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**LUND UNIVERSITY**  
Faculty of Social Sciences

# HANDBOOK FOR RESEARCH STUDIES AT THE SCHOOL OF SOCIAL WORK, LUND UNIVERSITY

The intention is that this handbook will be continuously revised. Therefore, ensure you download the latest version from the website. Views on the content can be submitted to [hakan.jonson@soch.lu.se](mailto:hakan.jonson@soch.lu.se)

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## BACKGROUND AND PURPOSE

This handbook is intended for doctoral students, supervisors and others involved in research studies at the School of Social Work, hereafter referred to as the “department”. The information can also be useful for those who are thinking about applying for research studies and those who carry out assignments for the department, for example as an external reviewer or member of an examining committee. In many cases the handbook refers to rules from the Higher Education Ordinance and from the official regulations of the University, faculty and department (see under Laws and Regulations). In other cases there are references to the practise that has evolved at the School of Social Work.

As there have been requests that a handbook shall contain up-to-date information, this is a document that will be continuously revised. The latest version can always be accessed via the department website <http://www.soch.lu.se/utbildning/forskarutbildning-i-socialt-arbete>

## GENERAL INFORMATION ON RESEARCH STUDIES

Research in social work mainly concerns social problems and their origins, causes and solutions, the conditions and life situations of vulnerable groups and individuals, analysis of welfare policy, social policy measures, social interventions, and human service organisations and professions. Current fields of research are outlined on the department website [www.soch.lu.se/forskning](http://www.soch.lu.se/forskning).

The aim of research studies in social work at the School of Social Work, Lund University, is to provide specialised knowledge of social work and to train students to become independent and critical researchers with broad theoretical knowledge in the social sciences, methodological skills and the ability to carry out research projects. The studies are conducted with a high degree of independence and an emphasis on the student's own sense of responsibility for planning and execution. The learning outcomes for the doctoral and licentiate degrees follow the Higher Education Ordinance and are stated in the general syllabus for research studies at the School of Social Work <http://www.soch.lu.se/en/en/sites/soch.lu.se.en/files/syllabus-phd.pdf>

Research studies represent the highest level – third cycle – within the public education system. The programme consists of four years of full-time study (240 credits). Studies can also be conducted on a part-time basis, at least 50 per cent, and in that case for a maximum of 8 years. The doctoral student has an opportunity to obtain a licentiate degree (120 credits) as a stage in research studies. It is also possible to undertake research studies as a licentiate student (for the sake of simplicity only the term doctoral student is used hereafter). The programme leading to a doctoral degree comprises a total of 240 credits. According to the general syllabus that applies from April 2013, the credits are divided into a course component of 75 credits and an academic thesis of 165 credits. The programme leading to a licentiate degree comprises a total of 120 credits, including a course component of 37.5 credits and an academic thesis of 82.5 credits.

## LAWS AND REGULATIONS

Research studies at the School of Social Work are regulated by a general syllabus. The syllabus is based to a large extent on the hierarchy of rules stemming from the Higher Education Act and Higher Education Ordinance, via the University and Faculty regulations for research studies.

Information on the University regulations and policy can be found on the website

<http://www.lunduniversity.lu.se/international-admissions/phd-studies>, which also includes links to documents from the Faculty of Social Sciences.

The studies are also covered by legislation relating to the work environment, co-determination in the workplace, equal opportunities etc. The Swedish Council for Higher Education website is a good source of information on research studies at Swedish higher education institutions. The website includes a compilation of current laws and regulations.

## OFFICIALS, ADVISORY BODIES AND FUNCTIONS

The Faculty of Social Sciences at Lund University has overall responsibility for research studies at the Faculty's various departments. The *Faculty Board* is the Faculty's highest decision-making body and makes decisions based on what is stated in the University regulations. The Faculty's *Research Studies Council* is an advisory body that monitors research studies, briefs the *Faculty Board* and initiates faculty-wide courses and events.

*The Departmental Board* is the School of Social Work's highest decision-making body, whose decision-making scope includes the course syllabi within research studies. The School of Social Work's *Head of Department* has formal responsibility for staff management and finances at the department and is therefore well acquainted with making decisions on matters such as employment, leave etc. Among the functions delegated to the Head of Department by the Faculty Board are: admission/employment of doctoral students, appointment of supervisors and approval of drafts and revisions of individual study plans.

The teaching staff at the department who are supervisors or active within research studies are members of the *supervisors' committee*. The supervisors' committee meets every two months to discuss policy, exchange information, and plan and solve issues of relevance to research studies. Memos from the supervisors' committee are available on the intranet. Matters relating to policy are also discussed during the department's annual research away day, in which both doctoral students and supervisors participate.

At the School of Social Work a *Director of Studies* has overall responsibility for policy, planning, coordination and follow up of general and specific issues that affect research studies.

The School of Social Work's *Programme Administrator* participates in the planning of activities and handles administrative matters relating to registration, statistics, reporting of study results and archiving.

The School of Social Work's *HR Coordinator* processes employment matters and assists in HR affairs such as the calculation of extended employment due to special reasons. These reasons include leave due to illness, parental leave, other requested leave and departmental duties.

The School of Social Work's *Programme Coordinator* assists in matters concerning the departmental board, such as the design of course syllabi for research studies courses.

A list of officials can be found at the end of this handbook.

## LEARNING OUTCOMES OF RESEARCH STUDIES

**In accordance with the general syllabus which is based on the regulations in the Higher Education Ordinance, the doctoral student shall have acquired the following knowledge and skills on completion of the programme:**

### *Knowledge and understanding*

1. demonstrate broad **knowledge** and systematic understanding of the research field social **work** as well as advanced and up-to-date specialised knowledge in a limited area of **this field, and**
2. demonstrate **familiarity** with research methodology in general and the methods of **the specific field of research in particular.**

### *Competence and skills*

3. demonstrate the capacity for scholarly analysis and synthesis as well as the capacity to review **and assess** new and complex phenomena, issues and **situations** autonomously and critically
4. demonstrate the ability to identify and formulate issues with scholarly **precision** critically, autonomously and creatively, and to plan and use appropriate methods to

undertake research and other qualified tasks within predetermined time frames and to review and evaluate such **work**

5. demonstrate through a thesis the ability to make a significant contribution to the formation of **knowledge** through his or her own research
6. demonstrate the ability in **both** national and **international contexts** to present and discuss research and research findings authoritatively in **speech** and **writing** and in dialogue **with** the academic community and society **in general**
7. demonstrate the ability to identify the need for further knowledge, **and**
8. demonstrate the **capacity** to contribute to social development and support the **learning** of others both through research and **education** and in some other qualified professional capacity

#### *Judgement and approach*

9. demonstrate intellectual autonomy and disciplinary rectitude as well as the ability to **make** assessments of research ethics, **and**
10. demonstrate specialised insight into the possibilities and limitations of research, its role in **society** and the responsibility of the individual for how it is **used**.

