



# **Handbook for Doctoral Students at the**

Department of Education,  
Stockholm University

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## Introduction

The purpose of this document is to provide doctoral students with a comprehensive overview of the routines, decision-making procedures and organisation of the doctoral program at the Department of Education (IPD) at Stockholm University (SU).

Being a doctoral student means that one is both a student and an employee. As a student you have demands on your study performance, which is assessed and graded. As an employee you are provided with doctoral studies under state agency employment or by another employer. The latter type of employment category results in doctoral students having different employment conditions; however, the study conditions with respect to supervision, resources and courses are the same for all doctoral student categories.

The doctoral program at the Department of Education is organised under the Faculty of Social Sciences <https://www.samfak.su.se/english/> which is under the Human Sciences.

<http://www.su.se/humansci/>

<http://www.su.se/humansci/about-us/organisation/the-office>

The General Study Plan (GSP) in education serves as the basis for the doctoral program at the Department of Education (IPD). [The General Study Plan in Education 2016](#)

### Former general study plans and research subjects

Doctoral students admitted between 2007-07-01 and 2015-09-01 under the now obsolete sub-disciplines of Didactics and International and Comparative Education (ICE), can choose to transfer to the new General Study Plan or remain under the old study plan, which according to transitional rules is valid until 1 September 2020. Doctoral student admitted before 2007-07-01 must transfer to the latest GSP in education because the previous study plans will become invalid from 2015-07-01 because of the implantation of the Bologna Process<sup>1</sup>.

## Responsibilities

### Doctoral Student Responsibilities

In general, doctoral students should keep themselves regularly informed about operational rules, procedures and responsibilities. Information may be found in this document with links to the general laws and regulations of The Higher Education Ordinance and the Rulebook for Stockholm University, as well as on the Department of Education website <http://www.edu.su.se/internt> and on the Stockholm University employee website <http://www.su.se/english/staff>. Question or other matters

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<sup>1</sup> Contact the Director of Research Studies if you change or plan to change your General Study Plan. If you want to transfer course credits from previously completed courses, you must petition the Director of Research Studies. This petition should indicate how your previous courses overlap with the contents of the current compulsory courses of the new General Study Plan.

not dealt with by this handbook should be addressed to Director of Research Studies. Questions regarding institutional work should be addressed to the Director of Studies for first and second cycle education. The Head of the Department and the Acting Head of the Department have overall responsibility for education and work environment, and for decisions about supervisors, readers, teachers and examiners within the research education.

The Department Board makes decisions regarding budget and operational business approaches, study plans and dimensions, research strategies, the admission of new doctoral students and other issues. The doctoral students are represented on the board.

For doctoral students with employment at the Department of Education, the Director of Research Studies is the nearest boss and is responsible for the performance review, which takes place in March/April of each year.

[http://www.su.se/Guide for Performance Review with a doctoral student/polopoly fs/1.173011.1396340733!/menu/standard/file/Utv\\_Mall\\_doktorand\\_eng.pdf](http://www.su.se/Guide%20for%20Performance%20Review%20with%20a%20doctoral%20student/polopoly_fs/1.173011.1396340733!/menu/standard/file/Utv_Mall_doktorand_eng.pdf)

The Director of Research Studies is also responsible for which courses are offered, course development and the admissions process for doctoral students.

The doctoral student is personally responsible for maintaining a level of progress outlined in the Individual Study Plan (ISP) and for contributing to the research environment at the Department by attending seminars and prepare to participation in PhD courses.

Doctoral students are invited to register data in the Research Database, which is found on the staff website: <http://www.su.se/english/research>

### **Responsibilities of Main Supervisor**

The main supervisor has a larger formal responsibility than the other supervisors. The role of a main supervisor requires an overall responsibility for the supervision within the group of supervisors. The main supervisor is also responsible to follow the doctoral student's progression and document deviations early in the process. The role of the main supervisor is described as follow:

1. Regularly call for supervisory meetings and take notes.
2. The academic responsibility: ie in different phases of the thesis work together with the doctoral student and other supervisors reflect over and conclude discussions about the focus/emphasis and progression of the work according to the General Study Plan (GSP) in Education, as well as consider and interpret comments given the doctoral student at different seminars (including reading seminars).
3. Together with the doctoral student plan for mandatory and optional courses; and if courses with results from the advanced level are to be transferred.
4. Is responsible according to the faculty rules to have regular supervisory meetings with the doctoral student and the submission of an individual study plan (ISP) at least each year, more often in case of a larger change regarding the focus or time schedule of the original plan.

5. Maintain an on-going reflection regarding the forms for supervision involving the other supervisors and the doctoral student.
6. Together with the doctoral student and other supervisors make plans for conference participation and the possibility of staying abroad some part of the studies.
7. Discuss the doctoral student's future plans as for example a post doc stay, research applications and networking in relation to different career opportunities after the PhD exam.
8. Be responsible to follow up the progression according to what is stated in the individual study plan. If the agreed upon progression does not occur, the main supervisor should speak with the doctoral student and make sure there is a clear plan for the sufficient steps towards the goal of progress. If there still is no progression the head of department/director of research studies shall be notified in writing. (For further information: [Riktlinjer avseende utbildning på forskarnivå vid Samhällsvetenskapliga fakulteten \(in Swedish\)](#) )
9. In a dialogue with the doctoral student decide on optional courses and/or reading courses.
10. Be responsible for the follow-up of the progression during the previous year, when a new employment certificate is written and to inform when it is time to move to the next wage level of the doctoral student pay scale, based on when 50% or 80% of the requirements for a doctoral degree are fulfilled. The main supervisor notifies the administrative boss.
11. To propose names of readers for First and Final Reading Seminar and for the final (green) reader (a professor at IPD). The proposals are sent to the Head of Department for a decision.
12. To plan for the dissertation through preliminary contacts ahead with the prospective/potential examining committee, opponent etc.
13. Take the decision, based on scientific grounds, on when a manuscript is ready for defense, ie. if it can be handed to the final reader for the final internal revision process/process of scrutiny before the Head of Department authorizes/confirms the proposal of the defense to the Faculty of Social Sciences.
14. To make preparations for the defense according to our department regulations and the faculty rules: [Guidelines for the public defence of doctoral thesis](#)
15. To submit the defense proposal to the Faculty of Social Sciences after the authorization of the Head of Department – including the internal revision by the final reader.
16. Be chair - unless any formal restrictions – at the public defense and thereby take the responsibility for the defense act.

### The role of other/assistant/secondary supervisors

The other supervisors may have different responsibility areas during the working progress.

1. To contribute with special their special qualifications/expertise of knowledge within the area of the thesis regarding methodology, theory and applications.
2. Contribute with more general approaches and opinions on the whole or part of the manuscript.
3. Propose literature, conferences and academic journals suitable for the thesis project.
4. Discuss future career possibilities.
5. Take more responsibility in case of a main supervisor's absence.

## **General information about doctoral studies**

Admission to doctoral studies, as well as the content and organization of education, are regulated primarily by The Swedish Higher Education Act and are supplemented by The Higher Education Ordinance (mainly chapters 5, 6, and 7 for doctoral studies).

Stockholm University's Rulebook regulates doctoral studies at the local level. <http://www.su.se/rules/>

The Faculty of Social Sciences at Stockholm University is primarily responsible for doctoral studies within the faculty, but has delegated the tasks of admissions (except for industry doctoral students), the establishing of Individual Study Plans and supervision, to individual departments; for more information about the general admission regulations see: [Admission Regulations for Doctoral Studies at Stockholm University](#)

At the Department of Education we offer a doctoral programme in Education<sup>2</sup>. Regulations and general conditions of doctoral studies can be found in the *General Study Plan*. In the *Handbook for Doctoral Students at the Department of Education* you will find the common departmental structure, rules and routines for surrounding doctoral studies. <http://www.edu.su.se/english/education/phd-programme-in-education> .

### **Introduction and study and career counselling**

Newly admitted doctoral students, regardless of finance/employment, have to attend a mandatory introduction during the first year of the programme. It is in the form of monthly 1 hour seminars held before the Doctoral Students Meeting. Important questions for discussion during the introduction seminars include the stress of transitioning from professional life with daily feedback to doctoral studies where you work independently and plan your own working time. The Faculty of Social Sciences has its own introduction day for newly admitted doctoral students and other information seminars for doctoral students. See more at <http://www.samfak.su.se/english/>

## **Employment conditions for doctoral students employed at Stockholm University<sup>3</sup>**

Doctoral students can be accepted to the department with different types of funding. Doctoral studentships through Stockholm University (faculty level or project based financing) are regulated by

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<sup>2</sup> As well as the previous programmes in Didactics and International and Comparative Education for doctoral students accepted between 2007 and 2015.

<sup>3</sup> *The employment terms for industry or externally funded doctoral students, those whose studies are financed by an external employer, are regulated by the individual employment contract drafted by the external employer. The employer must guarantee the doctoral student can work with studies at least 50% of their work time during their whole study time up to a maximum of 48 full time months. Doctoral students that are admitted under different funding schemes/externally funded can have different terms of employment. External doctoral students*

the doctoral students' individual employment contract, and by the general rules of employment at SU which entitles these doctoral students to the same social benefits as all other employees at SU. Wage increases are determined by the salary scale set for doctoral students, which can be downloaded from the university homepage for employees: [Wage ladder for doctoral students \(in Swedish\)](#)

### Working place and computer

Employed doctoral students have the right to a working place and a stationary/desktop computer with a number of standard programs<sup>4</sup>. You can get help with computer problems via the [IT Helpdesk](#). If doctoral students require software other than those already pre-installed, they can fill in a form where they need to explain the need for the program for their studies. The form to fill in is *ordering of technical equipment (beställning av teknisk utrustning)*: [Forms \(finance & HR\)](#). Fill in the form and mail it to [service@edu.su.se](mailto:service@edu.su.se). Use the same email address for questions about workplace furniture, lights, ventilation, etc.

