

## Points to consider before the final seminar

When	What
<p><b>2 months before the final seminar</b></p>	<ul style="list-style-type: none"> <li>• <b>The main supervisor</b> contacts the research coordinator to check the date of the seminar. The time should preferably be 13.00.</li> <li>• <b>The main supervisor</b> composes the reading group in accordance with the instructions stated in the study manual on the composition of reading groups.</li> <li>• <b>The research coordinator</b> books a room for the seminar.</li> <li>• <b>The main supervisor</b> notifies the research coordinator of the title of the doctoral student's research project and gives a brief description of its theme. The main supervisor also informs the research coordinator about the members of the reading group, and from which higher education institution each reviewer comes.</li> <li>• <b>The research coordinator</b> asks HLK's doctoral students and supervisors if any doctoral students are interested in being part of the reading group. The research coordinator passes on any answers to the main supervisor.</li> <li>• <b>The research coordinator</b> enters the seminar in the calendar and on the third-cycle education external website. In conjunction with this, the research coordinator notifies the MD secretary that the seminar is to be advertised on Playlpp.</li> </ul>

## Points to consider before the final seminar (continued)

When	What
<p><b>4 weeks before the final seminar</b></p>	<ul style="list-style-type: none"> <li>• <b>The main supervisor</b> sends an invitation to the reading group stating that they can contact the research coordinator for help with travel arrangements and accommodation if applicable. The research coordinator has a standard form for this. Together with the email, the main supervisor appends instructions for the reading group.</li> <li>• <b>The research coordinator</b> orders post-seminar refreshments for the supervisor, reading group and doctoral student.</li> <li>• <b>The research coordinator</b> prepares a review report and goes through it with the main supervisor.</li> <li>• <b>The research coordinator</b> sends a prepared remuneration form to the internal and external reviewers. If any of them live abroad, a special form is prepared and a copy of their passport is requested.</li> <li>• <b>The research coordinator</b> informs the head of department of an internal reviewer that his/her remuneration is to be converted into time in the AF base.</li> </ul>
<p><b>3 weeks before the final seminar</b></p>	<ul style="list-style-type: none"> <li>• <b>The doctoral student</b> sends his/her text to the reading group and the research coordinator.</li> <li>• <b>The research coordinator</b> sends an invitation to all doctoral students and appends the reading material. Other interested parties can access the reading material through the doctoral student.</li> </ul>

## Points to consider before the final seminar (continued)

When	What
<p>In conjunction with the final seminar</p>	<ul style="list-style-type: none"> <li>• <b>The reading group</b> summarises its views in a written statement and signs the review report. <b>The main supervisor</b> is responsible for submitting the review report to the research coordinator.</li> <li>• At this point, an estimation is made of how much time is needed until the licentiate seminar/public defence (must be stated in the review report).</li> </ul>
<p>After the final seminar</p>	<ul style="list-style-type: none"> <li>• <b>The doctoral student meets with his/her supervisors</b> to go through more closely what remains to be done on the thesis and a detailed time plan is set out.</li> <li>• <b>The research coordinator</b> sends the review report to the registrar.</li> </ul>