There are similar learning outcomes for the licentiate degree (see the general syllabus).

## ADMISSION TO RESEARCH STUDIES

Information on admission to third cycle studies can be found on the University website on research studies, which also includes information on regulations from the faculty:

<http://www.lunduniversity.lu.se/international-admissions/phd-studies>. Admission is also regulated in the general syllabus for research studies at the School of Social Work (see previous link). The School of Social Work seeks to admit a group of doctoral students every second year. The group's size is determined by the department's financial situation. Admission may also take place on a separate basis, for example when a doctoral student is to work within an externally funded research project. Such positions are announced.

The requirements for admission to third-cycle studies are that the applicant meets the general and specific admission requirements and is considered to have the ability required to benefit

from the programme. A person meets the general admission requirements for third-cycle studies if he or she has been awarded a second-cycle qualification or has satisfied the requirements for courses comprising at least 240 credits of which at least 60 credits were awarded in the second cycle, or has acquired substantially equivalent knowledge in some other way in Sweden or abroad. A person meets the specific admission requirements if he or she has satisfied the requirements for courses comprising at least 30 second-cycle credits in Social Work, or a corresponding qualification acquired in Sweden or abroad. The doctoral student must also have completed a second-cycle independent projects worth 15 credits. The overriding selection criterion is the applicant's ability to benefit from the third cycle programme.

Admission to research studies takes place following an announcement, and the number of applicants is usually larger than the number that can be admitted as doctoral students. The selection process for doctoral students involves internal experts. The internal experts are selected from members of the supervisors' committee, in connection with the sorting of received applications. They usually work in groups of two or three reviewers, who read and assess the applicants' documentation and publications independently and thereafter meet to discuss their assessments. The stages in the process are: reading and assessment, interviews and checking of references for the strongest candidates, final assessment on admission, communication of a justified ranking of applicants, decision on admission, employment.

## INTRODUCTION OF NEWLY ADMITTED DOCTORAL STUDENTS

Admitted doctoral students are introduced in accordance with the routines that apply for new employees at the department. The introduction consists of a meeting with the School of Social Work's HR coordinator, the director of research studies and a supervisor (or contact person, see under Supervision). The University HR division organises a joint introduction day for all new employees. This is held in both Swedish and English and includes an overview of Lund University, rules on working environment, administrative routines etc. You can participate in this by registering at the HR division. Information on the introduction is sent via mail.

*Introductory course:* When a group of doctoral students is admitted, the department organises an introductory course (7.5 credits). This aims to introduce social work as a field of research, help doctoral students to get started on thesis work and get acclimatised to the workplace. Our

experience is that the sense of belonging and support within groups of doctoral students is valuable, and the course aims to contribute to the creation of this group feeling. The course examination consists of an open ideas seminar in which the doctoral students present outlines for planned thesis projects. Introductory courses are only held when a group of doctoral students is admitted; for doctoral students who are admitted individually, consultation takes place between the supervisor and director of research studies on the organisation of an introductory programme.

## TERMS OF EMPLOYMENT

In general, students admitted to research studies are appointed to doctoral studentships, which is an employment term of four years, full time, for those studying for a doctoral degree and two years for those admitted to studies leading to a licentiate degree. The study period is usually counted in months – 48 months and 24 months respectively. Employment comprises at least part-time work (50%). It is possible to change the percentage of the post during your time as a doctoral student, for instance by only working part time for a period. Customary rules apply for sick leave, care of children and leave of absence, but it is important to document such absence, as it is added to your period of studies – one day's sick leave in full-time employment extends the period of study by one day etc. Absence must be registered in the University salary system, Primula: <https://primweb.adm.lu.se/>.

Doctoral students are sometimes offered assignments – evaluations, external funding, editorships – that are not directly related to thesis work. It is possible to reduce duties as a doctoral student to part time in order to devote time to assignments or suchlike. The faculty dean can grant leave of absence from a doctoral studentship for a period, but this is granted restrictively. Give a long period of notice, discuss with supervisors and consult with the HR coordinator on matters concerning leave of absence and changes in the percentage of employment.

Lund University applies a salary scale that includes step increases when the supervisors deem that a doctoral student has reached 60, 120 and 180 credits. Previously, step increases followed the seminars in accordance with the model: planning seminar 60 credits, mid-way seminar 120 credits and final seminar 180 credits. This structure can be rigid, as courses and data gathering

are not included, so our procedure is to make a less restrictive assessment. The supervisors, after consultation with the doctoral student, determine whether a step increase is applicable. It is the responsibility of doctoral students to raise the matter of a step increase.

Employees have the right to all the resources for employees, i.e. workplace, staff welfare, occupational health service, access to telephone, computer, possibilities to print out and copy, access to library and the other information resources at the University etc. In most cases, doctoral students share a room, particularly during the early years. As an employee, the doctoral student has the right to participate in the department's joint meetings and staff days, and is also expected to take part if time allows.

A doctoral student can carry out departmental duties for a maximum of 20 % of full working hours, estimated over the entire study period. The doctoral student shall be compensated with an equivalent extension of the study period (maximum of 20 % of 48 months = 9.6 months). The head of department decides which assignments can be considered departmental duties. This is usually the case if the assignment would otherwise have been carried out by colleagues at the department. In most cases, departmental duties consist of teaching, but can also cover administrative duties, such as organising seminars, as well as research that is not part of the student's own thesis project (for example, work on other researchers' projects). Details about departmental duties are to be documented in the individual study plan. Three things to bear in mind as a doctoral student: 1) Ensure that it is clear by how many hours an agreed task is to be compensated *before* the assignment is carried out. 2) Keep a record of all departmental duties. The course director accounts for hours in a matrix, but if there are gaps in reporting, it is advisable to have your own records. 3) The *director of first cycle studies* has responsibility for planning the department's teaching and shall be informed of any agreements that affect the teaching of specific courses.

Doctoral students interested in teaching can contact the director of studies during the introductory phase of research studies.

## CALCULATING EXTENSIONS

The principle for calculating an extension based on departmental duties is as follows: Divide the actual teaching hours by the annual working hours for the doctoral student. Annual working hours are based on age: up to 29 years – 1756 hours/year, from the year in which you turn 30 until the year in which you turn 39 – 1732 hours/year, from the year in which you turn 40 – 1700 hours/year. The total is a percentage and this is multiplied by the number of days in a year (365). This provides the extension in days for full-time work. These days are then counted as a whole, i.e. without taking into account public holidays. The same calculation applies to sick leave and other leave of absence.

