



Stockholm University

Department of Economic History and International Relations

DOCTORAL STUDIES

IN ECONOMIC HISTORY AND INTERNATIONAL RELATIONS

INFORMATION FOR DOCTORAL STUDENTS AND SUPERVISORS

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Introduction

The aim of this document is to provide guidance relating to doctoral studies at the Department Economic History and International Relations at Stockholm University (SU) in English. It summarizes existing laws, rules, and guidelines – some of which only exist in Swedish – at the Department and Stockholm University. In addition, you can always turn to your director of graduate studies for up-to-date information.

Responsibility for doctoral studies – regulations

The legal basis for doctoral studies in Sweden is multi-layered. Admissions to doctoral studies, as well as the content and structure of the programmes, are regulated primarily by the Higher Education Act. More specific rules are provided by SU and its Faculty of Social Sciences.

The Board of the Faculty of Social Sciences has the ultimate responsibility for doctoral studies within the Faculty. However, the Faculty Board has delegated the following duties to the departments: admissions (with the exception of scholarship-funded students), the adoption of individual study plans, and supervision. The local regulations for doctoral studies in economic history and international relations at Stockholm University are available at the department's web pages.

Types of Funding

There are several types of funding for doctoral studies.

A. Doctoral Studentship

Doctoral students with a doctoral studentship are entitled to unemployment benefits, sickness benefits, parental leave, etc. – that is, the same social benefits as other University employees. Doctoral student salaries follow a so-called “salary ladder”. A person may be appointed to a doctoral studentship for a maximum of eight years. However, the total period of employment may not exceed the equivalent of four years of full-time study. Employed doctoral students may engage in departmental duties in the form of teaching or administrative tasks (e.g. serving on committees or as *skyddsombud*), but

these duties may not exceed 20% of full-time work. Departmental duties entitle doctoral students to an extension of the doctoral studentship with the corresponding time.

B. Scholarship Funding

Doctoral students with scholarship funding have the same rights and obligations when it comes to study plans and supervision as doctoral students funded by the Faculty. This includes the right to change supervisors. The Department is responsible for ensuring that all doctoral students have funding for a net study period of four years, and aspires for all doctoral students to enjoy the same rights and conditions regardless of the type of funding. Because scholarship holders are not entitled to unemployment benefits, doctoral students with scholarship funding are offered employment on a doctoral studentship during the fourth year of their training. In order to qualify for unemployment benefits, you need a membership in an A-kassa and trade union.

C. Student Aid (Project Funding)

Doctoral studentships can also be funded by external means. In such cases, funding for a future doctoral student should be included in a project application where a senior researcher is the principal applicant. If funding is granted, the doctoral student position must be advertised. Such positions are subject to the same regulations as doctoral studentships funded by the Faculty. If the external funding only covers a part of the study period, the Department is required to cover the costs of the doctoral studentship for the remainder of the maximum four-year period.

D. Employer or Private Funding

Externally employed doctoral students with employer or private funding are subject to the same regulations as doctoral studentships, that is, a person may be employed as a doctoral student for a maximum of eight years. Externally employed doctoral students often have one supervisor at the Department and one in their place of work.

E. Running out of funding

If a PhD student runs out of funding, meaning they have received payment of the equivalent of four years on full time, they will no longer receive a salary through the department.

There are also stipends PhD students can apply for in order to secure an income to finish their PhD. Some of these are listed at the Stockholm University library web page.

The procedure for withdrawing a PhD-student's right to supervision and other resources is strictly regulated on university level.

Activity Rate

The doctoral student's activity rate is registered in Ladok each semester and in the individual study plan. The activity rate includes information about the percentage of full working time consisting of doctoral studies. Further, the extent of departmental duties, sick leave, leave of absence, or any other reason not working 100 per cent of full-time will be subtracted from the activity rate. The accurate reporting is important, as it affects the potential prolongation of the position.

Doctoral Studies in Economic History and International Relations

General Study Plan

Each doctoral programme has a General Study Plan (*Allmänna studieplan, ASP*), available at the department's web pages. This is a legal document that regulates the doctoral programme's overall objectives, entry requirements, application procedures, selection criteria, supervision, scope and structure, among others. Complementary rules can be adopted by the Department Board.

