



Handbook for Doctoral Students and Supervisors

Department of Education, Stockholm University

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Introduction

The purpose of this document is to provide doctoral students and supervisors with a comprehensive overview of the routines, decision-making procedures and organization of the doctoral program at the Department of Education (IPD) at Stockholm University (SU). Being a doctoral student means being both a student and an employee.

The doctoral program at the Department of Education is organized under the Faculty of Social Sciences <https://www.samfak.su.se/english/> which is governed by the [Board of Human Sciences](#).

The General Study Plan (GSP) in Education serves as the basis for the doctoral program at the Department of Education (IPD): [The General Study Plan in Education 2021](#)

Former general study plans and research subjects

Doctoral students admitted to now obsolete sub-disciplines, at IPD e.g. Didactics and International and Comparative Education, can choose to transfer to the current general study plan or remain on the old one according to the transition rules. The maximum transition period for defending a thesis on a previous general study plan is 10 years (= maximum length of the programme + 2 years). Didactics and International and Comparative Education were discontinued on 28 January 2016, therefore the possibility to defend a doctoral thesis on these study plans ends on 28 January 2026.

General regulations, objectives, employment

Introduction and study and career counseling

Generally, doctoral students start the programme in September. All newly admitted doctoral students attend a mandatory introduction in the form of monthly seminars during the first year of the programme. During the seminars, issues such as the stress of transitioning from professional life with daily feedback to doctoral studies where you work independently and plan your own working time are discussed. The Faculty of Social Sciences has its introduction day for newly admitted doctoral students and other seminars for doctoral students.

Steering documents

Admission to doctoral studies, as well as the content and organization of education, are regulated primarily by The Swedish Higher Education Act and are supplemented by The Higher Education Ordinance (mainly chapters 5, 6, and 7). Stockholm University's Rulebook regulates doctoral studies at the local level. See su.se Staff.

The Faculty of Social Sciences at Stockholm University is primarily responsible for doctoral studies within the faculty but has delegated the tasks of admissions (except for industry doctoral students), the establishment of Individual Study Plans, and supervision, to individual departments.

Regulations specifically for the doctoral programme in education can be found in the General Study Plan for the PhD Programme in Education 2021.

Admission process

General rules and regulations for research studies at Stockholm University can be found on the SU-web. When possible, doctoral positions at IPD will be announced at the beginning of February with the closing date the first workday in March. The applications are collectively assessed in two steps by the faculty members. After checking any bias and that the applications fulfill the General and Special Admissions Criteria, the first step is the assessment based on submitted research plans, which have been made anonymous. In the second step, the full application is assessed. After the second round, the highest-ranked applicants are invited for interviews. The final admissions decision is made by the departmental board, based on the point value assigned by the faculty experts.

Decisions regarding admission of externally financed doctoral studentships are made by the Faculty of Social Sciences based upon an agreement reached by the Department of Education experts.

Responsibilities regarding education on the doctoral level

Doctoral students must keep themselves informed about operational rules, procedures, and responsibilities. Information can be found in this handbook, at the IPD Intranet, and on the Stockholm University Staff website.

Questions or other matters not dealt with by this handbook should be addressed to the Director of Research Studies. Questions regarding institutional work should be addressed to the Director of Studies for first and second-cycle education. The Head of the Department and the Acting Head of the Department have overall responsibility for education and work environment and for decisions about supervisors, readers, teachers, and examiners within the research education.

The Department Board makes decisions regarding budget and operational business approaches, study plans and dimensions, research strategies, the admission of new doctoral students, and other issues. The doctoral students are represented on the board.

For doctoral students with employment at the Department of Education, the Director of Research Studies is the nearest boss and is responsible for the performance review, which takes place once a year.

The Director of Research Studies is also responsible for planning which courses are offered, course development, and the admissions process for doctoral students.

The doctoral student is personally responsible for maintaining a level of progress outlined in the Individual Study Plan (ISP) and for contributing to the research environment at the Department by attending seminars and preparing to participate in PhD courses.

Employment

Employment conditions

Doctoral students can be accepted to the department with different types of funding. Doctoral studentships through Stockholm University (faculty level or project-based financing) are regulated by the doctoral student's employment contract, and by the general rules of employment at SU which entitles these doctoral students to the same social benefits as all other employees at SU.

Wage increases are determined by the salary scale set for doctoral students.¹ The first wage increase will take place when 50 percent of the requirements for a doctoral exam have been achieved. When 80 percent of the requirements for a doctoral exam have been fulfilled the salary will be raised once more. Assessment is made by the Director of Studies in consultation with the main supervisor.

Maximum employment time and departmental duties

Common for all types of doctoral financing/employment is that the employment period can never surpass 48 months, i.e., four years of full time, or up to 5 years if including departmental duties of a maximum 20 percent. The employment is re-contracted one year at the time or until the 48 months have ended. If credit transfers are done on earlier studies at the advanced level on the first Individual Study Plan the employment period is adjusted accordingly by deducting time.

The employment time will be calculated using a special Excel document, that is updated twice a year by an administrative staff member to include all sick leave, parental leave, other absences; and departmental work. The Excel sheet is uploaded to the ISP. The current last date of employment according to the sheet is documented in the individual study plan every year to clearly show the remaining months to plan for.

A doctoral student is normally employed at 100 percent and must, according to the Higher Education Ordinance, conduct PhD studies at a rate of at least 50 percent. If you want to change your employment or activity time, contact the Director of Research Studies who will manage the request with the administrative boss. Any change in activity time must be reported to forskarutbildning@edu.su.se.

Employment terms for industry or externally-funded doctoral students

The employment terms for industry or externally funded doctoral students, those whose studies are financed by an external employer, are regulated by the individual employment contract drafted by the external employer. The employer must guarantee the doctoral student can work with studies at

¹ "Lönestege för doktorander" see Medarbetarwebben, su.se (not in English)

least 50 percent of their work time during their whole study time up to a maximum of 48 full-time months. Doctoral students who are admitted under different funding schemes/externally funded can have different terms of employment.

Work hour agreement

Doctoral students working conditions are regulated in the local agreement: *General agreement on salaries and benefits*.² According to the agreement, doctoral students have annual working hours as teachers and must be available at the workplace to the extent required by the activities, work tasks, and the individual study plan. In consultation with the employer, the work tasks can be temporarily transferred to another location than the regular workplace, e.g. working in the library, collecting empirical data, attending conferences outside the department, or sitting at home and writing occasionally. Otherwise, attendance at the workplace and participation in internal meetings and conferences is expected. The possibility of working outside the institution depends entirely on the nature of the work and it is the employer/manager who determines the extent and timing. Experience has shown that it is important for doctoral students' well-being and progress in their dissertation work to be present at the department regularly, as much of the learning takes place informally in conversations with other doctoral students and researchers over a coffee or in the doctoral students' workroom. If you have questions about attendance/absence, contact the Director of Research Studies.

Working place and computer

Employed doctoral students have the right to a workplace and a stationary/desktop computer with several standard programs. You can get help with computer problems via the [IT Helpdesk](#). If doctoral students require software other than those already pre-installed, there is a form to fill in for the software and its purpose: *Beställningsformulär* (Order form). Contact the administration for PhD-studies if help is needed. If you have questions about workplace furniture, lights, ventilation, etc. you may contact service@edu.su.se

There are set principles for working place rooms. In room 2611, new PhD-students are placed on the wall side of the room. If a window desk becomes available the selection is ISP/date of planned defence. If conditions are equal – a draw procedure is done. The facilities in 2611 (sofa, reading chairs) are available to all PhD-students. When PhD-students are approaching their last year, they are offered a desk in a smaller office.

