoral student and supervisor day. At each doctoral student and supervisor day hosted by a partner university/organisation, said partner is given good opportunities to raise the profiles of its specific doctoral student and supervisor strengths.

3.7 Research page

Throughout third-cycle education, the doctoral student shall actively update the research text and personal details on his/her research page on the Research School's website "Doctoral students and staff". Information on how to set up the presentation on the web is available at Intranet/Service and support/Communications and marketing/Edit your researcher presentation. Said text should contain details about educational background and ongoing work for the licentiate/doctoral thesis. It is also desirable that the doctoral student has his/her photograph on the page. The marketing department regularly offers portrait photo opportunities for which all doctoral students may also register.

3.8 Doctoral progress meeting

Every year, the Head of Research School offers all doctoral students a meeting based on the ISP. How work with the licentiate/doctoral thesis is progressing and how the student feels about his/her psychosocial work situation are discussed. This meeting is compulsory for doctoral students with studentships at the School of Health and Welfare. By nature, it resembles a performance review. For doctoral students employed outside the School of Health and Welfare, a meeting is offered annually with the Head of Discipline. The meeting that is based on ISP focuses on the overall progress of licentiate/doctoral thesis and doctoral students' experiences in relation to the psychosocial work situation.

4 Supervision

Decisions on supervisors are made by the Head of Research School in consultation with the Research Council and any partner university/organisation. Preparing any such decision involves taking into account the intended supervisor's expertise in the research field and research subject, methodology, didactics, availability to provide supervision and interdisciplinarity. Normally, the supervisor group comprises three supervisors, i.e. a principal supervisor and two assistant supervisors. The principal supervisor shall have at least associate professor qualifications and the assistant supervisors at least doctoral degrees. The principal supervisor shall be employed at the School of Health and Welfare or by the partner university/organisation that is financing the doctoral student's third-cycle programme. However, at least one of the supervisors shall belong to the School of Health and Welfare.

It is the supervisor group's responsibility to support and guide the doctoral student throughout third-cycle education. The principal supervisor is the person who was offered, and accepted, prime responsibility for the doctoral student's third-cycle programme and, in consultation with the assistant supervisors, the student's progress. This entails the doctoral student being given the time, support and help that are necessary and which are assessed as being adequate. The assistant supervisors are responsible for any assignments agreed with the doctoral student and the principal supervisor. In practice, this can mean that a second supervisor takes prime responsibility for various parts of the doctoral student's study courses and programmes and licentiate/doctoral thesis (e.g. a substudy).

Should any problem seriously affect progress in the third-cycle programme, the doctoral student and supervisors shall discuss this to find meaningful solutions. Any evident problems and conflicts between doctoral student and supervisor shall be noted in the ISP and discussed with the the Head of Research School to find alternative solutions

4.1 Supervisor replacement

Both principal and assistant supervisors may change in the course of doctoral studies. A supervisor change shall always be based on the doctoral student's best interests and be established in the entire supervisor group. Any change in supervisors shall take place no later than one year before the licentiate seminar or defence of doctoral thesis by the principal supervisor submitting the "Supervisor change request" form to the Research School Coordinator. The form is available on the Research School's website.

4.2 Supervision time

Supervision covers all the work involved from the drawing up of a research study plan to the finalisation of the academic licentiate/doctoral thesis. How much time each supervisor can offer the doctoral student is an individual matter. Of the standard 1,700-hour work year, the supervisor group can annually allocate 8% (136 hours) to a student (i.e. 272 hours in total for a licentiate student and 544 for a doctoral student). This time includes:

- Supervision meetings with the doctoral student
- Preparation in the form of the reading of material, contact via telephone, emails, etc.
- Participation in seminars
- Administration and contact with expert reviewers before and at seminars and the licentiate seminar or defence of doctoral thesis
- Own continuing professional development for the supervisor
- Auditing the quality of operations and supporting the Head of Research School and other supervisors (e.g. participation in, and holding of, doctoral student and supervisor days, supervisor

training, supervisor seminars, doctoral student seminars and individual supervision).

Allocation of supervision time between the supervisors shall be set out in the ISP and updated annually.

The number of supervision sessions can vary from student to student and with the student's stage in the process. Thus, at the end of each semester, it may be a good idea to establish a supervision plan for the next semester and have a supervision session once a month (for example). The doctoral student is responsible for supervision sessions being booked and held, as well as for material before each session being made available to the supervisors in good time as agreed. Doctoral student and supervisors alike shall read up and prepare before each supervision session. After each supervision session, the doctoral student documents (in the form of notes and in a logbook) what has been agreed. All confirmed supervision sessions are compulsory.

4.3 Withdrawal of the right to supervision and other resources

If a doctoral student significantly neglects his/her commitments under the ISP, the principal supervisor shall notify the Head of Research School, who then consults with the Head of Discipline and Dean. It is the Dean who decides if the doctoral student is no longer to be entitled to supervision and other resources for third-cycle education. For more detailed information, see RGJU.

5 Individual study plan (ISP)

All doctoral students registered at the Research School of Health and Welfare shall annually update their ISPs jointly with their principal supervisors. The individual ISP shall be a living document which the primary purpose is to follow up:

- The progress and any potential divergences from the planned activities
- Planned and completed activities (courses, research projects, etc.) in the third-cycle programme
- Goal attainment based on the Degree Ordinance
- How supervision is working.

The individual study plan aims to ensure the quality and legal soundness of the doctoral student's third-cycle programme and to drive quality through annual evaluation.

The ISP is reviewed and signed by the doctoral student and all supervisors and sent to the Research School Coordinator. After review by the Head of Discipline, it goes on to the Head of Research School for examination, approval and signing. Only upon signing the ISP by the Head of Research School the time for the doctoral studies is extended. For internally financed doctoral students, the signed ISP also extends the employment agreement at the Research School for 12 months or for as long as financing is available.

Regardless of the source of financing, the ISP shall be updated no later than 15 September each year.

6 Courses in third-cycle education

6.1 Compulsory and elective third-cycle courses

Course components and dissertation work should be carried out in parallel. The compulsory course component comprises 22.5 HECs for the licentiate degree and 45 HECs for the doctoral degree.

In addition to compulsory courses, further courses within the subject, or of significance for the research field, are required. These must comprise 7.5 HECs for a licentiate degree or 15 HECs for a doctoral degree.

The doctoral student chooses the courses jointly with the principal supervisor. If a course is studied outside the Research School of Health and Welfare, awarded credits shall be transferred (see 6.2). Before presenting a licentiate/doctoral thesis, the doctoral student shall have earned all the course credits involved in the programme. Exemptions are only granted in exceptional cases.

Further information about third-cycle courses can be found in the general study plan for each third-cycle subject area.

