



Manual for postgraduate studies

Faculty of Science and Technology

2014



Faculty of Science and Technology, Dean's Office

Welcome as a postgraduate student at the faculty!

For those of you who have been newly admitted as a postgraduate student, there is a lot of information to keep track of and there are always new questions that arise during your time as a doctoral student, which can sometimes be difficult to find the answers to. We hope that this manual will help you and will continue to be useful during the whole programme. The manual is about postgraduate education at all the departments in the Faculty of Science and Technology.

In addition to providing you with answers to questions about postgraduate education, this manual will hopefully be a support for you when you want to make demands on the content of the postgraduate course at your institution.

It is continuously updated. If you notice any changes that are needed or have any tips for useful links, please contact the faculty office.

We hope that the manual will be of great help and facilitate your work as postgraduate student or supervisor.

Good luck!

Susanne Vikström, coordinator for postgraduate issues

Britt Andersson, chair of the committee for postgraduate education

Table of Contents

Postgraduate education at the faculty of science and technology.....	4
1.1 Organisation.....	4
1.2 Division of responsibility.....	4
1.3. Subjects.....	4
1.4 Research schools.....	5
2. Applications and admissions	5
2.1 Applications	5
2.2 Admissions requirements	5
3. Postgraduate studies	6
3.1 The general study plan.....	7
3.2 Individual study plan	7
3.3 Supervision.....	7
3.4 Examiner	8
3.5 Follow-up of postgraduate students.....	8
3.6 Being a doctoral student.....	9
4 Funding.....	10
4.1 Individual financing plan.....	10
4.2 Faculty or externally financed employment.....	11
4.3 Education grants	11
4.4 Other forms of funding.....	11
4.5 Suspension of a doctoral student	12
4.6 Insurance.....	12
4.7 Sickness and parental benefits	12
4.8 Holiday.....	12
5 Thesis defence, doctoral thesis and the degree	13
5.1 Doctoral thesis	13
5.2 Distribution of the thesis.....	13
5.4 Press Release	14
5.5 Defence of your thesis	15
5.5 Degree certificate.....	17
5.6 Doctoral promotion.....	18
6 The Licentiate seminar	18
6.1 Licentiate thesis.....	18
6.2 Degree certificate.....	19
7 After the doctoral degree	19
7.1 If you become unemployed during postgraduate studies.....	19
8 Trade union activities.....	20
8.1 Trade unions for university employees	20
8.2 Student Union activities in Umeå	20
8.3 Student union activities in Sweden.....	20
9. List of links for postgraduate studies.....	21

Postgraduate education at the faculty of science and technology

1.1 Organisation

The organisation of Umeå University consists of the Vice-chancellor, the university board, faculty boards and departments. Our faculty, the faculty of science and technology, is one of the four faculties at Umeå University. The faculty is headed by a dean, who is the chair of the faculty board.

The faculty of science and technology has the remit of carrying out education and research. The faculty board has overall responsibility for postgraduate education at the faculty. As a support for the faculty board in this work, there is a committee for postgraduate education that prepares cases for the faculty board. Recurring tasks for the committee include proposals to the faculty board for the allocation of doctoral resources and preparing study plans for postgraduate programmes.

The head of department is the manager, and some of the departments also have a director of studies who is responsible for postgraduate education at the institution. The director of studies has the task of coordinating and developing courses, compiling literature, inviting guest lecturers and creating a regulatory framework which guides postgraduate education at the department. At some departments the director of studies has a postgraduate education group, to which the practical work of planning and execution is delegated. Both postgraduate students and supervisors are usually represented in these postgraduate education groups.

[Faculty of science and technology](#)

1.2 Division of responsibility

The faculty board is responsible for postgraduate education carried out at the faculty functioning in a satisfactory way. The dean has ultimate responsibility for the faculty. Some matters, however, are delegated to the departments, the research committee and the committee for postgraduate education.

Examples of such matters:

- admissions of postgraduate students with a doctoral degree as the final goal (department)
- admissions of postgraduate students with a licentiate degree as the final goal (department)
- follow up postgraduates' study results (prepared by the department, decided by the faculty board)
- appoint examiners, chair and examining committee for thesis defence (decided by the dean)
- establish scholarships (dean)
- appoint final examiners for postgraduate courses (decided by research committee)
- distribute the faculty's resources for postgraduate students (prepared by the committee for postgraduate education, decided by the faculty board)
- prepare the general study plan for postgraduate education (prepared by the committee for postgraduate education, established by the faculty board)

1.3. Subjects

The faculty offers postgraduate education in many different subjects. The different postgraduate subjects are established by the faculty board and are linked to the different

departments. According to the higher education ordinance, the subjects available for postgraduate education must have a general study plan that is established by the faculty board.

[Postgraduate subjects](#)

1.4 Research schools

In addition to the postgraduate studies carried out at the faculty's departments, there are also special national research schools.

[National research schools](#)

2. Applications and admissions

2.1 Applications

If you are interested in postgraduate education at any of the faculty's departments you should contact the head of department or one of the researchers at the department to obtain information about research projects and opportunities for postgraduate studies. Admissions of postgraduate students to postgraduate studies take place continuously during term time. All places for doctoral students must be advertised.

