

**Postgraduate Research Education**  
**at the Faculty of Health and Society,**  
**Malmö University**

**STUDY HANDBOOK**

Approved by the Faculty board June 2013, Dnr HS 69-10/914



## **Foreword**

The purpose of this study handbook is to provide research students and their supervisors with a single source of information on the regulations and their practical applications which are in force at the Faculty of Health and Society. The handbook will also provide prospective students considering applying for admission to the programmes at research level with an insight into how programmes have been organized. More specific information can be found in the general syllabi written for the Faculty's postgraduate research training subjects in the biomedical sciences, health and society, social work and the health sciences.

General information can be found in the Handbook for Postgraduate Students, which you can find on the website of the Swedish National Agency for Higher Education, at [www.hsv.se](http://www.hsv.se).

This study handbook is based on the ordinances and local regulations which were in force in March 2017.

Thomas Arnebrant  
Associate Dean for Research

Lars Plantin  
Director of postgraduate research  
education programme

Charlotta Holmström  
Deputy Director of postgraduate research education programme

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## **Research at the Faculty of Health and Society**

The faculty has approved two disciplinary domains in which postgraduate research training will be pursued. The disciplinary domains of *Biomedical science* and *Health, Nursing and Welfare* are described below.

### ***Biomedical science domain***

Biomedical science is a broad field. The area covered by Malmö University includes not only a more traditional specialism mainly in biochemistry, immunology and cell biology but also a specialism directed towards an understanding of the interaction between surfaces and biological material. The latter is based on the surface chemistry expertise of the research group and is in our judgement unique in the country. The links between the two specialisms are under development with a number of ongoing joint research projects. Research thus includes not only molecular but also cellular interaction on surfaces. Examples of areas of application include the use and development of implants, contact lenses and catheters as well as analytical, diagnostic and treatment methods encompassing surface interactions. Studies of biological boundary surfaces such as the molecular structure at, interaction in and transport through for example the bowels, skin and artery walls are thus central themes. Knowledge obtained provides a basis for the development of new biomedical technology which directly or indirectly is brought about by modifying the binding, structure, activity and association of biomolecules at boundary surfaces as well as their interaction with cells. Knowledge is obtained through for example *in vitro* studies in relevant models.

Research is directed towards biomedical and biotechnological applications in connection with industrial and clinical applications. An important strategy is the cooperation between research partners internally at the Faculty (for example in the health and caring sciences) and externally through the Clinical Research Centre, Lund University and Skåne University Hospital as well as with partners in the business sector, with the objective of pursuing research encompassing molecular studies via *in vitro* experiments for the clinical domain and the business sector.

The biomedical science domain is part of the University's 'Biological Interfaces' programme and research environment. The biomedical work also makes up a major part of the 'Biofilms - Research Centre for Biointerfaces'. In the work of the research profile as well as in the establishment of the research centre, strategic support, community contact and relevance to the business sector are secured through the commitment of Malmö University and the Knowledge Foundation.

The disciplinary domain is linked to previous stages in degree programmes through the Biomedical analyst programme. At the advanced level there is the master's programme "Biomedical Surface Science", which has a strong link to research.

(with approx. 120 whole-year equivalent students) and the Bachelor of science programme in Biomedical Technology - Technology, Business and Management (approx. 30 whole-year equivalent students). At second cycle (Master's level), the Master's programme in Biomedical Methods and Technology (approx. 15 whole-year students) has a strong research foundation.

### ***Postgraduate Research training subjects within the domain***

The domain encompasses the postgraduate research training programme subject **Biomedical Sciences** (Biomedicinsk vetenskap) which is described in the general syllabus as follows.

Biomedical sciences is a multidisciplinary subject which is based on elements of chemistry, physics, human biology and medicine. The subject combines theory and applied science for application in areas such as diagnosis and the treatment of illnesses. The subject also includes a holistic perspective on the human being by carrying out assessments from relevant scientific, social and ethical aspects. Biomedical science includes biomedical laboratory science and biomedical technology. Biomedical laboratory science focuses on the development of methods which can be used in laboratory medicine as well as methods for investigating biological functions. Biomedical technology is the science which supports product and technology development in the biomedical domain.

The courses on medical and biological processes are also taken up in the subject at micro-, nano- and molecular level. The study of phenomena and processes at biological interfaces is a central theme which emphasizes the importance of making the connection between surface chemistry, biology and medicine.

### ***The Health, Caring and Welfare Domain***

The domain of Health, Caring and Welfare is based on various forms of codes of practice as determined by society at large and the research needs arising from such work. Research in the field of Health, Care and Welfare looks into different types of societal issues and problems and the professional practitioners who face and manage these issues. Such practices can include health and hospital care, social services, criminal care, care of substance abusers and paediatric care. The domain has a multi-disciplinary profile in which problems are related to health and disease at an individual, group or social / community-wide level either separately or in

interaction. The majority of research in the area is pursued in clearly-defined focus areas in which health is studied from various perspectives. Such areas include, for example, physical and mental health, sexual health, public health, migration and health, social environments and health and the antisocial behaviour involved in the abuse of alcohol and drugs. This context provides doctoral students and researchers who experience similar problems and choices of methodology with a meeting place over disciplinary boundaries. For doctoral students there is a joint doctoral student seminar. The domain is part of the Malmö University degree programme and research profile in 'Health and social conditions in a life course perspective'.

The domain is also strongly rooted in the surrounding community through professional training programmes which are offered by the Faculty at first and second cycle levels. Examples of such programmes at first cycle level are the nursing programme, the social work programme, the Social Psychiatry programme, the programme in Social Pedagogical Work in the field of Disability and the criminology programme.

nursing programme, the social work programme, the programme in educational work with the elderly, the public health programme, the psychiatric nursing programme and the criminology programme

At second cycle level, there is a strong research connection with the specialist nursing programme and the Master's programme in sexology, criminology, social work and public health studies. Good opportunities exist therefore to become involved in and implement research results as well as to test models that have been generated by research in the areas of work which aim to apply research questions to practical and clinical work.

The grouping of medical sciences and the social sciences is strongly grounded in the discourse of health politics in recent years. A striking example is the Commission of the World Health Organisation's final report regarding the 'Social determinants of Health' (the so-called Marmot Commission) which received a great deal of media attention in 2008. The importance is emphasized here of continued research into the role of social factors and their importance for group and individual health.

At the UN Summit on 25 September 2015, the heads of state and governments around the world adopted 17 global goals and Agenda 2030 for Sustainable Development. These 17 global sustainability goals describe complex and urgent social challenges. The research, education and collaboration in the field of medical and social sciences that are conducted at the Faculty of Health and Society deal with a number of areas that can be related to the global sustainability goals. Examples of issues addressed include health and well-being, gender equality, good education for all and the reduction of inequality and poverty.

For more information refer to: Agenda 2030 and the global sustainability goals

### ***Postgraduate research subjects in the domain***

The three doctoral research training programme subjects are described below with subject descriptions from the general syllabi belonging to the domain:

**Health and Society** (Hälsa och samhälle): Health and society is a multidisciplinary subject directed towards studies of human health and health-related aspects. From an integrated social and medical perspective, the health situation of individuals and groups is analysed together with the issue of how these aspects are affected by processes at societal level. Further studies include the work of various professions in terms of preventing and treating disease and health-related problems either separately or collectively. A central and common principle is a life course perspective in which dimensions of health and health related problems, together with medical and social interventions, are studied under the various phases of life. The course of life is studied in terms of various stages, turning points and directions, which share the fact that they are formed and affected by social institutions.

**Social work** (socialt arbete): Social work is directed towards studies of individuals and groups in vulnerable situations together with the social conditions which impact on human life circumstances. Studies usually take their point of departure in social problems but can also include factors and strategies which prevent and counteract social marginalisation and isolation. The subject also includes studies of social interventions and the organisations which manage them. Within the framework of these studies, various interpretative and plans for action are illuminated in professional practice.

**Care science** (Vårdvetenskap): The subject of Health Science is multidisciplinary and multiprofessional. The subject includes theories and methods for studies of problems, processes, factors and measures related to physical and mental health. Part of the health sciences is made up of nursing, which includes preventative, support, caring and rehabilitative measures within health and hospital care in various environments and contexts.

Health science encompasses the beginning of life through to old age, dying and death. It includes knowledge and expertise related to life with a disability, long-term disease and physical and mental health, and how these situations can be made easier and suffering mitigated.

The views, experiences and reactions of patients and their close relatives and friends with regards to care and treatment are in focus in the health sciences. The subject also encompasses the



organisation of care, the prerequisites for professional training in the health sciences, processes and results, and knowledge requirements and knowledge use in work involving health and hospital care.

## **Goals for postgraduate research education**

The general goals which must be fulfilled for doctoral and licentiate degrees are set out in the Higher Education Ordinance. In addition, the Faculty Board has approved subject-specific goals which are stated in the respective general syllabi. Malmö University also has a common policy for postgraduate education (see [www.mah.se](http://www.mah.se)) and in addition to this the faculty board for Health and Society has decided on subject-specific objectives that are set out in each general study plan.