Sample calculation 1: Mary teaches 260 hours in one year. She is 35 and therefore has 1732 annual working hours:  $260 \div 1732 = 0.15$  (15 %)  $\times 365 = 54.75$  days, i.e. an extension of 55 days.

Sample calculation 2: Leo teaches 351 hours each year. He is 26 and has 1756 annual working hours. Teaching accounts for 20 % of annual working hours ( $351 \div 1756 = 0.2$ ) and this results each year in an extension of 73 days ( $0.2 \times 365$ ), which over four years amounts to an extension of 292 days ( $73 \times 4$ ). Converted into months = 9.6 months. This gives Leo the maximum extension possible according to the Higher Education Ordinance, which therefore means the original employment period of 4 years (48 months) is extended to four years and 9.6 months (57.6 months).

## DOCTORAL STUDENT GROUP

The doctoral student group consists of the doctoral students who are admitted to research studies. The doctoral students meet regularly in various formats such as workshops, doctoral student meetings and more informal doctoral student lunches. Doctoral student workshops in a seminar format can discuss everything from individuals' texts to invited guest's lectures. These meetings are generally held once a month.

Formal doctoral student meetings are held two to three times per semester or when required. Current issues are taken up concerning doctoral students' rights and obligations, matters within the department and other issues affecting the doctoral student group that should be taken further to the departmental board or departmental management. If required, the head of

department or director of studies is invited in for direct discussions and information at doctoral student meetings. Doctoral students also arrange informal lunch meetings.

Doctoral students at Lund University are organised within the Lund Doctoral Students' Union [www.ldk.lu.se/](http://www.ldk.lu.se/).

## SUPERVISION

Each doctoral student is assigned two supervisors, of whom one is to be the principal supervisor. The principal supervisor shall be a qualified reader and employed by the department. Having more than two supervisors is an exception, but can occur, for example when the doctoral student has connections with an external research environment. Supervisors shall, according to University regulations, have been through training in teaching and learning in higher education regarding supervision of doctoral students, unless they are considered to have corresponding expertise.

The doctoral student has the right to supervision during the time that is deemed necessary for the prescribed studies comprising 240 credits, i.e. four years of full-time study. Supervision includes help on the focus of studies and thesis work, as well as assistance and quality assurance during on-going work. The supervisors and doctoral student together draw up the individual study plan, which covers planning of courses, the thesis project, conferences, leave etc. The supervisors also have overall responsibility for ensuring thesis work is conducted in line with research ethics and are responsible for submitting applications for ethical review to regional ethical review boards, if required.

*The scope of supervision:* The supervisors are remunerated for a total of 80 hours per year per doctoral student, and time is divided equally between the supervisors, unless otherwise agreed. This means work amounting to approximately 20 hours per semester and supervisor. The work encompasses reading, supervisory meetings and administration. The allotted time is intended to balance out over the course of the thesis work, as certain periods require more reading and meetings than others.

*How are supervisors appointed?* Supervisors are appointed by the head of department and the decision is documented in LADOK. Prior to this, the matter has been processed by the director of studies and been discussed at a supervisors' committee meeting. When a group of doctoral students is admitted, the department begins by allocating to the newly admitted doctoral students contact persons, who help them acclimatise and participate in the work of seeking suitable supervisors. The director of research studies has overall responsibility for this process. The supervisors' expertise, considered as a pair, is the basis for the allocation of supervisors. The doctoral student's wishes are, of course, an important aspect in the process of appointing supervisors.

*Changing supervisor:* A doctoral student who requests this has, according to the Higher Education Ordinance (Chapter 5 Section 28), the right to change supervisor. A change of supervisor can be initiated by the doctoral student or supervisor, for instance when the doctoral student's thesis work takes a new direction, when the supervisor's work situation changes or when a doctoral student resumes thesis work after a long break. If the change of supervisor is due to dissatisfaction or conflict, the parties are expected, as a rule, to first talk about the difficulties together, but it is also a good idea to seek advice prior to this from the director of research studies or the head of department. If the issue cannot be resolved, the director of research studies or the head of department become involved.

## WITHDRAWAL OF SUPERVISION AND THE RIGHT TO OTHER RESOURCES

*If the doctoral student neglects their undertakings:* If a doctoral student substantially neglects their undertakings in accordance with the individual study plan, a decision can be taken that the doctoral student no longer has the right to supervision and other resource for their studies. The supervisor who observes the shortcomings shall, if the problem cannot be resolved, file a report with the head of department. The doctoral student has the right to make a statement about the report and thereafter the head of department determines whether the department shall request that the faculty board withdraws resources. The director of research studies is instrumental in processing matters relating to the neglect of undertakings. Handling of these matters is regulated by the Higher Education Ordinance and University regulations, see <http://www.staff.lu.se/sites/staff.lu.se/files/regulations-for-third-cycle-education-at-lund-university.pdf>.

*If the study period runs out:* In some cases, doctoral students do not complete the thesis during the allotted study period. When the study period runs out, the doctoral student no longer has the right to the resources associated with the doctoral studentship. However, it may be possible to reach an agreement on resources for a further period in order to complete the thesis. This is determined on a case-by-case basis in which the completed result and remaining work are the most important aspects under consideration. The doctoral student has an opportunity to have a discussion with the head of department six months before the end of the study period.

## THE INDIVIDUAL STUDY PLAN

An individual study plan shall be drawn up for each doctoral student and be signed by the doctoral student, supervisor/s and head of department. The individual study plan shall be *drawn up* in a basic version when studies begin.

As it can be difficult to do serious planning when studies commence, it is common in practice to wait several months before drawing up the plan. The individual study plan shall subsequently be followed up and *revised* at least once a year, usually in May/June (latest submission date for signed plans is 30 June). In the annual follow up of the study plan, the doctoral student downloads a Ladok transcript to check that completed courses have been registered correctly.

The individual study plan is to contain information on the preliminary title of the thesis, thesis work, and courses and seminars that have been completed or planned. The plan presents the doctoral student's funding history, degree of activity, maintenance, access to workplace, departmental duties, remaining study time and date for the planned public defence of the doctoral thesis. The plan shall also state special reasons for extension of the study period (parental leave, sick leave, care of children) and document other important circumstances. This can, for example, concern the scope and character of the planned supervision.

The individual study plan is intended to work as a tool and support in the planning and execution of research studies, but it is also a document that could be referred to in discussions on how the parties have fulfilled the agreed undertakings. Consequently, it is important that the document's content is given serious attention.

An appropriate procedure is to discuss the plan at two meetings per year: to plan and revise the plan for the coming year at a meeting in May/June and review the planning in December. It is appropriate at these meetings to specifically discuss how the thesis work is proceeding (including courses and seminars) and the forms of supervision.

## REGISTRATION, ACTIVITY AND SUPPORT

All doctoral students shall be registered in Ladok. This is done by the doctoral students themselves prior to every semester by logging in with their STiL account (a user ID for students at Lund University).