[Vacant posts at Umeå University](#)

Doctoral studies

You can apply in the first instance for doctoral studies, i.e. postgraduate studies for 240 ECTS, in a postgraduate subject that has been determined by the faculty board. The degree requires all doctoral courses to be passed and an approved doctoral thesis of at least 120 ECTS. There is also the possibility of taking a licentiate degree after gaining 120 ECTS, as an intermediate goal in the doctoral studies.

Licentiate courses

If your doctoral studies are financed wholly or partly by a company, you may also apply for a licentiate course, with the final goal of at least 120 ECTS in postgraduate studies. The degree requires all doctoral courses to be passed and an approved scientific thesis of at least 60 ECTS.

According to the government bill "The open college" (2001/02:15), it is important not to create a two-step model, i.e. students who intend to take a doctor's degree being generally admitted to study for a licentiate degree and then being allowed to continue studies for a doctor's degree. The licentiate course is mainly aimed at people who are professionally active and who wish to obtain professional development through postgraduate studies.

2.2 Admissions requirements

Requirements for admission to postgraduate studies are regulated in the Higher Education Ordinance. (HEO Chapter 7 Section 39) Basic eligibility for postgraduate education is fulfilled by those who have:

1. passed an examination at the advanced level
- or*
2. completed course requirements of at least 240 ECTS, of which 60 ECTS at advanced level

or

3. in some other way, in or outside Sweden, acquired essentially the equivalent knowledge

The majority of subjects also have requirements for special eligibility that are specified in the study plan for postgraduate studies in the subject (usually 90 ECTS in the subject). If there are special reasons, the faculty board may grant exemption from the requirement for basic eligibility for an individual applicant.

Postgraduate students will only be admitted for postgraduate studies if they:

- Fulfil requirements for basic and special eligibility
- Are judged to have the ability to complete the studies
- Can be guaranteed funds during the entire period of study

It is the faculty that formally admits applicants to postgraduate studies, but practical preparations with respect to doctoral admissions are delegated to the department. Admission to postgraduate studies with a licentiate degree as the final goal is the task of the faculty board.

A doctoral student may only be admitted for postgraduate studies if adequate resources in terms of supervision, finance and generally good study conditions can be offered. The number of doctoral students that can be admitted to a department may be limited by the availability of workplaces and funding options, even though requirements for the study plan and supervisors are met.

Doctoral students who have been admitted will be employed as postgraduates in the first instance. In exceptional cases, doctoral students may be funded through education grants and scholarships. On admission, the department must be able to guarantee funding for the entire period of study.

After you have been granted a place for postgraduate studies, you must fill in a special form, "Application for admission to postgraduate studies". Attach your individual study and financing plan, compiled with the help of your supervisor, to the application form. The form and the plans must be submitted to your department administrator.

The department is responsible for the registration of the admissions information in the administrative data registry, Ladok, and from that point the postgraduate student will receive information from the Students' Union. Admissions information contains, among other things, information about supervisors, subjects and areas of specialisation. It is the responsibility of the postgraduate student to continuously give information on his/her performance to the department administrator and the director of studies for postgraduate education at the department. What work results in credits and how many credits the courses have may vary between different departments. Every doctoral student can print out a registry extract from Ladok via the Students' Portal. If this function does not work, an extract can also be obtained from the department administrator or the Student Centre.

[Forms for admission to postgraduate studies](#)

3. Postgraduate studies

Studies at postgraduate level have the goal of preparing the doctoral student for independent activities as a researcher or equivalent qualified duties after obtaining a degree.

The course will provide doctoral students with training in:

- Scientific methodology, critical and scientific thinking
- Planning, implementation and evaluation of research information/projects
- Problem-solving within given time frames

The course will provide wide basic knowledge within a field of research as well as specialist knowledge within a narrower area of the field of research.

3.1 The general study plan

The faculty board decides on a general study plan when a new postgraduate subject is established. Based on the postgraduate study plan, an individual study plan will be drawn up by the doctoral student and the supervisor.

3.2 Individual study plan

For admission to postgraduate studies, there must be an individual study plan. Such a study plan is based on the general study plan and shall provide guidelines for postgraduate studies. The individual study plan is drawn up jointly by the candidate seeking postgraduate studies and the prospective supervisor.

The individual study plan is drawn up by the head of department and is reviewed at least once a year and revised if necessary by the postgraduate student and the supervisor, so that the study plan is constantly kept up to date. Major changes, such as replacement of supervisors and/or thesis area are to be notified in writing to the head of department and director of postgraduate studies for further decision by the head of department and registration in Ladok.

The distribution of credits between theses, courses and literature studies varies between different departments. The thesis work must, however, be worth at least 120 ECTS, and the corresponding requirement for a licentiate degree is 60 ECTS.

3.3 Supervision

The faculty of science and technology has overall responsibility for the supervision of postgraduate studies at the departments. At the same time, it is incumbent on the departments and the individual supervisors to share this responsibility and provide supervision of good quality. Supervision shall, in the best possible way, take into account the research subject and personal aspects of the individual doctoral student.