There is a possibility for external doctoral students and doctoral students whose contracts have expired to sit on guest places. All doctoral students that have documented activity have the right to an IT account and with this account access to the library resources, email and storage space on university servers. See link <http://www.su.se/english/staff/it/it-support-systems>

### Maximum employment time and departmental duties

Common for all types of doctoral financing/employment is that the employment period can never surpass 48 months, meaning four years of full time, or 4.5 or 5 years if you work with departmental duties on 10% or 20%. Therefore it is very important to report sickness so you do not lose time. The employment is re-contracted one year at the time or until the 48 months has ended. If credit transfers are done on earlier studies at the advanced level, it is done on your first Individual Study Plan so that the employment period is adjusted accordingly by deducting time.

The employment time is counted every year on the Individual Study Plan, where the remaining months are clearly stated after each year. Information on sick leave, parental leave and care of sick children is calculated off from the employment time, as is departmental work.

A doctoral student is normally employed on 100% and must according to the Higher Education Ordinance work at least 50%. If you want to change your employment or activity time contact the

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*or students whose contracts have run out do NOT have the right for their own workspace, computer and travel cost through SU. But they have the same rights as SU employees for supervision and courses. For more information see:*

<https://www.studera.nu/startpage/>

<sup>4</sup> **Windows:** Internet Explorer, Google Chrome, Mozilla Firefox, Microsoft Office 2013, Adobe Flash Player, Silverlight, VLC Media Player, Spotify, Adobe Reader, PDFCreator, Skype, GIMP, 7-zip, Sophos Endpoint Security



Director for Research Studies who will manage the request with the administrative boss. A change in activity time should be reported to [forskarutbildning@edu.su.se](mailto:forskarutbildning@edu.su.se).

### Wellness

Employees have the right to workout 1 hour per week during worktime and get wellness benefits of up to 1500kr per year, which is paid out after submitting verified receipts [Wellnes benefit](#)

### Sick leave, care of sick children and holidays

All leaves of this sort is done on the administrative system Primula

<http://www.su.se/medarbetare/it/st%C3%B6dsystem>. You log in with your SU username and password. Vacation should normally be taken during summer and/or Christmas holidays. You can read more here: [information on handling of leave, work related travel](#) (in Swedish). Send a message to [franvaro@edu.su.se](mailto:franvaro@edu.su.se) when you report leave in Primula (unless on vacation). Your message will be received by the HR and finance administrators whom can notify others in the department of your absence. It is also important that the department know whom is in the building in case of an evacuation.

### Doctor visits, medicine

All state agency employed doctoral students are also eligible for prescription reimbursement, and reimbursement for a portion of co-payments made for medical visits, as well as subsidized health/fitness care. For more information contact the personnel administration at the department.

### Sick care on travel abroad

If you get sick or hurt while on a business trip abroad, you will be covered by work insurance. Therefore, when travelling, make sure to have your Swedish State Business Travel Insurance Certificate that is issued by your administrative boss. [Insurance when travelling](#) (in Swedish)

### Work related health problems

State agency employed doctoral students at SU, can contact the occupational healthcare services. Other doctoral students can contact the student health service. If you are unsure whether or not your concern is work-related or not, contact the occupational healthcare as they make the decision. It is easiest if you contact them yourself or you can ask that the Head of the Department, the Acting Head of the Department or the Director of Research Studies contact them on your behalf. [Occupational Health care provider](#) and [Our occupational healthcare services- Feelgood](#)

### Computer screen/terminal glasses and ergonomic questions

If you are in need of computer screen/terminal eyeglasses to work on the computer, read more at <http://www.su.se/medarbetare/personal/arbetsmilj%C3%B6-h%C3%A4lsa/bildsk%C3%A4rmsglas%C3%B6gon-1.3002>

If you have ergonomic health problems with your workplace, contact the occupational healthcare services for rehabilitation. The Head of the Department will help you to contact the ergonomic professionals.

### Work hours agreement

The doctoral student work agreement is regulated by the local agreement [Villkorsavtal - SU](#). Doctoral students have what is commonly called “trusted work hours” that does NOT mean a right to work from home regularly or for extended periods of time. It does allow, however, for doctoral students to work outside the office to a certain extent, for example at the library, at conferences, or to work from home an occasional morning or afternoon every now and then. You are expected to be at work, and attend internal meetings and conferences. The possibility to work outside your office depends on the nature of your work and it is the employer/boss that decides the amount of work and time you can work outside your office. Experience has showed that being present at the department helps with progression, and wellbeing, as a lot of learning comes from informal meetings with doctoral students, researchers and professors at the department. Absence of a day or more must be reported to [franvaro@edu.su.se](mailto:franvaro@edu.su.se), contact the Director of Research Studies for questions regarding working at or away from the office during working hours.

### Doctoral Students’ Meeting

Once a month all doctoral students gather for a joint mandatory seminar called Doctoral Students’ Meeting. It is obligatory for state agency doctoral students employed with the Department of Education but all doctoral students with various employment contracts are welcome! All absences (sickness, conferences, sick children, etc.) must be reported to the Director of Research Studies.

The Doctoral Students’ Meeting has a seminar format, where every doctoral student presents their work once per year. At the Meeting there is also important information and the possibility to discuss questions relevant for doctoral students. The Meeting is led by IPD supervisors. Register to the Director of Research Studies if you want to present at the Meeting and be sure to make a handout available one week in advance. All doctoral students belongs to the Mondo site/page (Doctoral Students’ Meeting), where programs, handouts etc. are uploaded.

The Doctoral Students’ Council usually has their meetings following the Doctoral Students’ Meeting.

### Doctoral and employee coffee breaks

Each Monday at 9.30 (for 30 minutes) all doctoral students are welcome to gather for coffee or tea in the staff lunchroom on the 6<sup>th</sup> floor. This is an opportunity to meet and also to pose questions to the Director of Research Studies and the programme administrator. Every Thursday at 14:30 the department has fika (a Swedish traditional coffee and/or tea break accompanied by a light snack—usually a pastry—and conversation) in the staff lunchroom.

### Other social activities

It is possible for staff to work out together for 1 hour per week at Frescatihallen

<http://www.su.se/english/staff/personnel/working-environment-health/sports-facilities>

In association with the last Doctoral Students’ Meeting, the students and supervisors have the opportunity to go out after the seminar.

After the higher seminar (1-2 times per semester, see the calendar at [www.edu.se.se](http://www.edu.se.se) ) there is a post seminar for the ones that wish to stay.

### **Supervision**

Each doctoral student has at least two supervisors. Doctoral students employed since 2014 at the Department will be appointed three supervisors. The main supervisor shall be, according to faculty rules, employed at the Department or in some cases, at another department within the social sciences. If the main supervisor is not employed at the Department, then at least one of the secondary supervisors should be. All supervisors should have a doctorate degree and the primary supervisor should be an associate professor or professor. At least one of the supervisors should have completed the doctoral student supervisor training. The head of the department, upon consulting with the director of research studies, appoints supervisors.

#### **Supervisory Resources for doctoral students while employed**

Each doctoral student is allocated 70 hours of supervision per year, increasing to 90 hours during the final year. Supervisors' preparatory hours for supervision are included in these allocated hours. Usually, 40 hours per year are assigned to the main supervisor and 15 hours each to the additional two supervisors. During the doctoral candidate's final year, the distribution of supervisory hours increases to 50 + 20 + 20. Allocation of these hours can, however, be divided differently upon agreement, informing the Director of Research Studies of any changes made. If a doctoral student fails to attend supervisory meetings, it is the supervisor's responsibility to notify the Head of Doctoral Studies, namely the Director of Research Studies. The latter then contacts the doctoral student to discuss the matter. The number of meetings/contact time should be specified in the individual study plan.

#### **Documentation, forms, and supervision sessions**

Supervision sessions can be done in-person or virtually with the supervisor(s) present to discuss the doctoral student's progress. The doctoral student should send, in advance, a copy of the material they would like to discuss with their supervisor(s), giving their supervisors adequate time to peruse the material. This material is then the basis of the session and the comments that the supervisor(s) give(s) in connection with the supervision session. The text can, if desired, be uploaded into a folder on Mondo or Box (see the IT service website for employees) at least one week before the supervision session, unless another format or timeline has been agreed upon. Together, the supervisor and doctoral student decide upon the type of text that will be discussed during supervision. If the doctoral student has not written any new text for their dissertation monograph or compilation since the previous supervision session, the text may instead be a so-called log book based on an account of and reflections on the progress of work, or any questions that the student wants to discuss at the meeting. The documentation saved in Mondo or Box can then provide the basis for revisions to the individual study plan. The folder can contain things such as recorded supervision sessions or reading seminar notes, etc., as agreed upon between the student and supervisor(s).

### Supervision resources post-employment

A doctoral student who is no longer employed/financed, but who can demonstrate a degree of activity of 50-100%, is entitled to full supervision of 70 hours per year; however, a clear progression must be shown by scheduling either a reading-group seminar or a final seminar. To gain access to the supervisory resources the doctoral student, together with the supervisor(s), must:

- Fill in a request for supervision the first time (available on the Web under Internal), after that the main supervisor will do a follow-up once a year
- Complete an individual study plan (ISP)
- The main supervisor submits a brief report on the progression of work in relation to the ISP (to the Director of Research Studies) on 15<sup>th</sup> May respectively 15<sup>th</sup> November. This report will be formally recorded and archived along with the ISP.
- Conduct an audit seminar (reading-group seminar or the final seminar) during the year.

Similarly, a doctoral student without employment, but with an activity of at least 20%, receives 10 hours of supervision. The Head of Department decides on the extension based on the submitted documentation. Forms: <https://www.edu.su.se/internt/forskarutbildning>

### Withdrawal of supervision hours

Sometimes a student's studies do not progress as planned and the doctoral student will not finish in time. This can be due to a number of various reasons. If the progression in the individual study plan is not followed, the doctoral student's work will be monitored more frequently, at least once per semester. In cases where the doctoral student repeatedly violates the plan, which is not caused by valid reasons such as sick leave, etc., a case will be initiated where actions and follow-ups are implemented and officially documented.

Towards the end of each term, the main supervisor is responsible for assessing whether the student is following their individual study plan. Any discrepancies should be discussed between the supervisor and the doctoral student, whereby the student should be reminded that significant departure from the study plan may result in the suspension of access to university resources. If the deviation from the individual study plan is significant and continues over the course of the following term, the supervisor should report this in writing to the Head of Department. The Head of Department should then provide the doctoral student the opportunity to submit a written statement in response to the supervisor's report, thereafter deciding on whether the proposed withdrawal of resources should be submitted to the Faculty Board. The Vice-Chancellor has the sole authority to withdraw supervision hours or other resources, as well as to restore the resources. The processing of the withdrawal or restoration of supervision resources is handled by the Faculty Board.

