



**LUND**  
UNIVERSITY

Faculty of Fine and Performing Arts

## **Public defence of theses and degree certificates in research studies**

Internal rules of procedure at the Faculty of Fine and Performing Arts, Lund University.

In general, the department is in charge of practical issues while the faculty office is responsible for formal decisions and overall coordination and support in the process.

### **Applying to publicly defend a doctoral thesis**

Doctoral theses are to be defended during the semester, between 15 August and 20 June. The principal supervisor applies in writing to the faculty office for the public defence of a doctoral thesis, at least two months before the expected date of the event. The application is to include the name and personal details of the candidate (doctoral student), the title of the thesis and the details concerning the supervisor, the date and the location for the event, the external reviewer, the examining committee and the chair for the public defence. The application is to be submitted to the faculty office for a decision by the board of the Faculty of Fine and Performing Arts. A form for the application is available on the faculty's website:

[\(link application form\)](#)

*The following rules apply pursuant to the Higher Education Ordinance and Lund University's regulations for third cycle education:*

- The external reviewer is to be a PhD holder or equivalent and cannot be active at the faculty in question, unless there are particular reasons to allow this.
- The public defence of the thesis is to be led by a chair.
- The examining committee is specially appointed for each thesis. At least one person active outside Lund University is to be included in the examining committee.
- A person who has supervised the doctoral student cannot be part of the examining committee. The external reviewer and the supervisor have the right to attend the meetings of the examining committee and to take part in the deliberations but not in the decisions.

The examining committee's exact composition and qualifications are regulated in the general syllabus for each subject.

### **Documentation grant**

Once the public defence of the thesis has been decided by the faculty, the doctoral student can apply for a documentation grant (printing grant). The production of at least 150 copies of the documentation of the doctoral research project (referred to in the Higher Education Ordinance as artistic research project (doctoral thesis), including editing/proofreading where necessary, is covered by the faculty's documentation grant up to a maximum of SEK 40 000. This applies regardless of the medium used for the documentation of the doctoral research project. Any additional costs are covered by the doctoral student.

The doctoral student submits an application for a documentation grant to his or her department. The department then obtains the documentation grant by submitting the application form to the faculty office. Invoices for printing and proofreading, etc. are also to be made out to the

department. Any surplus from the documentation grant can be kept by the department. An application form for a documentation grant is available on the faculty's website: [\(link form documentation grant\)](#)

### **ISBN**

For information on how to obtain an ISBN number for your doctoral thesis, see: <http://www.lub.lu.se/en/publish/publish/dissertations/get-an-isbn-for-your-dissertation.html>

### **Electronic registration in LUP**

The doctoral research project is published electronically in the University database Lund University Publications (LUP). This concerns an abstract in English as well as the entire doctoral project.

#### **a) Notification of the public defence – “Spikning”**

The compulsory electronic registration also entails publication of an English language abstract in LUP. The project is to be registered electronically at the latest four weeks before its public defence, via <http://lup.lub.lu.se/>

The supervisor and/or subject director must approve the material before it is made public. The doctoral student is responsible for the notification itself: this requires a functioning Lucat ID to log in to the system. If the doctoral student needs help with the registration in LUP, he or she can contact the librarians Åse Lugnér ([ase.lugner@mhm.lu.se](mailto:ase.lugner@mhm.lu.se)) or Madeleine Bergquist ([madeleine.bergquist@khm.lu.se](mailto:madeleine.bergquist@khm.lu.se)). Please check that the information on the time and place for the public defence of the project, its title and other details are correct and complete before publication. Please note that the title is to be entered as it appears on the thesis, and not translated into English, if the thesis has been written in Swedish or in another language.

#### **b) Electronic publication of the doctoral project**

The doctoral project is to be published in its entirety in LUP, 4 weeks before its public defence, unless there are particular reasons which prevent this, such as copyright issues. It is also possible to upload attachments in the form of sound files, films, images, etc. in LUP.