Principal supervisor and assistant supervisor

The department is responsible for appointing a principal supervisor and at least one assistant supervisor in connection with admission. At least one of the supervisors must be competent as a reader, at least one of the supervisors must be active in the environment in which supervision is carried out, at least one of the supervisors must have a permanent position in the first instance at the department where the doctoral student has been admitted, and all the supervisors must hold at least a doctoral degree.

The principal supervisor is responsible for the research carried out by the doctoral student being in compliance with ethical standards. The principal supervisor is also responsible for ensuring the functional financing of the research project. The principal supervisor must have undergone a supervisor training course. Supervisor training courses are arranged by the university's organisation for university education methodology and teacher support, UPL.

[Course: Supervisor training in practice](#)

Guidelines for the department, supervisors and doctoral students in postgraduate studies

In order to clarify expectations, obligations and rights for the doctoral student, supervisors and department, certain departments have drawn up local guidelines for the doctoral student and supervisors. These guidelines are summarised in a contract between the department, supervisors and the doctoral student, and also include the individual study plan.

Individual cooperation agreement between supervisors and the doctoral student

In order to clarify the doctoral student/supervisor relationship at an early stage, some research groups have drawn up cooperation agreements between supervisors and the doctoral student. These agreements are more individual and, among other things, they describe and clarify the right to use research results and the order of authors, as well as a research plan until the thesis defence and an annual plan of activities. In particular, it is vital to point out the importance of clarifying the right to use research findings and the order of authors at an early stage.

Reference groups

According to the revised regulatory framework at Umeå University, doctoral students admitted after 01/01/2014 must have access to a reference group. Normally, at least 2 supervisors and at least one further teacher with scientific merits without any connections to the doctoral student's research project (reference person) are to be included. At some departments every doctoral student has his/her own reference group. This group consists of two or three researchers who hold a PhD and who are not ordinary supervisors for the doctoral student. The doctoral student is called to a meeting with the reference group at least once a year. During the meeting, the doctoral student has an opportunity to discuss research and working conditions in general. The idea is that this group will act as a support for the doctoral student during the course, and that discussions with other researchers than the supervisors will broaden the student's knowledge and provide a new perspective.

3.4 Examiner

Normally the principal supervisor acts as the examiner for the doctoral student's courses. The head of department approves the individual study plan in conjunction with admission and at the annual follow-up.

At each institution there is also a final examiner appointed by the faculty's research committee. This final examiner has the task of quality assuring and supporting the postgraduate programme as a whole, and determining when all courses are to be approved for the doctoral or licentiate degree. The final examiner also submits proposals on the appointment of a faculty examiner, the examining committee and the chair for the thesis defense. This applies to both doctoral and licentiate degrees.

3.5 Follow-up of postgraduate students

The faculty has the overall responsibility for postgraduate studies at the faculty, while the department or departments where the doctoral students have been admitted have the responsibility for individual doctoral student's studies at the postgraduate level. The progress of doctoral students is therefore the responsibility of both the faculty and the department, even though the main responsibility regarding the postgraduate programme is that of the principal supervisor in the first instance.

Information about the doctoral student's activities during the current academic term shall be noted in Ladok by the relevant department by 30 June and 31 December each year at the latest. The information is usually communicated to the department administrator.

The directors of studies at the departments are responsible on behalf of the faculty to follow up the progress of each postgraduate student. This is done in a follow-up and review of the individual study plan at least once a year. **The annual follow-up** is carried out at the departments of the doctoral students together with the supervisor(s), preferably in conjunction with a meeting with the reference group. Under the Higher Education Ordinance, the faculty is responsible for the follow-up of progress made by postgraduate students. The director of studies for postgraduate studies at each department is responsible for the faculty (or the faculty office) receiving a list of all the doctoral students at the department and information on how these have been followed up by 30 December at the latest.

This follow-up is not carried out if a doctoral student has not been active for special reasons, such as parental leave. As soon as the doctoral student becomes active once again, irrespective of the level of activity, a follow-up shall be carried out.

If a doctoral student has not been active for other reasons, he/she should be contacted to notify an interruption in postgraduate studies. The doctoral student must be contacted and can withdraw from the research place using a special form. If a doctoral student cannot be contacted, a so-called administrative interruption can be entered in Ladok.

A follow-up and review of an individual study plan can be carried out, for example, in the form of supervised discussions between the doctoral student and supervisor at least once per month.

3.6 Being a doctoral student

Courses

Postgraduate education includes courses in research education. **For doctoral students admitted during and after 2014 (for the exact dates refer to the general study plan)** a mandatory inter-faculty course module of 10 ECTS of a general nature will be included for those with a doctoral degree as the final goal. For those with a licentiate degree as the final goal, the mandatory inter-faculty course module will be 8 ECTS. The courses will be organised for doctoral students at each department. They may be general courses such as scientific theory, statistics, and the history of ideas or more specific courses for you in your specialised area. If you are associated with a research school, the courses will be organised within that school. Umeå University also organises courses for doctoral students and those with a PhD. This is done mainly by university education methodology and teacher support (UPL) courses which include, among other things, basic university education methodology courses.