When sending a justified withdrawal of resources request to the faculty board, the report from the supervisor and the written statement issued by the doctoral student should be included. For more information, see page 6-7 in the link below:

[Procedures for the withdrawal of a doctoral student's right to supervision and other resources](#)

### Changing supervisors

Both the doctoral student and the supervisor have the right to request a change in supervisors. The cause may be due to partly new theoretical or methodological focus of the dissertation, which requires new supervisory skills. If the doctoral student or supervisor, for various reasons, experience that the supervisor/supervisee relationship is not working, they should first discuss this with the Director of Research Studies. If the Director of Research Studies is, themselves, the supervisor in question, the issue should be taken up with the Head of the Department. To avoid lost time and energy for those involved, the Head of the Department will consult with the relevant parties before making the final decision on the possible reassigning of supervisors.

Procedure for a change in supervisors:

- The doctoral student or supervisor discuss the matter with the Director of Research Studies (or Head of Department if the Director of Research Studies is the supervisor).
- A new prospective supervisor is called upon by the Director of Research Studies or Head of the Department.
- A decision is made by the Head of the Department.
- The Director of Research Studies informs all the relevant parties.
- The change in supervisor is documented as a formal decision made by the Head of the Department.

### Individual Study Plan

According to The Higher Education Ordinance, an individual study plan (ISP) shall be created for each doctoral student. Templates and instructions in English for the individual study plans can be found here: <http://www.su.se/humanvet/regelverk-och-beslut/riktlinjer/riktlinjer-f%C3%B6r-utbildning/individuell-studieplan-1.250280>

According to the Faculty of Social Sciences, the constituent individual study plan should be drafted no later than three months after a person has been accepted into the doctoral program. A follow up should be made at least once a year or when large changes are made, regarding planning and/or progression. Please observe that there are two different templates for a *constitutive* and *follow-up* ISP. Individual study plans should also be created for doctoral students who were accepted into a program before the postgraduate studies reform took into effect on April 1<sup>st</sup>, 1998. The individual study plan should include the obligations of the university and doctoral student, as well as the deadlines/timeline of goals set for the doctoral student. The plan should be decided upon by the

doctoral student and his or her supervisor. The formal decision is normally made in cooperation between the doctoral student and the supervisors, but if the doctoral student and the department cannot agree on how the education should be pursued, the department has the obligation to fill in and decide on the individual study plan. The signed individual study plan should be turned in, or sent in to the administrator of research studies, no later than

- 15<sup>th</sup> of November each year, or
- In connection with a change in the progression and/or level of activity, or in the event of a change in supervisor(s) (change of planned date for final seminar, dissertation)

The administrator then sends the individual study plan to the director of research studies and head of the department for their signatures and final decision and to be archived.

The individual study plan is a legally binding document that includes the rules which govern the doctoral studies for the individual doctoral student. It is a living document, designed to support the supervision process, planning, and follow-up of doctoral studies. In order for the study plan to be legally binding, under most circumstances, it must be completely filled in and signed by the doctoral student, the main supervisor and the head of the department. Unsigned ISPs are sent back to the main supervisor.

The main supervisor and the doctoral student should meet on a regular basis, at least once per term, to discuss whether the studies are progressing according to the plan. According to the local regulations at Stockholm University, it is the main supervisor's responsibility to make sure these meetings take place. If the doctoral student fails to attend and no meeting takes place, the director of research studies and the head of department should be notified. The supervisor as well as the doctoral student have the right to make suggestions regarding changes in the individual study plan. This applies to doctoral students with employment/financing as well as those whose employment/financing has run out.

The individual study plan is constituted by the doctoral student, in close cooperation with the supervisors, including all of the participants' signatures, an overall sketch of the four years of work; both a time plan and a description of the contents of the planned work, as well as time-frames for a first reading seminar (halfway validation at 50% of the PhD work) and a final reading seminar (90% seminar). The most important aspect of the study plan, is that the doctoral student, together with the supervisor, plan and evaluate how the work progresses and also create an overview of the coming year as well as of the total time as a doctoral student. The plan should also include any future participation in conferences, to make sure that there is enough time to seek financing for this. **Please observe that no boxes should be left empty in the form.** On occasion, prolongation can take place after the standard doctoral timeframe (see Vice Chancellor's decision on prolongation, page 24: [Prolongering, förlängning av tid](#) (in Swedish))

### Documenting the Degree of Activity

The doctoral student must report their degree of activity each term. The individual study plan regulates the percent of the doctoral position allocated for work within the department and the percent allocated each term for doctoral studies, or if the doctoral student is on leave, sick leave, or for any other reason, is not working 100%. Work for the department can, according to HF, be either 10% or 20%, which means that the level of activity decreases accordingly; thus becoming 80% or 90%. When reporting activity levels and any absence (due to sick leave, parental leave, or care of a sick child) additional time (equal to that of absence or activity) will be added to the remaining months of employment in the Individual Study Plan.

The correct reporting of the degree of activity, sick leave, etc. is very important as it is the grounds for the allocating additional days/the prolonging of doctoral studies. The degree of activity is reported into LADOK, Stockholm University's database for the registering of grades and degree of activity. *It is the doctoral student's responsibility to make sure that the correct degree of activity is reported to the department's designated LADOK staff member, that is, the administrator for research education.* Contact the administrator of research studies, should your degree of activity change during the year. It is important to state a correct level of activity that corresponds with the progression of the studies.

### Work for the Department and Courses in Teaching and Learning in Higher Education

If an SU employed doctoral student wishes to do work for the department (in the form of supervision, teaching or administrative work), the doctoral student should, in cooperation with supervisors and the director of studies (on the Bachelor and Master's level), discuss if, when and to what extent it would be possible to participate in the courses of the department and supervision etc. Industry doctoral students cannot work for the department.

Work for the department should be planned **in advance** in the individual study plan. The work for the Department can be 10 or 20% of full-time: no other percentages are possible. The work for the Department is decided upon by the Director of Studies for the courses and programs at the Bachelor and Master's degree level. The doctoral position is then prolonged based on the percent of work done, in other words, a maximum of 1 year for 20% of their contracted time. For more information or if you have questions, contact the director of studies for the area you will be working in. They can give information on the type of courses you will/could be teaching or duties as a supervisor. The various courses will differ in the amount work required.

Please observe that supervisors or teachers/course leaders cannot assign doctoral students work for the department, for example by asking them to help on a conference or a course, etc. On occasion, a doctoral student may be invited to speak about their research at standard courses offered at the Department of Education. This is voluntary and is not counted as teaching/work for the Department. *All work for the department must be decided on by the director of studies for the courses and programs at the Bachelor and Master's level and noted in the individual study plan.*

Doctoral students should attend the so-called *courses in Teaching and Learning in Higher Education* shortly before they begin teaching the courses they have been assigned. A maximum of 7.5 credit

points (7,5 hp.) can be transferred into a doctoral degree. For more information, see: <http://www.su.se/ceul/english/education/courses>

It is important to document your work for the department, right from the beginning, since teaching and supervising are merits that can be used when applying for a position after finishing the doctoral studies. For more information, see: <https://www.su.se/ceul/english/education/teaching-portfolio>

### Applying for funding for conferences and translation

Funding for conference trips, translation (of articles), etc. should, primarily be applied for through the university scholarship foundations “universitetets stipendiestiftelser”. There are scholarships that cover printing costs, if the costs exceed the funding provided to the Department by Faculty of Social Sciences. There are several different scholarships and travel grants available, for example scholarships financed by donations, the Knut and Alice Wallenbergs’ foundation, the Swedish Research Council for Health, Working Life and Welfare (FORTE), etc. The funds and scholarships can be found on the internet and in some cases, through Stockholm University. For more information, visit the link below and/or visit the scholarship office in the “Studentcentrum”, in “Studenthuset”. For more information, see: <http://www.su.se/english/education/fees-scholarships/scholarships>

The Research Support Office “Avdelningen för forskningsstöd” is a central university service that can assist doctoral students as well as researchers. They offer courses and seminars on writing research applications and can give personal advice on which research councils to apply to. [Avdelningen för forskningsstöd](#) (information in Swedish)

Each year the departmental board finalizes the budget for the department. In the budget, there are funds set aside for additional costs such as conference trips, external courses, and possible translation services (Stockholm University only reimburses contracted translation services).

From the financial year 2016, the amount that can be applied for is a maximum of 40 000 SEK per employed doctoral student. This sum does not constitute a personal pot, but, instead, is a budget reserved for applications considered relevant and justified. Applications addressed to the Director of Research Studies shall be substantiated and approved by the main supervisor, in addition to being strongly connected to the individual study plan. Decisions are made by the management team.

The Department will only consider applications for funds for proofreading and conference articles and abstracts already received in advance of publication / accepted for presentation, because there are no financial resources to review extensive scripts with greater linguistic shortcomings. Notification of accepted abstract(s)/article(s) should be attached to the application. In addition, data on past contributions and grants sought elsewhere should be included in the application. The application forms for funding for conference/external courses/translation services (*Application for funds regarding conferences, external courses and proofreading*) is available on the website's internal tab. In the first instance, applications should be submitted to the joint scholarship funds at the university or external funds, before the application is submitted to the department. Conference travel, etc. should be planned well in advance in consultation with the supervisors and, if possible, included in the Individual Study Plan.



## ***Data handling, ethical review and handling personal data***

In some cases, a sensitive research project will need an ethical review. Together with your main supervisor, the doctoral student will send in an ethics application (<http://www.epn.se/start/>). The Department is responsible for the cost. Furthermore, a request for funds for ethical review should be submitted to the departmental secretary. Decisions are made by the management team.