### ***The Higher Education Ordinance's goals for the Doctor of philosophy degree***

#### *Knowledge and understanding*

For the degree of doctor of philosophy, postgraduate students should:

- demonstrate a broad knowledge within and a systematic understanding of the research area as well as an in-depth and up-to-date specialist knowledge within a specific part of the research area
- show a familiarity with scientific methodology in general and the methods of the specific research area in particular

#### *Skills and ability*

For the degree of doctor of philosophy, postgraduate students should:

- demonstrate the ability to carry out scientific analysis and synthesis as well as independent critical examination and evaluation of new and complex phenomena, problem formulation and situations
- demonstrate the ability to critically, independently, creatively and with scientific rigour identify and formulate problems as well as planning and using adequate methods for pursuing research and other advanced tasks within the given time frame and to scrutinize and evaluate such work
- through the submission of a thesis demonstrate their ability to make a significant contribution to the development of knowledge through their own research
- demonstrate their ability both in national and international contexts, orally and in writing to authoritatively present and discuss research and research results in dialogue with the scientific community and with society at large.
- demonstrate the ability to identify needs for further knowledge
- demonstrate the prerequisites both in research, teaching and other advanced professional contexts to contribute to the development of society and to support the learning of others

#### *Judgement and approach*

For the degree of doctor of philosophy, doctoral students should:

- demonstrate intellectual independence and scientific probity as well as the ability to make ethical judgements with regard to research and
- demonstrate an extended insight into the opportunities and limitations presented by science, its role in society and the responsibility which human beings have for its use.

### ***The Higher Education Ordinance's goal's for the Licentiate degree***

#### *Knowledge and understanding*

For the licentiate degree, postgraduate research students should:

- demonstrate knowledge and understanding within the research area, involving current specialist knowledge within a limited part of this and in-depth knowledge in scientific method in general and in the specific research area in particular.

#### *Skills and ability*

For the licentiate degree, postgraduate research students should:

- demonstrate the ability to critically, independently and creatively and with scientific rigour identify and formulate problems, to plan and using adequate methods carry out a well-defined research project and other advanced tasks within the given time frames and thereby contribute to the development of knowledge as well as evaluating their work.
- demonstrate their ability both in national and international contexts, orally and in writing to present and discuss research and research results in dialogue with the scientific community and with society at large.
- demonstrate the skills required to independently participate in research and development work and to independently work with other advanced tasks.

#### *Judgement and approach*

For the licentiate degree, doctoral research students should:

- demonstrate the ability not only in a national but also an international context to orally and in writing clearly present and discuss research and research results in dialogue with the scientific community and society at large
- demonstrate such skills as are required to independently participate in research and development work and to independently work with other advanced tasks.
- demonstrate the ability to make ethical assessments in their own research,
- demonstrate awareness of the opportunities and limitations of science, its role in society and human responsibility for how it is used, and

- demonstrate the ability to identify their needs for further knowledge and take responsibility for their development of knowledge. demonstrate the ability to make ethical assessments in their own research,
- demonstrate awareness of the opportunities and limitations of science, its role in society and human responsibility for how it is used, and
- demonstrate the ability to identify their need of additional knowledge and to take responsibility for their acquisition of knowledge.

### ***Specific goals for the faculty's research training programme courses***

See current general syllabus.

Biomedical science

Health and society

Social work

Care science

### **Admissions to postgraduate training courses**

When new doctoral students are admitted to postgraduate education, funding for the entire period of study must be guaranteed. The general rule is that postgraduate vacancies are advertised when the faculty has the financial means to admit new doctoral students.

See Malmö University admissions requirements for postgraduate studies: Admissions procedure

Those who are interested in being admitted as doctoral students should monitor advertisements for vacant posts on the Malmö University website. Those who wish to discuss specific project ideas are welcome to contact one of the faculty's senior researchers or the director of postgraduate education.

### ***Personal qualities required for postgraduate research education***

Good prerequisites for success in postgraduate research education are curiosity and a strong desire to advance one's knowledge within a specialized area. Students beginning their research training courses should have a realistic attitude to the task ahead of them and place reasonable demands on themselves, colleagues and their supervisors. The most important factor for successful postgraduate studies is a good relationship between the student and the supervisor. Therefore, in the initial phase of this cooperative process, it is essential to clarify for one another what is expected in terms of both parties' roles and tasks. Open communication between the supervisor and the postgraduate student is the best way of solving problems. Finally, a generous attitude and a willingness to share one's knowledge and expertise and to help others within the research group contribute to a good working environment for everyone within the group.

## ***Entry requirements for admission to postgraduate research education***

Admission to postgraduate research education is regulated in Chapter 7 of the Higher Education Ordinance.

*Section 34:* The number of doctoral students admitted to third-cycle courses and study programmes may not exceed the number that can be offered supervision and otherwise acceptable conditions for study and whose studies are funded pursuant to section 36. Ordinance (2006:1053).

*Section 35:* The requirements for admission to third-cycle courses and study programmes are that the applicant:

1. meets the *general* and *specific entry requirements* that the higher education institution may have laid down, and 2. is considered in other respects to have the ability required to benefit from the course or study programme. Ordinance (2010:1064).

In order to be admitted, basic eligibility is required as regulated in the Higher Education Ordinance, as well as special eligibility as determined by the Faculty Board.

*Section 39:* A person meets the *general entry requirements* for third-cycle courses and study programmes if he or she:

1. has been awarded a second-cycle (Master's degree) qualification
2. has satisfied the requirements for courses comprising at least 240 credits of which at least 60 credits were awarded in the second-cycle (Master's degree), or
3. has acquired substantially equivalent knowledge in some other way in Sweden or abroad.

The higher education institution may permit an exemption from the general entry requirements for an individual applicant, if there are special grounds. Ordinance (2010:1064).

The specific entry requirements are defined as requirements essential for students to be able to benefit from the course or study programme. These may comprise:

1. knowledge from one or more higher education courses and study programmes or corresponding courses and study programmes and/or specific professional or vocational experience

2. adequate knowledge of English.

Persons who prior to 1st July 2007 fulfilled the eligibility requirements below for postgraduate research education will also be regarded as being eligible for admission up until, but not beyond, June 2015:

1. *Undergraduate courses* in higher education comprising at least 120 ECTS (180 ECTS in the post Bologna system) or equivalent knowledge acquired in the country or abroad (transition regulations SFS 2006:1053 p. 11).

*Specific entry requirements* comprise at least 90 ECTS, of which 30 ECTS should be at second cycle level, in a subject which is of relevance for the research domain in question or which in some other way involve broadly equivalent knowledge. In addition, adequate knowledge of English is required.

The faculty has developed a procedure for examining whether the applicant has real expertise corresponding to the formal requirements set out above.

### ***Application***

Individuals who are interested in postgraduate research education may either consult the Head of Department or another researcher in a department in order to receive information on different ongoing research projects, and the possibilities of supervision. Potential students can also consult the Director for Postgraduate Education or the Associate Dean for Research in order to receive advice on issues regarding third-cycle education.<sup>6</sup>

*Section 36:* A higher education institution may only admit applicants to third-cycle courses and study programmes who have been appointed to doctoral studentships or awarded doctoral grants. The higher education institution may, however, admit applicants who have some other form of funding for their studies if it considers that the funding can be guaranteed during the entire period of study and that the applicants can devote enough time to their studies to enable their completion within four years in the case of a licentiate degree or a licentiate degree in the fine, applied and performing arts or eight years in the case of a PhD or a doctorate in the fine, applied and performing arts. Ordinance (2010:1064).

A student cannot be admitted to postgraduate research education if he or she lacks financing for the studies.

### ***Admission following advertisement of vacant place on a programme***

Doctoral scholarships financed by the Faculty or with external funding are advertised on, for example, the Malmö University website ([www.mah.se/medarbetare/Personalfragor/Platsannonser/](http://www.mah.se/medarbetare/Personalfragor/Platsannonser/)). The advertisement is required to be available for at least two weeks, but as a rule will be visible for a longer period.

All applications are scrutinized by at least two expert referees appointed by the Dean. The referees present their recommendation after all the applicants' qualifications and formal merits have been evaluated. If selection of applicants to the vacancy is required, the main evaluative criteria should be the ability of the applicant to successfully complete and benefit from postgraduate research education, attitude to research, research qualifications, research plan, availability of supervisors and results from the current project and expected contribution as an active researcher after graduation. Interviews may be used during the selection procedure.

After evaluation the referee's report will be sent to the applicants. At the same time, work will commence to formulate the application for admission (a special form can be found on the Faculty's website, under "utbildning på forskarnivå") and the individual study plan (ISP) (a special form can be found on the Faculty's website, under "utbildning på forskarnivå") for the applicant(s) who have been proposed for admission. The referee's report as well as the proposed candidate's application for admission will then be evaluated by the research committee at the faculty who will decide on admission. All applicants will be informed of the decision on appointment within 7 working days. In line with Chapter 12, Section 2 of the Higher Education Ordinance, appeals may not be made against a decision on appointment to a doctoral position.

Once the appointment has been confirmed, the head of the department will contact the doctoral student to discuss their employment as a doctoral student and the date of commencement. Details regarding employment will then be passed from the head of the department to the relevant human resources administrator. The Faculty secretary with responsibility for research and research education is responsible for registering the new postgraduate student in LADOK (the National Swedish student database).

The equal opportunities aspect must always be observed and therefore, factors such as age, gender and ethnic background should not influence the decision on appointment.

### ***Admission after the advertising of a postgraduate vacancy***

The department that has financial means, regardless of whether these come from faculty grants or external funds, formulates a proposal for an advertisement which is then approved by the head of department, the chair of the supervisor staff group and an HR specialist.

The advertisement is normally published for at least two weeks on the Malmö University website, but as a rule the advertisement is published more widely and the application period is longer.

Applications are examined by an assessment group consisting of at least two senior researchers and one doctoral student representative. The assessment group writes a proposal for admission in which all the merits of the applicants are assessed. Prospective doctoral students are informed of the assessment group's proposal for admission. At the same time, work starts on formulating an application for admission and an individual study plan (see below) for the proposed applicant(s) for admission.

The assessment group's statement and the proposed candidate's application for admission is subsequently processed by the Research Board, which makes a decision on admission. In conjunction with the assessment, the Research Board will review the financial conditions and check that candidates are able to dedicate so much of their time to postgraduate studies so that they are completed within 4 years for a licentiate degree (part-time) and 8 years for a doctoral degree (part-time).

