

Reference guide for third-cycle students at the Joint Faculties of Humanities and Theology at Lund University

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Facts about the third-cycle study programmes

Third-cycle programmes run over a period of four years and are the highest level of education in Sweden. The PhD-programme covers 240 credits (1.5 credits per week), equivalent to four years. The credits are divided between thesis and course work, usually 180 credits for the former and the remaining 60 credits for the latter.

Once you have successfully defended your thesis and completed all the mandatory courses, you will be awarded a degree of Doctor of Philosophy or Doctor of Theology. This is done after an application to the university.

A doctoral student must have a main supervisor and at least one assistant supervisor. The main supervisor needs to have the qualifications of an associate professor or higher.

Calls for applications for doctoral studentships at the Faculties of Humanities and Theology are announced on the 15 January each year. In some cases, there are also externally funded positions that are announced on the 15th of September. All calls are published online.

Starting as a doctoral student

International students

Upon arrival in Sweden, you need to apply for a personal identity number from the [Swedish Tax Agency](#) (“Skatteverket”). A copy of the notice of the personal identity number has to be sent by the doctoral student to the financial officer Carina Andersson at your department for payment of salary. You also need to register a bank account with [Nordea](#).

When you have been assigned a personal identity number, you need to send a population registration certificate to the financial officer Carina Andersson at your department. This is to ensure that correct information is registered in the student registry system [Ladok](#) (see below).

Students from outside the EU

If you are a citizen of a non-EU country, you need to apply for a residence permit *before* entering Sweden. Information about rules and procedures can be found at the [Migration Agency](#) (“Migrationsverket”). Some departments use [Alfa: The Scandinavian Mobility Services Company](#) in order to help with the administration and will inform you if this is the case.

Preparations

Before you start your research, there are a couple of formalities that need to be in place.

Lucat

Lucat is the people and address directory for Lund University. It stores information about people and the organisation, which is presented on various websites. The information in Lucat is also used for other IT services and systems. Authorisation for different IT services and systems to which you need access is also controlled through Lucat.

Susanne Karlsson, administrator at the department registers you in Lucat (if this has not already been done by the Faculty Office), whereby you are assigned a Lucat identity, an email address and a personal webpage at the department's website.

You can upload relevant information (apart from room number, telephone number etc., which are transferred automatically from Lucat) on your personal webpage by logging in to <https://internt.ht.lu.se/en/allm/> (using the assigned Lucat identity; General -> My page).

LUCRIS

[LUCRIS](#) is Lund University's research information system that enables the registration of research information to compile the research carried out. [The Research Portal](#) is the external interface of LUCRIS, where external visitors can get a picture of what research is conducted at Lund University.

Active researchers at the Joint Faculties of Humanities and Theology are to register their research activities according to the [Minimum requirements for entry in LUCRIS](#). The [Libraries of the Joint Faculties of Humanities and Theology](#) will answer any questions you might have regarding how to register your research output and other activities.

Desk, computer, mail box and LU card

When you start your third-cycle studies you will receive a desk, a computer, a mail box ("pigeon hole") and information about escape routes in case of fire. You will also be informed about the procedures concerning the LU card, which can be retrieved from any [Card Office](#), the one at the [University Library](#) being the closest.

Links

[Information about LUCRIS](#)

[LUCRIS short guide](#)

[Information about the LU card](#)

[A complete list of administrative systems and tools used by Lund University](#)

Supervision

Each doctoral student is awarded with at least 300 hours of supervision, divided over four years. These hours are divided between the main and assistant supervisor as they see fit. The decision who will become supervisors is taken by head of department, Martin Hansson, in consultation with available supervisors and the doctoral student in question. Normally the main supervisor is competent within a broader area of research while the assistant supervisor is someone with a more specific expertise on which the student can benefit.

Change of supervisor

If the doctoral student wants to change his/her supervisor, this can be done after a request to the head of department, Martin Hansson. If the supervisor retires, a new supervisor can be appointed, or the former supervisor can continue as emeritus.

