

Procedures for the Review Process Prior to Public Defence Decisions

Decided by the Department Board on 2017-11-09. Ref. no. SU-108-0091-17

Since 1 January 2014, the Department of Archaeology and Classical Studies has had a joint Doctoral Education Board (*Forskarutbildningsnämnd*, FUN) which brings together the three specialisations of Archaeology, Archaeological Science, and Classical Archaeology and Ancient History.

The FUN consists of all principal supervisors, as well as the other supervisors who are active at the department. The board's task is to review and quality-assure the department's doctoral education. The board normally meets twice a semester. The chairperson and convener is the Director of Doctoral Studies.

For each doctoral student there should be a review group consisting of her/his supervisors and an additional person from the FUN who is from a different specialisation than the doctoral student. The task of the review group is to review and quality-assure the individual doctoral student's doctoral studies. Persons who are members of the review group for an individual doctoral student cannot later be included in the student's examining committee.

The review group meets for the first time in connection with the doctoral student's half-time seminar review. Thereafter, the group meets at least once a year.

When the review group perceives that a maximum of one year remains until the student's planned public defence, the date of the final review is determined in consultation with the doctoral student. This date should be 6-12 months before the scheduled public defence. Prior to this, a chapter outline and a substantial part of the thesis, such as a few central chapters or articles, must exist in finished text form. These must be available for reading at least one month before the final review. At the final review, a specially appointed commentator is tasked with critically examining the existing text. This commentator may not subsequently act as the opponent or serve as a member of the doctoral student's examining committee.

After the final review, the review group meets and takes a position on any specific measures that need to be taken in order to ensure the quality of the forthcoming doctoral thesis. The principal supervisor is responsible for ensuring that the doctoral student is informed of the results of this assessment, both orally and in writing.

After the final review, the review group continues the thesis work and announces (via the principal supervisor on the FUN) when the doctoral student is deemed ready to present her/his thesis. In the FUN, the principal supervisor describes the scientific content of the thesis and how the doctoral student's overall doctoral education corresponds to the degree objectives laid out in the *General Study Plan for Third-Cycle Education in the Field of Archaeology*. After this presentation, the FUN decides whether to advise that the public defence take place, or advise against this.

A written report of the review of the thesis must be sent to the doctoral student and the Faculty Office. The report must indicate the procedures that have been followed, the decisions taken (with a short justification), the persons involved in the review, and the decision taken by the FUN. Following the review, the doctoral student must receive clear, written information about any additions and adjustments that must be made prior to the public defence. The Chairperson of the FUN is responsible for ensuring that this written report is completed.