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INFORMATION

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22 September 2023

Doctoral students about to defend their theses at the
Joint Faculties of Humanities and Theology

Office of the Joint Faculties of Humanities and Theology
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About the thesis defence

This document aims to facilitate the administrative procedures in connection with a thesis defence. It is structured according to the order in which most people perform the various steps that the process entails; however, it is possible both to move up and to postpone certain elements of the process, if more suitable in the particular case. Certain steps may not be postponed, but must be completed on specific dates, as specified below.

General information about the thesis

There are two forms of theses within the Faculties of Humanities and Theology:

1. Monograph thesis – a uniform, coherent scientific work that can be included in a research series or published by a commercial publishing house.
2. Compilation thesis – consists of a number of research articles and/or papers (which may be published) as well as a summary presenting the material and research in a context. Papers and articles written by several persons may only be included in a compilation thesis if it is possible to distinguish the contributions of each individual author.

Thesis refers to the version of the thesis presented at the thesis defence, whether it is printed or copied. Versions printed after the public defence are not subject to distribution rules and do not entitle the author to printing grants.

The thesis must be printed or copied in at least 100 copies. Of these, the doctoral student must submit 10 copies to the home department and 60 copies to the office of the Faculties of Humanities and Theology at least four weeks prior to the thesis defence (see below under Notification of the date of the thesis defence). The remaining 30 copies are to be distributed by the doctoral student; at least 10 copies must be made publicly available at the thesis defence.

The copies submitted to the office of the Faculties of Humanities and Theology will be sent to the external reviewer and examining committee as well as to other Swedish higher education institutions in accordance with subject-specific lists.

The department's copies may be used, for example, for exchange activities, distribution to colleagues in the discipline, etc. The department's remaining copies are stored for at least five years. If the department subsequently wishes to dispose of the remaining copies, they must first be offered back to the author.

ISBN

Theses that are published by the University (both as part of and separate from a series of publications), an ISBN number is to be requested from the faculties' publication series organisation: skriftserier@ht.lu.se. They can also answer other questions about book production. Please contact them well in advance.

Theses that are published by publishing houses will receive their ISBN number through the publisher.

Printing grant

The costs of production of doctoral theses are to be covered by the faculty, to a reasonable extent, and shall not be charged to the department or doctoral student. Grants for the production of a doctoral thesis, known as a printing grant, are paid in the form of a standard amount of currently SEK 30 000. An additional grant of SEK 15 000 is awarded for theses written in a language other than the doctoral student's first language. The same amount is paid for monograph theses as for compilation theses. This amount is to cover the thesis layout costs and other necessary preliminary work, production of at least 100 copies and translation and proofreading, if applicable. Production costs that exceed the standard amount awarded must be covered by the doctoral student, unless otherwise agreed with the department.

The doctoral student submits an application for a printing grant to their department for review. The department then makes a request for a printing grant by submitting the relevant form to the office of the Faculties of Humanities and Theology. The department may keep any funds that remain after the printing grant has been used. Quotes from printing companies, translators or similar are not required for the award of a printing grant.

The printing grant application form is available at <https://www.ht.lu.se/en/education/doctoral-studies/public-thesis-defence-and-licentiate-seminar/public-thesis-defence/>.

In order to receive a printing grant, the student must have the defence endorsed by the department. If a doctoral student decides to go against their department's advice and defend their thesis, they must pass their thesis defence in order to receive a printing grant.

Degree of Doctor of Philosophy at the Faculty of Theology

The University has decided that the titles Doctor of Theology and Licentiate of Theology shall be the standard at the Faculty of Theology and that the titles Doctor of Philosophy and Licentiate of Philosophy are possible alternatives. The application for a doctor of Philosophy at the Faculty of Theology must be submitted to the faculty board at least six months prior to the thesis defence. In

accordance with a vice-chancellor's decision on 23 April 2002, a decision must be taken before the announcement of the time and place for the thesis defence.