Prolongation of supervision

If a doctoral student has not finished his/her studies within the given time frame, or after a long break wants to resume his/her studies, this can be done, but needs to be acknowledged by the departmental board.

Individual Study Plan (ISP)

The ISP is a document that is specific for each doctoral student and is a project plan that includes information about what has been completed and what remains to be done. In addition, it states the university's responsibility in terms of supervision etc., and a chance for the student in consultation with his/her supervisor to comment on the learning outcomes for degree of Doctor according to the Higher Education Ordinance. The ISP is drawn up in consultation between the supervisor and the doctoral student and is accessed through the HT faculties' intranet: <https://intern.ht.lu.se/en/>. Please note that the supervisors are obliged to enter information about their planned supervision. Moreover, the student and the main supervisor have to evaluate the previous semester's planning.

The ISP is to be printed and signed at least once a year by the doctoral student, the main supervisor, followed by a signature from the head of department, Martin Hansson and the Pro-Dean of doctoral studies at the HT faculties. The signed ISP is archived and might be inspected at future evaluations (e.g. by the Swedish Higher Education Authority).

Seminars

An important part of third-cycle studies is to participate in research seminars. Doctoral students are expected to actively participate in seminars relevant to their research subject, but are welcome to attend other seminars as well. Seminar participation is to be included in the ISP. Each doctoral student usually presents his/her topic in at least three different seminars. This is normally done after a discussion with the supervisor.

Research proposal plan

Doctoral students are usually expected to present a research proposal plan (this does not apply to all departments), orally and in writing, for their thesis project. This is normally done the first semester of study. Here the student presents the aims, purpose, materials and theory/method that are going to be implemented in the project.

Halfway seminar

Halfway in the process the student usually gives another seminar (this does not apply to all departments), presenting the work done so far, and a plan for the continuing work. This seminar functions as a checkpoint for the doctoral student's progress. One or two chapters in the thesis/or articles, is presented and discussed.

Final seminar

At a compulsory final seminar, with an external reviewer, a preliminary draft of the entire thesis is presented and discussed. The text should be made available for the whole audience. This seminar takes place sometimes between 6 and 12 months before the public defence and prepares the doctoral student for the defence. It also functions as a check of the scholarly quality of the thesis.

Third-cycle courses

A Swedish doctoral programme amounts to 240 credits, of which 60 credits are courses. Different subjects have different demands on what courses should be included in the latter credits. In this section you will find general information of which types of courses there are. To learn more about the courses that apply to you, please read the general syllabus for your specific subject (see link below).

Compulsory courses

At the Joint Faculties of Humanities and Theology the following courses are compulsory for all doctoral students.

- Introductory course
- Research ethics
- Higher education teaching

Besides these courses there may be courses that are compulsory for each specific subject. This is stated in the general syllabus that are to be found [here](#).

Introductory course

The Joint Faculties of Humanities and Theology give a compulsory introductory course, comprising 5 credits. More information about this course as well as other third-cycle courses at the faculties can be found [here](#).

Research ethics

The course in research ethics is also compulsory and comprises 3 credits. The course is intensive and requires full-time studies. More information about this course as well as other third-cycle courses at the faculties can be found [here](#).

Teaching and learning in higher education

Lund University offers two different courses in teaching and learning in higher education. The introductory course is mandatory and consists of two weeks studies (3 credits). More information about this course as well as other third-cycle courses at the faculties can be found [here](#).

Core courses and modules

Every third-cycle programme contains a core course comprised of various modules, amounting to a total of 49 credits. Some study programmes include modules that are compulsory, while others only include modules that are selected in consultation with the supervisors. Your supervisor or other researchers at the department can put together a specific independent study module according to your field of research.

Courses at other departments, faculties and universities

In consultation with your supervisor, you can take courses at other departments, faculties and universities, in Sweden, or abroad. Such studies may involve a tuition fee, which you must discuss with your supervisor. You may be able to use the faculties' additional funding for this purpose. If the course is offered by a higher education institution other than Lund University, your supervisor or equivalent must arrange for a credit transfer (see below) so that these credits can be included in your degree.