The secretary of the Research Board will contact the head of department, who will in turn contact the doctoral student admitted with information on his/her admission, and to discuss employment as a doctoral student and the start date. The head of department submits information about employment to the personnel officer. In conjunction with employment, the HR specialist will announce the decision on admission and employment as well as hand over any supporting documents from the assessment group for other applicants.

### ***Assessment criteria for advertised postgraduate vacancy***

The selection of an applicant for a vacancy is based on an assessment of the student's ability to profit from the programme. Factors taken into account in the assessment include earlier study results, the applicant's publications, reports, initial concept for thesis work in cases where this is not a given on the basis of the funder's conditions, any research merits and documented work experience. Independent work at the advanced level, and in relevant cases also at the basic level, is of particular importance and is reviewed in accordance with the assessment criteria for dissertations at the department in question within the Faculty of Health



and Society. Interviews and checking references are also carried out during the selection process.

The fact that an applicant is judged to have previous education or professional activities that can be credited for a programme must not give the applicant precedence over other applicants during the selection process.

During active recruitment and selection of students for postgraduate education, equal treatment must be taken into account.

### ***Admission to non-advertised postgraduate education positions***

Employers and people active outside the university system may also have an interest in participating in the Faculty's postgraduate research programme. These contacts are important for the University's so-called 'third mission' which is to interact with Society.

At the same time, this initiative should not reduce the possibilities of admitting postgraduate students following advertisement of vacancies. Postgraduate research education positions which are employer-financed (salary received for employment outside the Faculty), partly or wholly financed by an external employer or self-financed (for example, through leave of absence) are not usually advertised. In this case, applications from candidates are prepared by the supervisor in collaboration with the director for the post graduate research programme/Associate Dean for Research at the Faculty and submitted to the research committee (FN) for approval.

If the student has employer-financed external financing, a written guarantee of financial provision from the employer for the whole study period must accompany the application. The research committee must ensure that the applicant will be able to devote a sufficiently large part of their time to their studies and that the financing will cover the entire period of postgraduate research education, equivalent to 2 years full-time for a Licentiate and 4 years full-time for a Doctorate.

Postgraduate studies may also be financed by:

- employer-funded postgraduate education (salary is maintained from employment outside the faculty))
- doctoral position financed wholly or partially by external employers
- scholarships (applied very restrictively)
- self-financing (applied very restrictively)

In the event that no postgraduate employment is available at the university, there is no requirement for advertising study places.

Preparation of admission without advertising is carried out within the department concerned and is then submitted to the Research Board for decision. It is common that the question is taken up by the Research Board during the process to discuss viewpoints of principle at the faculty level or to obtain a preliminary decision.

If the newly admitted doctoral student is not given a position of employment as a postgraduate at the faculty, it is important that the head of department draws up an agreement on issues such as access to the workplace, telephone, computer, doctoral student backpack and similar: In the case of external employer-funded research, this agreement must be made clear in the in-kind agreement (see agreement template and instructions for this template: [Documents and Templates](#)).

In the case of scholarship financed postgraduate studies, the university guidelines for scholarship financing must be followed: [Guidelines for scholarship financing of studies at postgraduate level](#)

All doctoral students admitted are given a computer identity that provides access to library services, among other things.

### ***Assessment criteria for admission without advertising***

With regard to applications for admission without advertising a vacancy, the Research Board must ensure that studies can be carried out for at least 50% of full-time hours during the entire period of study. The following must also be taken into account:

- Eligibility
- Ability to assimilate the programme (at least as good as those admitted after advertising)
- Initial concept and its relevance for some of the faculty's research areas
- Access to supervision

Age, gender, ethnic background and similar factors must not affect the assessment, since the principle of equal treatment is very important.

In conjunction with financing by external employers, the employer must provide a guarantee of the doctoral student's financial support and that the applicant is able to devote a sufficient proportion of his time to research studies during the entire period of study (corresponding to 2 years full-time for a licentiate degree and 4 years full-time for a doctoral degree). The agreement template for in-kind funding must be used ([Documents and Templates](#)). In the event of self-financing cases, the applicant must provide a written guarantee of financial support for the entire period of study.

### ***Choice of degree title***

In conjunction with admission to postgraduate studies, the doctoral student must state the choice of degree title. The degree ordinance indicates the names of degrees that may be used in the faculty of health and society for postgraduate subjects: biomedical science; health and society; social work; care science.

In normal cases, the following titles are used for care science and biomedical science:

*(Degree of Licentiate of Philosophy in Medical Science in <subject>)*

*(Degree of Doctor of Philosophy in Medical Science in <subject>)*

In normal cases, the following titles are used for social work and health and society:

*(Degree of Licentiate of Philosophy in <subject>);*

*(Degree of Doctor of Philosophy in <subject>)*

However, by special application to the dean, it may also be possible to apply for other degree titles. For more detailed information on the degree ordinance, refer to: [Decision to establish the Malmö University's new local degree ordinance](#)

### ***Departmental affiliation***

In conjunction with admission, each doctoral candidate shall be affiliated to a department through employment or other agreement.

### ***Introduction of doctoral students***

The introduction of newly admitted doctoral students takes place at three different levels:

- *HEI overall level.* All doctoral students are encouraged to participate in the specifically designed introductory course for new doctoral students.
- *Faculty level.* Every new doctoral student must meet the director of postgraduate research for a personal discussion. It is the responsibility of the principal supervisor to urge the student to contact the director of postgraduate education and arrange a meeting.

- *Department level.* The doctoral student meets the head of department for an introduction to the departmental environment and the supervisors for an introduction to the research environment.

During the process of application and acceptance to postgraduate research education, contact will mostly be between the doctoral candidate and the supervisor. Potential postgraduate students are welcome to contact the Director for Postgraduate Education at the Faculty for help and advice. Newly accepted students should contact the administrative head of the department for a short introduction to the practices at the department. They should also contact the Director for Postgraduate Education for a short introduction to the practices at the Faculty. Further, new students are encouraged to attend the course 'Introduction for doctoral candidates at Malmö University' which gives a lot of practical information as well as clarifying the rules governing postgraduate research education in Sweden. It is also a good idea to make contact with other active postgraduate students or individuals who have recently defended their theses. Attendance at seminars is another good way to get started. As for all employees at Malmö University, doctoral students should have a statutory annual appraisal with the Head of the Department at which they are employed. The Head of Department also has responsibility for the working environment for all employees at the department, including doctoral students.

## **Quality assurance of research education**

In recent years, it has become increasingly important to ensure that the programmes are of a high quality. Systems and procedures have been created to ensure long-term good quality combined with opportunities to recognize any problems at an early stage. Refer to [Overall guidelines for postgraduate education](#)

## **Implementation of postgraduate research education**

The majority of your time will be devoted to your own research project. In addition, you will be required to attend and pass a number of postgraduate research education courses. For a doctoral examination the requirements are:

- Approved courses of at least 60 ECTS
- A scientific thesis (doctoral thesis) equivalent to studies in which the goals for Doctor of Philosophy have been attained.

The requirements for a Licentiate examination are:

- Approved courses of at least 30 ECTS
- A scientific essay equivalent to studies in which the goals for Licentiate have been attained.

The implementation of postgraduate research education is governed by a number of documents: the general syllabus, the individual study plan and the research plan for each postgraduate.

### ***Examiner***

As a part of quality assurance in the course part of the postgraduate research education, an examiner is appointed for each doctoral student. For further details on the role of the examiner, contact the Director of Research Education. Under the Higher Education Ordinance, all doctoral students who are educated in accordance with the general study plan adopted after 1 July 2007 are to be examined in relation to the learning goals specified in the ordinance.

The examiner's role is to ensure that all the goals for the degree have been achieved. The credit requirement for a doctoral degree is a minimum of 60 ECTS according to the syllabus. while for licentiate, the minimum requirement is 30 ECTS. Courses must be selected to ensure that the doctoral student achieves the learning goals. These should be distributed between general, project-specific and subject-specific courses according to the syllabus. The courses should be chosen to ensure that the doctoral student meets the goals for postgraduate research education. Therefore the examiner must consider the whole package of courses that the doctoral student has attended. In order to ensure that the student will be able to count the credits from all the courses they have attended in their degree, the examiner should be appointed at the start of postgraduate studies. The examiner should decide on the transfer of credits from advanced level and from courses at other higher education institutions. This should be done as necessary throughout the postgraduate research education. The student should also be able to consult with the examiner when choosing research programme courses at Malmö University.

The examiner should decide on the transfer of credits from advanced level and from courses at other higher education institutions. This should be done as necessary throughout the postgraduate research education.

The thesis is approved/rejected by the grades committee in conjunction with the public defence of the thesis.

The examiner should be chosen at the same time as admission to the programme and preferably from amongst the Faculty's professors, but a minimum requirement is associate professor (docent).

### ***Supervision***

The Faculty of Health and Society is responsible for ensuring that all doctoral students receive good supervision. Chapter 6 in the Higher Education Ordinance regulates supervision of postgraduate research education. In conjunction with admission, one principal supervisor and at least one other supervisor are appointed.

A student who has taken a doctoral degree may be appointed as supervisor. The principal supervisor must be employed at the faculty and must be an associate professor or have at least the equivalent competence. The main considerations when appointing supervisors are always their competence in the subject, but also theoretical and methodological competence in the thesis area. The doctoral student's own wishes regarding supervisors are also given high priority. In addition, the department's responsibility for strategic research planning and the employees' professional development are ascribed a certain value. Just as in all other activities at Malmö University, gender equality aspects must also be taken into account.