Individual Study Plan

An individual study plan (*Individuell studieplan, ISP*) should be created no later than two months after a person has been admitted to doctoral studies. The ISP must be reviewed once every year. At this department the annual deadline is August 31. The annual review should clarify and explain any deviations from the basic contract and specify more detailed plans for the upcoming semester(s). It is important for the doctoral student to plan realistically, have an overview of the upcoming work, and set aside the time necessary for courses, data collection, and writing.

Both the doctoral student and the supervisor must discuss, fill in, approve and sign the ISP together. Meetings for this purpose should be planned in addition to the meetings mentioned under “supervision”. Templates for the digital ISP (dISP), both in Swedish and in English, are available at the web pages of the Faculty of Social Sciences.

Supervision

According to HF, all doctoral students are entitled to a principal supervisor and an assistant supervisor, at least one of whom should have supervisor training or equivalent expertise (Faculty Board’s decision from 2007-10-11). The principal supervisor must be employed at the host department or, pursuant to a decision by the Department, another department or institute within the Faculty of Social Sciences at Stockholm University, and should hold the rank of associate professor. At least one of the supervisors must be an associate professor or professor.

The Department Board has decided to impose a cap on compensation for supervision. As of 1 January 2025, the principal supervisor has 13 teaching hours per academic year and the assistant supervisor has 8 teaching hours per academic year for a period of four years. The so-called “conversion rate” at the Department is currently 3.5. The main supervisor has 45.5 clock hours, and the assistant supervisor 28 clock hours, per academic year.

Doctoral students can be offered a third supervisor upon request. Any requests for a third supervisor or change of supervisors should be discussed with the other supervisors and the director of PhD studies. The Head of Department formally decides on appointing supervisors or a change of supervisors.

Content of Supervision

Different supervisors have different supervision styles, and different doctoral students have different needs and expectations of the supervision. How to organise supervision is best discussed between the supervisors and the doctoral student.

However, doctoral students and supervisors should meet once a year to revisit and agree on terms of supervision for the coming year (how often meetings and written feedback are needed, communication mode, mutual

expectations, etc). In addition, at least two supervisory meetings per semester where text is discussed, are recommended.

It is important that the work procedures and the division of responsibilities are clear to all concerned parties in order to avoid misunderstandings and disagreements. More information can be found in the ASP. Useful literature on the topic includes Wisker, Gina, *The Postgraduate Research Handbook*. 2nd edition (Basingstoke: Palgrave, 2007), and Phillips, Estelle and Derek Salman Pugh, *How to Get a PhD. A Handbook for Students and Their Supervisors* (New York: Open University Press, 2015), which are available as e-books through www.su.se/library.

Potential Problems Related to Supervision

The relationship between the doctoral student and the supervisor should be characterised by mutual trust and respect for each other's work. Both the doctoral student and the supervisor must be able to trust that what they have agreed upon will apply unless it is renegotiated. The director of studies is a person who can be consulted in confidence by PhD students and supervisors on matters of supervision.

Change of Supervisors

The Higher Education Ordinance gives all doctoral students the right to change supervisors if they so desire (HF Chapter 6, Section 28). The change of supervisors should be completely free from prestige; that is, the fact that a doctoral student wants to change supervisors should not be seen as the start of a conflict. For example, doctoral students funded by projects where the supervisor is also the project manager should not have to fear being dismissed from the project. If the supervisor feels that the relationship is not working properly, he/she should first take this up with the doctoral student, and if that does not improve the situation, discuss it with the Head of Department and the director of PhD studies. Any perceived sensitive matters should be taken up with the director of graduate studies. In cases where the director of graduate studies is the doctoral student's supervisor, the doctoral student should instead turn to the Head of Department.

Regarding the details of the formal procedure, requests for a change of supervisor should be made to the director of PhD studies. In cases where the director of PhD studies is the supervisor, the doctoral student makes the request to the head of the department. All changes in the supervisory team are

prepared in dialogue with the professors of the subject. Decisions on the appointment and change of supervisors are made by the head of the department.

Professional Development Talks

Professional development talks (also called performance reviews or *utvecklingsamtal*) are held at the Department once a year. At the Department of Economic History, the responsibility to hold these talks with doctoral students has been delegated to the director of graduate studies. During the talk, both parties should constructively share their experiences and opinions, and relate to the whole work situation. The talk should be prepared using a template available at the webpages of the Faculty of Social Sciences. These talks are mandatory.