The doctoral student is responsible for continuous reporting of activity and maintenance. Information is compiled using a simple form twice per year, in December/January for the autumn and July/August for the spring. When information is registered in Ladok, it is sent to Statistic Sweden (SCB) and forms the basis for allocation of resources to Lund University. The programme administrator mails out instructions and forms to all doctoral students and supervisors. The form is filled in as follows:

*Activity:* What proportion of a full-time position has the research student devoted to their research studies during the semester? Departmental duties and administrative work *do not* count. The calculation is made over a six-month period and stated in per cent. Those who have devoted 100% to research studies for half a semester and 50% for the other half therefore state 75%.

*Maintenance:* How have research studies been funded? Here, the total shall always be 100%, something that many find difficult to understand. The reason is that the information only relates to activities linked to *research studies*. Those with a part-time doctoral studentship devoting 50% to research studies and 50% to other employment shall therefore state 50% as activity and 100% as maintenance via a doctoral studentship (DTJ). Among the types of maintenance stated on the form as possible are "Other" (ÖVR), which is the category used when maintenance is absent, or when maintenance is via gainful employment outside the University. Those who, for example, pursue studies part time and have a position as a lecturer at the department 30% and

as a social worker 30% shall therefore state activity as 50% and maintenance as 30% duties within higher education (HTJ) and 70% other (ÖVR ) (other, in this case divided between gainful employment unconnected to research studies and absent maintenance).

Those who have a full-time doctoral studentship and have full departmental duties state 80% activity with 100% doctoral studentship (DTJ) as maintenance.

## COURSES IN RESEARCH STUDIES

The course component of research studies consists of courses that are offered by the department and faculty, courses at other higher education institutions in or outside Sweden, and independent study courses. Information on current courses can be found on the faculty website: <http://www.sam.lu.se/en/staff/for-faculty-staff/courses-for-phd-students-and-teachers/faculty-phd-courses> and on the Graduate School in Social Work website: <http://www.rssw.se/>.

The assessment of the course component is usually by individual advanced assignments. Exams included in third cycle studies and the thesis are assessed using the grades Pass or Fail.

The 75 credits awarded for courses must include at least 25 credits in theory of science and methodology, including research ethics, and at least 25 credits in social and behavioural science theory and research orientation of relevance to social work. For a degree of Licentiate, the 37.5 credits awarded for courses must include at least 15 credits in theory of science and methodology, including research ethics, and at least 15 credits in social and behavioural science theory and research orientation of relevance to social work. These are the minimum requirements and it is likely that students will obtain more credits in both areas. At the School of Social Work, the head of department and director of studies are examiners of research studies and determine whether the course requirements stated above have been met.

Courses in research studies that do not fall within the two categories above must be relevant to the subject. Our policy is not to include language courses as courses in research studies, even if these are necessary for the execution of fieldwork.

In the case of courses taken at other higher education institutions, the number of credits available for transfer is assessed by the examiner of research studies. The courses the individual doctoral student shall take and can include in the degree is decided in consultation with the supervisors and documented in the individual study plan.

Second cycle courses that are deemed to be appropriate and of sufficiently high quality can be included as courses in research studies. The examiner of research studies makes decisions on these matters and also specifies whether an additional assessment is required to enable the course to count in research studies. In some instances, it is also conceivable that first cycle courses can be transferred, and in that case an additional assessment may be required. An additional examination is usually by writing a paper and possibly the presentation of specialised literature. First or second cycle courses in quantitative/statistical methods can – after assessment of the need for additional assessment – be accepted as courses in research studies.

*Independent study courses:* Independent study courses are defined as courses that do not involve teaching. This can apply to research overviews or advanced studies in theory and methods. A course syllabus is drawn up in consultation with the supervisor and director of research studies, reviewed by the supervisors' committee and then approved by the departmental board. Independent study courses are to be designed in a way that in principle makes it possible for other doctoral students to take them. The courses may not have the character of concealed chapter writing for a thesis, as this would mean counting work twice as course and thesis credits. The text content of an independent study course of 7.5 credits should be between 1 500–2 500 pages, but can vary depending on the character of the course and texts. Independent study courses are assessed by professors or readers within the department. The assessment is usually by a written paper (10–15 pages). It is conceivable that, based on their expertise, supervisors make a practical assessment of activities during an independent study course, but supervisors ought not to assess their own doctoral students. As the dialogue between lecturers and students during lectures and seminars is a key part of the learning process, the doctoral student and supervisor should ensure that independent study courses do not make up a predominant part of the research studies course component. It is also an advantage if several doctoral students can participate in an independent study course and discuss the literature together.

*Other credit-earning activities:* Credits can be earned for activities other than courses in research studies and our position is that this applies to presentations at international conferences. Participation involving a paper or poster is worth 2 credits per occasion during research studies. In the case of co-authorship, the doctoral student must be the major contributor and it is a requirement that the doctoral student is the one who physically presents the work at the conference.

*Credit transfer for courses completed prior to admission to research studies:* The examiner (by delegation from the departmental board) may approve that credits are transferred from a second cycle programme completed prior to admission to research studies. A decision on credit transfer is to be linked to a decision on a deduction of the study period to be funded corresponding to the credits transferred. Credit transfer is to be documented in the individual study plan, as soon as possible or at least within a year of drawing up the study plan so that the matter is not addressed when the study period comes to an end.

*If you want to create a course – what is the process?* Those planning for a course should initially investigate the need/interest among doctoral students, and think carefully about cooperation within and outside the faculty etc. 1) Consult the director of research studies. 2) Find support in the supervisors' committee – submit an outline. 3) Submit a course syllabus for a decision by the departmental board.

Templates, examples and administrative support are provided by the programme coordinator. According to University regulations, course syllabi for research studies shall contain the following information:

1. Course details, i.e. course code, course title in Swedish and English, cycle and number of credits.
2. General information (the place of the the course in the educational system and language of instruction)
3. Learning outcomes
4. Course content
5. Teaching methods

6. Examination details

7. Grades available in accordance with University regulations (Pass or Fail)

8. Required reading

The above are the University requirements, which we should be able to cover relatively briefly. What is important is that those taking the course understand how it is designed and what is required. Therefore, it should be emphasised that the reading list should be well thought out and carefully presented. This is particularly important for independent study courses.

According to University regulations, courses in research studies shall be evaluated. Please note that course syllabi are to be written in Swedish, even if the course is taught in English. If a course syllabus needs to be translated, this will be provided by the University translation service.

## HIGHER EDUCATION TEACHER TRAINING

The University regulations stipulate that doctoral students who teach in first and second cycle education shall undergo to weeks of introductory training in teaching and learning in higher education. All doctoral students shall be offered such training. The department should ensure that doctoral students who continuously teach take further relevant higher education teacher training.