Researchers and doctoral students have a responsibility to treat their data in a responsible way and not disclose any informant's identity or other sensitive data. See <http://www.codex.vr.se/en/index.shtml> and particularly <https://www.vr.se/english/analysis-and-assignments/we-analyse-and-evaluate/all-publications/publications/2017-08-31-good-research-practice.html>

The Department provides a safe where the raw data in the form of video or audio data in storage media can be locked up. Remember, never to store sensitive data along with personal data. Personal data may not be stored without a permit. <http://www.codex.vr.se/en/manniska5.shtml> and <https://www.datainspektionen.se/other-lang/in-english/> When a project is complete the data will be archived. The registrar and the university library can give good support.

Even texts and dissertation drafts should be saved regularly on the university's servers that have firewalls and logins (not on local or external hard-drives, which can be stolen or lost), therefore protecting data from intrusion wherever possible: [Arbetsplatstjänsten vid Stockholms universitet](#) (in Swedish)

### **Handling personal data**

Contact the individual responsible for the personal data if the doctoral student will handle the personal data during the course of their dissertation work. A registration form should be filled in and sent to the person responsible for the personal data according to 39 § PuL "the usage of data at Stockholm University". See Usage of Personal Data <https://www.su.se/english/staff/organisation-governance/legal-information>.

## ***Objectives for a degree of Doctor***

For a degree of Doctor research students must

### *Knowledge and understanding*

- demonstrate broad knowledge in and a systematic understanding of the field of research, [Arbetsplatstjänsten vid Stockholms universitet](#) together with deep and up-to-date specialist knowledge in a defined part of the field of research; and
- demonstrate familiarity with scholarly methods in general and with methods in the specific field of research in particular.

### *Skills and abilities*

- demonstrate an ability to engage in scholarly analysis and synthesis and in independent, critical examination and assessment of new and complex phenomena, issues and situations;

- demonstrate an ability to identify and formulate issues, critically, independently and creatively, and proceeding with scientific precision, and to plan and, using appropriate methods, conduct research and other advanced tasks within specified time limits, and to scrutinise and evaluate such work;
- demonstrate, in a dissertation, their ability to make a substantial contribution to the development of knowledge by their own research;
- demonstrate an ability to present and discuss research and research results with authority, in dialogue with the scholarly community and society in general, orally and in writing, in both national and international contexts;
- demonstrate an ability to identify their need of further knowledge; and
- demonstrate a potential to contribute to the development of society and support other people's learning, both in the field of research and education and in other advanced professional contexts.

#### *Judgement and approach*

- demonstrate intellectual independence and scholarly integrity and an ability to make ethical assessments relating to research; and
- demonstrate deeper insight into the potential and limitations of scholarship, its role in society and people's responsibility for how it is used.

#### **Scholarly dissertation (doctoral dissertation)**

For a degree of Doctor the research student must have received a passing grade on a scholarly dissertation (doctoral dissertation) worth at least 120 higher education credits.

#### **Other**

For a degree of Doctor with a certain area of specialisation more precise requirements are also to apply, as determined by each higher education institution itself within the framework of the requirements in this qualification description.

### ***Objectives for a Licentiate degree***

To obtain a Licentiate Degree, the Licentiate student must

#### *Knowledge and understanding*

– demonstrate knowledge and understanding of the research area, a current specialized knowledge within a defined part of the research area, as well as a deep understanding of general research methods and in particular, the research methods used in the specific research area.

#### *Proficiency and Ability*

To obtain a Licentiate Degree, the Licentiate student must

- demonstrate an ability to critically, independently, creatively and with scholarly precision, identify and formulate issues; as well as plan, using appropriate methods
- conduct a limited research study and other advanced tasks within specified time limits and through which, make a contribution to the development of knowledge and be able to examine and evaluate such work
- demonstrate an ability, in both national and international contexts, orally and in writing, to clearly present and discuss research and research results with the scholarly community and society in general; moreover, demonstrate a proficiency associated with being able to independently participate in research and development work and in other advanced profession contexts

#### *Judgement and approach*

To obtain a Licentiate Degree, the Licentiate student must

- demonstrate the ability to make research ethical decisions in their own research,
- demonstrate insight into the potential and limitations of science, its role in society and people's responsibility for how it is used, and
- demonstrate an ability in identifying needs for future knowledge, and taking responsibility for their own knowledge development.

#### **Scholarly Dissertation**

To receive a Licentiate Degree, the Licentiate student must have presented and passed with a scholarly dissertation of at least 60 Swedish higher education credits.

### ***Courses at the doctoral program***

#### **Scope, purpose and course types**

Since 2016, the doctoral program in Education consists of 90 Swedish higher education credits of coursework, of which 52.5 are mandatory course credits, 37.5 are optional course credits as well as 150 credits for the doctoral dissertation. All courses must be finished before registering for the public defence. Exceptions can be made for already started but not finished optional courses of max.7.5 credits.

The doctoral program consists of different types of courses: *mandatory courses*, *optional courses* including the so-called *reading courses* ("läskurser"), *methods courses* and *methodology courses* as well as *the higher seminar* ("det högre seminariet"). Various optional courses can also be taken at other universities / departments and course credits are transferred by the main supervisor on a special form available under "internt" on the website. All courses at the doctoral level in the department are announced on: [Courses at the PhD-level](#)

The *mandatory courses* should in the normal case be taken at the department within the first two years, to represent the basis of the design of the thesis. Equivalent courses at another university/department may in exceptional cases be transferred by the director of research studies in consultation with the responsible course leader at the Department of Education.

The overall aim of the courses in the doctoral program is to give doctoral students the opportunity to develop those skills that are central in the research process: knowledge on scientific theory and research methodology, research ethics and academic writing as well as publishing strategies. In addition, the given courses offer the opportunity to develop general knowledge expressed in the goals of the HF (Higher Education Ordinance) for PhD (see above). Another aim is to provide knowledge on issues in specific areas as well as on the dissertation project which is done in optional methodology courses- or in other specific subjects / reading courses / higher seminar.

The working methods of the courses will prepare and train the doctoral students for their upcoming role as researchers and teachers. Participation in the courses involves a large amount of independent work in relation to the literature by showing their understanding through writing and by critically reflect on the course content with classmates and teachers. At seminars and group work, doctoral students will work actively by posing questions to the text, to teachers and to each other with the aim to deepen the understanding of the course topics and to relate it to their own dissertation project.

### Mandatory courses in Education

To receive a PhD in Education, doctoral students must have passed 90 credits in courses, where 52.5 credits are mandatory and 37.5 credits are optional courses. The M.Phil/licentiate degree consists of 37.5 credits of mandatory and 7.5 credits of optional courses. See the table below for an overview of mandatory courses.

Doctoral students who are studying according to a former general study plan should refer to that study plan for relevant rules and regulations. Please note that those admitted before 2008 will have to switch to the latest study plan as general study plans before 2008 became invalid in 01-07-2015. The Director of Research Studies can provide more information.

Four of the mandatory courses should be planned and implemented during the first five semesters of studies to be the basis for the design of the PhD/M. Phil/licentiate dissertation (course 1, 2, 3, 4). The other two courses (5, 6) are offered continuously throughout the study period and examined at the end of the studies<sup>5</sup>. The mandatory courses are taught in English. External doctoral students can register for courses, but priority is given to students in the Department of Education.

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<sup>5</sup> Doctoral students admitted prior to 2016 and who are required to change study plan, should contact the Director of Research Studies for further information

| Course   | Aim and Intended Learning Outcomes   | Offered                 | Study Pace |
|--|--|-------------------------|------------|
| 1. Research traditions and theoretical perspectives, 15 credit points. | The aim of the course is to give doctoral students the opportunity to develop a wide range and systematic understanding of research in education, to become familiar with elements of theory, scientific methodology in general, as well as specific theories and methods used in the fields of pedagogy and didactics.  | Fall term, 2019, 2021.  | 50 %       |
| 2. Ethics in Educational Research, 7.5 credit points.                  | The aim of the course is to give doctoral students the opportunity to develop their ability to take an ethical position in relation to their own research, as well as the ability to formulate, analyze, and question research ethics based on regulations and relevant literature. The course also raises participants' awareness of ethical questions, and develops a deeper understanding of both the wide-range of possibilities and limitations of research, and the role society and individual responsibility play in relation to pedagogical and didactical phenomena and questions. | Spring term, 2020, 2022 | 25 %       |
| 3. Theories and methodologies, 7.5 credit points.                      | The aim of the course is to develop participants' ability and familiarity with theoretical elements, general scientific methodology, and the specific methods used in research in pedagogy and didactics. The participant develops the   | Spring term, 2019, 2021 | 25 %       |

|  |   |  |                                      |
|--|---|--|--------------------------------------|
|  | ability to critically examine and evaluate current research and new and complex phenomena, questions and situations, put forward in current dissertations in pedagogy and in didactics.   |  |                                      |
| 4.Academic Literacy,<br>7.5 credit points                                    | The aim of the course is to help students develop their ability to discuss research in general and their own research project in particular, specifically in academic English in different genres. In addition, the course aims to provide doctoral students increased knowledge of the principles of advanced literature review and research overview. It also helps them to develop their own publication strategy which is examined in cooperation with the reading group. | Fall term<br>2018, 2020                                      | Part-time<br>under many<br>semesters |
| 5.Research Seminars<br>and Conference<br>Participation, 7.5<br>credit points | The aim of the course is to educate and prepare students for research seminars. Learning outcomes: the doctoral student demonstrates the ability in both national and international contexts, orally and in writing, to present and discuss research and research results with the scholarly community and society in general.  | Continuous<br>participation<br>in seminars                   | Duration of<br>employment            |
| 6.The Researcher in<br>Society<br><br>7.5 credit points                      | The aim of the course is for the doctoral student to develop a deeper insight into the potential and limitations of science, its role in society and people's responsibility for its use. Students will also develop the ability to   | Continuous in<br>form of<br>workshops<br>and<br>reflections. | Duration of<br>employment            |

|  |   |  |  |
|--|---|--|--|
|  | identify needs for future knowledge and contribute to the development of society and support other people's learning. |  |  |
|--|---|--|--|

### Reading courses - optional

Associate professors and professors can, in consultation with the doctoral student, organize the so-called reading courses ("läskurser") with literature that is selected for an individual or smaller group of doctoral students. The main supervisor is responsible for reading courses and evaluates how relevant the literature is in relation to the dissertation research. The literature list should be attached to the examination certificate with the number of pages read (see under internet/doctoral program).

