

Study handbook for third-cycle studies Faculty of Odontology Malmö University

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MALMÖ HÖGSKOLA

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Foreword

The purpose of this handbook is to provide third-cycle students and their supervisors with compiled information concerning the regulations, and their practical applications, that apply at the Faculty of Odontology. The handbook also provides prospective students who are considering applying for admission to the third-cycle study programme with insight into the design of the programme.

The Study Handbook is based on regulations and local rules that were in effect at the time of approval (1 March 2017):

- Swedish statutes on education 2015/16 (UFB 03)
- Admission rules, MAH, 2011 (Reg. no Mahr 68-2010/585) [admission rules.pdf](#)
- Policy for third-cycle studies at MAH (Reg. no Mahr 15-2013/156) [policy.pdf](#)
- Degree regulations for MAH (Dnr Mahr 59-2014/440) [examensordning.pdf \(in Swedish\)](#)

Further information on third-cycle studies can be found in Handbook for Postgraduate Students on the website of the Swedish Council for Higher Education (UHR):
<http://www.studera.nu/startpage/doctoral-studies/doctoralstudies/>.

The Study Handbook was produced by Julia Davies, former director of third-cycle studies, together with the Research and Research Programmes Board at the Faculty of Odontology at Malmö University.

Gunilla Klingberg
Dean

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Director of third-cycle studies

Research at the Faculty of Odontology

Odontology is a multidisciplinary subject in which clinical issues related to dental healthcare are studied on the biological, individual and societal level. Research is conducted in close cooperation with medicine and other disciplines.

At Malmö University, research and third-cycle studies in odontology are conducted within the field of *Oral health*. The overall vision is that our research results will improve the oral health of the population and raise the quality of dental care. Our research is inspired by issues within dental care and continuously exchanges knowledge with the healthcare sector. A central part of our profile is our collaboration with wider society and our research also has a strong international basis.

The aim of third-cycle studies at the Faculty of Odontology is to increase knowledge in the field and to provide a solid foundation for evidence-based dental care treatments.

Students admitted to the third-cycle programme in odontology are placed at one of the following departments:

- Cariology
- Endodontics
- Oral and maxillofacial surgery and oral medicine
- Materials science and technology
- Oral and maxillofacial radiology
- Oral biology
- Oral diagnostics and societal odontology
- Oral pathology
- Oral prosthetics
- Orofacial pain and jaw function
- Orthodontics
- Periodontology
- Pedodontics

The department undertakes responsibility to ensure that the third-cycle student receives all the support necessary to complete their studies including, for example, continuity of supervision as well as administrative and other support.

In accordance with the delegation rules, the dean is ultimately responsible for decisions concerning research and research studies. The Research and Research Programmes Board (FUN) at the Faculty of Odontology prepares matter for the dean. In addition to a chair, appointed by the dean, FUN is composed of 6 members, including 5 teaching staff representatives and 1 doctoral student representative. The director of third-cycle studies and 1 representative from the employee organisations have the right to attend and speak at meetings.

The faculty's director of third-cycle studies advises the dean and FUN in matters concerning third-cycle studies. The director of third-cycle studies is also available to assist doctoral students with information and other help in issues related to third-cycle education which are not handled by the supervisor and other departmental staff. A university administrator, who is responsible for research-related issues, is in charge of the administration of third-cycle education.

Learning outcomes for third-cycle studies

The general learning outcomes which must be fulfilled for a doctoral and licentiate degree are set out in Annex 2 of the Higher Education Ordinance.

Higher Education Ordinance outcomes for a degree of Doctor

Knowledge and understanding

For the Degree of Doctor the third-cycle student shall:

- demonstrate broad knowledge and systematic understanding of the research field as well as advanced and up-to-date specialised knowledge in a limited area of this field, and
- demonstrate familiarity with research methodology in general and the methods of the specific field of research in particular.

Competence and skills

For the Degree of Doctor the third-cycle student shall:

- demonstrate the capacity for scholarly analysis and synthesis as well as to review and assess new and complex phenomena, issues and situations autonomously and critically
- demonstrate the ability to identify and formulate issues with scholarly precision critically, autonomously and creatively, and to plan and use appropriate methods to undertake research and other qualified tasks within predetermined time frames and to review and evaluate such work
- demonstrate through a dissertation the ability to make a significant contribution to the formation of knowledge through his or her own research
- demonstrate the ability in both national and international contexts to present and discuss research and research findings authoritatively in speech and writing and in dialogue with the academic community and society in general
- demonstrate the ability to identify the need for further knowledge, and
- demonstrate the capacity to contribute to social development and support the learning of others both through research and education and in some other qualified professional capacity.

Judgement and approach

For the Degree of Doctor the third-cycle student shall:

- demonstrate intellectual autonomy and disciplinary rectitude as well as the ability to make assessments of research ethics, and
- demonstrate specialised insight into the possibilities and limitations of research, its role in society and the responsibility of the individual for how it is used.

Higher Education Ordinance outcomes for a degree of Licentiate

Knowledge and understanding

For a Degree of Licentiate the third-cycle student shall:

- demonstrate knowledge and understanding in the field of research including current specialist knowledge in a limited area of this field as well as specialised knowledge of

research methodology in general and the methods of the specific field of research in particular.

Competence and skills

For a Degree of Licentiate the third-cycle student shall:

- demonstrate the ability to identify and formulate issues with scholarly precision critically, autonomously and creatively, and to plan and use appropriate methods to undertake a limited piece of research and other qualified tasks within predetermined time frames in order to contribute to the formation of knowledge as well as to evaluate this work
- demonstrate the ability in both national and international contexts to present and discuss research and research findings in speech and writing and in dialogue with the academic community and society in general, and
- demonstrate the skills required to participate autonomously in research and development work and to work autonomously in some other qualified capacity.

Judgement and approach

For a Degree of Licentiate the third-cycle student shall:

- demonstrate the ability to make assessments of ethical aspects of his or her own research
- demonstrate insight into the possibilities and limitations of research, its role in society and the responsibility of the individual for how it is used, and
- demonstrate the ability to identify the personal need for further knowledge and take responsibility for his or her ongoing learning.

Admission to third-cycle studies

Personal conditions for third-cycle studies

Curiosity and a strong desire to advance one's knowledge within a particular area provides for success in third-cycle studies. However, students should have a realistic approach to their studies, and place reasonable demands on themselves, their colleagues and their supervisors. The most important factor for the successful completion of a third-cycle programme is a good relationship between the doctoral student and their supervisors. Therefore, in the initial phase of this cooperation, the parties should clarify to one another what is expected of them in terms of roles and tasks. Open communication between the supervisor and the doctoral student is the best way to resolve any issues. Finally, success requires a generous attitude and a willingness to share knowledge and expertise, and to help others within the research team.

Prior knowledge and eligibility

Admission to third-cycle courses and study programmes is regulated in Chapter 7 of the Higher Education Ordinance.

Chapter 7 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*.

Chapter 7 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.

Chapter 7 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 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, or
3. has acquired substantially equivalent knowledge in some other way in Sweden or abroad.

This means, for example, that a student who has successfully completed the first 8 semesters of the MSc in Dental Surgery programme, or has completed the BSc in Dental Technology programme and subsequently been awarded a Master's degree of at least 60 credits, is eligible. Students who have completed a 2-year Higher Education Diploma in Dental Hygiene are required to also obtain a Bachelor's degree, as well as a Master's degree of at least 60 credits, in order to be eligible for third-cycle studies. However, the university may permit an exemption from the general entry requirements for an individual applicant, if there are special grounds (*SFS 2010:1064*).

The *specific entry requirements* laid down shall be essential for students to be able to benefit from the course or study programme. These requirements 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. requisite language skills in English

Application

A person who is interested in pursuing third-cycle studies can contact either the head of department or a researcher at the department in order to receive information about current research projects, and the opportunity for supervision at the department. Prospective doctoral students can also contact the director of third-cycle studies or the FUN chair to receive advice on issues concerning third-cycle education.

Generally, the admission of students to the third-cycle programme is based on the objective of achieving a doctoral degree. For admission to third-cycle studies, the student must have a financing plan in place for the period of study, equivalent to 4 years full time. In principle, this means that if no other financing exists, the student must apply for a doctoral studentship in conjunction with applying for admission to third-cycle studies. The Faculty of Odontology has a limited number of doctoral studentships which can be applied for in competition.

Appointment to a doctoral studentship

Doctoral studentships financed by the faculty or through external funding are usually advertised through open calls for applications on, for example, the Malmö University website at <http://www.mah.se/Om-Malmo-hogskola/Jobba-hos-oss/Platsannonser/>. Calls for applications are required to be open for at least two weeks, but the application periods are often longer. The faculty strives to issue calls for applications once per year, but additional calls can be made at other times throughout the year.

In general, applications for admission to third-cycle studies (special form available on the website under 'PhD studies') are made in conjunction with the application for a doctoral studentship. The application is to include a research plan that involves studies corresponding to 4 years of full-time study (designed in consultation with the proposed supervisors) and an *individual study plan* (ISP) (special form available on the website under 'PhD studies').

The received applications are reviewed by two experts, appointed by the dean. The experts provide a justified proposal for admission in which the applicants' qualifications have been assessed. The experts' statement and the application of the proposed candidate are subsequently processed by FUN, and a decision on appointment is taken by the dean. At least one week before the decision is made, the applicants are to receive the documentation on which the decision is based, including the experts' assessment and the appointment proposal.

In the event of multiple applicants, the selection is to be based on the applicants' qualifications at the time of application. The key selection criteria are the applicants' ability to benefit from the third-cycle programme, their approach to research, their research qualifications, the third-cycle programme and the availability of supervisors. Interviews are to take place in case of selection. The equal opportunities aspect is to be taken into account during active recruitment and selection of students for third-cycle education, which means that age, gender, ethnicity, etc., must not be part of the assessment.

