

Annex 2: PhD Defense Guide

Department of Economic History and International Relations

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Detailed schedule

The main supervisor has together with the PhD student the overall responsibility for the disputation and coordinate the process. The main supervisor is also responsible for all communication with the department's administration, the grading committee, and the opponent.

About 8-12 months before the dissertation day

THE DOCTORAL STUDENT

Book the (preliminary) date for the defence of doctoral thesis here:

<https://www.su.se/staff/researchers/dissertation-defence/1-book-a-date-and-time-for-your-public-defence-1.137559>

Book relevant rooms.

Contact the administration for booking of room for the defence (Nordenskiöldsalen or another room in the Geoscience building or the Southern Houses), meeting room for the grading committee (A900 or A930), and eventual room for mingling.

To think about:

- Coordinate the defence date with the director of studies and head of department.
- Traditionally disputations are scheduled to Fridays between 13-15, any deviation needs to be coordinated with the director of studies. If the date is changed, both the premises and the date booking must be cancelled and changed as above.
- There may not be two defences at Faculty of Social Sciences at the same time, but there are two sessions per day, so if the morning session is already booked, you can defend your dissertation in the afternoon. Moreover, there may not be two defences at the department on the same day.

About 6 months before the day of the defence

THE SUPERVISOR AND PHD STUDENT

Language review

Think about whether the manuscript requires professional language editing or proofreading.

The department receives 40,000 SEK from the faculty for costs associated with the dissertation defense. Approximately 20,000 SEK is reserved for expenses related to the opponent, travel for the grading committee, and the department's reception costs.

Thus, about 20,000 SEK can be used by the PhD student for printing the dissertation. Any excess costs must be covered by the PhD student using remaining expense funds (*ograduerade fond*) or external printing grants from funds/foundations. These should be applied for well in advance.

Language review should primarily be funded by the faculty's dissertation grant, remaining expense funds, or external grants from funds/foundations. Such funds should be applied for well in advance. In exceptional cases, the department can cover the cost of language review, but only if no other financing can be arranged and the department deems the language review necessary. The head of the department makes the decision after consulting with the supervisor and the director of PhD studies.

"Greenlight-reading"

Send the monograph manuscript or the summarising chapter and papers to the final internal reviewer (grönläsare). This must be done at least 5 months before the defence date.

An internal (from the department) examiner (with at least reader/associate professor competence) has approx. three weeks to evaluate your dissertation, from the time you send it. The final reviewers' written statement must answer the question of whether the dissertation can be submitted and proceed to the defence of doctoral thesis.

The final internal reviewer then sends her/his assessment to the supervisor, who forwards the information to the doctoral student and director of studies for the third cycle. If the final reviewer or one of the supervisors considers that the dissertation does not qualify for a defence in its current state, the head of department or the EH/IR PhD supervisors can appoint one or several persons among the other EH/IR PhD supervisors who will read and evaluate the manuscript.

If the internal reviewer suggests major changes in the manuscript, the PhD student and supervisor send written information to the Director of Studies about what measures they intend to take before the dissertation is ready for the defence.

To think about:

- The final internal reviewer sometimes takes a few extra days than the allotted 3 weeks. To be on the safe side, it can be good to take this into account in planning.

Guidelines for the final internal review of dissertation manuscripts

- Is the dissertation judged to be of sufficiently good quality and of sufficient scope to be defended publicly?
- Is the dissertation well acquainted with the literature that reflects the field of research?
- Is the scientific communication good (language use, choice of conveyed information, etc.)?
- Has the dissertation in the summary (in Swedish kappa) succeeded in integrating the individual works into a "common thread"?

- Has the defender through the dissertation made a scientific contribution to the field regarding new theory, development of an existing theory, new methodology or development of existing methodology?
- If the dissertation is not deemed suitable for public defence, on what basis is this assessment made?
- Are there, despite the fact that the dissertation is deemed suitable for public defence, proposals for changes that can improve the dissertation?

PHD SUPERVISOR

Get in touch with a possible opponent, in consultation with the PhD student. This is usually a well-qualified researcher in the field with at least reader (associate professor) competence. **Coordinate with Director of Studies.**

Detailed information about guidelines regarding grading committee, opponent, etc., incl. disqualification can be found here: <https://www.samfak.su.se/utbildning/utbildning-på-forskarnivå/disputationsanmälan> (in Swedish).

At least 4 months before the defence day

THE DOCTORAL STUDENT

Book an appointment with the university library.

The university library provides information that is valuable at an early state in this process, such as registering the dissertation in DiVA, printing, choice of paper, ISBN number, and things to think about regarding formatting to the dissertation template. Questions about notification of the date of the defence of a doctoral thesis (*spikning*) and doctoral student support are sent to druk@sub.su.se. Go to their website on notification and printing for more information.

To think about:

- Start now to get acquainted with the dissertation template and associated instructions.

PHD SUPERVISOR

Submit necessary information about the defense to the head of department and the director of studies.

To think about:

- Consider partiality (*jäv*).
- The gender distribution in the grading committee should be balanced.

- The title of the dissertation is first set when the application to Faculty of Social Sciences is made. In the preliminary notification to the head of department and the director of studies, the preliminary dissertation title can be used.
- Feel free to register with Faculty of Social Sciences as soon as everything is ready at the department, but no later than 6 weeks before the defence (samfakdisputationer@su.se).

About 3 months before the dissertation day

THE DOCTORAL STUDENT

Register the dissertation and partial studies in DiVA.

To be able to notify of the date of the defence of a doctoral thesis (*spikning*) the doctoral dissertation in DiVA, you fill in a web form. Be in good time before the script is sent to the printing company. The staff at the university library reviews your information before they email the notification sheet (*spikblad*) to you.