### Other optional methodology courses and the higher seminar

The department provides four optional methodology courses and a higher seminar. In addition, other optional courses that may occur on specific occasions are announced on the course website. Optional courses must be approved by the supervisor.

### The Higher Seminar

At the higher seminar (1-2 times per semester) doctoral students, interested researchers and teachers read a classical pedagogical or significant text. Higher seminars are led by a senior scientist who introduces the text and then the seminar continues. The students who wish to be examined in selected parts of the seminar and with the approval of the main supervisor submit an exam of 7.5 credits, based on a minimum of 4 and a maximum of 5 seminar readings. For the examination, ask your course leader. The examiner is formally appointed by the Head of the Department based on the selection of texts. Forms/examination certificates are available on the website.

### Ongoing optional methodology courses and the higher seminar.

| Course   | Aims and expected study results                       | Offered + Study pace       |
|--|---|----------------------------|
| 1. Quantitative Methods, 7.5 credit points                             | The aim of the course is found in the course overview | Fall term 2018, 2020 25%   |
| 2. Text and narrative. Analogic and digital sources, 7.5 credit points | The aim of the course is found in the course overview | Spring term 2019, 2021 25% |

|  |   |                            |
|--|---|----------------------------|
| 3. Policy discourse and comparison, 7.5 course credits | The aim of the course is found in the course overview | Fall term 2019, 2021 25%   |
| 4. Hypothesis, document and design                     | The aim of the course is found in the course overview | Spring term 2020, 2022 25% |

| The Higher Seminar           | Aims and expected study results   | Offered + study pace                         |
|------------------------------|---|--|
| It can be examined if wished | The course aims to give doctoral students the opportunity to develop a broad knowledge and systematic understanding of the research area "education" on the basis of central texts. | 3-4 seminars per semester with post-seminars |

### Study form

The compulsory courses 1-3 and optional courses are offered in the form of campus-based seminars during a semester. Courses 4-6 are offered in the form of seminar participation and workshops for all or part of the study time. All courses at the doctoral level are offered at campus and require active participation in seminars and group discussions or workshops. Participation requires preparation and written reflections on literature.

***A study of literature list, schedule as well as other information are posted on the course website no later than two months before the start*** <http://www.edu.su.se/forskning/utbildning-p%C3%A5-forskarniv%C3%A5/kurser> . Each course is led by two-three teachers that are jointly responsible for planning, implementation, examination and evaluation. A Mondo site is created for each course.

The courses are evaluated anonymously by a digital questionnaire sent out by e-mail when the grades are reported. It is also essential that during the course there is an ongoing discussion in the doctoral group regarding the study structure and implementation as well as participants' responsibility to be prepared and actively participate in seminars and group discussions.

The courses often begin with a lecture and literature review / handouts that provide a snapshot of the course's key issues and themes. The purpose of this is to create a common basis for further deepening of the course topics.



### Writing process and knowledge-making

Studies at the doctoral level require that doctoral students focus on documenting their reading of the course texts in written form. The purpose is to set the basis for group discussions and materials for the final examination, but also to make it possible to get an insight on their thinking throughout the learning process. Externalizing their reading is central for capturing every text's central ideas and critically reviewing and comparing the texts that are in focus. A "PM" (memo) is a knowledge representation that forms the basis for discussions and further deepening reflections, and it contributes into making significant associations with prior learning.

Seminars and workshops are therefore prepared in a way that doctoral students write compulsory PMs on relevant literature to the upcoming seminar. These PMs, about 2-4 pages, will address key themes and concepts in the literature. Doctoral students can also choose to relate the course literature to their own project, and the more specific questions this raises.

### Feedback and group discussions with a "critical friend"

At the courses, doctoral students work continuously together by giving each other feedback (critical friend<sup>6</sup>) on PMs in small group discussions. *It is a course requirement to have published a PM three days before each seminar and to give constructive feedback to other students in small groups and at seminars.* Teachers read all PMs before the seminars and give verbal feedback to the group by raising themes and issues stemming from the doctoral students' reflections.

Through the PM writing, the doctoral students get insight on various aspects of the texts by comparing each other's readings. They may at one point ask for oral or written feedback from teachers. In two occasions in connection with the examination, students get once again feedback. It is important to agree on the feedback forms and examinations in the beginning of the course. In each PM and in conjunction with group discussions that introduce seminar days, doctoral students raise issues related to the texts that will be discussed in plenary sessions and with invited lecturers to further deepen the reflections.

### Compensation of absence

Any absence (not sickness reported) will be compensated by the doctoral student reading an article and present it orally for the group. In such case, the articles are handed out by the course leaders. If you have been ill and fell behind you can get a new examination date by the course leaders.

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<sup>6</sup> See further: [https://en.wikipedia.org/wiki/Critical\\_friend](https://en.wikipedia.org/wiki/Critical_friend)

### Examination: draft, public discussion and grading

In their assessment report, the doctoral students will show in the text that they achieved the expected learning outcomes for respective courses. Generally, for all examinations at the doctoral level the doctoral student can

- report, comparatively analyze and critically meta-reflect on the course's main themes and literature in a coherent way,
- argue nuanced and linguistically correctly in line with the requirements and contingency of the academic genre and
- manage accuracy and referencing correctly according to APA or Harvard system.

The examination may vary among courses but, for example, it usually consists of a summarized paper where three - four of the PMs are revised and extended after receiving feedback from teachers and classmates.

At the last seminar occasion, doctoral students have the opportunity to defend their paper at a seminar. One doctoral student in the group is acting as opponent and gives written feedback, but also the rest of the group is expected to provide comments. Each doctoral student will be both respondent and opponent at the public discussion. At this point, doctoral students also receive written feedback on their text from the teachers.

At the examination date, which occurs about 1 week after the public discussion seminar, the doctoral student sends a revised manuscript that is then graded. The examiners i.e. the course leaders jointly read and assess received texts and insert the grade P or F and motivate grading by email no later than 15 working days after the examination. One of the teachers acts as the formal examiner but everyone assesses the texts. In case where an addition needs to be made, the teacher gives written comments to describe what is still unclear and when a new version can be submitted for evaluation.

## **Transferring course credits**

### Transferring credits at an advanced level

According to the Bologna process, a doctoral student with a master's degree can transfer up to one year of studies in relation to the individual study plan, but that excludes the transfer of credits for courses in theory, research methodology (in an advanced level), and the thesis. The transferred course credits are not to be included in the eligibility process that takes place for the admission to third-cycle programs. *If the master's courses are credited, however, that means that the employment is shortened by the corresponding time. As a result of this, the student will not be receiving additional time for the dissertation, but the research studies can be terminated earlier.* Decisions made regarding the transfer should be made in the context of a renewing of the first employment contract after one year. The doctoral student submits an application for the transfer. The decision is signed by the Director of Studies and the Head of the Department and gets registered. The form can be found on the website under the internt/forskarutbildning: <https://www.edu.su.se/internt/forskarutbildning>

### Which courses can be transferred for credits?

This depends on the general study plan of the research area.

There are three different ways for transferring credits in doctoral studies:

- a) *transferring courses on the master level completed before* the admission to doctoral studies
- b) *recognition of prior knowledge* equivalent to the mandatory courses according to the relevant general study plan (which are not to be replaced if not matching) and
- c) *transferring course* from other university *after* admission to doctoral studies

The director of research studies is responsible for evaluating the content of a *mandatory course/s* that doctoral students has completed in another department/university, a form is available at the internal website. The documentation should consist of a certificate, syllabus and literature list.

The main supervisor is responsible for transferring optional courses that doctoral students choose in relevance to the current dissertation project and the general goals of the doctoral studies.

Besides the obligatory courses, there is the possibility to study optional courses, which can consist of both direct and transferred course credits (the amount of credit points is shown in the general study plans respectively). You may transfer courses on the master level completed before the admission to doctoral studies (the course may not be part of your eligibility), which means your employment will be reduced accordingly. The most common is to transfer courses completed at other departments/universities during the doctoral program (please note that courses completed at other departments at Stockholm University are reported directly by department responsible).

All *optional courses* are to be approved of by the main supervisor, who is the examiner of the courses at the Department of Education. Forms for recognition of prior knowledge, transferring you will find on the internal website: <https://www.edu.su.se/internt/forskarutbildning>

The decision for the transferring is registered by the administration for doctoral studies.

### **Positions of Authority and Delegation of Authority**

The Departmental Board (Institutionsstyrelsen) is responsible for several areas within doctoral studies at the Department of Education (this responsibility is delegated to them by the Faculty of Social Sciences who is primarily responsible for programs and courses at the department). The Departmental Board has then decided on a delegation of authority which delegates certain decisions to specific positions, such as the head of the department and the director of research studies that then have the authority to make decisions on behalf of the Departmental Board. At the Department of Education there is a *director of research studies* (studierektor för forskarutbildningen) as well as an *administration of research studies*.

The director of research studies is the doctoral students' closest superior and conducts the spring term performance reviews (utvecklingssamtal) and reviews the individual study plans and student counselling. If the doctoral student has concerns about their studies, they should contact the director of research studies. Certain issues brought up to the director of research studies are decided upon by the Departmental Board and the head of the department (for example, admission and questions concerning supervision) as well as doctoral courses and routines surrounding the individual study plan. The director of research studies is also responsible for the development of doctoral studies, including supervision, in consultation with the concerned researchers, teaching staff, and doctoral student representatives. If doctoral students have questions regarding sick leave, parental leave, etc. they should contact the departmental head of administration.

The administration of research studies assists with the announcing of available doctoral positions and the receiving of applications for admissions. He/she is responsible for reporting admissions/discontinuation of studies into LADOK, registering the doctoral student's degree of activity in LADOK, their credit points earned, and providing the necessary documents to receive a degree certificate. The administration has access to statistical data and follow-up in LADOK, administers doctoral program courses, and updates the information on the departmental website. Within administrator's duties are the booking of rooms for seminars, public defence of dissertations and reading groups, as well as the before- and post-production of licentiate degree examinations and public defences.

#### Doctoral student council

The doctoral students have a representative in the decision-making body of SU through the doctoral student council, which is organized by the students themselves. More information about the Doctoral student council and its activities at Stockholm University can be found on <https://sus.su.se/en/home>. The local Doctoral student council at IPD has a tab/site with information on Mondo. The Doctoral student council at IPD designates inter alia representatives to the Board of the Department (decision-making organ) and prepares the program for the annual Postgraduate Conference where the experiences around doctoral studies are exchanged between supervisors, doctoral students and alumni.