Programme Structure and Content

The doctoral programmes in Economic History and International Relations are designed to cover four years of full-time study under normal circumstances. The programmes include a course component worth 75 higher education credits and a thesis component worth 165 higher education credits. More information can be found in the ASPs.

The Department is host to the Stockholm University Graduate School of International Studies (SIS). For doctoral students in International Relations, several courses are given in the context of SIS. SIS also organises seminars, guest lectures, study groups, and other events in which doctoral students in IR are expected to participate.

The Department collaborates with five sister departments in the Swedish Postgraduate School in Economic History. One course is given in the context of this collaboration per semester, and each department/unit is responsible for one course. These courses typically include two days' boarding with lectures, presentations, and seminars combined with independent study. The Department pays (through funding from an external financier) for travel and, where appropriate, accommodation in connection with such courses. Doctoral students in economic history are strongly recommended to take the courses given in the context of the national collaboration.

Other elective courses relevant to the dissertation work can be taken, but must be approved by the director of studies first. The director of studies has the formal role of approving the credits and reporting in Ladok of additional

internal or external courses. Reading courses can be designed by PhD students and supervisors any time after having checked already existing electives. Supervisors cannot examine in reading courses; this task is delegated to a lecturer who should hold the rank of associate professor.

All courses in Higher education must be evaluated. The regulatory framework, however, leaves much room for variations in how courses in practice are evaluated. At our Department we recommend electronic evaluations for courses with three or more PhD students. The course convener must inform the director of study about what type of course evaluation she/he finds most suitable. For courses with less than three PhD students, the directors of study perform a collective oral evaluation by the end of each term with all the PhD students concerned. Reading courses in particular usually only have one or two participants. A PhD student who wants to have an individual talk about a course are most welcome to contact the director of study. All course evaluations must also be summarised and the results returned to the PhD students and teachers concerned. The administration sums up electronic evaluations, the course convener written evaluations, and the director of studies oral evaluations.

Ethical approval

All new PhD students must take an active decision with regard to the need for applying for ethical approval of the content of the dissertation research. This decision should be made in dialogue with the supervisors. The Head of Department must be informed by email, regardless of whether the decision is to apply for ethical approval or whether it is deemed not to be required. The cost for ethical approval, should usually be paid by project budgets or “ograduerades fond”.

Higher Seminar

The higher seminars are the Department’s academic heart and brain. Starting autumn 2017, two higher seminars will serve this function: one for economic history and one for international relations. At these higher seminars, doctoral students and senior researchers will present their current research, receive constructive feedback, and participate in discussions of their own as

well as other researchers' presentations. Participation is required as part of a doctoral student's employment.

Thesis Proposal (First-Year PM)

One year after the doctoral student has been enrolled in the programme (the first or second semester), he/she is expected to produce a written thesis proposal and present it orally at the higher seminar. This is often the first presentation a doctoral student gives at the Department. A thesis proposal is an elaborate version of the research proposal that was attached to the application. It should include a clear aim of the thesis, as well as research questions related to the aim. A review of the state of research, an inventory of the source material to be used in the study, as well as what method(s) and theoretical approach the doctoral student will use, should also be included. The point of the higher seminar is to discuss and suggest what can be elaborated, clarified, etc. – in other words, to point out potential problems at an early stage of the research process in order to allow the doctoral student to get around them.

Doctoral students are recommended to present their research (in the form of chapters or article drafts) once or twice a year, and consult supervisors and seminar organizers about this.

Monograph or Compilation Thesis?

Compilation theses are becoming increasingly common in the social sciences. It is important to remember that there are several differences between writing a monograph or a compilation thesis. Firstly, a compilation thesis is subject to other formal requirements than a monograph when it comes to which and how many articles are "compiled" into a thesis. There are guidelines for what a compilation thesis should look like (IS decision Dec 2020, Annex 1). It is strongly recommended that the monograph does not exceed 200 pages.

External Quality Control

Midterm Seminar (50%)

When the supervisor deems that half of the programme has been completed, the doctoral student should present the work in progress at a seminar, where it will be examined by an external reviewer (a researcher familiar with the

topic from another university or another department at Stockholm University). This reviewer provides written comments to the PhD student and their supervisors. After this seminar, a review committee composed of the external reviewer, the supervisor, and another associate professor (or higher) from the Department will assess whether half of the programme (including the course component) has been completed. The progress made will be compared to the ISP. The external reviewer will receive remuneration equivalent to that of an external reviewer for a licentiate thesis.