If the doctoral project cannot be published in its entirety before its public defence, the department should set a deadline for the complete final product. The doctoral student cannot apply for and obtain a degree before the work has been completed and published.

For more information on registration in LUP: <http://www.lub.lu.se/en/publish/publish/dissertations.html>

Frequently asked questions

(FAQ): <http://www.lub.lu.se/en/publish/publish/dissertations/faq.html>

Information on the notification and the document data sheet: <http://www4.lu.se/media-tryck/avhandlingar/spiknings-och-dokumentdatablad>

### **Informal notification of the public defence (“spikning”)**

The traditional nailing of a new thesis to a notice board in the University Building (“spikning” in Swedish) has been replaced at LU with an electronic version – i.e. electronic registration in LUP (see above).

If the doctoral student and the department wish, an informal, traditional “spikning” can also be arranged at the department. This is optional.

### **Distribution of the doctoral research project**

The documentation relating to the doctoral research project is to be printed or copied in at least 150 copies.

The cost of production, including proofreading where necessary, is covered by the faculty's documentation grant of up to SEK 40 000. The application for the grant is to be submitted on a special form: ([link to the form](#)). The doctoral student is to distribute a certain number of copies of the documentation according to the list below, at the latest four weeks before the public defence.

- The doctoral student is responsible for ensuring that the external reviewer and the examining committee receive the thesis/project at the latest four weeks before the date of its public defence. The doctoral project is to be handed over in its existing form if the printed work is not yet available four weeks before the public defence.
- 20 copies are to be handed over to the University Library. Each copy of the doctoral thesis is to contain a document data sheet. The template for the document data sheet is to be found here: <http://www4.lu.se/media-tryck/avhandlingar/spiknings-och-dokumentdatablad>
- 50 copies are handed over to the department which distributes approximately 30 copies according to its own set list and a further 20 copies or so according to the wishes of the doctoral student, depending on the specialisation of the thesis.
- The remaining copies are at the disposal of the doctoral student. At least 20 of these are to be made generally available at the public defence. (In the case of digital copies, possibly more, as decided on a case by case basis.)
- The department's administration, in consultation with the supervisors, is responsible for the dissemination of a digital version (most usefully a link to LUP) of the doctoral project according to the department's own mailing list, and for ensuring that the doctoral project is accessible via relevant web pages.
- The department's remaining copies are to be kept for at least five years. If the department subsequently wishes to dispose of the remaining copies, they are first to be offered to the author of the work.

### **Public defence**

The administration of the department, in collaboration with the supervisors, is responsible for distributing invitations to the public defence via appropriate channels.

1. The chair opens the public defence and presents the doctoral student, the external reviewer and the examining committee and explains how the public defence will proceed.
2. The external reviewer makes a summarising presentation of the content of the project and the doctoral student comments on the summary and accounts for any errata. A discussion led by the external reviewer follows. If the doctoral project contains artistic expression of any kind, the doctoral student can start by presenting his or her work as a whole, after which the external reviewer makes a summary followed by a discussion led by the external reviewer.
3. The members of the examining committee address their questions to the doctoral student.
4. The audience is given an opportunity to ask questions.
5. The examining committee meets in private to determine whether or not the project is to be awarded a pass grade. The examining committee's decision is recorded in a report. A template for this is available on the faculty's website: ([template for examining committee report](#))

*The following rules apply in compliance with the Higher Education Ordinance and Lund University's regulations for third cycle education:*

- The examining committee is quorate when all its members are present. The committee's decision is to represent the view of the majority of its members. An individual member (pursuant to Section 19 of the Swedish Administrative Procedure Act) has the right to have a dissenting opinion noted in the minutes of the meeting.
- The external reviewer and the supervisor have the right to attend the meetings of the examining committee and to take part in the deliberations but not in the decisions.

- The doctoral thesis is to be awarded one of the grades of Pass or Fail. The decision on the grade is to take account of the content of the thesis as well as its defence. If the thesis is awarded a Fail grade, the decision is to be justified in writing.