### ***Delegation of Authority for Doctoral Studies***

Before a decision is made by the Departmental Board or head of department, with regards to doctoral studies, the matters are discussed with the director of research studies. In the table below, you will find the delegation of authority for matters related to doctoral studies. (The number on the left-hand side is the level in the entire delegation.)

| Issue | Delegation of Authority/Position of Authority |
|-------|---|
|-------|---|

|   |   |
|---|---|
| <p>11. Finalizing specific entry requirements for doctoral studies (according to The Higher Education Ordinance, Chapter 7, Section 25);</p>  | <p>The Departmental Board (IS).</p>   |
| <p>12. Finalizing the individual study and financing plan for each accepted doctoral student after consulting with the doctoral student and his or her supervisor;</p>  | <p>Head of the Department (in consultation with the director of research studies.)</p>                                      |
| <p>13. Follows-up on the individual study plan, at least once a year, and otherwise, as needed, when changes are made to the individual study plan, see Chapter 6, Section 29 of The Higher Education Ordinance and Stockholm University's <i>Local implementation regulations for doctoral degrees (Föreskrifter för utbildning på forskarnivå)</i>;</p> | <p>Director of Research Studies.</p>  |
| <p>14. Designates at least two supervisors for each doctoral student, one of whom is nominated as the main supervisor. Decides on a doctoral student's request for a change in supervisors, according to Chapter 6, Section 28 of The Higher Education Ordinance;</p>   | <p>Decision is made by the Head of the Department in consultation with the Supervisor and Director of Research Studies.</p> |
| <p>15. Decides on how many financed applicants can be accepted as well as which applicants to accept into doctoral studies, according to Chapter 7, Section 26 of The Higher Education Ordinance;</p>   | <p>The Departmental Board (IS).</p>   |
| <p>16. Decides on the awarding of departmental funds to doctoral students;</p>  | <p>The Departmental Board (IS).</p>   |
| <p>17. Decides on applications for doctoral studentships, according to the Ordinance on</p>   | <p>The Departmental Board (IS).</p>   |

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| doctoral grants for third-cycle students (1995:938);   |   |
| 18. Specific applicants may be granted an exemption from the general entry requirements for doctoral studies, based on special grounds, according to Chapter 7, Section 29 of The Higher Education Ordinance;  | The Departmental Board (IS).  |
| 19. Designates the opponent and examiner/ examining committee for licentiate degree examinations;  | Decision is made by the Head of the Department in consultation with the Supervisor and Director of Research Studies |
| 20. In preparation for the coming academic year, finalizes the course offerings for doctoral students and continuously reviews the content of courses;   | Director of Research Studies.   |
| 21. Decides the basis for which a doctoral student can transfer credits from prior courses and study programs to their doctoral studies, according to Chapter 7, Section 41 of The Higher Education Ordinance; | Director of Research Studies.   |
| 22. Decides if the credits can be transferred or not, according to Chapter 6, Sections 6-8 of The Higher Education Ordinance;  | Main Supervisor.  |
| 23. Nominates the examiner who will decide on the final grade, according to Chapter 6, Section 32 of The Higher Education Ordinance;   | Director of Research Studies.   |
| 24. Permit a doctoral student, who was admitted to another university, to transfer to SU, continue their studies and be examined, without having to go through an additional                                   | The Departmental Board (IS).  |

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| admissions process, according to Chapter 7, Section 38 of The Higher Education Ordinance; |  |
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**Processing of other matters which are not regulated by the delegation rules**

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| Application for courses in doctoral studies  | The Administration of Research Studies.  |
| Registering and reporting grades   | The Administration of Research Studies.<br><a href="https://www.edu.su.se/internt/forskarutbildning">https://www.edu.su.se/internt/forskarutbildning</a>   |
| Processing new doctoral studies courses.   | The Director of Research Studies accepts proposals for new doctoral studies courses. Courses must have at least 5 participants (doctoral students from the department) when they commence. A maximum of 20 participants.   |
| Application for funds for conferences and/or translation of an article that has been accepted for publication. Stockholm University only reimburses contracted translation services. | The Director of Research Studies decides and the form should be signed by the supervisor. If possible, include the possibility of participating in conferences in each Individual Study Plan.  |
| Quality Review, step 1: First Reading Seminar (läsgrupp)-dissertation.   | The main supervisor informs the Director of Research Studies and the Administrator of Research Studies, well in advance, when the First Reading Seminar will take place. The First Reading Seminar is announced on the Department's website. When sending the text to the readers, the doctoral student shall send it by e-mail to the administrator ( <a href="mailto:forskarutbildning@edu.su.se">forskarutbildning@edu.su.se</a> ), who will send the text on request. The form titled "Läsgrupp granskning av manus steg 1"* (First Reading Seminar review of manuscript step one) should include the names of two people suggested to be the readers, and well in advance, be turned in by the main supervisor to the Head of the Department, who then decides on |

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|   | <p>the proposed readers. In connection to the seminar the doctoral student shall hand in a plan for how to publish the research results. The plan will be reviewed by the readers and will also form a part examination within the mandatory course "Academic Literacy".</p>  |
| <p>Quality Review, step 2: Final Reading Seminar- dissertation</p>  | <p>The main Supervisor informs the Director of Research Studies and the Administrator for Research Studies, well in advance, of when the Final Reading Seminar is planned to take place. The Final Reading Seminar is announced on the Departmental website. When sending the text to the readers, the doctoral student shall send it by e-mail to the administrator (<a href="mailto:forskarutbildning@edu.su.se">forskarutbildning@edu.su.se</a>), who will send the text on request. The form titled, "Slutseminarium granskning av manus steg 2-3"* (Final Reading Seminar review of manuscript, steps 2-3) should be filled out and include the names of two proposed readers and a final/green reader and should, well in advance, be turned in to the Head of the Department, who then makes the final decision.</p> |
| <p>Preliminary Booking of a Public Defence.</p>   | <p>Upon consulting with their supervisors, the PhD student books a preliminary date for their public defence: <a href="#">Book a date and time for your public defence</a>. See below "<i>Reference guide for a public defence</i>"*.</p>   |
| <p>Preliminary room booking for the Public Defence.</p>   | <p>The Administrator of Research Studies books a room for the public defence as soon as a date has been proposed.</p>   |
| <p>Quality Review, step 3: reading by the final/green reader (reading of the dissertation in order to be approved or dissuaded for the public defence).</p> | <p>A final (green) reader (designated by the head of the department during preparations for the final reading seminar) will receive the dissertation manuscript 10 weeks before the planned date of the public defence in order to review and evaluate if the manuscript is ready to be defended. If the professor does not think that the manuscript is ready to be defended, they should propose a dissuasion in writing with a clear motivation.</p>   |



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| <p>Reporting the Public Defence.</p>   | <p>When the quality review steps have been completed and course requirements according to the general study plan have been fulfilled** – of which all mandatory courses - the main supervisor submits the form titled "Internt beslutsunderlag disputation"* (Internal decision on public defence) to the head of department. Upon receiving approval from the final reader and the head of the department, the main supervisor digitally reports the public defence to the faculty at least 6 weeks before the defence date. Refer to the guidelines for defence at the Faculty of Social Sciences <a href="#">Riktlinjer för disputationer vid Samhällsvetenskapliga fakulteten</a></p>               |
| <p>Examining Committee.</p>  | <p>See the Faculty of Social Sciences guidelines concerning a public defence. Readers from the final seminar should not be designated as part of the examination committee. An alternate examiner should be designated according to the revision made to the rule book <a href="#">Riktlinjer för utbildning på forskarnivå vid samfak</a></p>  |
| <p>Quality Review, step 1: Reading Seminar 75-90% of the licentiate degree manuscript.</p>   | <p>The main supervisor informs the Director of Research Studies and the Administrator, well in advance," with the necessary information and names of readers. The seminar is announced on the Departmental website. When sending the text to the readers, the doctoral student shall send it by e-mail to the administrator (<a href="mailto:forskarutbildning@edu.su.se">forskarutbildning@edu.su.se</a>), who will send the text on request. In connection with planning the Reading Seminar, the name of a final reader should also be given, when handing in the form "Läsgrupp granskning av licentiatmanus"* (Reading Seminar of the licentiate degree manuscript) to the head of department.</p> |
| <p>Quality Review, step 2: Final Reading of licentiate degree manuscript in order to be approved or dissuaded for examination.</p> | <p>The final reader (from the previous step) receives the manuscript at least 9 weeks beforehand and reviews and evaluates the work. See Faculty of Social Sciences guidelines for examination and policy decisions (beslut): <a href="http://www.samfak.su.se/regelverk-och-beslut/riktlinjer-f%C3%B6r-utbildning">http://www.samfak.su.se/regelverk-och-beslut/riktlinjer-f%C3%B6r-utbildning</a></p>   |

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| <p>Reporting the examination of a licentiate degree.</p>       | <p>As soon as the quality review step 2 is completed and course requirements according to the general study plan have been fulfilled** – of which all mandatory courses - the main supervisor submits the form titled, "Anmälan till licentiatexamen" (Reporting the examination of a licentiate degree) to the Head of the Department. A preliminary room booking for the examination should be done early in the process. The abstract should be published in DiVA<sup>7</sup> no later than 3 weeks before the examination. The examiner should be a professor. See the Reference Guide for Licentiate Examinations (<i>Lathund för licentiatexamen*</i>)</p> |
| <p>Appointing and changing of supervisor.</p>                  | <p>The Director of Research Studies conducts the processing. The decision is made by the Head of the Department. In appointing a supervisor, several aspects are considered, such as the doctoral student's research interest and own request, the capacity of the possible supervisor and the conditions of their employment (do they have time, are they close to retirement?), and the departments' need to training younger faculty members; in addition, as of the fall 2014 term, a new system of appointing two assistant supervisors is being tested for new doctoral students.</p>  |
| <p>Performance reviews with SU-employed doctoral students.</p> | <p>Director of Research Studies.</p>   |
| <p>Leave of Absence for a doctoral Student.</p>                | <p>Only granted for parental leave, elected position in a union, or service in the defence forces.</p>   |
| <p>Paid Vacation for SU-employed Doctoral Students.</p>        | <p>As doctoral students have flexible working hours during the academic year, their paid vacation days are given as a sum amount, as indicated by the head of administration. In certain situations, for example when the doctoral student will be combining work and vacation, the vacation days need to be accounted for in advance. Then the departmental head of administration should be contacted ahead of time.</p>   |

