



International Office, LTH

Guidelines regarding third cycle studies at the Faculty of Engineering, LTH

This document is informally translated by the International Office.

In addition to the Higher Education Ordinance (HEO), *University-wide Regulatory Framework for Doctoral Education at Lund University* and *Admission rules for doctoral education at Lund University*, the Faculty of Engineering (LTH) issues the following guidelines regarding third cycle studies.

Admission to third cycle studies

The admission to third cycle studies is regulated in the *Admission rules for doctoral education at Lund University*, adopted by the University Board. In addition to these rules, the Faculty Board has adopted the *Guidelines for the Announcement of Study Places and Preparation of Decisions Regarding Admission to Third-Cycle Studies at LTH*.

Supervisor and supervisor training

Each doctoral student must have a principal supervisor and at least one assistant supervisor. The initial supervisors are appointed in conjunction with admission and registered by the faculty office at LTH. When necessary, a new principal supervisor or assistant supervisor is appointed. These decisions are made by the head of department and registered in Ladok by the department.

The role of principal supervisor is preferably to be assigned to the supervisor planned to hold the main responsibility for the doctoral student throughout the programme. The appointed principal supervisor must have the qualifications of an associate professor, or the equivalent necessary research/artistic and teaching expertise and

hold a permanent teaching post at Lund University. A member of teaching staff on a fixed term contract can be appointed as a principal supervisor if he or she has the qualifications of an associate professor, or equivalent, and has the required research/artistic and teaching expertise, subject to the appointment of at least one member of teaching staff with permanent employment at Lund University as assistant supervisor.

Supervisors must have completed supervisor training or be deemed to have the equivalent expertise.

All doctoral students are entitled to at least four hours of supervision per month. A more detailed plan for the supervision is decided and described in the individual study plan.

Courses

Courses offered as part of a third cycle programme must have an approved course syllabus. At LTH, course syllabi are administered via fukurser.lth.se. Every approved course syllabus is assigned a course code, which is used when the completed course is reported in Ladok.

A course offered on both first- or second cycle and third cycle at LTH must normally have a course syllabus for both cycles. The course syllabi are stored in LTH's syllabus databases for first/second cycle (LubasPP) and third cycle (fukurser.lth.se), respectively, and must be interconnected. In the exceptional case where the doctoral student is studying a course within the first or second cycle, and the course has not established a course syllabus in the third cycle, the option "individual load" is used for reporting in Ladok.

Passed courses and other credit-earning elements must be reported in Ladok by the department at which the course was given.

The principal supervisor is responsible for assessing when a doctoral student has passed all the courses/modules required for a degree (the course component). This needs to be specifically noted in Ladok.

Credit transfer

Courses that may be included in the programme, but which have not been assessed at LTH / Lund University, must be reported as credits transferred. Courses studied at LTH/Lund University before admission to third cycle studies that are included in the third cycle

programme must also be registered as credits transferred. Decisions concerning credit transfer are made by the head of department or by the director of third cycle studies or equivalent, and this authority cannot be delegated to the doctoral student's supervisor.

Training in teaching and learning in higher education

All doctoral students must be offered at least two weeks of training in teaching and learning in higher education.

Doctoral students who teach in the first or second cycle must undertake at least two weeks of introductory training in teaching and learning in higher education or acquire the equivalent knowledge in some other way.

Mandatory course

To meet the requirements for the degree:

- a doctoral student with admission date 1 January 2019 or later must participate in and pass the course Introductory Workshop for Newly Admitted PhD Students at LTH, GEM056F or equivalent (U 2019/104).
- doctoral student with admission date 1 January 2021 or later must participate in and pass the course Research Ethics GEM090F (U 2020/679).

Departmental duties

Departmental duties may not exceed 20 per cent of a full-time post. In case of a partial leave of absence, the doctoral student's studies must correspond to at least 50 per cent of full-time working hours before any departmental duties can be undertaken.

Departmental duties refer to all work that has no direct bearing on the doctoral student's programme, including training in teaching and learning in higher education which is not part of the programme but required for the student to teach.

Individual study plans

An individual study plan must be drawn up for each doctoral student, see the document *Guidelines concerning individual study plans in third cycle studies at the Faculty of Engineering, Lund University*. At

LTH, all individual study plans are administered through www.fukurser.lth.se/isp.

Midway review

A midway review must be carried out at least once during the doctoral student's study period and is mandatory for doctoral students completing studies leading to a PhD, see the document *Guidelines for midway reviews of third-cycle studies at the Faculty of Engineering at Lund University*.

Doctoral thesis, public defence, and licentiate thesis

Composition of examining committees

Decisions on procedures for the composition of examining committees are regulated in *Guidelines on the composition of examining committees, including conflict of interest*.

Registration of the Public Defence

The registration of a public defence and other documents necessary for a decision to be made must be submitted by the principal supervisor no later than twelve weeks before the defence. This applies to the entire period between 15 August up to and including the Friday before Midsummer's Eve.

The registration includes the thesis title in its original language and in English, the number of credits of the thesis, and the time and place for the public defence. The registration also includes the minutes from the preparatory meeting, a draft of the thesis in an assessable condition and, for a compilation thesis, included articles in at least manuscript form. The latest version of Individual study plan (ISP) and a statement of the final review must be included. In addition, signed statements regarding the proposed faculty opponent and the members of the examining committee and deputies, a popular science summary and an account of the doctoral student's contribution to any papers included in the thesis must be attached.

