



Stockholms  
universitet

Institutionen för arkeologi och antikens kultur

DECISION  
Ref. no. SU 108-0006-22

2022-01-24

## Policy on Doctoral Thesis Defences within the Department of Archaeology and Classical Studies

*The director of each division/section ensures that* responsibility for the following tasks is assigned:

1. Contact with administrative staff about
  - a. booking a room for the meeting of the examining committee
  - b. technology in the public defence premises
  - c. the purchase of flowers at a cost of approx SEK 400
  - d. information on webpages as soon as time and place for the defence are known
  - e. sandwiches or snack for the examining committee
  - f. stamps and padded envelopes
2. That water and glasses for the opponent and the author of the thesis are provided
3. That coffee/tea and beverages for the examining committee are provided in the meeting room, and that this room is tidied after the meeting
4. The collection for and purchase of a public defence gift
5. Informing the doctoral student in good time about the rules that apply to the reception in connection with the public defence
  - a. The department pays up to SEK 2000 for costs associated with the reception
  - b. The doctoral student is responsible for making the purchases
6. Giving the committee minutes to the doctoral studies administrator, and the registrar.

*The doctoral student is responsible for* booking the premises for the public defence and the reception.

The Doctoral Student Collective is responsible for preparing the reception room, and for cleaning it before and after the reception. The Doctoral Student Collective should note that this work is based on reciprocity, i.e. what you do for someone else, you get 'back' when you defend your own thesis.

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