

Handbook for Doctoral Studies in Public Health Sciences at Stockholm University

The following is an updated compilation of guidelines and procedures that the Board of supervisors for doctoral studies in public health sciences consecutively have discussed, and which has been approved by the Department Board. These guidelines and procedures supplement the formal General Syllabus for Doctoral Studies in Public Health Sciences. In addition, the handbook includes important information about the provisions of the Higher Education Ordinance and the regulations adopted at the faculty, scientific area and university levels.

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Department of Public Health Sciences

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Board of supervisors

As support for the doctoral programme in public health sciences, there is a board of supervisors consisting of professors and supervisors at the Department of Public Health Sciences, as well as the director of studies and two representatives of the management at the Stress Research Institute. Researchers from other departments and universities who supervise doctoral students admitted to the doctoral programme in public health sciences are also part of the board. The director of studies for the doctoral programme acts as convener of the board of supervisors. The board is responsible for preparing matters relating to doctoral studies, half-time reviews and public defences.

Admission procedures for doctoral students

Opportunities to apply for doctoral studies in public health sciences are given in the spring semester (announcement 15/2 with application deadline 15/3) and autumn semester (announcement 15/9 with application deadline 15/10), resources permitting. Vacancies are advertised on the Department's website, as well as on the central Stockholm University website.

The selection among eligible candidates is done by an admissions committee appointed by the director of studies in consultation with the board of supervisors. The admissions committee should consist of at least three senior researchers. In cases where the doctoral studentship will be fully or partially funded by external project funds, the intended supervisor should be included in the admissions committee. As a first step, based on the documents attached to the applications, any incomplete applications and ineligible candidates will be weeded out. The remaining applications will be ranked according to a joint or separate written reports by the members of the admissions committee and registered in ReachMee. The following assessment criteria will be used in the ranking process:

- subject-specific knowledge of relevance to public health sciences
- subject-specific knowledge of relevance to the research project to which the employment is linked (where applicable)
- independence in the analysis and planning of previous scholarly work
- scholarly cogency and quality of previous work and the research plan
- the ability to communicate and collaborate
- the Department's possibilities to provide adequate supervision for the planned research

Interviews may be conducted with the highest ranked candidates. References should be contacted for the purpose of, for example, assessing the candidate's ability to communicate and collaborate. The admissions committee will prepare and submit a decision proposal to the Department Board, which makes the final decision regarding the admission and employment of doctoral students.

Decisions to admit doctoral students funded by means other than doctoral studentships (e.g. externally employed doctoral students) are made by the faculty board.

Individual study plan (SU regulations)

No later than two months after beginning his/her studies, the doctoral student should create an individual study plan (ISP) in consultation with the supervisors. The plan consists of a basic contract and a document for annual review.¹ The basic contract shall be approved by the Department Board

and will thereafter be registered and sent to the Social Sciences Faculty Office. The review will be added to the basic contract for each subsequent year. Please note that the individual study plan should be reviewed for all admitted doctoral students, i.e., even for doctoral students with no activity and active doctoral students who, for various reasons, do not participate in the review or do not approve the proposed revisions to the individual study plan. A form describing the progress towards fulfilling the qualitative targets (degree objectives) should be attached to the ISP every year.² More detailed instructions concerning the individual study plan are provided in Chapter 6 of the Higher Education Ordinance and in the rules and guidelines issued by the Faculty of Social Sciences (www.samfak.su.se).³

It is important that the obligations of both the doctoral student and the university, as well as the extent of these obligations, are specified in the individual study plan. The individual study plan is of great legal importance for the doctoral student, as it constitutes a basis for determining the doctoral student's rights and obligations in relation to his/her training. To the university, the individual study plan is a pedagogical instrument that can also be used from an efficiency perspective. In addition, it is a fundamental document in the event of possible withdrawal of supervision and other resources.

To help with the creation of the ISP, there are documents that clarify the respective responsibilities of the department, the supervisor and the doctoral student when it comes to doctoral studies in public health sciences.⁴

Closest affected professor (SU regulations)

If none of the doctoral student's supervisors is a professor at the Department of Public Health Sciences, a "closest affected professor" should be appointed by the Department Board at the supervisor's initiative.⁵

Presentation of thesis proposal

During the first year of study, the doctoral student is expected to present a thesis proposal in the context of the higher seminar series at the Department of Public Health Sciences. The seminar presentation may well include a draft of the first part of the project.