Preliminary review

Following a decision on the examining committee and faculty opponent, the manuscript must be sent to all members of the examining committee and faculty opponent for a preliminary review,

see *Guidelines for preliminary reviews of doctoral theses at the Faculty of Engineering at Lund University*.

Thesis

The thesis must be designed in accordance with good academic practice.

If there are more than one author for any part of the thesis, the contributions of the doctoral student must be clearly identifiable.

The thesis must include a popular science summary, preferably in Swedish or, in exceptional cases, in English.

The thesis must be written in Swedish, Danish, Norwegian, or English. If the thesis is not written in English, it must contain a summary in English.

Printing of the thesis

‘Thesis’ hereafter refers to the thesis in its final form, both in terms of content and technical production. The thesis must be printed on paper.

The printing requirements are:

- that the number of copies of the thesis must be at least 30,
- that the doctoral student is entitled to at least 20 copies,
- that the university library will receive 3 copies,
- that a sufficient number of copies are made available at public defence to enable a satisfactory review.

The department is responsible for the costs of the production.

Announcement of the public defence

The final decision on the time and place for the public defence is made by the Dean of LTH or on behalf of the Dean according to a special delegation decision. The decision regarding the public defence must be announced.

The following applies:

- that the public defence takes place between August 15 and the Friday before Midsummer, with the exception of the period December 22 – January 6;
- that the announcement of the public defence is made at least three weeks in advance. This applies to the entire period between

August 15 up to and including the Friday before Midsummer's Eve;

- that the above stated minimum number of copies of the thesis is available and distributed in connection with the announcement of the public defence;
- that the university library receives its copies before the announcement,
- that the public defence is registered in the University Library database for public defences, in accordance with the rules that may be adopted by the University Library;
- that the announcement, in addition to the time and place for the public defence, includes the doctoral student's name, the title of the thesis in its original language, the number of credits and the research studies subject of the thesis, and the name of the faculty opponent; and
- that if the information in the announcement is revised in any way, a new decision and announcement is made, in accordance with the rules that apply to all new requests for public defences.

The doctoral student is required to submit scanned copies of the title page ("spikblad") and the receipt from the University library to forskarutbildning@lth.lu.se. The thesis is accompanied by additional documents determined by the faculty office. All relevant documents must be received by the faculty office no later than three weeks and three business days before the public defence.

Implementation of a public defence

When carrying out the public defence, it must be observed, among other things

- that the chair is responsible for ensuring that, in addition to the faculty opponent and the members of the examining committee, the audience is also given the opportunity to ask questions and comment to a reasonable extent.

Minutes from the examining committee

The minutes from the examining committee must contain information on the date of the public defence, the doctoral student's name, the thesis' title in the original language, the number of credits and the research studies subject of the thesis, the grade, and name of chair, members of the examining committee and the faculty opponent.

The grades awarded are Pass or Fail.

If the thesis is approved (pass), it must not be stated in the minutes how individual members of the examining committee voted.

However, a member has the right to note that he or she had a dissenting opinion.

If the thesis is judged to have failed, this must be justified in writing.

The decision of the examining committee is registered in Ladok by the faculty office at LTH.

Review of a licentiate thesis

The licentiate thesis must be defended orally at a public seminar.

Licentiate seminars may take place during the same period as public defences may take place and are announced three weeks in advance.

The head of department decides on the time and announcement of the licentiate seminar. The announcement includes information about the doctoral student's name, the research studies subject, the title of the thesis, the number of credits of the thesis, the name of the examiner and faculty opponent, as well as the time and place for the seminar. At the time of the announcement, the thesis must be made available to enable a review of the thesis at the seminar. Where the thesis is available is stated in the announcement.

The licentiate thesis is graded by a lecturer who has been appointed examiner by the head of department. A supervisor of the doctoral student cannot be made examiner. The thesis will be awarded a grade of Pass or Fail. Both the content and defence of the thesis must be considered when grading. If the thesis is judged to have failed, this must be justified in writing.

Passed licentiate theses are registered in Ladok by the faculty office at LTH. Documentation to support the registration are submitted by the thesis examiner.

A faculty opponent needs to participate in the seminar. This person must hold a PhD and cannot be currently working at the same faculty or department as the doctoral student unless there are special circumstances. The same rules regarding conflict of interest applies as for the defence of doctoral theses. The chairman of the Research Programmes Board appoints the faculty opponent.

In case of special circumstances, the dean of LTH can waive the rules concerning the time of announcement and faculty opponent.

The department is responsible for the costs of printing. The student is entitled to 20 copies of the thesis for personal use.

Degree titles

Doctoral students are free to choose between the Swedish titles *teknologie* and *filosofie* (Engineering and Philosophy) in the title of the degree.

Degree certificates are issued by the Degree Office of Lund University following an application from the student.

Awarded third cycle degrees are registered in Ladok in connection with the issuing of the degree certificate. The date of issue refers to the issuing of the degree certificate. In addition, the date on which all the degree requirements were fulfilled is stated.

Discontinuation from studies

Doctoral students who have withdrawn from their studies must report this in writing to the faculty office at LTH. For the studies to be resumed, a new decision on admission is required. Students who withdraw from studies when having obtained their licentiate degree must report this in their request for a degree certificate.

Discontinuation from studies is registered by the faculty office at LTH.