Final Review Seminar (80%)

A final review seminar should be held in good time before the public defence in order to allow the doctoral student to consider and incorporate the comments provided at the seminar. The final review seminar involves an external review of the thesis at a late stage of the process. For the final review seminar, an external researcher with specialist knowledge in the field of the doctoral student's thesis should be contacted and act as external reviewer (either from another university or another department at Stockholm). This reviewer provides written comments to the PhD student and their supervisors. The external reviewer will receive remuneration equivalent to that of an external reviewer for a licentiate thesis.

Teaching and Departmental Duties

In line with Stockholm University policy, there is no right or obligation for PhD students to teach. At our department, the study directors offer support for PhD students who are active in the programme to find the course and level of involvement that suits their particular situation. Our department offers the opportunity for PhD students to teach at the undergraduate level, should they wish to do so. As a general rule, PhD students are not allowed to teach on the department's advanced level. However, exceptions can be made for a few seminars, if agreed upon with the supervisors and study director.

PhD students who wish to teach must always consult their supervisors and the deputy Head of the Department in good time. Before PhD students start to teach, and at the latest when their teaching has started, they are obliged to take the introduction to university pedagogy offered at Stockholm University (UL1). This course currently comprises 7.5 higher education credits.

The course may, if the doctoral student so desires, be included in the doctoral programme as an optional 7.5-credit course. You can take such a course even if you are not teaching. Contact the director of undergraduate studies for information. When a doctoral student is teaching, the doctoral studentship should be extended with the corresponding amount of time.

Doctoral students may also have other departmental duties, such as administrative tasks. Doctoral students can never be assigned more than 20 per cent teaching or other duties in the context of their doctoral studentship.

Funding for PhD-Related Activities

The Department encourages active participation in national and international conferences as a part of the PhD-program. Active participation means, in principle, that a paper is presented.

Fund for non-graduated researchers

Some scholarship holders (e.g. doctoral students with a personal scholarship from Handelsbanken) have an expense account that can be used for conference trips, etc. Most doctoral students do not have such an account, but may instead make use of funds from the Department's fund for non-graduated researchers. The size of this funding is determined in the Department Board's annual budget, and there are currently SEK 50,000 available for the duration of the doctoral studentship. The funds can be used for travel expenses (tickets, hotel, allowance), to buy books, etc., and the doctoral student will be reimbursed upon submission of receipts. It is the doctoral student's responsibility, together with the administrative officer in charge of finances (typically the senior administrative officer/finance officer), to oversee how much of the money has been used.

Other Funding

Stockholm University has a number of donor grants that are announced every year (see the University website). Individual doctoral students apply for these grants on their own, and if several people apply from the same department, the head will be asked to rank them as well as recommend one of them. In addition, there are various scholarships and travel grants to apply for, including from the Knut and Alice Wallenberg Foundation, the Swedish Council for Working Life and Social Research, etc. These can be found on

various websites, and Stockholm University has information about many different funding bodies at <http://www.su.se/stipendier>.

Responsibility for Research and Doctoral Students

Professors

The professors are the Department's research leaders and have the overall responsibility for the Department's research specialisations. Professors are expected to be able to supervise at least three doctoral students and usually have the largest number of doctoral students among active supervisors.

Board of Supervisors

The board of supervisors usually meet once per semester, or more often if a member of the board so desires. The board consists of the principal and assistant supervisors of currently active doctoral students at the Department. This means that external supervisors are also called to the meetings. Topics discussed at the meetings include the doctoral students' ongoing thesis projects (e.g., based on the individual study plans), predictions and planning of public defence seminars, potential problems between supervisors and doctoral students, course needs, etc. The director of studies acts as chair and convenor.

Director of PhD Studies

The director of studies coordinates doctoral studies at the Department. He or she is an associate professor or professor. The director of studies is the "first instance" to turn to with problems relating to doctoral studies, supervision, courses, etc., while salary issues, employment conditions, etc., are matters for the Head of Department. If the director of studies is the same as the supervisor, the PhD student may turn to the Head of Department.