One course module included in postgraduate education is literature studies. The extent of the courses varies from subject to subject, but is usually about 60-90 ECTS for a doctoral degree. This course part amounts to a maximum of 120 ECTS.

The purpose of the courses is partly to provide the postgraduate student a general competence in the subject, and partly to provide sufficient knowledge to carry out the work for the thesis. Some literature is mandatory for doctoral students within a subject, and this is laid down in the general study plan. Other literature is individual and adapted to the individual research tasks. The individual courses are chosen by the doctoral student in consultation with the supervisor and are laid down in the individual study plan. Courses are completed with some form of examination with the grades pass or fail.

Research seminars

Research seminars are an important form of ongoing support for many doctoral students. Doctoral candidates, teachers and other researchers at a department or within a research

group meet regularly under the guidance of a seminar leader to discuss new methods and findings, recently published literature in the subject and the various problems that doctoral students may encounter. How often seminars are held varies. The research seminar also makes it possible for doctoral students to submit a chapter, parts of the thesis or a manuscript for review and discussion.

Research ethics

It is important to respect certain ethical rules as a researcher and doctoral student. An examples of what is not acceptable is "hairdressing" research material, which is tantamount to misrepresenting material, or to copy others' material and then publish it in your own name. To avoid the latter, it is important to clarify who are involved in the project and the order of authors before the writing takes place.

[Government Offices of Sweden on research ethics: "Good practice in research"](#).

Information

There are constantly new events taking place at a department, such as seminars, defence of theses, changes to the department's organisation, and so on. To have access to all the new information, it is important to be on the e-mailing lists in the department, where much of the information is announced.

Aurora is the university's web page for employees. It has information and links, news, a calendar and a press release database. Every Thursday you receive an e-mail with the week's news gathered in a newsletter.

On the faculty web page there is current information from the faculty of science and technology. You will find forms, guidelines, policies and other documents for faculty employees here. The faculty also sends out a newsletter every week on Fridays.

[Aurora](#)
[TN Weekly Newsletter](#)

4 Funding

In the first instance, doctoral students who have been admitted will be employed as postgraduates. Doctoral candidates can be financed through education grants and scholarships, but only for a maximum of two years.

From 01/01/2015 there will be no new education grants set up at Umeå University. From 01/01/2014 education grants may be set up for a maximum of one year. During the period 13/03/2012 to 31/12/2014, the number of education grants set up annually may not exceed 90 for the university as a whole. Resources may not be withdrawn during the time a doctoral student is employed as a postgraduate or receives an education grant, as long as the doctoral student completes his/her commitments in the individual study plan.

4.1 Individual financing plan

Under the new Higher Education Ordinance, those admitted to studies at the postgraduate level must have an individual time and financing plan. The individual time and financing plan is drawn up by the doctoral student and supervisor and is approved by the head of department.

4.2 Faculty or externally financed employment

A doctoral position may be externally financed or faculty financed. In the case of faculty financed employment, the first employment contract for a doctoral student is for one year at most, but will be automatically extended as long as the doctoral student fulfils the individual study plan. The doctoral position of employment may not be held for longer than the time corresponding to postgraduate studies on a full-time basis for four years. If a doctoral student so requests, employment may be for work on a part-time basis, but not less than 50% of full-time. This means that the maximum period of study is eight years.

Up to 20% of the employment period may consist of service in the department, which gives a maximum study period of five years. The total period of employment as a postgraduate can be extended for specific reasons such as illness, military service or parental leave, but also for commissions of trust such as a member or a deputy on the faculty board or similar boards and committees. An individual doctoral student can normally be compensated for student union work for a maximum of 40 days per year.

Holders of doctoral posts should primarily devote their time to their own education and only carry out other duties to a limited extent (teaching, research other than their own and administrative work) within the post. Such duties may only amount to a maximum of 20% of full time before the doctoral degree has been taken. Overtime compensation is not paid. Those who have not spent four years of employment as a doctoral student can keep this form of employment until the time limit is reached, but never for longer than one year after obtaining the degree.

The minimum salaries for doctoral employment, "the doctoral steps", are set by local negotiations between the university and trade union counterparts. These negotiations take place in connection with the salary review for other employees at the university. It is the number of ECTS registered in Ladok that are the basis of assessment for advancement in the doctoral steps. How you report this varies at different departments, so check with your department administrator about how it is arranged at your department.

4.3 Education grants

The university board has decided that educational grants are to be phased out at the university. From 01/01/2014 education grants may be set up for only one year, and from 01/01/2015 no new education grants may be set up.

At 80% education grants with a 20% assistant post, this 20% is the basis for a pension and unemployment benefit. Salaries for assistant posts are the same as for doctoral students, i.e. they follow the doctoral steps.

