# Quick Reference Guide

## Public Defence of Doctoral Thesis

### Department of Psychology

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## Timetable in Brief

<table>
<thead>
<tr>
<th>What?</th>
<th>When?</th>
<th>Who?*</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Book (tentative) date for the public defence</td>
<td>8-12 months</td>
<td>S/D</td>
</tr>
<tr>
<td>☐ Book relevant premises (lecture hall for public defence, seminar room for grading committee, room for mingle)</td>
<td>8-12 months</td>
<td>S/D</td>
</tr>
<tr>
<td>☐ Book opponent and grading committee</td>
<td>8-12 months</td>
<td>S</td>
</tr>
<tr>
<td>☐ Submit advance notification of a public defence to the professors’ group (swe. professorsgruppen)</td>
<td>4 months</td>
<td>S</td>
</tr>
<tr>
<td>☐ Book an appointment with the University Library</td>
<td>3-4 months</td>
<td>D</td>
</tr>
<tr>
<td>☐ Send the synopsis (swe. kappa) and sub-studies to the reviewers</td>
<td>3-4 months</td>
<td>S</td>
</tr>
<tr>
<td>☐ Notify coordinator and HR officer of external/internal reviewer fee information</td>
<td></td>
<td>S</td>
</tr>
<tr>
<td>☐ Notify the Director of Studies of the results of the review</td>
<td>3 months</td>
<td>D</td>
</tr>
<tr>
<td>☐ Revise manuscript after review.</td>
<td>3 months</td>
<td>D</td>
</tr>
<tr>
<td>☐ Register your thesis and its components in DiVA</td>
<td>3 months</td>
<td>D</td>
</tr>
<tr>
<td>☐ Send manuscript for a test print</td>
<td>2 months</td>
<td>D</td>
</tr>
<tr>
<td>☐ Book any travel and hotel needed for opponent and grading committee</td>
<td>2 months</td>
<td>S</td>
</tr>
<tr>
<td>☐ Public defence notification to the Faculty of Social Science (“Samfak”)</td>
<td>6 weeks</td>
<td>S</td>
</tr>
<tr>
<td>☐ Notify the relevant parties in the institution of the Samfak decision</td>
<td></td>
<td>S</td>
</tr>
<tr>
<td>☐ Notify the HR officer of opponent details</td>
<td></td>
<td>S</td>
</tr>
<tr>
<td>☐ Send manuscript for printing</td>
<td>5-6 weeks</td>
<td>D</td>
</tr>
<tr>
<td>☐ Send the thesis electronically to the opponent and the grading committee, and submit 20 copies to the administrator of the doctoral programme</td>
<td>5-6 weeks</td>
<td>D</td>
</tr>
<tr>
<td>☐ Send information to the opponent about the opposition process and agree on whether opponent or respondent will carry out the summary of the thesis (preferably the opponent)</td>
<td>5-6 weeks</td>
<td>S</td>
</tr>
<tr>
<td>Task</td>
<td>Time Frame</td>
<td>Responsibility</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>----------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Contact the university press office</td>
<td>4 weeks</td>
<td>D</td>
</tr>
<tr>
<td>The printer delivers the thesis no later than the day before the posting (notification of the date of the defence of a doctoral thesis; swe. spikning)</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Posting the thesis (digitally in DIVA, and symbolically at the staff dining room level 4)</td>
<td>3 weeks</td>
<td>D</td>
</tr>
<tr>
<td>Send the thesis in paper form to the opponent and the grading committee, and submit 20 copies to the administrator of the post-graduate programme</td>
<td>3 weeks</td>
<td>D</td>
</tr>
<tr>
<td>Conduct grilling seminar (optional)</td>
<td>1-2 weeks</td>
<td>S/D</td>
</tr>
<tr>
<td>Conduct dress rehearsal to check connectivity etc. for participants included in zoom</td>
<td>1-2 weeks</td>
<td>S/D</td>
</tr>
<tr>
<td>Submit the minutes of the grading committee to the education administrator of the post-graduate programme</td>
<td>After the public defence</td>
<td>S</td>
</tr>
<tr>
<td>Apply for a diploma</td>
<td>After the public defence</td>
<td>D</td>
</tr>
</tbody>
</table>

* D = doctoral student is responsible; S = supervisor is responsible

Notes:
✓ Public defences normally start at 10:00 am or 1:00 pm. The length of the public defence session is determined by how long it takes to go through all the questions and discussion points from the opponent, the grading committee and the audience. Normally, a public defence takes just over 2 hours, but to be on the safe side, a room should be booked for at least 4 hours.
**Detailed Timetable**

### Approximately 8-12 months before the date of the public defence

- Book (tentative) date for the public defence

- **Book relevant rooms.**
  
  Contact the administrator of the post-graduate programme for booking a lecture hall for the public defence (e.g. Lecture Hall 24), a seminar room for the grading committee (e.g. Tranbär) and a room for mingling (e.g. Meeting Room 41).