In accordance with the *Higher Education Ordinance, Chapter 12 Section 2*, decisions relating to appointment to a doctoral studentship may not be appealed.

Once a decision has been taken by the dean, the head of unit contacts the appointed doctoral student to notify them of the decision and to discuss their employment as a doctoral student and when they should start. Details concerning the appointment are submitted by the head of unit to the relevant human resources administrator. The faculty secretary is responsible for registering the new doctoral student in LADOK (Swedish national database for university students).

When it comes to third-cycle students with externally funded doctoral studentships from a governmental research funding body, EU council or other research foundation for a period of at least two years, the Faculty of Odontology will prioritise applicants who have secured funding for full-time studies for two (licentiate degree) or four (doctoral degree) years, in the event that the period of external funding is not extended. The supervisor and the doctoral student are obliged to apply for an extension of the doctoral studentship with the external funder. In applications for extension with an external funder, the extension of the doctoral studentship is to be given highest priority.

Admission to a non-advertised third-cycle study place

Employers and people active outside academia may also have an interest in participating in the faculty's third-cycle programme. These contacts are important for the University's external engagement activities. However, these activities must not reduce the university's opportunities to admit doctoral students following the advertisement of vacant study places. Third-cycle study places financed through an external employer (salary received for employment outside the faculty), a doctoral studentship that is fully or partly financed by an external employer or the student's own funding (e.g. leave of absence) are not usually advertised. Admissions to non-advertised places are prepared by the relevant parties in collaboration with the director of third-cycle studies. Applications are to be submitted to FUN for preparation, and subsequently submitted to the dean for a decision.

If the studies are financed by an external party, a written certificate of financing for the duration of the study period must be included in the application. In certain cases, when the doctoral student studies on the third-cycle programme within the scope of their employment outside the university, an agreement must be drawn up between the employer and Malmö University (special agreement template available on the university website under 'PhD studies'). The dean is to make sure that the applicant will be able to devote a sufficient amount of time to their studies to allow them to complete their studies within the stipulated period (corresponding to 2 years of full-time studies for a licentiate and 4 years of full-time studies for a doctorate).

For more information about admission of externally funded doctoral students, visit: <http://www.mah.se/upload/Forskning/ForskningUFS/Riktlinjer%20f%C3%B6r%20stipendiefinansiering%20av%20studier%20p%C3%A5%20forskarniv%C3%A5.pdf> (in Swedish).

Rules on the employment of doctoral students

The employment of doctoral students is regulated in chapters 5 and 7 of the Higher Education Ordinance.

Chapter 5 Section 1. Higher education institutions may establish specific posts for third-cycle students to enable them to complete their third-cycle studies.

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 research 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.

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.*

*Chapter 7 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.*

The doctoral studentship is a full-time position. However, the clinical nature of odontology as a discipline allows the doctoral student to take periodic leaves of absence in order to maintain their clinical expertise during their studies, or to undergo specialist training. Such leave of absence is to be approved by the dean, as long as the amount of absence does not cause the total period of employment to exceed eight years for a doctoral degree and four 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 defence forces or an elected position in a trade union or student organisation, or parental leave.

Guidelines on the extension of a doctoral studentship due to service as elected representative in the Doctoral Student Union Malmö are available at www.mah.se/PageFiles/9301/Forskarstuderande/Riktlinjer%20f%c3%b6r%20f%c3%b6r1%c3%a4ngning.pdf (in Swedish).

Introduction of new doctoral students

Newly admitted doctoral students are to contact the director of third-cycle studies to discuss their future studies, and to receive practical advice and to become familiar with the rules that apply to third-cycle studies.

Newly admitted doctoral students are also encouraged to sign up for Malmö University's introduction for new doctoral students, held in English. It is also a good idea to talk to other active doctoral students or recent doctoral graduates. Employed doctoral students, like all other MAH staff, are to have annual staff appraisals with the relevant head of department. The head of department is responsible for the work environment for all employees at the department, including doctoral students.

Doctoral students' association and doctoral student day

Doctoral students at the Faculty of Odontology are enrolled as students at Malmö University. At the Faculty of Odontology, there is a doctoral students' association (non-profit and free of charge) which works to safeguard the doctoral students' interests. The aim of the association is to monitor issues concerning third-cycle education, and it invites doctoral students to participate in discussions. The doctoral students' association nominates doctoral student representatives to FUN, the Faculty Board, and the Academic Appointments Board. Together with the director of studies, the association also organises the faculty's "Doctoral Student Day", where doctoral students are given the opportunity to present their research to staff, students and to other doctoral students. All doctoral students at the Faculty of Odontology are encouraged to participate actively in the activities of the doctoral students' association, as this is a good way to influence their education.

Quality assurance of third-cycle studies

In recent years, major emphasis has been placed on ensuring that the third-cycle education at Malmö University is of high quality. Systems and procedures for long-term quality assurance have been established, combined with opportunities for early detection of potential problems.

Examiner

An examiner is appointed in connection with a student's admission to third-cycle studies. Examiners must have the qualifications of an associate professor or higher; usually, they are appointed among the faculty's professors. To increase awareness of the doctoral student's work, the examiner is not to belong to the same department as the doctoral student.

A doctoral degree shall include courses of at least 40 credits – at least 20 credits for a licentiate degree – distributed in accordance with the relevant general programme syllabus. Pursuant to the Higher Education Ordinance, all doctoral students admitted after 1 July 2007 under general syllabi are to be assessed against the learning outcomes stated in the ordinance. The role of the examiner is to ensure that the selected courses will enable the doctoral student to attain the learning outcomes for the course component of the programme.

The examiner decides whether credits received for second-cycle courses, and courses taken at other higher education institutions, can be transferred to the third-cycle degree. Credit transfer is to be performed as necessary throughout the period of study. See below, under 'Credit transfer of third-cycle courses'.

The student should also consult the examiner when choosing third-cycle courses at Malmö University. Guidelines for examiners can be found on the faculty website <http://mah.se/upload/FAKULTETER/OD/Forskning/Utbildning%20p%c3%a5%20forskarniv%c3%a5/Guideleines%20f%c3%b6r%20examinator.pdf> (in Swedish).

Theses are awarded the grade of Pass/Fail by the examining committee in connection with the public defence, and the different courses are assessed by the respective course director/course examiner.

Supervision

The Faculty of Odontology is responsible for ensuring that all doctoral students receive good supervision. *Chapter 6 of the Higher Education Ordinance* regulates supervision of third-cycle education.

For doctoral students commencing their studies prior to July 2007, the following rules apply:

At least two supervisors shall be appointed for each doctoral student. One of them shall be nominated as the principal supervisor. The doctoral student is entitled to supervision during his or her studies unless the vice-chancellor has decided otherwise by virtue of Section 30 (Chapter 6 Section 28).

The principal supervisor and assistant supervisor/s are to have obtained a doctoral degree. The principal supervisor is to have the qualifications of an associate professor or higher and should hold a position at the faculty. One person can serve as principal supervisor for no more than six full-time doctoral students. If the principal supervisor is an external researcher, at least one of the assistant supervisors is to be actively working at the faculty. A professor emeritus can be appointed principal supervisor subject to a special decision by the dean.

The principal supervisor, in consultation with the doctoral student, is responsible for proposing any additional supervisors. Requests for appointments of additional supervisors are to be submitted to, and processed by, FUN and decided by the dean.

At least one of them must have undergone training for supervisors or judged to have corresponding skills. (SFS 2006:1053)

Supervisor training is offered at Malmö University on a regular basis as a university-wide course. All supervisors are to be thoroughly familiar with the rules and conditions for third-cycle education that apply at the Faculty of Odontology.

Every full-time doctoral student is entitled to at least 80 hours of supervision per year. These hours are to be distributed among all supervisors and documented in the individual study plan. The principal supervisor is to ensure that this takes place. The supervision time is to include all work that the supervisors perform, i.e. including preparations prior to supervisory meetings.

In accordance with the Higher Education Ordinance, doctoral students are entitled to change principal and/or assistant supervisor if a problem arises.

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

Requests for a change of supervisor are to be made on a special form which is to be submitted to the director of third-cycle studies. Decisions concerning change of supervisor are made by the dean, in consultation with the doctoral student. A change of supervisor requires a revision of the individual study plan.

If the principal supervisor will not be available to the doctoral student for a long period of time due to, for example, disease or stay at a distant location, a deputy principal supervisor should be appointed. Decisions concerning the appointment of a deputy principal supervisor are taken by the dean after a proposal from the regular principal supervisor, in consultation with the doctoral student.

In accordance with *Chapter 6 of the Higher Education Ordinance*, the right to supervision may be withdrawn if the doctoral student neglects their undertakings in the individual study plan.

Chapter 6 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, resources may not be withdrawn for any period in which the third-cycle student has been appointed to a doctoral studentship (SFS 2010:1064).

Chapter 6 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 (SFS 2010:1064).

Requirements and expectations

The doctoral student and supervisor should at an early stage clarify the requirements and expectations they have of each other. Guidelines for cooperation and the respective undertakings of each party are to be included in the individual study plan. 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 emphasised enough that serious problems are to be addressed as soon as they are identified to avoid wasting valuable time. In such cases, it is a good idea to contact the director of third-cycle studies or another person in a position of authority in whom the student/supervisor can confide.

The principal supervisor is to make sure that annual follow-ups of the individual study plan, a midway seminar and a public defence are planned and carried out.