Completed higher education teacher training can be counted as departmental duties.

Alternatively, a maximum of 4.5 credits can be counted as course credits in research studies.

Further course credits from higher education teacher training can be counted if they have an obvious relevance to the subject of the thesis. The matter is decided by the examiner and should be discussed in the supervisors' committee.

## COSTS AND FINANCING

*Courses:* Courses are mainly provided by the department, the Faculty of Social Sciences and the National Graduate School in Social Work. The School of Social Work covers the cost for courses offered by these course providers i.e. costs for course participation, travel, food and overnight

stays, if applicable. The doctoral student pays for the required reading and similar items. The School of Social Work can participate in financing other courses, but this is always subject to individual assessment. The assessment considers aspects such as costs, the course's value/necessity for the doctoral student's research studies and possibilities to fulfil this need through courses at the student's own faculty or within the framework of the National Graduate School in Social Work. If the doctoral student wants to take a course that is not financed by the School of Social Work, this can be achieved by support such as scholarships or other funding body. Such courses can be counted in research studies as long as they follow the planning done by the supervisor and doctoral student. If there is doubt whether external courses can be counted as research studies, it is appropriate to consult the director of research studies. Our policy is to contribute a maximum of SEK 10 000 for external courses, which thus includes course costs, travel, accommodation and subsistence allowance, where applicable.

*Thesis:* For doctoral students working within externally financed projects there is often funding within the project for expenses such as the purchase of recording equipment (also available to borrow from the departmental caretaker's office) travel, overnight stays related to data collection, literature, conference participation, transcription of interviews etc. Doctoral students who do not work within externally funded projects are expected to apply for funds from foundations in order to cover the corresponding costs, or alternatively use the funds available for doctoral student expenses ("ograduerade medel"). Each doctoral student has access to such funds totalling SEK 10 000 for the entire study period (administered by the School of Social Work's financial officer; the programme administrator has information on what costs are covered). This also applies to doctoral student having access to project funds. Costs for ethical review, i.e. a fee of SEK 5 000 paid to the regional ethical review board, are covered by the department, if payment cannot be made using project funds (funds for this are commonly applied for within projects). In certain cases, other thesis-related costs have been covered by the department.

Decisions on paying thesis-related costs are based on an assessment of the activity's necessity, the cost and possibilities for finding other financing. The faculty has a policy of paying for proofreading of articles that are accepted for publication in international peer-reviewed journals. The department covers the cost pending acceptance by the journal and when this happens, the information is passed on to the financial officer who requisitions money from the

Faculty. NB that this type of service has been procured centrally and we must keep to a list of suppliers ([www.avropa.se](http://www.avropa.se)).

As a rule, costs for conference participation are not covered by the department. One exception is conferences where the participant is there on assignment for the department. Funds for conference trips can be applied for from the faculty's travel funds in February and September, see <http://www.staff.lu.se/research-and-education/research-support/travel-and-research-grants>. The research secretary can provide advice on other funds and grants for doctoral students' research, and certain information on funds is also available in the intranet file for research studies.

Regarding costs for completion of the thesis, see under "Prior to the public defence of a PhD thesis".

## SEMINARS

Seminars are the backbone of research studies. Doctoral students and other researchers are expected to participate and submit comments as much as possible. Participating in seminars is important for your own development as a researcher and a way to contribute to colleagues' research and to the research environment of the department.

During the thesis work, the doctoral student shall have the opportunity to present memoranda on theoretical and/or methodological problems in the work, put forward plans, papers and thesis texts – for example, drafts for chapters in a monograph or articles in a compilation thesis – and act as a critical reviewer of the work of fellow doctoral students. The doctoral student shall present thesis work in at least three seminars: in connection with planning of the thesis (planning seminar), when the thesis work has reached approximately half-way (mid-way seminar), and at a final seminar about six months before the estimated public defence of the doctoral thesis (see under relevant heading). It is also customary for the doctoral student to hold an ideas seminar in the first semester, either within the framework of the introductory course or on a separate occasion.

It is important not to restrict the planning and mid-way seminars by detailed instructions on content and number of pages. Planning seminars usually focus on a text that outlines the overall idea of the thesis based on a problem formulation and research issues, the general research situation and the place of the thesis project within it, and a plan for data collection. A text of that character consists of perhaps 18–25 pages. A mid-way seminar text typically consists of an introduction (background, aim, presentation of the thesis structure as a whole) as well as a few empirical chapters or one or two articles. It is common for a full-time student to hold a planning seminar after around one year of studies, and a mid-way seminar after two years, but there is a considerable variation. The timing of a seminar is decided jointly by the doctoral student and supervisors.

Doctoral students shall be provided with and seek opportunities to act as commentators at seminars that present the work of others. Introducers of seminars up to the planning seminar stage should therefore be sought among the group of doctoral students and it is quite accepted for doctoral students to act as commentators at mid-way seminars. On occasion, more than one person has been engaged as commentator if the material has been extensive. Regarding ideas, planning and mid-way seminars, it is usually the doctoral student, after consultation with the supervisors, who asks a colleague if they can act as commentator (see also under Final Seminar).

Seminars are an opportunity to receive valuable comments on your own work and can be used very creatively, as morning or afternoon seminars, lunch seminars with short presentations, in cooperation with external parties or in other formats that are deemed appropriate. They can also be used for the discussion of material that is not directly related to the thesis (such as reports). It is important that information on planned seminars is entered in the calendar, so that other researchers can plan to participate, and that texts are sent out in reasonable time, which is normally one week before the seminar is held, but earlier if the text is extensive.

The supervisors and doctoral student have a special responsibility for asking and encouraging colleagues to participate in a planned seminar.

The department does not usually remunerate researchers who are asked to introduce or provide comments at seminars (however, remuneration is paid for final seminars, see under relevant heading). An exception can be made if, for example, there are project funds that can cover such

assignments (incidentally, one tip is to include funds for inviting researchers to seminars, workshops etc. in project applications).

## DOCTORAL THESIS

A doctoral thesis can be designed as either a single unified scholarly work (monograph thesis) or as a compilation of research papers (compilation thesis, see relevant section). A doctoral thesis is worth 165 credits (82.5 credits for a licentiate thesis) and can be written in Swedish, English, Danish, Norwegian, German or French. A thesis not written in English must include an English abstract. It is appropriate to include a Swedish summary for a thesis written in English (and to consider how the results of the thesis are to be made accessible in Swedish).

