



Handbook for Doctoral Students and Supervisors at the

Department of Education, Stockholm University

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Introduction

The purpose of this document is to provide doctoral students and supervisors with a comprehensive overview of the routines, decision-making procedures and organization of the doctoral program at the Department of Education (IPD) at Stockholm University (SU). Being a doctoral student means being both a student and an employee.

The doctoral program at the Department of Education is organized under the Faculty of Social Sciences <https://www.samfak.su.se/english/> which is governed by the [Board of Human Sciences](#).

The General Study Plan (GSP) in Education serves as the basis for the doctoral program at the Department of Education (IPD): [The General Study Plan in Education 2021](#)

Former general study plans and research subjects

Doctoral students admitted to now obsolete sub-disciplines, at IPD e.g. Didactics and International and Comparative Education, can choose to transfer to the current general study plan or remain on the old one according to the transition rules. The maximum transition period for defending a thesis on a previous general study plan is 10 years (= maximum length of the programme + 2 years). Didactics and International and Comparative Education were discontinued on 28 January 2016, therefor the possibility to defend a doctoral thesis on these study plans ends on 28 January 2026.



General regulations, objectives, employment

Introduction and study and career counseling

Generally, doctoral students start the programme in September. All newly admitted doctoral students attend a mandatory introduction in the form of monthly seminars during the first year of the programme. During the seminars, issues such as the stress of transitioning from professional life with daily feedback to doctoral studies where you work independently and plan your own working time are discussed. The Faculty of Social Sciences has its own introduction day for newly admitted doctoral students and other seminars for doctoral students. See more at

Steering documents

Admission to doctoral studies, as well as the content and organization of education, are regulated primarily by The Swedish Higher Education Act and are supplemented by The Higher Education Ordinance (mainly chapters 5, 6, and 7). Stockholm University's Rulebook regulates doctoral studies at the local level.

The Faculty of Social Sciences at Stockholm University is primarily responsible for doctoral studies within the faculty, but has delegated the tasks of admissions (except for industry doctoral students), the establishing of Individual Study Plans and supervision, to individual departments.

Regulations specifically for the doctoral programme in Education¹ can be found in the General Study Plan for the PhD Programme in Education 2021.

Admission process

General rules and regulations for research studies at Stockholm university can be found at the SU-web. When possible, doctoral positions at IPD will be announced in the beginning of February with closing date the first workday in March. The applications are collectively assessed in two steps by the faculty members. After checking any bias and that the applications fulfil the General and Special Admissions Criteria, the first step is the assessment based on submitted research plans, which have been made anonymous. In the second step the full application is assessed. After the second round the highest ranked applicants are invited for interviews. The final admissions decision is made by the departmental board, based upon the point value assigned by the faculty experts.

Decisions regarding admission of externally financed doctoral studentships are made by the Faculty of Social Sciences based upon an agreement reached by the Department of Education experts.

Responsibilities regarding education on the doctoral level

Doctoral students must keep themselves informed about operational rules, procedures and responsibilities. Information can be found in this handbook, at the IPD Intranet and on the Stockholm University employee website.

Questions or other matters not dealt with by this handbook should be addressed to the Director of research studies. Questions regarding institutional work should be addressed to the Director of Studies for first and second cycle education. The Head of the Department and the Acting Head of the



Department have overall responsibility for education and work environment, and for decisions about supervisors, readers, teachers and examiners within the research education.

The Department Board makes decisions regarding budget and operational business approaches, study plans and dimensions, research strategies, the admission of new doctoral students and other issues. The doctoral students are represented on the board.

For doctoral students with employment at the Department of Education, the Director of research studies is the nearest boss and is responsible for the performance review, which takes place in March/April of each year.

The Director of research studies is also responsible for planning which courses are offered, course development and the admissions process for doctoral students.

The doctoral student is personally responsible for maintaining a level of progress outlined in the Individual Study Plan (ISP) and for contributing to the research environment at the Department by attending seminars and prepare to participation in PhD courses.

Employment

Employment conditions

Doctoral students can be accepted to the department with different types of funding. Doctoral studentships through Stockholm University (faculty level or project-based financing) are regulated by the doctoral students' individual employment contract, and by the general rules of employment at SU which entitles these doctoral students to the same social benefits as all other employees at SU.

Wage increases are determined by the salary scale set for doctoral students. The first wage increase will take place when 50 percent of the requirements for a doctoral exam has been achieved. When 80 percent of the requirements for a doctoral exam has been fulfilled the salary will be raised once more.

Maximum employment time and departmental duties

Common for all types of doctoral financing/employment is that the employment period can never surpass 48 months, i.e., four years of full time, or up to 5 years if including departmental duties of maximum 20 percent. The employment is re-contracted one year at the time or until the 48 months has ended. If credit transfers are done on earlier studies at the advanced level on the first Individual Study Plan the employment period is adjusted accordingly by deducting time.

The employment time will be calculated using a special excel document, that is updated twice a year by an administrative staff member to include all sick leave, parental leave, other absences; and departmental work. The Excel sheet is uploaded to the ISP. The current last date of employment according to the sheet is documented in the individual study plan every year to clearly show the remaining months to plan for.

A doctoral student is normally employed at 100 percent and must, according to the Higher Education Ordinance, conduct PhD-studies at a rate of at least 50 percent. If you want to change your employment or activity time, contact the Director of research studies who will manage the request with the administrative boss. Any change in activity time must be reported to

forskarutbildning@edu.su.se.



Employment terms for industry or externally-funded doctoral students

The employment terms for industry or externally funded doctoral students, those whose studies are financed by an external employer, are regulated by the individual employment contract drafted by the external employer. The employer must guarantee the doctoral student can work with studies at least 50 percent of their work time during their whole study time up to a maximum of 48 full time months. Doctoral students that are admitted under different funding schemes/externally funded can have different terms of employment. External doctoral students or students whose contracts have run out do NOT have the right for their own workspace, computer and travel cost through SU. But they have the same rights as SU employees for supervision and courses.

Work hour agreement

The doctoral student work agreement is regulated by the local agreement: General rules employment. Doctoral students have what is commonly called “trusted work hours” that does NOT mean a right to work from home regularly or for extended periods of time. It does allow for doctoral students to work outside the office to a certain extent, for example at the library, at conferences, or to work from home at times. Doctoral students are expected to be at work, and attend internal meetings and conferences. It is the employer/boss that decides the amount of work and time you can work outside the office. Therefore, the Director of research studies must be involved if working outside the office is planned for more than a few days. Experience has showed that being present at the department helps with progression, and wellbeing, as a lot of learning comes from informal meetings with doctoral students, and other staff members at the department.

Working place and computer

Employed doctoral students have the right to a working place and a stationary/desktop computer with a number of standard programs. You can get help with computer problems via the [IT Helpdesk](#). If doctoral students require software other than those already pre-installed, there is a form to fill in for the program and its purpose: Beställningsformulär (Order form). Contact the administration for PhD-studies if help is needed. If you have questions about workplace furniture, lights, ventilation, etc. you may contact service@edu.su.se

There are set principles for working place rooms. In room 2611, new PhD-students are placed on the wall-side of the room. If a window desk becomes available the selection is ISP/date of planned defence. If conditions are equal – a draw procedure is done. The facilities in 2611 (sofa, reading chairs) are available to all PhD-students. When PhD-students are approaching their last year, they are offered a desk in a smaller office.

