



**Stockholms
universitet**

Institutionen för arkeologi och antikens kultur

DECISION
Ref. no. SU 108-0054-19

2019-09-25

Decision Regarding the *Policy on Doctoral Thesis Defences within the Department of Archaeology and Classical Studies*

The director of each team/division books a premises for the meeting of the examining committee and ensures that responsibility for the following tasks is assigned:

1. technology in the public defence premises
2. the purchase of flowers at a cost of approx SEK 400
3. that glasses and water for the opponent and the author of the thesis are provided at the public defence seminar
4. that coffee/tea, beverages and sandwiches for the examining committee are provided in the meeting room
5. the collection and purchase of a public defence gift
6. informing the doctoral student in good time about the rules that apply to the reception in connection with the public defence
7. the department pays a maximum of SEK 1500 for costs associated with the reception. The doctoral student is responsible for purchasing.

The doctoral student is responsible for booking the premises for the public defence and the reception.

The Doctoral Student Collective is responsible for preparing the reception room, as well as for cleaning before and after the reception.

The Doctoral Student Collective must keep in mind that: this work is based on reciprocity, i.e. what you do for someone else, you get 'back' when you defend your own thesis.

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The Head of the Department

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