External reviewer, examining committee and chair at the thesis defence

The department (usually via the supervisor or head of subject) is responsible for proposing an external reviewer, examining committee and chair of the thesis defence to the office of the Faculties of Humanities and Theology. The proposal must be received by the office at least six weeks prior to the defence, but preferably as early as possible, especially if the period coincides with annual leave. The form for proposals for an external reviewer, examining committee and chair of the thesis defence is available at <https://www.ht.lu.se/en/education/doctoral-studies/public-thesis-defence-and-licentiate-seminar/public-thesis-defence/>.

The external reviewer, examining committee and chair of the thesis defence are appointed by the pro dean of third-cycle studies, as per the faculty board's delegation.

Electronic registration

The mandatory electronic registration is to be done in the University system for research information, LUCRIS. The registration must be completed at least four weeks prior to the thesis defence via <https://www.htbibl.lu.se/en/researcher/lucris/> where you can also find manuals and contact information for support.

The registration is approved by the faculty secretary after the formal notification (see below). Please note that the title entered must be identical to the title on the thesis and may not be translated into English if the thesis is written in Swedish or another language. The faculties' Board for Third-Cycle Studies has decided that the thesis should normally be made available in full text, unless it violates copyright rules, for example.

Notification of the date of the thesis defence

Some departments have their own notification ceremony. This does not, however, replace the faculty office's formal handling of the occasion, as described below.

The notification of the date of a thesis defence involves publicly announcing the time and place for the thesis defence and is a necessary condition for the defence to take place. The announcement is made by the faculty secretary, but in order for this to be done on time, the following steps must have already been completed:

- electronic publication of the thesis in LUCRIS (see above)
- production of a hard copy of the thesis
- printing of an abstract sheet and a notification sheet (see below)

The doctoral student must visit the office of the Faculties of Humanities and Theology at least four weeks prior to the thesis defence. Please book an appointment with the faculty secretary well in advance. The faculty office is located at LUX.

During the appointment, the doctoral student is to submit 60 copies of the thesis, including an abstract sheet and a notification sheet (usually printed on the back of

the abstract sheet). A template for the abstract sheet, also known as a document data sheet, can be found at <https://www.lub.lu.se/en/services-support/publishing-registering/registeringpublishing-in-lucris-researchers/doctoral-theses/faq-about-the-registration-procedure>.

The notification sheet may be structured more freely, but must include information about the faculty affiliation, type of degree pursued by the doctoral student, author, thesis title, and the time and place for the thesis defence. For examples, please see previous theses in the discipline.

The doctoral student must also submit a popular science summary of the thesis of approximately half a page to the faculty office's information officer Gisela Lindberg (gisela.lindberg@kansliht.lu.se) for publication on the faculty website.

Mailing list from the doctoral student

Together with the 60 copies submitted to the office of the Faculties of Humanities and Theology, the doctoral student may include their own mailing list for sending up to 15 copies to other higher education institutions, review journals, libraries, etc. within or outside Sweden. Please note that the faculty's copies may not be used for private distribution. A mailing list template is available at <https://www.ht.lu.se/en/education/doctoral-studies/public-thesis-defence-and-licentiate-seminar/public-thesis-defence/>.

Fill in the addresses electronically in the template (inside the grid lines) and submit it by email to Cecilia Bergsten (cecilia.bergsten@kansliht.lu.se) prior to the appointment with the faculty office.

After the thesis defence

After the thesis defence, the chair of the defence is to send the original minutes of the examining committee to the faculty office, for entry of the thesis defence result in LADOK. Once this is complete, one copy is sent to the department and one copy to the doctoral student.

The degree of Doctor is issued by the Degree Office on application. Information and the degree application form can be found at <https://www.lunduniversity.lu.se/current-students/academic-matters-support/apply-for-your-degree-certificate>.

The faculty office submits information on any thesis defences which have received a passing grade to the Doctoral Degree Conferment Ceremony Office, which handles all issued related to the doctoral degree conferment ceremony. The Doctoral Degree Conferment Ceremony Office can be reached at promotionsexp@rektor.lu.se.

If you have any further questions, please feel free to contact me.

Ex officio,
Kristina Arnrup Thorsbro