Resources for PhD-students with external funding

There is a possibility for external doctoral students and doctoral students whose contracts have expired to use guest places. All doctoral students that have documented activity have the right to an IT account and library resources, email and storage space on university servers. See link <http://www.su.se/english/staff/it/it-support-systems>



How to register vacation, sick-leave, care of sick children and other absences

Vacation, as well as sick leave, care of sick children and other absence (for PhD-students with employment at the Dept of Education) are applied for/registered in the administrative system [Primula - HR System](#). You log in with your SU username and password. Please inform the Director of research studies by email.

Since doctoral students are employed for one year at the time, vacation generally should be planned for and taken during the employment year. Vacation should normally be taken during summer and/or Christmas holidays. If you want vacation during other times, consult the Director of research studies before applying. If vacation is not planned in Primula upon requested last date of application in the end of April, all your remaining vacation days will be planned for you starting from Midsummer. You can read more about vacation at SU staff web and the IPD Intranet.

All state agency employed doctoral students are also eligible for prescription reimbursement, more information at the central staff website.

Health care, computer screen/terminal glasses, ergonomic questions and insurance
State agency employed doctoral students at SU, can contact the *occupational healthcare services* for work-related concerns at the SU staff web. Other doctoral students can contact the student health service. If you are unsure whether or not your concern is work-related or not, contact the occupational healthcare as they make the decision. You can contact them yourself or you can ask that the Director of research studies contact them on your behalf.

Employees are entitled to a free eye test and, if needed, to special glasses designed for working at a computer screen, see: [computer screen/terminal eyeglasses](#) (SU Staff web) and [Computer glasses](#) (Intranet - IPD)

If you have *ergonomic* health problems with your workplace, contact the occupational healthcare services for rehabilitation. The Director of research studies will help you to contact the ergonomic professionals.

If you get sick or hurt while on a business trip abroad, you will be covered by a *work insurance*. Therefore, when planning to travel, make sure to have your Swedish State Business Travel Insurance Certificate, issued by your administrative boss.

Wellness, working environment and equal terms

Employees have the right to workout 1 hour per week during worktime and get wellness benefits of up to 3000 SEK per year, which is paid out after submitting verified receipts, please find information on our intranet: [Wellness benefit](#) (log in with your SU username and password). It is possible to work out, for example, at Frescatihallen or the Staff gym.

You will find Information about Working Environment and Equal Terms and courses aimed at PhD students (Complete your PhD studies on time and feel good along the way) on the SU staff web: [Working Environment & Equal Terms - Staff \(su.se\)](#).

If you have questions about your physical, digital, or social environment, you may always contact the Director of research studies or one of the department's safety representatives.



Meetings and Social Activities

Doctoral Students' Meeting

Once a month all doctoral students gather for a joint mandatory seminar called Doctoral Students' Meeting. It is mandatory for state agency doctoral students employed with the Department of Education, but all doctoral students with various employment contracts are welcome! Any absence (sickness, conferences, sick children, etc.) must be reported to the Director of research studies.

The Doctoral Students' Meeting has a seminar format, where every doctoral student presents their work about once per year. At the Meeting important information may also be shared and there is the possibility to discuss questions relevant for doctoral students. The Meeting is led by the doctoral students and one senior researcher is invited each time. Interest is registered on the Athena site Doctoral Students' Meeting. If you want to present your thesis work, please contact the chair of the Meeting and post the text on the Athena site one week before the seminar. The invited senior researcher introduces discussions about specific themes related to academic life and/or more informal processes, such as *to become a researcher, the academic culture and organization and the research craft* (Soul, Craft & Culture SOCC).

Doctoral and employee fika

Each Tuesday at 15.00 (for about 30 minutes) all doctoral students are welcome to gather for coffee or tea in the staff lunchroom on the 6th floor. This is an opportunity to meet and also to pose questions to the Director of research studies and the programme administration.

Every Thursday at 14:30 the department has fika (a Swedish traditional coffee and/or tea break, some weeks accompanied by a light snack—usually a pastry or cake—and conversation) in the staff lunchroom. Please find date and time in the internal calendar at the Intranet.

Individual Study Plan

According to The Higher Education Ordinance, an individual study plan (ISP) must be created for each doctoral student. The department of Education uses digital ISP's.

According to Stockholm University local rules, an individual study plan should be *drafted no later than two months* after acceptance into the doctoral program. A follow up should be made at least once a year and additionally when important changes are made.

The individual study plan includes the obligations of the university and doctoral student, as well as the deadlines/timeline of goals set for the doctoral student. It is a legally binding document that includes the rules which govern the doctoral studies for the individual doctoral student. It is a living document, designed to support the supervision process, planning, and follow-up of doctoral studies. In order for the study plan to be legally binding, under most circumstances, it must be signed by the doctoral student, the main supervisor, the Director of research studies and the Head of the department. Information and a guide to filling in the d-ISP can be found on the Intranet.

The main supervisor and the doctoral student meet on a regular basis, at least once per term, to discuss the process and secure that the studies are progressing according to the study plan. It is the main supervisor's responsibility to make sure these meetings take place. If problems arise, the Director of research studies is contacted.

Documenting the Degree of Activity and Prolongation

The doctoral student must report their degree of activity each term upon request by the programme administration. Degree of activity – the days actively devoted to doctoral studies, equals employment percentage (usually 100%) minus departmental duties and/or any planned absence including union duties. Reported activity levels and any absence (due to sick leave, parental leave, or care of a sick child) form the base for calculation of prolongation and renewed employment (equal to that of absence and/or activity). This calculation is made in the excel document updated at least twice a year.

The correct reporting of the degree of activity, sick leave, etc. is very important as it is the grounds for allocating additional days/the prolonging of doctoral studies. The degree of activity is reported into LADOK, Stockholm University's database for the registering of grades and degree of activity. *It is the doctoral student's responsibility to make sure that the correct degree of activity is reported to the department's designated LADOK staff member* - the administration for research education. Contact the administrator of research studies, should your degree of activity change during the year. It is important to state a correct level of activity that corresponds with the progression of the studies.

Extension/Prolongation

National rules: The Higher Education Ordinance (chapter 5, 7§ and chapter 6, 29§) stipulates that the employment may be extended or prolonged due to particular grounds. Grounds for *extension/prolongation* are sick leave, parental leave, care of sick children, bereavement, military service, union duties and/or departmental duties.

Information in English including the calculation model regarding prolongation due to union duties is to be found in [Regulations for education and summative assessment at third-cycle level \(p25-30\)](#).



Work for the Department and Courses in Teaching and Learning in Higher Education

Work for the department should be discussed with supervisors and Directors of studies and, if possible, planned **in advance** in the individual study plan. The work for the department is decided upon by the Directors of Studies for the courses and programs. The main supervisor should be informed by the PhD student of the extent and content of the departmental work. The doctoral position is then prolonged based on the hours of work, i.e., a maximum of 1 year for 20 percent of contracted time.

Please observe that supervisors or teachers/course leaders cannot assign doctoral students work for the department, for example by asking them to help on a conference or a course, etc. On occasion, a doctoral student may be invited to speak about their research at standard courses offered at the Department of Education. This is voluntary and is not counted as teaching/work for the Department. *All work for the department must be decided on by the Director of studies for the courses and programs at the Bachelor and Master's level or doctoral level, and noted in the individual study plan.*

Doctoral students should attend a *course in Teaching and Learning in Higher Education* shortly before they begin teaching the courses they have been assigned. A maximum of 7.5 credit points (7,5 hp.) can be transferred into a doctoral degree. For more information, see:

<http://www.su.se/ceul/english/education/courses>

It is important to document work for the department right from the beginning, since teaching and supervising are merits that can be used when applying for a position after finishing the doctoral studies, see: <https://www.su.se/ceul/english/education/teaching-portfolio>

Applying for funding for conferences and translation

Funding for conference trips, translation, proof reading (of articles), etc. should, primarily be applied for through the university scholarship foundations. There are also scholarships that cover printing costs, if the costs exceed the funding provided to the Department by Faculty of Social Sciences. There are several different [scholarships and travelgrants to apply for](#). For more information, visit the [Student Center](#).