The supervisor is also to

- assist in the choice of thesis topic and make sure that it is realistic and feasible
- review manuscripts and other material
- recommend courses as well as interesting and relevant literature
- help establish contacts with other departments in Sweden and abroad
- help enable the doctoral student to attend and participate in international conferences and meetings

- recommend sources of research funding
- make sure that the thesis project is funded, including the costs of any printing that exceeds the 70 copies and proofreading costs covered by the faculty

If the doctoral student feels that the supervision is not working, he or she can

- talk to the supervisors
- contact the director of third-cycle studies
- contact the pro dean of research or the dean at the faculty
- talk to the student union and/or the trade union
- contact the student health centre

The doctoral student and supervisors are to discuss and agree on their respective undertakings, and document these under supervisor and supervision in the individual study plan. The following points can serve as guidance.

Allocation of responsibilities and work duties

- Encouragement in the work
- Literature searches
- Establishment of a literature database
- Application for research funding and travel grants
- Planning of meetings
- Third-cycle courses
- Conferences
- Presentation of ongoing projects in various forums
- Continuous updates of the project plan
- Continuous updates of the individual study plan

Relationship between the supervisor and doctoral student

- Rights and responsibilities
- Expectations
- Motivation
- Availability
- Regular doctoral student appraisals

Research environment

Research team

It is important that all doctoral students feel a strong sense of belonging to the faculty. Doctoral students are important for the faculty's research that often consists of teamwork where good results pave the way for new research grants which, in turn, lead to further development of the organisation. Supervisors themselves are also required to conduct and publish high-quality research. A well-functioning exchange of experiences within the research team is a necessary stimulus for this.

The doctoral student should develop the habit of taking careful notes of any experiments and results so that a detailed account can be presented at a much later date. In addition, the doctoral student should regularly compile their experiments, results and plans for further experiments/studies and discuss these with their supervisor and the members of the group. Whenever a major investigation has been

completed, the doctoral student often has the opportunity to present the results at a research seminar, at which researchers from outside their own research team sometimes participate and can review the work, provide new insights and propose new ways of addressing the research issues in question.

As the research project progresses, the results will be published as scientific articles which serve as the basis for the doctoral thesis. For each article, a number of revisions will be made to the draft before the finalised manuscript can be submitted to a scientific journal for publishing. The journal appoints a number of experts (referees) who review the manuscript and subsequently recommend that the editor publishes or rejects the article. Articles are generally published in English.

One of the requirements for a third-cycle degree is that the doctoral student is thoroughly informed about current research in their field. Therefore, in parallel with their own research, it is important that doctoral students keep up with relevant literature. In the beginning, the supervisor provides tips about relevant journals in the student's field of research.

Director of third-cycle studies

University-wide issues concerning third-cycle education are processed by the advisory committee for research, which includes the pro vice-chancellor for research, faculty representatives, leaders of the university centres, and doctoral student representatives. This advisory committee is linked to a third-cycle education working group – in which each faculty is represented by its director of third-cycle studies.

The faculty's director of third-cycle studies assists FUN and the dean in issues concerning third-cycle education. The director of third-cycle studies is also available to doctoral students, supervisors and examiners for information and other assistance in issues pertaining to third-cycle education.

Alongside the director of third-cycle studies, the faculty has an administrator of third-cycle education.

Research and Research Programmes Board (FUN)

FUN is responsible for preparing matters concerning research and third-cycle education.

FUN is particularly to process matters concerning the admission of doctoral students, third-cycle syllabi, establishment of and appointments to doctoral studentships, allocation of funding for research activities, allocation of research scholarships and public defences (appointment of chair, examining committee and external reviewer, notification on the date of the public defence and, when relevant, preliminary review of theses).

Design of third-cycle studies

The majority of the work will be devoted to your own research project. In addition, you will be required to attend and pass a number of third-cycle courses.

For a degree of Doctor, the student shall complete

- courses of at least 40 credits
- a scientific thesis (doctoral thesis) worth 200 credits, which meets the requirements of a doctoral degree

For a degree of Licentiate, the student shall complete

- courses of at least 20 credits
- a scientific thesis (licentiate thesis) worth 100 credits, which meets the requirements of a licentiate degree

The design of third-cycle studies is regulated by a number of different documents: the general syllabus, the individual study plan and the project plan for each doctoral student.

General syllabus

The general syllabus for third-cycle studies in odontology has been approved by the Faculty Board.

Individual study plan (ISP)

An individual study plan (ISP) is to be drawn up for each doctoral student at the time of admission, using a specific form, www.mah.se/Forskning/Utbildning-pa-forskarniva/Individuell-studieplan/ (in Swedish); instructions on how to fill in the form can be found on the website. The ISP is to include the undertakings of the university and the doctoral student, describe the general focus of the thesis, supervision, financing plan, courses and any other resources required for the completion of the programme within the stipulated time. The ISP is also a formal document describing the relationship between the university and the doctoral student (*Higher Education Ordinance, Chapter 6 Section 29*). The plan is to be signed by the doctoral student, all supervisors and the examiner.

The ISP is to be updated annually, and serves as a basis for evaluating progress within the programme with regard to learning outcomes, and as a quality assurance tool. The ISP is to be updated in connection with appraisals between the doctoral student and supervisors, in consultation with the examiner. The ISP is to be reviewed by a team of supervisors and subsequently approved by the dean.

If a doctoral student substantially neglects his or her undertakings in the ISP, the right to supervision and other study resources may be withdrawn (see under ‘Supervision’ above).

Project plan

Before admission, the prospective doctoral student is to draw up a project plan together with the intended supervisors. The plan should, in as much detail as possible, describe the research project including any sub-projects, which will lead to a thesis, as well as specify how the research part of the third-cycle programme is intended to be pursued. Obviously, the plan can be revised throughout the programme.

The plan is to be drawn up with suitable headings in accordance with the instructions of the Swedish Research Council:

- Specific goals (aim of the proposed research project)
- Project description (theory, material, method and implementation)
- Any special headings, when relevant (integrated subject areas, equipment, international collaboration, ethical considerations and gender aspects)
- Preliminary results (description of your own experiments/preliminary studies in the research area)
- Significance (brief account on the significance of the project)

Under ‘Specific goals’ and ‘Project description’, any sub-projects intended to be included in the thesis are to be presented.

Third-cycle courses

Some of the outcomes for third-cycle studies are fulfilled through participation in third-cycle courses. The courses which are compulsory are stated in the ISP, which is drawn up at the time of admission. If changes are made in this regard, the ISP must be revised.

For a degree of Doctor, the course component of the programme must comprise at least 40 credits, including

- *general theory and method courses (15–20 credits)*
- *project-specific and subject-specific courses (10–15 credits)*

For a degree of Licentiate, the course component of the programme must comprise at least 20 credits, including

- *general theory and method courses (12–15 credits)*
- *project-specific and subject-specific courses (5–8 credits)*

Malmö University has developed a number of joint courses which cover the general skills which all doctoral students are to have. There is also a joint range of courses, intended for doctoral students in different fields.

For doctoral students at the Faculty of Odontology, the following general theory and method courses, *or the equivalent*, are compulsory:

- Research methodology: Quantitative and mixed research methodology (5 credits) *or*
Research methodology: Qualitative and mixed research methodology (5 credits)
- Academic writing and publishing (5 credits)
- Presenting research results for different groups (5 credits)
- Theory of science (6 credits)
- Research and researchers' ethics (4 credits)
- Teaching and learning in higher education (max 5 credits)

The general courses, or the equivalent, should be completed as early as possible on the third-cycle programme, preferably within the first two years. The compulsory courses can, after special approval by the examiner, be replaced by equivalent courses at other higher education institutions. Supervisors and doctoral students should therefore keep an eye out for third-cycle courses offered at other institutions, which may be open to students from Malmö University if there places available. For example, the Faculty of Odontology has an agreement with the Faculty of Medicine at Lund University on access to a number of places on its third-cycle courses. Doctoral students who have been admitted to national graduate schools, for example, for which there is a structured study package, may be exempted from compulsory courses, following the approval of the director of third-cycle studies.

In addition to the general theory and method courses, the doctoral student must complete both project-specific courses and subject-specific specialisation courses. These courses are to be selected by the doctoral student and the principal supervisor, in consultation with the examiner.

Application and admission to third-cycle courses at Malmö University

The Study Administration is responsible for admission to third-cycle courses, in accordance with the guidelines for admission to university-wide third-cycle courses <https://mah.app.box.com/s/m5ai3lr3o8ef6cemz7z8> (in Swedish). The application period for third-cycle courses begins four months prior to the start of the course and the applications must be received by the Study Administration no later than two months prior to the start date. The course director notifies the

doctoral students of who has been admitted at least six weeks prior to the start of the course. Admission is based on the following prioritisation:

1. Doctoral students admitted to Malmö University, or currently studying at Malmö University through a bilateral agreement on third-cycle studies
2. Doctoral students admitted through an individual agreement at another higher education institution, but whose studies are financed by Malmö University
3. Other doctoral students

Credit transfer of third-cycle courses

Courses that are eligible for credit transfer must include some form of assessment. The examiner decides which courses can be included in the third-cycle degree. A certificate of a completed course does not necessarily mean that the credits for the course can be transferred towards the student's third-cycle degree. Before taking a course, doctoral students should check with their principal supervisor and examiner that the course can be included in their degree. Courses which were taken more than 10 years prior to the time of admission to third-cycle studies are not eligible for a credit transfer towards a degree.

Third-cycle courses taken at Malmö University are registered directly in the student register, LADOK. The examiner approves courses which can be included in the degree. The formal decision is taken in connection with the issuing of the degree certificate; however, doctoral students should continuously check with their supervisor and examiner that their course participation has been approved. Decisions concerning credit transfer of third-cycle courses from other higher education institutions and other courses or credits received for other activities, are made by the examiner.

