



Regulations for the public defence of a doctor's thesis

The doctor's thesis is designed either as an integrated coherent scientific work (monograph) or as a summary of scientific articles (compilation dissertation) which the doctoral candidate has written alone or jointly with other persons.

To the thesis must be added a loose sheet, a so-called title sheet, with the title, the author's name and department, and also information about where and when the thesis will be defended, information about the opponent, and a brief summary in English ("abstract"). In addition, a popular summary in Swedish must be written, which should be usable as a basis for a press release. The thesis must have a serial number and an ISBN which are obtained from the Institute Library.

The doctor's thesis will be defended at a public disputation act, at which it will also be obtainable. The Faculty Board will appoint a grading committee, an opponent, and a chairperson for the disputation act (see below, Application for public defence).

Multiplication and distribution of the thesis

The doctoral candidate should contact the printing office that will multiply the thesis in good time before the public defence. The thesis must be ready three semester weeks before the public defence. The thesis must be available as a PDF document, printable if need be, at least three weeks before the public defence. This document must correspond to that which is made public in connection with the notification of the date of the defence ["spikning"]– no changes may be made in the document (possible changes after this are included in the errata list). As a printing office may require up to a month for printing, an appointment for printing should be made 2-3 months before the public defence.

The thesis must be printed in at least 200 copies of which 25 copies must be handed in to the Institute Library before the public defence for the compulsory distribution (see instructions from the Library, <http://www.bth.se/bib/forska.nsf/sidor/anvisningar-for-publicering-i-bths-licdiss-serier>). The doctoral candidate is responsible for this being done. Further, 10 copies must be set aside for the grading committee, the notification of the date of the public defence ["spikning"], and the like. The number of copies that is handed in to the department for circulation according to the rules of the department varies between the departments. The doctoral candidate receives, however, always a minimum of 50 copies for personal use.

The costs for printing the thesis are paid for by the department. In order to cover this and other expenses in relation to the public defence a grant may be given by the Faculty Board to the department (see current budget directives). However, if the doctoral candidate desires that the thesis be printed in an edition or style that by far exceeds the normal procedure at the department, the doctoral candidate may be bound to pay parts of the additional cost.

In cases where it is necessary, permission to multiply published articles must be requested from the publisher.

Application for public defence

Before the application, the supervisor must contact the secretary of the Faculty Board in order to determine the point of time for the public defence of the thesis. Two public defences within the institute should not occur at the same time. The Faculty Board establishes time and place for the public defence, appoints the opponent and the grading committee and the chairperson for the disputation act.

The supervisor must, in writing and to the Faculty Board, apply for the public defence, preferably use the template found at the link <http://www.bth.se/hle/fakultet.nsf/sidor/mallar>
The application must contain the following information:

- the name and title of the doctoral candidate,
- the denomination of the third-cycle subject area,
- the denomination of the degree,
- the title of the dissertation,
- the extent of the dissertation, (higher education credits alternatively credits)
- date, point of time, premises for the public defence,
- proposal for opponent, *brief CV* or the like must be attached to the application,
- proposal for three (in exceptional cases five) members for the grading committee and also for one or several substitutes, a *brief CV* or the like for the ordinary members must be attached to the application,
- signature of the supervisor, examiner and doctoral candidate, and also
- the address to the URL [web address] where the dissertation, or, in principle, a final manuscript of the dissertation will be available to the Faculty Board in an electronic form.

The application must reach the secretary of the Faculty Board two months before the public defence at the very latest.

The application must at the same time be sent via e-mail to the members of the Faculty Board (fakultetsnamnden@bth.se). One may readily use the form which is available via the web address of the Faculty Board. The periods from Thursday before Midsummer – 15 August and 24 December – 6 January are normally not included in the review period of the Faculty Board.

Six weeks before the public defence, at the very latest, and unless particular reasons exist, the Faculty Board must have appointed the chairperson, the opponent, and the grading committee and established time and location for the public defence. These decisions must immediately be communicated to the parties involved (supervisor, examiner, doctoral candidate, chairperson, opponent, and grading committee).

The public defences of doctoral dissertations must normally take place during the semester. If special reasons are presented the Vice-Chancellor can decide that a public defence may take place outside regular semester time.

Announcement (notification of the date of the defence)

When the chairperson for the public defence, the opponent, and the grading committee have been appointed and the point of time and location for the public defence have been established, the doctoral thesis must be notified [“spikning”]. At the notification [spikning] the thesis must be available (either in electronic form or printed in a sufficient number of copies so that it is possible to undertake a satisfactory examination of the thesis at the public defence). The purpose is to make the contents of the dissertation known to the academy and the public, and is done by the publication of the information about time and location for the public defence, an abstract, a popular summary and other proper information in electronic form at the web pages of the Institute Library and announced at the homepage where new doctor’s theses are presented. Further information about the modes of procedure can be obtained from the Institute Library (<http://www.bth.se/bib/forska.nsf/sidor/anvisningar-for-publicering-i-bths-licdiss-serier>).

The doctoral candidate’s name, intended degree, third-cycle subject area, dissertation title in English and also the date, point of time and premises for the public defence must also be announced on the official notice boards at the Institute.