**Keep in mind:**
- The defence must take place between 15 August and 15 June.
- If the date changes, both the premises and the date booking must be cancelled and changed as described above.
- Be sure to set the time well in advance, as the date should also suit the opponent, the grading committee and the chairman.
- There may not be two public defences at Samfak at the same time, but there are two sessions per day, so if, for example, the morning session is already booked, it is possible to defend your thesis in the afternoon.

### At least 4 months before the date of the public defence

- **Submit advance notification of a public defence to the professors’ group**
  
  The document is sent to the secretary of the professors’ group, and a copy to the director of studies for the doctoral programme by no later than 9:00 a.m. one week before the next professors’ group meeting. A template for pre-registration for the professors’ group is available in a separate Word file on the department’s website.

  Detailed information on the guidelines regarding grading committee, opponent, etc., including conflict of interest, can be found here: [Guidelines for Public Defences at the Faculty of Social Sciences](#).

**Keep in mind:**
- The professors’ group meeting times (available on *Kanelbloggen*).
- Take into account any conflict of interests.
- The sex distribution on the grading committee should be balanced.
- The title of the thesis will only be posted when the application is submitted to Samfak. In the preliminary application to the professors’ group, a preliminary thesis title can be used.
- Please notify Samfak as soon as it is clear with the professors’ group, but no later than 6 weeks before the public defence.

### Approx. 3-4 months before the date of the public defence

- **Book an appointment with the University Library.**
  
  The University Library provides information that is useful to know relatively early, such as registering the thesis in DIWA, printing, choice of paper, ISBN number, and things to consider regarding formatting for the thesis template. Questions about posting and doctoral support should be sent to tryck@sub.su.se. See their website about posting and printing for more information.
Keep in mind:
- Start now to familiarise yourself with the thesis template and associated instructions.

☐ Send the synopsis and sub-studies to the reviewers.
An internal (from the department) and an external (not from the department) reviewer have 3 weeks to assess your thesis, from the time you send it to them. Their written review must answer the questions in Appendix 1. They then send their assessment to the supervisor, who forwards the information to the doctoral student and the director of studies for the postgraduate programme. If at least one of the examiners considers that the thesis is not suitable for a public defence in its current state, the result of the examination must be reported at the next professors’ group meeting. The notification must be accompanied by written information from the doctoral student about the measures he or she intends to take before the public defence.

☐ Upon completion of the review, the supervisor reports the fee information for the internal (e-mail koordinator@psychology.su.se) and external (e-mail hr@psychology.su.se) reviewer. Information on internal remuneration in clock hours and external remuneration in hours can be found in the working time document on the department's employee website.

Keep in mind:
- Reviewers sometimes take a few extra days beyond the 3 weeks allocated. To be on the safe side, it may be a good idea to take this into account in your planning.

Approx. 3 months before the date of the public defence

☐ Revise the thesis after receiving comments from reviewers.
Expect at least 2-3 weeks, but the more time you have, the better.

☐ Register your thesis and its components in DiVA.
To be able to post your doctoral thesis in DiVA, fill in a web form. Make sure there is an ample amount of time before the manuscript is sent to the printer. The staff at the University Library will check your details before sending you the posting sheet.

Keep in mind:
- Formatting often takes a lot of time, e.g. formatting of figures and tables.
- The front page (and back page with picture if you choose to have one) should also be ready now.
- A Swedish summary is compulsory, but you can choose how long it should be and whether it should be a translation of the English summary or written in a more popular scientific style. We recommend that you keep the summary to a popular scientific form as it will be more accessible to a wider audience.
- The sheet with the notification of submission of the doctoral thesis (swe. spikblad) must be included in the printed thesis and must therefore be written before the manuscript is sent to press. It should be the same text as in the abstract with a maximum of 3500 characters including spaces. Keywords may have a maximum of 250 characters including spaces. N.B! The articles must be registered in DIVA.
- For unpublished manuscripts in the thesis, you do not need to upload full text files. Title, author, abstract and keywords are sufficient.
At least 2 months before the date of the public defence

☐ Send manuscript for a test print.
The printer needs 10 working days for test printing and then 10 working days for final printing.

