



FACULTY OF SCIENCE

ADVICE AND INSTRUCTIONS

Date 2024-03-28

Science Faculty Office

Advice and instructions to the doctoral student and the department in connection with a thesis defence within the Faculty of Science

1 The thesis

The doctoral thesis takes the form either of a coherent scientific work (monograph) or of a compilation of scientific papers (compilation thesis), which the doctoral student has written alone or jointly with one or more other persons. In addition to the scientific part, the thesis must contain:

A title page, which is a page with information about the title, author, time and place of the dissertation, faculty, subject and opponent. A template for the title page can be found in the Media-Tryck dissertation template, see below. This sheet is sometimes also called “spikblad” (referring to “nailing” of the thesis). In the past, the title page was often included as a loose page in the thesis, but nowadays it is usually bound in the insert.

A document data sheet (“*Dokumentdatablad*”), which should include a summary in English, see template below. The document data sheet is often printed on the back of the title page.

[Download template for document data sheet on University Library website \(Word, 60kB\)](#)

A popular scientific summary in Swedish/Norwegian/Danish or in English if the doctoral student is not a native speaker of a Scandinavian language. This summary must also be entered into

the LUCRIS database (see section 6). It is entered after the English summary.

A list of works included. The constituent parts of the compilation thesis must be listed. The title of each paper included shall be given, all authors, listed in the order in which they appear in the printed works, the name of the journal, volume, first and last page and year. In the case of unpublished work, the journals to which it has been submitted and whether it has been accepted for publication should be indicated.

Information on the respondent's contribution to the work A thesis may contain contributions from several authors, but it must be possible to clearly distinguish the various individual contributions by providing the thesis with a “list of contributions”. In a monograph, such a list is inserted where the contribution of the doctoral student to each substantially new part of the thesis (chapter) is made; in a compilation thesis, such a list is inserted where the contribution of the doctoral student to each publication is declared.

The university's printing office, Media-Tryck, has a Word template for theses that can be downloaded from their website. The template includes both title sheet and the document data sheet.

[Thesis template on Media-Tryck website](#)

The help of the University Library

The University Library (UB) has some information about the dissertation procedure on its website.

[Read about dissertations on University Library website](#)

Advice on layout and style

The company WordforWord has compiled a list of tips and advice for those who are writing a dissertation in English and have Swedish as their native language.

[Advice on layout and style on WordforWord website](#)

2 Time of the dissertation

The doctoral student must book the date of the public defence well in advance (at least 4 months). The booking is usually made by the doctoral student himself/herself in a web-based booking system. Questions about the booking or the system can be addressed to the Science Faculty Office, see below. The doctoral student must also book a venue well in advance. An administrator at the department can usually help with this.

[Booking system for public defence at the Faculty of Engineering \(LTH\) website.](#)

The defence must take place during term time. In the autumn, this usually means from 1 September. During the spring semester, defences may take place until the last Friday before Midsummer. No defence may take place between 22 December and 6 January. The defence must be announced (“nailed”) at least three weeks before the date of the defence. Several dissertations may not take place at the same time in related subject areas (this is automatically monitored by the booking system). A defence should not take place at the same time as a defence in a related subject area at LTH.

If there are special reasons, exceptions can be made to the rules on term time and simultaneous defences. Requests for such exceptions should be made in writing to the Vice Dean for Doctoral Studies and sent to the contact person below.

When planning the defence, the rules for announcing the defence should also be taken into account: announcements cannot be made in the period between the last Friday before Midsummer and 15 August, nor in the period 22 December to 6 January. These periods cannot be included in the announcement period (the three weeks). This means, for example, that the first public defence in the autumn semester can take place around 5 September, unless the announcement (nailing) is done before the summer break. (For information on nailing, see section 7.)

Contact person at the office N is Constance Holmbäck phone 24424, e-mail: constance.holmback@science.lu.se

3 Application to arrange a public defence

Application to arrange the defence is made at least two months in advance by the doctoral student's departmental representative or by the head of department via the web-based defence booking system. The completed application must be printed out, signed (by the department representative or head of department) and sent to the Science Faculty Office. (Full rules are given by the Faculty's rules of procedure for doctoral defences, STYR 2020/1448.)

The application shall be accompanied by:

- short CVs for all members of the grading committee and the opponent
- specific justification of proposals for names where there are particular reasons to derogate from certain requirements.
- For a compilation thesis, a list of the thesis's constituent works must also be attached, as well as a summary, certified by the principal supervisor, of the respondent's contribution to each part of the thesis in terms of planning, data collection, data analysis, manuscript writing and own initiatives.
- For unpublished works, indicate whether they exist only as manuscripts, whether they have been sent to a publisher or whether they have been accepted for publication. Indicate whether the work has been used or is intended to be used in a thesis other than the one under consideration.

The Vice Dean then decides whether the public defence can take place. The decision is sent to all persons concerned by the Science Faculty Office.