Reporting of completed doctoral courses

When a course is completed, the main supervisor or the relevant teacher reports information about the course (name of course in English and Swedish, the number of credits awarded, date of examination, the name and personal identity number of the doctoral student) electronically to the administrator Susanne Karlsson at the department who then makes a preliminary registration of the information in [Ladok](#). When this has been done, the relevant Examiner (appointed by the director of doctoral studies, normally the main supervisor) has to certify the result electronically, whereby the credits become officially registered.

Credit transfer from a Master's level

It is possible to transfer credits from previous studies at a Master's level. However, this must be applied for in the original application for appointment to the doctoral studentship. In the general syllabus, this is formulated in the following way:

At the Faculties of Humanities and Theology, students must apply for credit transfer. The application will only be considered if it is submitted together with an application to third-cycle studies. A decision on credit transfer is taken in conjunction with a decision on admission. Credit transfer normally affects the length of the doctoral studentship awarded in the decision on admission. In conjunction with a proposed decision, the relevant department is to propose the length of the doctoral studentship and any credit transfer.

Swedish for university staff

As a doctoral student at Lund University, you can attend Swedish language courses for employees at the university. Depending on your previous knowledge of Swedish there are five different levels on offer. To read more about the courses, please visit [Swedish for university staff](#).

Links

[General syllabi](#)

People and organizations

A doctoral student can find a lot of people and organizations to support them. If you do not know who holds a certain position or which organization serves which function of the ones listed below, you can always ask your supervisor. The phone number and email address to each contact person can be found on [Lund University's staff pages](#).

People at the department (may differ between departments)

Principal/main supervisor

The main task of the principal supervisor is to give you advice throughout your studies, and he/she can be consulted on practically all matters concerning your education. The principal supervisor must have the qualifications of an associate professor or higher, and be currently employed at the department.

Assistant/secondary supervisor

You are always to have at least two supervisors: one principal supervisor and at least one assistant supervisor. The assistant supervisor is not required to be currently employed at the department.

Head of Department

If you have questions concerning your employment or if there are other issues that you do not wish to discuss with your supervisors, please contact the Head of Department who is overall responsible for the department.

Director of Studies for the PhD programme

The Director of Studies for the PhD-programme at your department is responsible for the courses and programmes at the PhD-level. Each department also has a Director of Studies for the undergraduate programme that is responsible for course syllabi and for planning of courses and programmes, as well as teaching.

Finance Officer

This person handles economic issues at the departmental level. He/she is the one to contact if you have any queries pertaining to purchases made, travel bills etc.

People at the faculty

Faculty coordinator (third-cycle studies)

This person handles most issues concerning your admission, employment, extension and other formalities.

Dean of Doctoral Studies

The Dean of Doctoral Studies is responsible for third-cycle studies at the Joint Faculties of Humanities and Theology, and is chair of the Board for Third-Cycle Studies. This person does not deal with individual matters, but is responsible for overall policy issues.

HT Libraries

The subject librarian

All subjects at HT have a subject librarian from whom you can get support with for example searching and locating literature and other relevant resources. The subject librarian is also responsible for the selection and acquisition of books and journals. All new doctoral students are invited to an introductory meeting with their subject librarian at the beginning of their doctoral studies.

The research support group

The research support group offers support in your data management and publication processes and can also refer to further support at Lund University.

Organizations for doctoral students

Lund's Doctoral Student Union (LDK)

LDK advocates for the rights of doctoral students in their research education and work environment. The Doctoral Student Ombudsman (DOMB) is a service provided by LDK. The DOMB is mandated to assist doctoral students at the university when they run into challenges with their third-cycle studies. No matter how small or serious the problem is, you can get support from the DOMB at no additional cost.

Humanistisk-Teologiska Doktorandrådet (HTDR)

HTDR is the faculty council of LDK that organizes doctoral student representation at the Joint Faculties of Humanities and Theology. Their main concern is the employment conditions and the quality of the third-cycle studies at the faculties.

SULF Doctoral Candidate Association

This organization deals with union matters on a national level and is the part of the Swedish Association of University Teachers (SULF) that work with doctoral students.