Keep in mind:
- Please allow at least 5 days between the estimated arrival date of your test print and the dispatch of the final print.
- The 10 working days required by the printer are not from the date you send the thesis in finished form to the library, but from the date the printer receives the thesis. First, the library will make a test print (about 1-2 working days, plus 1-2 more working days for each time something needs to be changed) which must be approved by you before anything is sent to the printer.
- Tables and figures are best made in at least 300 dpi and tables are most easily made directly in Word
- Decide the type of paper on which you want to print your thesis. The choice of paper affects the cost.

No later than 6 weeks before the date of the public defence
(or as soon as it is ready in the professors group)

☐ Public defence notification to Samfak
Once the professors’ group has approved the pre-notification the notification of the dissertation must be sent to Samfak. This must be done no later than 6 weeks before the dissertation, but it can be done as soon as it is ready in the professors’ group.

Keep in mind:
- If the confirmation from Samfak takes more than a week, you can contact them and ask about the status of the case.

☐ The decision is sent to the relevant parties in the institution
Once Samfak has made a decision on the defence, the supervisor (the person who submitted the application) receives an extract from the Faculty Board’s minutes. Forward this e-mail (with the pdf file) to:
- Head of the PhD Programme
- Departmental archivist (registrator@psychology.su.se),
- Administrator for postgraduate studies (phd@psychology.su.se)
- Web editor for the website (kommunikation@psychology.su.se)
- HR (hr@psychology.su.se)
- Economics (ekonomi@psychology.su.se)

☐ If the opponent is a foreigner, work is initiated on the payment of the opponent’s fee.
See the heading "Information on the Public Defence Budget" for further instructions.
### At least 6 weeks before the date of the public defence

- **Send manuscript for printing.**
  Read about the entire printing process at the library’s website.

- Send the finished thesis to the opponent and the grading committee.
  Please send them a PDF version earlier to streamline the whole process.

**Keep in mind:**
- You must print at least 110 copies of the thesis, but you can print more if necessary if it fits within the budget for the thesis. See the document "Minimum Number of Doctoral Theses at Stockholm University", for details.

### Approx. 4 weeks before the date of the public defence

- **Contact the university press office.**
  They will provide you with information and help for the press release that you will write about your thesis. You can choose whether it is published at the same time as the public defence or on the day after. The press service does not usually help with press photos. If you want your photo taken you can contact kommunikation@psychology.su.se

- **Update the profile page at www.su.se**
  Update your profile page to advise the press and other interested people about your research.

### No later than 3 weeks before the date of the public defence

- **Posting the thesis**
  Three weeks before the defence, the thesis is electronically posted in DIVA (see the library's website for more information). Normally, the thesis is physically posted at the department (staff dining room, floor 4) on the same day as it is posted electronically in DIVA.

- Submit 20 copies to the administrator of the postgraduate programme.

### On the day of the public defence

- Procedure during the public defence, see Appendix 2.

- Flowers, lunch for the grading committee and refreshments for the mingle are ordered and handled by the administrator for the postgraduate programme.

- After the meeting, the minutes of the grading committee are submitted to the administrator of the postgraduate programme.

### After the day of the public defence

- **Apply for a degree certificate when the administrator for the postgraduate programme has notified you that everything is ready in Ladok.**

- The Communication Group will email three questions for inclusion in the the Department of Psychology’s Newsletter.
Information about the public defence budget

☐ **Budget** (see table below) for the public defence is submitted to ekonomi@psychology.su.se well in advance of the public defence, preferably as soon as you know the cost of travel, accommodation and printing.

**Invoices** in connection with the public defence are submitted to the financial officer who handles the payment of travel and hotel expenses for the opponent and the grading committee. Payment details for opponent/grading committee are emailed to ekonomi@psychology.su.se and original receipts should be sent by post or submitted directly to the Finance Officer.

Please use form SU9065 for domestic payments and SU9066 for international payments.

**The invoicing address** is Stockholm University, Box: 50741, 20270 Malmö, ref.: 308 + name of the doctoral candidate. **Travel** is booked by the supervisor via Egencia, the invoice will automatically be sent to the department. If you as a supervisor cannot book for others, you can ask HR to give you the authority to book for guests. Expenses incurred in connection with the public defence are registered by the doctoral student in Primula. Account for expenditures for public defence costs on activity 30300 and cost centre 308002.

