Implementation Regulations for Doctoral Studies

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Description:
The implementation regulations are approved by the Department Board and supplement the general syllabus for doctoral studies, which is proposed by the Department Board and approved by the Faculty Board of Social Science. These regulations are based on the Higher Education Act, the Higher Education Ordinance, local regulations at Stockholm University and the Faculty of Social Sciences, and also include the Department of Political Science's own decisions.

This document is a translation of the Swedish original *Tillämpningsföreskrifter för utbildning på forskarnivå*. In case of a discrepancy between the Swedish original and the English translation, the Swedish original shall prevail.

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1. Funding

Types of funding

Pursuant to the Higher Education Ordinance (1993:100), higher education institutions may have specific employment positions for doctoral students (PhD). Only a person who will be or has already been admitted to a doctoral programme at a higher education institution may be employed through a doctoral studentship. A doctoral student whose studies are funded by a scholarship should, on application, be appointed to a doctoral studentship no later than when, according to the individual study plan, a study period equivalent to three years of full-time doctoral studies remains. A doctoral student whose studies are funded by a scholarship does not have to be appointed to a doctoral studentship if the scholarship is provided in the context of 1) an aid or capacity-building programme, 2) an EU-funded programme or collaboration. Accordingly, only doctoral students with guaranteed funding through the department or another type of funding (e.g. a scholarship), may be admitted to a doctoral programme.

The right to funding covers 48 months of full-time studies and may be used for a maximum of 8 years. The period of employment is extended in the case of departmental duties (see below). The period of employment may be extended under special circumstances. Special circumstances may include sick leave, parental leave, military service, or elected positions.

According to Department practice, internally funded doctoral students are funded, partially or fully, by a scholarship during a maximum of 12 months, and by a doctoral studentship during the subsequent period. For the first months, a scholarship is provided that should correspond to the lowest level of the salary ladder for doctoral studentships after tax. The scholarship is tax-exempt. For the remaining months, the doctoral students will be appointed to a doctoral studentship where salaries are set according to the so-called salary ladder. Externally funded doctoral students may be appointed to a doctoral studentship directly from the start. However, if the financier can only guarantee 36 months of funding and the Department is to provide funding for one year, these doctoral students are also expected to have scholarship funding the first year.

The Higher Education Ordinance (HF) stipulates that teaching or administrative duties may not exceed 20 % of a full-time position for people with a doctoral studentship. The Department's doctoral students may choose to have full-time research funding for four years, or apply for up to 20 % teaching or other departmental duties per academic year. In that case, the period of funding is extended until a total of 48 months has been reached. (e.g. five years with 80 % study funding).

Annual reappointment

Doctoral students who have been appointed to a doctoral studentship or have been awarded a doctoral grant or scholarship are entitled to annual reappointment. In order to be reappointed to a doctoral studentship, the doctoral student must have followed their individual study plan. If a doctoral student has substantially neglected their obligations according to the individual study plan, the President of the University can decide that the doctoral student is no longer entitled to supervision and other resources. Before the decision is made, the doctoral student and the supervisors should be given opportunity to comment, and the Faculty Board should prepare the matter. The established time plan for the training may only be extended under special circumstances, which may involve sick leave, military service, elected positions in trade unions or student organisations, or parental leave. According to Department practice, doctoral students are reappointed to doctoral studentships for twelve months at a time if the studies are conducted actively and funding is available.

At the end of the funding period

When it comes to doctoral students whose funding has expired, the Department's policy is to offer 50% teaching for one year, to the extent that this is possible, depending on the Department's need for teachers. Those who have completed their doctoral degree at the Department can also be offered to teach, provided that the department has a need for teaching.

2. Social benefits as a doctoral student

A doctoral studentship entitles a person to the same social benefits and conditions as other types of employment at Stockholm University. In the event of illness or parental leave, the doctoral student's funding period is extended by a period equal to the time that the student was on sick leave or parental leave. If a doctoral student is funded by a scholarship the student may continue to receive the scholarship during sick leave and parental leave and may subsequently apply for an extension of the scholarship period. Scholarships are tax-exempt and usually do not include social benefits. During the scholarship period, the Department of Political Science should allocate, in addition to the scholarship, funds for pension (at least SEK 10,000/year for a 12-month scholarship period) which will allow the doctoral student to save for their pension on their own. For those who are not employed (i.e. do not have any teaching or other departmental duties), Stockholm University has signed a collective accident insurance with Kammarkollegiet called "Personal Injury Insurance for Students". The insurance covers doctoral students and

provides coverage during “school hours”, as well as during direct travel between the home and the place of study.

