

International office

Guidelines concerning third cycle studies at the Faculty of Engineering, Lund University

In addition to the Higher Education Ordinance (HEO), the Regulations for Third Cycle Education at Lund University, the University's Admission Rules for Third Cycle Education, and the policy and regulations concerning scholarship funding during the time of study or after achieving a PhD, the Faculty of Engineering (LTH) also issues the following guidelines concerning third cycle studies.

Admission to third cycle studies

The admission to third cycle studies is regulated in the Admission Rules for Third Cycle Education at Lund University, adopted by the University Board. In addition to these rules, the Faculty Board has adopted the Procedure for Advertising Vacancies in Third Cycle Studies and Procedure for the Preparation of a Decision on Admission to Third Cycle Studies.

Supervisors and supervisor training

Every doctoral student shall have a principal supervisor and at least one assistant supervisor. The initial supervisors are to be appointed in conjunction with admission and are to be registered by the faculty office at LTH. When necessary, a new principal supervisor or assistant supervisor shall be appointed. This is done by the head of the department concerned, 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.

All 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 to be laid down 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.th.se. Every approved course syllabus is to be assigned a course code, which is to be used when the completed course is reported in Ladok.

A course offered on both basic/advanced level and research level at LTH, shall in normal cases have one course syllabus for each respective level. The course syllabi are stored in LTH's course data bases for basic/advanced level (LubasPP) and research level (fukurser.lth.se), respectively, and shall be interconnected.

In the exceptional case that a doctoral student is studying a first or second cycle course that is not included in the third cycle programme through an approved course syllabus, the option 'individual load' is to be used when registering the course in Ladok.

All passed courses and other credit-earning components are to be registered in Ladok by the department at which they were offered.

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 shall be specifically noted in Ladok.

Credit transfer

Courses which may be included in the programme but which have not been assessed at LTH/Lund University shall be registered as credits transferred. Courses studied at LTH/Lund University before admission to third cycle studies that are to be included in the third cycle programme shall also be registered as credits transferred. Decisions concerning credit transfer are to be 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 are to 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.

Compulsory course

In order to fulfil the requirements of the doctoral degree,

- doctoral students with admission dates of 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 students with admission dates of 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 refers 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 in order for the student to teach. Participation in LU and LTH bodies is also considered departmental duties (see Guidelines on the extension of employment as a doctoral student due to duties as an elected student representative at Lund University).

Individual study plans

An individual study plan shall be drawn up for each doctoral student (see Instructions Concerning Individual Study Plans in Third Cycle Studies at the Faculty of Engineering, Lund University). At LTH, all individual study plans are administered through fukurser.lth.se/isp.

Midway review

Midway reviews are to be carried out at least once during the doctoral student's studies and are compulsory for doctoral students completing studies leading to a PhD, see 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

The procedure for deciding on the composition of examining committees is regulated in the Guidelines for examining committee composition and conflict of interest situations.

Request for a public defence

The request for 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 request shall include 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 request shall also include the minutes from the preparatory meeting, a draft of the thesis in a version that is possible to assess and, for a compilation thesis, included articles in at least manuscript form. In addition, the request shall include a CV of the proposed external reviewer and the members of the examining committee, and an account of the doctoral student's contribution to any papers included in the thesis.

Final reviews

Following a decision on members of the examining committee and the external reviewer, the manuscript is to be submitted to all members of the examining committee and the external reviewer for a final review, see Guidelines for final reviews of doctoral theses at the Faculty of Engineering at Lund University.

Thesis

The design of the thesis is to be based on good academic practice.

In case of more than one author of any part of the thesis, the contributions of the doctoral student must be clearly identifiable.

The thesis shall include a popular science summary, primarily in Swedish or, in exceptional cases, in English.

The thesis must be written in Swedish, Danish, Norwegian or English. Theses that are not written in English must include 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 is to be printed on paper.

The printing requirements are:

- that the thesis must be printed in at least 50 copies,
- that the doctoral student is entitled to at least 40 copies,

- that the University Library is to receive 4 copies,
- that a sufficient number of copies are to be made available at the public defence to enable a satisfactory review.

The department is responsible for the cost of printing.

Notification of a 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 in accordance with a specific delegation decision.

The decided time and place for the defence is to be made public.

The requirements are:

- that the public defence takes place between 15 August and the Friday before Midsummer, with the exception of the period 22 December–6 January;
- that the notification of the public defence is made at least three weeks in advance. This applies to the entire period between 15 August 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 notification of the public defence;
- that the University Library receives its copies before the notification;
- 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 notification, 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 external reviewer; and
- that if the information in the notification is revised in any way, a new decision and notification is made, in accordance with the rules that apply to all new requests for public defences.

The doctoral student is required to submit a copy of the finalised thesis to the faculty office in order for a notification to be made. The thesis is to be 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 implementing a public defence, observe that the chair is responsible for making sure that not only the external reviewer and members of the examining committee but also the audience has the opportunity, to a reasonable extent, to ask questions and make comments.

Minutes from the examining committee

The minutes from the examining committee shall include the date of the public defence, 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, the grade, and name of the chair, members of the examining committee and the external reviewer.

The grades awarded are Pass or Fail.

If the thesis is passed, the minutes are not to indicate how the individual members of the examining committee voted. However, members of the committee have the right to state any dissenting opinion they might have had.

If the thesis is not passed, this must be justified in writing.

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

Review of a licentiate thesis

The licentiate thesis is to be defended orally at a public seminar. The seminar is to take place within the period prescribed for the public defence of a doctoral thesis, and announced three weeks in advance. The head of department decides on the time and notification of the licentiate seminar. The notification is to include the doctoral student's name, the research studies subject, the title of the thesis and the number of credits of the thesis, the name of the examiner and external reviewer, as well as the time and place for the seminar. At the time of notification, the thesis is to be made available to enable a review of the thesis during the seminar. The notification is to specify where the thesis is available.

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 shall be taken into account when grading. If the thesis is not passed, this must be justified in writing.

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

An external reviewer is to participate in the seminar. This person is to hold a PhD and must not be currently working at the same faculty or department as the doctoral student, unless there are special circumstances.

In case of special circumstances, the dean of LTH can waive the rules concerning the time of notification and external reviewer.

The department is responsible for the cost 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.

Completed 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 given.

Withdrawal from studies

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

Withdrawals are registered by the faculty office at LTH.