Resources for doctoral students with external funding

There is a possibility for external doctoral students and doctoral students whose contracts have expired to use guest places. All doctoral students who have documented activity have the right to an IT account and library resources, email, and storage space on university servers. See link <http://www.su.se/english/staff/it/it-support-systems>

² Villkorsavtal-SU, see Medarbetarwebben, su.se (not in English)

How to register vacation, sick leave, care of sick children, and other absences

Vacation, as well as sick leave, care of sick children, and other absences (for PhD-students with employment at the Dept of Education) are applied for/registered in the administrative system [Primula - HR System](#). You log in with your SU username and password. Please inform the Director of Research Studies by email.

Since doctoral students are employed for one year at a time, vacation generally should be planned for and taken during the employment year. Vacations should normally be taken during the summer and/or Christmas holidays. If you want to vacation during other times, consult the Director of Research Studies before applying. If a vacation is not planned in Primula upon the requested last date of application at the end of April, all your remaining vacation days will be planned for you starting from Midsummer. You can read more about vacations at the SU staff web and the IPD Intranet.

Health care, computer screen/terminal glasses, ergonomic questions and insurance
State agency-employed doctoral students at SU, can contact the *occupational healthcare services* for work-related concerns at the SU staff web. Other doctoral students can contact the student health service. If you are unsure whether or not your concern is work-related or not, contact the occupational healthcare as they make the decision. You can contact them yourself or you can ask that the Director of Research Studies contact them on your behalf.

Employees are entitled to a free eye test and, if needed, to special glasses designed for working at a computer screen, see: [computer screen/terminal eyeglasses](#) (SU Staff web) and [Computer glasses](#) (Intranet - IPD)

If you have *ergonomic* health problems with your workplace, contact the occupational healthcare services for rehabilitation. The Director of Research Studies will help you to contact the ergonomic professionals.

If you get sick or hurt while on a business trip abroad, you will be covered by *work insurance*. Therefore, when planning to travel, make sure to have your Swedish State Business Travel Insurance Certificate, issued by your administrative boss.

Wellness, working environment, and equal terms

Employees have the right to workout 1 hour per week during worktime and get wellness benefits of up to 3000 SEK per year, which are paid out after submitting verified receipts, please find information on our intranet: [Wellness benefit](#) (log in with your SU username and password). It is possible to work out, for example, at Frescatihallen or the Staff gym.

You will find information about Working Environment and Equal Terms and courses aimed at PhD students (Complete your PhD studies on time and feel good along the way) on the SU staff web: [Working Environment & Equal Terms - Staff \(su.se\)](#).

If you have questions about your physical, digital, or social environment, you may always contact the Director of Research Studies or one of the department's safety representatives.

Meetings and Social Activities

The Doctoral seminar

The Doctoral seminar is a monthly seminar organized by the doctoral students for the doctoral students. Participation is mandatory for doctoral students with a position at IPD, other doctoral students are also welcome! **Any absence due to teaching, conference participation, or illness/care of a sick child is reported to the Director of Studies.** The meeting has a seminar format and the doctoral students are expected to present their work about once a year. At these meetings, there are also discussions on themes related to more informal processes such as becoming a researcher, academic culture and organization, and the research craft (Soul, Craft & Culture SOCC). These discussions are led by the invited guest.

Before each semester, the administrator sends a list of the doctoral students who will hold a seminar in the following semester, together with a schedule. A meeting is held together with the doctoral students responsible for the upcoming seminars, the administrator, and the director of studies for planning possible arrangements and suggestions on which researchers can be invited to the seminars. A doctoral student who wishes to present a text at one of the seminars contacts the doctoral student responsible for the seminar.

Doctoral and employee fika

Each Tuesday at 15.00 (for about 30 minutes) all doctoral students are welcome to gather for coffee or tea in the staff lunchroom on the 6th floor. This is an opportunity to meet and also to pose questions to the Director of Research Studies and the programme administration.

Every Thursday at 14:30 the department has fika (a Swedish traditional coffee and/or tea break, some weeks accompanied by a light snack—usually a pastry or cake—and conversation) in the staff lunchroom. Please find date and time in the internal calendar on the Intranet.

Individual Study Plan

According to The Higher Education Ordinance, an individual study plan (ISP) must be created for each doctoral student. The Department of Education uses digital ISPs.

According to Stockholm University's local rules, a constitutional ISP shall be drafted as soon as possible after the admission decision and shall be finalized no later than 2 months after a doctoral student has started his/her doctoral studies. A follow-up shall be made at least once a year and additionally when important changes are made

Passive doctoral students or those admitted before the PhD programme reform of 1 April 1998 must also complete an ISP each year. The plan must include the commitments of the institution and the doctoral student and a timetable for the doctoral student's education. The plan shall be decided after consultation with the doctoral student and supervisor. The formal establishment, i.e. the decision on an individual study plan, normally requires consultation with the doctoral student and supervisors, but when the doctoral student and the university have different views on how the programme should be conducted, the ultimate responsibility for establishing the individual study plan lies with the university.

The follow-up ISP must be approved by the doctoral student, supervisors, and Director of Research Studies and then decided by the Head of Department:

- no later than 1 November each year or
- in connection with a change in progression and/or degree of activity or a change of supervisor.

The administration assists the Director of Research Studies in the review and then the Head of Department is responsible for the decision.

The individual study plan thus becomes a legally valid document that regulates the doctoral programme for the individual doctoral student. It is a living document that will support the supervision process, planning, and follow-up of the doctoral programme. For the plan to be legally valid, it must be fully completed and signed by the doctoral student, the supervisors, the Director of Research Studies, and the Head of Department.

The plan is drafted by the doctoral student in active consultation with the supervisors and shall contain an outline of the four years of work, both a timetable and a description of the content of the work, as well as dates for the 50%-Reading seminar and the final seminar. It is important that the doctoral student, together with his or her main supervisor, plans and evaluates the progress of the work and creates an overview of the coming year as well as the total study period. The plan should also include future conference participation so that it is possible to apply for funding in good time for this. Every autumn before the annual ISP follow-up, support is offered for doctoral students and supervisors.

The main supervisor and the doctoral student shall meet regularly, at least once per semester, to check whether the studies are progressing at the rate specified in the study plan. According to local regulations at Stockholm University, the main supervisor is responsible for ensuring that these meetings take place. If the doctoral student fails to attend and no meeting takes place, the Director of Research Studies and Head of Department shall be informed of this. Both the supervisor and the doctoral student have the right to propose changes to the individual study plan. This applies both to doctoral students with employment/financing and to doctoral students who no longer have this.

Degree of Activity

The doctoral student must report their degree of activity each term upon request by the programme administration. The individual study plan states the percentage of the doctoral position that consists of departmental duties and doctoral studies, and whether the doctoral student is on leave of absence or on sick leave, or for other reasons does not work 100 percent of their position.

Degree of activity – the days actively devoted to doctoral studies, equals employment percentage (usually 100%) minus departmental duties and/or any planned absence including union duties. Reported activity levels and any absence (due to sick leave, parental leave, or care of a sick child) form the base for calculation of prolongation and renewed employment (equal to that of absence and/or activity). This calculation is made in the Excel document (the prolongation file) updated at least twice a year.

Contact the administrator of research studies, should your degree of activity change during the year.

Extension/Prolongation

National rules: The Higher Education Ordinance (chapter 5, 7§ and chapter 6, 29§) stipulates that employment may be extended or prolonged due to particular grounds. Grounds for *extension/prolongation* are sick leave, parental leave, care of sick children, bereavement, military service, union duties, and/or departmental duties.

Information in English including the calculation model regarding prolongation due to union duties is to be found in *Regulations for third-cycle education and summative assessment* (Staff pages, su.se).

Work for the Department and Courses in Teaching and Learning in Higher Education

Work for the department should be discussed with supervisors and Directors of studies and, if possible, planned in the individual study plan. The work for the department is decided upon by the Directors of Studies for the courses and programs. The main supervisor should be informed by the PhD student of the extent and content of the departmental work. The doctoral position is then prolonged based on the hours of work, i.e., a maximum of 1 year for 20 percent of contracted time.