[The Research Support Office](#) is a central university service that can assist doctoral students as well as researchers. They offer courses and seminars on writing research applications and can give personal advice on which research councils to apply to.

Each year the departmental board finalizes the budget for the department. In the budget, there are funds set aside for additional costs such as conference trips, external courses, and possible proof-reading services (Stockholm University only reimburses contracted proof-reading services). The amount that can be applied for is a maximum of 40 000 SEK per employed doctoral student. This sum does not constitute a personal pot, but is a budget reserved for applications considered relevant and justified. Applications addressed to the Director of research studies shall be approved by the main supervisor and strongly connected to the Individual Study Plan. Please apply in good time using the form: Application for Funding- Doctoral Students. Decisions are made by the Director of research studies.

The Department will only consider applications for funds for proofreading and conference articles and abstracts already received in advance of publication/accepted for presentation, there are no



financial resources to review extensive scripts with greater linguistic shortcomings.

Notification of accepted abstract(s)/article(s) should be attached to the application. In addition, data on past contributions and grants sought elsewhere should be included in the application.

In the first instance, applications should be submitted to the joint scholarship funds at the university or external funds, before the application is submitted to the department. Conference travel, etc. should be planned well in advance in consultation with the supervisors and, if possible, included in the Individual Study Plan.

Proof reading may be done by doctoral students with English as their first language as part of their departmental work. Book such proof reading well in advance. Contact the Director of research studies for contact information.

The department will not fund *interpreter costs* in connection with data collection. Apply for funding through external financiers.

Objectives for a PhD-degree

Ordinance

For a degree of doctor, research students must

Knowledge and understanding

- demonstrate broad knowledge in and a systematic understanding of the field of research, together with deep and up-to-date specialist knowledge in a defined part of the field of research; and
- demonstrate familiarity with scholarly methods in general and with methods in the specific field of research in particular.

Skills and abilities

- demonstrate an ability to engage in scholarly analysis and synthesis and in independent, critical examination and assessment of new and complex phenomena, issues and situations;
- demonstrate an ability to identify and formulate issues, critically, independently and creatively, and proceeding with scientific precision, and to plan and, using appropriate methods, conduct research and other advanced tasks within specified time limits, and to scrutinise and evaluate such work;
- demonstrate, in a dissertation, their ability to make a substantial contribution to the development of knowledge by their own research;
- demonstrate an ability to present and discuss research and research results with authority, in dialogue with the scholarly community and society in general, orally and in writing, in both national and international contexts;
- demonstrate an ability to identify their need of further knowledge; and
- demonstrate a potential to contribute to the development of society and support other people's learning, both in the field of research and education and in other advanced professional contexts.

Judgement and approach

- demonstrate intellectual independence and scholarly integrity and an ability to make ethical



assessments relating to research; and

- demonstrate deeper insight into the potential and limitations of scholarship, its role in society and people's responsibility for how it is used.

To receive a Doctoral Degree, the doctoral student must have presented and passed with a scholarly dissertation (doctoral dissertation) of 150 ECTS.

Objectives for a Licentiate degree

To obtain a Licentiate Degree, the Licentiate student must

Knowledge and understanding

- demonstrate knowledge and understanding of the research area, a current specialized knowledge within a defined part of the research area, as well as a deep understanding of general research methods and in particular, the research methods used in the specific research area.

Proficiency and Ability

- demonstrate an ability to critically, independently, creatively and with scholarly precision, identify and formulate issues; as well as plan, using appropriate methods
- conduct a limited research study and other advanced tasks within specified time limits and through which, make a contribution to the development of knowledge and be able to examine and evaluate such work
- demonstrate an ability, in both national and international contexts, orally and in writing, to clearly present and discuss research and research results with the scholarly community and society in general; moreover, demonstrate a proficiency associated with being able to independently participate in research and development work and in other advanced profession contexts

Judgement and approach

- demonstrate the ability to make research ethical decisions in their own research,
- demonstrate insight into the potential and limitations of science, its role in society and people's responsibility for how it is used, and
- demonstrate an ability in identifying needs for future knowledge, and taking responsibility for their own knowledge development.

To receive a Licentiate Degree, the Licentiate student must have presented and passed with a scholarly dissertation of at least 75 ECTS.

Positions of Authority and Delegation of Authority

The Departmental Board (Institutionsstyrelsen) is responsible for several areas within doctoral studies at the Department of Education. The Departmental Board has then decided on a delegation of authority which delegates certain decisions to specific positions, such as the Head of the department and the Director of research studies that then have the authority to make decisions on behalf of the Departmental Board. At the Department of Education there is a *Director of research studies* as well as an *administration of research studies*.

The Director of research studies is the doctoral students' closest superior and conducts the spring term performance reviews (utvecklingsamtal) and reviews the individual study plans and leads student counselling. If the doctoral student has concerns about their studies, they should contact



the Director of research studies. Some issues are prepared by the Director of research studies to be decided upon by the Departmental Board and the head of the department (for example, admission and questions concerning supervision). The Director of research studies decides on doctoral courses and routines surrounding the Individual Study Plan. The Director of research studies is also responsible for the development of doctoral studies, including supervision, in consultation with the concerned researchers, teaching staff, and doctoral student representatives.

If doctoral students have questions regarding sick leave, parental leave, etc. they should contact the departmental head of administration.

The administration of research studies assists with the announcing of available doctoral positions and the receiving of applications for admissions. He/she is responsible for reporting admissions/discontinuation of studies into LADOK, registering the doctoral student's degree of activity in LADOK, their credit points earned, and providing the necessary documents to receive a degree certificate. The administration has access to statistical data and follow-up in LADOK, administers doctoral program courses, and updates the information on the departmental website. Within the administrator's duties are the booking of rooms for seminars, public defence of dissertations and reading groups, as well as the before- and post-production of licentiate degree examinations and public defences.

Doctoral student council

The doctoral students have a representative in the decision-making body of SU through the doctoral student council, which is organised by the students themselves. The local Doctoral student council at the Department of Education organises their own meetings regularly and designates inter alia representatives to the Board of the Department. The council board are in contact with the Director of research studies before and/or after the meetings to inform about the councils' discussions and opinions on important matters.

Thesis project, studies and quality assurance

Meeting Structure and Quality Assurance

The Director of research studies is responsible for quality assurance and has established several groups where issues of quality assurance are identified, discussed and followed up. During two of these meetings doctoral students are participating.

The committee of current supervisors (*handledarkollegium*) meets twice per year to discuss the doctoral students' progression and matters of supervision. Once per semester, the doctoral studies committee (*forskarutbildningskollegium*) meeting is organised for all active supervisors, doctoral students, teachers and administrators within the research education. General issues concerning the quality of research education are discussed. In addition, a postgraduate conference (*forskarutbildningskonferens*) is organised in the autumn by a group of doctoral students.