6.2 Credit transfer

First-cycle (or equivalent) courses may not have their credits transferred into third-cycle study courses and programmes. Completed second-cycle courses may only have their credits transferred if they were not included in the previous award of a degree.

Credit transfer of third-cycle courses before admission

Credit transfer is possible for courses studied before commencing the third-cycle programme in question. If the applicant would like to transfer credits, he/she shall discuss this, before admission, with the principal supervisor, Head of Discipline and the Head of Research School. However, courses completed before admission can only have their credits transferred if this can be justified on the basis of the doctoral student's future research project. If credits are transferred for courses taken prior to the admission, this must be stated by the admission decision and a decision must be made whether corresponding time shall be deducted from the time for doctoral studies or not (see section 2.2).

Credit transfer of third-cycle courses during the programme

Credits for courses that the doctoral student takes outside the Research School of Health and Welfare during his/her third-cycle programme can be transferred. The doctoral student and his/her principal supervisor jointly discuss which courses shall have their credits transferred. The principal supervisor shall also discuss credit transfer of the doctoral student's courses with the Head of Discipline. It is important that this is done before the doctoral student takes the courses in question. After the course is approved, the doctoral student applies for credit transfer with the proper form available on the Research School's website. The form is to be sent to the Head of Discipline.

7 Seminar activities

On Thursdays of even-numbered weeks, the Research School of Health and Welfare holds two or three scheduled seminars at 9:30–11:30 a.m., 12:30–2:30 p.m. and 3:00–5:00 p.m. Doctoral students participate in these along with senior researchers and supervisors. The aim of these seminars is that doctoral students should not only present and defend their own research study plans and "midway" and "final" summarising chapters, but also reflect on and criticise the plans and chapters of other doctoral students. Seminar activities also include other types of seminars (e.g. seminars on writing articles and summarising chapters).

Seminar activities involving reviews make up an important part of doctoral students' third-cycle programmes. These review seminars, train doctoral students in presenting (describing) and defending (explaining) their texts when participants offer criticism.

The goal is that the seminars should provide meaningful exchanges. This demands that all participants critically read the materials in question before the seminar. All doctoral students are expected to attend at least six to eight seminars per semester during full-time studies (if there are no special reasons for greater absence). Doctoral students are primarily expected to take part in the research school's seminars, but also in the seminars arranged by the research environments of which they are part.

A doctoral student taking a licentiate degree shall be a reviewer in at least three seminars. One of these shall be a research study plan seminar, one a midway seminar and one a final seminar.

A doctoral student taking a doctoral degree shall be a "reviewing doctoral student" in at least four seminars. Two of these shall be research study plan seminars, one a midway seminar and one a final seminar.

Additionally, the main points of any views a reviewing doctoral student plans to present at a seminar shall be documented in one to two A4 pages that are to be sent to the research school director with a copy to the Research School coordinator at least one day before the seminar.

7.1 Booking

The principal supervisor is responsible for: booking times for all seminars; appropriate expert reviewers and reviewing doctoral students being appointed and informed of the formalities; and, ensuring that said formalities are observed in accordance with the research school's instructions.

7.2 Guidelines for presenting and reviewing research study plan seminars

Content and purpose

The purpose of research study plan seminars is that doctoral students presenting their research study plans should get a first review of these plans. The seminar shall be held in the six months following admission. The seminar is intended to give doctoral students insight into strengths and weaknesses in their work and help with improvements. A further aim is to give doctoral students experience of the thesis author and external reviewer roles in the defence of third-cycle dissertations.

It is the reviewers' role to give structure to discussion by initiating questions and providing criticism of each research study plan. Interdisciplinary and subject-specific views are important in such discussion. Thus, an interdisciplinary selection of reviewers is advantageous.

Seminar reviewers

The reviewers comprise: a researcher with a doctoral degree (the "senior reviewer") from the School of Health and Welfare or from one of the partner universities/organisations; and, two or three reviewing doctoral students registered at the Research School of Health and Welfare. The principal supervisor and

doctoral student appoint the reviewers and inform the Research School Coordinator. The main responsibility for the review lies with the senior reviewer, but it is important that the reviewing doctoral students also are given the opportunity to present their comments. This arrangement is suitably discussed during a meeting before the seminar. The main points that a reviewing doctoral student plans to present at a seminar shall also be documented on one to two A4 pages that are to be sent to the Head of Research School with a copy to the Research School coordinator at least one day before the seminar.

No later than two weeks before the seminar, the doctoral student sends the research study plan to the reviewers and the research coordinator. Around one week before the seminar, the research coordinator then sends the research study plan to others who have registered for the seminar.

Seminar structure

The doctoral student shall have prepared his or her presentation in English to be able to hold the seminar in English. If only Swedish speakers participate, the seminar can be held in Swedish. The seminar lasts one and a half to two hours. It is led by a principal supervisor or an assistant supervisor. The review itself is led by the senior reviewer. Digital technologies may be used to enable participation for those unable to attend in person. The principal supervisor is responsible for sending a Zoom link. Notify the Research School Coordinator well in advance if any IT support is desired.

The process begins with the doctoral student presenting his/her research study plan for 15-20 minutes, preferably with the aid of PowerPoint. This is to include a brief summary of the current status of commenced substudies.

The senior reviewer then presents the structure of the review. It is essential that the reviewers form a common perception of the research project's content, i.e. both framework and sub-studies. During the seminar, it is important that there is a dialogue between the reviewers and the doctoral student. The criticism – which should be evenly distributed between the reviewers – should be presented in a balanced manner where the reviewers are respectful of the doctoral student, the research study plan and each other. This requires that the doctoral student is given opportunity to respond to criticism or to use the occasion to develop a discussion with the reviewers and thereby crystallise the criticism. Thus, the reviewers' criticism is a valuable aid in the further structuring and implementation of the research study plan. The review takes around 60 minutes.

The senior reviewer then ensures that the audience is given around 20 minutes to actively participate in the review by asking the doctoral student questions about the research study plan's structure and content.

Finally, the senior reviewer gives an oral opinion comprising comments on: strengths and weaknesses; improvement implementation; and, the doctoral student's own pedagogical and factual input. After the principal supervisor or equivalent has officially terminated the review, there may be continued discussion between reviewers, doctoral student and supervisors.

Guidelines for reviewing of research study plans

The reviewers shall evaluate:

- The doctoral student's ability to orally present his/her research study plan
- The pedagogical quality of the doctoral student's presentation
- The scholarly quality of the research study plan's structure and content
- The research study plan's references (based on subject choices)
- The doctoral student's ability to put his/her own research into a wider research context
- The doctoral student's ability to reflect on the research study plan's overall aim, as well as on the relevance and usefulness of the aims of the sub-studies
- The doctoral student's ability to reflect, critically and from the perspective of ethics, on the choice of examples, design and methods

- The doctoral student's ability to reflect on a possible, overall, theoretical framework/structure
- The doctoral student's ability to evaluate the project plan's common and coherent structure and unifying theme
- The doctoral student's ability to see the research study plan's importance from individual, educational, organisational and societal perspectives.