Half-time review seminar

According to the general syllabus for doctoral studies in public health sciences, a more thorough half-time review should be conducted after the equivalent of two years of full-time study. The seminar takes place in the context of the higher seminar series at the Department of Public Health Sciences. Before the half-time review seminar, all courses that the doctoral student has completed (or included via credit transfer) as part of the doctoral studies should be compiled in a special form⁶ and sent to the director of studies in order to be checked against Ladok. It is important that the correct course name is written in the form, and that it matches what has been specified in the ISP. The board of supervisors' approval is required before the half-time review seminar can take place. The half-time review is a public seminar with three reviewers who have been appointed in advance. All members of the review committee should hold the rank of associate professor (docent) or higher, and at least one should be based outside SU or work at another department/institute than the Department of Public Health Sciences. It is recommended that the intended final reader of the thesis manuscript be included as a member of the review committee.

A half-time manuscript typically consists of two article manuscripts accompanied by a thesis frame in which the field of research is introduced further (5-10 pages). The thesis frame should also include a short section on ethical considerations pertaining to the thesis project. A research proposal for the remaining two years' work should also be included (1-2 pages). In addition, transcripts from Ladok and copies of the basic contracts and annual reviews of the individual study plan should be enclosed with the half-time manuscript. The doctoral student should submit the manuscript to the director of studies no later than four weeks before the half-time review seminar for circulation in and approval by the board of supervisors. The approved manuscript must be available to the reviewers no later than two weeks before the seminar unless otherwise agreed. The purpose of the half-time review is primarily to verify that the intended learning outcomes are well on the way to being achieved. At the seminar, the doctoral student will present his/her research work and explain how it fits in with the overall thesis plan. The chair of the seminar will open the meeting and introduce the doctoral student and the reviewers. The doctoral student will give a short presentation (about 20 minutes) about his/her work. This will be followed by comments from the reviewers with responses from the doctoral student. The review committee should assess the doctoral student's performance at the oral half-time review seminar, as well as the quality and scope of the half-time manuscript, based on the following criteria:

A. Presentation and ability to answer questions during the seminar

Criteria	Yes	Partially	No	NA*
The doctoral student demonstrates knowledge and understanding of the field of research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The doctoral student demonstrates specialist knowledge in a specific area within the field of research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The doctoral student demonstrates scholarly precision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The doctoral student's research project is presented clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The doctoral student demonstrates a good understanding of his/her methods and is able to interpret his/her results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The doctoral student responds adequately to questions and criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The doctoral student summarises the achieved results well and discusses the implications of the findings in an adequate manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The doctoral student is able to reflect on the weaknesses and strengths of the research project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The doctoral student demonstrates knowledge of the methods used in the field of research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The doctoral student demonstrates insight into the potential and limitations of social science	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The doctoral student demonstrates an ability to identify the personal need for further knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. Quality of the half-time manuscript

Criteria	Yes	Partially	No	NA*
The doctoral student defines relevant problems, explains the background of the work and places research questions and results into adequate contexts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The literature review is relevant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The work completed is of sufficient scope and quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The methods used are adequate and clearly described	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The assessments made regarding research ethics are reasonable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The doctoral student's research contributes to the development of knowledge in the field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correct formatting (e.g. references and language)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The doctoral student demonstrates the ability to work independently, as well as a critical approach to scientific texts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The planned studies are relevant to the thesis project and contribute to the doctoral student's development of knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* NA = Non-assessable (this option can be used when the reviewer believes that the level of achievement cannot be assessed, either because the matter has not been addressed in the documentation or during the seminar, or because the individual reviewer is unable to assess the level of achievement.

Finally, the seminar is opened to questions from the audience. The chair closes the meeting. The seminars last for a maximum of two hours and take place in the context of the higher seminar series. After the half-time review seminar, the reviewers, the supervisor and the doctoral student should meet to review the progress of the thesis.

A joint assessment according to templates A and B above will then be made individually by the reviewers (i.e. without the presence of the supervisors and the doctoral student) in a special form⁷ and submitted to the supervisor, who will inform the doctoral student and the director of studies. The form also has room for comments by the reviewers regarding the doctoral student's potential to finish the thesis, e.g. with regard to the timetable, data, courses, supervisions, knowledge of methods and/or insights into research ethics. The assessment concludes with a recommendation to follow or modify the plan for the thesis project. In the latter case, the reviewing committee will also be asked to justify the recommendation in writing and provide any suggestions for improvement. In cases where the doctoral studies will conclude with a licentiate degree, the licentiate seminar will replace the half-time review seminar.⁸ The supervisor is responsible for contacting reviewers in good time and booking a date for the seminar.

Participation in the half-time review seminars that take place in connection with doctoral studies in public health sciences is mandatory for all doctoral students unless there are special reasons to the contrary.

Final review seminar

According to the general syllabus for doctoral studies in public health sciences, a final review seminar should take place no later than two and a half months before the thesis is supposed to go into print, i.e. no later than four months before the public defence seminar. The seminar takes place in the context of the higher seminar series at the Department of Public Health Sciences. The discussant at the final review seminar should hold the rank of associate professor or higher and be appointed in consultation between the doctoral student and the supervisor. If there are suitable opponents available internally, these should be asked first.