The form which is to be filled in when requesting credit transfer for third-cycle courses can be found on the faculty website at www.mah.se/PageFiles/12662/Dokument/Foruml%c3%a4r%202013-02-13.pdf (in Swedish). For every course for which the student requests a transfer of credits, the examiner must have access to a certificate showing that the course was passed, the course syllabus (including the number of credits), and the course reading list to be able to make a fair assessment. Following the examiner's assessment and signature, the form is to be submitted to the research studies administrator, for entry into LADOK. This is to be done directly after the completion of each course. If you have any questions, contact the director of third-cycle studies.

In accordance with the Higher Education Ordinance, a student who has completed and passed a second-cycle course has the right to transfer these credits to the third cycle if approved by the faculty (examiner).

Research ethics

The Swedish Ethical Review Act has been in place since 1 January 2004. It contains regulations on research concerning humans, as well as research on the deceased, on biological material from humans, and on the management of sensitive personal data.

See the Ethical Review Act (Etikprövningslagen) at <http://www.riksdagen.se/webbnav/index.aspx?nid=3911&bet=2003:460>, and bill 2002/03:50, <https://data.riksdagen.se/fil/867E2804-FFDB-44A6-B55E-B0C6ABC40E92> (in Swedish).

On 1 June 2008, certain changes to the Act took effect, including its definition of research, to clarify which activities are subject to ethical review under the Act. The Act's applicability has been extended to include all research that involves the handling of sensitive personal data, regardless of whether the research subject has given their consent or not. A further extension of the Act's applicability is that research performed according to a method which includes *an apparent risk of injuring the research subject* must undergo ethical review. Bill 2007/08:44: <http://www.regeringen.se/rattsdokument/proposition/2007/12/prop.-20070844/> (in Swedish).

Ethical review is performed by a regional board; for Malmö University, it is usually the Regional Ethical Review Board in Lund. The board is an independent government authority, divided into three departments. Two departments review cases in medical sciences (medicine, pharmacy, odontology, health sciences and clinical psychology) while another reviews cases concerning all other research.

For research conducted in third-cycle studies, the Ethical Review Act applies. The principal supervisor is responsible for ensuring that all necessary permits have been received for the studies included in the thesis project. In connection with the public defence, it is important that all permits are available as questions concerning permission may be discussed. Nowadays, most scientific journals require that the project has undergone ethical review.

All ethical review applications at the faculty are to be registered and signed by the dean who writes a compulsory resource attachment to include in the application. Applications, including attachments, must be submitted in 17 copies on a special application form and sent to the Regional Ethical Review Board in Lund. NB! The board convenes at set times and has strict submission deadlines. For more information, visit <http://www.epn.se/lund/om-naemnden/> (in Swedish). The faculty's archives must also have a copy of the application. If the Act does not apply, the applicant may receive an advisory statement from the board. In the event of a rejected application, the decision can be appealed to the Central Ethical Review Board, which has its office at the Swedish Research Council in Stockholm.

The use of animals for research purposes must be reviewed by the *Swedish Ethical Committee on Animal Experiments*,

<http://www.jordbruksverket.se/amnesomraden/djur/olikaslagsdjur/forsoksdjur/etiskprovning.4.7850716f11cd786b52d80002146.html> (in Swedish). A research project involving animal experiments must first be approved by the committee. Regulations on the ethical review of animal experiments can be found in the Animal Welfare Act and the Animal Welfare Ordinance.

Tissue samples which have been collected from patients for a specific purpose are to be stored in a so-called biobank. A biobank consists of all material which has been saved after the primary analysis has been completed. The purpose of a biobank is to preserve the integrity of the individual when collecting and storing tissue samples, which are to be used for care and treatment, for research and other purposes. The National Board of Health and Welfare's regulations and general advice on biobanks in healthcare can be found at <http://www.socialstyrelsen.se/sosfs/2002-11> (in Swedish).

In order to conduct statistical research, a researcher is required to obtain consent for the processing of personal data for research purposes. In accordance with the Personal Data Act (PUL), the Data Inspection Board or the local personal data representative must be informed of all processing of personal data through a special form, available on the Malmö University website. More information can be found at www.datainspektion.se/lagar-och-regler/personuppgiftslagen (in Swedish).

Unlike *research ethics*, *researcher ethics* is about the honour, honesty and openness of the researcher: how they relate to their results, and how they cooperate with their colleagues, other departments, individuals and wider society. The researcher is ultimately responsible for ensuring that the research is ethical and of good quality. For more information on research ethics, visit <http://www.codex.vr.se>.

Malmö University's procedures for the management of suspected research misconduct are available at http://www.mah.se/upload/Forskning/ForskningUFS/Vetenskaplig%20oredlighet_hantering.pdf (in Swedish).

Progression of third-cycle studies

Annual follow-up of the individual study plan

Once a year, the director of third-cycle studies, on behalf of the dean, requests information on the individual progress of each doctoral student. This information is provided in the form of an updated ISP and the progress is assessed in relation to previous ISPs.

Admission seminar

All doctoral students admitted to third-cycle studies at the Faculty of Odontology are to participate in an admission seminar held within the first six months of the programme.

The admission seminar is to be open to the public and announced within the faculty. Once the time for the seminar is set, the information is to be submitted to FUN's secretary, who is responsible for publishing the announcement internally at the faculty and on the Malmö University calendar at www.mah.se/kalender.

The admission seminar is to be held in English and include the following components:

- Background, structure and aim of the planned research project, in accordance with the individual study plan
- A plan on how the learning outcomes for third-cycle education will be attained
- A description of how the supervisors are expected to contribute to the doctoral student's third-cycle studies

Completed admission seminars are reported to FUN's secretary on a special form (see <http://www.mah.se/fakulteter-och-omraden/Odontologiska-fakulteten/Forskning-pa-OD/Utbildning-pa-forskarniva/Blanketter/>) so that the progression can be registered in LADOK.

Midway seminar

All doctoral students studying towards a doctoral degree at the Faculty of Odontology are to participate in a midway seminar. The aim of the seminar is to ensure that the doctoral student is well on track to attain the outcomes of third-cycle education. However, exceptions are granted to those doctoral students who previously obtained a licentiate degree in the same field.

The midway seminar is to take place once the doctoral student has published at least one article and completed at least 10 credits of third-cycle courses. The midway seminar should take place approximately two years after admission, or when the equivalent of two years' of full-time study has been completed.

Once the principal supervisor and the doctoral student agree that half of the third-cycle study period has elapsed, the supervisor is to contact an expert reviewer. The reviewer must have expert knowledge in the area of the thesis project, but may not be employed by the Faculty of Odontology at Malmö University or have a conflict of interest with regard to their relationship with the principal supervisor, assistant supervisors or doctoral student. A conflict of interest could involve a research cooperation or co-production, such as a joint article, within the past five years, or longer, if the cooperation was close. The doctoral student-supervisor relationship is always a conflict of interest, regardless of the extent of the cooperation. Exceptions to the 5-year rule can be made in case of cooperation in the form of multicentre studies or work with SBU (Swedish Agency for Health Technology Assessment and Assessment of Social Services) reports or the National Board of Health and Welfare guidelines, which are assessed on a case-by-case basis.

The expert reviewer, who must be an associate professor or professor, cannot be appointed external reviewer for the public defence, but is preferably to be included as a member of the examining committee.

The midway seminar is to be open to the public and announced within the faculty. Once the date for the seminar is set, the information is to be submitted to FUN's secretary, who is responsible for publishing the announcement internally at the faculty and on the Malmö University calendar at www.mah.se/kalender. All other administrative work is to be carried out by the respective department administrator.

The doctoral student is responsible for the timely submission of a current research plan, updated ISP, published article, and manuscripts for future articles that will be included in the thesis, prior to the seminar.

The seminar starts with the doctoral student presenting his or her work for 30–40 minutes, in English, followed by a discussion between the reviewer and the doctoral student. The entire seminar is to last for 1.5–2 hours. The discussion can be conducted in Swedish.

After the seminar, a follow-up meeting is held where the doctoral student, principal supervisor and, possibly, the assistant supervisors, and the reviewer discuss the progression of the third-cycle studies. The discussions are to be summarised in writing on a special form, available on the faculty website at <http://www.mah.se/fakulteter-och-omraden/Odontologiska-fakulteten/Forskning-pa-OD/Utbildning-pa-forskarniva/Blanketter/>. The form is to be submitted to FUN's secretary as supporting documentation for the registration of a completed midway seminar in LADOK.

If there are serious issues with the research project, the director of third-cycle studies at the faculty is to be contacted and an action plan is to be drawn up. The action plan must be signed by the principal supervisor and doctoral student, and be followed up at a time determined in consultation with the director of third-cycle studies.

Employed doctoral students are responsible for informing the HR administrator at the faculty that they have completed 50% of their studies in order to receive the appropriate salary increase stipulated for doctoral students.

The faculty is responsible for remunerations, domestic travel and any accommodation costs for external experts.

Review at the 75 % stage of completion

Once the principal supervisor finds that 75% of the studies have been completed, this is to be reported to FUN's secretary on a special form, available on the faculty website at <http://www.mah.se/fakulteter-och-omraden/Odontologiska-fakulteten/Forskning-pa-OD/Utbildning-pa-forskarniva/Blanketter/>, so that the progression can be registered in LADOK.

Employed doctoral students are responsible for informing the HR administrator at the faculty that they have completed 75% of their studies in order to receive the appropriate salary increase stipulated for doctoral students.

Internationalisation

Research is an international activity and the research community is international by nature. It is therefore important that doctoral students, sometimes with the help of their supervisor, acquire their own international experiences and contacts. Participation in international symposia and

conferences creates opportunity for the exchange of information and new ideas, and the discussions and personal contacts that result from giving a talk or a poster presentation often stimulate the student in their continued research work.

