Karolinska Institutet

INSTRUCTION: TO APPLY FOR PUBLIC DEFENCE/LICENTIATE SEMINAR

The purpose of the application is to ensure that the doctoral student meets the requirements at Karolinska Institutet and to propose an examination board and an opponent. The application is sent to the Dissertation Committee, which is appointed by The Committee for Doctoral Education (KFU) to ensure compliance with the examination rules.

Part 1. Name the two files (1A and 1B) with your last name

- **1A**. Application form, (D1-D6 with signatures) Use EduSign to sign.
- **1B**. Appendices. One (1) PDF file with the following documents in the indicated order:
  - First page/ title page of all constituent papers (incl. author list and affiliations).
  - Copy of protocol from half-time/licentiate seminar.
  - Copy of the ISP where supervisors are listed. As well as possible changes in the supervisor's constellation.
  - Other attachments (if required: see instructions)

Part 2. Name the two files (2A and 2B) with your last name

- **2A**. Application form (same as part 1A)
- **2B**. ONE (1) PDF-file containing the following in the order indicated below:
  - **Page with list of all ethical permits.**
  - Copies of all ethical applications and permits (decision with approval) stated in D4.
  - Each page of the permit must be labelled with its reference number.
  - Appendices, such as supplementary applications, patient information, etc., must be marked with the reference number to which the original permit belongs.
  - Only submit permissions that apply to the specified works.
  - If you cannot mark each individual page, you should add cover pages to each individual permit and enter the reference number of the permit.
  - Should an ethical permit be written in a language other than English or Swedish, the permit holder must write a statement certifying that it pertains to the research presented in the paper.
  - If it is an additional application, it must also state what permit it belongs to
    All constituent papers, including manuscripts (not necessarily in a finalized form), in full text.

Do not request documents from the Ethical Review Board (EPN) unless necessary. An unsigned copy of the application for ethical permits may be used.

Part 3. Report on the doctoral student's achievement of learning outcomes (separate file) Questions? Contact doctoral@ki.se

Questions? Please contact the Dissertation Committee officer's: disputation@ki.se

Submit the application to disputation@ki.se

How to fill in the form

Part 1

D1

Contact details

Note that instruction for the electronic "nailing" will be sent to your KI mail regardless of which e-mail address you state here.

KI-ID is the username (usually five or six letters) for logging in to the KI web. The administration officer needs it to register you in the thesis database.

Degree title

Doctoral graduates at KI normally acquire the Swedish title "medicine doktor" (Med.dr). Doctoral students at the Department of Dental Medicine may receive the degree title "odontologie doktor". Students wishing to receive another Swedish degree (Fil.dr or Tekn.dr) must state the reasons for this and attach an attested copy of their first/second-cycle degrees. The English degree title is always PhD in the subject you are registered to, regardless of the Swedish title.

Thesis

Note that the entire title is to be given as it will appear on the printed thesis. The title can be a maximum of 130 characters including spaces.

At least two of the constituent papers must be original papers and have been published or fully accepted for publication when the application is submitted. For the licentiate seminar one published original paper is required.

Defence /licentiate seminar

State both room and department/hospital etc. (only stating MEB, M63 or Karolinska University Hospital is insufficient). Please note that the venue must be accessible to the public.

The defence/ licentiate seminar should take place during the dissertation periods (see the KI website) and at a location in the Stockholm region that is convenient for KI's students and staff to attend. The date and time are booked through your department. The time interval between the meeting of the Dissertation Committee and the defence should be about 10 weeks (during semester). This is to avoid postponing the public defence/licentiate seminar at a later stage should the process be delayed for some reason.

The chairperson must hold a PhD and a teaching position at KI. The role of the chairperson is to coordinate and represent KI at the dissertation/licentiate seminar. The chairperson is expected to know the procedure for a dissertation/licentiate seminar at KI and be able to handle any complications in connection with the dissertation/licentiate seminar. Note that the chairperson cannot simultaneously take on the role of opponent or a member of the Examination Board. The supervisors are not recommended to be chairperson.

D2

Supervisors

All departmental- and University affiliation is to be stated here. Correct contact details, particularly email addresses, are essential to swift processing. If correspondence is to be maintained with a co-supervisor instead of the principal supervisor, please indicate this in the application.

D3

Examination Board and opponent

When assembling the Examination Board, the aim is for their combined expertise to cover the entire scope of the thesis. The members must be free in their judgement in order to eliminate any doubt that their decision was entirely objective.