Before the final review seminar, all completed courses should be compiled and submitted to the director of studies in order to be checked against and registered in Ladok.⁶ The main part of the thesis, including a well-developed draft of the introductory chapter, should be presented at the final review seminar.

The purpose of the final review seminar is to verify that the intended learning outcomes of the doctoral programme have been achieved before the public defence seminar. At the beginning of the seminar, the doctoral student will present a short summary of the thesis (about 10 minutes). Then, the discussant and the respondent will discuss the main merits and demerits of the thesis, with emphasis on constructive suggestions for improvement (40-50 minutes). For the remaining 30 minutes, the chair will open the discussion to the other participants at the seminar. After the seminar, the reviewer will make an assessment⁹, which will be presented to the supervisor, the doctoral student, the final reader and the director of studies for the doctoral programme, based on the following criteria:

A. Presentation and ability to answer questions during the seminar

Criteria	Yes	Partially	No	NA*
The doctoral student demonstrates broad knowledge and a systematic understanding of the field of research as a whole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The doctoral student demonstrates advanced and up-to-date specialist knowledge within his/her specific research area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The doctoral student demonstrates familiarity with the research methods used in the field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The doctoral student demonstrates familiarity with his/her methods and makes an adequate interpretation of his/her results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The doctoral student demonstrates scholarly precision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The doctoral student's research project is presented clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The doctoral student summarises the achieved results well and discusses the implications of the findings in an adequate manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The doctoral student responds adequately to questions and criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The doctoral student is able to reflect on the weaknesses and strengths of the research project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The doctoral student demonstrates an ability to identify areas where further knowledge is required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The doctoral student demonstrates insight into the potential and limitations of social science	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. Quality of the manuscript

Criteria	Yes	Partially	No	NA*
The doctoral student identifies and defines relevant problems, explains the background of the work and places research questions and results into adequate contexts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The literature review is relevant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The doctoral student's research contributes significantly to the development of knowledge in the field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The methods used are adequate and clearly described	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The doctoral student makes a scholarly analysis and synthesis based on an independent and critical review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The work completed is of sufficient scope and quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correct formatting (e.g. references and language)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The doctoral student demonstrates intellectual independence and scholarly integrity, as well as an ability to make ethical assessments relating to research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* NA = Non-assessable (this option can be used when the reviewer believes that the level of achievement cannot be assessed, either because the matter has not been addressed in the documentation or during the seminar, or because the individual reviewer is unable to assess the level of achievement.

The assessment concludes with a recommendation to follow or modify the thesis manuscript. In the latter case, the discussant will also be asked to justify the recommendation in writing and provide any suggestion for improvement. The assessment is handed over to the supervisor, who informs the doctoral student and the director of studies. The seminar takes place in the context of the higher seminar series. The supervisor is responsible for booking a date for the final review seminar in good time, as well as contacting and instructing the discussant regarding the seminar proceedings. The documents to be reviewed at the final review seminar, including the protocol from the half-time review seminar, must be available to the discussant no later than two weeks before the seminar. When it comes to the other participants, the documents should be provided at least one week before the seminar takes place unless otherwise agreed. Participation in the final review seminars that take place in connection with doctoral studies in public health sciences is mandatory for all doctoral students unless there are special reasons to the contrary.

Final reading of thesis manuscript

Already when a date is scheduled for the half-time review seminar, it is recommended that a professor or associate professor from the board of supervisors be appointed for the final reading of the thesis

manuscript (which is documented in the ISP). The intended final reader can thus be given the opportunity to attend both the half-time and the final review seminar, which will provide a solid basis for the final assessment. The final reader should not be a supervisor. The thesis manuscript, the protocol from the final review seminar⁹, the ISP with accompanying appendix for goal attainment^{1,2}, as well as a description of the doctoral student's independent contributions in the case of co-authorship¹⁰, should be submitted by the doctoral student to the appointed final reader no later than three weeks before the thesis is supposed to go into print. The purpose of the final reading is not to provide further comments on the thesis, but to assess whether or not the thesis exhibits a sufficient level of quality to be presented at a public defence, based on the following criteria:

General assessment	Yes	Yes, with changes	No
The thesis exhibits a scholarly analysis and synthesis, as well as an independent, critical review and assessment of new and complex phenomena, issues and situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The work demonstrates the doctoral student's ability to identify and formulate issues critically, independently, creatively and with scholarly precision, as well as plan and conduct research and other advanced tasks using appropriate methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The thesis is the result of independent research efforts that make a substantial contribution to the development of knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The work indicates a potential to contribute to the development of society and support other people's learning, both in the field of research and education and in other advanced professional contexts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation	Yes	Yes, with changes	No
Previous research is presented in such a way that it is clearly separated from the doctoral student's own contributions to the field of research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The thesis has a logical and consistent structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The thesis uses appropriate language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scholarly integrity and precision	Yes	Yes, with changes	No
The aim, research problem and scholarly methods are clearly presented and motivated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate methods and theories are applied correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes, references, tables, diagrams, etc., are handled with scholarly precision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall assessment	<input type="checkbox"/> Yes, the manuscript meets the criteria for a doctoral thesis in public health sciences based on the qualitative targets specified in HF, Appendix 2, System of Qualifications <input type="checkbox"/> Yes, the manuscript meets the criteria for a doctoral thesis in public health sciences based on the qualitative targets specified in HF, Appendix 2, System of Qualifications, on the condition that changes are implemented (see appendix) <input type="checkbox"/> No, the manuscript does not meet the criteria for a doctoral thesis in public health sciences based on the qualitative targets in HF, Appendix 2, System of Qualifications (detailed motivation in appendix)		

The final reader's assessment¹¹ will be presented to the supervisor, the doctoral student and the director of studies for the doctoral programme. The closest affected professor should then, after consulting with the supervisor and the appointed reader of the thesis, assess whether or not to recommend the scheduling of a public defense seminar.

PhD courses and other credit-bearing components

The courses comprise 75 higher education credits for a doctoral degree, and 45 higher education credits for a licentiate degree. Out of these credits, at least 22.5 credits (for a doctoral degree) or 12 credits (for a licentiate degree) should constitute method courses. Introduction to Public Health

Sciences, worth 7.5 credits at the doctoral level, is mandatory. A course in teaching and learning in higher education worth a maximum of three credits may be included in the programme. Special courses and literature courses are selected in consultation between the supervisor and the doctoral student.

A maximum of 15 credits for a doctoral degree or 7.5 credits for a licentiate degree can be awarded to the doctoral student for the following activities:

- literature course
- active participation in the higher seminar series
- active participation in the department's journal club

The content of any potential literature courses will be determined by the supervisor. The number of pages and the level of difficulty should be considered in relation to the number of credits. The literature course will be examined by means of the doctoral student writing an essay discussing the literature, or a summary of the literature included in the course. The supervisor or assistant supervisor will examine the literature course, and may decide to include additional elements in the examination.

Participation in the higher seminar series may, with a certificate from the seminar coordinator, also be included as a credit-bearing component of the programme. Attendance on six occasions, including one where the doctoral student has either commented on or presented a manuscript, then corresponds to 1.5 credits. Credits for seminar participation may not exceed 4.5 credits for a doctoral degree or 1.5 credits for a licentiate degree. Participation in half-time and final review seminars is a mandatory part of the thesis work and thus do not give credit points. Nor does participation in external seminars provide the basis for course credits.

Participation in the doctoral programme's journal club may, with a certificate from the seminar coordinator, also give course credits. Attendance on four occasions, including one where the doctoral student presents an article, then corresponds to 1.5 credits. The total number of credits for participation in the journal club may not exceed 4.5 credits for a doctoral degree or 1.5 credits for a licentiate degree.

The course component of the programme must be completed before the public defence seminar.

Credit transfer

A doctoral student who has been admitted to the doctoral programme in public health sciences may transfer credits from courses taken previously, or from courses taken at another university during the doctoral studies. The transferred credits must be from courses taken at the master's level or doctoral level. Exceptions can be made if there are special reasons to transfer credits from a course at the bachelor's level. Decisions in these matters are made by the director of studies for the doctoral programme in public health sciences.

Applications to transfer credits from a particular course are made using a special form¹⁴ on which the university, course name, date, subject, level, number of credits and grade should be specified. The syllabus (or equivalent) should be included as well. The form should be signed by the doctoral student and the supervisor and be submitted to the director of studies for the doctoral programme, who will approve and ensure that the course credits are registered.

When transferring credits from previous courses, the funded period of the doctoral programme will be shortened by one week per 1.5 transferred credits. Courses that were part of the entry requirements for admission to the doctoral programme cannot be included in the degree.

The thesis

The thesis is the most important part of the training and consists of an independent project in the field of public health sciences, where the doctoral student's individual efforts correspond to 165 credits at the doctoral level. A doctoral thesis in public health sciences typically takes the form of a compilation thesis consisting of 3-5 published or publishable articles and an introductory chapter ("kappa"). The number of co-authored articles, as well as the order and number of authors in these articles, should be taken into account in the assessment of how many articles the thesis ought to contain. The division of labour between the authors should be described in a separate form and submitted to the director of studies for the doctoral programme before the final review seminar.¹⁰

As a rule of thumb, one should employ the principle that a thesis should add up to 400 percentage points, where the introductory chapter corresponds to 100 percentage points and the remaining 300 points constitute the doctoral student's individual contributions to the articles included in the thesis. For example, a thesis may contain four articles in addition to the introductory chapter: one single-authored and three co-authored. The single-authored article corresponds to 100 percentage points, and the doctoral student's individual contributions to the three co-authored articles should thus add up to at least 200 percentage points, e.g. 75+75+50).