Doctoral Student Networks

Some departments have their own doctoral student networks in which the doctoral students elect their own representatives. The representatives are included in the Department Board, and communicate the doctoral students' activities that take place at the department.

Links

[Lund's Doctoral Student Union](#)

[Doctoral Student Ombudsman](#)

[Humanistisk-Teologiska Doktorandrådet](#)

[SULF Doctoral Candidate Association](#)

[The subject librarians](#)

[The Research Support Group](#)

Funding

Doctoral studentships are normally funded for a period of four years, full time. At the Joint Faculties of Humanities and Theology, it is possible to be funded by the faculties, by external means within a project, or by an external employer.

[Extension of a doctoral studentship \(prolongation\)](#)

Doctoral students admitted to the Faculties of Humanities and Theology are usually financed through employment under a doctoral studentship for a period of four years. Doctoral studentships are extended for two reasons.

Annual Extension

A doctoral studentship is awarded for a maximum of four years net study time. However, it is usually only approved for one year at a time, meaning that the doctoral studentship is extended annually for one year.

The annual extension is administered by the faculty office; no application from the doctoral student is required. However, the doctoral student may be contacted to provide any necessary information.

Extension due to leave and assignments

A doctoral studentship may exceed four years if there are special reasons, such as

- parental leave
- caring for a sick child
- approved departmental duties
- approved leave of absence
- union work
- student's union work.

The doctoral studentship may thus be extended due to leave and assignments. However, it requires a special application form from the doctoral student that can be found [here](#). Instructions on how to fill in the form can be found [here](#).

The application for extension due to leave and assignments must be received by the faculty office no later than three months before the end of the total period of employment. Please note that any leave and assignments have to be reported and approved if it is to lead to extension of the doctoral studentship. Sick leave, parental leave, caring for sick child and leave of absence must be entered into [SSC Primula](#) by the doctoral student. All planned leave due to union work and students' union work must be planned within the framework of the ISP.

Doctoral students have the opportunity to receive advance notice of a decision on extensions that are due to leave and assignments. The application (see form above) must be received by the faculty office no later than 1 October.

Salary increases

Doctoral students with a doctoral position receive salary increases at two stages – after completing 120 and 180 credits, i.e. after 50% and 75% of their third-cycle education. This is usually equivalent of having held a halfway seminar and final seminar (see above). The doctoral student must apply for a salary increase on a special form, which has to be submitted to the Faculty Board. The application is to include a Ladok transcript, and the entire application must be signed by the principal supervisor and the Head of Department. The doctoral student is responsible for applying for a salary increase.

The application form is available [here](#).

Research promotion funds for doctoral students

The Joint Faculties of Humanities and Theology offers funding for expenses (“Ograduerade forskares medel”) to each doctoral student. The allocation of such funding must be approved by your supervisor. The Finance Officer at your department is the person who processes such matters, and is the one to contact. The current amount for doctoral students is SEK 25 000, of which at least SEK 15 000 are

reserved for national and international mobility, study visits and conferences. The rest can be used for purchases of literature, computer software etc. after a discussion with your supervisor.

Faculty travel and research grants

Every semester, in February and September, the faculties issue a call for applications for its travel and research grants that offer funding for researchers and doctoral students. Every grant has a specific purpose, which is described in the call for applications. In order to write a successful application, you should consider the following:

- Clearly state how you intend to use the money.
- Explain why this is important for your thesis.
- If the grant is to be used to present a paper at a conference, briefly explain what your presentation is about.
- Describe what new important contacts you intend to establish during your study visit.
- All applications must include a budget with all costs, including full overhead.

For more information about the faculties' travel and research grant, please visit:

<https://www.staff.lu.se/research-and-education-0/research-support-0/travel-and-research-grants/faculty-travel-and-research-grants>

Other grants and scholarships at Lund University

The [International Office](#) at Lund University is able to provide you with information about grants other than the ones listed above.

There are also other grants available [here](#).