The director of studies should have an overview of the requirements of the doctoral programmes, the included courses and content, as well as the doctoral students and their development. Toward this end, the director of studies attends meetings with other directors of studies at the faculty level.

The director of studies has confidential meetings with doctoral students by appointment, conducts voluntary planning talks with doctoral students, and is the first person to turn to.

Departmental Responsibilities

Department Board

The Department Board and the Head of Department establish guidelines for teaching and examinations (determines the range of courses, adopts syllabi and reading lists, etc., ahead of each new academic year), the budget, the focus of the Department's activities, and guidelines for organising the work at the Department. In addition, the Board decides whether or not to advertise new doctoral student positions. The Department Board may delegate matters to the head of department if the decisions should not be made by the Board as a whole.

The *head of department* is in charge of the Department. The head and deputy head are appointed by the Vice-Chancellor in consultation with the Department and the relevant dean. He or she is the employer's representative and manager of the Department's personnel.

More information can be found in the Department's document on "What we are, what we do and how we do it".

PhD Council

It is important to have an organisation that promotes the interests of the doctoral students, both in educational and union matters. A PhD council can fill the function of such an organisation. The PhD Council should consist of at least a chair, a deputy chair, and a treasurer, and has been active again at the Department of Economic History since spring 2007. Doctoral students have the right to attend and vote at Department Board meetings, as well as the right to attend meetings of the research committee. The members are appointed by the PhD Council.

The PhD Council acts a link between the Department Board and the doctoral students, and PhD Council meetings are usually scheduled in connection with the agenda for the Board meetings being sent out in order to be able to discuss the issues that will be addressed by the Board. This gives all doctoral students participating in the PhD Council meetings the opportunity to discuss and influence matters relating to the Department. The PhD Council has 2-3 meetings per semester, and the board is elected on a yearly basis. The PhD Council also has representation rights on the Faculty Council.

Members of the PhD Council are compensated for their work in the form of prolongation. The Department applies the prolongation rules recommended by the student union. The following applies per academic year: the chair receives 15 days, the deputy chair receives ten days, and other members receive two days plus one day for each meeting. Members of the Department Board also receive two days plus one day for each meeting. For clarification of these rules, please contact the student union: www.sus.su.se.

According to the rules, an individual doctoral student can be compensated for a maximum of 40 workdays per year. Alternate members are compensated for meetings where they acted as regular members. The compensation is the same as for regular members, but only for meetings where attendance can be confirmed. If both the regular and the alternate member (out of interest) attend a meeting, only the regular member will receive compensation. According to student union regulations, doctoral students should notify the head of department in advance what positions of trust they have in order to allow the cost to be included in the department budget.

The PhD Council can also seek funding from the student union for certain activities. However, this requires documentation in the form of minutes in order to prove that the activity has been carried out.

Trade Unions

The most common trade unions for doctoral students are SAC, SULF (SACO), and DOFF (TCO).

Equal Opportunities and Equal Treatment

Stockholm University aspires to be characterised by equality. The University does not accept that people are deprived of their rights or subjected to derogatory treatment. Therefore, the University works actively to prevent discrimination and harassment and, if such things still occur, prevent them from continuing. The University engages in goal-oriented work to prevent discrimination and actively promote equal rights and opportunities under the collective term *equal treatment*.

Before the Public Defence Seminar

Annex 2 details the specific deadlines and steps ahead of the defense.

Quality Control

Pursuant to a decision by the Department Board on 13 March 2006, the draft should be read by a third reader from the Department who is a professor or associate professor about six months (at least five months) prior to the defense date in the case of a PhD thesis (about four months before the estimated date of the public defence seminar in the case of a licentiate thesis). The reader should later be one of the members of the examining committee (as substitute). It is the principal supervisor's responsibility to contact the director of studies to discuss the need for a third reader (who is usually one of the professors at the Department) of the draft in good time.

After having received the comments of the green-light reader, the draft will then be discussed by the doctoral student and the supervisors at a special meeting. If the two supervisors and the third reader disagree on whether to recommend going through with the public defence, or on whether the draft can be sufficiently improved in the time remaining, the head of department or the board of supervisors may assign one or more people from the board to read and assess the draft. If necessary, an external expert can be appointed.