For doctoral students beginning their courses after June 2007, the following rules apply:

*Section 31. For each doctoral student, the faculty board should appoint at least two supervisors. One of these supervisors should be appointed as the principal supervisor. The doctoral student has the right to supervision during their course, provided that the faculty board on the basis of Section 30 does not decide otherwise.*

Supervisors must possess a doctorate. The principal supervisor has the formal responsibility for the postgraduate research education and should be the primary source of support for the doctoral student. The principal supervisor should normally be an associate professor or professor and should be employed by the Faculty. Professors emeritus may be appointed as supervisors but not as the principal supervisor. The other supervisors can, for example, be research assistants, lecturers or researchers outside the Faculty who contribute to the project with specialist knowledge.

If the principal supervisor is not available for a longer period of time due to, for example,

illness or a residency in another location, a substitute supervisor should be appointed. A decision concerning a substitute supervisor is made by the Research Committee in accordance with a proposal from the principal supervisor after discussion with the doctoral student. The principal supervisor is responsible for proposing any changes to the supervisor group, in consultation with the doctoral student and the other supervisors. The doctoral student may request to change the principal supervisor or other supervisors.

An HEI that organises postgraduate education must also organise training for supervisors. At least one of the supervisors should have completed such a training course or alternatively be judged to have an equivalent expertise by the faculty board (SFS 2006:1053).

Training in postdoctoral research supervision is provided on a regular basis by Malmö University as a joint course for the whole university.

### Time for supervision

Each full-time doctoral student has the right to 40 hours of supervision per term. This allocation is distributed between all the supervisors involved and is documented in the individual study plan. The supervision time includes all the work that the supervisors do such as preparation prior to supervisory meetings. The principal supervisor is responsible for ensuring that supervision is carried out in accordance with this regulation.

The department to which the doctoral student is affiliated is responsible for financing, which can either take place through a government grant or through external resources. Supervision must be clearly stated in the supervisor's yearly working hours and in the doctoral student's study plan. How supervision is financed, however, is determined in consultation between the supervisor and the head of department or the external funder. When applying for external funds for doctoral students, resources must always be sought for supervision.

According to the Higher Education Ordinance, a doctoral student has the right to request a change of principal supervisor if, for example, serious problems arise.

*A doctoral student who so requests shall be allowed to change supervisor. Ordinance (2010:1064).*

Decisions concerning change of principal supervisor are made by the committee for research in accordance with a proposal from the principal supervisor after discussion with the doctoral

student and the Director for the Research Education. In accordance with Chapter 6 of the Higher Education Ordinance, the entitlement to supervision can be removed by the university if the student neglects their undertakings as outlined in the ISP.

*Section 30. If a doctoral student substantially neglects his or her undertakings in the individual study plan, the vice-chancellor shall decide that the doctoral student is no longer entitled to supervision and other study resources. Before such a decision is made, the doctoral student and the supervisors shall be given an opportunity to make representations. The case shall be considered on the basis of their reports and any other records available. The assessment shall take into account whether the higher education institution has fulfilled its own undertakings in the individual study plan. A written record of the decision shall be made, which is to include reasons for the decision.*

However, the financing for doctoral scholarships may not be withdrawn as long as the student is employed (SFS 2010:1064).

*Section 31. If study resources have been withdrawn pursuant to Section 30, the doctoral student may, on application to the vice-chancellor, recover his or her entitlement to supervision and other resources. The doctoral student must then demonstrate convincingly, by presenting prospective study results of considerable quality and scope or in some other way that he or she can fulfil his or her remaining undertakings in the individual study plan. Ordinance (2010:1064).*

### **Requirements and expectations**

Guidelines for cooperation and mutual commitments must be included in the individual study plan. If one party does not meet their commitments, this may be taken up in the annual review of the individual study plan in the supervisor staff group. Problems must be addressed as soon as they are noticed so that valuable time is not lost. The doctoral student and supervisor should at an early stage make it clear to each other what requirements and expectations they have of each other. In the individual study plan, guidelines for cooperation and respective commitments should be included. If one of the parties does not fulfil their obligations, the situation can be raised at the annual review of the individual study plan. It cannot be emphasized strongly enough that serious problems should be identified and brought out into the open as soon as possible so that valuable time is not wasted. Contact the Director for Research Education in these cases or someone else in a leading position in whom you can



confide.

The supervisor should:

- Assist with the choice of thesis subject and ensure that it is realistic and feasible
- Review manuscripts and other material
- Recommend courses together with interesting and relevant literature
- Assist in the establishment of contacts with other departments in Sweden and abroad
- Enable the PhD student to attend and participate in international conferences and meetings.
- Recommend sources of research funding
- Ensure that the project is funded, including the costs of printing the thesis (over and above the stipend from the Faculty which covers the cost of proofreading and 100 theses).

If the supervision is not working:

- Talk to the supervisors
- Contact the Associate Dean for Postgraduate Education
- Contact the Dean of the Faculty Vice-dean for research or dean of the faculty
- Talk to the student union and/or the union
- Contact the student health centre

The research student and supervisors should enter into discussions to arrive at an agreement relating to what is appropriate and should document what has been agreed upon in terms of supervisor and supervision in the individual study plan. The following points can serve as a guide.

Distribution of responsibility and work tasks:

- encouragement and feedback in the work
- literature searches
- establishment of a literature database
- application for research funding and travel scholarships
- planning of meetings
- courses in the postgraduate research education
- conferences

- presentation of ongoing projects in various forums
- continual updating of the project plan
- continual updating of the individual study plan

The relationship between supervisor and doctoral student:

- rights and responsibilities
- expectations
- motivation
- availability
- regular performance reviews

### ***The “doctoral backpack”***

In order to make it easier for all doctoral students to achieve the goals of the research education program, there is a requirement that all doctoral students should be guaranteed a grant award of SEK 40,000 for full-time studies for a period of four years. This funding is flexible and may be allocated freely during the course of this period. However, decisions as to how this funding should be used are made in consultation with the student’s supervisor or the Head of Department. The funds should primarily be used to cover the costs of conferences or course fees and associated travel and living costs. The funds can also be used for travel in connection with networking activities associated with the student’s thesis work. In the case of external employer-funded research programmes, the financing agreement must indicate which party is responsible for the costs of the doctoral backpack. In those cases where external funding does not cover the “backpack”, these costs will be met from faculty funds. The funds to be used in such cases are determined in consultation between the supervisor and the relevant Head of Department.

Doctoral students who began their research education subsequent to 31 December 2014 have the right to be allocated “backpack” funding in proportion to the amount of time they have left as doctoral students.

### ***Seminars***

In all postgraduate subjects, doctoral students and researchers meet in seminars. The format of such activities varies within the faculty, but it is important that all doctoral students attend

seminar events that are organised in order to gain experience of participating in scientific discussions. Participation in seminars does not normally accrue any credits.

### ***Director of postgraduate education***

Overall HEI issues about postgraduate education are dealt with in the Research Preparation Committee, where the Vice-Chancellor and the research directors from the faculties as well as doctoral students and trade union representatives are included. There is a working group linked to this forum, the research programme committee, in which the directors of studies at the various faculties are included.

The faculty's director of postgraduate education assists the Research Board in issues relating to research and postgraduate education. The director of postgraduate education is also at the disposal of doctoral students and supervisors for information and other assistance on issues related to postgraduate studies.

There is a studies administrator linked to the Research Board and director of postgraduate education who takes care of the administration of research programmes.

### ***The Research Board***

The Research Board prepares cases relating to research and research programmes for the Faculty Board, and decides on the Faculty Board's tasks in cases in accordance with the delegation order. For further details, refer to the faculty's delegation ordinance.

The Vice-dean, two professors, one ordinary member and one deputy from each department at the faculty, the director of postgraduate education, trade union representatives and a doctoral student representative are included in the board, which discusses strategic issues concerning postgraduate research education.

### ***Research ethics***

From 1st January 2004, there has been a new Act of Parliament in force with regard to the ethical vetting of research relating to human beings (Act of Parliament on the Ethical Research). The Act encompasses research on living persons but also research on the deceased and on biological material obtained from human beings and research involving the management of sensitive personal information. Refer to the [Act on the ethical review of research](#) and the [Government Bill 2002/03:50](#)

On 1st June 2008, certain amendments to the Act of Parliament on the Ethical Vetting of Research came into force - the Act's definition of research has, for example, been amended to make it clear what research activities can be subjected to ethical vetting in accordance with the Act. The Act's area of application has been widened so that all research involving the processing of sensitive personal information should be ethically vetted, regardless of whether or not the researcher has given his / her approval. A further broadening of the Act's area of application is the ethical vetting of research which is carried out using a methodology that involves *an obvious risk of injuring the researcher*. Government Bill 2007/08:44

Ethical vetting takes place in a regional committee; for Malmö University the relevant board is the Regional Ethical Vetting Board in Lund. The board is an independent public authority, divided into three divisions. Two divisions look into matters within the medical science area (medicine, pharmacy, odontology, nursing science and clinical psychology) while one division covers other research areas.

For studies which are pursued within research training programmes, the Act of Ethical Vetting of Research applies. The fee for the application for ethical review is paid by each department. The Faculty of Health and Society has made the decision to finance costs of SEK 5000 in connection with applications for ethical research vetting. All ethical vetting applications within the Faculty should be signed by the head of department who will also write an obligatory resource appendix to be included with the application. The application, together with the appendices and attachments should be submitted in the form of 17 copies using the application form designed for this purpose and sent to the Regional Ethical Vetting board in Lund. NB. The board works on the basis of meetings the dates of which are specified in advance, with final application deadline dates. Information about the application procedure is available on the website of the regional ethical review board in Lund at <http://www.epn.se/lund/om-naemnden/>. The Faculty's records office should also have a copy of the application. If the Act is not applicable, the applicant will be sent an advisory statement from the Committee. If the application is turned down by the committee, the decision can be appealed to the Central Ethical Vetting Committee, which has its registry office at the Swedish Research Council in Stockholm.

: Central ethical review board

### ***The general syllabus***

The general syllabus for postgraduate research education at the faculty has been approved by the Faculty Committee. The syllabus encompasses areas such as how the various goals of the

course will be fulfilled.