Meeting Groups	Participants and purpose	Meeting frequency
Committee of main supervisors	Advisory body to the Director of research studies: All main supervisors are invited to group meetings to discuss doctoral students' progression and matters of supervision.	Once per semester, in October and April
Committee of assistant supervisors	Advisory body to the Director of research studies: All assistant supervisors are invited to group meetings to discuss doctoral students' progression and matters of supervision.	Once per semester, in March and October
Doctoral studies committee	Advisory body to the Director of research studies: The meeting is for all supervisors, doctoral students and the administration. The purpose is to highlight issues and share experiences of doctoral supervision and courses in order to improve the quality of the education, as well as utilize and develop experience and skills.	Once per semester, in November and February
Postgraduate conference	Advisory: All doctoral students and supervisors, recent alumni and the administration. The purpose is to generate discussion and exchange experiences between current doctoral students, new graduates, experienced and new supervisors.	Once a year, in November

Course evaluation

Course evaluations conducted by the Department are also an important aspect of quality assurance in the doctoral program. All courses shall be evaluated continuously during the course to meet the needs of the participants, with regards to the forms of work and literature, as well as three months after the examination date. Evaluations should be done for all mandatory courses, in relation to intended learning outcomes set for the course. The Director of research studies follows up.

Supervision

Each doctoral student has at least two supervisors, most have three supervisors. The supervisors have different roles and responsibilities. The main supervisor shall, according to faculty rules, normally be employed at the department. If the main supervisor is not employed at the department, he/she must be employed in the social science faculty at SU and at least one of the secondary supervisors should be employed at the department. Employment at the department is required due to judicial reasons, since the main supervision role is an exercise of public authority. All supervisors should have a doctorate degree and the primary supervisor should be an associate professor or professor. At least one of the supervisors should have completed the doctoral student supervisor training.



The Head of the department, upon consulting with the Director of research studies, appoints supervisors based on suitable competence but is also aiming for a good mix of competences in the supervisor group, which will be of favour to the doctoral student.

First all available supervisors' competence in relation to the research project will be taken in consideration. Thereafter issues about available time, number of doctoral students and time left before retiring are considered. Over all the distribution of qualified tasks as supervision is related to the department's need to divide these tasks among the faculty members, for example to the future competence and to be fair. All teachers with a doctoral degree and an employment at the Department of Education may report their interest to supervise through completing a short survey: <https://survey.su.se/Handledarkompetens-IPD> .

Supervisory Resources for doctoral students while employed

Each doctoral student is allocated 70 hours of supervision per year, increasing to 90 hours during the final year. Supervisors' preparatory hours for supervision are included in these allocated hours. Usually, 40 hours per year are assigned to the main supervisor and 15 hours each to the additional two supervisors. During the doctoral candidate's final year, the distribution of supervisory hours increases to 50 + 20 + 20. Allocation of these hours can, however, be divided differently upon agreement, informing the Director of research studies. In those cases when there are two supervisors, 50 hours are assigned to the main supervisor and 20 hours to the additional supervisor. A plan for supervisory meetings should be specified in the individual study plan.

External supervisors receive a form "Agreement with external supervisor" to be filled in and send by post or e-mail to forskarutbildning@edu.su.se and signed by the Director of research studies. The fee will be paid after a period of supervision once a year.

Documentation, forms, and supervision sessions

Supervision sessions can be held in-person or virtually with the supervisor(s) present to discuss the doctoral student's progress. The doctoral student should normally send the material they would like to discuss with their supervisor(s) well in advance. The text/material can, for example, be uploaded into a folder on Box at least one week before the supervision session. If the doctoral student has not written any new text for their dissertation monograph or compilation since the previous supervision session, the text may instead be a so-called log book based on an account of and reflections on the progress of work, or any questions that the student wants to discuss at the meeting. The documentation saved in for example Box can then provide the basis for revisions to the individual study plan. The folder can contain things such as recorded supervision sessions or reading seminar notes, etc.

Supervision resources post-employment

A doctoral student who is no longer employed/financed, but who can demonstrate a degree of activity of 50-100 percent, is entitled to full supervision of 70 hours per year; however, a clear progression must be shown by scheduling either a reading-group seminar or a final seminar. To gain access to the supervisory resources the doctoral student, together with the supervisor(s), must:

- Fill in a request for supervision if wishing to restart the project after a period of absence.
- Complete an individual study plan (ISP) every 3 months
- Conduct an audit seminar (reading-group seminar or the final seminar) during the year

Withdrawal of supervision hours

If the progression in the ISP is not followed or the doctoral student repeatedly violates the plan, and where this is not caused by valid reasons such as sick leave, etc., a case will be initiated where actions and follow-ups are implemented and officially documented. Towards the end of each term, the main supervisor is responsible for assessing whether the student is following their individual study plan. Any discrepancies should be discussed between the supervisor and the doctoral student, whereby the student should be reminded that significant departure from the study plan may result in the suspension of access to university resources. If the deviation from the individual study plan is significant and continues over the course of the following term, the supervisor should report this in writing to the Head of Department. The Head of Department should then provide the doctoral student the opportunity to submit a written statement in response to the supervisor's report, thereafter deciding on whether the proposed withdrawal of resources should be submitted to the Faculty Board. The Vice-Chancellor has the sole authority to withdraw supervision hours or other resources, as well as to restore the resources. The processing of the withdrawal or restoration of supervision resources is handled by the Faculty Board. When sending a justified withdrawal of resources request to the faculty board, the report from the supervisor and the written statement issued by the doctoral student should be included. For more information, see Procedure for the withdrawal of a doctoral student's right to supervision and other resources (SU staff web).

Responsibilities of main Supervisor

The main supervisor has a larger formal responsibility than the other supervisors. The role of a main supervisor requires an overall responsibility for the supervision within the group of supervisors. The main supervisor is also responsible to follow the doctoral student's progression and document deviations early in the process. The role of the main supervisor is described as follow:

1. Regularly call for supervisory meetings and take notes.
2. Hold academic responsibility: ie in different phases of the thesis work together with the doctoral student and other supervisors reflect over and conclude discussions about the focus/emphasis and progression of the work according to the General Study Plan (GSP), which the PhD student follows, as well as consider and interpret comments given the doctoral student at different seminars (including reading seminars).
3. Together with the doctoral student evaluate the need for an ethical review, and when such is considered to be needed the main supervisor is responsible for the application. Consequently, the main supervisor shall familiarize themselves with the current GDPR (personal data) legislation and the handling of personal data. If support is needed for example for language reasons, the Director of research studies is contacted. For more information, see Ethical review of research involving humans.
4. Together with the doctoral student plan for mandatory and optional courses; and if courses from the advanced level are to be transferred.



5. Hold responsibility, according to the faculty rules, to have regular supervisory meetings with the doctoral student and the submission of an individual study plan (ISP) at least each year, more often in case of a larger change regarding the focus or time schedule of the original plan.
6. Maintain an on-going reflection regarding the forms for supervision involving the other supervisors and the doctoral student.
7. Together with the doctoral student and other supervisors make plans for conference participation and the possibility of staying abroad some part of the studies.
8. Discuss the doctoral student's future plans as for example a post doc stays, research applications and networking in relation to different career opportunities after the PhD exam.
9. Be responsible to follow up the progression according to what is stated in the individual study plan. If the agreed upon progression does not occur, the main supervisor should speak with the doctoral student and make sure there is a clear plan for the sufficient steps towards the goal of progress. If there still is no progression the head of department/Director of research studies shall be notified in writing and be documented in the ISP.
10. In a dialogue with the doctoral student decide on optional courses and/or reading courses.
11. Be responsible for the follow-up of the progression.
12. Propose names of readers for First and Final Reading Seminar and for the final (green) reader (a professor at IPD). The proposals are sent to the Head of Department for a decision by the head of the department.
13. Plan for the dissertation through preliminary contacts ahead with the prospective/potential examining committee, opponent etc.
14. Take the decision, based on scientific grounds, on when a manuscript is ready for defence, i.e. if it can be handed to the final reader for the final internal revision process/process of scrutiny before the Head of Department authorizes/confirms the proposal of the defence to the Faculty of Social Sciences.
15. Make preparations for the defence according to our department regulations and the faculty rules, see Reference Guide for Public Doctoral Defence (IPD Intranet).
16. Submit the defence proposal to the Faculty of Social Sciences after the authorization of the Head of Department – including the internal revision by the final reader.