Research communication

Scholarly communication

Research is not only communicated through the thesis – many doctoral students write articles, papers and/or chapters in anthologies, as well as participate in conferences. Publications written before the thesis defence and conference participation are ways of becoming more visible – nationally and internationally. Using an international researcher ID like [ORCID](#) may increase your visibility and is an easy way to make sure that your outcome is attributed to you and not anyone else with the same or similar name. Discuss with your supervisor how to publish your work and what conferences you should attend. You can also get support from the [HT Libraries' Support Group](#) on how to make your research more accessible in accordance with the [Open Access Policy](#).

Communication with the society in general

One goal of your doctoral studies is to demonstrate the ability to communicate your research to society in general, also outside academia. Different disciplines have different contacts outside the university, and accordingly offer different possibilities for this. Discuss with your supervisor how and where this could be

done. You are able to communicate your research orally at the annual events [Kulturnatten](#) and [HT-dagarna](#).

Being a doctoral student

Departmental duties

Doctoral students may be assigned departmental duties (“institutionstjänstgöring”) during his/her doctoral studies, but at most during a period corresponding to 20% of the total employment period. The doctoral student is compensated by getting an extension of his/her employment with a corresponding period of time (see application above). Departmental duties may include teaching, conference management, administration, enrolment on higher education courses (beyond the introductory course) and the like. The doctoral student discusses with the Director of Studies and the main supervisor what available departmental duties might be of interest. This has to be done *before* the tasks are undertaken – not afterwards. The head of department makes the formal application. The formal decision is then made by Faculty Coordinator, and the doctoral student receives a copy of this decision. The doctoral student must save the copy: it needs to be attached to the application for extension that the doctoral student will submit later to the faculty coordinator. Please note that it is the doctoral students’ own responsibility to keep track of his/her departmental duties.

Vacation

As a doctoral student, you’re entitled to vacation in accordance with current legislation. You must make your requests for vacation in SSC Primula which is accessed through the [staff pages](#). Please notice that at least four weeks’ vacation must be placed concurrently during summertime.

Sick leave

You must always contact Carina Andersson when you are sick. Once you are back at work, you must enter your declaration of illness for the period you were away in [SSC Primula](#). Outside of the university, you must first log in to the [VPN service](#). If you are ill for more than five working days, you must obtain a physician’s certificate. Moreover, the certificate has to be sent to the [Swedish Social Insurance Agency](#) (“Försäkringskassan”).

Details about the routines can be found [here](#).

Doctoral students are granted an extension of their employment that corresponds to the number of registered days of sick leave. However, the doctoral students must apply for such an extension themselves (see application above).

Doctoral students that suffer from stress at work or related problems may be offered professional help from the [Occupational Health Service](#) (“Företagshälsovården”).

Doctoral students are entitled to reimbursement for certain healthcare costs, medication costs (prescribed medicines) and costs of health promotion (e.g. gym membership). For detailed information and descriptions of the routines, see the following webpage: <https://www.staff.lu.se/employment/salary-and-benefits/benefits>

Leave of absence

A doctoral student with employment has a right to leave of absence with a corresponding extension of employment for parental leave, military service, care of child under twelve years of age (partial leave, not

exceeding 25%) and work in union/student organizations, however, normally not more than 12 months in total.

A doctoral student with employment may be accorded leave of absence with corresponding extension, though normally not more than 12 months in total, for temporary activity that is of benefit to the student's doctoral studies, and for crises at the workplace or home.

A doctoral student with employment may also be accorded leave of absence with corresponding extension after special probation.

Information and application form can be found [here](#).

Caring for a sick child (vab)

The first day of vab-leave, the doctoral student contacts the [Swedish Social Insurance Agency](#) ("Försäkringskassan") to receive temporary parental benefit. If the student needs to cancel planned teaching activities, the Director of Studies must be contacted. When the vab-period is over, the doctoral student registers the vab-leave in [SSC Primula](#), under "Parental leave". For additional information, see the following web page: <https://www.staff.lu.se/employment/annual-leave-leave-absence-and-sick-leave/parental-leave-parental-allowance-and-caring-sick-child>

Staff appraisals

Once a year an individual staff appraisal is held between employees and their line managers. Doctoral students usually conduct their staff appraisals with the deputy head of department, Henrik Gerding. It is partly up to the individual doctoral student to decide and plan what matters should be addressed during the staff appraisal. In general, questions and issues having to do with the work environment and aspects of the doctoral students, including the supervision situation, may be discussed.

