

Public defence of thesis / viva

(Version 2016-11-01)

1. Before the public defence

The supervisor is responsible for checking that all course credits have been completed and registered in Ladok. When this has been done, the principal supervisor will notify the director of graduate studies.

Principal supervisors are encouraged to read the following two documents at least two months before the public defence:

General Syllabus for Doctoral Studies in Business Administration

<http://www.sbs.su.se/Utbildning/Forskarniva/Dokument-for-forskarutbildningen/>

and Guidelines for the Public Defence of Doctoral Theses at the Faculty of Social Sciences

<http://www.samfak.su.se/regelverk-och-beslut/riktlinjer-f%C3%B6r-utbildning/riktlinjer-f%C3%B6r-disputationer-vid-samh%C3%A4llsvetenskapliga-fakulteten-1.235623>

Before the public defence can be scheduled, the internal opponent must accept the alterations made following the DS seminar. This must be reported to the RDPC (the director of studies and the research coordinator).

When this has been done, the following steps may be initiated:

- 1) The principal supervisor is responsible for scheduling the date and booking a venue for the event. In addition, the supervisor has to ensure that an opponent from a different university is available, as well as three members of the thesis committee (and one alternate member). At least one member should work outside Stockholm University, and no more than one member may be from the doctoral student's department. Someone who has acted as a supervisor for the doctoral student, or can otherwise be considered biased, cannot be included in the committee. An alternate member should also be appointed.
- 2) Suggestions for suitable opponents and thesis committee members must be presented and approved by FUN (the RDPC). However, the final decision will be made by the dean of the Faculty of Social Sciences.
- 3) The research coordinator contacts Student Services (Sally Salih) disputationer@studadm.su.se to ensure that another public defence is not scheduled within the Faculty of Social Sciences at the same time and on the same date. After this, a lecture theatre is booked (Gröjersalen). The contact person at Student Services (Sally Salih) will then send a confirmation of the booking to the doctoral student, the principal supervisor, and the research coordinator.
- 4) Some things to consider before printing the completed doctoral thesis:
 - a. The doctoral student should register the thesis electronically by registering it in DiVA. The registration provides the doctoral student with a pdf of the 'registration page'. Contact the library at diva@sub.su.se at least 30 workdays before the thesis is registered ('spikdag' - three weeks before the public defence) in order to receive information about the printing process and if you would like to schedule a meeting. **This means that the library should be**

contacted at least seven weeks before the public defence. Read more: <http://www.sub.su.se/start/publicera/spika-avhandling/> All communication with the printing service should go through the library administrator (diva@sub.su.se or 08-16 14 50).

- b. All theses are given an ISBN number (International Standard Book Number). Sally Sali from Student Services issues these numbers. A list of other theses presented at the Stockholm Business School, Stockholm University should be included at the end of the thesis. Contact the doctoral programme coordinator for this information.
- c. **The language quality of the text should be reviewed before the thesis is sent to the printing service.**
- d. It is also important that the doctoral student reaches an agreement with the printing firm to ensure that the printed versions are delivered before 12 pm the day before the thesis is registered.
- e. The announcement of the thesis presentation (public defence) must occur at least three weeks prior to the day of the presentation and the printed copies must be available on the day of the announcement.
- f. The printed material is delivered to Godsmottagningen (Allhuset) in three separate boxes that are in turn delivered to: Student Services (three copies), Stockholm Business School (99 copies), and the University Library (23 copies). In total, 125 copies. Stockholm Business School will cover the printing costs of **150 copies**. Additional copies will not be paid for by the School. Please ask for a separate invoice.
- g. The doctoral student gives the supervisors one copy each. The School will send one copy to each opponent and member of the thesis committee. Further copies will also be sent to business administration departments at other universities in Sweden and in the Nordic countries. The University Library sends copies to other Swedish university libraries and to the Nordic national libraries. The School will ensure that 20 printed copies are available in Gröjersalen on the day of the presentation.

More information about printing is available on the Stockholm University library website where you can also find word-templates for the thesis.

<http://www.sub.su.se/publish.aspx>

<http://www.sub.su.se/publish/templates-and-graphic-profile.aspx>

- 5) At least six weeks before the defence seminar, the supervisor should fill in the following form: <http://www.samfak.su.se/utbildning/utbildning-p%C3%A5-forskarniv%C3%A5/disputationsanm%C3%A4lan/disputationsanm%C3%A4lan-1.235084>. The form should be sent to the Faculty Office of Social Sciences. Contact person: See the link. The proposal is then forwarded to the dean for approval. Make sure to consult with the head of department first.

2. During the viva

The principal supervisor usually chairs the viva. The doctoral student is first given an opportunity to comment on the text before the faculty opponent discusses the thesis with the other opponents.

In theory, the viva has no time limit (it can thus continue until the chair feels that it is completed). However, on average, vivas tend to be completed within two hours.

3. After the viva

The thesis committee will meet after the session to grade the doctoral thesis.

The doctoral student, colleagues and invited guests are offered cake and coffee (paid for by the School). Doctoral students who wish to provide additional refreshments should contact the programme coordinator well in advance.

When the thesis committee is ready, it will announce the agreed-upon grade.