Please observe that supervisors or teachers/course leaders cannot assign doctoral students to work for the department, for example by asking them to help on a conference or a course, etc. On occasion, a doctoral student may be invited to speak about their research at standard courses offered at the Department of Education. This is voluntary and is not counted as teaching/work for the Department. *All work for the department must be decided on by the Director of studies for the courses and programs at the Bachelor's and Master's level or doctoral level, and noted in the individual study plan.*

Doctoral students should attend a course in Teaching and Learning in Higher Education shortly before they begin teaching the courses they have been assigned. A maximum of 7.5 credit points (7,5 hp.) can be transferred into a doctoral degree.

It is important to document work for the department right from the beginning since teaching and supervising are merits that can be used when applying for a position after finishing the doctoral studies.

Applying for funding for conferences and translation

Funding for conference trips, translation, proofreading (of articles), etc. should, primarily be applied for through the university scholarship foundations. Some scholarships cover printing costs, if the costs exceed the funding provided to the Department by the Faculty of Social Sciences. There are several different scholarships and travel grants to apply for. For more information, visit *Studenthuset* and *Infocenter* on Campus.

Office for Research, Engagement, and Innovation Services (REIS) is a central university service that can assist doctoral students as well as researchers. They offer courses and seminars on writing research applications and can give personal advice on which research councils to apply to.

Each year the departmental board finalizes the budget for the department. In the budget, there are funds set aside for additional costs such as conference trips, external courses, and possible proofreading services (Stockholm University only reimburses contracted proofreading services). The amount that can be applied for is a maximum of 40 000 SEK (2023) per employed doctoral student. This sum does not constitute a personal pot but is a budget reserved for applications considered relevant and justified. Applications addressed to the Director of Research Studies shall be approved by the main supervisor and strongly connected to the Individual Study Plan. Please apply in good time using the form: Application for Funding- Doctoral Students. Decisions are made by the Director of Research Studies.

The Department will only consider applications for funds for proofreading and conference articles and abstracts already received in advance of publication/accepted for presentation, there are no financial resources to review extensive scripts with greater linguistic shortcomings.

Notification of accepted abstract(s)/article(s) should be attached to the application. In addition, data on past contributions and grants sought elsewhere should be included in the application.

In the first instance, applications should be submitted to the joint scholarship funds at the university or external funds, before the application is submitted to the department. Conference travel, etc. should be planned well in advance in consultation with the supervisors and, if possible, included in the Individual Study Plan.

Proofreading may be done by doctoral students with English as their first language as part of their departmental work. Book such proofreading well in advance. Contact the Director of Research Studies for contact information.

The department will not fund *interpreter costs* in connection with data collection. Apply for funding through external financiers.

Positions of Authority and Delegation of Authority

The Departmental Board (Institutionsstyrelsen) is responsible for several areas within doctoral studies at the Department of Education. The Departmental Board has then decided on a delegation of authority which delegates certain decisions to specific positions, such as the Head of the department and the Director of Research Studies who then have the authority to make decisions on behalf of the Departmental Board. At the Department of Education, there is a Director of Research Studies as well as *an administration of research studies*.

The Director of Research Studies is the doctoral students' closest superior and conducts performance reviews (utvecklingssamtal), reviews the individual study plans and leads student counseling. If the doctoral student has concerns about their studies, they should contact the Director of Research Studies. Some issues are prepared by the Director of Research Studies to be decided upon by the Departmental Board and the head of the department (for example, admission and questions concerning supervision). The Director of Research Studies decides on doctoral courses and routines surrounding the Individual Study Plan. The Director of Research Studies is also responsible for the development of doctoral studies, including supervision, in consultation with the concerned researchers, teaching staff, and doctoral student representatives.

If doctoral students have questions regarding sick leave, parental leave, etc. they should contact the departmental head of administration.

The administration of research studies assists with the announcing of available doctoral positions and the receiving of applications for admissions. He/she is responsible for reporting admissions/discontinuation of studies into LADOK, registering the doctoral student's degree of activity in LADOK, their credit points earned, and providing the necessary documents to receive a degree certificate. The administration has access to statistical data and follow-up in LADOK, administers doctoral program courses, and updates the information on the departmental website. Within the administrator's duties are the booking of rooms for seminars, public defence of dissertations and reading groups, as well as the before- and post-production of licentiate degree examinations and public defences.

Doctoral student council

The doctoral students have a representative in the decision-making body of SU through the doctoral student council, which is organized by the students themselves. The local Doctoral student council at the Department of Education organizes its meetings regularly and designates inter alia representatives to the Board of the Department. The council board is in contact with the Director of Research Studies before and/or after the meetings to inform about the council's discussions and opinions on important matters.

Thesis project, studies, and quality assurance

Meeting Structure and Quality Assurance

The Director of Research Studies is responsible for quality assurance and has established several groups where issues of quality assurance are identified, discussed, and followed up. During two of these meetings, doctoral students are participating.

The committee of current supervisors (*handledarkollegium*) meets twice per year to discuss the doctoral students' progression and matters of supervision. Once per semester, the doctoral studies committee (*forskarutbildningskollegium*) meeting is organized for all active supervisors, doctoral students, teachers, and administrators within the research education. General issues concerning the quality of research education are discussed. In addition, a postgraduate conference (*forskarutbildningskonferens*) is organized in the autumn by a group of doctoral students.

Meeting Groups	Participants and purpose	Meeting frequency
Committee of supervisors	Advisory body to the Director of Research Studies: All supervisors are invited to group meetings to discuss doctoral students' progression and matters of supervision.	Once per semester
Doctoral studies committee	Advisory body to the Director of Research Studies: The meeting is for all supervisors, doctoral students, and the administration. The purpose is to highlight issues and share experiences of doctoral supervision and courses to improve the quality of education, as well as utilize and develop experience and skills.	Once per semester
Postgraduate conference	Advisory: All doctoral students and supervisors, recent alumni, and the administration. The purpose is to generate discussion and exchange experiences between current doctoral students, new graduates, experienced, and new supervisors.	Once a year, in the autumn (six hrs. conference incl. lunch)
ISP meeting/ support	To ensure that the correct information is filled in during the annual follow-up of the individual study plan (ISP) (in the ISP tool), support is offered to doctoral students and supervisors, both joint meetings for new doctoral students and supervisors and individual meetings.	Continually in Aug - Oct

Course evaluation

Course evaluations conducted by the Department are also an important aspect of quality assurance in the doctoral program. All courses shall be evaluated continuously during the course to meet the needs of the participants, with regards to the forms of work and literature, as well as three months after the examination date. Evaluations should be done for all mandatory courses, in relation to intended learning outcomes set for the course. The Director of Research Studies follows up.

Supervision

Each doctoral student has at least two supervisors, most have three supervisors. Supervisors have different roles and responsibilities. The main supervisor shall, according to faculty rules, normally be employed at the department. If the main supervisor is not employed at the department, he/she must be employed in the social science faculty at SU and at least one of the secondary supervisors should be employed at the department. Employment at the department is required due to judicial reasons since the main supervision role is an exercise of public authority.

All supervisors should have a doctorate and the primary supervisor should be an associate professor or professor. At least one of the supervisors should have completed the doctoral student supervisor training.

The Head of the department, upon consulting with the Director of Research Studies, appoints supervisors based on suitable competence but is also aiming for a good mix of competencies in the supervisor group, which will be of favor to the doctoral student. Doctoral students are asked about their preferences during the job interview.