3. Individual study plan

In consultation with the supervisor, the doctoral student will create an individual study plan in accordance with Stockholm University’s templates for the creation and review of individual study plans. Starting from the autumn semester 2022 digital individual study plans are created. For newly admitted doctoral students, an individual study plan should be adopted no later than three months after admission. This plan should establish a timeline for the thesis project as well as the courses the doctoral student intends to take. The study plan includes a work plan with concrete intermediate goals for one year at a time. The type of funding will also be specified, alongside any transferred credits from courses at master’s level. In the event of such credit transfer, one week of funding will be deducted for each 1.5 transferred higher education credits.

The individual study plan shall be designed so that the doctoral student is expected to have completed 50% of the requirements for the doctoral degree by the time half of the funding period has elapsed, and 80% of the requirements for the doctoral degree when one-fifth of the funding period remains (in accordance with the general syllabus). The doctoral student is expected to follow the individual study plan. The individual study plan will be reviewed once a year. Deviations from the approved study plan should be documented and should result in a revision of the study plan. In cases where a doctoral student is not meeting the requirements for a doctoral degree according to plan, the advisor should inform the director of PhD studies, and the doctoral student should not be advanced to the next step of the doctoral ladder until the necessary requirements have been met, which must then be reflected in the study plan.

To progress to Step 2 on the doctoral student ladder, the mandatory courses within the doctoral programme, corresponding to 45 credits (hp), must have been completed. To progress to Step 3 on the doctoral student ladder, 60 credits (hp) at doctoral level should have been completed. Provided that no deviations from the established study plan have been reported, the doctoral student shall progress to Step 2 on the doctoral student progression scale when the equivalent of 50% of the requirements has been completed, and to Step 3 when the equivalent of 80% of the requirements has been completed, in accordance with the provisions of the doctoral student's individual study plan. A doctoral student who substantially neglects to fulfil their commitments under the study plan may, by decision of the President, be deprived of the right to supervision as well as other resources in connection to the PhD program.

4. Supervision

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The first year and appointment of supervisor

During the first year, the doctoral students will be part of the Supervision Group, where they will receive supervision relating to the design of their thesis proposal by a small group of researchers at the Department. Initially, the director of PhD studies will be the primary supervisor. Later in the first year, the director of PhD studies will be replaced by a regular primary supervisor and an additional supervisor. The primary supervisor shall have a permanent position at the Department and hold the rank of associate professor (docent) or professor. At least one of the supervisors should have received training in supervision or be considered to have corresponding qualifications. When appointing principal supervisor and supervisor, the primary consideration is relevant academic expertise in relation to the doctoral student's dissertation project; however, the advisors' combined methodological, theoretical, and subject-specific expertise should also be taken into account to the greatest extent possible, including when appointing advisors for externally funded doctoral students.

The department chair makes decisions regarding supervisors on behalf of the Department Board. The decision is made in consultation between the department chair, the director of PhD studies, and the doctoral student, taking into account both the department's interests and the doctoral student's preferences.

A planning discussion will take place during the first meeting between the regular supervisor and the doctoral student. The director of PhD studies will be the chair of this planning meeting. The following points should be addressed:

- What expectations do the supervisor and the doctoral student have of each other?
- Is there anything in particular that should be considered in the specific thesis project?
- How often might it be necessary to be in contact at different stages of the thesis project?
- What form should the contact take?
- How should criticism of thesis text be handled? What are the supervisor's and the doctoral student's views on giving and receiving criticism?
- How can the supervisor and the doctoral student jointly ensure that the doctoral student finishes while they have funding?
- How can the supervisor help the doctoral student create a research network?
- Contacts at other universities, both nationally and internationally

- Support for conference participation

- Publishing support

- Which research contexts may be valuable to the doctoral student?

- How can potential differences of opinion be handled?

