Quick Reference Guide-for Doctoral Public Defence

Responsible party
S= Supervisor   P= PhD student   D= Department

Date of Doctoral Public Defence  
S/P

PhD student books the defence date on Stockholm University’s website:
Book a date and time. The public notification process (known as nailing*) must take place at least three weeks before the public defence. The public defence must take place between August 15 and June 15.

Booking of Rooms  
P
As soon the PhD student receives written confirmation of the date of public defence from the Student Services Office, they should contact the PhD programme administrator (Christina Edelbring) to book a room for their public defence.

Doctoral public defences are usually booked at the Museum of Natural History (according an established agreement with the department) where the larger room holds 290 people and the smaller room holds 94 and in Geovetenskapens hus (also known as the Geoscience Building) where the larger room holds 108 people and the smaller rooms hold 78 and 68 people, respectively. (If more than 108 people are expected, a larger room will be booked right away, as it is not possible to book a larger room later on).

Grading Committee
D
The PhD programme administrator books the meeting room for the Grading Committee.

IT-support  
P/S
The Department does not offer any direct IT-support, but can provide a laptop, which can be taken to the room booked for the defence. IT-support is included in rooms booked at the Museum of Natural History. The museum facilities manager is on site before the public defence, turns on the projector, and gives access to two headset microphones and one handheld microphone.

Rooms booked at Geovetenskapens hus do not include IT-Support and it is recommended that the PhD student contact the facilities manager/technical support: 6747875, 164819.

Proposal to the Social Sciences Faculty Board*
S
The proposal form must be submitted for departmental approval no later than 8 weeks before the public defence whereby it is sent on to the Social Sciences Faculty Board.

The closest affected professor (närmast berörd professor)¹, in consultation with the Head of the Department, proposes an opponent, grading committee, and defence chair to the Social Sciences Faculty Board.

¹ If the main supervisor is a professor at the department, he/she is the closest affected professor. If not, but an assistant supervisor is professor at the department, he/she will be the closest affected professor instead. If none of the supervisors are professors at the department, a closest affected professor shall be appointed by the Department Board. This appointee shall preferably be a professor at the department but can in certain cases, if so decided by the Department Board, be a professor at another department or institute within the Faculty.
Responsible party

Sciences Faculty Board, according to the delegation order. The Grading Committee is comprised of a chair from the department, two external faculty members from another higher education institution, and a reserve member from another department within the Faculty of Social Sciences at Stockholm University.

(see the Social Sciences Faculty Board Doctoral Handbook, chapter 4.6 Opponent and Grading Committee). The proposal form can be found on the faculty board website Proposal Form Social Sciences Faculty Board (normally a response is sent within 3-4 days, if it takes longer, contact Tina Sjöberg (tina.sjoberg@su.se)). When submitting the form to the faculty board, please cc: forskarutbildning@edu.su.se (both for official record keeping and for contact information of the opponent and grading committee). The proposal form should be sent as soon as possible after the date of doctoral public defence has been set, or at least six weeks before the public defence date.

Formal Decision from the Faculty Board concerning opponent and grading committee

The formal decision, which is sent to the person whom submitted the proposal form, must be forwarded to the head of the PhD programme as well as to forskarutbildning@edu.su.se. It should also be sent to the opponent and the grading committee together with information concerning the date, time and address + map to the Department of Education and the room where the public defence will take place. The formal decision is the basis for announcing the public defence and the distribution of the doctoral thesis.

Attn: A copy of the proposal and the formal decision should be sent via email to forskarutbildning@edu.su.se as soon as it has been sent/or is received.

Lunch invitation a public defence held in the afternoon

For a public defence held in the afternoon, the department will pay for lunch for the opponent, the entire grading committee, as well as the main and assistant supervisors. The PhD programme administrator books the lunch at 11.30 at the Faulty Club. At least one supervisor in attendance needs to be a member of the Faculty Club in order to book the lunch. Coffee and sweets are also provided at the grading committee meeting after the defence.

Refreshments provided for a public defence held in the morning

Sandwich, coffee and cookies are provided to the grading committee during their meeting when a defence held in the morning.

Printing of a manuscript

Dissertation Template and Visual Identity

Submit your manuscript in the Word Template for doctoral thesis, which is found on the Stockholm University Library website: Templates and Visual Identity for Dissertation You will also find additional information concerning the template and visual identity at SU.
ISBN are acquired at the University Library, avhandlingssupport.sub@su.se. The printed thesis needs one ISBN and the PDF published in DiVA needs one ISBN. Series name and series number are acquired by contacting christina.edelbring@edu.su.se. Dissertations in didactics and education do not have an ISSN number.

**ATTN:** when a manuscript is written in Swedish, it must include a summary in English and when a manuscript is written in English, it must include a summary in Swedish, according to the university language policy.