The reviewers may also give suggestions for additional, relevant literature in the subject and new or more in-depth theories, designs and methods.

Guidelines for developing of research study plans

In the Appendices section of this document, there is an English guide on how research study plans (RSPs) are to be written and presented. See 11.1.

7.3 Guidelines for reviewing midway and final seminars

Content and purpose

The purpose of a midway or final seminar is to review and evaluate progress in a licentiate/doctoral thesis. This provides the doctoral student with input for improving the theoretical framework of the licentiate/doctoral thesis and deepening his/her own expertise. The same applies to reviewing the substudies (articles) that shall be included in the licentiate/doctoral thesis. A further aim is to give the doctoral student experience of the thesis author and external reviewer roles at a licentiate seminar or defence of doctoral thesis.

The midway/final seminar should give the doctoral student understanding of, and insight into, the strengths and weaknesses of his/her licentiate/doctoral thesis. It is essential that reviewers (internal, external and reviewing doctoral students) form a common perception of whether or not the planned date of the licentiate seminar or defence of doctoral thesis is realistic.

Midway seminars occur only in doctoral degrees and are held when roughly half of the substudies (one is submitted/accepted/published and one as a manuscript) and there is a thesis framework that can be the subject of criticism (around 20% or more of the summarising chapter has been written, where it is of special importance that the intended structure of introduction/background and theoretical framework/theoretical concepts are presented).

Final seminars are held when substudies and thesis framework are almost complete (at least half the substudies have been accepted/published, the remainder are in manuscript form and about 80-90% of the summarising chapter has been written).

Seminar reviewers

At each midway seminar, there are two senior reviewers (one external) and one or two reviewing doctoral students. It is a requirement that at least one of the senior reviewers has at least associate professor qualifications. At the midway seminar conflict of interest should be taken into account for the external reviewer, but may be allowed when difficulties exist in recruiting a suitable person. For internal senior reviewers, no demands are placed on conflict of interest.

At each final seminar, there are two senior reviewers (one external) and one or two reviewing doctoral students. Where a doctoral degree is being taken, it is a requirement that the senior reviewers have at least associate professor qualifications. At the final seminar conflict of interest is not allowed for the external reviewer, and conflict of interest should also be taken into account for the internal reviewer but may be acceptable in exceptional cases and with the approval of the Head of Research School.

In the final seminar for a licentiate degree, at least one of the senior reviewers must have at least associate professor qualifications.

The main review points that a doctoral student plans to present at a seminar shall also be documented on one to two A4 pages that are to be sent to the Head of Research School with a copy to the Research School Coordinator at least one day before the seminar.

The senior reviewers sign the review report. This contains the reviewers' opinions and suggested improvements. An external reviewer (from either the midway or final seminar) can advantageously be a member of the examining committee at the licentiate seminar or defence of doctoral thesis. However, no more than one reviewer from the midway or final seminar may sit on the examining committee at the licentiate seminar or defence of doctoral thesis.

External reviewers at final seminars for licentiate and doctoral degrees are remunerated. External reviewers at final and midway seminars also receive reimbursement for travel and any accommodation.

At least two weeks before a midway seminar and three before a final seminar, the principal supervisor sends the material, including manuscripts in progress, to the reviewers and the Research School Coordinator. Around one week before the seminar, the Research School Coordinator then sends the research plan to others who have registered for the seminar.

Seminar structure

The doctoral student shall have prepared his or her presentation in English to be able to hold the seminar in English. If only Swedish speakers participate, the seminar can be held in Swedish. Each seminar lasts two hours and is led by a principal supervisor or an assistant supervisor.

The doctoral student begins by presenting his/her nascent licentiate/doctoral thesis for around 15-20 minutes (preferably with the aid of PowerPoint).

Next, the external reviewer presents the structure of the review and clarifies which parts will and will not be discussed and the times allocated for these parts. In the seminar, it is important that there is a dialogue between the reviewers and the doctoral student, where the external reviewer has and takes prime responsibility, but it is important that the other reviewers are also given the opportunity to present their opinions. Suitably, the internal reviewer invites all the reviewers to discuss the seminar structure during a meeting prior to the seminar.

Based on revealed needs, the reviewers provide relevant and reasonable criticism for around 80 minutes. In the midway seminar, the emphasis is to be on completed and planned sub-studies. In the final seminar, it is to be on the structure of the thesis framework and, in particular, the concluding theoretical reflection. Criticism is to be given in a balanced manner, where the reviewers show respect for both the doctoral student and the nascent licentiate/doctoral thesis. This demands that the doctoral student is given opportunity to respond to criticism or to use the occasion to develop a discussion with the reviewers and thereby crystallise the criticism.

The principal supervisor then ensures that the audience is given around 20 minutes to actively participate in the review by asking the doctoral student questions about the structure and content of the licentiate/doctoral thesis.

After the principal supervisor or equivalent has officially terminated the review, the reviewers, doctoral student, principal and assistant supervisors discuss, in varying degrees of depth, what needs to be implemented for the licentiate/doctoral thesis to make good progress.

Finally, the external reviewer and the internal reviewer each give a written opinion in the review report, comprising comments on improvements and a pass or fail assessment as regards both the doctoral student and the licentiate/doctoral thesis. The form for midway and final seminar reports is to be obtained from the research coordinator.

Guidelines for reviewing

The reviewers shall evaluate:

- The doctoral student's ability to orally present and defend his/her nascent licentiate/doctoral thesis
- The pedagogical quality of the doctoral student's presentation
- The scholarly quality of the structure and content of the nascent licentiate/doctoral thesis
- The references in the nascent licentiate/doctoral thesis (based on subject choices)
- The doctoral student's ability to put his/her own research into a wider research context
- The doctoral student's ability to reflect on the relevance and usefulness of the aims, questions and hypotheses in the licentiate/doctoral thesis
- The doctoral student's ability to reflect, critically and from the perspective of ethics, on the choice

- of examples, design and methods
- The doctoral student's ability to develop his/her findings via analysis and discussion
 - The doctoral student's ability to compare, and reflect on, his/her findings in the light of own and others' studies and thereby engender meaningful discussion
 - The doctoral student's ability to reflect and thereby develop an overall, theoretical framework or structure with the intention of both deepening and abstracting a coherent licentiate/doctoral thesis.