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| Sick Leave for SU-employed Doctoral Students;     | Sick leave is registered in Primula: <a href="http://www.su.se/english/staff-info/it/it-support-systems/primula-hr-system">http://www.su.se/english/staff-info/it/it-support-systems/primula-hr-system</a> and on <a href="mailto:franvaro.edu@su.se">franvaro.edu@su.se</a> If the sick leave lasts longer than 7 days a doctor's certificate is needed, which should be sent to the department. In case of work-related diseases and for longer sick leaves, the Occupational Health Care (företagshälsövården) together with the Swedish Social Insurance Agency (Försäkringskassan), the Head of the Department and the Director of Studies in cooperation with the employee on sick leave have the responsibility for the establishment of a rehabilitation plan. |
| Sick Leave for Industry Doctoral Students         | The Supervisor and administrator are informed. As well as the directives provided by the external employer.  |
| Prolonging of Employment within Doctoral Studies. | The Departmental Head of Administration. The calculation of the prolonged time is being done yearly at the time of the Individual Study Plan's submission. The doctoral student shall present a basis for the prolonging, e.g. minutes from meetings where it is apparent that the doctoral student participated. When it comes to teaching, this is documented in the staff record. Form: Application for prolongation.   |
| Wage Inflation on the Salary Scale                | The supervisor contacts the departmental head of administration after the student completed their first reading seminar and then their final reading seminar, as well as obtained the necessary credit points. The supervisor should fill in the form: " <i>Uppflyttning i doktorandstegen</i> ",  |

\*Templates, forms and reference guides can be found on the department's internal website. <http://www.edu.su.se/internt/forskarutbildning>

\*\* Exceptions can be made for already started but not finished optional courses of max.7.5 credits.

## Meeting Structure and Quality Assurance in the PhD programme

### Quality Assurance

The Director of Research Studies is also responsible for quality assurance and has established several groups where issues of quality assurance are identified, discussed and followed up. During two of these meetings doctoral students are participating.

The committee of current supervisors (*handledarkollegium*) meets twice per year to discuss the doctoral students' progression. Once per semester, the doctoral studies committee (*forskarutbildningskollegium*) meeting is organised for all active supervisors, doctoral students, teachers and administrators within the research education. General issues concerning the quality of research education are discussed. In addition, a postgraduate conference (*forskarutbildningskonferens*) is organised in the autumn. During this meeting, the Doctoral Student Council can raise general issues they wish to discuss.

| Meeting Groups                     | Participants and purpose  | Meeting frequency                           |
|------------------------------------|---|---|
| Committee of main supervisors      | Advisory body to the Director of Research Studies: All supervisors are invited to group meetings to discuss doctoral students' progression. Doctoral students' work is discussed by the committee dependent upon the progression of the work in relation to the individual study plan.  | Once per semester, in October and April     |
| Committee of assistant supervisors | Advisory body to the Director of Research Studies: All supervisors are invited to group meetings to discuss doctoral students' progression. Doctoral students' work is discussed by the committee dependent upon the progression of the work in relation to the individual study plan.  | Once per semester, in March and October     |
| Doctoral studies committee         | Advisory body to the Director of Research Studies: The meeting is for all departmental and external supervisors, doctoral students and the administration. The purpose of this meeting is to highlight issues and share experiences of doctoral supervision and courses in order to improve the quality of education, as well as utilize and develop experience and skills. | Once per semester, in November and February |

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| <p>Postgraduate conference</p> | <p>Advisory:</p> <p>All doctoral students and supervisors including recent alumni and the administration.</p> <p>The purpose of the annual conference is to generate discussion and exchange experiences between current doctoral students, new graduates, experienced and new supervisors.</p> | <p>All-day conference in September (lunch included)</p> |
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Course evaluations conducted by the Department are also an important aspect of quality assurance in the doctoral program. All courses shall be evaluated continuously during the course to meet the needs of the participants, with regards to the forms of work and literature, as well as three months after the examination date. Evaluations should be done for all mandatory courses, in relation to intended learning outcomes set for the course.

Every year, the Director of Research Studies presents a report with suggested areas of development and organizes regular informational meetings for doctoral students or at the request of the Doctoral Student Council. In addition, the doctoral students can, as needed, consult the Administration of Research Studies or the Director of Research Studies if they have questions concerning doctoral studies.

## ***Guidelines for the design and content of the PhD dissertation and licentiate thesis***

### **Selection of dissertation format**

Dissertations can be a monograph (a coherent text / book) or a compilation (a number of published articles and summary chapters). Licentiate theses are normally monographs.

It is always the dissertation/thesis as a whole which is to be assessed at the examination. The text is examined in relation to the doctoral education objectives, regardless of the dissertation format, whether the compilation dissertation includes three or more articles, and whether the items are self-authored or co-authored.

The research problem determines the form. Both the monograph and the compilation dissertation have their advantages and disadvantages. The choice of the format should be discussed, motivated and possibly problematized in the dissertation introduction in relation to the purpose, problems and the tradition in which the work is written. In conjunction with the reading group for halfway validation (50%), the doctoral student must present a plan in English where choices regarding future publication of research is described and problematized in relation to the research problem and the specific research field. The plan is also an examination of the mandatory course Academic Literacy.

The doctoral student should, together with the supervisors, consider the dissertation format already when completing the ISP, as well as in the research plan (which includes the definition of the problem,

purpose, issues and discussion about the choice of theories and methods). The plan must be drawn up within three months of research training, subsequently updated at least every six months and treated as a draft until the monograph form or introduction to the compilation text has been constructed. This will facilitate the eventual format change of dissertation during doctoral training and dissertations progression; the quality can be monitored by both the doctoral student and the supervisors. Another recommendation is to use a dissertation template at an early stage: Select the MS Word template for researchers at <http://su.se/english/library/publish/dissertation-support/templates-and-visual-identity-for-dissertation-1.260919>

Both the monograph as well as the summary chapters in the compilation dissertation must articulate independent and consistent scholarly work to be presented in such a coherent form as possible. This means that the different text sections refer to each other, and that the argumentation and discussion of problems are logically linked together throughout the text in a theoretically and methodologically consistent manner in relation to the chosen problem and research questions.

The quality of the licentiate theses and PhD dissertations will be developed in a collegiate investigative collaboration of internal and external supervisors in addition to reviewers who decide to work in reading groups and the final seminar. Professors, associate professors, lecturers and students of the Department are jointly responsible for the development of the scientific quality of the department's dissertations and should actively participate in reading groups and final seminars.

#### **The following applies to both the licentiate (M.Phil.) and PhD dissertations.**

A dissertation shall in monograph form or in the summary chapters to the compilation text (ideally), be grounded (in relation to earlier research) in a well substantiated research problem and produce new knowledge within the discipline, on the basis of a well-defined and clearly formulated aim, and relevant and researchable question.

The choice of theory and methodology should be well substantiated, examined, and argued for. The research results should develop new knowledge in the research question on the basis of empirical and/or theoretical studies.

Ethical questions shall be addressed in relation to the regulations and problematized; furthermore, ethical considerations should be under a separate heading in the manuscript in the monograph and summary of compilation dissertation.

In each dissertation, monograph or compilation, both an English and Swedish summary should be included.

#### **Compilation dissertation**

A compilation dissertation refers to a number of scientific articles as well as summary chapters. Together, as a unified whole, the articles and summary chapters are represented when assessing the overall scientific quality of a compilation dissertation. A compilation dissertation must consist of three to five articles. The selection of articles must be justified and clearly argued in relation to the dissertation's overall objective(s) and research question(s).

Normally, at least two of the articles should be published and at least one must be accepted for publication in scientific journals or book series with peer review. Additional articles should also be of such scientific quality that they are deemed publishable.

Typically, at least one article is individually written. Other articles may be co-authored. The author of a compilation dissertation will clarify their own contribution in co-authored articles in the summary chapters.

Summary chapters must contain in-depth analysis, reflection and discussion of the scientific contribution in articles except the background, previous research, purposes, issues, theory section, method section and ethical considerations (if relevant), and short description of each article and the references. It is essential that the summary chapters clarify and expand upon the total scientific contribution of the dissertation as a whole.

Choice of language can vary in the compilation dissertation: for example, articles can be written and published in English but the summary chapters can be in Swedish.

### The monograph

A monograph consists of a coherent text - in book form - in which a research problem is presented, motivated, given perspective and is situated in relation to previous research and investigated systematically with one or more scientific methods. The results are analysed and discussed in relation to the discipline's emergence and in relation to previous research. In the monograph form, all steps in the research process can be presented and problematized in more detail and with greater depth than the compilation format allows. The monograph also gives ample opportunity to study in depth the problem, claims and explanatory value in relation to the research problem and the field's need for knowledge. There are also good opportunities to problematize methodology, perspective and ethical standpoints and dilemmas that have shaped the study. A monograph can be written in Swedish or English and should have a summary in both languages.

### Transition from licentiate (M.Phil.) degree to the PhD

The doctoral students who previously completed a licentiate degree, shall along with their supervisors at the beginning of their doctoral studies make a plan for how the new study will complete and deepen the Doctoral Students knowledge in the dissertation – in relation to the licentiate thesis – to reach the objectives for a PhD. This occurs in several different ways, by a theoretical as well as a methodological deepening and an eventual broadening, and by new analyses of data, either collected after the licentiate degree examination or re-analyses of data collected during the licentiate study. A doctoral dissertation based on a licentiate study might be either a dissertation with two articles, in which at least one must be published and accepted for publication at the time of examination, or a new monograph. It is important that the licentiate thesis is considered as an integral part of the examination at the defence.

### ***Publication of Research Findings***

In connection with the First Reading Seminar “läsgruppsseminariet” (halfway validation 50%), the Doctoral student will present a publication strategy. The Doctoral student should at this moment

make a plan for how the dissertation findings will be published in different channels and for different types of audiences.