### MONOGRAPHS

*Monographs:* A monograph is defined as a thesis presented as a book divided into chapters. A monograph includes chapters in which the doctoral student presents the aim and issues, the method and material, theory, relevant research and empirical results. The division into chapters and structure of the text is determined by what is appropriate for the monograph as a whole. A monograph consists of approximately 200 pages as a printed book and is normally published in the department's thesis series. If a monograph is published by another publisher, the publisher's rules need to be harmonised with the rules that apply for theses presented at Lund University. Monographs are normally written by a single author, but in principle it is possible for two doctoral students to produce a joint monograph. In such cases, it is necessary to carefully indicate how the work has been divided between the two authors.

### COMPILATION THESES

A compilation thesis is defined as a thesis that consists of research publications or manuscripts that address the same complex of problems or theme, and a summary of these. The publications can also include co-authored publications, if the author's independent share in these can be shown. Compilation theses are generally written in English. As is the case with a monograph thesis, an overall assessment is made of the scholarly quality of the compilation thesis, which means that deviations from these guidelines are conceivable. In typical cases a compilation thesis consists of four research papers and an introductory chapter. The papers shall be published or possible to publish in peer-reviewed research journals or anthologies. The papers

shall address a common theme, but be freestanding in terms of content. At least two of the papers should be published or accepted for publication. In co-authored papers, the division of work between the authors shall be clearly documented, either in the respective papers or in the introductory chapter. Before the public defence of the doctoral thesis, the doctoral student shall have submitted a co-authorship certificate that complies with the faculty guidelines for such certificates. If several co-authored papers are included in the compilation thesis, the doctoral student's contribution must appear to be the dominant one overall. The scope of the papers, the number of co-authored papers, and the division of work within them shall be considered in the assessment of how many papers the thesis must include. The department's position is that sole-authored papers emphasise the doctoral student's ability to work independently. However, the ambition to emphasise such ability should not entail overlooking the contribution of others. The Vancouver System ([http://www.icmje.org/recommendations/archives/2006\\_urm.pdf](http://www.icmje.org/recommendations/archives/2006_urm.pdf)) provides some guidelines on what qualifies as co-authorship of articles. The introductory chapter is to put the separate papers in context and explain their total contribution. Furthermore, the introductory chapter is to present the overall aim and issues, theoretical premises, methodological considerations and relation to relevant previous research on the complex of problems under discussion. In typical cases, the introductory chapter contains summaries of each of the appended papers.

It is possible to conceive of variants of the compilation thesis that deviate from the above. One is the possibility to merge a licentiate thesis in monograph format with one or two thematically linked articles and an introductory chapter to form a doctoral thesis.

## FINAL SEMINAR

The thesis manuscript is discussed at a final seminar when the supervisors and doctoral student deem that the thesis can be assessed as a whole, which is usually when about six months remain until the public defence. The seminar is part of a quality assurance process and it is therefore important that the manuscript presented can be assessed as a whole. Ideally, this means that all the parts of the thesis are present. However, if a chapter is missing, there should at least be information about what the chapter is intended to deal with.

At the final seminar a researcher with a doctoral degree is engaged as commentator. The commentator is expected, on the basis of his or her expertise, to go through the various parts of the thesis and both point out deficiencies that need to be rectified and the existing strengths that can be enhanced.

The examining committee that has been asked to assess the thesis is invited in to submit comments at the final seminar. Our experience is that examining committee members often come to final seminars, but participation is not a condition, and it has been the case that only the members from the department have been present at the final seminar. See under Public Defence of a Doctoral Thesis for information of the composition of the examining committee.

Even though a final seminar can sometimes resemble a public defence of a doctoral thesis, it differs in that the doctoral student's defence of the text is not subject to assessment and the examining committee and audience are expected to need more time for comments on the manuscript. The final seminar usually lasts 1.5–2 hours and the commentator is expected to set aside the last 30 minutes for comments from the examining committee and audience. The commentator can also choose to initiate a general discussion during the proceedings.

The choice of examining committee members and commentator, and the date of the final seminar, shall be decided with the support of the supervisors' committee. The supervisors take the initiative in this matter and in general it is the principal supervisor who contacts the examining committee members and external reviewer. The doctoral student is welcome to be involved in this process.

## QUALITY ASSURANCE BEFORE THE THESIS IS PRINTED

The doctoral student is responsible for the quality of the language and scholarly precision of the thesis.

*Reference check:* It is recommended that the doctoral student at a late stage in the thesis work reviews all the sources in the manuscript. Ideally, this includes checks of both literature and data material.

*Plagiarism check as a preventive measure:* As thesis work extends over a long period, there is a possibility that extracts from other's work can become mixed with one's own texts over the years. It is recommended that the doctoral student conducts a self-regulatory check of their thesis manuscript using the plagiarism detection system, Urkund, to reduce the risk of including seemingly plagiarised texts. It is suggested that this self-regulation is carried out in connection with the reference check. It is possible to send in text to your own Urkund address or borrow someone else's address. The Urkund analysis at this stage is an aid, and any plagiarism discovered by self-regulation has nothing to do with the later assessment.

*Internal final assessment ('Green light reading'):* Approximately four weeks before the thesis is intended to be ready for proofreading, it is submitted to the two internal examining committee members for a reading that is to determine whether the department can support the presentation of the thesis. Following a relatively general reading, the members decide on a green or red light for the public defence of the doctoral thesis. A 'red light' means that the internal members do not consider that the thesis (even after a number of revisions) should be presented. This position shall be justified, but the internal members do not go into a detailed discussion of how the problems can be resolved. For a decision on a 'green light' the two members are welcome to attach comments and minor requirements for changes in the manuscript and tips based on what they noticed during the reading. The members give their comments to the supervisors, as a dialogue about the thesis between the doctoral student and the examining committee members is not desirable at this late stage. The doctoral student is entitled to present their thesis against the department's recommendation. The internal members are not bound to the position they took at the internal final assessment during the later public defence of the doctoral thesis.

It is important to count the internal final assessment as a stage in the process and *the supervisors are therefore expected to contact the internal members in good time, so that the reading in the best case can take place within a predetermined week.*

*Plagiarism check in connection with the assessment:* A thesis shall have been checked using the Urkund database before it is presented at the School of Social Work. The aim is to reduce the risk of the thesis containing plagiarism. The check is done not long before the thesis is ready to be printed. The manuscript is to be sent to the Urkund address that the director of research

studies uses: hakan.jonson.lu@analys.arkund.se. If plagiarism is detected at this stage, the process leading to the public defence of the thesis is discontinued and the matter is referred to the University disciplinary board.