Specific advice for the midway seminar:

- To enhance the quality of constituent component works and the thesis framework, provide specific and direct suggestions for improvements in both already published substudies and those that are still in manuscript form
- If possible, suggest additional relevant literature in the subject area
- If possible, suggest new or improved or deeper theories, designs and methods

Specific advice for the final seminar:

- Evaluate the doctoral student's ability to independently draw conclusions and, from individual, educational, organisational and/or societal perspectives, detail implications for clinical practice and research
- Evaluate the common and coherent structure and unifying theme of the licentiate/doctoral thesis
- If possible, suggest additional relevant literature in the subject area
- With emphasis on quality and improvement potential, evaluate the thesis framework
- To enhance the coherence of the licentiate/doctoral thesis, provide specific and direct suggestions for improvements in the thesis framework
- Place particularly great emphasis on the doctoral student's ability to demonstrate independence in respect of all the above points.

7.4 Seminars at research environments

Doctoral students are expected to participate in at least one seminar per semester (for full-time doctoral students) or per year (for half-time doctoral students) in their research environments. It is a requirement to submit at least one article draft to be included in the thesis in his or her research environment. In other words, at least one of the thesis's articles shall be reviewed and discussed in the research environment before it is sent in to a journal. This is advantageously done with the first or second article and preferably with more than one.

8 Licentiate/doctoral thesis

8.1 Licentiate/doctoral thesis structure

The doctoral student shall discuss the format of the licentiate/doctoral thesis with supervisors.

Summarising chapter

The summarising chapter comprises a description of the doctoral project. It includes an introduction, background, theoretical framework, aims, methodology, findings and discussion. The summarising chapter is usually written in English. If there are exceptional reasons, it may be written in Swedish. The title should then also be in Swedish.

Jönköping University provides a template for the summarising chapter. As it is this template that is ultimately sent to the printer, the doctoral student can advantageously enter his/her summarising chapter directly therein. The template is available on the Research School's website.

Articles

At least half of the articles must have been accepted or published. Of the remaining substudies, at least one shall have been submitted for publication and the other manuscripts shall be in a condition in which they can be sent to a scholarly journal.

For a licentiate degree, the doctoral student shall be the first author of at least one accepted or published substudy and may be the second or final author of the other substudy.

For a doctoral degree, the doctoral student shall be the first author of at least three of the substudies and may be the second or final author of the remaining substudies.

For each substudy, the form "CO-Author statement" must be completed. The doctoral student is personally responsible for the form being completed for each substudy and saved until thesis defence approaches.

8.2 Licentiate/doctoral thesis layout

Cover

All covers are to be designed in conformity with a set template. The aim of this is to make it clear that the licentiate/doctoral thesis has been written by a doctoral student at Jönköping University.

For a doctoral thesis (and not for a licentiate thesis), there shall, on the back page, be a short text about the doctoral student and his/her research. A portrait picture is optional.

Summarising chapter and notification of submission of a doctoral thesis templates

There are guidelines for the layout of the summarising chapter. These guidelines shall be followed in order to ensure the uniform layout of licentiate/doctoral theses at Jönköping University. Before writing the summarising chapter, the following documents are of use to the doctoral student:

- Summarising chapter template
- Short, basic course on Microsoft Word in the writing of summarising chapters
- Information for the printer
- Template for notification of submission of a doctoral thesis

The doctoral student completes a loose title page (the notification of submission of a doctoral thesis) for the licentiate/doctoral thesis. On the reverse of this, there shall be a summary of the licentiate/doctoral thesis. If the licentiate/doctoral thesis is in English, the notification of submission of a doctoral thesis and the title are

to be in English. If the licentiate/doctoral thesis is in Swedish, the notification of submission of a doctoral thesis and the title shall be in Swedish.

The summarising chapter shall include a longer (5-10 pages) summary that has a popular science format. If the licentiate/doctoral thesis is in English, said summary shall be in Swedish (and vice versa).

The licentiate/doctoral thesis shall have an international standard book number (ISBN), an international standard serial number (ISSN) and a dissertation series number. To get all these numbers, the doctoral student contacts the research coordinator around two months before the licentiate seminar or defence of doctoral thesis.

8.3 Distribution

Printer

As soon as the date of the licentiate seminar or defence of doctoral thesis is fixed, the doctoral student shall contact the printer to plan the upcoming print run and send in the Quotation template for the doctoral degree/Licentiate seminar. Forms and contact information are available on the Research School's website.

The current printer is STEMA Specialtryck AB in Borås.

Before printing, the printer will require all documents as PDF files:

- Articles
- Dissertation series (a list of all published licentiate and doctoral theses at the research school, which is provided by the research coordinator)
- Summarising chapter
- Notification of submission of a doctoral thesis

The doctoral student shall also submit:

- Information for the printer
- A portrait photograph (if so required).

Financing and distribution

Depending on expected needs, the School of Health and Welfare finances up to 150 copies of licentiate/doctoral theses. Fifty of these are for the doctoral student's personal use. Printing is monochrome. The cost of any colour printing is to be discussed with the Head of Research School. Additional copies are to be paid for by the doctoral student.

For doctoral students financed by a partner university, the relevant agreement contains the applicable rules.

The doctoral student is responsible for sending a copy of his/her thesis to the external reviewer, the examining committee and the chair at least three weeks before the licentiate seminar or defence of doctoral thesis. One spiral bound thesis shall be available for the doctoral student and one for the external reviewer. The doctoral student ensures that the external reviewer receives his or her copy.

On notification of the date of the licentiate seminar/defence of doctoral thesis, the Research School Coordinator sends five copies of the thesis to the school's library. The doctoral student is responsible for distributing copies to his/her research environment, centre of expertise and research, and associated department.

The Research School Coordinator sends some 15 copies to partner universities/organisations. Fifty to sixty copies are to be made available to people attending the licentiate seminar or defence of doctoral thesis. The School of Health and Welfare saves three copies. Remaining copies are to be taken care of by the doctoral

student himself/herself. If so wished, the Research School can save them for one year. After that, the Research School Coordinator asks the former doctoral student if he/she wishes to collect them. If he/she does not, they are sent for recycling three months after the enquiry.

9 Licentiate seminar/defence of doctoral thesis

9.1 Degree requirements

Licentiate degree requirements

For the doctoral student to be awarded a licentiate degree, the following requirements shall be satisfied:

- Follow-up of ISP at least once a year
- Presentation and review of research study plan
- Passes totalling 30 HECs on third-cycle courses
- A pass grade in the final seminar
- A positive preliminary opinion from the proposed examining committee
- Reviewing of three seminars
- Notification of the date of the licentiate seminar
- Electronically published thesis
- Approved notification of licentiate seminar
- A pass grade in the licentiate seminar.

Doctoral degree requirements

For the doctoral student to be awarded a doctoral degree, the following requirements shall be satisfied:

- Follow-up of ISP at least once a year
- Presentation and review of research study plan
- A pass grade in the midway seminar
- Passes totalling 60 HECs on third-cycle courses
- A pass grade in the final seminar
- A positive preliminary opinion from the proposed examining committee
- Reviewing of four seminars
- Notification of the date of the defence of doctoral thesis
- Electronically published thesis
- Approved application for defence of doctoral thesis
- A pass grade in the defence of doctoral thesis.