### **Degree certificate**

After the public defence, the chair is to send the original of the examining committee's report to the faculty office, which enters the result of the public defence in Ladok. In order to receive his or her doctoral degree certificate, the doctoral student must apply to the degree office. Information on the application procedure and the relevant form are available on the website of the degree office: <http://www.lunduniversity.lu.se/sites/www.lunduniversity.lu.se/files/application-form-degree-certificate-licentiate-and-doctoral-studies.pdf>

Please note that all course results, the title of the doctoral project and the outcome of its public defence are to be recorded in Ladok before the application for the degree certificate can be processed. The supervisor and/or subject director is responsible for ensuring that documentation on completed courses is submitted to the Ladok officer and for certifying that the courses meet the requirements of the general syllabus. It can take some time to process the application for a degree certificate; 8-10 weeks is not unusual.

### **Doctoral degree conferment ceremony**

The faculty office passes on information on doctoral theses which have been successfully defended to the degree conferment ceremony office, which handles all matters concerning the doctoral degree conferment ceremony. The doctoral graduand is invited to the doctoral degree conferment ceremony by the Head of Ceremonies and Events at the University. The degree conferment ceremony office can be contacted via [promotionsexp@rektor.lu.se](mailto:promotionsexp@rektor.lu.se).

During the doctoral degree conferment ceremony, the graduand is to have access to a doctor's ceremonial hat and ring. Graduands wishing to purchase the hat and ring are to order these items in good time from the suppliers approved by the Head of Ceremonies and Events. If the graduand does not wish to purchase the hat and ring, the items can be borrowed either through personal contacts or via the Head of Ceremonies and Events. Please contact the research studies officer at the faculty office for help in arranging this. Read more about the doctoral degree conferment ceremony on the LU website: <http://www.lunduniversity.lu.se/admissions/phd-studies/doctoral-conferment-ceremony>

<b>CHECKLIST FOR THE PUBLIC DEFENCE OF A DOCTORAL PROJECT</b>		
<b>When</b>	<b>What</b>	<b>Who</b> (Supervisor usually refers to the principal supervisor. Responsibility may be shared, however, between the principal supervisor, the assistant supervisor and the subject director)
At least 3 months before	Decide on the date for the public defence	Supervisor
"	Decide on the form of the public defence	Supervisor
"	Book premises	Supervisor
"	Prepare documentation	Supervisor
"	Prepare announcement	Supervisor
"	Update mailing lists for 1. sending out the digital version of the doctoral project 2. invitations to the public defence	Departmental administration in consultation with the supervisor
"	Appoint external reviewer	Supervisor
"	Appoint examining committee, 3 members	Supervisor
"	Appoint chair for the public defence	Supervisor
At the latest 2 months before	Register the public defence (Special form) - Time - Venue - External reviewer - Examining committee - Chair	Supervisor Decision by faculty board
Approx. 6 weeks before	Order printing or other documentation production	Doctoral student
Approx. 1 month before	Apply for documentation grant (special form)	Doctoral student via department
4 weeks before	Electronic publication in LUP	Doctoral student With support from Åse Lugné/Madeleine Bergquist
	Electronic notification - "Spikning"; Abstract	
Approx. 4 weeks before	Full text publication including any attachments (images, sound, film, etc.)	
	Distribution of doctoral project	Doctoral student
4 weeks before	1. To the external reviewer and the examining committee	Doctoral student
4 weeks before	2. To the University Library	Doctoral student
4-3 weeks before	3. To the department's mailing list	Doctoral student
4-3 weeks before	4. Digital version via email and websites	Doctoral student
<b>PUBLIC DEFENCE</b>		
After the public defence	The examining committee meets The committee's report is handed in to the faculty office (special form)	Chair of the public defence
Approx. 1 month after	Degree certificate Application via the University's degree office (special form)	Doctoral student
Once per year	Doctoral degree conferment Ceremony in Lund Cathedral	The faculty office notifies the University of its recent PhD graduates and the University sends out invitations