4.4 Other forms of funding

Other forms of funding, such as scholarships, can only be provided if the doctoral student has external financing, and are only available for a maximum of two years. Those who are financed by scholarships must be admitted as postgraduate students. It is therefore not permitted to start postgraduate studies without being admitted as a doctoral student.

Decisions on the establishment of scholarships are taken by the dean on proposal by an individual department. Instructions for the handling of scholarships at Umeå University can be ordered from Salary Administration.

Scholarships do not provide the social and insurance benefits that employment includes. Every scholarship holder should therefore consider their personal insurance cover. Foreign scholarship holders, however, have insurance cover for themselves and their families via the university.

4.5 Suspension of a doctoral student

In cases where a doctoral student does not fulfil his/her commitments in the individual study plan, the Vice-chancellor may decide that the doctoral student no longer has the right to supervision and other educational resources. In these cases, both the doctoral student and the supervisor have the right to express their opinions. In the assessment, other available investigations are considered, including an assessment of whether the department has fulfilled its commitments under the individual study plan.

If educational resources have been withdrawn, the doctoral student may regain the right to supervision and other resources by application to the faculty board. The doctoral student must then demonstrate additional study results of a quality and extent that prove he or she is able to fulfil the remaining commitments in the individual study plan.

[Administrative regulations for withdrawal of resources for postgraduate studies](#)

4.6 Insurance

Those who are employed as a doctoral student, or have at least 20% assistant employment, are covered by Umeå University's insurance policies.

[Insurance at Umeå University](#)

4.7 Sickness and parental benefits

If you are employed as a doctoral student, or have at least 20% assistant employment, you are covered by Umeå University's insurance policies.

[Parental leave](#)
[Sickness benefits](#)

Education grants

If a doctoral student only receives an education grant, he/she has no right to sickness or parental benefits. However, the doctoral student can retain the education grant during the period of sickness or parental leave, and the education grant is extended by the time the person was sick/on parental leave. Those who were employed prior to their doctoral studies may be eligible for parental benefit or sickness benefit based on the salary they had before their doctoral studies which, in some cases, may be more favourable than relying on the education grant.

Other forms of funding

What applies in cases of sickness and parental benefits with other forms of funding, such as scholarships, varies with the source of funding. You should check what is relevant in your particular case.

4.8 Holiday

If you are employed as a doctoral student, or have at least 20% assistant employment, you are covered by Umeå University's insurance policies.

[Holidays](#)

Education grants and other forms of funding

If you only have an education grant you have no statutory holiday, which also applies if you are on a scholarship. However, you have the right to retain the education grant in the event of sickness, parental leave, service in the total defence services, care of close family members,

barriers to education on the basis of a decision in accordance with the Infectious Diseases Act, as well as commissions of trust in trade union or student union organisations. Working hours are not regulated for doctoral students who have education grants and this means, in practice, that you can arrange working hours so that they include a number of study-free days.

5 Thesis defence, doctoral thesis and the degree

5.1 Doctoral thesis

A doctoral thesis may be organised as a coherent scientific work, a so-called monograph, or as a compilation thesis.

A compilation thesis is the most common choice at the faculty of science and technology and normally consists of 3 - 5 scientific publications and a summary framework report. In the framework report, the main results of the thesis are analysed, discussed and summarised. New results which are not included in any subsections, but which are of relevance to the thesis, may also be included in the framework report. It is essential that these results are presented in such a manner that they can be reviewed in the same way as results published in scientific journals.

[Copyright](#)

[ISBN number and ISSN number](#)

[Template for the cover \(file\), title page and notification sheet](#)

[Template for the format of a thesis](#)

Language

A doctoral thesis in technology and science is usually written in English, but may in exceptional cases be written in Swedish. The parliamentary investigation "*Mål i mun*" (SOU 2002:27) suggests that it should be compulsory to write a summary in Swedish if the thesis is written in a different language. A summary in Swedish means that the Swedish language can be kept alive even in the most advanced fields of modern research. For the individual doctoral student this also provides the opportunity to practice describing the subject in Swedish. A Swedish summary also increases the chances of disseminating new information to the Swedish public.

The abstract, which is written on the reverse side of the notification of submission of a doctoral thesis, should be written in English.

5.2 Distribution of the thesis

Umeå University theses are distributed both in printed and in electronic form. The thesis, in printed and electronic form, as well as information on the time and place of the thesis defence, must be available no later than three weeks before the thesis defence.

Printing

Check with your department on how to proceed when it comes to printing the thesis. Remember to be in good time before the thesis is planned to be completed; this is especially important in the spring when many doctoral students plan their thesis defence. Check that all the required information, e.g. the date, time and location, are included on the printing manuscript, as well as the ISSN, serial number and ISBN. Do not forget the notification of submission of a doctoral thesis. Check with your department how many printed copies they will pay for.

ISBN is an international standard book number which must be printed in the thesis. An ISBN can be ordered from the University Library (UB) by e-mailing a request to diva@ub.umu.se.

ISSN is an international standard serial number that must be printed on the thesis if it is part of a series.

The ISSN, with the serial number, as well as the ISBN and information on the printer, must be printed on the back of the title sheet of the thesis (the first page of the book after the cover).