4 Printing of the thesis

The University has decided that theses should always be printed internally when some part of the University bears the cost. This

means that either Media-Tryck or E-House printing office (in Swedish only) should be contacted in such cases.

[Media-Tryck website](#)

[The E-House printing office website](#)

If for any reason it should become necessary to contact external printers, a price request should be sent to all printers with whom the University has an agreement. More information can be read on the staff pages.

[Read about purchasing and procurement on the University staff website](#)

The doctoral student should contact printers well in advance of the dissertation, about 4 months.

The thesis must be designed in accordance with the University's graphic profile. The university's printing houses have ready-made templates for this and can help with the design. More information on the University's graphic profile can be found on the staff pages.

[Information about the University's graphic profile on the staff website](#)

Media-Tryck has a checklist on its website for printing your thesis. Media-Tryck also offers a short course: "To format and deliver a print-ready thesis as PDF". Information about the course is also available on the website.

Edition of the thesis

Within the Faculty of Science, theses must be printed in at least 100 copies (mandatory edition). The cost of printing is paid by the department, which may of course choose to print a larger number of copies if this is considered justified.

Permissions from publishers

Permission is often required from publishers to print articles that have already been published. University Library has a form that can be used, see the Library website. If you intend to publish the entire thesis on the internet, see section 6, permission for this can be obtained at this stage.

ISBN number of the thesis

The thesis must have a unique ID, an ISBN number (International Standard Book Number). This can be ordered from University Library.

[Read about ISBN number on the University Library website](#)

However, PhD students at the Department of Chemistry, the Department of Geology and the Department of Natural Geography and Ecosystem Sciences request their ISBN numbers directly from their respective subject libraries.

The thesis may also have an ISSN number (International Standard Serial Number) if it is part of a series. The number can be found by searching in Lovisa/Libris for the title of the series in which the thesis will be included. The librarian at the appropriate subject library can help with this.

5 Distribution of the thesis

Distribution of the thesis must (at the latest) take place when the thesis is submitted to the Science Faculty Office for announcement, at least three weeks and three working days before the public defence. The intention is to facilitate scientific review.

Of the (at least) 50 printed copies:

- 3 copies shall be submitted to University Library
- 2 copies are to be sent to the Science Faculty Office
- the opponent, the members of the grading committee and the chairperson of the dissertation shall each have a copy
- a sufficient number shall be made available at the dissertation to allow for a satisfactory review.

The doctoral student can request that additional copies of the thesis be printed for own use, with a right to at least 50 copies.

The doctoral student must submit a certain number of copies to his or her subject library. Practices may differ between libraries, so the doctoral student should find out what the rules are at his/her own subject's library.

For a small fee, Media-Tryck can ensure that the thesis is searchable and can be ordered through bookstores such as Adlibris, Bokus, etc. In this way, interested parties can easily buy copies of the thesis afterwards, even if the original edition is out of print. If you are interested in such a solution, it should be discussed with Media-Tryck at the time of printing.

University Library's mandatory copies

The 3 copies to be submitted to the University Library are intended for lending, archiving, etcetera. in accordance with current rules. Information on how to submit can be found on the University Library website.

[Read about submission of thesis on the University Library website.](#)

The doctoral student will receive a receipt from the University Library. This receipt must be submitted to the Science Faculty Office together with two copies of the thesis.

6 Electronic registration of the thesis

Before the thesis is submitted to the Science Faculty Office for announcement (see section 7), the doctoral student must have registered the thesis electronically in LUCRIS (Lund University Current Research Information System). This is sometimes referred to as “electronic nailing”. The registration is done via the LUCRIS website and information on how to register is available in a short manual which you can find on the staff pages.

[A short guide on electronic registration in LUCRIS](#)

In LUCRIS only a few fields are marked as mandatory, but this refers only to basic requirements for technical functionality. All applicable fields must be filled in (such as Abstract, Publisher, Relations, Thesis information, etcetera).

In connection with the electronic registration, the doctoral student must upload a PDF file of the thesis. This digital copy of the thesis is for archiving purposes only, which means that only University Library staff, along with the author, have access to it.

This registration therefore does not require any special permission from the publisher. More information is available on the University Library website.

Publication of the thesis on the Internet (not mandatory)

The doctoral student can also publish the entire thesis electronically in LUCRIS. This is desirable, but not compulsory, on the part of the faculty. For the uploaded pdf file (see above), a procedure must be followed regarding copyright, see further on the University Library website. If the entire thesis cannot be published digitally, the faculty would like the thesis summary (the “kappa”) to be uploaded separately and made available in LUCRIS. This can easily be done in connection with the electronic registration and helps to disseminate the thesis and make the research done at the faculty visible. The thesis summary is an original work to which the author owns the rights, so its publication does not require a special agreement.