The introductory chapter should include the overall aim of the thesis, the theoretical starting points, ethical assessments relating to research, and methodological considerations. The combined scholarly contributions of each part of the project should be specified and placed in a broader context of public health sciences. The introductory chapter should normally comprise at least 40 pages, including references. Doctoral and licentiate theses in English should have a summary in Swedish, and vice versa.

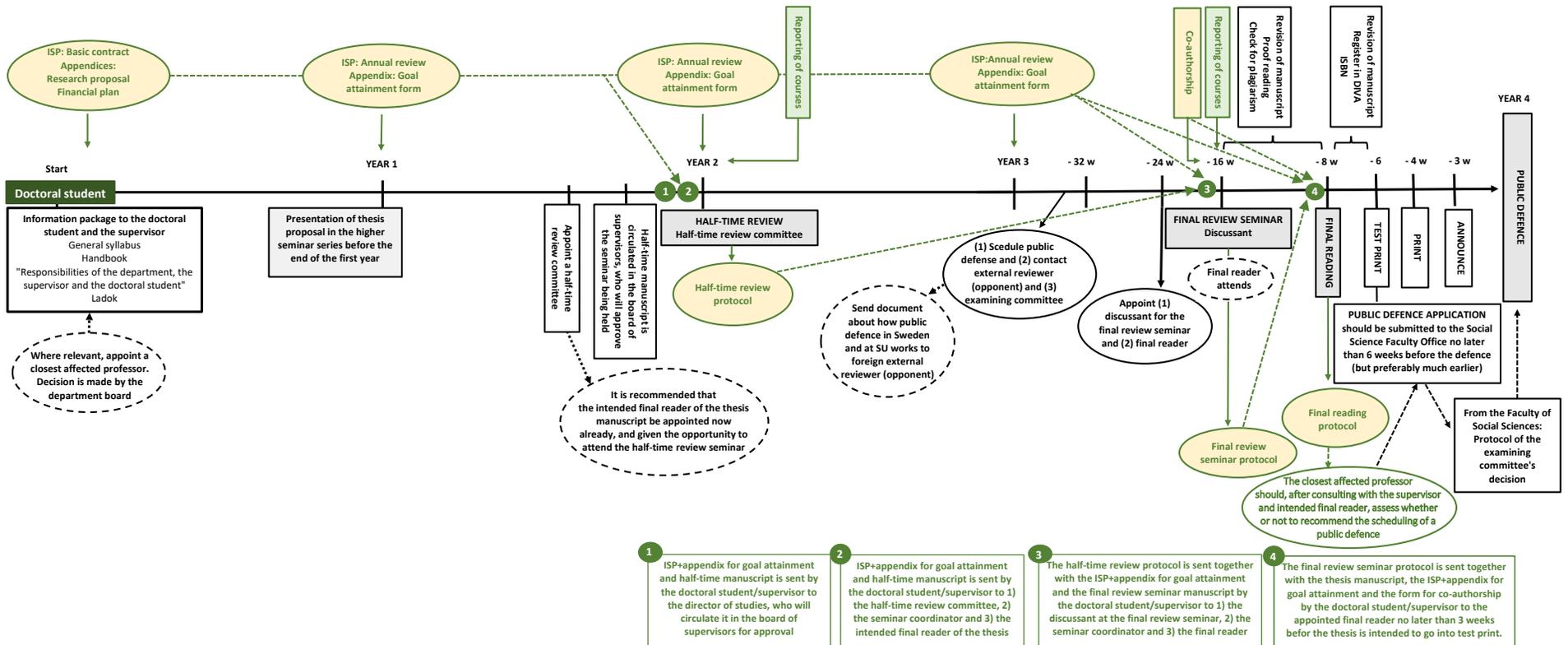
Local rules regarding so-called self-plagiarism

In order to avoid accusations of plagiarism, including self-plagiarism, a doctoral student who cites other people's research or reuses his/her own previously published material must clearly refer to the cited material. If this is not done, the doctoral student may be subject to disciplinary action.

If a doctoral student reproduces material and sentences from previous publications and papers in his/her thesis – whether it is a monograph or compilation thesis – this must be indicated by references and, where appropriate, quotation marks. This also applies to the publications and papers included in the compilation thesis. Material from one's own licentiate thesis may be used in the doctoral thesis if clear references are made to the previous work. A degree project written in the context of studies at a lower level cannot be reused for examination as a part of the doctoral programme, but the degree project may be cited.

Quality assurance

The figure below illustrates the quality assurance process regarding the doctoral programme in public health sciences.