Generally, some of the third-cycle studies can take place abroad, provided that it would benefit the student and not involve an extension of the period of study. Trips to conferences and stays at international institutions often require greater resources than the doctoral student or the department are able to afford; therefore, it is important that the student applies for grants. Information concerning grants can be found on the Malmö University website, and the director of third-cycle studies can provide information on where to apply. The university also subscribes to the 'Research Professional' database with international calls for applications for research funding.

Teaching and other departmental duties

Within the scope of their studies, full-time doctoral students can teach or perform administrative duties equivalent to up to 20% of a full-time post. For this, they can request compensation in the form of an extension of employment beyond the four-year period. The allocation of teaching hours is performed before the start of each semester by the head of department, in consultation with the principal supervisor. Departmental duties are to be documented by the doctoral student in connection with the revisions to the ISP, and be reflected in the registration of the scope of study in LADOK.

Because the total period of study must not exceed eight years, doctoral students pursuing their studies at the minimum level of activity, 50%, are not allowed to teach or perform other departmental duties within the scope of their third-cycle studies.

Career paths

Following the successful completion of the doctoral degree, students have the option of continuing to pursue an academic career or a career in dental care outside the university. A third-cycle degree in odontology can also be valuable in industry.

Those who pursue a career in academia after obtaining a doctoral degree usually have to compete with other researchers for positions, and finance their own projects through grants.

After gaining further qualifications as a researcher, it is possible to apply for the title of *associate professor*. This title confirms that the person concerned is an independent researcher, capable of supervising doctoral students, but it does not involve any special benefits in the form of appointment or salary.

Doctoral theses and licentiate theses

Design of the doctoral thesis

A doctoral thesis can be written as a single, coherent scientific paper in the form of a monograph thesis. However, at the Faculty of Odontology, a compilation thesis is the most common alternative. This is comprised of at least four scientific articles and an introduction, which are bound together as a book. Doctoral theses are usually written in English; those that are not must include a short abstract in English.

The introductory chapter ("kappa" in Swedish) is to provide a general introduction to the thesis and a summary, analysis and discussion of the findings of the articles included in the thesis. Any new findings, which are relevant to the thesis but not presented in the articles, can also be included in the introduction.

However, it is essential that such findings are presented in a way which allows them to be reviewed in the same way as the findings presented in the articles. The introductory chapter is usually 30–70 pages long, written independently by the doctoral student, and is to include a popular science summary in Swedish.

At least two of the articles included in the thesis must be published or accepted for publication in peer-reviewed academic journals in order for the doctoral student to be granted permission to hold a public defence. The remaining articles can consist of articles which have been submitted for publication or completed manuscripts which have been proofread. Some of the articles may have several authors, but the doctoral student is to be the lead author of a significant part of the thesis. The student is not required, however, to be the lead author of all of them. For articles involving more than one author, the doctoral student's contribution is to be described in the introduction, in connection with the list of the articles included in the thesis.

For compilation theses, the university's template for the cover and introduction must be used. This does not affect the format of the articles. The template can be found on the Malmö University website at <http://www.mah.se/fakulteter-och-omraden/Odontologiska-fakulteten/Forskning-pa-OD/Utbildning-pa-forskarniva/Avhandling/>. Articles are to be scanned into PDF format. Any images and tables must also be saved as PDF. To avoid legal issues related to copyright, the doctoral student is responsible for obtaining permission to reproduce the articles from the respective publisher. The doctoral student should also ensure that electronic copies of the published articles are available. If this is not possible, the relevant printing company is to be contacted in good time, allowing them to scan the articles and make sure the quality is good.

The supervisor and doctoral student may decide that the thesis should be published as a monograph, in which the entire research material is presented in one cohesive publication, without any sub-divisions in the form of articles published in scientific journals. In this case, the entire document is to be included in the template found on the Malmö University website at <http://www.mah.se/fakulteter-och-omraden/Odontologiska-fakulteten/Forskning-pa-OD/Utbildning-pa-forskarniva/Avhandling/>.

The design of the thesis is to comply with the graphic rules adopted by Malmö University (240 mm x 160 mm format). Both the Faculty of Odontology and the Malmö University logo must be present on the cover of the thesis.

Each thesis must have an *ISBN* number which can be obtained from the librarian at media and publication services. Two ISBNs are needed: one for the printed book and one for the electronic version published in MUEP, Malmö University Electronic Publishing.

The thesis must also have a loose document information sheet ("spiktitelblad" in Swedish). This sheet may not be included as a page in the thesis, as it must be possible to change the date of the public defence after the thesis has been printed. Templates for document information sheets for the respective degrees can be found on the faculty website.

In a compilation thesis, the popular science summary (in Swedish) is to be placed before the 'Acknowledgements' and 'References' sections in the introductory chapter. It should be written as one unit of information, completely independent of the thesis itself, and it should be possible to publish the text in secondary publications without making any changes to the content or editorial revisions. For this reason, use of the first person singular should be avoided. References to literature, diagrams or tables in the thesis can therefore not be included, as the text must be possible to read without access to the thesis.

In connection with printing, the thesis is to be entered into MUEP where all publications from Malmö University are registered. The doctoral student decides on the extent to which the thesis text will be made available in MUEP. The recommendation from the faculty is to at least publish the introductory chapter in full text in MUEP. The library is happy to assist with the interpretation of copyright rules and other rights.

Design of the licentiate thesis

A licentiate thesis can be written as a single, coherent scientific paper in the form of a monograph thesis, or as a compilation thesis. At the Faculty of Odontology, a compilation thesis is the most common alternative. A compilation thesis is to be comprised of at least two scientific articles and an introductory chapter, which are bound together as a book. Licentiate theses are usually written in English; those that are not must include a short abstract in English.

The introductory chapter is to provide a general introduction to the thesis and a summary, analysis and discussion of the findings of the articles included in the thesis. Any new findings, which are relevant to the thesis but not presented in the articles can also be included in the introduction. However, it is essential that such findings are presented in a way which allows them to be reviewed in the same way as the findings presented in the articles. The introduction is to be written independently by the licentiate student, and include a popular science summary in Swedish.

At least one of the articles included in the thesis must be published or accepted for publication in peer-reviewed academic journals in order for the student to be granted permission to defend the thesis at a seminar. The remaining articles can consist of articles which have been submitted for publication or completed manuscripts which have been proofread. Some of the articles may have several authors, but the licentiate student is to be the lead author of a significant part of the thesis. The student is not required, however, to be the lead author of all of them. For articles involving more than one author, the licentiate student's contribution is to be described in the introduction, in connection with the list of the articles included in the thesis.

For compilation theses, the University's template for the cover and summary must be used. This does not affect the format of the articles. The template can be found on the Malmö University website at <http://www.mah.se/fakulteter-och-omraden/Odontologiska-fakulteten/Forskning-pa-OD/Utbildning-pa-forskarniva/Avhandling/>. Articles are to be scanned into PDF format. Any images and tables must also be saved as PDF. To avoid legal issues related to copyright, the licentiate student is responsible for obtaining permission to reproduce the articles from the respective publisher. The licentiate student should also ensure that electronic copies of the published articles are available. If this is not possible, the relevant printing company is to be contacted in good time, allowing them to scan the articles and make sure the quality is good.

The supervisor and licentiate student may decide that the thesis should be published as a monograph, in which the entire research material is presented in one cohesive publication, without any sub-divisions in the form of articles published in scientific journals. In this case, the entire document is to be included in the template found on the Malmö University website at <http://www.mah.se/fakulteter-och-omraden/Odontologiska-fakulteten/Forskning-pa-OD/Utbildning-pa-forskarniva/Avhandling/>.

The design of the thesis is to comply with the graphic rules adopted by Malmö University (240 mm x 160 mm format). Both the Faculty of Odontology and the Malmö University logo must be present on the cover of the thesis. For licentiate theses, the text 'LICENTIATE THESIS' is to be entered into the grey box at the top of the cover page, and 'LICENTIATE THESIS IN ODONTOLOGY' is to be entered into the red box on the spine of the book.

Each thesis must have an *ISBN* number which can be obtained from the librarian at media and publication services. Two ISBNs are needed: one for the printed book and one for the electronic version published in MUEP. Licentiate theses are published in the Faculty of Odontology series: Malmö University Odontological Dissertations, with the *ISSN* number of 1650-6065. This number is to be included in the thesis.

In a compilation thesis, the popular science summary (in Swedish) is to be placed before the 'Acknowledgements' and 'References' sections in the introductory chapter. It should be written as one unit of information, completely independent of the thesis itself, and it should be possible to publish the text in secondary publications without making any changes to the content or editorial revisions. For this reason, use of the first person singular should be avoided. References to literature, diagrams or tables in the thesis can therefore not be included, as the text must be possible to read without access to the thesis.

In connection with printing, the thesis is to be entered into MUEP where all publications from Malmö University are registered. The licentiate student decides on the extent to which the thesis text will be made available in MUEP. The recommendation from the faculty is to at least publish the introductory chapter in full text in MUEP. The library is happy to assist with the interpretation of copyright rules and other rights.

Printing of the thesis

The doctoral student is responsible for contacting the procured printing company at least seven weeks prior to the public defence.

Requests for a quote are to be made using a special form (see link below). On the form, the student is asked to provide a handle number. This is generated automatically when the thesis is registered in MUEP (see below). After receiving the form, the printing company will provide a quote in writing, and a timeframe for the printing. The doctoral student accepts the quote by sending an email with the final order to the printing company, after which the company and the doctoral student will work together, and maintain regular contact, to produce the thesis in its final form. The student is encouraged to take advantage of the possibility of obtaining a prepress proof.

The printing company must receive the material at least 3 weeks before the registered date of the public defence in order to guarantee on-time delivery. Once the student has approved the proof, the company needs 5 working days for printing, binding and delivering the thesis, according to the distribution list. In connection with approving the printing, the student is also given the opportunity to decide whether or not they want their thesis to be made available in the printing company's online store.