7 Announcement (“Nailing”)

The announcement means that the thesis becomes public and that the Science Faculty Office officially announces that the thesis defence will take place. The thesis must be printed before the nailing. No later than three weeks and three working days before the defence, the doctoral student must submit two copies of the thesis to the Science Faculty Office, together with a receipt from the University Library for the copies submitted (see section 5). It is important that the electronic registration is completed when the doctoral student arrives at the Science Faculty Office and submits the thesis, at least three weeks and three days before the public defence.

The Science Faculty Office reviews and approves the electronic registration and then issues the announcement of the public defence. A notice on the Lund University website is generated based on the electronic registration.

8 Research information for the wider public

If you want to reach a wider audience with your thesis, this can be discussed with the Science Faculty Office communication group well in advance of the dissertation. For example, it may be decided that a press release is appropriate.

Contact the faculty's press officer by e-mail:

Press@science.lu.se

9 The thesis defence

The doctoral student must defend his or her thesis orally at a public defence. The opponent and the grading committee ask the doctoral student questions about the content of the thesis. The audience is also given the opportunity to ask questions.

The grading committee meets immediately after the thesis defence and decides whether or not to approve the dissertation. After the defence, the original minutes of the grading committee's meeting are sent to Science Faculty Office.

[Download a template for the grading committee's minutes on the Faculty of Science website \(Pdf, 81,3 kB\).](#)

10 Examination

When all the modules for the doctoral degree have been completed, the doctoral student applies for a degree certificate. Before doing so, it is recommended to check the courses and their designation in Ladok. The department's Ladok administrator can help with this. Since the degree certificate has text in both Swedish and English, it is important that the courses taken in Swedish with a Swedish designation are registered with an English translation in Ladok. If they are not registered in English as well, the degree certificate will say "No English translation available". The Ladok administrator can enter the course designations in English in case something is missing. The application for a degree certificate is made on a special form that can be downloaded from the Degree Office's website.

[Read about application for a degree certificate on the Degree Office's website.](#)

Doctoral students in the Faculty of Science receive a doctorate of philosophy. If the doctoral student has a civil engineering degree as a basis for eligibility, a doctorate of technology may be awarded. That should then be stated in the application for the degree.

Please note that the degree designation is not linked to the insignia of the doctoral degree. Doctors from the Faculty of Science receive a laurel wreath, regardless of whether they have been awarded a doctorate in philosophy or technology. Only doctors graduated at Faculty of Engineering (LTH) are entitled to wear the ring and hat badge of the Faculty of Technology.

Note that it is important for both the doctoral student and the university that the degree certificate is issued. In many contexts, the faculty needs to account for the number of PhDs trained and this data will be flawed if the degree is not awarded at the end of the programme.

Examination Department, pick-up point 13, e-mail: examen@stu.lu.se, or telephone: 046-222 01 00.

11 Costs

It is the responsibility of the department to cover the costs of the thesis and of the opponent and the grading committee. The fee for the opponent is 10 000 SEK. Payment of the opponent's fee and travel expenses etc. for the opponent and the grading committee is handled by the department.

12 Address to the Science Faculty Office

Science Faculty Office

Lund University, Box 118, 221 00 LUND

Service point 39

Visiting address: Astronomy building, Sölvegatan 27

13 Quick guide

Here is a guide to what to do before the dissertation. The department/division and the doctoral student should of course consult on what should be done and by whom.

Follow this order in preparation for the defence:

At least 6 months before

To do for the department

- Contact the opponent and grading committee members.

To do for the doctoral student

- Check with the department if there are additional instructions for the dissertation.

At least 4 months before

To do for the doctoral student

- Book a time for a public defence in the online database (see section 2 of the instructions)
- Book a venue for the public defence (see section 2 of the instructions)
- Request permission from publishers (see section 4 of the instructions)
- Book printing time (see section 4 of the instructions)

At least 2 months before

To do for the department

- The department representative in consultation with the supervisor prepares the application for the public defence in the defence booking system and submits a signed application to the Science faculty Office (see section 3 of the instructions)

To do for the Science Faculty Office

Decision on whether the public defence will take place. The decision is sent to all concerned (see section 3 of the instructions)

3 weeks + 3 working days prior to the defence

To do for the doctoral student

- 3 copies of the thesis with title page and document data sheet are submitted to the University Library. Electronic registration of the thesis is done in LUCRIS (see sections 5 and 6 of the instructions)
- 2 copies of the thesis are submitted to the Science Faculty Office, receipt from the University Library must be presented (see section 7 of the instructions)

To do for the Science Faculty Office

- Electronic registration is approved in LUCRIS and the announcement is issued (see section 7 of the instructions)

Same day as the public defence

Things to do for the doctoral student

- Defence of the thesis (see section 9 of the instructions)

Shortly after the dissertation

To do for the department

- The minutes of the grading committee are sent to the Science Faculty Office (see section 9 of the instructions)

To do for the Science Faculty Office

- The grade is reported to Ladok (see section 9 of the instructions)

Things to do for the doctoral student

- Application for a degree certificate (see section 10 of the instructions)