The supervisors' responsibilities

Doctoral students at the Department of Political Science are entitled to supervision for a total of 75 teaching hours (conversion factor 4, which corresponds to 300 clock hours). During the doctoral student's first year, supervision takes place within the framework of the Supervision Group, while in subsequent years, supervision is handled by a primary supervisor together with an additional supervisor appointed by the department chair in consultation with the director of PhD studies. The supervisors' hourly allocations are specified in the department's policy regarding "Allocation of Teaching Hours," under which the primary supervisor is allocated 8 teaching hours (conversion factor 4) and the co-supervisor is allocated 8 teaching hours (conversion factor 4), unless otherwise agreed upon at the time the supervisors are appointed or when the doctoral student's individual study plan is renewed. The department's policy on allocation of teaching hours also applies to co-supervisors who are not employed by the department. In the event that the doctoral student has additional supervisors, a reallocation will be made within the total number of supervision hours. In special cases – upon official approval by director of PhD studies – a third supervisor may be appointed for the final two years without this affecting the other supervisors' remuneration. In case of a change of supervisors, the new supervisor will receive remuneration in proportion to how far the thesis project has progressed.

The supervisors' responsibility is to assist the doctoral student with the focus, planning, and implementation of the thesis project, as well as with the selection of special courses. The doctoral student will keep the supervisor informed of their progress through regular contact. The Faculty Board of Social Sciences requires supervisors to initiate a discussion each semester regarding whether the students' studies are progressing at the pace specified in the study plan. Supervisors should also have ongoing career counselling discussions with the doctoral student throughout the doctoral program. The primary supervisor is responsible for informing the director of graduate studies in cases where the dissertation work and studies are not proceeding according to the approved individual study plan.

Change of supervisors – the right to change supervisors

A doctoral student has the right to change supervisors if they so desire and is not required to provide a specific reason. If differences of opinion or dissatisfaction arises, the doctoral student and the supervisor should first attempt to resolve the situation through dialogue. If this does not work, the doctoral student or the supervisor can turn to the director of PhD studies or, secondly, to the head of department. If the doctoral student is not satisfied with the proposed solutions, they have the right to change supervisors.

5. The thesis

The thesis project

Doctoral students formulate their own thesis topic. The topic will be developed during the first year of study, with support from the Supervision Group (see the "Supervision" section) and from other senior researchers at the Department with expertise in the field. Doctoral students have the right to change the topic of their thesis during their studies.

The thesis must either be a monograph thesis or a compilation thesis. A monograph thesis is typically a unified, coherent and single-authored text, divided into chapters, that addresses a single topic. A compilation thesis should contain a number of academic papers, of which at least two must be authored solely by the doctoral student, as well as a unifying introduction that clarifies the overall scholarly contribution made by the papers (a "Kappa") See the department's "Guidelines for Dissertations" for further information.

The thesis project will be presented to other researchers and teachers at the Department on three occasions:

1) At the end of the first academic year, the *thesis proposal* that has been developed during the year will be presented. Thesis proposals are presented at the department's research retreat. The thesis proposal should be submitted to the research retreat's coordinators two weeks ahead of the presentation.

2) When about half of the thesis project is completed, a text that includes drafts of essential parts of the thesis will be presented at a *midterm seminar*. Midterm seminars are held as part of the department's general higher research seminar series. The draft should be submitted to the discussants two weeks ahead of the seminar.

   In connection to the midterm seminar, the doctoral student may choose to discuss, at a closed seminar with reviewers and supervisors, strategies for how to proceed from the midterm seminar to finishing the thesis.

3) When the full manuscript is more or less complete, this will be presented at a *final review seminar* (see below). Final review seminars are held as part of the department's general higher research seminar series. The manuscripts should be submitted to the discussants three weeks ahead of the seminar.

Before the public defence

1) When the thesis manuscript is largely complete, i.e. when it contains drafts of all chapters or papers as well as the introductory summary (kappa), four to five readers are normally invited to a *final review seminar*. At least three of the readers shall hold a doctoral degree and be employed by the department, one of whom shall be a professor. These three readers also constitute the department's review committee. If necessary, external readers may also be invited to the final seminar. External readers are not members of the review committee and should not be proposed as members of the grading committee or as the opponent (see below, "Public Defence"). At least one doctoral student active at the department shall also be invited as a reader. The supervisor and doctoral student shall consult with the Director of PhD Studies regarding which readers should be invited and coordinate with those responsible for the general seminar series regarding the date of the final seminar. The primary supervisor is responsible for contacting and inviting the readers and shall notify the Head of Department of the date of the final seminar and the readers who have been invited to participate.

