

Checklist for public defense of licentiate thesis at the Faculty of Medicine and Health Sciences, Linköpings University

1. Schedule the licentiate seminar with Annelie Munther, 013-28 20 35, e-mail: annelie.munther@liu.se. **Please note - it is important that this appointment is done firsthand!**

Contact the department coordinator to inform you about the licentiate date and to get payment information regarding booking the premises. The coordinator can also help you with all the practical issues. If you are a doctoral student at BKV, please contact avdadmbkv@liu.se, and for H MV, contact forskarutbildning@hmv.liu.se.

Book the premises for the licentiate seminar, [e-mail](#) and [reservation request](#)
[Contact Integra](#) to unlock the premises.

2. [Technical equipment of the premises](#)
3. Order ISBN and serial number in the “Linköpings University Medical Dissertations” series from the library. [Follow instructions](#)
4. [The summary shall be published digitally via LiU E-press](#). A signed agreement between the author and Linköpings University for publishing the summary shall be delivered. This can be done digitally [here](#).
5. As a doctoral student you can get help from Linköpings University library regarding plagiarism control of the dissertation with the program Similarity Check. [Use this form](#). Questions can be sent to the [library](#)
6. Request permission from the publisher to reuse (include) your papers in the dissertation. [Instructions and a flow chart](#)
7. Submit a “Application licentiate seminar” to registrar – see list below:

BKV: forskarutbildning@bkv.liu.se

H MV: forskarutbildning@hmv.liu.se

According to submission dates published on the [website of FUN](#)

Check carefully your LADOK transcript; are all courses, seminars/journal clubs, visits and conferences registered? If not, send in application for accreditation, contact the research administration at your department for help. **Please note, incomplete applications submissions will not be considered!**

8. Printing the thesis: Contact LiU-Tryck, Linköping University, [e-mail](#). [You can find more information here](#). Please note that you must await prior opinion from the board before printing!

9. An educational and outreach summary of the thesis is sent to the office of the Faculty of Medicine and Health Sciences, Communications and Marketing Division (KOM) at LiU as well as Region Östergötland. [Send summary](#).

Use the popularly written summary in your thesis. The summary will be read by a research communicator who will assess its newsworthiness and, in some cases, prepare a research article. The communicator will contact you if this is the case.

10. The doctoral student is responsible for sending the printed thesis, as well as e-mailing the summary in word format or searchable PDF-format, to their faculty examiner and the members of the examining committee, no later than three weeks before the licentiate seminar. The board constellation is described on the decision making from FUN. Submit 1 copy of the thesis to Health Sciences Library or Campus Norrköping Library and 1 copy to Registrar, D-huset, Valla.
11. The departments, respectively, are responsible for notifying the seminar (advertise) in the calendar at LiU.
12. After approved seminar, the doctoral student applies for degree. [Application for a diploma](#).
13. A licentiate seminar is compensated by SEK 35 000. In order to receive this, the educational and outreach summary needs to be submitted as well as digital publication of the summary of the licentiate seminar. (see 9 and 4 above).