9.2 Booking a date and time

The licentiate seminar or defence of doctoral thesis is to be booked in consultation with the principal supervisor and the Head of Research School, and it may take place anytime between 15 August and 22 December, and between 8 January and 24 June.

The doctoral student notifies the Research School Coordinator of the time and place for the licentiate seminar or defence of doctoral thesis, who is responsible for a suitable room being booked. Doctoral students financed by partner universities/organisations may hold said seminar or defence at their home university or institution. Where the student takes advantage of this, the partner university/organisation is responsible for the costs and arrangement of the seminar/defence (in accordance with the separate agreement). However, the School of Health and Welfare provides the examining committee report form.

9.3 Selection of chair, external reviewer and examining committee

Chair

The licentiate seminar or defence of doctoral thesis is to be led by a chair who is head of subject for the third-cycle subject area in question.

The principal supervisor ensures that a chair is appointed for the licentiate seminar or defence of doctoral thesis. Should it not be possible for a head of subject to attend, the principal supervisor is to approach a replacement. However, this may not be any of the doctoral student's supervisors.

Examining committee

At a licentiate seminar, the examining committee comprises three members (plus a deputy) with adequate knowledge of methodology and subject area. At least one member of the examining committee shall be external and at least one shall have associate professor qualifications. The external member serves as the external reviewer.

At a defence of doctoral thesis, the examining committee comprises three members (plus a deputy) with adequate knowledge of methodology and subject area. At least two members of the examining committee shall be external and all shall have at least associate professor qualifications.

One member is to be chosen from the School of Health and Welfare. The member from the School of Health and Welfare is to be chair of the examining committee. There must be no question of conflict of interests as regards members of the examining committee. The School of Health and Welfare likes there to be both men and women on the examining committee. If a proposed examining committee does not have representatives of both genders, justification for this must be provided. An external reviewer (from either the midway or final seminar) can advantageously be a member of the examining committee at the licentiate seminar or defence of doctoral thesis. However, no more than one reviewer from the midway or final seminar may sit on the examining committee.

The deputy shall be appointed with the ambition that the requirements for the final composition of the examining committee can be met.

External reviewer

An external reviewer is appointed from another faculty or higher education institution. If the doctoral student has any connection with another faculty or higher education institution, the external reviewer shall not have any connection with this faculty or higher education institution. The external reviewer shall have at least associate professor qualifications. Here also, the conflict of interests issue is to be considered.

The principal supervisor is responsible for coordination and for the licentiate seminar or defence of doctoral thesis day suiting the proposed examining committee members and external reviewer.

If the external reviewer cannot attend, one of the external members of the examining committee is to be approached. Should none of these consider themselves prepared to take the role of external reviewer, this responsibility is to be shared amongst the examining committee members.

9.4 Notification of licentiate seminar/application for defence of doctoral thesis

It is the principal supervisor's responsibility to ensure that the notification of licentiate seminar or application for defence of doctoral thesis form is completed correctly and in good time. These forms are available on the intranet and the research school's website.

The principal supervisor sends the form to the Research School Coordinator who, after a review in consultation with the Head of Research School, forwards it to the registrar.

In the notification of licentiate seminar or application for defence of doctoral thesis, the principal supervisor submits proposals for the examining committee and external reviewer.

The notification of licentiate seminar should be received by the BERE no later than four weeks before the planned seminar.

The application for defence of doctoral thesis shall reach the Board of Education and Research Education no later than ten days before the scheduled meeting that falls two months before the planned public defence.

A notification or application that is not entirely complete is to be sent back for completion. This may result in the date of the seminar or defence needing to be postponed.

9.5 Preliminary opinion

The proposed examining committee reviews whether the substudies are of a quality and quantity that provide a sufficient basis for a licentiate/doctoral thesis. It also certifies that there are no conflicts of interest in relation to the doctoral student or supervisor. The chair of the proposed examining committee is responsible for all the proposed ordinary members of the examining committee receiving and backing the preliminary opinion. After this, and no later than two months before the licentiate seminar or defence of doctoral thesis, the chair sends the form to the research coordinator and principal supervisor.

9.6 "Nailing" (notification) of the licentiate/doctoral thesis

Nailing takes place in the "Red Room" no later than three weeks before the licentiate seminar or defence of doctoral thesis. The printer sends a thesis which, so that it can be nailed, has a punched hole. It must have been received by the Research School Coordinator no later than four workdays before nailing!

Nailing is a ritual that serves as publication of the licentiate/doctoral thesis. Before the licentiate/doctoral thesis is nailed, the Research School Coordinator ensures that it is signed by the Dean and that a signed copy is archived. The Research School Coordinator takes care of advertising of the ceremony and the provision of a hammer and nail.

Notification of the licentiate/doctoral thesis is also handled electronically. This entails the Research School Coordinator sending the final PDF file from the printer to the library of Jönköping University. It must have been received by the Research School Coordinator no later than four weeks before the defence! The library sends the link for the licentiate/doctoral thesis to the Research School Coordinator, who is responsible for disseminating notification and the licentiate seminar or defence of doctoral thesis via Jönköping University's calendar. The communication department is responsible for publishing news on the JU Intranet about nailing and defence no later than one week before nailing. In connection with nailing, the communication department is responsible for photos and publication in social media.

9.7 News/Press release

The marketing department contacts the doctoral student for an interview, either by e-mail or meeting, around two weeks before the defence (not applicable to the licentiate seminar). This interview then forms the basis for the publication of news on the web and possible press release that Jönköping University sends out after the defence.

9.8 Seminar structure

Licentiate seminar/defence of doctoral thesis

The licentiate seminar or defence of doctoral thesis takes place in Swedish or English. The licentiate/doctoral thesis in question is presented by the external reviewer or thesis author for no more than 15 minutes in a licentiate seminar and no more than 20 minutes in a defence of doctoral thesis. This is decided in consultation between principal supervisor and external reviewer.

Review then begins. It can be free in form and the audience may also participate. The licentiate seminar or defence of doctoral thesis should primarily be a dialogue between doctoral student and external reviewer, thereby providing the doctoral student with an opportunity to demonstrate his/her knowledge of the subject.

There is no time limit for a licentiate seminar or a defence of doctoral thesis. They continue until all questions from the external reviewer, examining committee and audience have been fully discussed. A licentiate seminar usually lasts around one and a half hours and a defence of doctoral thesis 2 to 3 hours.

