Information for doctoral students and departments about the public defence of doctoral theses

Requesting a date for the public defence and booking a room
The public defence of a thesis is to take place during the semester and the department (supervisor) is responsible for requesting a date for the public defence of a doctoral thesis. The request is to be made to the Faculty Office. The date of the public defence is to be requested at least six weeks in advance. No more than two public defences can take place on the same day at the faculty – one in the morning and one in the afternoon.

The supervisor is responsible for booking a room for the public defence.

Proposal for external reviewer, the chair and examining committee
The external reviewer, the chair and examining committee are appointed by the dean after a proposal from the department. The proposal should be submitted to the Faculty Office no later than five weeks before the day of the public defence.

The external reviewer is to be a PhD holder or equivalent and cannot be working at the faculty in question (unless exceptional circumstances prevail).

One of the supervisors will be appointed chair of the public defence.

The examining committee is to include 3 or 5 professors or members who have qualifications of a reader. At least one member of the examining committee is not to have a post at Lund University (Higher Education Ordinance, Chapter 6 Section 34). The faculty should be represented in the examining committee.

If the committee consists of three members, normally only one of the members may have a post at the department hosting the public defence, and only one of the other two represent the Faculty of Social Sciences at Lund University.

If the committee consists of five members, only two of them may have posts at the department hosting the public defence. Of the remaining three members, no more than one can be employed by the Faculty of Social Sciences.

The external reviewer and supervisors have the right to attend the meeting of the examining committee and participate in the discussions, but not in the decision. The examining committee may co-opt another person to assist in the decision.
The report of the examining committee (original) is to be submitted to the Faculty Office.

A form for the proposal of an external reviewer, the chair and examining committee etc. is available on the website of the Faculty Office.
http://www.sam.lu.se/anstalldsidan/dokument-for-verksamheten/doktorander

The doctoral thesis
The doctoral student is responsible for editing their doctoral thesis.

The doctoral student is responsible for obtaining an ISBN number for their thesis. Apply for an ISBN via the University Library website:

The School of Social Work and LUCSUS have their own ISBN serial numbers, and doctoral students there are to obtain an ISBN directly from the relevant officer.

If the doctoral thesis is part of a series of theses, the department will provide a volume number and ISSN number.

All theses are to include a notification sheet. Templates for these are available on
http://www.sam.lu.se/en/staff/faculty-documents/doctoral-students

The department and the doctoral student are jointly responsible for the procurement, production and distribution of the thesis. The Faculty Board has decided on a minimum amount of 33 printed copies of a thesis, and the department decides on any additional copies.

An electronic version of the thesis is to be sent to Media-Tryck to enable the print-on-demand service and guarantee access to printed copies of the thesis.

Notification of the date of the defence of a doctoral thesis
The thesis must be made available and a notification is to be made at least three weeks in advance, of which at least two weeks are to be part of the semester. The doctoral student is responsible for ensuring that a notification of the date of the public defence is made at least three weeks in advance. In exceptional cases, this mandatory notification period can be reduced (for example if the printing has been delayed). The decision to reduce the notification period is made by the dean.

Notification of the date of the defence is sent out from the Faculty Office.

Notification means that the thesis is registered electronically in LUCRIS (http://lucris.lu.se), and that 3 copies of the printed thesis are submitted to the reception of Lund University Library (UB).

To register the thesis in LUCRIS you will need the following:
• Login information from Lucat
• The doctoral thesis, title, ISBN, etc.
• One Swedish and one English abstract/summary
• The doctoral thesis in the form of a PDF file
Once the thesis has been electronically registered in LUCRIS, the doctoral student is to submit a complete copy of the thesis to the Faculty Office, together with the receipt from UB. The Faculty Office will then approve the electronic notification of the date of the defence of the doctoral thesis.

The doctoral student is responsible for making sure that the thesis is visible in the LUCRIS after the notification has been approved by the Faculty Office.

The Faculty of Social Sciences recommends full-text publication in LUCRIS.

The following exceptions to full-text publication apply to theses:

- When the text falls under the legislation on secrecy.
- For compilation theses the introductory chapter is to be published in full. We recommend that articles or article manuscripts are published in this form, but this is optional and it depends on the rules specified in the agreement with the respective publishers, among other things. A request form for permission to publish full-text articles as part of a compilation thesis is available for download. After the public defence, the PhD graduate can complement their compilation thesis by uploading articles once the so-called embargo period, often 6 or 12 months, has passed.
- Doctoral students who intend to publish their monograph thesis as a book through a publisher should contact them for a permission to publish the full text in LUCRIS. Some publishers allow so-called parallel publishing.


**Distribution of a printed thesis**

The doctoral student is responsible for the distribution of their printed doctoral thesis (a minimum of 33 copies):

- 3 copies are to be submitted to UB, in exchange for a receipt
- 1 copy is to be submitted to the Faculty Office, together with the receipt from UB
- 4–6 copies are to be submitted to the members of the examining committee and the external reviewer
- 1 copy is to be sent to each of the members of the Board of the Faculty of Social Sciences
- 1 copy is to be sent to each of the departments at the Faculty of Social Sciences
- 1 copy is to be sent to the Social Sciences Faculty Library
- Distribution to the department networks

The department has a list of recipients. Each department decides on the number of copies for distribution within the department, the department networks, and for the students themselves. The remaining copies stay with the department.
Reimbursements
The provisions on the grant for the public defence only apply to the department of the Faculty of Social Sciences.

Once the doctoral thesis has been submitted to the Faculty Office a financial contribution (currently SEK 60 000) is transferred to the department to cover the costs associated with the external reviewer, the production of the thesis and any help proofreading, translating or printing the thesis, as well as distribution costs. From 17 June 2011 (reg. no S 2011/161) the fee to the external reviewer of a doctoral thesis is SEK 12 000 plus employer’s contribution and SEK 6 000 to the external reviewer of a licentiate thesis. No fees are paid to the members of the examining committee.

Summary of the steps and responsibilities involved in the public defence of a doctoral thesis
Below, you will find the most important steps involved in the process of the public defence of a doctoral thesis.

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<th>Step</th>
<th>Responsible</th>
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<td>Request a date for the public defence</td>
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<td></td>
<td>Book a room for the public defence</td>
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<td>Contact a printer</td>
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<td></td>
<td>Apply for an ISBN number</td>
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<td>5 weeks before the public defence</td>
<td>Submit a proposal for an external reviewer and examining committee</td>
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<td>Submit copy of the thesis and receipt from UB to the Faculty Office</td>
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