



Faculty Board of Health, Science and Technology

Policy

Regulations on the licentiate thesis

HNT 2019/228

(Earlier HNT 2016/225)

1. These regulations refer to the research thesis required for the Degree of Licentiate, as stipulated in the Qualification Ordinance (Annex 2 of the Swedish Higher Education Ordinance).
2. The licentiate thesis shall be based on independent research, be of good academic standard, and include an abstract of around 250 words.
3. The licentiate thesis shall be presented at a public seminar at the department before a grade is awarded.
 - The seminar shall be chaired by the appointed examiner of the licentiate degree. If the same person was appointed as both supervisor and examiner when the student was admitted, a specific examiner shall be appointed for the licentiate thesis.
 - A specific external reviewer (opponent) shall be appointed for the licentiate thesis and this may be the same person serving as co-assessor.
 - The seminar shall be held after the thesis had been publically available for three weeks, in accordance with point 4.
 - Before the licentiate thesis is made public, it shall be reviewed, in its preliminary form, by a qualified academic assessor who has not been directly involved in supervising the student.

The Association of Swedish Higher Education's recommendations 2011:3 are taken into account during the preliminary review.

4. The examiner shall ensure that the thesis is made available at the department/ subject and Karlstad University Library for at least three weeks before a grade is awarded. The public seminar date shall be set in analogy with the time periods that apply to the public defence of the doctoral thesis.

The examiner shall further ensure that the Faculty Office is notified that the thesis will be presented, including the name of the student, the names of the external reviewer and co-assessor, the title of the thesis, the abstract required in point 2, and information on the preliminary reviewer. The Faculty Office shall be notified at the latest on the first day of the three-week period during which the thesis is made public (see point 5). If a specific examiner shall be appointed for the licentiate thesis, these tasks must be performed by the main supervisor. In such cases, the name of the proposed specific examiner shall be included when the Faculty Office is notified.

The Faculty Office is responsible for compiling documentation, presenting it to the Dean and dispatching the decision.

The Faculty Office sends the assessment form for the licentiate seminar and a form confirming fulfilment of all requirements for the licentiate degree to the administrator at the department.

5. At the latest three weeks before the public seminar, the respondent shall deliver 5 copies of the licentiate thesis (10 copies if it is not published electronically) to the University Library. A receipt is issued on delivery that is submitted to the relevant Faculty Office together with a copy of the licentiate thesis.

The discipline concerned shall distribute copies of the licentiate thesis to other relevant departments in the country at own cost.

The Faculty Board recommends electronic publication instead of distributing hard copies to other departments.

6. The licentiate thesis is assessed by the examiner and a co-assessor (at least a docent (associate professor/reader) and preferably external) and one of the grades Pass or Fail is awarded.

After the seminar, the external reviewer/co-assessor and examiner discuss the grade. The main supervisor is present at the discussion, but cannot partake in the decision. The assistant supervisor may also be present, if deemed appropriate.

The completed assessment form for the licentiate thesis is given to the administrator who records the grade in the Ladok registry before it is submitted to the Faculty Office.

7. A thesis awarded a passing grade shall be stored and catalogued at Karlstad University Library.