**Printing and shipping of a dissertation**

Detailed information concerning printing and shipping is found on the university homepage: Dissertation Defence

**Dissertation Support**

The Stockholm University Library offers dissertation support in order to help with the final steps of the process. Contact the library via avhandlingssupport.sub@su.se or 08-16 14 50 to book a meeting. This support is included in the printing costs, which is not the case with other printing houses.

**Printing**

The PhD student has a choice between the University Library dissertation support, which includes in cost of printing or another printing house that falls within the framework agreement with The National Procurement Services: Printing Theses and Dissertations. More information on the library dissertation support can be found in the link below: https://www.su.se/english/library/publish/dissertation-support

The total number of printed copies (obligatory copies included) including dissertation support and shipping, that are paid for by the department is 43 printed copies, of which 15 are given to the PhD Student.

A dissertation is normally uploaded as a fulltext document (pdf) in DiVA. The dissertation title and abstract is always entered into DiVA in English as a basis for the “online title page” (spikbladet) in DiVA.

The cover of the dissertation must follow the cover format found in the university visual identity (see the link above for detailed information). You fill in the title, your name, back cover text and picture for the front and back. Christina Edelbring will give you the series name and number. For dissertations written in cooperation with another university, there is the possibility of including their logo on the back cover.

**Nailing your dissertation**

The nailing of a dissertation takes place 3 weeks before the public defence; therefore, the printed copies must be delivered to the department by noon of the nailing day. The nailing is done electronically in DiVA. The nailing page is created as a pdf in DiVA and is registered with help from the university library. PhD students can also choose to have a formal dissertation nailing (spikfika) held at the department on the nailing day.
Obligatory Copies

The PhD student must order 43 printed copies which are paid for by the department (3 copies are for the university library, 3 copies are for the Student Services Office, 15 for the department, and 15 for the PhD student). The remaining seven copies are sent directly from the printing house to specific libraries in Sweden which receive dissertations. All copies should include the nailing page...

Distribution of obligatory copies at SU (21 copies) are as follows:

- 3 copies to Student Services
- 3 copies to Stockholm University Library
- 15 copies to the Department of Education

The printing house must divide and clearly mark the copies to be sent to a) Student Services, b)SU library, c) department.

Shipping Address

The PhD Student is responsible for providing the correct address to the printing house:

Stockholms universitet
Godsmottagningen
Allhuset
Frescativägen 8
106 91 Stockholm

Billing Address

It is crucial that the printing house receives the correct billing address:

Stockholms universitet
Postbox 50741
202 70 Malmö

Reference: 306/your name

(ATTN! Without reference number 306, the invoice will not reach the department)

Distribution

The department is responsible for distributing the dissertation to the opponent, grading committee and supervisors, as well as announcing dissertation events.

Grading Protocol

The Student Services Office sends the public defence protocol to the grading committee chair 1-3 weeks before the defence. After the defence, the protocol is submitted directly to the PhD programme administrator, whom registers, reports in LADOK, sends copies of the protocol to applicable people, and sends the original protocol to the Social Sciences Faculty Board.
Public Defence
The chair of the grading committee opens the public defence by welcoming and presenting the opponent, the author, and the grading committee. The author is then given the opportunity to announce any possible corrections to the manuscript and then the floor is given to the opponent whom gives a summary of the dissertation and then moves on to a discussion with the author, whose task it is to defend their work. The public defence is brought to a close when the opponent gives their final review, whereby the grading committee asks questions and then the floor is given to the public for questions and comments.

Other
The department provides drinking water at the public defence, lunch and/or fika to the opponent, supervisors, and grading committee, as well as covers travel and room costs for the opponent and grading committee when applicable. Receipts for costs accrued should be given to the PhD programme administrator.

Reception
The PhD Student is responsible for providing refreshements to guests while waiting for the grading committee’s results. For detailed information, contact the PhD programme administrator. Consider asking others for help with plating and serving refreshments as well as with cleaning up afterwards.

Diploma and Conferment Ceremony
Before sending in a diploma application, all coursework must be registered in LADOK- including all course titles in the language of instruction, as well as in English if the courses were taught in a language other than English. The PhD student should consult with the PhD programme administrator to be sure that everything is registered correctly in LADOK before sending their diploma application.

The Conferment Ceremony for doctoral degrees takes place annually in September in the Stockholm City Hall. Those who defended their thesis and have received their doctoral degree during the period of July 1 of the previous year through June 30 of the current year will be sent a formal invitation to the ceremony, which is both optional and is ceremonial rather than official. The crown of laurels and a diploma are given to each graduate at no cost, however, a doctoral ring can be purchased by the graduate.

Forskardagarna (Annual Research Event)
Forskardagarna is arranged annually at SU in October. New doctoral programme graduates are offered the opportunity to present their research and give a short presentation. The event is held in Aula Magna and is open to the public.

*In the document titled Guidelines for the public defence of doctoral theses at the Faculty of Social Sciences, can be found on the faculty website under the Education tab and further information concerning public defence:
Education at the doctoral level*