When deciding on a supervisor, consideration is first given to the competence of all potential supervisors in relation to the thesis project. Subsequently, issues such as space in the position, number of supervisors/doctoral students, and time left until retirement are considered. At an overall level, the distribution of qualified tasks such as supervisory assignments is related to the organization's overall need to spread out such tasks in the college, among other things to safeguard future competence and for reasons of fairness. The Head of Department thus makes decisions in the capacity of supervisor and the Director of Research Studies prepares. Similarly, decisions on readers and final readers are made in stages 1-2-3, but in close consultation with the principal supervisor. All PhD teachers employed at IPD can register their interest in supervising by completing a short survey available on the intranet : <https://survey.su.se/Handledarkompetens-IPD>

Supervisory Resources for doctoral students while employed

Each doctoral student is allocated 70 hours of supervision per year, increasing to 90 hours during the final year. Supervisors' preparatory hours for supervision are included in these allocated hours. Usually, 40 hours per year are assigned to the main supervisor and 15 hours each to the additional two supervisors. During the doctoral candidate's final year, the distribution of supervisory hours increases to 50 + 20 + 20. Allocation of these hours can, however, be divided differently upon agreement, informing the Director of Research Studies. In those cases when there are two supervisors, 50 hours are assigned to the main supervisor and 20 hours to the additional supervisor. A plan for supervisory meetings should be specified in the individual study plan.

Documentation, forms, and supervision sessions

Supervision sessions can be held in person or virtually with the supervisor(s) present to discuss the doctoral student's progress. The doctoral student should normally send the material they would like to discuss with their supervisor(s) well in advance. The text/material can, for example, be uploaded into a folder on Box at least one week before the supervision session. If the doctoral student has not written any new text for their dissertation monograph or compilation since the previous supervision session, the text may instead be a so-called log book based on an account of and reflections on the progress of work, or any questions that the student wants to discuss at the meeting. The documentation saved in for example Box can then provide the basis for revisions to the individual study plan. The folder can contain things such as recorded supervision sessions or reading seminar notes, etc.

Supervision resources post-employment

A doctoral student who is no longer employed/financed, but who can demonstrate a degree of activity of a minimum of 50 percent, is entitled to supervision however, a clear progression must be shown.

Doctoral students whose employment ends must make a follow-up individual study plan (ISP) in connection with this. Thereafter, an ISP follow-up must be made every three months. These follow-ups must clearly show how the work is planned in the coming months and whether the progression follows the set plan. A review seminar (reading group or final seminar) must be planned within one year.

In cases where research students who have been inactive for a period wish to resume their research studies, the form *Request for Supervision* must be completed. For the form, contact: forskarutbildning@edu.su.se

Decisions on counseling resources are made by the Head of Department.

Withdrawal of supervision hours

Sometimes the studies do not progress as planned and the doctoral student does not finish on time. This can be due to various reasons. After the end of the employment, the ISP must be followed up every three months. In cases where the doctoral student significantly deviates from his/her ISP on repeated occasions that are not caused by valid reasons such as sick leave etc. a case is started where measures and follow-ups are documented with registered service notes. It is the principal supervisor's responsibility at each ISP follow-up to assess whether the doctoral student is following the study plan. Any deviations shall be discussed between the supervisor and the doctoral student, whereby the doctoral student shall be reminded that a significant deviation from the study plan may result in the withdrawal of the right to access the university's resources. If the deviation is significant and continues during the following semester, the supervisor shall notify the head of the department in the form of a written report. The Head of Department shall allow the doctoral student to comment in writing on the supervisor's report and then decide whether a proposal to withdraw resources should be submitted to the Board of Human Science.

Only the President can decide on the withdrawal of tutoring and other resources, as well as the return of such resources. Preparation of such decisions shall be made by the department and then the area board.

See also the local guidelines for third-cycle education at the Faculty of Social Sciences and the Vice-Chancellor's decision for the procedure and the procedure for withdrawing a doctoral student's right to supervision and other resources.

Responsibilities of the main supervisor

The main supervisor has a larger formal responsibility than the other supervisors. The role of a main supervisor requires an overall responsibility for the supervision within the group of supervisors. The main supervisor is also responsible for following the doctoral student's progression and documenting deviations early in the process. The role of the main supervisor is described as follows:

1. Regularly call for supervisory meetings and take notes.
2. Hold academic responsibility: i.e in different phases of the thesis work together with the doctoral student and other supervisors reflect over and conclude discussions about the focus/emphasis and progression of the work according to the General Study Plan (GSP), which the PhD student follows, as well as consider and interpret comments given the doctoral student at different seminars (including reading seminars).
3. Together with the doctoral student evaluate the need for an ethical review, and when such is considered to be needed the main supervisor is responsible for the application. Consequently, the main supervisor shall familiarize themselves with the current GDPR (personal data) legislation and the handling of personal data. If support is needed for example for language reasons, the Director of Research Studies is contacted. For more information, see Ethical Review of Research Involving Humans,(Staff pages).
4. Together with the doctoral student plan for mandatory and optional courses; and if courses from the advanced level are to be transferred.
5. Hold responsibility, according to the faculty rules, to have regular supervisory meetings with the doctoral student and the submission of an individual study plan (ISP) at least each year, more often in case of a larger change regarding the focus or schedule of the original plan.
6. Maintain an ongoing reflection regarding the forms for supervision involving the other supervisors and the doctoral student.
7. Together with the doctoral student and other supervisors make plans for conference participation and the possibility of staying abroad for some part of the studies.
8. Discuss the doctoral student's plans for example a postdoc stay, research applications, and networking in relation to different career opportunities after the PhD exam.
9. Be responsible for following up the progression according to what is stated in the individual study plan. If the agreed-upon progression does not occur, the main supervisor should speak with the doctoral student and make sure there is a clear plan for sufficient steps towards the goal of progress. If there still is no progression the Head of Department/Director of Research Studies shall be notified in writing and documented in the ISP.
10. In a dialogue with the doctoral student decide on optional courses and/or reading courses.
11. Propose readers for the First Reading- and the Final Seminar and for the final (green) reader (a professor at IPD). The proposals are sent to the Head of Department for a decision. See form, IPD Intranet.

12. Plan for the dissertation through preliminary contacts ahead with the prospective/potential examining committee, opponent, etc.
13. Take the decision, based on scientific grounds, on when a manuscript is ready for defence, i.e. if it can be handed to the final reader.
14. Make preparations for the defence according to our department regulations and the faculty rules, see *Reference Guide for Public Doctoral Defence* (IPD Intranet).

The role of other supervisors

The other supervisors may have different responsibility areas during the working process.

1. To contribute with their special qualifications/expertise of knowledge within the area of the thesis regarding methodology, theory, and applications.
2. Contribute with more general approaches and opinions on the whole or part of the manuscript.
3. Propose literature, conferences, and academic journals suitable for the thesis project.
4. Act as a mentor for the doctoral student regarding different aspects of the research work and the doctoral student's role.
5. Discuss future career possibilities.
6. Take more responsibility in case of a main supervisor's absence.

Changing supervisors

Both the doctoral student and the supervisor have the right to request a change in supervisors. The cause may be due to partly new theoretical or methodological focus of the dissertation, which requires new supervisory skills. However, you do not have to give reasons. If the doctoral student or supervisor, for various reasons, experiences that the supervisor/supervisee relationship is not working, they should first discuss this with the Director of Research Studies. If the Director of Research Studies is the supervisor in question, the issue should be taken up with the Head of the Department. To avoid lost time and energy for those involved, the Head of the Department will consult with the relevant parties before making the final decision on the possible reassigning of supervisors.

Procedure for a change in supervisors:

- The doctoral student or supervisor discusses the matter with the Director of Research Studies (or Head of Department if the Director of Research Studies is the supervisor).
- A new prospective supervisor is called upon by the Director of Research Studies or Head of the Department.
- A decision is made by the Head of the Department.
- The Director of Research Studies informs all the relevant parties.
- The change in supervisor is documented as a formal decision made by the Head of Department.

