



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

Application – Defence of Doctoral Thesis/Licentiate Seminar

Applications 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 after checking for conflict of interest. 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 therefore be completely independent in terms of their relationship with doctoral students, supervisors and co-authors. The following are examples of conflict of interest:

- Conflict of interest exists in the case of scholarly cooperation and co-production that has taken place at any time over the most recent five years. A co-authored article is enough to be considered co-production.
- Conflict of interest may exist for more than five years if there has been close cooperation.
- A personal relationship between the doctoral student and supervisor is considered to be a conflict of interest regardless of when collaboration took place.
- Kinship (family)/close relationship where impartiality is questionable.

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*.