The director of third-cycle studies processes applications for printing grants. The grant covers the cost of printing **70** copies, and the quote received from the printing company, together with the grant application form (available on the faculty website under 'Research' > 'PhD Studies at the Faculty of Odontology') are to be submitted to the director of third-cycle studies. Remember that the cost of printing 70 copies (mandatory copies and copies to others on the distribution list) must be stated on both the quote and the final invoice. The printed copies are distributed directly from the printers to the receivers on the distribution list (available on the faculty website under 'Research' > 'PhD Studies at the Faculty of Odontology') e.g. libraries in Sweden and abroad, the vice-chancellor's office at Malmö University, the Malmö University Library, and the departments and library at the Faculty of Odontology. One copy is sent to the director of third-cycle studies to ensure that the thesis has been distributed. The printing company is responsible for storing and distributing the thesis, but the doctoral student is responsible for submitting the distribution list to the printing company.

The student may keep any excess copies of the thesis. The principal supervisor is to ensure that the external reviewer, examining committee (including any substitutes), the chair of the public defence, and departments and researchers in the subject area receive a copy of the thesis well in advance of the public defence.

The grant from the faculty also covers the costs of proofreading up to a certain amount. Contact the director of third-cycle studies for details on the current maximum amount. Quotes from two proofreaders are to be included in the grant application. Normal rules for procurement apply i.e. the lowest quote is to be accepted unless there are special grounds.

Any additional copies must be paid for by the doctoral student or the relevant department. A separate quote for additional copies should be requested from the printing company. The print run should include copies for:

- the audience at the public defence
- the department, for distribution to other departments and researchers with knowledge and an interest in the subject area
- the student's own needs

Detailed information is available at <http://www.mah.se/english/Library/Publishing/Researchersdoctoral-student/Theses/>.

Notification of the date of the public defence

The thesis is made public through the notification of the date of the defence ('spikning' in Swedish), no later than three weeks in advance. The 'spikning' (which literally means 'nailing') is a traditional way of making a thesis public. Formally, it consists of the library receiving a stipulated number of copies of the thesis, three weeks before the public defence. This is usually handled by the printing company, but the doctoral student is responsible for making sure that it is.

At the Faculty of Odontology it is customary that the doctoral student makes their thesis public by nailing it to the notice board at the entrance to the main auditorium. The nailed copy must be inscribed with the words "Må spikas" (which means "May be published") by the dean at a time agreed on between the doctoral student and FUN's secretary, on behalf of the dean, well in advance. A chain, nail and hammer can be obtained from the copying office.

Traditionally, the doctoral student's colleagues and friends are invited to this event where the principal supervisor or the head of department wishes the student good luck with the defence and hand over the hammer. The type of reception which is held in connection with the nailing is completely up to the student, who must also cover any associated costs. Remember that alcoholic drinks may not be served on university premises during working hours.

The announcements concerning the time and date of the nailing as well as the public defence are handled by FUN's secretary on the request of the doctoral student.

Public defence of a doctoral thesis

In accordance with the Higher Education Ordinance, a doctoral thesis must be defended orally at a public defence.

Chapter 6 Section 33. The doctoral thesis shall be presented and defended orally in public. A faculty examiner (opponent) shall be appointed for this presentation (SFS 2010:1064).

There are many components which go into the planning and implementation of a public defence. Therefore, it is important that the supervisors and the doctoral student, at an early stage, find out about current regulations and any required documents, as well as contacts the director of third-cycle studies to discuss the various components. Appendix 1 of the present document includes a quick reference guide for the public defence.

Time and date of the defence

The responsibility to decide on the time and place for public defences has been delegated from the vice-chancellor of Malmö University to the respective deans. Unless there are special circumstances, the defence is to take place during the semester, and the supervisor is to consult with the dean before the request is sent to the examining committee and external reviewer. The dean subsequently appoints an external reviewer and an examining committee for the public defence.

Request for a public defence

The principal supervisor must submit a request to FUN for a public defence for the doctoral student well in advance (at least five months prior to the proposed date). Doctoral students enrolled at the Malmö University Faculty of Odontology should defend their theses at Malmö University. The request is to include the following details:

- Name of the doctoral student
- Title of the thesis
- List of articles to be included (compilation thesis)
- Description of the doctoral student's contribution (in case of multiple authors)
- Table of contents (monograph)
- Brief summary of the doctoral thesis (max. 200 words, e.g. the abstract in the document information sheet)
- Name/s of supervisor/s
- Completed courses supported by a LADOK transcript
- Report from the examiner on how the learning outcomes for a doctoral degree have been attained
- Proposed external reviewer (consulted)
- Proposal of 3 members and one substitute member of the examining committee (consulted)
- Contact information (current address, telephone number and email address) for the external reviewer and examining committee members
- Comments concerning conflict of interest with regard to the persons above
- Proposed chair of the public defence
- Time and date for the public defence (approved by the dean)
- Proposed time and date for the public notification of the defence (approved by the dean)

If the dean approves a thesis for a defence, he/she will formally contact the external reviewer and the members of the examining committee. The doctoral student is not to have any independent contact with the external reviewer or the examining committee prior to the public defence.

At least 4 months prior to the defence, the FUN's secretary will send the articles/manuscripts together with a form for a preliminary review of the thesis to the members of the examining committee. Their assignment is to ensure that the articles meet the standards of quantity and quality required for a public defence at the Faculty of Odontology. The members of the examining committee are to submit their preliminary review to the dean at least 3 months prior to the defence. If the committee does not recommend that a public defence take place, it must provide written justification for this assessment, and the doctoral student is entitled to another 6 months of supervision and resources in order to address the issues on which the committee's recommendation was based.

External reviewer, examining committee and chair at the public defence

The chair of the public defence is appointed by the dean. The chair usually meets the examining committee, the external reviewer and the supervisors shortly before the defence.

The external reviewer at a public defence must be an associate professor or a professor, and must have obtained a doctoral degree and have expert knowledge of the research area in question.

The examining committee is usually composed of three members whose combined expertise is to cover the whole subject area of the thesis. The members of the examining committee must have the qualifications of an associate professor. The examiner at the midway seminar is preferably to be included as one of the members of the examining committee. A maximum of one of the four proposed members (including a substitute) of the examining committee may come from the Faculty of Odontology and a maximum of two from Malmö University. The principal supervisor, assistant supervisors and examiner for the doctoral student cannot be members of the examining committee. In addition to the 3 ordinary members of the examining committee, a substitute who can be called upon in case of, for example, illness, is to be included in the proposal for an examining committee (submitted to the dean with the request for a defence). The perspective of gender equality must be taken into account in the appointment process. If there are special reasons, for instance, if the thesis is clearly multidisciplinary, the number of members in the examining committee can be increased to five.

The external reviewer and all members of the examining committee must not present a conflict of interest in their relationship to the doctoral student, supervisors, project, and the department from which the thesis originates. A conflict of interest could involve a research cooperation or co-production, such as a joint article, within the past five years, or longer, if the cooperation was close. The doctoral student-supervisor relationship is always a conflict of interest, regardless of the extent of the cooperation. Exceptions to the 5-year rule can be made in case of cooperation in the form of multicentre studies, consensus reports, or SBU (systematic overviews and subsequent research publications) or work with the Swedish National Board of Health and Welfare's guidelines. This is assessed on a case-by-case basis.

The faculty is responsible for paying remunerations to the external reviewer, and for the costs of travel/hotel (no more than two overnight stays) for the external reviewer and the members of the examining committee. Please contact FUN's secretary for information about current remuneration rates, etc. For external reviewers/examining committee members from abroad (outside the Nordic countries), the faculty is responsible for half of the travel costs. The host department is responsible for all remaining costs. The department of the principal supervisor is to arrange travel and accommodation.

Other practical arrangements

As soon as the date for the public defence has been set, the principal supervisor is to book the main auditorium for the defence through the university's booking service, as well as the adjacent conference room for the examining committee meeting, through FUN's secretary.

The director of third-cycle studies is responsible for ensuring that an announcement concerning the defence is sent to *Tandläkartidningen* (magazine of the Swedish Dental Association).

The Communications division at Malmö University is responsible for the external communication about the public defence. Well in advance of the date of the defence, the doctoral student is to contact the Communications division and provide both a scientific abstract and a popular science summary.

FUN's secretary is responsible for ensuring that all desks and chairs in the main auditorium are correctly placed and that there is mineral water on all desks. The host department is responsible for installing microphones (available at the copying office) and returning them, as well as making sure that copies of the thesis are available in the main auditorium for anyone who is interested. The department is also responsible for any decorations of the main auditorium. It is a good idea to test the electronic equipment in the room the evening before the defence.

FUN's secretary is also responsible for the practical arrangements, including food and beverages for the examining committee, external reviewer, principal supervisor and chair of the public defence, as well as for supplying the examining committee with a report form for their meeting.

The principal supervisor usually takes the external reviewer to dinner the evening before the public defence. The doctoral student may join them for dinner in order to defuse any tension about the upcoming defence. Conversations about the thesis/defence, other than in general terms, **shall** be avoided. Other colleague/colleagues **may** be invited to the dinner, but the members of the examining committee must **not** participate.

It is a tradition at the Faculty of Odontology that the host department invites the external reviewer, members of the examining committee, doctoral student and supervisors to a joint breakfast before the public defence.

Directly after the public defence, the host department usually organises a simple reception. Guidelines on spending in connection with this are available in the Finance handbook, <http://www.mah.se/medarbetare/For-ditt-arbete/Ekonomifragor/Ekonomihandboken/> (in Swedish). It is customary that, after the examining committee has convened, the committee members join the reception and the chair announces the results of their deliberations to the doctoral student.