Courses within the PhD programme

Scope, purpose, and course types

The PhD programme in Education (2016) consists of 90 Swedish higher education credits of coursework, of which 52.5 are mandatory course credits, 37.5 are optional course credits as well as

150 credits for the doctoral dissertation. All courses must be finished before registering for the public defence. Exceptions can be made for already started but not finished optional courses of max. 7.5 credits.

The M.Phil./licentiate degree consists of 37.5 credits of mandatory and 7.5 credits of optional courses.

The doctoral program consists of different types of courses: mandatory courses, optional courses, and so-called reading courses. Elective courses are chosen in close consultation with the main supervisor and can also be studied at other departments and universities. Courses taken at another department at SU are reported directly by the course-giving department. For courses taken at another university, research students apply for credit transfer on a special form available on the intranet. The principal supervisor grants the credit transfer. This also applies to the course Professional development course 1, 7.5 ECTS.

The *mandatory courses* should generally be taken at the department within the first two years, to represent the basis of the design of the thesis. Equivalent courses at another university/department may in exceptional cases be transferred by the Director of Research Studies.

The overall aim of the courses in the doctoral program is to allow doctoral students to develop those skills that are central to the research process: knowledge of scientific theory and research methodology, research ethics, and academic writing as well as publishing strategies. In addition, the given courses offer the opportunity to develop general knowledge expressed in the goals of the HF (Higher Education Ordinance) for PhD (see above). Another aim is to provide knowledge on issues in specific areas as well as on the dissertation project which is done in optional methodology courses- or other specific subjects/reading courses/seminars.

The working methods of the courses will prepare and train the doctoral students for their upcoming roles as researchers and teachers. Participation in the courses involves a large amount of independent work in relation to the literature by showing understanding through writing and by critically reflecting on the course content with classmates and teachers. At seminars and group work, doctoral students will work actively by posing questions to the text, to teachers, and to each other to deepen their understanding of the course topics and to relate it to their dissertation project.

Mandatory courses in Education

To receive a PhD in Education, doctoral students must have passed 90 credits in courses, where 52.5 credits are mandatory and 37.5 credits are optional courses. The M.Phil./licentiate degree consists of 37.5 credits of mandatory and 7.5 credits of optional courses. See the table below for an overview of mandatory courses.

Four of the mandatory courses should be planned and implemented during the first five semesters of studies (courses 1, 2, 3, 4). Courses 5 and 6 are offered continuously throughout the study period and examined at the end of the studies. The mandatory courses are taught in English (otherwise the working language at the department is Swedish, see SU's language policy). External doctoral students can register for some courses, but priority is given to students in the Department of Education. There is a maximum of 20 participants in a course.

Course	Aim and Intended Learning Outcomes	Study Pace
1. Research Traditions and Theoretical Perspectives, 15 ECTS.	The course aims to allow doctoral students to develop a wide range and systematic understanding of research in education and to become familiar with elements of theory, scientific methodology in general, as well as specific theories and methods used in the fields of pedagogy and didactics.	50%
2. Ethics in Educational Research, 7.5 ECTS.	The course aims to allow doctoral students to develop their ability to take an ethical position in relation to their research, as well as the ability to formulate, analyze, and question research ethics based on regulations and relevant literature. The course also raises participants' awareness of ethical questions and develops a deeper understanding of both the wide range of possibilities and limitations of research, and the role society and individual responsibility play in relation to pedagogical and didactical phenomena and questions	25%
3. Theories and Methodologies, 7.5 credit ECTS.	The course aims to develop participants' ability and familiarity with theoretical elements, general scientific methodology, and the specific methods used in research in pedagogy and didactics. The participant develops the ability to critically examine and evaluate current research and new and complex phenomena, questions, and situations, put forward in current dissertations in pedagogy and didactics.	25%
4. Academic Literacy, 7.5 ECTS.	The course aims to help students develop their ability to discuss research in general and their research project in particular, specifically in academic English in different genres. In addition, the course aims to provide doctoral students with increased knowledge of the principles of advanced literature review and research overview. It also helps them to develop their publication strategy which is examined in cooperation with the reading group. (50% Reading seminar)	Part-time during several semesters

5. Research Seminars and Conference Participation, 7.5 ECTS.	The course aims to educate and prepare students for research seminars. Learning outcomes: the doctoral student demonstrates the ability in both national and international contexts, orally and in writing, to present and discuss research and research results with the scholarly community and society in general.	Continuous participation in seminars Part-time during several semesters
6. The Researcher in Society 7.5 ECTS.	The aim of the course is for the doctoral student to develop a deeper insight into the potential and limitations of science, its role in society, and people's responsibility for its use. Students will also develop the ability to identify needs for future knowledge contribute to the development of society and support other people's learning. A communication plan shall be handed in together with the manuscript in connection with the Final Reading Seminar and the course will then be examined.	Continuous in the form of workshops and reflections. Part-time during several semesters

Optional courses

The department also offers optional courses that are given periodically or on individual occasions and are advertised on the website. Examples of recurring elective courses of 7.5 ECTS given at quarter or half speed: *Quantitative Methods, Policy, Discourse and Comparison and Hypothesis, Action, Design*. In addition, there are courses offered to doctoral students from different departments within the Faculty of Social Sciences (see web page). Optional courses must be approved by the supervisor.

Reading courses

Associate professors and professors can, in consultation with doctoral students, organize so-called "reading courses". For reading courses, a syllabus is written with literature specially selected to suit individual or small groups of doctoral students. A maximum of 15 credits of the doctoral student's course credits may consist of reading courses. The syllabus and examiner for reading courses are decided by the Head of Department.

Study form

All courses at the doctoral level are normally offered on campus and require active participation in seminars and group discussions or workshops. Participation requires preparation and written reflections on literature.

A study guide and literature list are published on the course website no later than 2 months before the start of the course. The schedule is published no later than 1 month before the start of the course. Each course is led by two or three teachers who are jointly responsible for planning, implementation, examination, and evaluation. An Athena site is created for each course.

The courses are evaluated anonymously by a digital questionnaire via Athena when the grades are reported. It is also essential that during the course there is an ongoing discussion in the doctoral

group regarding the study structure and implementation as well as participants' responsibility to be prepared and actively participate in seminars and group discussions.

Writing process and knowledge-making

Studies at the doctoral level require that doctoral students focus on documenting their reading of the course texts in written form. The purpose is to set the basis for group discussions and materials for the final examination, but also to make it possible to get an insight on their thinking throughout the learning process. Externalizing their reading is central for capturing every text's central ideas and critically reviewing and comparing the texts that are in focus. A "PM" (memo) is a knowledge representation that forms the basis for discussions and further deepening reflections, and it contributes to making significant associations with prior learning.

Feedback and group discussions with a "critical friend"

At the courses, doctoral students work continuously together by giving each other feedback (critical friend⁵) on PMs in small group discussions. There are often course requirements such as publishing a PM before each seminar and providing constructive feedback to other course participants in small groups and seminars. The teachers provide oral feedback to the group, for example by highlighting themes and questions based on the doctoral students' reflections.

Through PM writing, the doctoral students get insight into various aspects of the texts by comparing each other's readings

Compensation of absence

Absences must be compensated according to the course instructions.

Examination: draft, public discussion, and grading

In their assessment report, the doctoral students will show in the text that they achieved the expected learning outcomes for their respective courses. Generally, for all examinations at the doctoral level, the doctoral student can

- report, comparatively analyze, and critically meta-reflect on the course's main themes and literature coherently,
- argue nuanced and linguistically correctly in line with the requirements and contingency of the academic genre and
- manage accuracy and referencing correctly according to APA or Harvard system.

The examination may vary among courses but, for example, it usually consists of a summarized paper where three-four of the PMs are revised and extended after receiving feedback from teachers and fellow students.