The role of other/assistant/secondary supervisors

The other supervisors may have different responsibility areas during the working progress.

1. To contribute with their special qualifications/expertise of knowledge within the area of the thesis regarding methodology, theory and applications.
2. Contribute with more general approaches and opinions on the whole or part of the manuscript.
3. Propose literature, conferences and academic journals suitable for the thesis project.
4. Discuss future career possibilities.
5. Take more responsibility in case of a main supervisor's absence.

Changing supervisors

Both the doctoral student and the supervisor have the right to request a change in supervisors. The cause may be due to partly new theoretical or methodological focus of the dissertation, which requires new supervisory skills. If the doctoral student or supervisor, for various reasons, experience



that the supervisor/supervisee relationship is not working, they should first discuss this with the Director of research studies. If the Director of research studies is, themselves, the supervisor in question, the issue should be taken up with the Head of the Department. To avoid lost time and energy for those involved, the Head of the Department will consult with the relevant parties before making the final decision on the possible reassigning of supervisors.

Procedure for a change in supervisors:

- The doctoral student or supervisor discuss the matter with the Director of research studies (or Head of Department if the Director of research studies is the supervisor).
- A new prospective supervisor is called upon by the Director of research studies or Head of the Department.
- A decision is made by the Head of the Department.
- The Director of research studies informs all the relevant parties.
- The change in supervisor is documented as a formal decision made by the Head of the Department.

Courses within the PhD programme

Scope, purpose and course types

The PhD programme in Education consists of 90 Swedish higher education credits of coursework, of which 52.5 are mandatory course credits, 37.5 are optional course credits as well as 150 credits for the doctoral dissertation. All courses must be finished before registering for the public defence. Exceptions can be made for already started but not finished optional courses of max.7.5 credits.

The M.Phil/licentiate degree consists of 37.5 credits of mandatory and 7.5 credits of optional courses.

The doctoral program consists of different types of courses: *mandatory courses*, *optional courses* including the so-called *reading courses* ("läskurser"), *methods courses* and *methodology courses* as well as *the higher seminar* ("det högre seminariet"). Various optional courses can also be taken at other universities / departments and course credits are transferred by the main supervisor on a special form available on the intranet. All courses at the doctoral level are presented at the IPD web.

The *mandatory courses* should generally be taken at the department within the first two years, to represent the basis of the design of the thesis. Equivalent courses at another university/department may in exceptional cases be transferred by the Director of research studies.

The overall aim of the courses in the doctoral program is to give doctoral students the opportunity to develop those skills that are central in the research process: knowledge on scientific theory and research methodology, research ethics and academic writing as well as publishing strategies. In addition, the given courses offer the opportunity to develop general knowledge expressed in the goals of the HF (Higher Education Ordinance) for PhD (see above). Another aim is to provide knowledge on issues in specific areas as well as on the dissertation project which is done in optional methodology courses- or in other specific subjects / reading courses / seminars.

The working methods of the courses will prepare and train the doctoral students for their upcoming role as researchers and teachers. Participation in the courses involves a large amount of



independent work in relation to the literature by showing understanding through writing and by critically reflect on the course content with classmates and teachers. At seminars and group work, doctoral students will work actively by posing questions to the text, to teachers and to each other with the aim to deepen the understanding of the course topics and to relate it to their own dissertation project.

Mandatory courses in Education

To receive a PhD in Education, doctoral students must have passed 90 credits in courses, where 52.5 credits are mandatory and 37.5 credits are optional courses. The M.Phil./licentiate degree consists of 37.5 credits of mandatory and 7.5 credits of optional courses. See the table below for an overview of mandatory courses.

Four of the mandatory courses should be planned and implemented during the first five semesters of studies to be the basis for the design of the PhD/M. Phil/licentiate dissertation (course 1, 2, 3, 4). Course 5 is offered continuously throughout the study period and examined at the end of the studies⁴, and course 6 runs continuously through two years starting semester 5. The mandatory courses are taught in English. External doctoral students can register for some courses, but priority is given to students in the Department of Education. There is a maximum of 20 participants in a course.

Course	Aim and Intended Learning Outcomes	Study Pace
1. Research Traditions and Theoretical Perspectives, 15 credit points.	The aim of the course is to give doctoral students the opportunity to develop a wide range and systematic understanding of research in education, to become familiar with elements of theory, scientific methodology in general, as well as specific theories and methods used in the fields of pedagogy and didactics.	50%
2. Ethics in Educational Research, 7.5 credit points.	The aim of the course is to give doctoral students the opportunity to develop their ability to take an ethical position in relation to their own research, as well as the ability to formulate, analyse, and question research ethics based on regulations and relevant literature. The course also raises participants' awareness of ethical questions, and develops a deeper understanding of both the wide range of possibilities and limitations of research, and the role society and individual responsibility play in relation to pedagogical and didactical phenomena and questions	25%



<p>3.Theories and Methodologies, 7.5 credit points.</p>	<p>The aim of the course is to develop participants' ability and familiarity with theoretical elements, general scientific methodology, and the specific methods used in research in pedagogy and didactics. The participant develops the ability to critically examine and evaluate current research and new and complex phenomena, questions and situations, put forward in current dissertations in pedagogy and in didactics.</p>	<p>25%</p>
<p>4.Academic Literacy, 7.5 credit points</p>	<p>The aim of the course is to help students develop their ability to discuss research in general and their own research project in particular, specifically in academic English in different genres. In addition, the course aims to provide doctoral students increased knowledge of the principles of advanced literature review and research overview. It also helps them to develop their own publication strategy which is examined in cooperation with the reading group.</p>	<p>Part-time during several semesters</p>
<p>5.Research Seminars and Conference Participation, 7.5 credit points</p>	<p>The aim of the course is to educate and prepare students for research seminars. Learning outcomes: the doctoral student demonstrates the ability in both national and international contexts, orally and in writing, to present and discuss research and research results with the scholarly community and society in general.</p>	<p>Continuous participation in seminars Duration of employment</p>
<p>6.The Researcher in Society 7.5 credit points</p>	<p>The aim of the course is for the doctoral student to develop a deeper insight into the potential and limitations of science, its role in society and people's responsibility for its use. Students will also develop the ability to identify needs for future knowledge and contribute to the development of society and support other people's learning. A communication plan shall be handed in together with the manuscript in connection with the Final Reading Seminar and the course will then be examined.</p>	<p>Continuous in the form of workshops and reflections. Part-time during several semesters</p>

Optional courses

The department offers optional courses. In addition, there are courses offered to doctoral students from different departments within the Faculty of Social Sciences (see web page). Optional courses must be approved by the supervisor.