Copies of the thesis

It is the responsibility of the principal supervisor to ensure that the examiner and chair at the defence of the thesis, members of the examining committee and other departments with the same subject area in Sweden are sent a copy of the thesis.

The number of copies of the thesis must be planned so that they are sufficient for:

- mandatory copies for the library: 5 copies of the thesis must be submitted by the doctoral student
- copies to the examiner, examining committee and chair of the thesis defence (5-7 copies)
- department copies for dissemination to other departments/researchers with knowledge and interest in the subject area (the number is decided in consultation with the supervisor)
- the doctoral student's own needs (the number is decided in consultation with the supervisor)

5.3 Publication in DiVA and traditional notification of the date of the defence of a doctoral thesis

Notice that a thesis defence will take place must be published at least three weeks in advance. The notice must be given ***no later than three term weeks before the thesis defence*** and the thesis defence must take place during term time!

Since 1 January 2010, electronic notice of the defence of a thesis is possible at Umeå University. The notice is thus the publication of the thesis in DiVA. If you also want to give notice of your thesis physically in the traditional manner, this is possible at the Umeå University library.

[Manual for publication in the DiVA database](#)

[Traditional notice](#)

5.4 Press Release

One of the university's most important tasks is to inform the general public about research that is being carried out. An excellent way for you to help ensure that this task is being carried out is to write a press release. No later than four weeks before your thesis defence, send a draft for the press release on your thesis to the faculty office research communicator.

[Writing a press release](#)

5.5 Defence of your thesis

There are many things to include in the planning and implementation of a thesis defence. It is therefore important at an early stage that the doctoral student and supervisor discuss the various steps, make a preliminary booking of the date of the thesis defence, obtain all the required documents and that the supervisor contacts a suitable examiner.

When is it time to start planning for the thesis defence?

There is no general rule, but when the supervisor and doctoral student judge that the thesis work has progressed sufficiently for a time for the thesis defence to be decided, the department's final examiner is informed. The published articles and any manuscripts to be included in the thesis, as well as a manuscript for the summary, are submitted to the examiner. If the thesis consists of a monograph, the manuscript is submitted.

Date for the thesis defence

When the thesis meets the formal requirements and an examiner has been contacted, you and your supervisor should decide on a date for the thesis defence. The date and time for the thesis defence is preliminarily booked by the doctoral student at the faculty office. At the same time, the doctoral student applies for a time and place for the thesis defence on a special form. The form is sent by e-mail to the registrar. When the request is approved, a copy of the decision will be sent to the doctoral student, the faculty office and the press communicator. An additional copy of the decision is used when notification of the date of the defence is made.

When the date for the thesis defence is decided by the Vice-chancellor, the final examiner must notify the faculty board of this in writing. The proposal must contain the name of the doctoral student, the title of the thesis, the time and place of the thesis defence and proposals for the examiner, examining committee and chair at the thesis defence. It must always be stated if the supervisor has collaborated with the examiner at any time. Decisions on the examiner, the examining committee and the chair for the thesis defence are taken by the faculty dean.

Faculty examiner

A person may be engaged as a faculty examiner if they have the scientific competence in the subject area of the thesis. The examiner must at least have the competence level of a reader. When selecting an examiner, one should attempt to find a researcher who is as knowledgeable as possible and preferably within the research area. The examiner should not be selected from the doctoral student's own faculty. A proposal for the examiner and examining committee (usually three persons) is submitted by the final examiner after consultation with the supervisors and the doctoral student. This should be done not later than three months before the thesis defence. Prior to the proposal being submitted to the examiner, the principal supervisor must ensure that he/she is able to undertake the task and that the date and time booked are convenient. If an examiner is engaged who is not familiar with the procedure at a Swedish thesis defence, it is the responsibility of the principal supervisor to provide adequate information about the requirements and expectations that the faculty puts on an examiner. It is the responsibility of the principal supervisor to ensure that the examiner receives the work included in the thesis as soon as possible and the finished thesis no later than three weeks before the thesis defence.

Chair of the thesis defence

The chair appointed is a teacher from Umeå University with a PhD, normally not the supervisor. The chair has the right to attend and participate in the examining committee's deliberations but not to participate in its decision. The dean decides on the appointment of the chair. If the dean is a supervisor, the vice dean will decide.

Examining committee

The requirements and guidelines for the composition and undertakings of the examining committee are stated in the Higher Education Ordinance. A proposal for the examining committee is made by the final examiners after consultation with the principal supervisor and is decided upon by the faculty dean.

- The committee shall consist of three or five members.
- There may be no conflict of interest between the author/supervisor and members of the examining committee. For example, a member of the examining committee may not share ongoing research with the author or any of the supervisors, nor have published any material with any of them during the last five years.
- The members must be qualified readers or professors.
- Of the examining committee's three members, ***at least one member must come from other university/college or equivalent.***
- Not more than one member may be from the doctoral student's department. Not more than one member may be from another department within the faculty of science and technology.
- The principal supervisor, assistant supervisor or final examiner may not be part of the examining committee.
- Both sexes should be represented on the examination board. If this cannot be fulfilled, special justification must be submitted together with the proposal.
- If the author is of the non-represented sex, he/she must approve the submitted proposal in writing.