Chair

The chair welcomes everyone and gives brief presentations of himself/herself, the external reviewer, the thesis author, the examining committee and the supervisor. He/she then gives details of the licentiate seminar or defence of doctoral thesis process. The chair also states how long the process usually takes.

External reviewer

The external reviewer leads a dialogue with the thesis author. Here, the focus is on the work's scholarly quality and the quality of the thesis author's (and external reviewer's) communication. It is important that all parts of the work are critically reviewed. The thesis author is expected to devote much time to detailing and explaining his/her questions and hypotheses, as well as how these have been resolved and the effects and consequences this has had. It is also important that the thesis author is given time to respond to the external reviewer's comments.

The external reviewer concludes with a summary opinion of both the scholarly quality of the thesis and the author's communicative ability.

Guidelines for external reviewing

The external reviewer evaluates:

- The doctoral student's ability to orally present his/her licentiate/doctoral thesis
- The pedagogical quality of the doctoral student's presentation
- The scholarly quality of the structure and content of the licentiate/doctoral thesis
- The references in the licentiate/doctoral thesis (based on subject choices)
- The doctoral student's ability to put his/her own research into a wider, subject context
- The doctoral student's ability to reflect on the relevance and usefulness of the aims, questions and hypotheses in the licentiate/doctoral thesis
- The doctoral student's ability to reflect, critically and from the perspective of ethics, on the choice of examples, design and methods

- The doctoral student's ability to develop his/her findings via analysis and discussion
- The doctoral student's ability to compare, and reflect on, his/her findings in the light of other studies and thereby engender meaningful discussion
- The doctoral student's ability to reflect and thereby produce an overall, theoretical framework or structure with the intention of both deepening and abstracting a coherent licentiate/doctoral thesis.

Chair

The chair thanks the external reviewer and the thesis author for their input in the review of the licentiate/doctoral thesis and gives the floor to the examining committee.

Examining committee

Based on the review conducted by the external reviewer, the examining committee puts supplementary questions to the thesis author.

Chair

The chair then opens the floor to the audience for any questions to the thesis author.

After that, the chair declares that there are no further questions for the thesis author.

The chair concludes and thanks everyone (the thesis author and external reviewer in particular) for their participation and commitment.

The chair, examining committee, external reviewer and supervisor go to another room for the examining committee's deliberations.

The chair hands over responsibility to the examining committee's chair (the member from the higher education institution in question).

The examining committee's chair

The examining committee's chair states that the supervisors of the licentiate/doctoral thesis, as well as the external reviewer, are entitled to attend the meeting that the examining committee holds after the licentiate seminar or defence of doctoral thesis. They may take part in the deliberations, but not in the decision.

The examining committee's chair gives the floor to the external reviewer for any comments on the licentiate/doctoral thesis in general and the thesis author's communicative ability in particular.

The examining committee's chair then gives the floor to the supervisors for views on the thesis author's independence, gathering of knowledge and research attitude.

Next, the examining committee's chair gives the floor to each of the examining committee's members for views on the quality of the licentiate/doctoral thesis and the thesis author's communicative ability.

The examining committee's chair asks each member to answer yes or no to whether the author's licentiate/doctoral thesis, as well as the author's defence (communicative ability), can be awarded a pass. In assessing this, consideration is given to the quality and scope of the licentiate/doctoral thesis, the defence thereof and the doctoral student's improving independence throughout his/her doctoral studies. A pass or a fail is awarded.

The examining committee's chair records the answers and signs the committee's decision on the printed form supplied by the research coordinator.

The examining committee's chair announces the result to the thesis author and the audience.

9.9 Remuneration for the external reviewer and examining committee

The external reviewer's remuneration (fee, travel and accommodation) is to be paid for by the School of Health and Welfare. When the licentiate seminar or defence of doctoral thesis takes place at a partner university/organisation, the rules of the separate agreement apply.

Members of the examining committee are reimbursed for travel and accommodation, but do not receive any fees. A fees form is handed to the external reviewer by the research coordinator. The total cost of the external reviewer's fee, travel and accommodation and the committee members' travel and accommodation may not exceed SEK 20,000 for a licentiate seminar and SEK 30,000 for a defence of doctoral thesis.

9.10 Degree certificate

The doctoral student himself/herself applies for a degree certificate via a form that the school director shall sign. This form can be downloaded from the [Research School's website](#). The degree application cannot be submitted before all courses have been registered in Ladok and a licentiate seminar or defence of doctoral thesis has resulted in a pass grade.

Degree certificates are issued by the degrees unit of University Services, Jönköping University. Processing usually takes 6-10 weeks.

Award ceremony (doctoral degrees only)

There is an award ceremony for all doctoral students who are awarded doctoral degrees at Jönköping University. Contact the Research School Coordinator for more information about the next award ceremony. Usually, there is an award ceremony every third semester.

10 Documents

10.1 Forms

All forms concerning third-cycle education are available on the Research School's website:

Admission application:

- Practical instructions for doctoral students and supervisors at the Research School of Health and Welfare (PRIN)
- Admission application
- Individual study plan

Courses:

- Third-cycle course credit transfer application
- Literature course credit transfer application

During the studies:

- Doctoral student expenses application
- Approved leave from third-cycle education application
- Third-cycle education interruption request
- Change of supervisor for third-cycle student request
- Co-Author statement

Printing of thesis:

- Information for the printer
- Summarising chapter template
- Notification of submission of a doctoral thesis
- Short, basic course on Microsoft Word in the writing of summarising chapters
- Quotation form for the printer (doctoral degree)
- Quotation template for the printer (Licentiate seminar)

Public defense:

- Application for defence of doctoral thesis
- Notification of licentiate seminar
- Initial statement

Degree:

- Third-cycle degree certificate application
- Change of intended degree request

All forms are registered and archived once an approval or rejection has resulted.

11 Appendices

11.1 Guidelines for developing an RSP

These guidelines are written in English since the majority of the theses will be in English, but even for those writing their licentiate thesis/doctoral thesis in Swedish, the RSP should be written in English.

These guidelines take as their starting point a thesis type called a compilation thesis. The thesis is normally structured as two (licentiate degree) or four (doctoral degree) sub-studies or their equivalents that are compiled into the thesis. The thesis also contains a summary chapter where the studies are abstracted, structured and discussed.

These guidelines aim to provide general support on how to write an RSP, but should not be viewed as a template. The rationale behind the guidelines is to safeguard the conformance of all RSPs and ensure that they are easy to read. One way to enhance readability is to make the RSP succinct and condensed. The guidelines should be seen as a recommendation rather than strict rule, but any deviation should be made with careful consideration and be sanctioned by the main supervisor and/or the Director.

The Research School of Health and Welfare has a clear and broad interdisciplinary profile, meaning that an RSP ending up in a thesis should be of importance – beneficial and applicable in some way – for personnel working with health as well as with welfare.