Reading courses

Associate professors and professors can, in consultation with the doctoral student, organize the so-called reading courses ("läskurser") with literature that is selected for an individual or smaller group of doctoral students. The main supervisor is responsible for reading courses and evaluates how relevant the literature is in relation to the dissertation research. Reading courses may amount to a maximum of 15 credit points of the total course points. The Head of department, after consulting the Director of research studies, decides on an examiner. A syllabus and literature list will make the basis of the decision. The examiner reports the reading course through a specific form (IPD Intranet). Examples of reading courses will be found on the intranet.

Study form

The compulsory courses 1-3 and optional courses are offered in the form of campus-based seminars during a semester. Courses 4-6 are offered in the form of seminar participation and workshops for all or part of the study time. All courses at the doctoral level are normally offered at campus and require active participation in seminars and group discussions or workshops. Participation requires preparation and written reflections on literature.

A study of literature list, schedule as well as other information are posted on the course website no later than two months before the course start. Each course is led by two-three teachers that are jointly responsible for planning, implementation, examination and evaluation. An Athena site is created for each course.

The courses are evaluated anonymously by a digital questionnaire via Athena when the grades are reported. It is also essential that during the course there is an ongoing discussion in the doctoral group regarding the study structure and implementation as well as participants' responsibility to be prepared and actively participate in seminars and group discussions.

The courses often begin with a lecture and literature review / handouts that provide a snapshot of the course's key issues and themes. The purpose of this is to create a common basis for further deepening of the course topics.

Writing process and knowledge-making

Studies at the doctoral level require that doctoral students focus on documenting their reading of the course texts in written form. The purpose is to set the basis for group discussions and materials for the final examination, but also to make it possible to get an insight on their thinking throughout the learning process. Externalizing their reading is central for capturing every text's central ideas and critically reviewing and comparing the texts that are in focus. A "PM" (memo) is a knowledge representation that forms the basis for discussions and further deepening reflections, and it contributes into making significant associations with prior learning.

Seminars and workshops are therefore prepared in a way that doctoral students write compulsory PMs on relevant literature to the upcoming seminar. These PMs, about 2-4 pages, will address key themes and concepts in the literature. Doctoral students can also choose to relate the course

literature to their own project, and the more specific questions this raises.

Feedback and group discussions with a “critical friend”

At the courses, doctoral students work continuously together by giving each other feedback (critical friend⁵) on PMs in small group discussions. *It is a course requirement to have published a PM three days before each seminar and to give constructive feedback to other students in small groups and at seminars.* Teachers read all PMs before the seminars and give verbal feedback to the group by raising themes and issues stemming from the doctoral students’ reflections.

Through the PM writing, the doctoral students get insight on various aspects of the texts by comparing each other's readings. They may at one point ask for oral or written feedback from teachers. In two occasions in connection with the examination, students get once again feedback. It is important to agree on the feedback forms and examinations in the beginning of the course. In each PM and in conjunction with group discussions that introduce seminar days, doctoral students raise issues related to the texts that will be discussed in plenary sessions and with invited lecturers to further deepen the reflections.

Compensation of absence

Any absence (not sickness reported) will be compensated by the doctoral student reading an article and present it orally for the group. In such case, the articles are handed out by the course leaders. If you have been ill and fell behind you can get a new examination date by the course leaders.

Examination: draft, public discussion and grading

In their assessment report, the doctoral students will show in the text that they achieved the expected learning outcomes for respective courses. Generally, for all examinations at the doctoral level the doctoral student can

- report, comparatively analyse and critically meta-reflect on the course's main themes and literature in a coherent way,
- argue nuanced and linguistically correctly in line with the requirements and contingency of the academic genre and
- manage accuracy and referencing correctly according to APA or Harvard system.

The examination may vary among courses but, for example, it usually consists of a summarized paper where three - four of the PMs are revised and extended after receiving feedback from teachers and fellow students.

At the last seminar occasion, doctoral students have the opportunity to defend their paper at a seminar. One doctoral student in the group is acting as opponent and gives written feedback, but also the rest of the group is expected to provide comments. Each doctoral student will be both respondent and opponent at the public discussion. At this point, doctoral students also receive written feedback on their text from the teachers.

At the examination date, which occurs about 1 week after the public discussion seminar, the doctoral student sends a revised manuscript that is then graded. The examiners / course leaders jointly read and assess received texts and insert the grade P or F and motivate grading by email no later than 15 working days after the examination. One of the teachers acts as the formal examiner but everyone assesses the texts. In the case where an addition needs to be made, the teacher gives

written comments to describe what is still unclear and when a new version can be submitted for evaluation.

Transferring credits

Which courses may be transferred depends on the general study plan of the research area.

There are three different ways to transfer credits in doctoral studies:

- a) *transferring course credits from advanced level completed before the admission to doctoral studies*
- b) *recognition of prior knowledge equivalent to the mandatory courses according to the relevant general study plan (which are not to be replaced if not matching) and*
- c) *transferring courses from other university after admission to doctoral studies*

Transferring credits from advanced level

According to the Bologna process, a doctoral student with a master's degree can transfer up to one year of studies in relation to the individual study plan, but that excludes the transfer of credits for courses in theory, research methodology (in an advanced level), and the thesis. The transferred course credits are not to be included in the eligibility process that takes place for the admission to third-cycle programs. *If the master's courses are credited the employment is shortened by the corresponding time.* Decisions made regarding the transfer should be made in the context of a renewing of the first employment contract after one year. The doctoral student submits an application for the transfer. The decision is signed by the Director of research studies.

Recognition of prior knowledge equivalent to mandatory courses

The Director of research studies is responsible for evaluating the content of a *mandatory course/s* that doctoral students has completed in another department/university, the form is available at the IPD intranet.

In the case of recognition of prior knowledge equivalent to mandatory courses, the doctoral student shall contact the course coordinator regarding the specific course to receive instructions about the necessary documents to show. Before contacting the course coordinator, seek information about the mandatory course on the course website, specifically about the course aims and examination tasks, to comprehend what aims and competencies you should have achieved.

Transferring optional courses

The main supervisor is responsible for transferring optional courses that doctoral students choose in relevance to the current dissertation project and the general goals of the doctoral studies. All optional courses are to be approved of by the main supervisor. When transferring a course, the documentation should consist of a certificate, syllabus and literature list. Forms for transferring courses you will find on the IPD intranet. The decision for the transferring is registered in Ladok by the administration for doctoral studies and attested by the Director of research studies.

Guidelines for the design and content of the PhD dissertation and licentiate thesis

Selection of dissertation format

Dissertations can be a *monograph* (a coherent text / book) or a *compilation* (a number of published articles and summary chapters). Licentiate theses are normally monographs.

It is always the dissertation/thesis as a whole which is to be assessed at the examination. The text is examined in relation to the doctoral education objectives, regardless of the dissertation format, whether the compilation dissertation includes three or more articles, and whether the items are self-authored or co-authored.

The research problem determines the form. Both the monograph and the compilation dissertation have their advantages and disadvantages. The choice of the format should be discussed, motivated and possibly problematized in the dissertation introduction in relation to the purpose, problems and the tradition in which the work is written. In conjunction with the reading group for halfway validation (50%), the doctoral student must present a plan in English where choices regarding future publication of research is described and problematized in relation to the research problem and the specific research field. The plan is also an examination of the mandatory course Academic Literacy. The doctoral student should, together with the supervisors, consider the dissertation format already when completing the first ISP, as well as in the research plan. A recommendation is to use the dissertation template at an early stage (SU staff web).