The task of the examining committee

The task of the examining committee is to examine and assess the thesis and its defence.

The following points shall be judged:

- clarity of the purpose and issues described
- whether adequate methods are used
- relevance, originality and novelty
- whether adequate discussion and interpretation of the scientific results have been carried out

If a member has any questions concerning the thesis, the doctoral student shall be given the opportunity to respond to these during the thesis defence. The active participation of members of the examining committee in the subsequent discussion is desirable.

Meeting of the examining committee

The examining committee will meet directly after the thesis defence. The examiner and supervisor have the right to attend the examining committee's meeting and participate in the deliberations, but not in the decisions. The examining committee appoints a chair and secretary for the group. The thesis and the defence are given a joint grade: pass or fail.

The principal supervisor and the department administrator are jointly responsible for the grade record being present and for it being sent, after the examining committee's meeting, to the Registrar, Umeå University no later than one week after the thesis defence.

The thesis defence hearing

Different departments within the faculty may have different variants of the thesis defence hearing. The hearing usually starts with the chair introducing the author, the title of the thesis, the faculty examiner and the examining committee members.

The chair then gives the floor to the author, who has the opportunity of informing those present of any corrections to the thesis. The chair then gives the floor to the examiner or the author for the presentation and summary of the thesis. How the hearing takes place may differ between departments.

The examination of the thesis then proceeds. This may vary in form and scope, but should mainly be a dialogue between the examiner and the author. After the examiner's scrutiny, the examining committee and audience are given the opportunity to ask questions and make comments. There is no regulated time for a thesis defence, but it usually proceeds for two to three hours. The chairman concludes the thesis defence hearing.

Finance

At most departments a thesis defence allowance is paid by the department. This is to cover costs for printing, the examiner's fees, travelling expenses etc. Costs in addition to this allowance are covered by the supervisor's research grant.

Check-list for the thesis defence

If you follow the check-list below you should have very good long-term planning:

- E-mail/call the faculty office to preliminarily book a date for the thesis defence (check out beforehand that the intended examiner, chair and examining committee can come on that date).
- Book the room (do in good time, especially important towards the end of term).
- Make an agreement with the printers.
- Fill in the request for the thesis defence and send this to the journal. It is important that the title of the thesis is stated both in Swedish and English. The faculty office will receive this from the journal and will then confirm the date of the thesis defence and that the decision has been taken.
- The names of the proposed examiner, chair and examining committee, the title and the background are submitted to **the final examiner** for approval by signing the proposal. The signed proposal is then sent to the faculty office.
- When the proposal is approved and the dean has signed it, the office informs the doctoral student, the supervisor, the final examiners, the administrator, DiVA and the registrars that the dean has made a decision on the thesis defence.
- Book a time for the notification of the date of the defence with UB (at least three term weeks before the day of the thesis defence) regardless of whether it is physical or electronic notification, e-mail to diva@ub.umu.se.
- Mandatory copies and the delivery of the thesis in electronic form to the library (before notification of the date of the defence).

5.5 Degree certificate

Postgraduate studies lead to a doctoral degree (240 ECTS) in one of the various postgraduate subjects. In some cases a licentiate degree is taken as a sub-goal on the way to a doctoral degree (a licentiate degree may also be the final goal).

The completed form "Application for degree certificate" is sent by the doctoral student to Umeå University, *Studentcentrum/Examina*, 901 87 Umeå.

A copy of the degree certificate is sent to the personnel secretary at the faculty office to be reviewed for salary adjustment. The department sends the examining committee's report to the registrar. Note that the doctoral degree is valid from the date indicated on the degree certificate, not from the date of the thesis defence.

[Application form for postgraduate degree certificate](#)

5.6 Doctoral promotion

Umeå University invites all doctors who have taken their doctoral degree at the university to be conferred at the spring conferment ceremony, but participation is voluntary. Those to be conferred are called promovendi. **Note that the thesis defence must have been completed by the beginning of May to ensure participation in the conferment ceremony in the same year.** You do not need to be conferred in the year that you take your doctoral degree; you may do it at a later date.

[Doctoral conferment](#)

Insignia

The doctoral insignia at the faculty of science and technology consist of the certificate, a ring and a laurel wreath. The university degree is printed by the university and is presented as a gift from the faculty. The doctor's ring of gold is made in a special Umeå model that varies with the name of the degree. There is no requirement to wear the ring. Only a symbolic handover of the ring takes place at the ceremony. The laurel wreaths are ordered by the conferment office for everyone who registers for the conferment ceremony.

6 The Licentiate seminar

The licentiate course is either a stage or a main goal in postgraduate studies and is at least 120 ECTS. A licentiate degree requires all doctoral courses to be passed and an approved scientific thesis of at least 60 ECTS. The normal study period for a licentiate degree is two years of full-time studies.