## PRIOR TO THE PUBLIC DEFENCE OF A DOCTORAL THESIS

The public defence of a doctoral thesis is the public testing of a thesis. A detailed description of what applies prior to, and during, the public defence (composition of examining committee, remuneration, printing etc.) can be found in the document "Information to doctoral students and departments about the public defence of a doctoral thesis," which has been drawn up by the board of the Faculty of Social Sciences. The document also contains a checklist for the booking of the date for the public defence, venue, notification of the date of the defence etc. [http://www.sam.lu.se/sites/sam.lu.se/files/information\\_till\\_doktorand\\_och\\_institution\\_vid\\_disputation.pdf](http://www.sam.lu.se/sites/sam.lu.se/files/information_till_doktorand_och_institution_vid_disputation.pdf)

*Printing:* The faculty board has decided that at least 33 copies of the doctoral thesis are to be printed. The policy of the School of Social Work is to pay for 150 printed copies of the thesis, calculated as the cost of printing in the same format as the thesis series. Theses at the School of Social Work are generally published in the department's own thesis series: *Lund Dissertations in Social Work*. The doctoral student is responsible for editing the thesis, but receives a certain degree of assistance regarding publication in the thesis series, and layout is according to a set template. The department does not pay for any professional proofreading that may be required. Theses at the School of Social Work are also published electronically (exception are texts for which there is no permission for electronic publication, such as monographs issued by commercial publishers, and journal articles in a compilation thesis). For further information on printing and distribution of the thesis, refer to the faculty instructions (link above), and the School of Social Work publishing rules.

<http://www.soch.lu.se/sites/soch.lu.se/files/socialhogskolans-publiceringsregler.pdf>

*Notification of the date of the defence:* The public defence of a doctoral thesis shall take place during the semester and is to be announced through a notification at least three weeks and three days in advance. The doctoral student or supervisors should contact the external reviewer and examining committee regarding the need for sending the thesis as a file/printed copy in

connection with preparations for printing. More than one public defence at the Faculty of Social Sciences should not take place at the same time.

*Licentiate theses:* Licentiate theses should be available to coincide with information on the public seminar in the faculty calendar (3 weeks before it takes place). Proposals for examining committee members and an external reviewer are to be submitted to the faculty office at least five weeks before the seminar. The licentiate student shall submit at least two copies of the dissertation to the University library. There is no subsidy to cover printing costs.

## DISCUSSION WITH THE HEAD OF DEPARTMENT

It is recommended that doctoral students book a discussion with the head of department six months before the public defence and/or six months before funding runs out. The director of research studies is also to take part in the discussion. During the discussion there is an opportunity to raise practical issues regarding the public defence and to discuss the conclusion of the research studies and possibilities for future employment.

## PUBLIC DEFENCE OF A DOCTORAL THESIS (SEMINAR FOR LICENTIATE THESIS)

The public defence of a doctoral thesis is when the doctoral student defends his or her thesis in public. The public defence is led by a chair, usually the doctoral student's principal supervisor. The chair, the external reviewer and examining committee are appointed by the dean, based on a proposal by the department (the appointments shall be made five weeks before the public defence). For a doctoral degree at the Faculty of Social Sciences, the examining committee shall consist of five or three members; at the School of Social Work, the examining committee usually consists of five members. The members shall be qualified readers as a minimum requirement (however, it is possible to include members who are not readers following an application for exemption to the faculty). The examining committee shall include at least one member who is not active at Lund University. If the examining committee consists of five members, no more than two shall be active at the School of Social Work. Of the other three members, no more than one shall belong to the Faculty of Social Sciences in Lund. It is often the case that some of the external members represent the subject of social work. No fee is paid to examining committee

members. The external reviewer receives a fee of SEK 12 000 plus employer's contributions (SEK 6 000 for the review of a licentiate thesis). A fee of SEK 6 000 is paid to final seminar commentators.

The public defence begins with opening remarks by the chair and a presentation of the doctoral student, external reviewer and examining committee members. The author of the thesis is then asked if there is anything that needs to be clarified or corrected before the public discussion and review commence. The floor is then handed over to the external reviewer, who begins by summarising the thesis. The external reviewer is free to allot the time used for the specific sections of the public defence, but one recommendation is that the summary is not too long (20–30 minutes). The external reviewer can also choose to allow the author of the thesis to present a summary of approximately 20 minutes and then add comments, but must in this case have informed the author of the thesis in good time beforehand. After the summary there is a dialogue between the reviewer and the author of the thesis, which, by highlighting the content, shortcomings and merits of the thesis for discussion, provides a basis for an assessment of both the quality of the thesis and the doctoral student's oral defence. Towards the end of the public review, it is appropriate for the external reviewer to sum up impressions of the thesis and evaluate it; however it is not the reviewer's task to decide whether the thesis should be graded as a pass or not. When the public review is concluded, the chair gives the examining committee members an opportunity to pose questions, and finally there is an opportunity for the audience to pose questions or submit comments.

*Licentiate seminar:* Licentiate of Philosophy theses are discussed at a public seminar, in which it is reviewed by an external reviewer and assessed by an examining committee. The examining committee shall consist of three members who are qualified readers as a minimum requirement.

## WHAT TAKES PLACE AT THE EXAMINING COMMITTEE'S MEETING?

The examining committee convenes immediately after the public defence of the thesis. The external reviewer and supervisors have the right to be present at the meeting and to participate in the deliberations, but not in the decision.

The principal supervisor opens the meeting and hands over to the examining committee to select a chair (usually the senior internal member of the examining committee). Thereafter, the supervisors have a passive role in the deliberations.

The external reviewer is asked for further comments on the strengths and weaknesses of the thesis, and whether there was any important information that was not presented in the public defence. The examining committee also has an opportunity to pose clarification questions to the supervisors (for example, regarding the division of work in co-authored texts).

The members of the examining committee present their assessments one by one (external members begin; as a matter of courtesy it is usually the member who has travelled furthest who starts). There may be a subsequent discussion.

The chair asks the members if they are ready to vote, and if so, asks each member whether they vote to pass or fail the thesis, after which the grading decision is made.

The supervisors are invited to present their views and comments.

The chair signs the committee report (the doctoral student receives a copy and the original is retained by the department).

If any of the members vote against a pass for the thesis, this is to be noted in the report. If the thesis will be failed, the report must clearly state the reasons for the fail grade.

After the meeting, the committee (via the chair) informs the doctoral student of the decision and hands over a copy of the report. The decision is usually communicated in front of the people who have gathered after the public defence, upon which the chair proposes a toast. If the decision is unanimous, this is also made public. If someone has voted against a pass for the thesis, the chair usually says only that the thesis has received a pass grade. If more than one member has voted against a pass grade, it is appropriate that the doctoral student is called into the meeting and informed of the decision there.

## CAREER PLANNING

A doctoral degree in social work provides possibilities to work in different sectors of society, for example as a researcher or analyst at government, municipal, voluntary or private organisations in and outside Sweden. Social work is the main subject in professional training for social workers – and most of those who have doctoral degrees are active at higher education institutions.