2) The main purpose of the final seminar is to provide as much constructive criticism of the dissertation manuscript as possible, with the aim of improving the dissertation and supporting the doctoral student's work in finalizing the dissertation manuscript in preparation for the public defence. The seminar is expected to last an entire morning or afternoon, typically 2–3 hours. No introductory summary of the dissertation manuscript is provided; instead, readers are expected to offer feedback and comments from the outset. The primary supervisor serves as chair of the final seminar.

3) The professor who serves on the review committee should normally be the professor at the department with the most research experience in the thesis's subject area (excluding the doctoral student's advisor) and normally also serves as chair of the review committee.

4) In light of the discussions at the final review seminar, the review committee drafts a protocol containing written recommendations and any conditions that the committee deems the dissertation must meet in order for the committee to recommend that the

department support the public defence. The chair of the review committee is responsible for compiling the report and submitting it to the doctoral candidate and supervisors.

5) The doctoral student is expected to take into account all written recommendations and any conditions while working on the final draft of the dissertation. When a new version of the manuscript is submitted to the review committee for a final evaluation, the doctoral student must submit a written response indicating how the recommendations and any conditions have been addressed in the new version of the manuscript ("revise and resubmit").

6) The committee reviews the new version of the dissertation manuscript and, in consultation with the supervisors, determines whether the manuscript has been revised sufficiently in accordance with the protocol. The committee then decides whether to recommend that the doctoral student proceed to a public defence.

7) If the committee does not wish to recommend a public defence, clear requirements must be formulated regarding what is required of the dissertation manuscript for the committee to recommend a public defence. The doctoral student is expected to revise the manuscript to meet these requirements and, once this has been done, submit a new version to the committee along with a written explanation of how the requirements have been addressed.

8) The chair of the committee notifies the department chair and the director of PhD studies when the committee decides to recommend that the candidate be permitted to defend the dissertation.

9) The composition of the reading group and the review committee must be reported to FUR ("forskarutbildningsrådet").

10) *Licentiate theses* are reviewed in the same manner, with the exception that the committee only consists of two members in addition to the supervisor.

Proofreading of thesis manuscript

Doctoral students are entitled to have their thesis manuscript proofread at the Department's expense upon approval of the cost estimate. Doctoral students writing a compilation dissertation are entitled to have manuscripts of articles they have authored alone proofread at the department's expense after a cost estimate has been accepted. Proofreading of an article may only be performed once per article. If an article manuscript is part of an externally funded

project, the project should cover the cost of the proofreading. The department does not cover the cost of proofreading for articles in a compilation dissertation that have previously been proofread or that have already been published.

Printing the thesis

The department recommends that dissertations be printed through Stockholm University's Dissertation Support Service. In that case, 120 copies of the dissertation will be printed, of which the doctoral student may keep 40 copies. For additional copies, the doctoral student pays the cost price. If the doctoral student wishes to have their dissertation published by another publisher, they must contact Stockholm University's Dissertation Support Service for assistance with registration in DiVA, designing the nailing page, etc. Additional relevant information about printing dissertations can be found here: https://medarbetare.su.se/en/education/doctoral-studies/print-your-dissertation

6. Courses in the doctoral programme

Within the doctoral programme, the doctoral student will complete courses worth a total of 60 higher education credits. In addition to this, 180 credits will be awarded for the thesis project. Besides the Department's own doctoral courses, the doctoral student can take courses at other departments in Sweden and abroad.

Mandatory courses are taken primarily during the first year and are regulated by the General Syllabus for Doctoral Studies in Political Science. In addition to the mandatory courses, the supervisor and the doctoral student will decide together which courses will be taken. The director of PhD studies will certify completed courses. To report completed courses taken abroad, at other higher education institutions, or at other departments in Ladok, contact the administrator for the PhD program. The same applies to reporting conference participation or similar activities. For mandatory courses in the doctoral program, grades are reported by the course convenor directly to the program's administrator. Courses at master's level may be credited toward the doctoral program following a decision by the director of PhD studies. In such cases, the doctoral student is normally required to submit a supplementary examination assignment designed by the director of PhD studies.

Doctoral students can also take courses with individual reading lists, preferably of relevance to the thesis. Such reading lists are established in consultation with the supervisor. The Director of PhD studies appoints examiners for courses with individual reading lists. Supervisors may not serve as examiners for the doctoral students they supervise. Individual reading courses are

reported as described above (for further information, see SU:s “Regler för utbildning och examination på forskarnivå).