Final Editing

Set aside plenty of time for the final editing of the thesis, as it tends to be more time-consuming than you might think. The final editing process includes a number of formal checks:

- Proofreading
- Checking citations
- Checking notes and references
- Checking cross-references in the text
- Counting tables
- Checking the format of figures
- Creating a table of contents
- Creating a list of tables and figures
- Checking the reference list and bibliography

Ask others to help you, if possible. The formal checks are important in order for the thesis to give a credible impression. In the thesis template, it is possible to automatize certain functions (as well as update them), such as the table of contents, and lists of tables and figures.

Applying to Hold a Public Defence

About 8-12 months prior to the defense, the PhD student books the time and venue for the defense. Note that you must notify the head of department and director of studies beforehand to avoid that two defences at the department are scheduled at the same time.

It is practice that doctoral students may suggest an external reviewer to their supervisor. The external reviewer should hold the rank of associate professor or higher, unless there are special reasons to the contrary. It is the responsibility of the main supervisor to communicate with the external reviewer.

At least six weeks before the defense date, the main supervisor should submit the application to hold the public defence to the Faculty Board, after consulting with the head of department (*disputationsanmälan*). The formal procedure is summarized in Annex 2.

The external reviewer and the external committee are subsequently appointed by the Faculty Board, based on the *disputationsanmälan*. For licentiate theses, the external reviewer and the examining committee are appointed by the department.

Printing the Thesis

The Faculty of Social Sciences provides a grant of SEK 40,000 for each planned public defence seminar. This amount should cover the cost of remuneration for the external reviewer, travel expenses for the external reviewer and the examining committee, as well as per diem, where applicable. The faculty grant also covers the cost of printing the thesis.

Since the research behind the thesis has been funded through public means, the thesis should also be made available through *open access*, which is normally done through DiVA. DiVA has a thesis template in MS Word, which facilitates the writing process. The template provides complete menus with cover pages, a table of contents, notes, headings, indented quotes, and the

ability to simply insert images and tables. In addition, the template adapts the appearance of your thesis to Stockholm University's graphical profile. You will also find information on how to obtain the required ISBN number. In order to be able to include an article in a compilation thesis, you have to obtain permission from the journal that has already published the article. The Stockholm University Library organises courses in how to work with the thesis template.

When the thesis is published as a part of the University/Department's series, it must be printed by a contracted printing service. Such printing services have received instructions concerning the University's graphical profile and have templates for covers of doctoral theses from the University. Stockholm University has developed templates for covers, inserts, and title sheets, which adhere to the University's visual identity. The intention is to make it easier for the author, but also to highlight the research at Stockholm University. The doctoral thesis should use the established cover format and include the title sheet that was created during the electronic registration of the thesis. Information about contracted printing services and other important information relating to printing is available on the University Library's website. Theses printed by publishers do not have to adhere to the visual identity.

Mandatory Copies

The University's Student Services will receive the mandatory copies of the thesis. The thesis will be sent by regular mail to the examining committee, etc. If you are publishing the thesis as a part of the Department's own series, it should be printed in at least 72 copies, but the department recommends to print about 100 copies. The copies should be sent to select departments and institutions in Sweden. The Stockholm University Library will provide support in the publishing process.

If you are publishing your thesis with another publisher, you should follow the guidelines for the Faculty of Social Sciences. 10 copies should be sent to Student Services. The doctoral student should personally send copies of the thesis to the external reviewer and the examining committee. The thesis should be delivered by the printing service to Godsmottagningen, Allhuset, Frescativägen 8 no later than the announcement or nailing date ("*spikdagen*"), and be labelled as follows: 10 copies in boxes labelled University Administration, 3 copies in boxes labelled "Avhandlingsstöd, University Library" (if the full text is not published in DiVA, the library needs 4 copies), 1 copy to "Avdelningen för planering och ledningsstöd (rector), and 1 copy

to “Områdeskansliet för samhällsvetenskap, Stockholm University”. All of these copies should include a title sheet, and the remaining copies in boxes labelled Department of Economic History and International Relations. More information is available at: www.su.se/forskning/disputationer.

Licentiate Thesis

The licentiate thesis should be printed in as many copies as needed with regard to distribution within the Department, copies for other interested parties, and the need for author copies. The author should make a mailing list in order to calculate the number, and then use that list when sending the copies. The number of copies typically end up around 100. There are no mandatory copies, except for two copies that the author should send to the Stockholm University Library along with the title sheet. The printing service is responsible for supplying the research libraries with their copies.