Public defence

The public defence is run by the chair. First, the doctoral student is given the opportunity to clarify any issues (printing errors, etc). Then the external reviewer usually presents the research field and thereby places the thesis in its context. The doctoral student subsequently describes how the studies were carried out, the findings and the conclusions. Alternatively, the thesis can be presented solely by the external reviewer (approx. 30 minutes).

Following the presentation, a discussion is held between the external reviewer and the doctoral student. The critical reviewer's role is to critically analyse all parts of the thesis and discuss the thesis in depth with the doctoral student. This discussion can include technical and practical details as well as how the results can be placed in a wider context. The external reviewer is to highlight both strong and weak aspects of the thesis in a discussion with the author, who is thereby given the opportunity to demonstrate his or her knowledge. After this, the examining committee and the members of the audience have the opportunity to ask questions and express opinions. The examining committee convenes immediately after the defence, and decides whether the doctoral student has attained the learning outcomes for a third-cycle degree, in accordance with the Higher Education Ordinance.

Examining committee meeting

In addition to members of the examining committee (not including substitutes), the external reviewer, principal supervisor and chair of the defence are co-opted at the examining committee meeting. The chair of the defence opens the meeting by initiating the appointment of a chair for the examining committee. Only the actual members of the examining committee participate in the decision. The others are present to answer any questions and make clarifications. The report of the examining committee meeting is printed out and distributed by the faculty office, and the newly graduated doctor will receive a copy.

After the examining committee meeting, the principal supervisor may invite the doctoral student, examining committee, external reviewer, all supervisors and the chair of the defence to lunch or a reception. NB! The members of the examining committee are not to be invited before the public defence has taken place.

The external reviewer may be invited to the subsequent party/dinner, but to ensure the impartiality of the examining committee members, they are not to be invited.

Licentiate seminar

The licentiate thesis is to be defended orally at a public seminar. There are many components which go into the planning and implementation of a public seminar. Therefore, it is important that the supervisors and the licentiate student, at an early stage, find out about the regulations that apply and any required documents, and contact the director of third-cycle studies to discuss the various components. A quick reference guide on the public defence process, which can also be helpful when pursuing a licentiate degree, can be found in Appendix 1.

The principal supervisor must submit a request to the dean for a licentiate seminar, well in advance. The request is to include the following details:

- Name of the licentiate student
- Title of the thesis
- List of articles to be included (compilation thesis)
- Description of the licentiate student's contribution (in case of multiple authors)
- Table of contents (monograph)
- Brief summary of the licentiate thesis (max. 200 words)
- Names of supervisors
- Completed courses supported by a LADOK transcript
- Account of how the learning outcomes for a licentiate degree have been attained
- Proposal of 3 members and one substitute member of the examining committee (consulted)
- Contact information for the examining committee members
- Comments concerning conflict of interest with regard to the persons above
- Proposed time and date for the seminar

The dean appoints an examining committee, and a chair for the public seminar. The examining committee is usually composed of three members whose combined expertise covers the whole subject area of the thesis. The members of the examining committee must have the qualifications of an associate professor. A maximum of one of the four proposed members (including a substitute) of the examining committee may come from the Faculty of Odontology and a maximum of two from Malmö University. The principal supervisor, assistant supervisors and examiner for the licentiate student cannot be members of the examining committee. In addition to the 3 ordinary members of the examining committee, a substitute who can be called upon in case of, for example, illness, is to be included in the proposal for an examining committee (submitted to the dean with the request for a public seminar). The perspective of gender equality must be taken into account in the appointment process.

The licentiate student is responsible for making sure that each member of the examining committee has received the thesis no later than three weeks before the licentiate seminar, and for informing FUN's secretary about the seminar so that the information can be published well in advance. The student is also responsible for making sure that a sufficient number of copies is available at the faculty before and at the seminar.

The seminar starts with a presentation (30–45 minutes) of the thesis by the licentiate student, followed by questions and comments by the examining committee. The chair of the examining committee has the main responsibility for the critical review. In conclusion, the members of the audience are given the opportunity to ask questions.

After the seminar, the examining committee convenes and evaluates the content of the thesis and the licentiate student's ability to present and discuss his or her results, and awards the thesis a grade of Pass

or Fail. The supervisors and the chair of the seminar are co-opted at this meeting. As soon as the date for the seminar has been set, the principal supervisor is to book appropriate premises for the seminar and the examining committee meeting. If necessary, the principal supervisor may contact technical staff for assistance with the electronic equipment before the seminar.

The members of the examining committee must not present a conflict of interest in their relationship to the student, supervisors, project, and the department from which the thesis originates. A conflict of interest could involve a research cooperation or co-production, such as a joint article, within the past five years, or longer, if the cooperation was close. The student-supervisor relationship is always a conflict of interest, regardless of the extent of the cooperation. Exceptions to the 5-year rule can be made in case of cooperation in the form of multicentre studies, consensus reports, or SBU (systematic overviews and subsequent research publications) or work with the Swedish National Board of Health and Welfare's guidelines. This is assessed on a case-by-case basis.

The faculty is responsible for the costs of travel/hotel (no more than two overnight stays) for the members of the examining committee. Please contact FUN's secretary for information. For committee members from abroad (outside the Nordic countries), the faculty is responsible for half of the travel costs. The host department is responsible for all remaining costs. The department of the principal supervisor is to arrange travel and accommodation.

Degrees and degree certificates

Degree certificates for the doctoral and licentiate degrees are issued by the Degree Office at Malmö University. Applications for degree certificates are to be made by the doctoral student following an approved public defence or seminar. All courses included in the programme must be completed before the certificate can be issued.

The vice-chancellor has approved the following degree titles (reg. no Mahr 69-06/521):

- Degree of Licentiate in Dental Science – Odontologie licentiatexamen i odontologi (odont. lic.)
- Degree of Doctor in Dental Science – Odontologie doktorsexamen i odontologi (odont. dr)

The degrees above are issued to students with a MSc in Dental Surgery who have obtained a degree of Doctor or Licentiate.

For third-cycle students who have a relevant undergraduate degree in odontology or medicine, or a degree from a faculty of engineering/science, but not a MSc in Dental Surgery, the following degrees can be awarded:

- Degree of Licentiate in Dental Science – Licentiatexamen i odontologisk vetenskap (lic. odont. vet.)
- Degree of Doctor in Dental Science – Doktorsexamen i odontologisk vetenskap (dr. odont. vet.)

Third-cycle students with a relevant Bachelor of Arts degree can be awarded:

- Degree of Doctor of Philosophy in Dental Science – Filosofie doktorsexamen i odontologisk vetenskap (dr. odont. vet.)

Doctoral degree conferment ceremony

A person who has successfully obtained a doctoral degree in the previous academic year is invited to participate in the doctoral degree conferment ceremony (the most important academic celebration of the year at Malmö University) which normally takes place during the autumn semester. At this ceremony, the doctoral insignia (ring, hat and diploma) – i.e. the symbols of academic achievement – are bestowed upon the doctoral graduate for achieving the highest distinction conferred in Swedish academia.

The doctor's hat is mandatory at the conferment ceremony. Students can either buy or borrow a doctor's hat. The Faculty of Odontology has a special doctor's ring, but the students are not required to wear it. The ring is only symbolically presented at the conferment ceremony. However, doctors who plan on buying a ring usually do so in connection with the arrangements for the conferment ceremony. The diploma is printed by Malmö University and presented to the student at the degree conferment ceremony.

Career opportunities

Following the successful completion of the doctoral degree, students have the option of continuing to pursue an academic career or a career outside the university.

Those who pursue a career in academia after obtaining a doctoral degree usually have to compete with other researchers for positions, and finance their own projects through grants. The best way to start a career in academia is to apply for a postdoc position at an international institution, or at another higher education institution in Sweden. After gaining further qualifications as a researcher, complemented by teaching expertise, it is possible to apply for the title of *associate professor*. This title confirms that the person concerned is an independent researcher, capable of supervising doctoral students, but it does not involve any special benefits in the form of appointment or salary.

Process description

Admission to third-cycle studies

Time	Doctoral student	Principal supervisor	Examiner	Faculty	MAH
<i>Well in advance of the submission of an application</i>	See chapter 'Application and admission to third-cycle courses at Malmö University' in the present study handbook.	See chapter 'Application and admission to third-cycle courses at Malmö University' in the present study handbook.	Communication with the examiner on which courses are to be included in the third-cycle programme. ¹⁾		
<i>At least 2 weeks before FUN meeting</i>	Submit the completed application, signed by all involved parties, and any appendices, to FUN. ²⁾				
<i>Admission</i>				<p>The matter is prepared by FUN and decided by the dean.</p> <p>The faculty's research administrator distributes an excerpt of the approved FUN minutes.</p> <p>The faculty's research administrator registers the doctoral student in LADOK.</p>	
<i>When receiving the admission decision</i>		The department administrator creates a user ID and MAH email account for the doctoral student			
<i>As soon as a user ID and MAH email account have been created</i>	Registration in the MAH research hub/qualifications register (resource/support at the department of the principal supervisor)				

Regular, annual or biannual events during third-cycle studies, and midway seminar