7. Conferences and International Exchange

The first year of study ends with participation in a national political science method seminar. An important part of doctoral studies is to participate in national and international conferences and workshops: for example, the annual meetings of the Swedish Political Science Association (SWEPSA), NOPSA, ECPR, APSA, as well as research conferences with a focus on the doctoral student’s field of research. The department always covers the costs of doctoral students' participation in SWEPSA, provided they present conference papers.

Participation at conferences abroad can be financed either by funds from the doctoral student pot (see below) or by scholarship funds (primarily from SU's donation-based scholarships and other scholarship foundations).

Doctoral students may receive course credits as part of their PhD program for participating in academic conferences, at a rate of 1 credit per conference, provided they have an accepted conference paper and have given a presentation at the conference. The Director of PhD Studies decides on the awarding of credits for participation in academic conferences.

The Department encourages doctoral students to spend at least one semester at a foreign university. The supervisor can normally help arrange contacts via their own international networks.

The department encourages all doctoral students at the department, to the extent possible, to spend the equivalent of one semester of their doctoral studies at a foreign university or research institution. Supervisors are typically willing to help facilitate contacts through their own international networks. The department’s international coordinator can also assist if a doctoral student wishes to participate in an exchange program under the Erasmus+ program.

8. The pot for individual expenses during studies

At the start of the doctoral programme, each doctoral student receives a pot of SEK 60,000 for expenses related to their studies, e.g. for the purchase of research literature, research trips, courses, and conferences. The doctoral student pot is intended to cover the entire duration of the PhD program. When a doctoral student wishes to use funds from their grant to cover an expense, they must notify the finance officer and head of administration at the department. The

purchase of computers and other computer equipment is regulated in the Department's policy for the acquisition and utilisation of computers (see the Department's internal website). Doctoral students may apply for additional funding through various scholarships and foundations at SU and elsewhere. When special funding is needed, e.g. for field studies, the doctoral student should primarily apply for funding from SU's donation scholarships.

9. Room and computer

All doctoral students with funding are entitled to a room/workspace and a computer. The allocation of offices/workspaces is governed by the "Department of Political Science's Policy on the Allocation of Offices/Workspaces." It is Department policy that doctoral students share a room for the first two years. Halfway through the funding period, the goal is to assign the doctoral student their own office. However, if space is limited, doctoral students may need to share an office until one becomes available. In the event of a leave of absence, parental leave, or a stay abroad/another University that lasts longer than two months, visiting researchers and temporary staff should be allowed to use the room. Unless there are special circumstances, the basic rule is that the room must be cleaned so that it can be used by another person during an absence of more than six months.

Doctoral students without funding are assigned, subject to availability, a workspace that may be shared and/or temporary. Doctoral students whose regular funding has ended and who, according to their primary supervisor, plan to defend their dissertation within one year are entitled to retain a workspace until the defence. This applies only if the year without funding follows immediately after the end of regular funding.

10. Teaching

The Department strives to offer every doctoral student the opportunity to participate in teaching at the bachelor's level after the first year of doctoral studies. Through teaching, the doctoral student will be involved in collegial collaboration with the Department's senior researchers and teachers, who should act as support in the planning of lectures and seminars. Moreover, teaching experience is an important qualification for future permanent employment at the University. Conducted teaching will be compensated for with the corresponding research time. To plan their teaching, doctoral students are invited to a staffing meeting with the director of undergraduate studies and the administrative director of studies.

Pursuant to the Higher Education Ordinance (1993:100) and Ordinance (2014:1012), teaching is voluntary for doctoral students, but may not exceed 20% of the funding period.

Doctoral students who plan to teach must take the course "Introduction to Teaching Political Science" (5 credits), offered by the Department of Political Science, when they begin teaching. The course is offered by the Department of Political Science, but also includes various components organized by the Center for the Advancement of University Teaching (CeUL). Doctoral students are entitled to receive credits for university pedagogy courses organized by CeUL as part of their doctoral program, and the department recommends that doctoral students take such courses during their studies.

20% teaching corresponds to 87 teaching hours ("lektorstimmar") per year. The first semester of teaching, the doctoral student will also receive five teaching hours for planning. One teaching hour corresponds to four clock hours if examination is not included, and four clock hours, regardless of the type of teaching activity.

