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, etc., are available on the website of the Faculty of Social Sciences: http://www.sam.lu.se/utbildning/forskarutbildning/blanketter-och-anvisningar---disputationer

Final seminar

All theses manuscripts at the Department of Sociology are to be 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 theses manuscripts that have been submitted for printing without permission. The department will also not cover any printing costs for theses manuscripts that have been submitted for printing before all course credits have been registered in Ladok.
Responsibility of the doctoral student

The doctoral student is responsible for the distribution of printed copies, through the services of Media-Tryck. The thesis must be approved by the printing committee, and the date of the public defence must have been set.

Printing


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 book stores, and subsequently available for purchase.

3. Doctoral students at the Faculty of Social Sciences are obliged to produce 140 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 the Media-Tryck 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.


6. All theses are to include a notification sheet and a document data sheet. Templates for these are available on: http://www.sam.lu.se/utbildning/forskarutbildning/blanketter-och-anvisningar---disputationer

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

1. The notification of the date of the defence is to take place no later than 3 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 dean.

2. The notification of the date of the defence both involves registering the thesis electronically in the LUP database (Lund University Publications), and submitting 3 copies of the printed thesis to UB.

Submission to UB can be done from 07:30 to 15:30 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 library of the Faculty of Social Sciences.

Exceptions to full-text publication are as follows:

- When the text falls under the legislation on secrecy.
- For compilation theses the introductory chapter is to be published in full.

We recommend that long articles or article manuscripts are published in this form, but this is optional and it depends on the rules specified in the agreement with the respective publishers, among other things. A form for requesting permission to publish full-text articles as part of a compilation thesis is available for download. 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 theses 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 3 weeks before the date of the public defence. The faculty office will approve the electronic notification of the date of the defence.