Before the public defence (SU regulations)

According to University regulations, the public defence seminar should take place between 15 August and 15 June. The chair, the external reviewer and the examining committee for the public defence are appointed by the dean, as delegated by the Faculty of Social Sciences, based on a proposal by the closest affected professor in consultation with the head of department. The doctoral student should be notified of the content of the proposal before it is sent to the faculty board.

The examining committee is approved by the Faculty of Social Sciences by means of a public defence application which must be submitted to the faculty office no later than six weeks before the date of the public defence: <http://www.samfak.su.se/utbildning/utbildning-p%C3%A5-forskarniv%C3%A5/disputationsanm%C3%A4lan>

The time and location of the public defence should be booked through Student Services:

www.su.se/forskning/utbildning-p%C3%A5-forskarniv%C3%A5/disputera-vid-universitetet/1-boka-tid-och-plats-f%C3%B6r-disputation-1.137556

The scientific area board should decide on the minimum number of printed copies of the doctoral thesis before the public defence, as well as whether to cover the cost of printing these copies. The announcement of the date of the public defence (so-called “spikning”) is made electronically by publishing an abstract (possibly together with a full-text version) in DiVA at least three weeks before the public defence (the period between 16 June and 14 August should not be included in the announcement period): <http://www.sub.su.se/publicera/spika-avhandling/>

The doctoral thesis should be disseminated by the doctoral student (registered electronically in the University’s publication database and distributed to the supervisors). The department is responsible for sending the thesis to the external reviewer and the members of the examining committee, as well as to Swedish higher education institutions with research and education in areas of relevance to the thesis. The university library is responsible for sending the thesis to Swedish university libraries and the Nordic national libraries. More detailed information on what to think about as a doctoral student and supervisor before the public defence can be found in a quick reference guide.¹⁵

The public defence (SU and Faculty of Social Sciences regulations)

The public defence should be led by a chair. An examining committee consisting of three or five members should be appointed for the public defence, the majority of whom should hold the rank of associate professor or higher. The external reviewer cannot be from the same department as the doctoral student. The chair of the public defence can be a professor, visiting professor, adjunct professor or associate professor at the department to which the doctoral student is admitted. Exemptions from this requirement can only be granted if there are no eligible chairs.

At the Faculty of Social Sciences, the examining committee typically consists of three members. At least one of the members must be based outside Stockholm University, and no more than one member may be from the doctoral student’s department. Both sexes should be represented on the examining committee. Any person who has acted as a supervisor to the doctoral student or can otherwise be considered biased, e.g. through close collaboration or dependence, cannot be a member of the board. The committee should appoint one of its members as chair. In addition, a reserve member should be appointed. Reserve members are termed deputy members. If any of the regular members is unable to

attend, the deputy member should join the examining committee. The deputy member should read the thesis before the public defence, is expected to attend the public defence, and has attendance and speaking rights at the examining committee's meeting, but no voting rights. If the deputy member joins the examining committee, he/she is subject to the same requirements and rights as the regular members.

In addition, the following rules apply within the Faculty of Social Sciences:

- All members of the examining committee, including the deputy member, must hold the rank of associate professor or higher.
- Two of the ordinary members must have their posts outside Stockholm University and may not belong to the same department (in our case, preferably at another department of public health sciences).
- The third ordinary member may be from the department to which the doctoral student is admitted (in our case, the Department of Public Health Sciences). In such cases, the deputy member should be from the Faculty of Social Sciences at SU and affiliated with another department and another degree subject than the doctoral student.
- Alternatively, the third regular member may be from the Faculty of Social Sciences at SU, but affiliated with another department and another degree subject than the doctoral student. In such cases, the deputy member should be from the department to which the doctoral student is admitted (in our case, the Department of Public Health Sciences).
- Members from within the faculty may not represent the same degree subject, even if they come from different departments.
- It is not possible to co-opt additional people to join the examining committee's deliberations.

At a public defence in public health sciences at SU, the examining committee may, for example, consist of one representative from the Department of Public Health Sciences at Karolinska Institutet, one representative from the Section for Epidemiology and Social Medicine at the University of Gothenburg, one representative from the Department of Public Health Sciences at SU, and a deputy member from the Department of Sociology at Stockholm University.

The external reviewer (opponent) should hold the rank of associate professor or higher; however, under special circumstances, a person with a doctoral degree who is not an associate professor may be appointed. The external reviewer must be unbiased with respect to the doctoral student and the thesis, and should not come from the same department as the doctoral student or any of the supervisors. If the external reviewer is unable to attend, one of the regular members of the examining committee who are based outside Stockholm University may replace the external reviewer. In such cases, this regular member should be replaced on the examining committee by the deputy member. If none of the regular members of the examining committee who are based outside Stockholm University is willing to act as external reviewer, the public defence will be cancelled.