### ***Postgraduate research courses***

As described above, part of the objectives for postgraduate research education are fulfilled by participating in postgraduate courses. The Centre for Academic Learning at Malmö University has produced overall courses that cover the general knowledge which all doctoral students must have. There is also an overall range of courses for doctoral students in different research fields. For courses at the Centre for Academic Learning, use the link: [PhD courses at Malmö University](#)

Some of the goals for research education at postgraduate level are best fulfilled through participation in courses. The courses, which a doctoral student should attend as part of their postgraduate research education, are set out in the ISP which is formulated for each doctoral student at the time of acceptance to postgraduate research education. In the event of changes being made, the plan should be updated.

In addition, the faculty organises its own postgraduate research courses. Doctoral students are free to apply for courses at other universities. Courses at the advanced level can also be credited. In some cases it may be difficult to find sufficiently specified and relevant courses for the thesis area or the postgraduate subject. In such cases it is possible to create individual courses aimed specifically at the individual doctoral student's subject area. Normally these courses have a maximum of 10 ECTS out of the total course requirements for a doctoral thesis and 5 ECTS for a licentiate thesis.

Before a doctoral student attends a course, it must be checked with the principal supervisor and the examiner to ensure that the course can be included in the degree. The supervisor must ensure that the doctoral student is able to achieve all the objectives in the framework of the general study plan and that there is no duplication of course modules.

For a doctoral examination, the course part should comprise at least 60 ECTS distributed as follows:

- Theory and method courses, at least 26 credits
- Subject courses, at least 26 credits
- Pedagogical courses for the higher education sector, at least 3 credits and at most 5 credits

For the licentiate degree, a total of 30 credits is required with the following distribution:

- Theory and method courses, at least 10 credits
- Subject-specific courses, at least 10 credits

Malmö University has developed a number of joint courses which cover general research knowledge which all doctoral students should possess. There is also a joint range of courses, which are directed towards postgraduate research students in different research areas. Newly registered doctoral students are invited to attend the University's induction course 'Introduction for Doctorate candidates at Malmö University' which is arranged in the autumn term every year.

The Faculty also arranges its own research training courses. Doctoral students are free to apply to for courses at other higher education institutions. Courses at second-cycle (i.e. Master's) levels can also be included. Before a doctoral student starts a course, the principal supervisor, and in some cases also the examiner, should be consulted to make sure that the course can be included in the degree. The supervisor and examiner should ensure that the doctoral student can achieve all goals within the framework which is provided in the general syllabus and that there is no duplication of course components.

In the range of courses at the Centre for Academic Learning, the course Supporting the learning of others (MAH0207) is counted primarily as university teacher training, but the course Communicating research (MAH0218) can be assessed within this category.

### ***Transfer of ECTS (credits) in postgraduate research education***

Which research courses a doctoral student can count as postgraduate research education courses in their examination is decided by the examiner. Therefore a certificate from a course, which has been passed, is not necessarily a guarantee that it can be included in the total credits for postgraduate research education. For this reason, before the doctoral student embarks upon a course, they should consult with the principal supervisor and the examiner to ensure that it can be counted towards their total credits.

### **Accreditation of courses in postgraduate research education**

Postgraduate research education courses pursued at Malmö University are registered directly in the LADOK register. The examiner approves the courses that can be included in the degree. The formal decision is taken in connection with the issuing of the degree certificate, but

doctoral students should continually ensure that their course participation has been approved by the supervisors and an examiner. The credit transfer of research training courses from other higher education institutions, as well as the number of credits awarded for other activities, is decided by the examiner. In doubtful cases the decision is referred to the Research Board.

For each course, the examiner must have access to a certificate showing that the course has been passed and a syllabus (including the extent of the course) as well as a reading list to judge the number of credits to be assigned. The completed form should be sent to the Faculty secretary with responsibility for research and research education for entry into the LADOK database. This should be done directly after the completion of each course. If in doubt, please contact the Director for Postgraduate Research Education.

In accordance with the Higher Education Ordinance, a student who has passed a course at advanced level (Master's) has the right to transfer credits from the last year to postgraduate level if approved by the examiner.

The accreditation of other courses or activities that generate credits must be approved by the principal supervisor and finally decided by the examiner. Normally this refers to courses at the advanced level. [Accreditation form](#)

### ***The individual study plan***

An individual study plan (ISP) is formulated for each doctoral student at the time of acceptance to postgraduate research education using a specific form. The form can be found on the website for research education at the faculty. An individual study plan for every doctoral student must be drawn up in conjunction with their admission to postgraduate education. It is drawn up by the doctoral student, a representative of the faculty and the supervisors in accordance with the general study plan. The general study plan and the form for the individual study plan is available on the faculty website for postgraduate studies.

The individual study plan is an important formal document that governs the relationship between the university and the doctoral student. It should outline the responsibilities of the university and the student as well as describing the general outline of the thesis, plans for supervision, a financial plan, courses and any other resources that are essential for the completion of the education within the stipulated time. The ISP is also a formal document describing the undertakings of the university and the postgraduate student (Higher Education Ordinance Chapter 6, Section 29). The plan should be agreed upon and signed by the doctoral student and all supervisors, as well as the examiner. Updating of the ISP is important since

this document serves as a basis for the evaluation of progression within the programme with respect to the national and local examination goals (knowledge and understanding, skills and ability, and judgment and approach). The ISP should be reviewed regularly and amended by the university as required after consultation with the doctoral student and the supervisors. If a doctoral student substantially neglects his or her undertakings in the individual study plan, the Vice-Chancellor has the right to decide that the doctoral student is no longer entitled to supervision and other study resources.

The plan is an important tool for supporting the progress of the doctoral student and is an instrument for the annual review, evaluation (in normal cases Oct/Nov) and for ensuring the flow of students through postgraduate education.

The form for the individual study plan (ISP) is common to the whole university and comprises a number of sections that are of central importance for the research education of the doctoral student:

### ***Supervision***

The section of the ISP that regulates *supervision* states how the total allocation of 80 hours of supervision per year for each full-time doctoral student is distributed among the supervisors. Thus this area clarifies which individual(s) has the principal responsibility for the coming year's supervision.

### **Rate of study**

This section of the ISP describes the doctoral student's *rate of study*, specifying the amount of time the student will be devoting to research studies, other departmental work/administration or other tasks/periods of absence etc. Doctoral students may engage in teaching work, work as an elected or honorary representative, or administrative tasks totalling at most 20 % of a full-time position within the framework of their doctoral studentship (see further under the heading Teaching and other work at the Faculty).

### **Coursework**

This section of the ISP focuses on completed, ongoing and planned courses taken within the framework of the doctoral student's research education. The objective is to clarify for the doctoral student, the supervisors and the examiner how the student's coursework is



progressing and to ensure that the courses taken by the student are correctly distributed in relation to the required areas of study.

### **Goals for work on the thesis**

The next section of the ISP describes the plans relating to the student's work with the doctoral thesis during the coming year. Here the doctoral student and the supervisor specify concrete targets relating to the thesis, with regard to data collection, analysis and the completion of chapters, reports or articles. Thereafter this section of the ISP specifies plans for seminars or papers in which the doctoral student will present parts of his or her thesis work during the coming year.

### **Career planning**

The ISP concludes with a section under the heading "career planning" which describes the doctoral student's plans for the period immediately subsequent to completing their research education. This section is primarily of interest during the latter stages of the research education and is intended to facilitate the transition to a post-doctoral existence. This may involve planning to apply for new research funding, developing courses and teaching or establishing contacts with alumni and various research and professional networks.

## **Progression of Postgraduate Research Education**

### ***Annual review of the individual study plans***

Once a year, the chairman of the supervisors' collegium requests a report on the progression of the doctoral studies from each student. This report is made in the form of an updated ISP and progression is reviewed in relation to previous ISPs.

The doctoral student and supervisors meet every year to update the individual study plan together. It is subsequently reviewed by the supervisor staff group and then adopted by the chair of the supervisor staff group and director of postgraduate education. The chair convenes the supervisor staff group and is responsible for ensuring that the approved individual study plans are submitted to the research administrator.

## ***The Project plan***

The presumptive research student should formulate a project plan together with the intended supervisors. This should be included in the individual study plan under the heading “Brief summary of proposed thesis”. The programme should be as detailed as possible in terms of its description of the research project including sub-component projects, which will lead up to the thesis itself. It goes without saying that a project plan written for a research education programme will be changed during the course of the programme but it is nevertheless important that the initial plan is documented prior to admission and that the supervisors and doctoral students have planned how the research part of the research education programme will be pursued.

The plan should be formulated with suitable headings in accordance with the Swedish Research Council's instructions:

- Specific goals (statement of purpose for the proposed research project)
- Overview of area (a summary of the doctoral student's own research and that of others as well as previous results in the research field)
- Project description (theory, method and implementation).
- Specific headings which in relevant cases should be presented /commented upon: (integrated subject areas, equipment, international collaboration, ethical considerations and gender aspects)
- Equipment (a short description of relevant equipment available for the project)
- Preliminary results (a description of the student's own experiments/pilot studies within the project)
- Significance (a short statement of the project's importance)
- Personnel within the research group/project
- International and national collaboration (a short description of collaboration with Swedish and foreign research groups)
- Ethical aspects
- Gender aspects
- Literature

The various sub-component projects, which will be part of the final thesis, should be presented under the headings of ‘Specific goals’ and ‘Project description’. The doctoral student and the supervisors should sign the research plan.

### ***Half-time seminar***

When approximately half the work for the doctoral degree is judged to be finished *i.e.* when 1-2 publications/manuscripts have been completed, the doctoral student should hold a half-time seminar. Doctoral students must hold a half-time seminar no later than the halfway point of the study period. In this seminar, the doctoral students should demonstrate their ability to present and discuss their research at an advanced level. The seminar also provides an excellent opportunity to obtain feedback from the research community on the continued work.