The licentiate thesis counts as a printed publication that should be available at the National Library and the other major research libraries. It will, of course, also be available in Libris and the directory of each respective library. The full text of the licentiate thesis should also be published in DiVA. Guidelines for the licentiate seminar are available at the web pages of the School of Social Sciences.

Announcement and announcement coffee

The thesis will be registered and announced, i.e., made public, when it has been printed. The thesis should be announced three weeks before the public defence. Pursuant to a decision by the Vice-Chancellor, all theses must be registered electronically in DiVA. The announcement period must be during the semester. For licentiate theses, the announcement period is two weeks. You are personally responsible for registering your thesis in DiVA. Questions can be sent to diva@sub.su.se. Copies of the thesis should be sent immediately to the members of the examining committee and the external reviewer. The latter may already have received a copy somewhat earlier.

It is common for doctoral students to treat their colleagues at the department to coffee and cake to celebrate the announcement, but this is of course completely voluntary. Students can make a press release after the announcement with a brief half-page summary of the thesis.

Public Defence Seminar

Once it is time for you to defend your thesis, you have probably attended one or more of your colleague's defences, and the actual event is not completely foreign to you. The defence seminar typically begins with the chair greeting everyone welcome and introducing the external reviewer, the respondent (i.e., the doctoral student), and the members of the examining committee. The respondent will then be given the opportunity to report any minor corrections in the thesis and distribute a so-called "errata sheet". After this, the external reviewer will take the floor. He/she will typically summarise the thesis before entering into the actual review of theory, method, material, and results. It is during this procedure that the doctoral student will defend his/her thesis. The actual defence concludes with the external reviewer providing a final assessment. The examining committee will then be invited to ask questions, after which the audience will have the opportunity to do the same.

After the defence, the doctoral student and the audience are usually invited by the chair to participate in a small reception at the Department while waiting for the examining committee's verdict. The reception will be organised by the Department's administrative staff, who will also make sure that water and other things are available to the external reviewer and the respondent during the defence seminar. During the reception, the examining committee will withdraw to discuss the merits and demerits of the thesis. The members should pass or fail the thesis. The external reviewer and the principal supervisor have the right to attend the deliberations and provide clarifications, but they do not have voting rights. The examining committee's verdict will be communicated orally to the doctoral student, and a signed protocol will be submitted to the Faculty Office.

Degree certificate and conferment

The application for a degree certificate should include a LADOK transcript proving that the doctoral student has completed all courses. Ask the administrative staff for help with this. Please note that the date of submitting the application for the degree certificate will also be the formal date of the degree. Therefore, it is important to apply for a degree certificate as soon as possible after the public defence. The departments' economy is affected negatively if new doctoral graduates wait to apply for their degrees. This applies to licentiate degrees, as well.

New doctoral graduates will be invited to the conferment ceremony in the Stockholm City Hall. This is a ceremony without legal significance, and participation is completely voluntary. Those who are conferred will be given a laurel wreath and a diploma. The doctoral ring has to be bought at their own expense, however. The conferment ceremony takes place at the end of September each year, and in order to attend, the doctoral student must have applied for a doctoral degree before the end of the academic year, i.e., no later than the beginning of June that same year. Otherwise, you will wait to wait for the following year's conferment ceremony. Thus, it is not sufficient to have defended your thesis; you must also have applied for a degree certificate.

Awards for theses

Every year, the Stockholm University College Association awards prizes for outstanding scholarly achievements within the Faculty of Humanities, the Faculty of Science, and the Faculty of Science at Stockholm University. Every four years, a similar prize is awarded for an achievement within the Faculty of Law. The prize is awarded at the Association's autumn dinner, where members also get to listen to a brief lecture on the research behind the thesis.

At the Swedish Economic History Meeting, which is held every two years, a prize is awarded to the best thesis in economic history since the previous meeting. International relations also has a number of prizes that are awarded by organisations in Sweden and elsewhere. Contact your supervisor for more information about these prizes.

Annexes

Annex 1: Guidelines for compilation theses at the Department of Economic History and International Relations, Stockholm University

Annex 2: PhD defense guide