

Quick reference guide: from final seminar to public defence – for doctoral students

Forms and more detailed information about printing, notification of the date of the defence, etcetera, are available on the website of the Faculty of Social Sciences: <https://www.sam.lu.se/en/internal/research-and-education/phd-studies/defence-doctoral-thesis>

Final seminar

At the Department of Sociology all thesis manuscripts are discussed at a final seminar. The final seminar normally concludes with a specific “to-do list” for completing the final manuscript. Depending on the extent of the list, and the doctoral student’s work situation, the time between the final seminar and completing the manuscript will vary, usually from three to six months.

Printing committee

Once all course credits have been registered in Ladok, and the supervisor and doctoral student find the final manuscript to be complete, the supervisor calls for a meeting with the printing committee. The committee consists of the doctoral student, supervisor, the internal member of the examining committee, and the director of research studies. Together, the members of the printing committee review the finalised manuscript to ensure that 1) all sections are included, and 2) the main points of the final seminar have been addressed. If the committee finds that the manuscript is ready for printing, the director of research studies will give permission to submit the manuscript for printing.

The doctoral student is responsible for contacting the printing office, reviewing proofs, and supervising the printing process. **NB!** The department will not cover any printing costs for manuscripts that have been submitted for printing without permission. The department will neither cover any printing costs for thesis manuscripts that have been submitted for printing before all course credits have been registered in Ladok.

Guidelines for proof reading of theses

The procurement of proofreading of the doctoral theses shall take place as follows,

1. The doctoral student is responsible for obtaining a price quote from, if possible, at least three different proof readers
2. The doctoral student must have the same instructions and minimum requirements in the price quote request to the different proofreaders
3. The price quotes shall allow a comparison of the total proofreading cost
4. The proofreaders must be self-employed, or employed at a company (class F tax)
5. The price quotes are presented to the Financial Officer and Director of Doctoral Studies
6. The doctoral student must choose the cheapest price quote

Responsibility of the doctoral student

Media-Tryck is responsible for the printing process. Before a thesis is sent to Media-Tryck, it must be approved by the printing committee and the date of the public defence must have been decided. The administrator at the doctoral student's department is responsible for the distribution of copies to members of the Faculty Board, opponents and certain departments, based on a separate address list. The doctoral student is responsible for the distribution of the rest of the copies.

Printing

1. Contact Media-Tryck. Information is available on <https://www.mediatryck.lu.se/en/phd-students>
2. Inform Media-Tryck that you are from the Faculty of Social Sciences. If you want, your thesis can be uploaded for print-on-demand. This means that your thesis will become searchable through, for instance, online bookstores, and subsequently available for purchase.
3. Doctoral students at the Faculty of Social Sciences are obliged to produce at least 33 copies. For more information and a list of addresses, please contact the administrator for research studies.
4. Normally, the doctoral student will transfer the thesis text to Media-Tryck's template themselves. However, the doctoral student can request that Media-Tryck performs the transfer, which will take approximately 10 days. Authors of compilation theses must request permission from the publisher/s to reproduce published articles.
5. The doctoral student is responsible for obtaining and forwarding an ISBN number for their thesis (monographs).
 - a. The doctoral student applies for an ISBN via the website of the Lund University Library (UB): <https://www.ub.lu.se/en/publish/doctoral-theses/isbn-doctoral-thesis?q=publish/registering-and-publishing-in-lup/doctoral-theses/isbn-for-a-doctoral-thesis>

- b. The doctoral student then forwards the ISBN number to the administrator together with information about the number of pages of the thesis.
 - c. The administrator will update and send the list *Publikationer från Sociologiska institutionen* to the doctoral student.
 - d. The doctoral student will in turn forward it to Media-Tryck before printing.
6. The thesis must include a notification sheet and a document data sheet. Templates for these are available on:
<https://www.sam.lu.se/en/internal/research-and-education/phd-studies/defence-doctoral-thesis>
 7. Submit your final manuscript to Media-Tryck no later than 6 weeks before the public defence.

Notification of the date of the public defence (electronic ‘spikning’)

1. The notification of the date of the defence is to take place no later than three weeks before the public defence, two of which must be in the semester period. In exceptional cases, this period can be reduced to one week (if the printing has been delayed, for example). The decision to reduce the notification period is made by the Faculty Dean.
2. The notification of the date of the defence involves both registering the thesis electronically in the LUP database (Lund University Publications), and submitting three (3) copies of the printed thesis to UB.

Submission to UB can be done at the staff entrance on the west side of the library.
3. To register your thesis electronically in LUP, visit <http://lup.lub.lu.se>. The faculty encourages full-text publication in LUP (for exceptions, see below). For compilation theses this only applies to the introductory chapter. If you have questions on how to register in LUP, please contact the Social Sciences Faculty Library (<https://www.sambib.lu.se/en/>).

Exceptions to full-text publication:

- When the text falls under the legislation on secrecy.
- For compilation theses, the introductory chapter shall be published in full. We recommend that published articles and/or article manuscripts are also published full-text, but this is optional and depends on the rules specified in the agreement with the respective publishers. A form for requesting permission to publish full-text articles as part of a compilation thesis is available for download. In order to request permission to publish full-text articles as part of a compilation thesis, please download the required form on <https://www.lub.lu.se/en/services-and-support/publishing-and-registering/registeringpublishing-lucris-researchers/doctoral-theses/publishing-doctoral-thesis-full-text?q=services-and-activities/publication/publishing-in-lup/doctoral-thesis/publishing-a-doctoral-thesis-in-full-text>. After the public defence, the new PhD can complement their compilation thesis by uploading articles once the so-called embargo period, often 6 or 12 months, has passed.

Copies of the thesis to the faculty office

Once the thesis has been registered electronically in LUP, the doctoral student is to submit a full copy of the thesis to the faculty office, together with the receipt from UB. The thesis must be submitted to the faculty office no later than three (3) weeks before the date of the public defence. The faculty office will approve the electronic notification of the date of the defence.

Doctoral Degree certificate

Information regarding the application for a doctoral degree can be found via this link: <https://www.lunduniversity.lu.se/current-students/academic-matters-and-support/apply-your-degree-certificate>

Other

The caretaker at the Department of Sociology handles the purchasing of non-alcoholic beverages and snacks, set up in the kitchen while waiting for the announcement of the examining committee. If alcoholic beverages are desired, the doctoral student is responsible for this (according to Lund University's alcohol policy).

Responsibility of the Administration

The Administration at the Department of Sociology is responsible for

- informing the doctoral student well in advance about the practicalities before the defence
- forwarding the proposal to the Financial Manager, Human resources (HR) officer, the Caretaker and the Web Editor at the department
- sending copies of the thesis to the opponent and the examining committee members as well as to members of the Faculty Board based on a separate address list
- contacting the opponent and the examining committee members for any travel booking and for administrating the payment of the fee to the opponent
- booking a restaurant and sending out invitations with the head of department's signature to the opponent, examining committee members and supervisor
- sending the filled in and signed minutes to the Faculty