The external reviewer and one of the supervisors are entitled to attend the examining committee's meeting and take part in the deliberations. However, neither the external reviewer nor the supervisor may take part in the examining committee's final discussion before they make their decision. The

name of the present supervisor should be specified in the public defence application. The doctoral thesis should be assessed using the grade Pass or Fail. The examining committee can only make decisions when all members are present, and the opinion agreed on by a majority of the members should serve as the committee's decision. Split decisions and decisions to reject the thesis should always be justified. Unless there are special reasons to the contrary, both sexes should be represented on the examining committee. After the examining committee's meeting, the supervisor is responsible for providing the director of studies for the doctoral programme with the original protocol from the meeting so that the public defence can be registered in Ladok. The original should then be sent to the registrar.

The faculty provides a flat-rate allowance that should cover the costs associated with the public defence, i.e. printing the thesis, the room for the public defence, the external reviewer (remuneration and travel) and the examining committee (travel and expenses associated with the committee's meeting). The external reviewer will receive compensation for travel and hotel expenses, but no per diem. The current remuneration for external reviewers can be found at <http://www.samfak.su.se/regelverk-och-beslut/anst%C3%A4llning-och-rekrytering/docent%C3%A4renden-och-affiliering/arvoden-f%C3%B6r-sakkunniga-och-opponenter-1.234262>

PhD Student Ombudsman

Stockholm University has a PhD Student Ombudsman. The PhD Student Ombudsman's main duty is to provide doctoral students and PhD student councils with support, advice and information on the terms and conditions of doctoral studies. Since the PhD Student Ombudsman is employed by the student union, the position is completely independent of other university operations, and all matters are treated with confidentiality. For more information, see <http://sus.su.se/doktorandombudet>.

PhD student council and doctoral student representation

Since November 2017, the Department of Public Health Sciences has a PhD student council, the *Public Health Doctoral Students Council*. PhD student councils are legal entities linked to the Stockholm University Student Union that have organised in order to safeguard the rights and interests of doctoral students in matters relating to education and work environment. PhD student councils are registered annually through Stockholm University's PhD Student Ombudsman.

The PhD student council is open to all interested doctoral students and provides an opportunity to gain influence over the doctoral programme in public health sciences. The council's members are elected annually, and acting as chair or vice chair entitles doctoral students to prolongation of the doctoral studentship.¹⁶

Pursuant to the Higher Education Ordinance (SFS 1993:100), students (which also includes doctoral students) have the right to be represented on all decision-making and preparatory bodies at the higher education institution that deal with education and the students' situation. Every year, the PhD student council thus appoints a doctoral student representative to the board of supervisors and the department board, as well as to other relevant work groups at the department. The election of a new doctoral student representative is organised by the PhD student council before the end of the previous representative's term. In addition, the council nominates a representative to the faculty board, whom will be appointed by the student union.

Doctoral studentship

A doctoral studentship is a special type of fixed-term employment that corresponds to four years of full-time study. The period of employment may be extended under special circumstances, which may involve sick leave, parental leave, military service or elected positions in trade unions or student organisations.

Introduction day

The Faculty of Social Sciences organises an introduction day for newly admitted doctoral students each year. The doctoral student should attend this introduction within one year of admission. Information and registration via the faculty website (<http://www.samfak.su.se>). In addition, Stockholm University offers an introduction course for all new employees each semester, which may also be good to attend. Information on Stockholm University's introduction course can be found on the University's website.

Doctoral student salary ladder

The doctoral student's salary increases incrementally as the studies progress. The first salary increase occurs after the half-time review seminar, when approximately 50 per cent of the requirements for a doctoral degree can be said to be fulfilled. The second salary increase occurs when all courses have been completed and the final review seminar has been scheduled. At this point, 80 per cent of the requirements for a doctoral degree can be considered to be fulfilled. This is done using a special form¹⁷ that should be sent to linda.ramo@su.se

Departmental duties and teaching (SU regulations)

A research student with employment as a doctoral student may carry out departmental duties to a maximum extent of 20 per cent of the working hours. This work will not be remunerated, but leads to an extension of the doctoral studentship corresponding to the extent of the departmental duties. Doctoral students who teach courses at the bachelor's or master's level should have undergone (or started during the same semester) introductory training in teaching and learning in higher education, or have otherwise acquired equivalent knowledge. The extent and content of any departmental duties should be specified in the individual study plan and will grant an extension of the period of employment.

Reporting activity and maintenance support (SU regulations)

At the end of each semester, the doctoral student should report his/her activity and funding during the semester. This is done using a special form¹⁸ that should be sent to linda.ramo@su.se for registration in Ladok. If the reported activity rate is lower than 50 per cent, or does not correspond to the planned activity rate as specified in the individual study plan, the doctoral student should attach documentation in support of the reasons for the lower activity rate.