At the last seminar occasion, doctoral students have the opportunity to defend the paper at a seminar. One doctoral student in the group is acting as an opponent and gives written feedback, but the rest of the group is expected to provide comments. Each doctoral student will be both a respondent and an opponent in the public discussion. At this point, doctoral students also receive written feedback on their text from the teachers.

At the examination date, which occurs about 1 week after the public discussion seminar, the doctoral student sends a revised manuscript that is then graded. The examiners/course leaders jointly read and assess received texts, insert the grade P or F, and motivate the grading by email no later than 15 working days after the examination. One of the teachers acts as the formal examiner

but everyone assesses the texts. In the case where an addition needs to be made, the teacher gives written comments to describe what is still unclear and when a new version can be submitted for evaluation.

Transferring credits

Which courses may be transferred depends on the general study plan of the research area.

There are three different ways to transfer credits in doctoral studies:

- a) *transferring course credits from advanced level completed before the admission to doctoral studies*
- b) *recognition of prior knowledge equivalent to the mandatory courses* according to the relevant general study plan (which are not to be replaced if not matching) and
- c) *transferring courses from other university after admission to doctoral studies*

Transferring credits from advanced level

The responsibility for assessing validation and credit transfer of a mandatory course lies with the Director of Research Studies. The form "Application for credit transfer/validation of a mandatory course at IPD" is filled in by the doctoral student. Appendices and arguments for how the documentation shows that you fulfill the course requirements and/or the objectives of the degree regulations are attached to the form. It is then submitted to the administrator of the doctoral programme. The request is then forwarded to the course coordinator for assessment of the documentation. After the course coordinator assesses that the documentation is sufficient for validation, the Director of Research Studies signs the validation decision. The formal documentation for credit transfer should be a LADOK extract/certificate, course syllabus, and bibliography.

For validation, the doctoral student contacts the course coordinator for the course they want to validate and receives instructions on which documentation applies.

Recognition of prior knowledge equivalent to mandatory courses

The Director of Research Studies is responsible for evaluating the content of a *mandatory course/s* that doctoral students have completed in another department/university, the form is available on the IPD intranet.

In the case of recognition of prior knowledge equivalent to mandatory courses, the doctoral student shall contact the course coordinator regarding the specific course to receive instructions about the necessary documents to show. Before contacting the course coordinator, seek information about the mandatory course on the course website, specifically about the course aims and examination tasks, to comprehend what aims and competencies you should have achieved.

Transferring optional courses

The main supervisor is responsible for assessing and approving applications for credit transfer of optional courses chosen by doctoral students, partly based on the relevance to the current dissertation project and partly in relation to the general objectives of doctoral education.

All optional courses must be approved by the main supervisor. In the event of a credit transfer, a Ladok extract/certificate + course syllabus and literature list must be attached as documentation.

This can be obtained from all higher education institutions via the registrar. The form for credit transfer is available on the intranet.

Degree objectives for the doctoral degree

For a doctoral degree, the doctoral student must (according to the Higher Education Ordinance):

Knowledge and understanding

- demonstrate broad knowledge in and a systematic understanding of the field of research, together with deep and up-to-date specialist knowledge in a defined part of the field of research; and
- demonstrate familiarity with scholarly methods in general and with methods in the specific field of research in particular.

Skills and abilities

- demonstrate an ability to engage in scholarly analysis and synthesis and in independent, critical examination and assessment of new and complex phenomena, issues, and situations;
- demonstrate an ability to identify and formulate issues, critically, independently, and creatively, proceeding with scientific precision, and to plan and, using appropriate methods, conduct research and other advanced tasks within specified time limits, and to scrutinize and evaluate such work;
- demonstrate, in a dissertation, their ability to make a substantial contribution to the development of knowledge by their research;
- demonstrate an ability to present and discuss research and research results with authority, in dialogue with the scholarly community and society in general, orally and in writing, in both national and international contexts;
- demonstrate an ability to identify their need for further knowledge; and
- demonstrate 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.

Judgment and approach

- demonstrate intellectual independence and scholarly integrity and an ability to make ethical assessments relating to research; and
- demonstrate deeper insight into the potential and limitations of scholarship, its role in society, and people's responsibility for how it is used.

To receive a doctoral degree, the doctoral student must have presented and passed a scholarly dissertation (doctoral dissertation) of at least 120 credits.

Degree objectives for the licentiate degree

For a licentiate degree, the doctoral student must (according to the Higher Education Ordinance):

Knowledge and understanding

- demonstrate knowledge and understanding of the research area, a current specialized knowledge within a defined part of the research area, as well as a deep understanding of general research methods and in particular, the research methods used in the specific research area.

Proficiency and Ability

- demonstrate an ability to critically, independently, creatively and with scholarly precision, identify and formulate issues; as well as plan, using appropriate methods
- conduct a limited research study and other advanced tasks within specified time limits and through which, make a contribution to the development of knowledge and be able to examine and evaluate such work
- demonstrate an ability, in both national and international contexts, orally and in writing, to clearly present and discuss research and research results with the scholarly community and society in general; moreover, demonstrate a proficiency associated with being able to independently participate in research and development work and in other advanced profession contexts

Judgment and approach

- demonstrate the ability to make research ethical decisions in their research,
- demonstrate insight into the potential and limitations of science, its role in society, and people's responsibility for how it is used, and
- demonstrate an ability in identifying needs for future knowledge, and taking responsibility for their knowledge development.

To receive a licentiate degree, the Licentiate student must have presented and passed a scholarly dissertation of at least 75 ECTS.

Guidelines for the design and content of the PhD dissertation and licentiate thesis

Selection of dissertation format

Dissertations can be a *monograph* (a coherent text/book) or a *compilation* (a number of published articles and summary chapters). Licentiate theses are normally monographs.

It is always the dissertation/thesis as a whole which is to be assessed at the examination. The text is examined in relation to the doctoral education objectives, regardless of the dissertation format, whether the compilation dissertation includes three or more articles, and whether the items are self-authored or co-authored.

The research problem determines the form. Both the monograph and the compilation dissertation have their advantages and disadvantages. The choice of the format should be discussed, motivated, and possibly problematized in the dissertation introduction in relation to the purpose, problems, and tradition in which the work is written. In conjunction with the reading group for halfway validation (50%), the doctoral student must present a plan in English where choices regarding future publication of research are described and problematized in relation to the research problem and the specific research field. The plan is also an examination of the mandatory course Academic Literacy.

The doctoral student should, together with the supervisors, consider the dissertation format when completing the first ISP. A recommendation is also to use the dissertation template at an early stage (SU staff web).

Both the monograph and the summary chapters in the compilation dissertation must articulate independent and consistent scholarly work to be presented in such a coherent form as possible. This means that the different text sections refer to each other and that the argumentation and discussion of problems are logically linked together throughout the text in a theoretically and methodologically consistent manner in relation to the chosen problem and research questions.

The quality of the licentiate theses and PhD dissertations will be developed in a collegiate investigative collaboration of internal and external supervisors in addition to reviewers who decide to work in reading groups and final seminars. Professors, associate professors, lecturers, and students of the Department are jointly responsible for the development of the scientific quality of the department's dissertations and should actively participate in reading groups and final seminars.

The Dissertation Structure

A dissertation shall in monograph form or in the summary chapters to the compilation text (ideally), be grounded (in relation to earlier research) in a well-substantiated research problem and produce new knowledge within the discipline, based on a well-defined and clearly formulated aim, and relevant and researchable question.

The choice of theory and methodology should be well substantiated, examined, and argued for. The research results should develop new knowledge in the research question based on empirical and/or theoretical studies.

Ethical questions shall be addressed in relation to the regulations and problematized; furthermore, ethical considerations should be under a separate heading in the manuscript in the monograph and summary of the compilation dissertation.

In each dissertation, monograph, or compilation, both an English and Swedish summary should be included.