6.1 Licentiate thesis

A licentiate thesis shall demonstrate that the student can present methodology and results in a logical and scientifically convincing way. The requirement of independence does not exclude licentiate work being part of a larger research project.

A licentiate thesis must have an ISBN. Contact the university library to obtain this by e-mailing a request to diva@ub.umu.se.

The faculty board at the faculty of science and technology has decided that the following rules shall apply for a licentiate seminar:

- The licentiate course shall be completed with a public seminar at which the student presents the licentiate thesis.
- The licentiate student requests a time and place for the licentiate seminar on a standard university form, which is sent to the journal. It is important that the title of the thesis is stated both in Swedish and English.
The faculty office will receive this from the journal and will then confirm the date of the licentiate seminar and that the decision has been taken.
- The time and place of the seminar must be posted no later than one week in advance.
- The names of the proposed examiner, chair and examining committee, the title and the background are submitted to **the final examiner** for approval by signing the proposal. The signed proposal is then sent to the faculty office.
- When the proposal is approved and the dean has signed it, the office informs the licentiate student, the supervisor, the final examiners, the administrator, UB, DiVA and the registrar that the dean has made a decision on the licentiate seminar.

- The supervisor(s) have the right to attend the examining committee's meeting and participate in the deliberations, but not in the decisions.
- Minutes shall be taken at the examining committee's meeting showing the author's name, the title of the licentiate thesis and the names, titles, departments and faculties of the members present.
- The grade awarded shall be either pass or fail.
- At least two of the members of the examining committee are selected from another department than the one to which the student belongs.
- All the members of the examining committee hold a PhD.
- E-publication of licentiate theses in DiVA is recommended and is free.

UB wishes to receive a copy of the printed version of the licentiate thesis for its catalogue activities.

Notice of the licentiate seminar with the title and a summary of the licentiate thesis shall be sent to the relevant departments in the country.

The principal supervisor and the department administrator are jointly responsible for the grade record being produced and for it being sent, after the examining committee's meeting, to the Registrar, Umeå University no later than one week after the licentiate seminar. It is then the responsibility of the licentiate student to apply for a degree certificate.

[E-publication of licentiate thesis](#)

6.2 Degree certificate

The form "Request for degree certificate" is submitted by the licentiate student to the Degree Certificate Unit at Umeå University.

A copy of the degree certificate is sent to the personnel secretary at the faculty office for a review of salary adjustment. Note that the licentiate degree is valid from the date indicated on the degree certificate, not from the date of the licentiate seminar.

[Application form for postgraduate degree certificate](#)

7 After the doctoral degree

In recent years, requirements have increased on more efficient postgraduate studies (four years' effective time) which means that postgraduate studies have become a period with the emphasis on education of researchers. From the point of view of new doctors, this means that the post-doctoral period is when independent research can be carried out to a greater extent, an individual line of research can be established, and merits for a research career or other academic career can be gained. A post-doctoral position gives new doctors an opportunity to gain additional experience as a researcher.

7.1 If you become unemployed during postgraduate studies

If a postgraduate student becomes unemployed, the matter is judged by the same rules that apply to other students. There are no specific rules for postgraduate students in the unemployment insurance scheme.

You do not need to be a member of a trade union to be in the unemployment benefit fund.

[Academics' official unemployment benefit fund, AEA](#)

8 Trade union activities

What does membership of a trade union involve?

As a member of a trade union you may receive help, for example, with:

- Employment issues
- Health and safety issues
- Salary issues
- Negotiation issues
- Equality issues
- Pension issues
- Security of employment issues
- Trade union information at the workplace
- Membership of an unemployment insurance fund

8.1 Trade unions for university employees

There are two umbrella organisations to which the trade unions that are relevant for you as a university employee are affiliated. These two are SACO and TCO. Under SACO there are unions such as Sweden's University Teachers' Union, Natural Scientist and the Swedish Association of Graduate Engineers. Under TCO there are trade unions such as the Academic Salaried Officials' Union. As a university employee you can choose among the different trade unions. You can also be a double member, i.e. a member of two unions simultaneously.

[Sweden's University Teacher's Union - SULF at Umeå University](#)

[Naturvetarna](#)

[Sweden's Engineers](#)

[Academics Salaried Official's Union - ST-ATF at Umeå University](#)

8.2 Student Union activities in Umeå

Umeå Natural Scientists' and Technologists' Union, NTK, is a student union for all students at the faculty of science and technology at Umeå University.

[NTK](#)

8.3 Student union activities in Sweden

Sweden's United Student Unions, SFS, is an association of student unions at Sweden's universities and colleges.

Within SULF there are five sections for different categories of members. Sweden's Association of Doctoral Candidates (SDF) is one of these.

[SFS](#)

[SDF](#)

9. List of links for postgraduate studies

[National Agency for Higher Education doctoral students' handbook](#)

[Postgraduate Education at Umeå University](#)

[Postgraduate education at the faculty of science and technology](#)

[Rules for postgraduate education at Umeå University \(document in Swedish\)](#)



Faculty of Science and Technology, Dean's Office

901 87 Umeå, Sweden
Telefon +46(0)90-786 50 00
www.umu.se