Both the monograph and the summary chapters in the compilation dissertation must articulate independent and consistent scholarly work to be presented in such a coherent form as possible. This means that the different text sections refer to each other, and that the argumentation and discussion of problems are logically linked together throughout the text in a theoretically and methodologically consistent manner in relation to the chosen problem and research questions.

The quality of the licentiate theses and PhD dissertations will be developed in a collegiate investigative collaboration of internal and external supervisors in addition to reviewers who decide to work in reading groups and final seminars. Professors, associate professors, lecturers and students of the Department are jointly responsible for the development of the scientific quality of the department's dissertations and should actively participate in reading groups and final seminars.

The Dissertation Structure

A dissertation shall in monograph form or in the summary chapters to the compilation text (ideally), be grounded (in relation to earlier research) in a well substantiated research problem and produce new knowledge within the discipline, on the basis of a well-defined and clearly formulated aim, and relevant and researchable question.

The choice of theory and methodology should be well substantiated, examined, and argued for. The research results should develop new knowledge in the research question on the basis of empirical and/or theoretical studies.

Ethical questions shall be addressed in relation to the regulations and problematized; furthermore, ethical considerations should be under a separate heading in the manuscript in the monograph and summary of compilation dissertation.

In each dissertation, monograph or compilation, both an English and Swedish summary should be

included.

The monograph

A monograph consists of a coherent text - in book form - in which a research problem is presented, motivated, given perspective and is situated in relation to previous research and investigated systematically with one or more scientific methods. The results are analysed and discussed in relation to the discipline's emergence and in relation to previous research. In the monograph form, all steps in the research process can be presented and problematized in more detail and with greater depth than the compilation format allows. The monograph also gives ample opportunity to study in depth the problem, claims and explanatory value in relation to the research problem and the field's need for knowledge. There are also good opportunities to problematize methodology, perspective and ethical standpoints and dilemmas that have shaped the study. A monograph can be written in Swedish or English and should have a summary in both languages.

Compilation dissertation

A compilation dissertation refers to a number of scientific articles as well as summary/cover chapters. Together, as a unified whole, the articles and summary chapters are represented when assessing the overall scientific quality of a compilation dissertation. A compilation dissertation must consist of three to five articles. The selection of articles must be justified and clearly argued in relation to the dissertation's overall objective(s) and research question(s).

Normally, at least two of the articles should be published and at least one must be accepted for publication in scientific journals or book series with peer review. Additional articles should also be of such scientific quality that they are deemed publishable.

Typically, at least one article is individually written. Other articles may be co-authored. The author of a compilation dissertation will clarify their own contribution in co-authored articles in the summary chapters.

Summary chapters must contain in-depth analysis, reflection and discussion of the scientific contribution in articles except the background, previous research, purposes, issues, theory section, method section and ethical considerations (if relevant), and short description of each article and the references. It is essential that the summary chapters clarify and expand upon the total scientific contribution of the dissertation as a whole.

Choice of language can vary in the compilation dissertation: for example, articles can be written and published in English, but the summary chapters can be in Swedish.

Transition from licentiate (M.Phil.) degree to the PhD

The doctoral students who previously completed a licentiate degree, shall along with their supervisors at the beginning of their doctoral studies plan for how the new study will complete and deepen the Doctoral Students knowledge in the dissertation – in relation to the licentiate thesis – to reach the objectives for a PhD. This occurs in several different ways, by a theoretical as well as a methodological deepening and an eventual broadening, and by new analyses of data, either collected after the licentiate degree examination or re-analyses of data collected during the licentiate study. A doctoral dissertation based on a licentiate study might be either a dissertation with two articles, in which at least one must be published and accepted for publication at the time of examination, or a new monograph. It is important that the licentiate thesis is considered as an



integral part of the examination at the defence. It is always the dissertation/thesis as a whole, which is to be assessed at the examination in relation to the doctoral education objectives.

Data handling, ethical review and handling personal data

Before each new doctoral project or major changes to a project, the supervisors and the doctoral student consider whether the project needs an ethics review. The decision and its justification are noted in the ISP. If a review is deemed necessary, the application is prepared by the doctoral student in cooperation with the supervisor(s) and is processed in a seminar. The main supervisor is normally the responsible researcher and submits the ethics application on behalf of the doctoral student to the Ethical Review Authority. Applications are written in Swedish and in cases where the supervisor experiences that the translation of the application requires a substantial amount of supervision time, the supervisor contacts the Director of research studies and an individual solution is designed.

When the application has been sent to the Swedish Ethical Review Authority, an email with payment details will be received. The applicant forwards the email to: ekonomi_personal.edu@su.se and to the Director of research studies for approval. It takes about 10 working days to process the payment. For further information on how to apply see SU web: Office for Research, Engagement and Innovation Services and The Swedish Research Council, www.vr.se

At Stockholm University the general rule is that research financed fully or partly by public means, to the extent possible, should be open to the public. Research data are to be managed in a way that make them searchable, accessible, interoperable and reusable. A good research praxis should be followed and research data shall be organized and managed according to current legislation and the regulations at the university.

Researchers and doctoral students have a responsibility to treat their data in a responsible way and not disclose any informant's identity or other sensitive data. Stockholm University has a Research Data Policy and regulations for managing research data that both the doctoral student and the supervisor should be aware of and follow. Stockholm University is responsible for personal data in connection with the PhD-project, which means that all data shall be stored at SU servers where routines for safe data handling and safety back-ups exist. Therefore, the PhD student shall store data on their Home Directory and/or in a locked folder on the Common Directory or [Sunet Drive/Nextcloud](#) where doctoral students are allocated a free storage space. Log in to Sunet Drive/Nextcloud with your university account using the login option "Stockholm University".

The Department provides a safe for data in the form of video or audio data. Remember never to store sensitive data along with personal data. Personal data may not be stored without a permit. Information about the regulations regarding data protection: [The General Data Protection Regulation \(GDPR\)](#).

[Legal information, SU](#).

When a research project is finished it shall be archived, [see instructions](#).

Stockholm University Library offers support.



Quality Review of Licentiate Degree and M.Phil. Dissertations

Licentiate theses and M.Phil. dissertations will be proofread and reviewed in several stages during the training and until the examination/dissertation. It is important to participate in seminars and conferences in order to receive valuable critiques continuously during the study period. The formal quality review before the examination is done in a three-step process for dissertation manuscripts and a two-step process for licentiate dissertations.

The first step in the formal quality review process of a dissertation manuscript is the *first reading seminar* which is done when a student has reached about 50 percent of the study period, i.e. during term 4 or 5. The second step is the *final reading seminar* which is held about half a year before the planned defence. The third step involves the nominated professor (not the supervisor) who reads the manuscript 10 weeks before the scheduled public defence and gives the go-ahead (or in extremely rare cases, written advice against it) before the public defence application can be submitted by the main supervisor. Note that the course component shall be largely completed before reporting the defence to the Faculty. Max 7.5 elective course credits may persist but should be planned and initiated in connection with the defence.

For licentiates there are two steps: a first reading seminar when the student has reached the 75-90 percent point in their studies and a final reading of the manuscript by the final reader, who receives the manuscript no later than 10 weeks before the planned examination seminar.

The process of official scrutiny (*juridiska granskningen*), which leads to a pass (G) or fail (U) grade, takes place at the public defence or licentiate degree examination.