The milestone is achieved by means of a presentation at a seminar. At the seminar, A reviewer is appointed by the principal supervisor to examine the work. The reviewer must be an expert on the work presented and normally this is an associate professor or professor. The principal supervisor is responsible for advertising the seminar within the Faculty and for informing the Faculty webmaster so that it can be advertised on the Faculty's website. The principal supervisor submits information to the faculty information officer, but not to the media, so that the seminar can be advertised in good time for researchers within the subject. The principal supervisor is responsible for ensuring that the reviewer receives the research plan, published articles and any manuscripts which are to be included in the thesis. The expert reviewer at the half-time seminar cannot later be appointed as the Faculty opponent at the defence of the doctoral thesis but can be appointed as a member of the examining committee.

The principal supervisor is responsible for reporting to the Secretary for Postgraduate Education that the seminar has taken place. The main supervisor also has the responsibility of reporting in writing to the director and administrator of postgraduate research education when the seminar has been held and approved. This is documented in LADOK and doctoral students with doctoral scholarships will then receive the appropriate salary increase in line with the next step on the increment ladder. The Faculty is responsible for the honorarium, travel costs within Sweden and any board and lodging costs incurred for the seminar.

For guidelines and the form for the half-time seminar, refer to: [Documents and Templates](#)

### ***Review at the 75 % stage of completion***

When the principal supervisor judges that 75 % of the studies have been completed, a report should be sent to the Director and the Secretary for Postgraduate Education to enable the doctoral student to receive the stipulated salary increase in accordance with the doctoral research students' salary increment ladder. The progress will also be documented in LADOK.

It is important that the principal supervisor closely follows and assesses the work of the doctoral student and salary increases will therefore not be approved retroactively.

### ***The Research Environment***

It is important that all doctoral students feel a strong allegiance to one of the Faculty's research groups. How these groups work can differ substantially but it is important that doctoral students participate in seminars or other meetings as a way of training their scientific communication skills.

Doctoral students play an important role in the research at the Faculty. In many cases the research is the result of teamwork and good results can pave the way for new research funding, in turn leading to further development of research activity. Responsibility for pursuing and publishing high quality research rests with the supervisors, and exchanges of experience within the research group are a necessary stimulus for this.

The doctoral student should develop the habit of accurately recording all experiments, trials and results so that they can be presented in detail at a later date. In addition, the doctoral student should also discuss their plans for continued experiments/studies with their supervisor and the members of the group. When a major investigation has been completed, the doctoral student should have the opportunity to present the results at a research seminar at which researchers outside the immediate research group can review the work, provide new insights and propose new ways of tackling any problems.

One of the requirements for postgraduate research education is that the doctoral student is familiar with current knowledge within their research area. Therefore, in parallel with their own research, it is important that doctoral students have the time to keep abreast of the literature.

### ***Positions of trust, teaching etc.***

There is an expectation that newly qualified doctoral students who stay on and work at the university are able to contribute to the department's overall activities. For this reason, it is important that doctoral students are given opportunities to teach or work with administration within the department, as far as possible.

Doctoral students can work with teaching, positions of trust or administration for up to 20% of their full-time doctoral post. Such departmental work must be documented by the doctoral student during the reviews of the individual study plan, and is reflected in the registration of the scope of studies in LADOK. Doctoral students who do not have any other employment can work with teaching, positions of trust or administration for up to 20% of their full-time doctoral post. Such departmental work must be documented by the doctoral student at the reviews of the individual study plan, and is reflected in the registration of scope of studies in LADOK. The studies administrator for postgraduate research education gathers data on the scope of activities and level of income annually in cases where it is the student's duty to submit such data, so that the correct activity level can be reported in LADOK. Doctoral students are also responsible for reporting their teaching hours to the director of postgraduate studies so that a transfer of the salary costs for these teaching hours is passed on to government funding for first and second level education. Sickness absence, leave of absence and parental leave are reported by the doctoral student directly in Primula, the self-reporting system. All reports of this kind are important in order to permit an extension of the doctoral student's employment beyond 4 years as compensation for teaching and other departmental service.

It is also important for doctoral students to be given the right to exercise their influence over postgraduate studies through being represented in a preparatory and decision-making body that is significant for the education programme. These positions of trust are not included in the programme's thesis or course parts and the study period shall therefore be extended in accordance with the template below.

#### **Faculty Council**

- Chair: 20 working days/year
- Vice chair: 8 working days/year
- Other members: 6 working days/year

#### **Joint university councils/bodies**

- University Board: fees (no extension)
- Research Preparation Committee: 6 working days/year
- Other joint university commissions: by agreement

### ***Regulations for doctoral student employment***

Doctoral employment is regulated in Chapter 5 of the Higher Education Ordinance.

Faculty practice is that every admission as a doctoral student will be for a maximum of one year at a time. Under the Higher Education Ordinance, the following applies:

*Chapter 5 Section 1. Higher education institutions may have specific posts for third-cycle (doctoral) students to enable them to pursue their third-cycle studies.*

*Chapter 5 Section 7. Appointment to a doctoral studentship shall apply for an indefinite period, however for no longer than until a specified date and never for a period extending more than one year after the award of a PhD or a doctorate in the fine, applied and performing arts.*

*The initial appointment may apply for no longer than one year. An appointment may be renewed for no more than two years at a time.*

*A person may be appointed to a doctoral studentship for a total of **eight** years. The total employment period may, however, not exceed the time corresponding to full-time third-cycle study for **four** years. For courses or study programmes to be concluded with the award of a licentiate degree or a licentiate degree in the fine, applied and performing arts, the total employment period may not exceed the time corresponding to full-time third-cycle study for **two** years. The time spent studying by the third-cycle student, while not appointed to a doctoral studentship, shall be deducted from these periods.*

*The total period of employment may be longer than what is stated in the third paragraph, unless there are special reasons. Such reasons may include sickness leave, service within the armed forces, positions of trust within trade union organisations and student organisations, and parental leave. Ordinance (2009:933).*

*A person may be employed as a doctoral student for a maximum of eight years in total*

*Chapter 5 Section 2. Those appointed to doctoral studentships shall primarily devote themselves to their studies.*

*Those appointed to doctoral studentships may, however, work to a limited extent with educational tasks, research, artistic development and administration. Before a PhD or a doctorate in the fine, applied and performing arts has been awarded, however, duties of this kind may not comprise more than 20 per cent of a full time post. Ordinance (2009:933).*

A doctoral scholarship is awarded on a full-time basis. However, if the doctoral student needs to take a periodic leave of absence, the head of the department can approve this on an individual basis as long as the total employment period does not exceed the time corresponding to full-time third-cycle study of eight years for a doctorate and two years for a licentiate degree.

*The total period of employment may, however, exceed that stated in the third paragraph if*

*special grounds exist. Such grounds may comprise leave of absence because of illness, leave of absence for service in the armed forces or an elected position in a trade union or student organization, or parental leave. Ordinance (2009:933).*

### ***Internationalisation International Contacts***

Research is an international endeavour and the research community is, by its nature, international. It is therefore important that doctoral students, aided by their supervisors, acquire their own international experiences and contacts. Participation in international symposia and congresses allows for the exchange of information and new ideas, and the discussions and personal contacts that result from a seminar or a poster presentation are often very stimulating for the development of a student's own research.

Generally, if it is considered beneficial to the work, part of the postdoctoral research education can take place abroad, provided that this does not involve an extension of the length of the education. Trips to conferences and stays at foreign institutions may well require greater resources than the doctoral students themselves or the department are able to afford and it is therefore important that students apply for grants. Stays at foreign institutions require more resources than doctoral students and the faculty are able to provide. It is thus important that doctoral students apply for scholarships for this purpose.

Information concerning grants can be found on the Malmö University website. The university also subscribes to the 'Research Professional' database, which lists international calls for research funding.

### ***Teaching and other work at the Faculty***

Doctoral students may spend a maximum of 20 % of a full-time position on teaching and administration. The assignment of teaching is carried out at the beginning of each term by the Head of Department after consultation with the principal supervisor. The doctoral student should document such work when the individual study plan is revised and this should be reflected in the registration of the scope of the studies in LADOK. Where it is deemed necessary to extend a doctoral student's period of employment beyond the 4 year period, compensation will be made for teaching and other work conducted on behalf of the department.

## **Doctoral and licentiate theses**

### ***The format for doctoral theses***

A doctoral thesis should be written as a uniform, cohesive scholarly work in the form of a monograph or a so-called compilation thesis. At the Faculty of Health and Society, a compilation thesis is the most common alternative. The thesis is in this case made up of a number of (usually 4-5) scholarly publications together with a summary, bound together in the form of a book. The summary should provide an introduction and an overview of the research. The length of the summary is in the majority of cases 30-70 pages. The summary should also contain a popular scientific summary in Swedish.

At least two sub-component articles should normally have been published or accepted for publication in refereed academic journals in order to receive permission to proceed to the public defence stage. The other articles can be in the form of 'submitted for publication' or alternatively in the form of a fully complete manuscript which has undergone language checking. Some of the articles which are included can be authored by several individuals; the doctoral student should however be the main author in the essential part of the thesis. This means that doctoral students must produce a framework report and be the primary author of at least two of the articles included in the thesis. For articles involving more than one author, the doctoral student's work should be presented in the summary in connection with the listing of the articles included.

The background summary should include a general background to the thesis and also a summary, analysis and discussion of the component articles. New results which are not part of the component articles and which are relevant for the PhD project can be included in the summary. It is also important that these new results are presented in such a way that they can be reviewed in the same way as the results which are included in the sub-component papers. The background summary should be written independently by the PhD student.