The monograph

A monograph consists of a coherent text - in book form - in which a research problem is presented, motivated, given perspective, and situated in relation to previous research and investigated systematically with one or more scientific methods. The results are analyzed and discussed in relation to the discipline's emergence and in relation to previous research. In the monograph form, all steps in the research process can be presented and problematized in more detail and with greater depth than the compilation format allows. The monograph also gives ample opportunity to study in depth the problem, claims, and explanatory value in relation to the research problem and the field's need for knowledge. There are also good opportunities to problematize methodology, perspective, and ethical standpoints and dilemmas that have shaped the study. A monograph can be written in Swedish or English and should have a summary in both languages.

Compilation dissertation

A compilation dissertation refers to a number of scientific articles as well as summary/cover chapters. Together, as a unified whole, the articles and summary chapters are represented when assessing the overall scientific quality of a compilation dissertation. A compilation dissertation must consist of three to five articles. The selection of articles must be justified and argued in relation to the dissertation's overall objective(s) and research question(s).

Normally, at least two of the articles should be published and at least one must be accepted for publication in scientific journals or book series with peer review. Additional articles should also be of such scientific quality that they are deemed publishable.

Typically, at least one article is individually written. Other articles may be co-authored. The author of a compilation dissertation will clarify their contribution in co-authored articles in the summary chapters.

Summary chapters must contain in-depth analysis, reflection, and discussion of the scientific contribution in articles except the background, previous research, purposes, issues, theory section, method section, and ethical considerations (if relevant), and a short description of each article and the references. The summary chapters must clarify and expand upon the total scientific contribution of the dissertation as a whole.

Choice of language can vary in the compilation dissertation: for example, articles can be written and published in English, but the summary chapters can be in Swedish.

Transition from licentiate (M.Phil.) degree to the PhD

The doctoral students who previously completed a licentiate degree, shall along with their supervisors at the beginning of their doctoral studies plan for how the new study will complete and deepen the Doctoral Students' knowledge in the dissertation – in relation to the licentiate thesis – to reach the objectives for a PhD. This occurs in several different ways, by a theoretical as well as a methodological deepening and an eventual broadening, and by new analyses of data, either collected after the licentiate degree examination or re-analyses of data collected during the licentiate study. A doctoral dissertation based on a licentiate study might be either a dissertation with two articles, in which at least one must be published and accepted for publication at the time of examination, or a new monograph. The licentiate thesis must be considered as an integral part of

the examination at the defence. It is always the dissertation/thesis as a whole, which is to be assessed at the examination in relation to the doctoral education objectives.

Data handling, ethical review, and handling personal data

Before each new doctoral project or major changes to a project, the supervisors and the doctoral student consider whether the project needs an ethics review. The decision and its justification are noted in the ISP. If a review is deemed necessary, the application is prepared by the doctoral student in cooperation with the supervisor(s) and is processed in a seminar. The main supervisor is normally the responsible researcher and submits the ethics application on behalf of the doctoral student to the Ethical Review Authority. Applications are written in Swedish and in cases where the supervisor experiences that the translation of the application requires a substantial amount of supervision time, the supervisor contacts the Director of Research Studies, and an individual solution is designed. Procedures for the application including the payment procedure are available on the intranet.

At Stockholm University the general rule is that research financed fully or partly by public means, to the extent possible, should be open to the public. Research data are to be managed in a way that makes them searchable, accessible, interoperable, and reusable. A good research praxis should be followed and research data shall be organized and managed according to current legislation and the regulations at the university. Researchers and doctoral students have a responsibility to treat their data responsibly and not disclose any informant's identity or other sensitive data.

SU has a *Policy for Open Science* and policy documents on research and rules for handling research data that both doctoral students and supervisors should be aware of and consider, see the Staff web. Stockholm University is responsible for personal data for the doctoral student's project, which means that data must be stored on servers where procedures for secure data management and backup exist, see the intranet.

The department provides a safe where raw data in the form of video or audio data on storage media can be locked. Remember never to store sensitive data together with personal data.

Personal data shall not be stored without authorization. See the Staff web about the GDPR law and what it implies for researchers.

All personal data processing at Stockholm University must be included in the university's register.

Texts and thesis drafts must also be saved regularly on the university's servers (and not on local computers or external memories that can be stolen or lost) - which have a firewall and login - so that data is protected from intrusion as far as possible.

When a thesis project is completed, the data must be archived. Contact the department's archivist and see instructions on the Staff web: Archiving and record keeping at Stockholm University. Stockholm University Library offers support.

Quality Review of Licentiate Degree and M.Phil. Dissertations

Licentiate theses and M.Phil. dissertations will be proofread and reviewed in several stages during the training and until the examination/dissertation. It is important to participate in seminars and conferences in order to receive valuable critiques continuously during the study period. The formal quality review before the examination is done in a three-step process for dissertation manuscripts and a two-step process for licentiate dissertations.

For licentiates, there are two steps: a first reading seminar when the student has reached the 75-90 percent point in their studies and a final reading of the manuscript by the final reader, who receives the manuscript no later than 10 weeks before the planned examination seminar.

The first step in the formal quality review process of a dissertation manuscript is the *first reading seminar* which is done when a student has reached about 50 percent of the study period, i.e. during term 4 or 5. The second step is the *final reading seminar* which is held about half a year before the planned defence. The third step involves the nominated professor (not the supervisor) who reads the manuscript 10 weeks before the scheduled public defence and gives a formal, written, approval (or in extremely rare cases, a written advice against it) before the public defence application can be submitted by the main supervisor. Note that the course component shall be largely completed before reporting the defence to the Faculty. Max 7.5 optional course credits may persist but should be planned and initiated in connection with the defence.

The process of official scrutiny (*juridiska granskningen*), which leads to a pass (G) or fail (U) grade, takes place at the public defence or licentiate degree examination.

For allocation of hours as a reader, see decision: *Arvoden och timresurser i forskarutbildningen* on the intranet under *Doctoral Level Education/Reading groups seminars*.

Active Participation in Research Seminars

On the Departmental website, there is information about the department's research areas. It is important doctoral students present their research in the form of a chapter or article draft (1-2 times per year) at a seminar (internal or external). Participation in the seminar should be documented in the individual study plan. The doctoral student can be active in several research seminars and not necessarily active in the same seminars as the main supervisor. The main supervisor and the doctoral student are responsible for making sure that the doctoral student's texts are publicly discussed in research seminars regularly. The PhD student is also expected to present his/her work in the Doctoral seminar at least once a year.

Final Reading Seminar: Licentiate Degree manuscript

The Department is responsible for making sure that a quality review of a Licentiate Degree manuscript is done, well in advance, before an application for the examination is submitted. The quality review is done in two steps: when the thesis is determined to be 75-90 percent done a Final Reading Seminar is held with two readers from the Department, who belong to different research groups than the doctoral student and their supervisors. Directly following the Final Reading Seminar, the supervisors, readers, and the doctoral student confer. They will discuss which necessary revisions and additions to the manuscript should be done before the examination. The main supervisor is responsible for calling a meeting soon after the Final Reading Seminar with the doctoral student to go through the feedback, comments, and suggestions given during the seminar and then agree upon what needs to be done within the timeframe before the planned examination. The readers from the Final Reading Seminar and the main supervisor conduct a final quality review of the manuscript before an application for the examination is made. The manuscript is reviewed by the final reader, appointed by the Head of Department on proposal by the main supervisor.

Examination of Licentiate degree thesis

The examination is announced as a public licentiate degree seminar. The announcement should be made at least three weeks before the seminar is scheduled to take place and at the same time, the abstract should be published in DiVA. The degree seminar shall take place during an academic term.

On special circumstances, the Dean can allow the seminar to take place outside of an academic term.