Contents

The entire RSP should not exceed 10 pages: front page, abstract and references excluded.

Front page

This page should display a preliminary title of the RSP, the names of the doctoral student and all supervisors (preferably not more than three, including the main supervisor), Jönköping University, School of Health and Welfare, the Research School of Health and Welfare, research subject and research period.

Abstract

On page 2, there should be an abstract of up to 200 words describing the RSP as to its background, overall aim, design and importance of the thesis. No single study should be described.

Introduction

The phenomenon and/or problem should be presented in terms of *what* it is, in a very succinct, condensed and structured way. Introduce the reader to the problem or phenomenon by describing the general research problem, research question/s or theory that motivates the research.

Background

Present the questions that motivate your research in more detail to show the significance of the research problem. If possible, provide a short review of the existing research.

Theoretical framework

Each thesis should have a theoretical framework (concept, model, theory, etc.) that allows to reflect upon and analyse findings coming from the sub-studies. The theoretical structure is an important tool for ensuring that the sub-studies remain connected to each other. It also allows for creating a more comprehensive understanding of the addressed phenomenon/problem.

Aims

The overall aim(s) should be stated, preferably as briefly as possible. Below the aim, specific research questions or hypotheses should be presented.

Ethical considerations

Ethical considerations should be addressed. It is not enough to simply state that “an ethical approval according to the Declaration of Helsinki will be applied for”. It is expected that doctoral students reflect independently on the following principles of ethics in research, such as autonomy, beneficence, non-maleficence and justice and how these principles will be considered in the thesis.

Presentation of each sub study

Each sub study (numbered 1 – 2 for a licentiate degree and 1 – 4 for a doctoral degree) should be presented under the following headings:

Preliminary title

Without losing any information, the preliminary title should preferably be short (see *Aims*). If possible, identify the authors of the substudy and their interrelationships.

Aims

The presentation of the substudy’s aims should minimally include (as appropriate): verbs emphasising the scholarly objective (e.g. explore, describe and evaluate); the addressed phenomenon/problem; the target group; the context; and the activities.

Design

The design of the substudy should be stated as observational, descriptive, explorative, evaluative, experimental, prospective or longitudinal, etc. It should also specify what kind of research methods will be used. When using different methods, it is also important to reflect on the order in which the various sub-studies are to be carried out.

Clinical interventions (if any)

Details of any interventions should minimally include: intervention content; target group; period; (didactical) strategy; and, the personnel involved.

Sample

This section should detail those involved and those concerned (the target group). The latter could be citizens, patients, families, organisations, societies, etc.

Data collection

This section should detail: the methods used (interviews, observations, instruments, etc.); how/if the data collection results were communicated to the target group; and, if appropriate, how often such communication took place.

Data analysis

This section should describe the analysis approach in general (qualitative, quantitative, mixed method etc.) but also which specific data analysis methods are planned to be used (specific qualitative method, descriptive or inferential statistics etc.).

Study relevance/contributions

Describe the relevance of the study. For example, to the individual, the society and the scientific community.

Timetable

The theoretical (research courses, seminars, etc.) and empirical (different stages of the studies) parts are described on a one-year basis with regard to sub-studies and the thesis. The doctoral students are encouraged to provide a graphical illustration over their workplan.

Conflicts of interest

The doctoral student and the supervisors should reflect on any possible conflict of interest that may jeopardize the RSP.

References

APA referencing style is recommended.

11.2 Checklist for entire third-cycle education

Before application

- 1) Before submitting an application, the principal supervisor and prospective doctoral student book a meeting for a first informal discussion with the Head of the Research School of Health and Welfare.
- 2) The prospective doctoral student sends the following documents to the Research School of Health and Welfare:
 - An admission application
 - A cover letter
 - An attested CV detailing degrees, work experience and other qualifications
 - An attested document verifying completed courses and study programmes and satisfaction of the entry requirements for third-cycle education
 - Documentary proof of financing
 - A preliminary research study plan
 - Any scholarly publications.
 - For foreign doctoral students, a copy of the passport and a validated certificate of the registered address for census purposes

After admission

The principal supervisor is responsible for booking a registration meeting with the prospective doctoral student, school director and research coordinator.

The doctoral student asks the Research School Coordinator about:

- A Jönköping University (JU) account
- A pass card
- Technical equipment.

No later than 3 months after admission

The doctoral student submits a signed ISP to the Research School coordinator.

No later than 6 months after admission

The doctoral student presents his/her research study plan at a research study plan seminar. The principal supervisor is responsible for arranging reviewers.

After 50% of the third-cycle programme

The doctoral student holds his/her midway seminar (doctoral degrees only). The principal supervisor is responsible for arranging reviewers.

No later than 3 months before the licentiate seminar or defence of doctoral thesis

The doctoral student holds his/her final seminar. The principal supervisor is responsible for arranging reviewers.

2-4 years of full-time study after admission

Licentiate seminar (2 years)

Defence of doctoral thesis (4 years)

Check that all courses have been completed

Compulsory courses for the doctoral degree (45 HEC); see General study plan in the third-cycle subject area

Elective courses (15 HEC)

Compulsory courses for the licentiate degree (22.5 HEC); see General study plan in the third-cycle subject area

Elective courses (7.5 HEC)

Check that the doctoral student has served as a reviewer:

For the doctoral degree:

- 2 research study plan seminars
- 1 midway seminar
- 1 final seminar

For the licentiate degree:

- 1 research study plan seminar
- 1 midway seminar for the doctoral degree or 1 final seminar for the licentiate degree

11.3 Checklist before seminars

Research study plan seminars

No later than 2 months before a research study plan seminar

- The principal supervisor and doctoral student book, with the Research School Coordinator, a time for the research study plan seminar.
- The principal supervisor appoints reviewers and notifies the Research School Coordinator.

2 weeks before a research study plan seminar

- The doctoral student sends the research study plan to the Research School Coordinator and the reviewers.
- The principal supervisor sends invitations to the reviewers.

Midway seminars

No later than 3 months before a midway seminar

- The principal supervisor and doctoral student book, with the Research School Coordinator, a time for the midway seminar.
- The principal supervisor appoints reviewers and notifies the Research School Coordinator.

2 weeks before a midway seminar

- The principal supervisor sends the material to the Research School Coordinator and the reviewers.
- The principal supervisor sends invitations to the reviewers (the Research School Coordinator has an invitation template).

At the midway seminar

- The Research School Coordinator prepares a folder with the review report and a Ladok transcript that is provided to the principal supervisor before the seminar. The principal supervisor is responsible for handing in the signed original report to the Research School Coordinator after the seminar.

Final seminars

No later than 3 months before a final seminar

- The principal supervisor and doctoral student book, with the research coordinator, a time for the final seminar.
- The principal supervisor appoints reviewers and notifies the Research School Coordinator.