If the supervisor and PhD student so decide, the thesis can be designed in the form of a monograph. In a monograph, the entire research material is presented in the form of a cohesive publication, but can be divided up into smaller parts for publication in various academic journals.

The doctoral thesis should normally be written in English. A thesis which has not been written in English should include an English summary.

The thesis is published in the faculty's series: Malmö University Health and Society.



Dissertations with the serial number ISSN 1653-5383. The number of the thesis, together with a list of previous publications in the series, can be obtained from the director of studies for the research training programme. An ISBN series number is reserved at the Malmö University library. To avoid legal problems involving copyright with compilation theses, publication permission should have been obtained from the publisher of each article. The PhD student is responsible for this.

In connection with its printing, the thesis should be reported to the MUEP, where all publications from Malmö University are registered. Doctoral students should themselves decide to what extent the text from the thesis should be made available in the MUEP. The Faculty recommends that at least the background summary should be published here in full text form. The library will be pleased to provide assistance in the interpretation of rules for copyright and other rights.

The format of the thesis should be in agreement with the graphical rules which have approved by Malmö University. The format of the thesis should be 240mm x 170mm despite the fact that 240mm x 160mm is stated in the Malmö University instructions. The Malmö University template for HS-doctoral students should be used. The doctoral student must always consult with BIT for guidance as to the use of this template. Since the thesis is broader than the template it is designed for, the column breadth should be increased to a maximum of 12.8 cm. The reason for the increased width of doctoral theses is that reprints from published work will not need to be reduced further. The doctoral student should continuously consult the director of studies for the research training programme with regard to the format of the thesis. The doctoral student should obtain the published articles in electronic format in plenty of time. If it is not possible to do this, the printers should be contacted in plenty of time so that time can be allotted for the scanning of the articles and to ensure that the reproduction quality is high.

Another component of the thesis is a loose sheet with the title of the public defence notification. The public notice of defence title sheet should not be bound with the thesis as it should be possible to change the date for the defence subsequent to the printing of the thesis.

The popular scientific summary (in Swedish) should be placed before the background summary's Acknowledgements and References. This should be written as an informative unit, completely independent of the thesis. It should be possible to publish this summary in secondary publications without changing or editing the contents. For this reason, first person pronouns should be avoided. Any reference to literature, diagrams or tables in the thesis should also be avoided as the summary might be read without access to the thesis itself. The faculty's information officers will be pleased to provide information about the format of the popular scientific summary.

Remember that the thesis will be pre-reviewed in accordance with the above instructions.

### ***The format for licentiate theses***

A licentiate thesis should be written as a uniform, cohesive scholarly work in the form of a monograph or a so-called compilation thesis. At the Faculty of Health and Society, a compilation thesis is the most common alternative. The thesis is in this case made up of a number of (usually 2–3) scholarly publications together with a background summary, bound together in the form of a book. The summary should provide an introduction and an overview of the research. The summary should also contain a popular scientific summary in Swedish.

At least one sub-component article should normally have been published or accepted for publication in a refereed academic journal in order to receive permission to proceed to the public defence stage. The other articles can be in the form of 'submitted for publication' or alternatively in the form of a fully complete manuscript which has undergone language checking. Some of the articles which are included can be authored by several individuals; the doctoral student should however be the main author in the substantive part of the thesis. For articles involving more than one author, the doctoral student's work should be presented in the summary in connection with the listing of the articles included.

The background summary should include a general background to the thesis and also a summary, analysis and discussion of the component articles. and the results of the component articles included must be summarised, analysed and discussed. New results which are not part of the component articles and which are relevant for the thesis project can be included in the summary. It is also important that these new results are presented in such a way that they can be reviewed in the same way as the results which are included in the sub-component papers. The background summary should be written independently by the doctoral student.

If the supervisor and doctoral student so decide, the thesis can be designed in the form of a monograph. In a monograph, the entire research material is presented in the form of a cohesive publication, but can be divided up into smaller parts for publication in various academic journals.

The licentiate thesis should normally be written in English. A thesis which has not been written in English should include an English summary.

Licentiate theses are published in the Faculty's series: Malmö University Health and Society Dissertations med ISSN 1650-2337. The number of the thesis, together with a list of previous publications in the series, can be obtained from the director of studies for the postgraduate

research training programme. An ISBN series number is reserved at the Malmö University library. To avoid legal problems with copyright with compilation theses, publication permission should have been obtained from the publisher of each article. The PhD student is responsible for this.

In connection with its printing, the thesis should be reported to the MUEP, where all publications from Malmö University are registered. Doctoral students should themselves decide to what extent the text from the thesis should be made available in the MUEP. The Faculty recommends that at least the background summary should be published in full text form. The library will be pleased to provide assistance in the interpretation of rules for copyright and other rights.

The format of the thesis should be in agreement with the graphical rules which have approved by Malmö University. The format of the thesis should be 240mm x 170mm in accordance with the Malmö University instructions. The Malmö University's template and guidelines for theses should be used. The doctoral student must always consult with BIT for guidance as to the use of this template. The doctoral student should also continuously consult the director of studies for the research training programme for the format of the thesis. The doctoral student should obtain the published articles in electronic format in plenty of time. If it is not possible to do this, the printers should be contacted in plenty of time so that time can be allotted for the scanning of the articles and to ensure that the reproduction quality is high.

The popular scientific summary (in Swedish) should be placed before the background summary's Acknowledgements and References. This should be written as an informative unit, completely independent of the thesis. It should be possible to publish this summary in secondary publications without changing or editing the contents. For this reason, first person pronouns should be avoided. Any reference to literature, diagrams or tables in the thesis should also be avoided as the summary may be read without access to the thesis itself. The Faculty's information officers will be pleased to provide information about the format of the popular scientific summary.

Remember that the thesis will be pre- reviewed in accordance with the above instructions. Remember that the thesis/paper must be reviewed in advance, in accordance with the instructions below.

### ***Review of doctoral theses***

All doctoral theses at the Faculty of Health and Society should be reviewed before a decision is made about whether and when the public defence can take place.

**Monograph thesis.** The review will take place at a final seminar with an opponent from outside the faculty. It can be a good idea, although it is not strictly necessary, to find presumptive members of the examining committee for the review. Prospective members of the examining committee should not be engaged for this review. At the final seminar, the thesis should be reviewed by at least two reviewers, one of whom is external. It is the task of the principal supervisor to initiate arrangements for and organize the final seminar.

**Compilation thesis.** The review takes place either through a final seminar as above or through a final review by representatives of the subject. Both forms of review must cover both the framework report and all the included components. The final review is carried out by a professor at the faculty within the subject area of the thesis. The review is carried out within the Faculty and should include all the sub-component articles and a summary / background. The review will take place at a final seminar as above or can be carried out by a professor from within the subject area of the thesis. If the professor has been the supervisor, another reviewer will be appointed in consultation with the Dean. The review will be initiated by the principal supervisor.

The Dean, supervisor or FN can, in individual cases, and for various reasons choose to carry out a further review or preparation prior to the public defence. An example could be a 'trial' defence. Once the examining committee and faculty opponent get and have the opportunity to read the thesis, it is important that they notify the faculty if they are doubtful about whether the thesis will be passed.

### ***Review of licentiate thesis***

All licentiate theses at the Faculty of Health and Society should be prior reviewed before a decision about the licentiate seminar and the date can be taken. The supervisor is responsible for ensuring that the review is carried out. All licentiate theses/papers at the Faculty of Health and Society must be reviewed in advance in accordance with the same procedures as for doctoral theses (see above). A decision on a licentiate seminar will not be made until this review has taken place. The supervisor is responsible for ensuring that the review is carried out.

The Dean, supervisor or FN can, in individual cases, and for various reasons choose to carry out a further review or preparation prior to the public defence. An example could be a 'trial' defence.

Once the examining committee and faculty opponent get and have the opportunity to read the thesis, it is important that they notify the faculty if they are doubtful about whether the thesis will be passed.

## ***Printing of the thesis***

The student should contact the printers in accordance with Malmö University's agreement in plenty of time before the public defence or seminar. Before a quote is obtained, the director of studies for the research training programme should review the manuscript. To limit costs for printing, colour should only be used where necessary on the basis of considerations of understanding and clarity. Diagrams in colour should be presented on as few pages as possible. The director of studies for the research study programme will approve any pages in colour before quotations are obtained. When the doctoral thesis is printed, the number of copies paid for by the faculty is limited to 150. Additional copies may be ordered, but must be paid for by the doctoral student him- or herself. When the thesis is submitted for printing, the doctoral student must contact the director of postgraduate education for guidance. This must take place in good time before the defence of thesis or the licentiate seminar. When the doctoral thesis is printed, the number of copies paid by the faculty is limited to 150. Additional copies can be ordered but must be paid for by the doctoral student. More information about the publication of doctoral theses or licentiate theses is available at: [Publishing Service](#)

## ***Public notification of doctoral defence***

The formal notification of a doctoral defence involves the library receiving an agreed number of copies of the thesis three weeks prior to the defence. This procedure is normally dealt with by the printers but the doctoral student has overall responsibility for ensuring that the procedure is adhered to.

A public notification in the traditional Luther manner is made in the foyer. The doctoral research student should thus order a copy of the thesis with a hole in the upper left corner. The Dean will inscribe examples of copies of the thesis with the words "Må spikas" (in English, may be notified) to confirm that the faculty supports the notification. The doctoral student will then seek an appointment with the Dean for a signature and meeting prior to the defence.

## ***Dissemination of theses***

The printers will ensure that copies of the thesis are sent to senior administrators and libraries at Swedish universities and higher education institutions. If the doctoral student provides a list of recipients, the printers can organize a wider dissemination of the thesis.

## **Public defence of doctoral thesis**

There are many components which make up the planning and carrying out of a public defence. It is therefore important that supervisors and the doctoral student are informed at an early stage about the regulations and what documents are required, and that the director of studies for the postgraduate research training programme is contacted to discuss these various aspects.