First Reading Seminar - first review seminar of the doctoral thesis

After 4-5 (50%) semesters, the student along with their main supervisor conducts a reading seminar/halfway validation (50%). The text to be presented at this seminar should typically include the purpose and research questions, a review of the state of research, an inventory of the source material to be used in the survey, which method/methods, and the theoretical interpretation approach that the student will use. Additional elements may be included, depending on how far the work has progressed. Manuscripts usually comprise about 40 to a maximum of 80 pages. The publication plan from the course Academic Literacy shall also be included.

Basis for decision and invitation

Proposals for two readers are submitted to the Director of Research Studies for preparation and then to the Head of Department in good time. See the form on the intranet. The Head of Department then makes a decision. The readers can be associate professors or professors (note disqualification!). Normally, the readers are employed at the department, but in special cases, the Head of Department can authorize readers to be engaged outside the department (at least one must then be employed at the department). When a reader is employed at another department at SU, IPD is charged by the reader's home department via an internal invoice. External readers who are not employed at SU are remunerated according to a fixed amount, for details contact the Director of Studies or the administration.

The administration announces via e-mail, notice board, and in the calendar. Manuscripts are sent to readers no later than three weeks before the seminar. In the submission to readers, the doctoral student must submit a plan for how the research results will be published in different channels and for different types of audiences. This publication plan is reviewed by the readers and also constitutes a sub-examination in the compulsory course "*Academic Literacy*".

The assignments of the readers

The readers should point out possible problems at an early stage of the research process so that the research student has an opportunity to overcome them, offer new perspectives, and help the research student to further develop their thinking in different parts of the project. The readers share their views in writing in connection with the seminar.

Final Reading Seminar - second review seminar of the doctoral thesis

When about 6 months remain until the planned public defence, the doctoral student plans a 90 percent seminar with their supervisors, called a final seminar. At the final seminar, an almost completed manuscript (approx. 90 percent) is reviewed. It must contain all sections, including the final discussion and the literature list, in as well-developed a form as possible.

Basis for decision and invitation

Proposals for two readers and one final reader are submitted to the Director of Research Studies for preparation and then to the Head of Department in good time, see form on the intranet. The Head of Department then makes a decision. The readers can be associate professors or professors (note disqualification!). Normally, the readers are employed at the department, but in special cases, the Head of Department can authorize readers to be engaged outside the department (at least one must then be employed at the department). When a reader is employed at another

department at SU, IPD is charged by the reader's home department via an internal invoice. External readers who are not employed at SU are charged according to a fixed amount, for details contact the Director of Research Studies or the administration.

The administration announces via e-mail, bulletin board, and in the calendar. Manuscripts are sent to the readers no later than three weeks before the seminar.

Readers' assignment

In preparation for the seminar, the readers should prepare a written summary of their feedback, comments, and suggestions to be given to the PhD student and supervisor, which in turn can be used in further discussions and subsequent work. Directly following the seminar, the supervisor, readers, and the PhD student confer. They will discuss which necessary revisions and additions to the manuscript should be done before the public defence. The main supervisor is responsible for calling a meeting soon after the Final Reading Seminar with the PhD student to go through the feedback, comments, and suggestions given during the seminar and then agree upon what needs to be done within the timeframe before the planned public defence.

Green reading - third review seminar of the doctoral thesis

When the readers from the final seminar have judged that their views have been taken into account, the thesis manuscript is submitted to the green reader no later than 10 weeks before the intended defence date. The green reader's task is to assess whether the manuscript is of sufficient quality to be examined as a doctoral thesis in education at the department. The green reader should not provide extensive comments. The green reader notifies the Director of Studies in writing with a clear motivation as to approve or disapprove. If there is disapproval, the group of professors must take up the manuscript for a joint assessment. If approval, the Director of Research Studies informs the main supervisor, who can then fill in and send the form for the internal decision on a public defense to the Director of Research Studies, who prepares for a decision by the Head of Department.

Examination of the thesis - Defence

A doctoral thesis must be defended orally at a public defence. Those who have passed the defence and completed their courses in the doctoral programme can obtain a doctoral degree. The thesis must be published in DiVA no later than three weeks before the planned defence date.

Assessment by the group of professors

The group of professors is engaged to read and assess dissertation projects and manuscripts in, for example, the following cases:

- when a change of the main supervisor is needed due to retirement
- when a doctoral student after prolonged supervision for some time, but with no progression, and a change of the group of supervisors is needed
- when a doctoral student after a period with no activity wants to resume the studies there is a need to assess whether it is possible to continue with the present dissertation project.

All professors often take part in such assessments, as the assessment is a joint collegial position on the issue.

Publication of Research Findings

Information on how to publish/communicate research data will be found at the Stockholm University Library. In keeping with the university's decision, all publications by Stockholm University's researchers and educators from the year 2007 are to be registered in DiVA. DiVA is also used as the basis for our annual report and bibliometric analyses.

Publication in DiVA of "full text" and articles: basically, Open Access applies to all research results and thus licentiate theses/dissertations are to be published in full text in DiVA. The copyright and distribution should also be checked regarding articles. More information on Open Science and Open Access: [Publish Open Access](#)

It is important to follow the rules and guidelines concerning copyright. It is not allowed, without written permission from the rightful owner, to reproduce material that is protected by copyright. Furthermore, referencing the source should always be practiced as it is the basis of the text, just as other research etiquette guidelines should be followed.

Doctoral thesis: IPD pays for a printed edition (see *Reference Guide for Public Doctoral Defence* for number of copies). The Department is responsible for the distribution of the dissertation to the people concerned as the opponent, the examination committee, and supervisors. Contact the Dissertation support offered by the library (SUB) for more information about the printing process.

The dissertation should follow the MS Word template for researchers. A recommendation is to begin to write in the required formatting at an early stage in the studies.

Dissertations in Swedish should have a summary in English and vice versa. In proofreading of the English language (translation will not be reimbursed), the procured performers shall be used. Please contact the Director of Research Studies before placing an order.

Licentiate thesis: IPD pays for a printed edition. The thesis should be available at the Department for at least two weeks before the seminar. The Department is responsible for the distribution of the licentiate thesis to the people concerned as the opponent the examiner/grading committee). The dissertation should follow the MS Word template for researchers. After passing, the thesis shall be published in DiVA. Licentiate theses in Swedish must have a summary in English and vice versa. Remember to consider procurement rules.

Please note that all costs billed to the department must be secured in advance with the Director of Research Studies.

Public defence and licentiate seminar

Information on guidelines for the public defence and licentiate seminar can be found on the Faculty of Social Sciences website (the Swedish pages): *Riktlinjer för utbildning/Licentiatseminarium och disputation*

Instructions for Public Dissertation Defence at Department of Education and a local *Reference Guide for Public Doctoral Defence* and a guide for the licentiate examination (in Swedish) *Lathund inför licentiate examination* with detailed information, including sharing responsibilities, is available on the intranet to help doctoral students and supervisors.

Applying for a degree

After a defence has been approved, the doctoral student applies for a degree. This is done digitally via Ladok or by filling in a paper form and emailing it to the Degree Office. Check that all courses and credits have been finally reported in Ladok before applying. The degree certificate is only issued in one original and should be treated as a valuable document. If the original is missing, the Student Division can only provide a copy. The processing time for a doctoral degree is about 2-3 weeks, provided that the application is complete. For more information see SU.se.

Graduation ceremony

Doctoral students who have graduated are invited to the graduation ceremony, which is held in September each year at the City Hall. To receive an invitation, the doctoral degree must have been awarded before the end of the current academic year. In other words, it is not enough to have defended your thesis. The supervisor is also invited to the ceremony. During the ceremony, all new doctoral graduates receive a laurel wreath and diploma in a formal ceremony. Jubilee and honorary doctorates are also conferred on this occasion and new professors are installed. The ceremony ends with a banquet in the Golden Hall, followed by dancing in the Blue Hall.