3 weeks before a final seminar

- The principal supervisor sends the material to the research coordinator and the reviewers.
- The principal supervisor sends invitations to the reviewers (the research coordinator has an invitation template).

At the final seminar

- The Research School coordinator prepares a folder with the fees form for external reviewers, as well as the review report and a Ladok transcript that is provided to the principal supervisor before the seminar. The principal supervisor is responsible for handing in the signed original report to the Research School Coordinator after the seminar.

After a final seminar

- The principal supervisor is responsible for the proposed examining committee submitting, no later than two months before the licentiate seminar or defence of doctoral thesis, a preliminary opinion on the articles.

11.4 Checklist for the final year of a third-cycle programme

12 months before a licentiate seminar or defence of doctoral thesis

- The principal supervisor contacts the external reviewer and examining committee before the licentiate seminar/defence of doctoral thesis. The principal supervisor is also to approach a Head of Discipline about being the chair for the licentiate seminar/defence of doctoral thesis.

9 months before a licentiate seminar or defence of doctoral thesis

- The doctoral student and principal supervisor contact the Research School Coordinator to discuss a date and time for the licentiate seminar/defence of doctoral thesis. They are also to book a preliminary notification date.
- The doctoral student and the principal supervisor plan a day and time for the final seminar.

4 months before a licentiate seminar or defence of doctoral thesis

- The principal supervisor informs the Research School Coordinator who will be the external reviewer, chair and members of the examining committee with titles and affiliations and the title of the licentiate/doctoral thesis.
- The doctoral student contacts the printer to plan the upcoming printing and sends in the tender template for the doctoral degree/Licentiate seminar. Forms and contact information are available on the Research School's website.

No later than 3 months before the licentiate seminar or defence of doctoral thesis

- The doctoral student is to achieve a pass grade in the final seminar.
- The principal supervisor is responsible for the proposed examining committee reviewing the substudies (articles) before the licentiate seminar or defence of doctoral thesis.
- The principal supervisor is responsible for sending the initial statement form and the articles to the proposed examining committee.
- The principal supervisor ensures that the chair of the proposed examining committee sends a preliminary opinion to the research coordinator.
- The doctoral student and principal supervisor check that all courses have been registered in Ladok and that the number of credits is correct.
- The principal supervisor and doctoral student check entitlement to publish extracts of any journals concerned.

No later than 2 months before the defence of doctoral thesis

- The principal supervisor is responsible for sending in the application for defence of doctoral thesis, with associated documentation including co-author forms, to the Research School coordinator, who ensures that it is received by the registrar and then BERE. The application shall reach the Board of Education and Research Education no later than ten days before the scheduled meeting that falls two months before the planned public defence. Current meeting dates for BERE are available on the JU website.

7 weeks before a licentiate seminar or defence of doctoral thesis

The doctoral student contacts the Research School Coordinator for an ISBN, an ISSN and a dissertation series number. The doctoral student sends the following to the printer:

- Articles
- Summarising chapter (see timetable for the summarising chapter 11.5)

- Dissertation series
- Notification of submission of a doctoral thesis
- Information for the printer
- A portrait photograph (if so required).

5 weeks before a licentiate seminar or defence of doctoral thesis

- The principal supervisor is responsible for sending in the notification of licentiate seminar (with associated documentation including co-author forms) to the Research School Coordinator (who ensures that it is received by the registrar and then BERE).
- In consultation with the principal supervisor and Research School Coordinator, the doctoral student approves printing of the licentiate/doctoral thesis.

4 weeks before a licentiate seminar or defence of doctoral thesis

- The principal supervisor is responsible for sending invitations to the external reviewer, examining committee and chair (the Research School Coordinator has an invitation template).
- The doctoral student sends the thesis manuscript as a PDF to the external reviewer, examining committee and deputy.
- The doctoral student ensures that the thesis is received by HHJ/Research School ~~School~~ Coordinator no later than 4 workdays before nailing takes place.

No later than 3 weeks before the licentiate seminar or defence of doctoral thesis

- The doctoral student "nails" (gives notification of) his/her licentiate/doctoral thesis at the School of Health and Welfare and the Research School Coordinator publishes it electronically.
- The doctoral student is responsible for mailing the dissertation to the external reviewer, examining committee and chair.
- The Research School coordinator sends dissertations to JU partner universities and the JU library.

2 weeks before a licentiate seminar or defence of doctoral thesis

- The principal supervisor contacts the Research School Coordinator for practical information (lunch, refreshments, venue, etc.) about the licentiate seminar or defence of doctoral thesis.
- The Research School Coordinator is responsible for preparing a fees form for the external reviewer and two report forms for the examining committee. The principal supervisor ensures that both report forms are signed and that a signed original is submitted to the Research School Coordinator after the licentiate seminar or defence of doctoral thesis. When the examining committee has announced its opinion, the other is to be handed to the doctoral student.
- The marketing department contacts the doctoral student for an interview, either by e-mail or meeting, around two weeks before the defence (not applicable to the licentiate seminar). This interview then forms the basis for the publication of news on the web and possible press release that Jönköping University sends out after the defence.

After a licentiate seminar or defence of doctoral thesis

- The doctoral student completes a degree certificate application form and sends it to the research coordinator.

11.5 Timetable for printing and handling of licentiate/doctoral thesis

As soon as a date for a licentiate seminar or defence of doctoral thesis has been set

The doctoral student contacts the printer to plan the upcoming printing of the thesis and sends in the quotation template for the doctoral degree/Licentiate seminar. Also see 11.4. Forms and contact information for the printer are available on the Research School's website.

7 weeks before a licentiate seminar or defence of doctoral thesis

- The doctoral student asks the Research School Coordinator for an ISBN, an ISSN and a dissertation series number.
- The doctoral student sends the following documents (as PDF files) to the printer:
 - Articles
 - Dissertation series (a list of all published licentiate and doctoral theses at the research school, which is provided by the research coordinator)
 - Summarising chapter

The doctoral student shall also submit:

- Information for the printer (MS Word file)
- A portrait photograph (if so required).

4-5 weeks before a licentiate seminar or defence of doctoral thesis

- In consultation with the principal supervisor and the Research School Coordinator, the doctoral student approves the licentiate/doctoral thesis for printing.

No later than 3 weeks before the licentiate seminar or defence of doctoral thesis

- "Nailing" (notification) of the dissertation. Keep in mind that the thesis shall be submitted to the School of Health and Welfare/Research School Coordinator no later than 4 workdays before the nailing.

2-3 weeks before a licentiate seminar or defence of doctoral thesis

- Distribution of the dissertation. The doctoral student sends the dissertation to the external reviewer, examining committee and chair.
- The communication department contacts the doctoral student for an interview for publication of news on the website and possible press release after defence of the doctoral thesis.