It is also important that the principal supervisor discusses dates for the defence of thesis as early as possible with the postgraduate education administrator to avoid double bookings.

## **Planning of the thesis defence**

### ***Date of the defence***

The Vice-Chancellor of Malmö University has delegated responsibility to the Dean to decide the time and place for the public defence. The defence should take place during normal term time and the supervisor should be in agreement with the Dean before the request is sent to the examining committee and the opponent. FUN will appoint the faculty opponent and the examining committee for the public defence.

### ***Requirements for the public defence***

In plenty of time prior to the public defence (at least three months prior to the set date) the principal supervisor should make a request to FUN that the doctoral student may defend his or her doctoral thesis. The request should include the following details:

- name of the doctoral student
- title of the thesis
- certificate of prior review
- list of sub-component articles to be included (compilation thesis)
- description of the doctoral student's own work
- list of contents (monograph)
- short summary of the doctoral thesis (maximum 200 words e.g. abstract in the public notification of defence sheet)
- name of supervisor
- completed courses supported by transcript from LADOK
- review of how the goals for the award of the doctorate have been fulfilled
- proposal for opponent (requested)

- proposal for 3 members together with one reserve for the examining committee (requested)
- contact information for committee members and opponent
- comments with regard to any possible disqualification for the above persons
- date and time for the public defence (with the approval of the Dean)
- proposal for the time for public notification of the defence in the foyer (with the approval of the Dean)
- The examiner's report

### ***Faculty examiner, examining committee and chairman of the defence***

The Dean or person appointed by the Dean as his / her deputy is the chairman of the public defence. The faculty opponent should hold a doctorate and have good knowledge of the research area in question. Members of the examining committee should have associate professor level of expertise or the equivalent. A maximum of one, out of four proposed members of the examining committee, may come from the Faculty of Health and Society and a maximum of two from Malmö University. The examining committee must be composed so that it is able to assess whether the doctoral student has achieved the general objectives regulated by the Higher Education Ordinance and the subject-specific objectives set out in each general study plan.

The opponent will receive a fee of SEK 8 000 and a foreign opponent or foreign member of an examining committee will receive an additional allowance of SEK 2 500.

### ***Booking of lecture theatre and conference room***

Prior to the decision on the date for the defence, the doctoral student will book the lecture theatre for the public defence as well as the U412 conference room for the discussions of the examining committee.

### ***Communication with the faculty examiner and examining committee***

The chancellery will send a letter to the persons appointed and inform them of the remuneration involved. In addition the chancellery will take up any queries and doubts regarding the thesis.

Otherwise the principal supervisor will maintain contact and deal with the hosting of the visitors.

The doctoral student should send the thesis to the examining committee and the opponent as soon

as the thesis has been printed. This must be done at least three weeks prior to the defence. On request, they should receive a copy of the printed manuscript. Otherwise the doctoral student should not have any independent contact with the examining committee and opponent prior to the defence.

The chairman of the examining committee usually convenes the examining committee, opponent and supervisor for a few moments prior to the public defence.

### ***Costs***

All costs in connection with the public defence and printing of the thesis will be borne by the university department / unit in question. This also includes costs for a final language review of English translations included in the manuscript that have not previously been subject to such review, e.g. the introductory summary in a compilation thesis and the thesis abstract. Special funding in the amount of SEK 50,000 will be awarded from faculty funds.

### ***Information about the defence***

The Faculty's information officers will provide internal and external information about the public defence. The doctoral student should contact the information officers in plenty of time and provide them with both a scholarly and a popular scientific summary.

### ***The public defence***

The public defence itself is opened by the chairman. The respondent is first given the opportunity for any possible clarifications (printing errors etc.). The thesis is then presented (approx. 30 minutes). The presentation is usually made by the opponent but it has become more common that respondents are provided with the opportunity to make the presentation themselves. Another possibility is that the opponent presents the research area and the respondent (the doctoral student) presents the thesis.

Following presentation there is a discussion between opponent and respondent. The examining committee and members of the audience then have the opportunity to ask questions and express opinions. There are no time limits on the discussion and the opportunity to ask questions. Immediately after the defence, the examining committee will meet.

The doctoral student is responsible for ensuring that copies of the thesis are available for participants in the discussion.



### ***The examining committee meeting***

In addition to members of the examining committee the opponent, the supervisor and the chairman of the defence participate as adjunct members at the meeting. The chairman of the defence (the Dean) will begin the meeting by initiating the choice of chairman of the meeting. The members of the examining committee participate in the decision. The other persons present participate by answering questions and providing clarifications.

Only light refreshments are served in order to reduce the wait for the decision. The chancellery is responsible for this provision.

Following the meeting of the examining committee there will be an opportunity for the principal supervisor to invite the doctoral student, examining committee, opponent, all supervisors and the chairman to lunch or some other suitable meal.

### ***While waiting for the decision from the examining committee***

The chancellery will ensure that light refreshments are served while waiting for the decision of the examining committee.

### **Licentiate seminar**

The licentiate thesis should be orally defended at a public seminar. In plenty of time before the licentiate seminar, the principal supervisor should make a formal request to FUN that the doctoral student may have the opportunity to defend their licentiate thesis (at least 3 months in advance).

The request should include the following information:

- name of doctoral student
- title of thesis
- statement that prior review has been carried out
- list of sub-component articles (compilation thesis)
- table of contents (monograph)
- short summary of the thesis (max 200 words)
- name of supervisors
- successfully completed courses with verification in the form of LADOK transcripts
- review of how the goals for the licentiate degree have been fulfilled
- proposal for 3 members as well as one reserve in the examining committee (requested)
- proposal for chairman of the examining committee

- proposal for chairman of the seminar
- contact information for members of the examining committee
- comments regarding any disqualification objections for the above persons
- date and time for the seminar
- the examiner's report

FN will appoint an examining committee as well as the chairman of the seminar. At least one board member must come from another seat of learning.

It is up to the doctoral student to ensure that copies of the thesis have been sent to the chairman and members of the examining committee at least three weeks prior to the licentiate seminar taking place as well as to the faculty's information officers so that information about the seminar can be advertised in plenty of time. A sufficient number of copies should be available at the faculty both before and at the seminar, which should be provided by the doctoral student.

The seminar will begin by the doctoral student presenting the thesis (30-45 minutes) after which the examining committee's members will put questions and express opinions. Even though an opponent has not been appointed it is usual that the chairman of the examining committee should have the main responsibility for the public discussion and examination. Finally members of the audience may also ask questions.

Following the defence, the examining committee will meet to evaluate the contents of the thesis and the licentiate student's ability to present and discuss their results with the grade of either pass or fail. The supervisors and the chairman of the seminar will be co-opted for this committee. Before a decision is made on the date for the seminar, the doctoral student will book suitable rooms for the seminar and the examining committee's meeting. If necessary, the doctoral student will contact technicians for a review of equipment available prior to the seminar.

All costs in connection with the licentiate seminar and printing of the thesis will be borne by the administrative body concerned. As with a doctoral thesis, this also includes costs for a final language review of English translations included in the manuscript that have not previously been subject to such review, e.g. the introductory summary in a compilation thesis and the thesis abstract. When the licentiate thesis is printed, the number of copies paid for by the faculty is limited to 150. Additional copies may be ordered, but must be paid for by the doctoral student him- or herself. All institutions are required to allocate SEK 35,000 for each licentiate seminar.



## **Degrees and degree certificates**

Degree certificates for the doctorate and licentiate degrees are issued by the chancellery of the Faculty. Application for the degree certificate should be made by the doctoral student following approval at the defence or approved seminar. Courses making up the programme should also be finished. The Vice-Chancellor has approved the following degree titles for the Faculty of Health and Society.

- Licentiate Degree in Medical Science- Licentiat i medicinsk vetenskap
- Doctor of Philosophy in Medical Science (PhD)- Doktor i medicinsk vetenskap

For research students with the relevant undergraduate background, the following degrees can be awarded upon specific request and following approval by the Dean:

- Licentiate of Philosophy - Filosofie licentiat
- Doctor of Philosophy (PhD) - Filosofie doktor
- Doctor of Philosophy in Science (PhD) - Teknologie doktor
- Doctor of Philosophy in Medical Science (PhD)- Medicine doktor

## **Conferral of doctorate**

All persons who have successfully completed their doctoral degrees during the previous academic year are offered the opportunity to participate in the doctoral degree conferral ceremony (part of the Malmö University academic ceremony) which is normally organized in September. The doctoral insignia (doctoral ring, doctor's hat or laurel wreath and diploma) are then conferred as the outward sign of doctoral achievement, the highest award which the Swedish academic world can make.

The doctor's hat, or laurel wreath, is obligatory for the conferral ceremony. One can either buy one's own or alternatively borrow a doctor's hat. The faculty has no special doctoral ring but instead makes use of general rings for medical faculties. There is no special requirement to wear a ring. A ring can only be given symbolically at a conferral ceremony. However doctors who have decided to buy a ring can order a ring in connection with the conferral ceremony. The diploma is printed with the Malmö University insignia and is awarded at the conferral ceremony.

## **Career after the degree**

Following the successful completion of the doctoral degree you will have the opportunity to continue with an academic career or alternatively look for career opportunities outside of the academic world.

The academic route normally means that following your doctorate you need to compete with other researchers with regards to posts or finance your work through external research funding. It is seen to be important that an academic career is preceded by a shorter or longer postdoctoral residency at a foreign higher education institution or alternatively at another university in Sweden.

Following the acquisition of additional research merits, supplemented with teaching skills and expertise, you can apply to be admitted as an *unpaid associate professor*. This is a title which shows that you are an independent researcher who can supervise doctoral students on your own but which does not convey any special benefits in the form of a post, as is shown by the title.