Press release

For the person who desires to reach a wider audience/public with her/his dissertation, the Information Department at the Institute will gladly assist with a press release. The press release goes to the daily press and is normally also reproduced in VETSKAP, the common information sheet produced by the institutes of higher education. The press release must be handed over in good time before the public defence but not before the thesis notification [“spikning”].

The public defence act

The chairperson decides the order for the act for the public defence of the thesis, which, however, normally is as follows:

1. The public defence act is opened by the chairperson who describes the order of the act whereupon the chairperson introduces the doctoral candidate, the title of the thesis, the opponent and also the members of the grading committee.
2. The doctoral candidate is called upon to speak and she/he will give an account of possible corrections of misprints or other corrections in the thesis.
3. The opponent provides a general summary of the subject with a description of how the thesis may contribute to the knowledge within the field and gives a presentation of the thesis.
4. After that a discussion is begun at which the opponent delivers her/his questions and points of view regarding scientific relevance, methods and results and at which the

doctoral candidate orally defends her/his thesis in relation to the issues raised by the opponent.

5. The members of the grading committee then have the possibility to put questions to the doctoral candidate.
6. The debate is then opened, at which the audience has the right to put questions to the doctoral candidate in the order determined by the chairperson.

The doctoral candidate always has the right to speak in Swedish or in English.

Before the public defence the chairperson must have informed the opponent in detail about how the defence will proceed, and which demands are placed on the doctor's thesis in order to obtain the degree. This is particularly important when the opponent is not familiar with the Swedish educational system and the forms for a public defence pertaining to the higher education institutes.

The grading committee's meeting

The grading committee normally consists of three members. If the thesis is of such character that three grading committee members are unable to represent all the perspectives of the dissertation that can reasonably be demanded, it may be decided that the grading committee will consist of five members. At least one of the members in the grading committee must have her/his residence outside BTH. She/he who has been a supervisor of the doctoral candidate may not form part of the committee unless there are special reasons.

The grading committee normally meets immediately after the public defence act and will then appoint a chairperson among themselves. The task of the grading committee is to judge whether the doctor's thesis and the defence of the same live up to the demands of the scientific community. The opponent and the main supervisor are entitled to participate in the deliberations of the grading committee, but not in the decisions. If the committee so desires, the assistant supervisor may also participate on the same conditions.

The committee is competent to make decisions when all members or substitutes for these are present. A majority decision applies and the grade given is passed or failed. At a passed thesis, the individual members do not have the right to make a reservation against the decision. At a failed thesis, the grading committee can justify its decision and the members have the possibility to make a reservation against the decision. In this case, also the main supervisor has the right to hand in a special comment.

A record from the committee's meeting where the grade is indicated must be written (template available via the web pages of the Faculty Board). This must be signed by all grading committee members.

Degree certificate/Diploma

After the public defence the supervisor sends the record from the grading committee's meeting to the registrar. If all other items/stages are completed, the doctoral candidate will apply for a degree certificate. The application is done on a special form, which may be

obtained from the department/section or downloaded via
http://www.bth.se/for/studerandeavdelningen.nsf/sidor/blanketter_allmant.

A decision record must be enclosed with the application. Other information such as completed course items are retrieved from the Ladok.

Comprehensive timetable

At least 10 weeks before the public defence of the doctor's thesis (preferably much earlier)

- **The supervisor** contacts prospective opponents and grading committee members and also presents a suggestion for a date for the defence (after having made sure through the Calendar at the web pages of the Faculty Board that no other defence or academic feast is scheduled on this date).
- **The doctoral candidate** makes an appointment for printing.

At least 2 months before

- **The supervisor** hands in an application for the public defence (paper original to the secretary of the Faculty Board and also via e-mail to the members of the Faculty Board, fakultetsnamnden@bth.se).

At least 6 weeks before

- **the Dean** establishes the location and the point of time for the public defence and appoints the grading committee and the opponent and the chairperson for the disputation act (the members of the Faculty Board must by then have presented any possible viewpoints as regards the application).
- **The secretary of the Faculty Board** announces the public defence on the Institute's official notice boards and in the electronic Calendar, and notifies the involved parties as well.

At least 3 weeks before

- **The doctoral candidate** sends the thesis to the opponent and to the grading committee members.
- **The doctoral candidate** notifies the date of the defence ["spikar"] via the web pages of the Institute Library.
- **The doctoral candidate** gives, possibly, the Information Department the task of working out a press release; the Swedish popular summary of the thesis and a short background about the doctoral candidate must in that case be enclosed.

Before the public defence

- **The doctoral candidate** makes sure that the Institute Library receives 25 copies of the thesis.

After the public defence

Established by the Faculty Board, Blekinge Institute of Technology, 2002-10-18. Revised according to meetings 2007-05-10 (§56), 2009-12-07 (§126) and 2010-12-15 (§122.)

- **The main supervisor/examiner** must make sure that the record from the grading committee's meeting is sent to the registrar at BTH.
- **The doctoral candidate** applies for a degree certificate.