Time	Doctoral student	Principal supervisor	Examiner	Faculty	MAH
<i>After 20% completion of the programme, but no later than 1 year after registration</i>	Implementation of a 20% seminar (presentation of project plan)	Booking of premises Information to the faculty's research administrator before and after the seminar		The faculty's research administrator announces the seminar on noticeboards and the MAH web calendar. The faculty's research administrator registers 20% completion in LADOK.	
<i>2 times/year</i>	Receives a form to document progress and to report level of activity and financing – be sure to meet the stated deadline	Serves as a resource in case of questions concerning progression, level of activity and financing		The faculty's research administrator reports financing and activity in LADOK.	
<i>1 time/year</i>	Update of ISP and appraisal with the principal supervisor, assistant supervisor/s and examiner – be sure to meet the stated deadline	Update of ISP and appraisal with the doctoral student, assistant supervisor/s and examiner – be sure to meet the stated deadline	Update of ISP and appraisal with the doctoral student, principal supervisor and assistant supervisor/s – be sure to meet the stated deadline	Review of ISP by a team of supervisors. Once approved, it is to be signed by the dean and submitted to the faculty's research administrator for registration in LADOK.	
<i>Continuously; however, at least 1 time/year (before 31 Dec)</i>	MUEP registration of published work and participation in congresses/conferences (by the support person at the department of the principal supervisor)				
<i>At an early stage of the programme</i>	Planning of general courses together with the examiner		Planning of general courses in order to attain the learning outcomes of the programme		
<i>At an early stage of the programme</i>	Participation in subject- and project-specific courses				

<i>After completing an approved course at MAH</i>	Make sure that the credits are registered in LADOK (the course director is responsible for the registration)				
<i>Approved courses and activities outside MAH</i>	Fill in the form “Ansökan om tillgodoräknande” (Request for a credit transfer), sign and submit it to the examiner		Assessment and decision concerning credit transfer, to be submitted to the faculty’s research administrator	The faculty’s research administrator registers the credit transfer in LADOK.	
<i>Other credit transfer, e.g. from specialist training courses</i>	Fill in the form “Ansökan om tillgodoräknande” (Request for a credit transfer), sign and submit it to the examiner		Assessment and decision concerning credit transfer, to be submitted to the faculty’s research administrator	The faculty’s research administrator registers the credit transfer in LADOK.	
<i>Before every semester</i>				Preliminary booking of the dates for public defences during the coming semester	
<i>After approximately 50% completion of the thesis work (1–2 publications/manuscripts)</i>	Preparation for and implementation of a midway seminar NB! After a completed midway seminar, the student’s salary is to be increased according to the salary ladder for doctoral students. Salaries are not adjusted retroactively; therefore, it is in the doctoral student’s best interest to make sure that human resources has been informed.	An external expert/seminar leader is appointed, and the date for the midway seminar is set. For further details, see chapter on the midway seminar above. Booking of premises Notification of the completion of a midway seminar is submitted to the faculty’s research administrator, and a copy is sent to human resources		The faculty’s research administrator enters the midway seminar in the MAH web calendar, in accordance with a template. ³⁾ The faculty’s research administrator registers 50% completion in LADOK.	Human resources increases the doctoral student’s salary in accordance with the salary ladder for doctoral students.
<i>After 75% completion of the programme</i>	After 75% completion of the programme, the student’s salary is increased in accordance with the salary ladder for doctoral students. Salaries are not adjusted retroactively; therefore, it is in the doctoral student’s best interest to make sure that human resources has been informed.	Notification of 75% completion is submitted to the faculty’s research administrator, and a copy is sent to human resources.		The faculty’s research administrator registers 75% completion in LADOK.	Human resources increases the doctoral student’s salary in accordance with the salary ladder for doctoral students.

In case of a change or addition of a principal supervisor, assistant supervisor or examiner

Time	Doctoral student	Principal supervisor	Examiner	Faculty	MAH
<i>At least 2 weeks before FUN meeting</i>	Requests for change are to be submitted to FUN, and must be signed by all parties (doctoral student, principal supervisor, assistant supervisor/s, examiner, and proposed additional person).				
<i>At FUN meeting</i>				<p>The request is processed by FUN and a decision is made by the dean.</p> <p>Excerpt of the approved minutes from the meeting is drawn up.</p>	

Public defence

Time	Doctoral student	Principal supervisor	Examiner	Faculty	MAH
<i>At least 6 months before the defence</i>		<p>Set a preliminary date for the public defence</p> <p>Contact a potential external reviewer and examining committee and ask if they would like to participate, and a suitable date</p> <p>Once the preliminary date has been set, book premises for the public defence and associated reception.</p>			
<i>5 months before the defence</i>		Submit a request for a public defence to FUN	Upon submitting a request for a public defence to FUN, the examiner guarantees that the outcomes for third-cycle education have been attained and that the doctoral student has completed the courses that are specified in the individual study plan.	<p>FUN decides on the public defence, and the proposal for an external reviewer and examining committee.</p> <p>The decision is sent to all parties concerned.</p>	
<i>4 months before the defence</i>			Review of credits, and possible changes in LADOK, so that the number of credits is accurate in relation to the degree certificate	<p>The work is sent to the examining committee for a preliminary review, as well as to the external reviewer (separately).</p> <p>A conference room for the examining committee meeting after the public defence is booked.</p>	
<i>3 months before the defence</i>	<p>Malmö University's Communications division is notified of the public defence, and plans an interview to be published on the MAH website.</p> <p>Application for ISBN number from BIT media and publishing services</p>			The members of the examining committee send back the results of the preliminary review to the dean.	Office of Education and Research Support: Includes the public defence in the list published on MAH's research web

	<p>Contacts printer/s for quotes for printing 70 copies</p> <p>Contacts two proofreaders for quotes for proofreading of thesis</p> <p>Application for printing grant submitted to the director of studies</p>			<p>The director of third-cycle studies contacts <i>Tandläkartidningen</i> and notifies them of the public defence.</p> <p>A decision is made by the director of third-cycle studies concerning the award of a printing grant, and sent to the doctoral student.</p> <p>The faculty's research administrator informs the Office of Education and Research Support about the upcoming defence.</p> <p>The faculty's research administrator includes the notification of the date of the defence ("spikning") and the public defence itself, in the web calendar, in accordance with a template.³⁾</p>	
<i>At least 6 weeks before the defence</i>	Material submitted to the printer	Planning of a reception (held in conjunction with the defence) and the traditional breakfast before the defence (by the resource/support at the relevant department, and other staff)			

		The date of the notification (nailing) and title of the thesis are decided and submitted to the faculty's research administrator.		The faculty's research administrator makes sure that the nailing event is included in the web calendar. ³⁾	
<i>Approx. 4 weeks before the defence</i>	The nailing copy must be inscribed with the words "Må spikas" (May be nailed) by the dean. (Book a time with the dean well in advance). Contact Repro to obtain a hammer and nails for this day			The faculty's research administrator announces the date of the public defence to the departments.	
<i>At least 3 weeks before the defence</i>	Nailing One copy is sent to Communications in view of the interview (on the website).	Nailing ceremony held in the entrance hall of the main auditorium Mingling The department administrator and the faculty's research administrator agree on picture-taking.		Announcement posted on notice board in the entrance hall of the main auditorium The faculty's research administrator makes Facebook update with information about the event and uploads any pictures taken	
	70 copies of the thesis are distributed by the printers in accordance with the distribution list. Thesis is sent to the external reviewer and the examining committee				
<i>1 week before the defence</i>	Contact with the Communications division at Malmö University for an interview (for the website) The thesis is uploaded into MUEP.			Food ordered for the examining committee meeting	Interview by Communications (for the website)

<i>Day of public defence</i>	Public defence of thesis	<p>The department to which the doctoral student belongs is responsible for the traditional breakfast before, and the reception after, the defence.</p> <p>The department administrator and the faculty's research administrator agree on picture-taking.</p>		<p>The faculty's research administrator:</p> <p>Water placed where the doctoral student and the external reviewer will be sitting in the main auditorium</p> <p>Report template made available for the examining committee meeting</p> <p>Completed report submitted to the faculty office</p> <p>Facebook update with information about the defence and uploading of any pictures</p> <p>Update of the list of doctorates, and of the website</p>	
<i>After the public defence</i>	Request for a degree certificate from Malmö University's Degree Office			FUN's secretary registers the credits for the thesis and for all completed courses.	Degree Office: Degree certificate is drawn up and sent to the doctorate

- 1) Guidelines for the examiner available at <http://mah.se/upload/FAKULTETER/OD/Forskning/Utbildning%20p%c3%a5%20forskarniv%c3%a5/Guideleines%20f%c3%b6r%20examinator.pdf> (in Swedish)
- 2) Completed **application form and appendices**
 - Appendix 1: Completed ISP and signed by the doctoral student, principal supervisor, all assistant supervisors and the examiner
 - Appendix 2: Project plan
 - Appendix 3: Financing plan
- 3) Templates for the web calendar, for the events Midway seminar, Nailing and Public defence. All events are to be published as Öppet för alla>Forskning>Gemensam>Odontologiska fakulteten

Midway seminar: Name of doctoral student

Time: YYYY-MM-DD ##:## – YYYY-MM-DD ##:##

Place: Room, Smedjegatan 16, Malmö (Entrance: Smedjegatan 16)

Audience: Open to all

Project title

External expert/seminar leader: academic title, full name, faculty, higher education institution
Principal supervisor: academic title, full name, Faculty of Odontology, Malmö University

Welcome!
Department of xxxx
Faculty of Odontology

Notification of thesis defence: Thesis title

Time: YYYY-MM-DD 12:00 – YYYY-MM-DD 12:30
Place: Entrance hall of the main auditorium, Smedjegatan 16, Malmö (Entrance: Smedjegatan 16)
Audience: Open to all

NN will formally announce the public defence of [her/his] thesis with the title [thesis title].

Welcome!

Public defence of a doctoral thesis – Thesis title

Time: YYYY-MM-DD 09:15 – YYYY-MM-DD 12:00
Place: Main auditorium, Faculty of Odontology, Malmö (Entrance: Smedjegatan 16)
Audience: Open to all

NN will defend [his/her] thesis with the title [thesis title].

External reviewer: full name, title, university, city and (if outside Sweden) country

Welcome!