It is common for doctoral students at the School of Social Work to teach and take courses in higher education teacher training, which increases possibilities for later employment in higher education. Researchers with a doctorate have the opportunity to apply for research funding, both for specific research projects and in the form of various postdoctoral positions. It is usually possible for those who have finished but not yet defended a thesis to apply for such posts.

The University and faculty hold regular meetings and seminars on the theme of career planning, and doctoral students are encouraged to look out for these and register to attend. Often the number of places is limited and only those who apply promptly can attend.

## WHO DOES WHAT?

Position	Name	Email
Head of Department (Examiner)	Staffan Blomberg	staffan.blomberg@soch.lu.se
Director of Research Studies (Examiner)	Håkan Jönson	hakan.jonson@soch.lu.se
Director of first cycle studies	Maria Bangura Arvidsson	maria-bangura.arvidsson@soch.lu.se
Director of second cycle studies	Leili Laanemets	leili.laanemets@soch.lu.se
Programme administrator	Carina Olsson	carina.olsson@soch.lu.se
HR coordinator	Linda Johansson	linda.johansson@soch.lu.se
Programme coordinator	Susanna Björklund	susanna.bjorklund@soch.lu.se
Research secretary	Inari Johansson	inari.johansson@soch.lu.se
Finance officer	Mats Larsson	mats.larsson@soch.lu.se

## USEFUL TERMS FOR PUBLIC DEFENCES IN ENGLISH

SWEDISH	ENGLISH
Avhandling	Thesis
Betygsnämnd	Examining committee
Disputation	Public defence of a thesis
Doktorand	PhD candidate
Respondent	Author
Försvar	Defence
Handledare (huvud-)	Supervisor (principal)
Opponent (fakultets-)	External reviewer
Opposition	Critical review
Ordförande i betygsnämnd	Chair of the examining committee
Ordförande vid disputation	Chair of the public defence of a thesis

# CHECKLIST FOR THE FINAL SEMINAR AND PUBLIC DEFENCE

## FINAL SEMINAR

**Manuscript:** The doctoral student submits the manuscript by regular mail or email to the building supervisor, Håkan Eriksson, who prints 35 copies and places these on the bookshelf in the corridor outside the office of the finance officer (Mats Larsson), ground floor, Bredgatan 13. Programme administrator Carina Olsson distributes the manuscript to the external reviewer and examining committee members, and sends an accompanying letter after consultation with the principal supervisor.

**Lunch:** The department provides lunch after the seminar for the external reviewer, examining committee and supervisors. The principal supervisor contacts Carina, who will book a table at the requested restaurant.

**List of external reviewer and examining committee members:** Carina receives a list from the principal supervisor with title, name and contact details for the external reviewer and all members of the examining committee. She then contacts the external reviewer and/or members of the examining committee to assist with the booking of travel and accommodation.

**Exemptions for members of the examining committee:** A researcher who is not a reader can be granted an exemption from the faculty to participate in an examining committee. The supervisors establish support for the matter in the supervisors' committee. Carina is instrumental in the application for exemption and the matter must be settled before the final seminar, as the examining committee members are invited to the seminar.

**External reviewer fee:** The external reviewer at the final seminar receives a fee of SEK 6 000, internal reviewers (at another department within LU) ask the HR coordinator at their department to send an internal invoice to us. Regarding external reviewers, the fee claim form is filled in either by Carina or the principal supervisor and thereafter submitted to the HR coordinator for processing.

## PUBLIC DEFENCE OF A DOCTORAL THESIS

**Date of the public defence:** The public defence shall take place during the semester. Carina books the public defence date at the faculty office. The public defence date shall be booked at least 6 weeks before the event. A maximum of two public defences can take place on the same day at the faculty, one in the morning and one in the afternoon. When the date had been decided, Carina books a venue for the public defence in consultation with the principal supervisor.

**Chair, external reviewer and examining committee:** The faculty board appoints the chair, external reviewer and examining committee based on a proposal from the department. The examining committee shall include at least one member who is not active at LU. The faculty should also be represented on the examining committee. One of the members is appointed as chair. Carina sends in the proposal to the faculty at the latest five weeks before the intended date of the public defence.

**ISBN number:** The doctoral student contacts Carina to obtain an ISBN number for the thesis.

**Printing:** The doctoral student contacts Media-Tryck concerning printing of the thesis. State how many copies are to be printed; the department pays for 150 copies. Inform Media-Tryck that you are from the Faculty of Social Sciences and that your thesis is to be prepared for print-on-demand. This means that the thesis will be searchable, for instance in online bookshop catalogues, and that copies of your book can be ordered.

**Electronic notification:** Your thesis will be registered in Lund University Publications (LUP). Carina will help with this. The faculty recommends full text publication in LUP. This notification must take place 3 weeks and 3 days before the date of the public defence. When the electronic notification is done, the thesis will be distributed. Carina handles this using a special distribution list.

**Meeting after the public defence:** After the public defence, the examining committee convenes. The result is entered in a report that Carina has prepared. One copy is given to the doctoral student, one copy and the original are given to Carina, who sends the original to the faculty.

**Light refreshments for the audience:** The department provides light refreshments to the audience (usually in the School of Social Work's coffee break room) where the chair of the examining committee announces the result.

**Lunch for external reviewer, examining committee and supervisors:** The department provides lunch for the external reviewer, supervisors and members of the examining committee after the public defence. Carina books a table at an appropriate restaurant after consultation with the supervisors.

## QUICK REFERENCE LIST FOR DOCTORAL SEMINARS

Participation in the seminars creates a good research environment, contributes to the development of doctoral students and other researchers, and is a part of research studies.

To ensure that colleagues attend, and participate in, the seminars, follow the quick reference list below (note that other routines apply for the final seminar):

1. The supervisors and doctoral student agree in good time on who is to be asked to be the commentator. Ultimate responsibility for ensuring that someone acts as commentator rests with the principal supervisor, but sometimes it is appropriate for the doctoral student to approach a commentator (for example, when the person to be asked is a doctoral student).
2. Two weeks before the seminar, the doctoral student sends out a reminder that the seminar will take place and information on when the text will be distributed.
3. The doctoral student sends out the seminar text (PDF) and includes a few lines in the mail to present the thesis subject, and, if required, further information that can be of value. Texts up to 20–25 pages can be sent out one week before the seminar. Longer texts need to be sent out earlier.
4. Prior to the seminar, the supervisors and doctoral student agree on which colleagues in particular should be asked to attend. If it is particularly important that someone attends, they must be asked well in advance.

As a rule, the seminar language is the same as that of the seminar text. Bear in mind that not everyone speaks Swedish, so there should be a few lines in English in the email, even if the seminar text is in Swedish.

At the seminar, brief minutes are taken to record who has held the seminar and who attended. The director of research studies is responsible for taking the minutes, but if absent the responsibility rests with the supervisors or one of the professors.