



**LUND**  
UNIVERSITY

## **Decision on the procedures for printing doctoral theses at the Department of Sociology**

The following procedure takes immediate effect for all doctoral theses defended at the Department of Sociology.

### **Final seminar**

All theses manuscripts 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.

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.

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