Active Participation in Research Seminars

On the Departmental website there is information about the department's research areas. It is important for doctoral students to present their research in the form of a chapter or article draft (1-2 times per year) at a seminar (internal or external). Participation in the seminar should be documented in the individual study plan. The doctoral student can be active in several research seminars and not necessarily active in the same seminars as the main supervisor. The main supervisor and the doctoral student are responsible for making sure that the doctoral student's texts are publicly discussed in research seminars on a regular basis. The PhD student is also expected to present his/her work in the Doctoral Students' Meeting at least once a year.

Final Reading Seminar: Licentiate Degree manuscript

The Department is responsible for making sure that a quality review of a Licentiate Degree manuscript is done, well in advance, before an application for the examination is submitted. The quality review is done in two steps: when the thesis is determined to be 75-90 percent done a Final Reading Seminar is held with two readers from the Department, who belong to different research groups than the doctoral student and their supervisors. Directly following the Final Reading Seminar, the supervisors, readers and doctoral student confer. They will discuss which necessary revisions and additions to the manuscript should be done before the examination. The main supervisor is responsible for calling a meeting soon after the Final Reading Seminar with the doctoral student to go through the feedback, comments, and suggestions given during the seminar and then agree upon what needs to be done within the timeframe before the planned examination. The readers from the Final Reading Seminar and the main supervisor conduct a final quality review of the manuscript

before an application for the examination is made. The manuscript is reviewed by the final reader, appointed by the Head of Department on proposal by the main supervisor.

Examination of Licentiate degree thesis

The examination is announced as a public licentiate degree seminar. The announcement should be made at least three weeks before the seminar is scheduled to take place and at the same time, the abstract should be published in DiVA. The degree seminar shall take place during an academic term. On special circumstances, the Dean can allow the seminar to take place outside of an academic term.

First Reading Seminar

After 4-5 (50%) semesters the student along with their main supervisor conduct a reading seminar/halfway validation (50%). The text to be presented at this seminar should typically include the purpose and research questions, a review of the state of research, an inventory of the source material to be used in the survey, which method / methods and the theoretical interpretation approach that the student will use. Additional elements may be included, depending on how far the work has progressed. Manuscripts usually comprise about 40 to a maximum of 80 pages. The publication plan from the course Academic Literacy shall also be included.

Invitations

At least two readers from the department with PhDs should be invited to the First Reading Seminar. The readers are expected to read and constructively discuss the manuscript. Before the supervisor contacts the readers, they should inform the head of the department as head of the department has the authority to designate the readers and allocate hours to them. The Administrator of the Research Studies books a room and will announce the seminar through e-mail and the internal website.

Readers Assignment

It involves pointing out potential problems at an early stage of the research process so that the student has an opportunity to overcome these problems, and gain new perspectives and help to further develop their thinking in different parts of the project. The readers provide their written feedback at the time of the seminar. If the readers agree, the PhD student can record the seminar. The readers receive compensation after the First Reading Seminar in the form of hours or monetary compensation, according to a set amount. When a reader from outside the department is employed, they should fill out the form for this purpose and hand it to the Director of research studies. The form will be received from the administration. At least one reader must have an ongoing employment at the Department. An expert could be hired if it is necessary to the subject.

Publication of Research Results – in connection with the First Reading Seminar

When conducting a reading seminar/halfway validation (50%) the doctoral student shall present a publication strategy. In the strategy the doctoral student shall plan how the research results will be published/distributed in different channels and to a various audience. The publication strategy is a part of the examination for the course Academic Literacy.

Final Reading Seminar

When the dissertation is close to being done (i.e. about 90%), it should be reviewed. The text should include all of the sections, even the conclusion and literature list, in an as well-developed



form as possible. Before the supervisor contacts the readers, they should inform the head of the department as head of the department has the authority to designate the readers and allocate hours to them. In the case of the Final Reading Seminar, at least one of the readers should be employed at the Department and hold the title of associate professor (docent). Step 2–3 in the review process is being prepared by the main supervisor through submitting a proposal on the seminar readers and the final reader to the Head of Department. Please note that members of the reading group cannot be a part of the examination committee.

Invitations

The main supervisor makes a notification of the final seminar in good time for the administrator to book a room. All Final Reading Seminars are announced on the Departmental calendar on the internal departmental page and an invitation is sent out to the entire department by the administrator, who makes sure the time does not conflict with another public defence or other central departmental meetings. The administrator sends out invitations about 2–3 weeks before the seminar with information about how to obtain a copy of the manuscript to be reviewed.

Readers' assignment

In preparation for the seminar, the readers should prepare a written summary of their feedback, comments, and suggestions to be given to the PhD student and supervisor, which in turn can be used in further discussions and subsequent work. Directly following the seminar, the supervisor, readers and PhD student confer. They will discuss which necessary revisions and additions to the manuscript should be done before the public defence. The main supervisor is responsible for calling a meeting soon after the Final Reading Seminar with the PhD student to go through the feedback, comments, and suggestions given during the seminar and then agree upon what needs to be done within the timeframe before the planned public defence. The readers from the Final Reading Seminar and the main supervisor conduct a final quality review of the manuscript before turning it in to the final (green) reader at the latest 10 weeks before the intended date of public defence. The readers receive compensation after the Final Reading Seminar in the form of hours or monetary compensation, according to a set amount. If there is an advice against, the text shall be handled by the group of professors for a joint decision.

Assessment by the group of professors

The group of professors are engaged to read and assess dissertation projects and manuscripts in, for example, following cases:

- when a change of the main supervisor is needed due to retirement
- when a doctoral student after prolonged supervision for some time, but with no progression, and a change of the group of supervisors is needed
- when a doctoral student after a period with no activity wants to resume the studies and there is a need to assess whether it is possible to continue with the present dissertation project.

All professors will take part in this assessment, since the assessment is a joint collegial agreement.



Publication of Research Findings

Digital and printed publication

Information on how to publish/communicate research data you will find at the Stockholm University Library. In keeping with the university's decision, all publications by Stockholm University's researchers and educators from year 2007 are to be registered in DiVA. DiVA is also used as the basis for our annual report and bibliometric analyses.

Publication in DiVA of "full text" and articles: basically, Open Access applies to all research results and thus it is recommended that licentiate theses/dissertations are published in full text in DiVA. The copyright and distribution should also be checked regarding articles. More information on Open science and Open Access: [Publish Open Access](#)

It is important to follow the rules and guidelines concerning copyright. It is not allowed, without written permission from the rightful owner, to reproduce material that is protected by copyright. Furthermore, referencing the source should always be practiced as it is the basis of the text, just as other research etiquette guidelines should be followed.

IPD pays for a printed edition (see Reference Guide for Public Doctoral Defence for number of copies). The Department is responsible for the distribution of the dissertation to the people concerned as the opponent, the examination committee, supervisors and for the archiving. Contact the Dissertation support offered by the library (SUB) for more information about the printing process: [Dissertation support](#)

The dissertation should follow the MS Word template for researchers:
[Stockholm University dissertation Word templates](#)

A recommendation is to begin to write in the required formatting at an early stage in the studies. Dissertations in Swedish should have a summary in English and vice versa. In proofreading of the English language (translation will not be reimbursed), the procured performers shall be used. Please contact the Director of studies before placing an order.

Licentiate thesis: IPD pays for a printed edition. The thesis should be available at the Department for at least two weeks before the seminar. The Department is responsible for the distribution of the licentiate thesis to the people concerned as the opponent, the examiner and for the archiving. A pdf is sent to the administrator who will send it electronically along with an invitation to relevant departments within and outside SU. The dissertation should follow the MS Word template for researchers:
[Stockholm University dissertation Word templates.](#)

Please note that all costs billed to the department must be secured in advance with the Director of research studies.