General information about staff appraisals at Lund University can be found [here](#).

Purchases/Expenses

If the doctoral student wants to purchase anything, e.g. books or other items, the "ograduerade forskares medel" can be used. However, it is mandatory to use official suppliers of the university. They can be found in [Lupin \(Procedo\)](#). For booking of travels, Lund University's official travel agency [ViaEgencia](#) has to be used. All administrative systems, LUPIN, ViaEgencia and others, for various purposes, can be found at the [Staff Pages](#).

If you have expenses, for purchases or travels, which should be covered by one of your grants, this is registered in [SSC Primula](#). All documents, receipts etc. are handed to the Finance Officer at the department. Equipment and other objects purchased with grants becomes the property of the university.

Finishing your doctoral studies

Final reading

After the final seminar (see above), the entire manuscript of the thesis, which has been adjusted according to comments at the final seminar, has been read and approved by the main and secondary supervisor. The doctoral student has to address the last comments to the manuscript before finalizing the thesis. The approval of the thesis at the final reading marks the last step before the public defence.

Before the public defence

Below you will find instructions on the mandatory procedures before the public defence. The faculties provide a grant of 30 000 SEK to cover the expenses associated with the public defence, for example, reimbursements for travel and accommodation for the external reviewer and the examining committee and the fee for the external reviewer (15 000 SEK). The supervisor, not the doctoral student, is responsible for handling this.

- (1) The department is to submit a proposal for an external reviewer, examining committee and chair of the public defence. The proposal is to be submitted to the secretary of the Board for Third-Cycle Studies **at least 6 weeks before the defence** takes place. The external reviewer and examining committee must be asked to perform such a duty well in advance; if possible, at least nine months before the defence. The supervisor, not the doctoral student, is responsible for this. The dean of doctoral studies at the Joint Faculties of Humanities and Theology appoints the relevant persons.
- (2) The mandatory electronic registration of a thesis is done in LUCRIS **at least 4 weeks before the defence** and is to be approved by the faculty secretary. Notice also that both the registration and the public defence must take place within the semester period.
- (3) At least 100 copies must be made of the thesis. Special conditions apply if the thesis is part of one of the departmental series. The doctoral student has to visit the Faculty Office **no later than four weeks before the public defence** to hand in the dissertation (60 copies), abstract, “Spikblad” and other documents (see the link to the relevant webpage below) so that the process leading up to “spikning” (“nailing”, i.e. public announcement of the time and venue for the public defence) can be executed correctly. The doctoral student may also provide a list of up to 15 addresses to reviewers, libraries, etc. The “nailing” itself is done by the Faculty Coordinator. The doctoral student has to contact the Faculty Coordinator no later than six weeks before the public defence to book the visit.

The public defence

Instructions for the public defence itself as well as more detailed instructions of how to prepare yourself for the defence can be found [here](#).

Public defence lunch or dinner

Lund University’s regulations for the public defence lunch/dinner are quite strict. The meal should, normally, be a lunch with the faculty examiner and/or the examination committee on the same day as the public defence (but it can be a dinner on the evening before the defence). The meal should not be luxurious, but rather of the meal-of-the-day type. Drinks with alcohol should be avoided (at dinner maximum two beers or glasses of wine per person). The meal is paid by invoice in [Lupin \(Proceedo\)](#) and certified by the Head of Department or other. A list of participants must be attached. The inclusion of a spouse is to be motivated in advance and is only accepted in exceptional cases. The meal is subject to benefit taxation—this is registered in [SSC Primula](#).

Information about what is considered entertainment and what applies concerning taxations of benefits and VAT can be found [here](#).

Publishing your thesis

Printing grant from the faculties

Currently, the printing grant from the Joint Faculties of Humanities and Theology amounts to SEK 30 000. For theses written in a language that is not the first language of the author, there is an additional grant of SEK 15 000. The same amount is paid for monograph theses as for compilation theses. The form for applying for the printing grant is available [here](#) (“Ansökan om tryckningsbidrag”).