*Publication in DiVA of "full text" and articles:* basically Open Access applies to all research results and thus it is recommended that licentiate theses/dissertations are published in full text in DiVA<sup>8</sup>. The copyright and distribution should also be checked regarding articles. More information on Open Access: <http://su.se/english/library/publish/open-access>

More information on copyright: <http://su.se/english/library/publish/copyright> It is not allowed, without written permission from the rightful owner, to reproduce material that is protected by copyright. Furthermore, referencing the source should always be practiced as it is the basis of the text, just as other research etiquette guidelines should be followed; for more information, see the website studera.nu about doctoral studies on <http://studera.nu/startpage/doctoral-studies/doctoralstudies/>.

It is not allowed, without written permission from the rightful owner, to reproduce material that is protected by copyright. Furthermore, referencing the source should always be practiced as it is the basis of the text, just as other research etiquette guidelines should be followed; for more information, see the website Studera.nu about doctoral studies on <http://studera.nu/startpage/doctoral-studies/doctoralstudies/>.

*Dissertation:* IPD pays for a printed edition of 43 copies with the following distribution: 6 copies to the SUB, 7 deposit copies, 15 copies to IPD and 15 copies to the student. The Department is responsible for the distribution of the dissertation to the people concerned as the opponent, the examination committee, supervisors and for the archiving. Contact the Dissertation support offered by the library (SUB) for more information about the printing process: [Dissertation support](#)

The dissertation should follow the MS Word template for researchers: [Templates and visual identity](#). A recommendation is to begin to write in the required formatting at an early stage in the studies. Dissertations in Swedish should have a summary in English and vice versa. In proofreading of the English language (translation will not be reimbursed), the procured performers shall be used. Please contact the director of studies before placing an order.

*Licentiate thesis:* IPD pays for a printed edition (30 copies) of the thesis with the distribution of 15 copies to the Doctoral student and 15 copies to the department. The thesis should be available at the Department for at least two weeks before the seminar. The Department is responsible for the distribution of the licentiate thesis to the people concerned as the opponent, the examiner and for the archiving. A pdf is sent to the administrator who will send it electronically along with an invitation to relevant departments within and outside SU. The dissertation should follow the MS Word template for researchers: [Templates and visual identity](#).

After a passing grade, the dissertation shall be published electronically in the library database DiVA<sup>9</sup>. Licentiate theses in Swedish should have a summary in English and vice versa. In proofreading of the English language (except translation), the procured performers will be used.



**Please note that all costs to be billed the department needs to be secured in advance with the Director of Research Studies.**

### ***Quality Review of M.Phil. Dissertations***

M.Phil. dissertations will be proofread and reviewed in several stages during the training and until the examination/dissertation. It is important to participate in seminars and conferences in order to receive valuable critique continuously during the study period. The formal quality review before the examination is done in a three-step process for dissertation manuscripts and a two-step process for licentiate dissertations.

The first step in the formal quality review process of a dissertation manuscript is the *first reading seminar* which is done when a student has reached about 50% of the study period, i.e. during term 4 or 5. The second step is the *final reading seminar* which is held about a half a year before the planned defense. The third step involves the nominated professor (not the supervisor) who reads the manuscript 10 weeks before the scheduled public defense and gives the go-ahead (or in extremely rare cases, a written advice against) before the public defense application can be submitted by the main supervisor. Note that the course component shall be largely completed before reporting the defense to the Faculty. Max 7.5 credits. elective course credits may persist but should be planned and initiated in connection with the defense.

For licentiates there are two steps: a first reading seminar when the student has reached the 75-90% point in their studies and a final reading of the manuscript by the final reader, who receives the manuscript not later than 10 weeks before the planned examination seminar.

The process of official scrutiny (*juridiska granskningen*), which leads to a pass (G) or fail (U) grade, takes place at the public defense or licentiate degree examination.

### **Active Participation in Research Seminars**

On the Departmental website there is information about the department's research areas. It is important doctoral students present their research in the form of a chapter or article draft (1-2 times per year) at a seminar (internal or external). Participation in the seminar should be documented in the individual study plan. The doctoral student can be active in several research seminars and not necessarily active in the same seminars as the main supervisor. The main supervisor and the doctoral student are responsible for making sure that the doctoral student's texts are publically discussed in research seminars on a regular basis.

### ***Final Reading Seminar and Examination: Licentiate Degree/M.Phil. Dissertation***

The Department is responsible for making sure that a quality review of a Licentiate Degree manuscript is done, well in advance, before an application for the examination is submitted. The quality review is done in two steps: when the thesis is determined to be 75-90% done a Final Reading Seminar is held

with two readers from the Department, who belong to different research groups than the doctoral student and their supervisors. Directly following the Final Reading Seminar, the supervisors, readers and doctoral student confer. They will discuss which necessary revisions and additions to the manuscript should be done before the examination. The main supervisor is responsible for calling a meeting soon after the Final Reading Seminar with the doctoral student to go through the feedback, comments, and suggestions given during the seminar and then agree upon what needs to be done within the timeframe before the planned examination. The readers from the Final Reading Seminar and the main supervisor conduct a final quality review of the manuscript before an application for the examination is made. The manuscript is reviewed by the final reader, appointed by the Head of Department on proposal by the main supervisor.

#### Advertising/ Invitation

The examination is announced as a public licentiate degree seminar. The announcement should be made at least three weeks before the seminar is scheduled to take place and at the same time, the abstract should be published in DiVA. The degree seminar shall take place during an academic term. On special circumstances, the Dean can allow the seminar to take place outside of an academic term. *The Department of Education covers the costs of printing 30 copies of the thesis and the copies should be made available at the Department at least two weeks before the seminar.* The Department is also responsible for making the thesis available to the appropriate people, such as the opponent, examiner/examination committee, and to the archive. The remaining copies are given to the doctoral student. A PDF version of the thesis is sent to the administrator of research studies who sends it out as an attachment to the seminar invitation to relevant departments within and outside of SU.

### **First Reading Seminar – Dissertation Manuscript:**

#### **Quality Review Step 1**

After 4-5 (50%) semesters the student along with their main supervisor conduct *a reading group/halfway validation (50%)*. The text to be presented at this seminar should include the purpose and research questions, a review of the state of research, an inventory of the source material to be used in the survey, which method / methods and the theoretical interpretation approach that the student will use. Additional elements may be included, depending on how far the work has progressed. Manuscripts usually comprise about 40 to a maximum of 80 pages. The publication plan from the course Academic Literacy shall also be included.

#### Advertising/ Invitation and Monitoring

At least two readers from the department with PhDs should be invited to the First Reading Seminar. The readers are expected to read and constructively discuss the manuscript. Before the supervisor contacts the readers, they should inform the head of the department as head of the department has the authority to designate the readers and allocate hours to them. The Administrator of the Research Studies books a room and will announce the seminar through e-mail and the internal website. When

sending the text to the readers, a copy shall be sent to the administrator, [forskarutbildning@edu.su.se](mailto:forskarutbildning@edu.su.se), who will send the text on request.

### Readers Assignment

It involves pointing out potential problems at an early stage of the research process so that the student has an opportunity to overcome these problems, and gain new perspectives and help to further develop their thinking in different parts of the project. The readers provide their written feedback at the time of the seminar. If the readers agree, the PhD student can record the seminar. The readers receive compensation after the First Reading Seminar in the form of hours or monetary compensation, according to a set amount. When a reader from outside the department is employed, they should fill out the form for this purpose and hand it to the Director of Research Studies. The form will be received from the administration. At least one reader must have an ongoing employment at the Department. An expert could be hired if it is necessary to the subject.

### **Final Reading Seminar - Dissertation Manuscript:**

#### **Quality Review step 2 and 3**

#### **– routines surrounding the planning and implementation of the final seminar**

When the dissertation is close to being done (i.e. about 90%), it should be reviewed. The text should include all of the sections, even the conclusion and literature list, in a as well developed form as possible. Before the supervisor contacts the readers, they should inform the head of the department as head of the department has the authority to designate the readers and allocate hours to them. In the case of the Final Reading Seminar, at least one of the readers should be employed at the Department. Step 2–3 in the review process is being prepared by the main supervisor through submitting a proposal on the seminar readers and the final reader to the Head of Department. Please note that members of the reading group cannot be a part of the examination committee.

### Advertising/ Invitation and Monitoring

The main supervisor make a notification of the final seminar in good time for the administrator to book a room. All Final Reading Seminars are announced on the Departmental calendar on the internal departmental page and an invitation is sent out to the entire department by the administrator, who makes sure the time does not conflict with another public defense or other larger departmental meetings. The administrator sends out invitations about 2–3 weeks before the seminar with information about how to obtain a copy of the manuscript to be reviewed. When sending the text to the readers, a copy shall be sent to the administrator, [forskarutbildning@edu.su.se](mailto:forskarutbildning@edu.su.se), who will send the text on request.

### After the Seminar

In preparation for the seminar, the readers should prepare a written summary of their feedback, comments, and suggestions to be given to the PhD student and supervisor, which in turn can be used in further discussions and subsequent work. Directly following the seminar, the supervisor, readers and PhD student confer. They will discuss which necessary revisions and additions to the manuscript

should be done before the public defense. The main supervisor is responsible for calling a meeting soon after the Final Reading Seminar with the PhD student to go through the feedback, comments, and suggestions given during the seminar and then agree upon what needs to be done within the timeframe before the planned public defense. The readers from the Final Reading Seminar and the main supervisor conduct a final quality review of the manuscript before turning it in to the final (green) reader at the latest 10 weeks before the intended date of public defense. The readers receive compensation after the Final Reading Seminar in the form of hours or monetary compensation, according to a set amount. If there is an advice against, the text shall be handled by the group of professors for a joint decision.

### *Doctoral Dissertation and Licentiate (M.Phil.) Seminar*

At the Faculty of Social Sciences at SU you will find guidelines for a public defense within the faculty at <http://www.samfak.su.se/english/education/research-level>.

The Lathund inför disputation (Reference Guide for a public defense) as well as the Lathund för licentiatexamen (Reference Guide for a licentiate examination) are available to help the doctoral student and supervisor and can be found on the departmental internal website.