Doctoral students are primarily invited to teach at the bachelor's level, in courses where the teaching is conducted in teams. According to Department policy, teaching is assigned on the basis of the needs of the Department, as well as on the doctoral student's areas of expertise and interest. Teaching should be planned in such a way that it does not encroach on the doctoral student's research time. In a situation where there are fewer teaching assignments than there are interested doctoral students, those doctoral students who want to continue to teach a course will be given priority.

The Department's teaching is allocated according to the following order of priority: (1) lecturers with indefinite-term employment; (2) doctoral students with funding; (3) teachers with a doctoral degree and fixed-term employment; (4) doctoral students who no longer have funding.

11. Seminars and discussant functions

Doctoral students are encouraged to participate actively in the various seminars held at the Department. Doctoral students should also act as discussants at, for example, thesis proposal seminars, midterm seminars, and final review seminars. However, no doctoral student should be a discussant at such a seminar more than once per academic year. It may be possible to take on additional minor assignments as a discussant in the context of the special seminars once or twice a year, but work on the thesis should take priority. In order to achieve a good distribution of discussant assignments between doctoral students, the person appointing discussants to the thesis proposal seminars, midterm seminars, and final review seminars should check with the

director of graduate studies in advance to see which doctoral students have previously taken on various assignments as a discussant.

12. Co-determination

Pursuant to the charter of the PhD Council (DR), all doctoral students are entitled to attend the PhD Council's meetings. The PhD Council is an association and can thus decide on its own what issues to pursue or what activities to carry out. The PhD Council has no obligations to the Department. In relation to doctoral students, the PhD Council operates as a democratic association. The PhD Council contacts whomever it wants. All members have the right to influence the PhD Council's operations and actions by attending its meetings or otherwise engaging in the PhD Council's work. The PhD Council appoints representatives of the Department Board (IS) and the PhD Study Council (Forskarutbildningsrådet - FUR). Doctoral students have the right to express their views on the Department's operations. The Department is a public authority, a provider of education, and often an employer of the doctoral student. Since the University, and thus the Department, is a public authority, they are subject to the Public Administration Act. Therefore, doctoral students can express their views on their own as well as via the PhD Council (if the PhD Council so chooses). As employees, doctoral students are also entitled to express their views through their trade union organisation. As employees, doctoral students are also covered by the legal right to anonymity that public employees have if they choose to contact the media.

13. Professional development talks

Doctoral students are, like other employees, invited to a professional development talk every academic year. The aim of the development talk is to give the doctoral student an opportunity to discuss their work situation in a broader sense. Professional development talks can also help the Department continue to improve the work environment for doctoral students.

Doctoral students can schedule a time with the director of PhD studies or with the head of department. The talk may address questions about:

1) The general work environment and collaboration with senior and junior colleagues; the social environment in the workplace, including seminar activities

2) How supervision is working and whether the studies are progressing according to the individual study plan

3) Other important aspects of the work environment, such as general workload, pedagogical qualifications through teaching and other departmental duties

4) Life after completed doctoral studies – career paths in society or continued employment as a researcher and teacher.

14. Public defence

General regulations

The public defence will take place after the supervisor and the chair of the review committee have given permission to proceed. Formally, even a doctoral student who has been advised against it has the right to defend their manuscript. In the case of failing after having been advised not to go ahead with the defence, the doctoral student will personally have to pay for the printing of the thesis.

The Faculty of Social Sciences' guidelines for public defences stipulate the following: At the Faculty of Social Sciences, the examining committee typically consists of three members and one backup. Two of the members must be based outside Stockholm University, but not at the same department. If the third member is based at the doctoral student's department, the backup member will be appointed from another department at the Faculty of Social Sciences. Alternatively, the backup member will be appointed from the doctoral student's department and the third member from another department at the Faculty of Social Sciences. All members of the examining committee, including the backup, must hold the rank of associate professor or higher. Unless there are special reasons to the contrary, both sexes should be represented on the examining committee.

A proposal for the external reviewer, examining committee, and chair of the public defence should be submitted to the Faculty by the supervisor if the latter is a professor. Otherwise, the proposal should be submitted to the Faculty by the chair of the review committee (the most closely specialised professor). The proposal should be submitted upon consultation with the head of department. The doctoral student should be informed and have an opportunity to comment on the content of the proposal.