To think about:

- Formatting often takes a lot of time, e.g. formatting of figures and tables.
- Front (and back with picture if you choose to have one) should also be ready at this point.
- A Swedish summary (not the same as *kappa*) is mandatory if you write in English, and an English summary is mandatory if you write in Swedish. You can choose how long it should be. We recommend that you write the summary in popular science style as it will then be more accessible to a wider audience.
- The notification sheet must be in the printed dissertation and must therefore be made before the script is sent to print. It must be the same text as in the abstract with a maximum of 3500 characters including spaces. Keywords can have a maximum of 250 characters, including spaces. NOTE! The articles must be registered in DiVA.
- For unpublished scripts in the dissertation, you do not need to upload full-text files. Title, author, summary, and keywords are enough.

At least 2 months before the day of the defence

Submit manuscript for test printing. The printing company needs 10 working days for test printing and then 10 working days for final printing.

To think about:

- Expect at least 5 days between the estimated arrival date of your test print and the dispatch of the final print.
- When the printing company receives the dissertation (not when the dissertation in finished format is sent to the library), the printing company needs 10 working days. First, the library must make a test

print (approx. 1-2 working days, and 1-2 additional working days for each time something needs to be changed) which must be approved by you before something is sent to the printing company.

- Tables and figures are preferably made in at least 300dpi and tables are most easily made directly in Word.

- Decide what type of paper you want to print the dissertation on. The choice of paper affects the cost.

- Communicate with the director of studies for the third cycle about the opponent emolument.

No later than 6 weeks before the day of the defence (or as soon as it is ready at the department)

THE SUPERVISOR

Defence application (*disputationsanmälan*) to Faculty of Social Sciences

When the head of department, in consultation with the director of studies and the supervisor, has approved the application, the notification of the dissertation defence must be sent to Faculty of Social Sciences. This must be done *no later than 6 weeks before the dissertation*.

To think about:

- If the confirmation from Faculty of Social Sciences takes more than a week, you can contact them and ask about the status of the case.

Faculty of Social Sciences' decisions are emailed to relevant parties at the department.

When the Faculty of Social Sciences has made a decision on the dissertation, the supervisor (the person who submitted the application) receives an extract from the faculty board's minutes. Forward this email (with the pdf file) to:

- Director of studies
- Department secretary for record keeping
- Web editor for the website
- The personnel manager
- The finance manager

At least 5-6 weeks before the day of the defence

THE DOCTORAL STUDENT

Submit manuscript for printing.

Read about the entire printing process on the library's website.

Send the finished dissertation to the opponent and the grading committee.

Feel free to send them a PDF version earlier, to make the whole process more efficient. Leave 1 copy to the secretary for PhD studies for archiving.

You may invite the department for the nailing day (*spikfika*). Contact your chief of staff.

To think about:

- You must print at least 72 copies of the dissertation, but the department recommends to print about 100 copies, if it fits within the dissertation budget. See the document "Minsta upplaga av doktorsavhandling vid Stockholms universitet " (only available in Swedish), for details.

About 4 weeks before the day of the defence

THE DOCTORAL STUDENT

Contact the university's press office.

They give you information and help before the press release that you may write about the dissertation. You can choose whether it should go out in connection with the dissertation or the day after. The press office usually does not help with press photos.

No later than 3 weeks before the day of the defence

THE DOCTORAL STUDENT

Nailing means that you make your dissertation available to the public (*spika*)!

Three weeks before the dissertation, electronic publication of the date of the defence should be made in DIVA (see the library's website for more information). Normally, the dissertation is nailed up physically at the department (house A floor 9) on the same day as the date is electronically published in DIVA.

ADMINISTRATION

The budget (see table below) for the dissertation is submitted by the supervisor/s and the PhD student to the head of administration well in advance of the defence, preferably as soon as you receive the cost estimation for the printing.

Invoices connected to the dissertation are submitted to the finance manager who handles the payment of compensation for travel expenses and hotel expenses for the opponent and the grading committee. Payment information for the opponent/grading committee is emailed and original receipts must be sent by post or handed directly to the finance manager.

Invoicing to Stockholm University should be done by E-invoicing if possible, in cases where this is not possible paper invoices may be sent. Information on invoicing can be found here:

<https://www.su.se/om-universitetet/kontakt/information-till-dig-som-är-leverantör>

Remuneration of external reviewers and opponents is handled by the department's finance manager.

Emolument to Swedish opponent

- Ask the opponent to fill in the form "Löne- och tidsrapport, Tillfälligt anställd". Submitted to HR after signing by the supervisor.

Emolument for foreign opponent

- The supervisor hands the **opponent's contact information** to the finance manager.
- The supervisor asks the opponent for a **passport copy** (which is submitted to the finance manager) and asks the opponent to fill in the "**Payment to foreign bank account**" so that HR receives all information for payment of the fee.

<https://www.su.se/medarbetare/r%C3%A5d-st%C3%B6d/blanketter-mallar/personaladministration>

To think about:

- It can take up to 12 weeks before the payment is made.
- If there is a foreign opponent notify the personnel manager in good time (preferably 2-3 months if possible).
- The supervisor is responsible for the budget.
- Reconcile the budget with the head of administration to ensure that you stay within budget.

<i>Budget – example in SEK</i>			
Type of cost	Cost	LKP	Sum
Emolument for opponent	10000	1.55971	15597
Travel expenses for opponent	Depending on distance		?
Hotel cost for opponent	1500		1500
Travel expenses examining committee	Depending on distance		?
Printing costs for the dissertation	approx 12000		12000
Food and coffee	approx 5000		5000
Language review	Request an offer		
Total cost excluding VAT			(max 40000)
NOTE! the opponent does not receive compensation for meals.			