- At least one member must belong to another university than the doctoral student, principal supervisor, and co-supervisors. This external member of the examination board may not currently be associated with KI in any way (or the university of the principal supervisor or co-supervisors, in cases when either of them belongs to a different university than the doctoral student).
- The coordinator must not belong to the same department as the doctoral student, the principal supervisor or any of the co-supervisors.
- Only one of the members may belong to the same department as the doctoral student (or the principal supervisor, in cases when the principal supervisor is in a different department as the doctoral student).
- All members must hold the position of docent or professor. In exceptional cases, should there be special reason to do so, the Dissertation Committee may approve one member of the Examination Board who is not a docent or professor. To apply for such an exemption, a letter stating why the proposed person has such unique knowledge that no unbiased professor or docent can be proposed. Additionally, a CV including the complete list of publications for the proposed member must be attached to the application. This also applies to persons who are not professors working at foreign higher education institutions where associate Docentur ships do not occur.
- If possible, at least one member should be member from the student's half-time seminar.

There are normally three members, but in exceptional circumstances (e.g., if the thesis is explicitly cross-disciplinary) the number of members may be increased to five (in which case another copy of D3 must be made).
Note that you are presenting a proposal for the Examination Board. The Dissertation Committee can decide that one or more members must be replaced.

The University, department

The academic seat and departmental affiliation (not clinic etc.) of the members must be stated in the application. This information is necessary for deeming whether the requirement of external members has been met, and whether a possible conflict of interest exists.

Scientific expertise/reasons

This information is needed by the Dissertation Committee to allow it to judge whether the Examination Board is properly composed. Each member is to be justified with **a detailed** description of his/her **expert knowledge** of the thesis field. Do not provide a

simple CV with information about previous academic positions, number of doctoral students, number of publications etc.

The opponent (does not apply to licentiate seminar)
The opponent must be a researcher holding a PhD degree, possess expert knowledge of the thesis field, and have no conflict of interest in relation to the student, supervisors, and project.
The opponent is not required to hold a docent position. An exception to the PhD requirement may be made for a well-qualified professor, in which case a CV containing a complete list of publications and a motivation for the proposed opponent must be submitted.

D4

List of papers and ethical permits
Factors such as number of constituent papers, personal contribution, place in list of authors, and impact factor of the journal are all taken into consideration when the Examination Board determines if the thesis meets the requirements for scope and quality expected after four years (two years for licentiate) of doctoral studies.
The constituent papers must be presented in the same order and with the same title as in the intended thesis. If there are more than five papers, you can get additional D4 pages by contacting disputation@ki.se

Ethical permits
Ethical permits are to be given with reference numbers or similar for each constituent paper. If for some reason the study has not undergone ethical review, the reason must be stated here (see further instructions on the first page of this instruction).

Description of paper
Submit abstract here.

The student's personal contribution
This account is important, as a doctoral student's contributions to a study are not always obvious from the order of authors. A detailed description f the student's contributions to all parts of the study must be made in relation to other co-authors especially if applicants are shared first author or later in the author list. Quite simply who has done what. If the work also forms part of another student's thesis, both their contributions must be described so the input of one is clearly distinguishable from the other.

D4 (prel.res.) – Preliminary results
This page is included so that an ethical review may also be made of any preliminary or unpublished results that are presented in the thesis, but that do not appear in any of the constituent papers.
However, note that since the thesis frame is published and spread on the internet (e-nailing), subsequent publication might be difficult as the results have already been published. A nailed thesis cannot be withdrawn.

D5

Conflict of interest declaration
Here, the supervisors and the student certify that they are unrelated in any way to the proposed Examination Board members and opponent**.**
A conflict of interest arises if there has been scientific collaboration over **the past five-year period**, counting from the submission of the dissertation application.

A conflict of interest may arise for periods longer than five years if the collaboration has been particularly close. Such collaboration includes a significant number (**two-digit** according to Dissertation Committee praxis) of joint publications, joint grants and applications, shared supervision etc.

A relationship between a doctoral student and his/her supervisor is considered a matter of conflict of interest, regardless of how long ago the collaboration took place. Other collaboration older than five years may, if particularly close, also render the person unsuitable to sit on the Examination Board.

Use EduSign to sign.

IMPORTANT: If undeclared co-publication (including multicentre studies and review articles) within the past five years is discovered, the application will be rejected unless a letter is attached explaining why a conflict of interest does not exist despite these circumstances.

Therefore, make sure to thoroughly search for co-publications (e.g., in the PubMed database for all supervisors before the application is submitted.

D6

Signatures

All signatures are required for the application to be considered complete. If digital signing is used, it is important that all names are stated in the form. **Use EduSign to sign.**

OTHER ATTACHMENTS (part 1B, 1 (ONE) separate file)

- **Front page / title page for all works** (including author list and affiliation). For the published articles, a copy of the published article first page must be attached.
- If the papers have been accepted, a confirmatory letter/email from the editor of the journal must be attached. It must be a full acceptance i.e., without reservation.
- **A copy** of the protocol from the half-time (or licentiate) seminar
- **Copy from ISP** where supervisors are listed. All changes of supervisors must be reported.
- If the registered research activity at the time of public defence **is below 800%**, a signed statement from your principal supervisor must be attached describing (the time, location and extent scope in % distributed /semester) of the activity not included in the Ladok extract.

Check:

Your names listed in LADOK will appear at the certificate degree.

Part 2

For instructions see first page of this instruction