Publication of thesis and additional printing grants

The printing grant from the faculties only covers the standard requirements. Some doctoral students may want to print more than 100 copies, or require special printing due to, for instance, photos, or want to publish their thesis through a publisher outside the university. It is the responsibility of the doctoral student to cover all expenses that exceed the faculty grant. However, the faculty grant can be used to partly cover costs for publishing outside the university.

Publication of thesis in department series

Many of the department’s doctoral theses are published in one of the [departments own publication series](#). Each series has an editor. You can discuss where you want to publish your thesis with your supervisor. The manuscript must have gone through a final seminar with an external opponent. Parts of the final text should also have been discussed earlier during the PhD-program. The editor of each series makes a decision based on the procedures for quality assurance (seminars, peer-review etc.), based on the following:

- That the author contacts the editor well in advance to discuss the conditions for publication in the current series. This must be done before the book is designed.
- That the book undergoes a professional language review, especially in those cases the author writes in a language other than the doctoral students’ first language.
- That an agreement on publishing is written between the author, the series editor and the Publication series at the Humanities and Theology faculties.
- That the author guarantees that no copyright obstacles exist regarding text and images, by copying all given permits to the editor.
- That the editor has enough time to review a PDF of the text and cover after layout has been made.
- That the current series name is on the front of the cover and the title page.

After the thesis is accepted to a publication series, it goes to print. If the thesis is to be printed by [Media-Tryck](#) at Lund University, they need to have the manuscript at least **8 weeks in advance** of the date set for the defence. The production process takes about four weeks, including layout and setting of the text. If the thesis is to be printed by an external printer, follow their guidelines.

All series are distributed by the [Publication series at the faculties](#). In addition to distribution, print-on-demand and Open Access is offered. No royalty is paid for publications that are sold. The department needs at least 10 copies. Notice also that the Research Programmes Board at Lund University has decided

that the thesis should be made openly accessible in its entirety unless, for example, copyright rules prevent this.

[External funders and foundations](#)

There are funders and foundations that offer support to cover the costs of printing. Please ask your supervisor what funders and foundations that support research carried out at your department. Start planning which funders to contact **two years in advance**. It might seem like a long time, but it is often necessary.

[External Publishers](#)

Publishing a thesis through an external publisher requires more planning ahead than if you were to publish your thesis through Lund University. As in the above case, start planning which publishers to contact **at least two years in advance**.

[Finishing the project](#)

When the project is nearing completion, the data needs to be organized and prepared to be archived and possibly shared. Please, visit the library web site and contact forskningsstod@htbibl.lu.se if you have any further questions.

Links

[Completing the project](#)

[Archiving research data](#)

[Sharing data](#)

[Personal data and confidentiality](#)

[Organising your data](#)

[Persistent file formats](#)

[Research and publication support](#)

Appendix 1

Principles for application credits (tillämpningspoäng) for doctoral students at the Department of Archeology and Ancient History

Given only for activities that take place during the period of doctoral studies.

Given only for activities that are relevant for the education.

Given only for activities related to research, teaching or mediation.

Given only for activities that involve improvement of skills (ie not for tasks you already master or have experience of)

Not given for activities that take place during leave.

Not given for activities that are counted as institutional service (ie entitles to extension or other remuneration)

Not given for activities that are part of the dissertation.

Can only amount to a total of 5 credits during a doctoral program.

If possible, the activity should be part of a planned reading course.

Examples of acceptable activities:

Organize a scientific conference

Organize and participate in excursions

Participate / lead / report archaeological fieldwork

Publish a scientific or popular science article that is not part of the dissertation project

Application credits are awarded upon application by the doctoral student to the subject's/department's supervisory board.

