



Faculty of Arts and Social Sciences  
Approved by the Faculty Board  
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## **Regulations on doctoral thesis and public defence procedures**

Dnr HS 2018/457

The policy document was approved by the Faculty Board of Arts and Social Sciences on 14 Feb. 2013. The decision-making procedure is dependent on the current order of delegation of authority from the Vice Chancellor to the Faculty Board.

### **1 Thesis format**

- 1.1 The doctoral thesis can either be a single-topic scholarly study (monograph) or a collection of previously published papers with an introductory chapter (compilation thesis).
- 1.2 If a doctoral thesis is authored by more than one person, the individual contributions must be clearly indicated in order to be credited to a person as her/his thesis. To this end, the supervisor and each doctoral candidate sign an account of contributions to be included in the thesis and to serve as a guide for the faculty examiner, examining committee, and the public.
- 1.3 A compilation thesis must likewise, for the sake of assessment, clearly indicate the doctoral candidate's contributions in relation other persons' contribution to the scholarly papers.
- 1.4 A doctoral thesis shall be written in Swedish, Danish, Norwegian, English, French, or German. A doctoral thesis that has not been written in English, French, or German shall include a summary in one of these languages.
- 1.5 A doctoral thesis shall include or enclose a brief abstract in English, not exceeding 2,500 characters, spaces included.

### **2 Duplication of thesis**

Three weeks before the public defence at the latest, the respondent shall deliver 5 copies of the doctoral thesis to the University Library if the thesis is published electronically. If the thesis has not been published electronically, 10 copies shall be delivered to the University Library. A receipt is issued on delivery. The receipt is to be handed over to the relevant Faculty Office for registration.

The discipline concerned is responsible for distributing copies to relevant departments in Sweden, at their own cost.

The Faculty Boards give priority to electronic publishing over distributing copies to

### **3 Time, place, notification**

- 3.1 Six weeks before the public defence at the latest, the examiner must notify the Faculty Board of the public defence and propose the names of the chairperson of the proceedings, the faculty examiner, and the members of the examination committee, as well as request a date for the public notification of the thesis. The chairperson should not be the candidate's supervisor. The notification shall include information on how the quality assurance process has been managed (half a page at the most).
- 3.2 The public defence shall take place during an academic semester with the exceptions of the period 22 December to 10 January and the Saturday before Midsummer to the start of the Autumn semester.
- 3.3 Dean decides on time and place and on the appointment of the external reviewer, the examination committee, and the chairperson of the proceedings.
- 3.4 Three weeks before the public defence at the latest, the time and place of the public defence shall be announced on the University noticeboard and the thesis made publicly available (nailed to the board). The periods from the Friday before Midsummer to 15 August and from 24 December to 6 January cannot be included in the three-week notification period required before the public defence takes place.
- 3.5 Dean may allow a shorter notification period in case of acute and verified illness or other special circumstances.
- 3.6 Examples of time limits: public notification must be made at the latest on 25 May for public defence scheduled for 15 – 18 June, 10 June for public defence scheduled on 1 September, 16 August for public defence scheduled on 6 September, 6 December for public defence scheduled on 10 January.

### **4 Accessibility of thesis**

- 4.1 At the time of notification, the thesis must be duplicated and be available at the University in the number of copies necessary to enable the academic community and the public to read the thesis before the public defence.
- 4.2 At the same time, the thesis must be sent to every higher education department in Sweden in the field of the thesis and to the library at such higher education institutions.

### **5 The Public defence**

- 5.1 The public defence is an open event and is chaired by a person appointed by the Dean
- 5.2 There must be an external reviewer appointed by the Faculty Board at the public defence.
- 5.3 Members of the audience have the right to ask the respondent questions in the order given by the chair.

### **6 External reviewer**

The external reviewer shall at least be docent (associate professor/reader) unless there are special circumstances, be a specialist in the field, and must not be employed at Karlstad University. If there are special circumstances, these must be justified.

### **7 Assessment and examination committee**

- 7.1 One of the grades Fail or Pass shall be awarded in the examination of the doctoral thesis, assessed on the basis of the quality of the thesis and its defence.
- 7.2 The examination committee, specially appointed for each thesis, decides on the grade to be awarded.

## **8 The composition of the examination committee**

- 8.1 The examination committee shall have three to five members. The Faculty Board decides on the number of members and their appointment. At least one substitute members shall be appointed.
- 8.2 The members of the committee shall at least be docent (associate professor/reader). In special circumstances, one member who does not meet this requirement may be appointed.
- 8.3 Unless there are special circumstances, at least two members shall be recruited among teachers in the thesis subject area from other universities. Any member from Karlstad University should be recruited from a circle outside of the respondent's subject colleagues at Karlstad University,
- 8.4 The supervisor must not be a member of the committee and the chairperson of the proceedings should not be a member of the committee
- 8.5 The University's policy on equal gender distribution shall be taken into account in the appointment of the examination committee.

## **9 The examination committee meeting and decision**

- 9.1 The committee elects one member to serve as chairperson.
- 9.2 The supervisor and the external reviewer have the right to attend the committee's deliberations but must not partake in the decision.
- 9.3 The committee can take a decision if all members are present. The decision applies that a majority of members agree on. If the thesis is awarded a Pass grade by majority rule decision, a member is entitled to have a dissenting opinion noted in the minutes without specifying the reason for this. The committee's minutes do not contain any motivation for the committee's or individual member's positions regarding the approval of the thesis.
- 9.4 Should the thesis fail, the committee shall motivate their decision and a member has the right to have a dissenting opinion taken to the minutes and the reasons for the opinion.