The proposal is submitted via the form "Disputationsanmälan" available on the Faculty of Social Sciences' website. The disputation registration must also include a brief summary of the dissertation's content and specify which supervisor is granted the right to attend the grading committee's meeting. The proposal must be sent to samfakdisputationer@su.se no later than six academic weeks before the date of the public defense. A time for the public defense must be

scheduled with the Student Affairs Office before the public defence notification is submitted to the faculty (see also the Rules for Public Defences at the Faculty of Social Sciences).

When a dissertation defence is in the planning stage, it is important that the doctoral student and the supervisor contact the PhD program's administrator, who provides support and materials describing all the practical steps that need to be taken before the defence.

Instructions for the public defence

The instructions for public defences below have been discussed and agreed upon at the Department.

1. The defence is to be broadcast live.
2. The recommended time for the public defence seminar is two hours. The room will be booked for three and a half hours. The chair of the public defence is responsible for ensuring that the defence follows the department's practise.
3. The supervisor is expected to communicate the instructions below to the external reviewer and the examining committee.
4. The supervisor should encourage the external reviewer to inform the doctoral student in advance of the points they intend to raise during the defence. On this occasion, the external reviewer can also ask the thesis author if there are any key points that they would like to discuss.
5. The supervisor should encourage the doctoral student to formulate questions that can be discussed during the defence. However, this requires that contact be established with the external reviewer in good time before the defence.
6. The supervisor should encourage the examining committee in advance to contribute to the discussion that follows the external reviewer's review.
7. At the start of the defence act, the chair should announce that an open discussion will follow the external reviewer's critical review, and that contributions to the discussion from the examining committee and the public are very welcome.
8. The doctoral student should be given the opportunity to start with a short presentation (5-15 minutes) of their contribution, their research front. This does not mean that the external reviewer is not required to give a detailed summary of the thesis before the critical review starts.
9. In accordance with standard procedure, the external reviewer, who is formally appointed by the Social Sciences Faculty Board, is expected to emphasise what can be considered the main contribution of the thesis during the summary. This is done in order to demonstrate the external reviewer's understanding of the thesis and to give the author an opportunity to comment on and respond to the presented view. The supervisor should

encourage the doctoral student to take advantage of this opportunity to present their own view of the contribution. The doctoral student can prepare for this by making a list of key questions that they would like to emphasise.

10. The doctoral student should be prepared to participate actively in the discussion of the thesis. However, this requires an open dialogue between the external reviewer and the doctoral student. The external reviewer should be informed of the fact that it is desirable to let the doctoral student demonstrate their ability to argue in favour of the thesis. The external reviewer should thus allow room for response to the criticism.
11. The supervisor should encourage the doctoral student to inform the public about the thesis, through press releases and similar, in good time before the public defence. For advice, guidance, and help regarding communication of the thesis, the doctoral student may contact the Department's communications officer.

15. Scholarly integrity

After a couple of high-profile cases of research misconduct, the Faculty of Social Sciences has issued guidelines on good research practice. In these guidelines, individual doctoral students are considered principally responsible for their own misconduct/cheating. At the same time, it is emphasised that departments are obligated to prevent research misconduct by diligently informing doctoral students about what is considered misconduct. At a general level, research misconduct is defined as plagiarism, as well as fabrication or falsification of data or source material. The guidelines emphasise the importance of, for example, a transparent account of the methods used in the scholarly work process, clarity in the description of what constitutes sources/previous research versus the researcher's own contributions, accuracy with regard to the use of quotations and references, and accuracy in the use/application of statistics.

Self-plagiarism and Double Assessment

Doctoral students who intend to use parts of their master's thesis or other eligibility-based work in their dissertation should consult with their supervisors to avoid the risk of self-plagiarism and double assessment, as well as violations of Stockholm University's applicable regulations. The sections used in the dissertation must differ qualitatively from the master's thesis, for example, by having been reworked based on different research questions, different methods, or different theoretical perspectives than before.

Prior to the final seminar, a doctoral student who uses portions of a master's thesis or other eligibility-based work in the dissertation must submit a written account to the review committee. The statement must specify what revisions have been made to the previous work. If the review committee finds that the revisions do not constitute a sufficient qualitative difference from the

previous work, the committee shall advise the doctoral student against including these sections in the dissertation.