Established by the board of the department of archaeology and ancient history
2021-12-07

Appendix 2

Publication of thesis in department series

Many of the department's doctoral theses are published in one of the departments own publication series. <http://www.ark.lu.se/forskning/publikationsserier/>. Each series has an editor. You can discuss where you want to publish your thesis with your supervisor. The editor of each series makes a decision based on the procedures for quality assurance (seminars, peer-review etc.), based on the following:

- That the author contacts the editor well in advance to discuss the conditions for publication in the current series. This must be done before the book is designed.
- That the book undergoes a professional language review, especially in those cases the author writes in another language than the mother tongue.
- That an agreement on publishing is written between the author, the series editor and the Publication series at the Humanities and Theology faculties (for more information, www.ht.lu.se/skriftserier/om/publicering/avtal/).
- That the author guarantees that no copyright obstacles exist regarding text and images, by copying all given permits to the editor.
- That the editor in good time can review a PDF of the text and cover after layout has been made.
- That the current series name is on the front of the cover and the title page.
- For the archaeological series, a list of previously published publications in the current series is included last in the book.

After the thesis is accepted to a publication series, it has to be printed. If the thesis is to be printed by Media-Tryck at the University, they need to have the manuscript at least 8 weeks in advance of the date set for the defence. The production process at Media-Tryck takes about four weeks, including layout and setting of the text. If it is printed by an external printer, follow their guidelines.

All series are distributed by the Publication series at the faculties (www.ht.lu.se/skriftserier/). In addition to distribution, print-on-demand (only via Media-Press at Lund University) and Open Access is offered. Open Access is recommended. No royalty is paid for publications that are sold. The number of copies is decided in cooperation between the series editor and the author. The department needs at least 30 copies, the Publication series at the faculties at least 20 + a various number for their standing subscribers.

Publication of thesis by external publisher

There are funders and foundations that offer support to cover the costs of printing (see below). You can also apply for a grant for printing through the faculties' travel and research grants (see above).

Publishers that have published theses from our department:

- Nordic Academic Press
- Vetenskaps societeten i Lund
- Makadam

Funders and foundations that have donated contributions for the purpose of printing at our department:

- Crafoordska stiftelsen
- Elisabeth Rausings minnesfond
- Gyllenstiernska Krapperupstiftelsen
- Konung Gustaf VI Adolfs fond för svensk kultur
- Kungl. Gustav Adolfs Akademien för svensk folkkultur
- Nordenstedtska stiftelsen
- Ridderstads stiftelse för historisk grafisk forskning
- Stiftelsen Ebbe Kock
- Stiftelsen Hilma Borelius minnesfond
- Stiftelsen Lars Hiertas minne
- Stiftelsen Längmanska kulturfonden
- William Karlssons stipendiefond
- Åke Wibergs stiftelse

Publishing a thesis through a publisher requires more planning ahead than if you were to publish your thesis through the University. Start planning about two years in advance. It may seem like a long time, but it is often necessary.

[Two years prior to the defence: make a plan for applications](#)

When you have completed half of your third-cycle program, choose about 5–10 funders (for examples, see list above) from which you could apply for printing grants. Make a note of their application deadlines in your calendar (however, this could change from one year to another), as well as the size of the applications of each grant and what they require in terms of documentation (for example, a project description, CV, offers from publishers, references etc.). Now you have a timetable for when to start your printing grant applications. Begin writing on your applications at least two weeks before the deadline. Save the applications so that you have the option of reusing them.

Two years prior to the defence: make initial contacts with publishers. Choose approximately five publishers of interest to you, which you believe would be interested in publishing your thesis. At this stage, you do not need to ask them if they want to publish your thesis; however, you should consider the following questions:

- Is it possible that they would be interested in publishing your thesis?
- What is the approximate cost of publishing a book of the size you envision your thesis to be? What significant expenses must you consider: colour printing, choice of paper, binding etc?
- How much planning in advance do they need? That is:
 - When do they need a formal request by you?
 - When do they need to see a draft?
 - When do you need to submit the manuscript in order for the book to be finished on time, in accordance with the regulations of the Faculties of Humanities and Theology?
 - What do you get for your money: layout, distribution, advertisement, copyright?

Once you have received answers to these and other similar questions, it is possible to make a time plan for your applications for printing grants and for your further negotiations with the publishers. You should also find out how much funding you will need.