**Remuneration** to the external examiner and opponent is handled by the department’s HR. Account for invoices for public defence costs on activity 30300 and cost centre 308002.

**Fee to Swedish opponent:**
- Ask the opponent to fill in the form Salary and Time Report, Temporary Employee. Submitted to HR after signature by the supervisor.

**Fee to foreign opponent**
- The supervisor provides the opponent’s contact details to hr@psychology.su.se as soon as the opponent has been appointed. HR contacts the opponent about the salary details. HR also handles the SINK application, which can take up to 12 weeks before the decision comes back (does not have to be ready before the day of the public defence).

**Forms:**
- Salary and Time Report, Temporary Employee.
- Bank forms (Payment to foreign bank account)
**Keep in mind:**
- The supervisor is responsible for the budget.
- External review, lunch/coffee for the grading committee and subsequent mingling are ordered and paid for by the department and are therefore not included in the budget below.

<table>
<thead>
<tr>
<th>Type of cost</th>
<th>Cost</th>
<th>LKP</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee to opponent</td>
<td>11400</td>
<td>56,155 % *</td>
<td></td>
</tr>
<tr>
<td>Two professorial hours for a foreign opponent**</td>
<td>1400</td>
<td>700</td>
<td>2100</td>
</tr>
<tr>
<td>Travel expenses for opponent</td>
<td>?</td>
<td>?</td>
<td></td>
</tr>
<tr>
<td>Hotel expenses for opponent</td>
<td>?</td>
<td>?</td>
<td></td>
</tr>
<tr>
<td>Travel expenses for the grading committee</td>
<td>?</td>
<td>?</td>
<td></td>
</tr>
<tr>
<td>Printing costs for the thesis</td>
<td>approx. 12000</td>
<td>approx. 12000</td>
<td></td>
</tr>
<tr>
<td>Total price ex VAT</td>
<td></td>
<td>(max 45000)</td>
<td></td>
</tr>
</tbody>
</table>

*) Does not apply to foreign opponent

**) Corresponds to per diem. This means that the opponent is not reimbursed for meal expenses.

There is no compensation for participation via zoom.
Appendix 1

Stockholm University
Department of Psychology

Guidelines for peer review of thesis manuscripts

• Is the thesis considered to be of sufficient quality and scope to be defended publicly at a public defence?

• Is the defendant well versed in the literature that reflects the research area?

• Is the scientific communication good (use of language, choice of information conveyed, etc.)?

• Has the defendant in the summary ("synopsis", swe. kappa) managed to integrate the individual works into a commonality?

• Has the defendant made a scientific contribution to the field in terms of new theory, development of an existing theory, new methodology or development of existing methodology?

• If the thesis is not deemed suitable for public defence, on what basis or bases is this assessment made?

• Although the thesis is deemed suitable for public defence, are there any suggestions for changes that could improve the thesis?

/ According to the decision of the Professors’ Group on 1 November 2004
Description of the PhD Viva - The Examination Procedure and Participants

Participating in the examination seminar are the following persons:

Chairman: Professor NN

Discussant/"opponent": Professor NN (IRL/Zoom)

Examining committee:
Associate professor NN, Department of ZZ, XX University (IRL/Zoom)
Associate professor NN, Department of ZZ, XX University (IRL/Zoom)
Associate professor NN, Department of ZZ, XX University (IRL/Zoom)
Associate professor NN, Department of ZZ, XX University (IRL/Zoom)

Candidate: NN

The examining committee are the formal evaluators of the thesis and the defence and will give the defendant the grade pass or fail. The procedure is as follows:

1. The chairman declares the session opened and presents the opponent, the defendant and the members of the examining committee.
2. The defendant has the opportunity to make some comments, especially if an errata list has been produced.
3. The opponent presents a summary of the thesis (25-40 min). The defendant will then get the opportunity to state whether he agrees with the summary or if he would comment on something. Albeit unusual, the summary can also be given by the defendant.
4. The opponent gives a more detailed examination of the work (by posing questions to the defendant) leading, hopefully, to a scientific discussion on a high level. This discussion often takes about 40-50 minutes, but note that you have as much time as you need (there is no formal exit of the viva).
5. The examining committee poses additional questions to the defendant after which the thesis is officially opened for debate with members of the audience.
6. The chairman closes the session.
7. The members of the examining committee withdraw for their official meeting, during which the grade (pass or fail) is decided. The opponent and the supervisor will be present during that meeting, but cannot vote for the grade.
8. The members of the examining committee announce their decision. The head of the PhD programme gives a small talk and hands over a symbolic gift from the university.