



HÖGSKOLAN
DALARNA

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Doctoral Programme in Health and Welfare with Focus on
Evidence-Based Practice with a Degree in Care Sciences

Instructions for the application: Defence of Doctoral Thesis/Licentiate Seminar in Care Sciences in the Field of Health and Welfare with Focus on Evidence-Based Practice

Contacts and conflict of interest

In order to get the opponent and examining committee member that you want, it is good to be out in good time (8-12 months before the planned public defence). When all concerned have agreed on a possible date, the principal supervisor is responsible for ensuring that a declaration of conflict of interest is received. Declarations of conflict of interest must be submitted by the opponent, all members of the examining committee, and substitutes.

The main supervisor emails the intended opponent, all examining committee members, and substitutes and includes in the email:

- Name of the doctoral student, supervisor and all co-authors.
- A request for a statement on whether there are any conflict of interests.

According to the Swedish Administrative Procedure Act, conflict of interest (or impartiality) is when a member of a decision-making body who takes part in deliberation or presents a matter can be presumed to lack objectivity in their position. Examining committee members and opponents must be completely independent in terms of their relationship with doctoral students, supervisors and co-authors. The following are considered to be conflicts of interest:

- A conflict of interest exists in scientific collaboration and co-production that has taken place during the last five-year period. A joint article is sufficient to be counted as a co-production.
- A conflict of interest may exist for a period longer than five years if close cooperation has taken place.
- The doctoral student and supervisor relationship is assessed as a conflict of interest regardless of how long ago the collaboration took place.
- Kinship/close relationship where impartiality can be questioned

Application

Application for the defence of a doctoral thesis/licentiate seminar must be submitted at least 16 weeks before the planned date of the defence/seminar to the Director of Doctoral Programme. Applications are made using one of the forms Application and Decision – Defence of Doctoral Thesis or Application and Decision – Licentiate Seminar.

The application is to be submitted jointly by the doctoral student and the principal supervisor. The form states the title of the thesis. Note that this title cannot be changed after the

application has been submitted. It is therefore very important that the title of the thesis be proofread.

The following appendices must be submitted along with the respective form: Application and Decision – Defence of Doctoral Thesis or Application and Decision – Licentiate Seminar:

1. Reason for the choice of opponent and examining committee as well as confirmation that there is no conflict of interest. The Principal Supervisor may put forward the name of a coordinator in the examining committee. The coordinator cannot be an employee in the same department as the doctoral student or any of the supervisors.
2. The doctoral student's short summary of the thesis (about one page in English, formulated as an abstract) with a list of included articles and manuscripts.
3. The doctoral student's description of their work as author of the articles and manuscripts.
4. The supervisor's statement on the doctoral student's contributions and the novelty of the thesis.
5. The published articles and manuscripts included in the thesis.

The Doctoral Programmes Board decides on the chairperson, examining committee (plus the name of a coordinator), a substitute on the examining committee, and an opponent.

Preliminary Review

The Director of Doctoral Programme must send the following to the examining committee:

- The doctoral student's short summary of their thesis with a list of the articles and manuscripts it includes
- The supervisor's statement on the doctoral student's contributions and the novelty of the thesis
- The published articles or manuscripts included in the thesis
- The doctoral student's description of their efforts as author of the included articles and manuscripts

The members of the examining committee should individually state whether they think that the articles meet the scope and quality that correspond to the knowledge outcomes of four (two) years of full-time study. The examining committee issues a summative recommendation stating whether or not the thesis has received their approval (or not) to the Director of Doctoral Programme.

Decision on Doctoral Thesis Defence/Licentiate Seminar

The Doctoral Programmes Board (*Forskarutbildningsnämnden*) makes a decision on the time, venue, chairperson, opponent, examining committee members and substitutes for the defence/licentiate seminar no later than three months before the defence/licentiate seminar.

Decisions are based on the following:

- Report from the preliminary review

If the decision is negative, the new date for the defence/licentiate seminar may not be sooner than three months from the first date that was put forward.

Faculty review of *kappa* and plagiarism check

Before the thesis is sent for printing, the doctoral student must have conducted a seminar during which, for example, two senior researchers and one doctoral student review the introductory chapter (*kappa*). The Director of Doctoral Programme must also have conducted a plagiarism check of the *kappa*.