Sick leave and parental leave (SU regulations)

Sick leave, parental leave and care of sick children should be reported to the employer in accordance with applicable laws and agreements. In the case of parental leave, care of sick children and sick leave, the employment will be extended with the corresponding number of days. When any of the above is invoked as a special reason for extending the period of employment, it must be supported with a printout from the payroll system or a payment certificate from Försäkringskassan. It is the doctoral

student's responsibility to report sick leave and obtain the documentation necessary for the head of department to be able to make a decision regarding extension.

Extended employment due to positions of trust (SU regulations) and for courses in Swedish as a second language

A doctoral student with a doctoral studentship should, as compensation for student union work, be granted prolongation. Only assignments as an elected representative can be used as a basis for prolongation. Merely attending a PhD student council meeting or attending a meeting as a deputy member (when the regular member is also participating) or adjunct member does not provide a basis for prolongation.

The doctoral student should notify the head of department in advance what positions of trust they hold in order to allow the cost to be included in the department budget. The assignments should be documented in an appendix to the individual study plan. An application for leave from doctoral studies¹⁹ should be made in order to document all absence that may lead to prolongation of the period of employment. The decision regarding prolongation is made by the head of department based on an application by the doctoral student.

Newly employed doctoral students at the Department of Public Health Sciences who do not speak Swedish may receive five weeks of prolongation for courses in Swedish as a second language.

Rules regarding a change of supervisors

Pursuant to the Higher Education Ordinance, doctoral students are entitled to change supervisors upon request. The decision to change supervisor is made by the head of department in consultation with the doctoral student, the director of studies for the doctoral programme and the affected supervisors. Examples of situations where a change of supervisors may be justified include significant changes to the focus of the thesis, the supervisor falling seriously ill, or an irresolvable conflict between the doctoral student and the supervisor. A doctoral student who wants to change supervisors may suggest a new supervisor but does not have the right to demand a particular supervisor. The matter should be handled with urgency. The process of changing supervisors includes the following steps:

The doctoral student initiates contact with the director of studies for the doctoral programme, the head of department or the deputy head of department in order to express the need to change supervisors. In connection with this, unless it has already been done, the supervisor in question is informed. The director of studies is responsible for developing a proposal for a new supervisor in consultation with the doctoral student. As soon as a new supervisor has been approved by the doctoral student and the incoming supervisor, the doctoral student and the new supervisor should complete a revised individual study plan to be signed by the doctoral student, all supervisors and the head of department.

Withdrawal of resources (SU regulations)

If a doctoral student has substantially neglected his or her obligations according to the individual study plan, the President should decide that the doctoral student is no longer entitled to supervision and other resources. Before a decision is made, the doctoral student and the supervisors must be given opportunity to comment. Resources may not be withdrawn for any period in which the doctoral student is employed under a doctoral studentship or has a doctoral grant.

If resources have been withdrawn, the doctoral student may, on application to the President, recover his/her entitlement to supervision and other resources. The doctoral student must then demonstrate convincingly, by presenting prospective study results (or in some other way), that he/she can fulfil his/her remaining obligations in the individual study plan (HF 6:30-31).

Local forms and rules of implementation can be found at <https://www.su.se/publichealth/utbildning/alla-utbildningar/forskarniva>

Notes

¹ See "ISP" (form for basic contract and annual review in English and Swedish)

<http://www.su.se/hjs/regelverk-och-beslut/riktlinjer/riktlinjer-f%C3%B6r-utbildning/individuell-studieplan1.250280>

² See "Attachment to ISP – goal attainment"

³ See "Regler för utbildning och examination på forskarnivå"

⁴ See "Responsibilities of the department, the supervisor and the doctoral student" (information sheet)

⁵ If the main supervisor is a professor at the Department of Public Health Sciences, he/she is the closest affected professor. If not, but an assistant supervisor is a professor at the Department of Public Health Sciences, he/she is the closest affected professor instead. If none of the supervisors is a professor at the Department of Public Health Sciences, a closest affected professor should be appointed by the Department Board. This appointee shall preferably be a professor at the Department of Public Health Sciences, but may, if the board so decides, in exceptional cases, be a professor at another department or institute within the faculty.

⁶ See "Course reporting template"

⁷ See "Protocol for half-time review seminar" (form)

⁸ See "Protocol for licentiate seminar" (form)

⁹ See "Protocol for final review seminar" (form)

¹⁰ See "The doctoral student's contribution to co-authored work" (form)

¹¹ See "Protocol for final reading of the thesis manuscript" (form)

¹² See "Template – credits for internal seminar"

¹³ See "Template – credits for JC"

¹⁴ See "Application for credit transfer" (form)

¹⁵ See "Reference guide in preparation for the defence"

¹⁶ See "Application for prolongation" (form)

¹⁷ See "Form for doctoral students' salary ladder advancement" (form)

¹⁸ See "Activity report sheet" (form)

¹⁹ See "Application for leave from doctoral studies" (form)