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LTV Faculty procedures for third-cycle (doctoral) education

Faculty procedures are based on [the joint SLU guidelines for third-cycle \(doctoral\) education](#). The procedures are intended to serve as a guide for supervisors and doctoral students, from admission to thesis defence. Please note that guidelines and procedures will vary depending on when the doctoral student was admitted. A doctoral student may request to be transferred to the new guidelines.

All governing documents and forms are available on the supervisor support portal on the staff web.

Recruitment and admission of doctoral students

Employment of doctoral students

All doctoral education positions must, with few exceptions, be advertised (see [Admission regulations for third-cycle \(doctoral\) education 2018](#)). The department's human resources officer will assist with writing the advertisement. All applications must be submitted via the university's recruitment system, ReachMee.

Other funding

Admissions of doctoral students who are funded by other means than employment are to be registered in ReachMee. The supervisor will contact the department's human resources officer. For more information about scholarships and employment with a different employer, consult the [admission regulations 5. Doctoral studentships and other means of support](#).

Admission of doctoral students

The department will send the application form and annexes for the selected candidates for an authenticity check to the Division of Educational Affairs, Box 7010, 750 7 Uppsala. Include the registry number stated in the advertisement and mark the envelope: "Doktorandansökningar för granskning". If the doctoral position was not externally advertised, you need to request a registry number from the registrar in Alnarp before sending the application to the Division of Educational Affairs. The division will return the applications and any annexes to the department

together with a certificate confirming applicant's eligibility and the authenticity of the attached degree certificate and language certificate.

The application to the faculty board regarding the admission of a new doctoral student is to be submitted to the relevant director of studies. The vice dean will then issue the decision as per delegation. The administrative officer sends the decision to the doctoral student, supervisors, head of department, departmental doctoral studies coordinator, Human resources and Faculty study director.

[Click here to read more about recruitment and admissions.](#)

Supervisors

Each doctoral student must have between two and four supervisors, of which one must be the principal supervisor. (Further provisions can be read in [Guidelines for third-cycle \(doctoral\) education](#).)

If any changes are made to the supervisor group, the [Changes to supervisor group](#) form must be completed and sent to the registrar in Alnarp who will forward it to the administrative officer.

If there is a change to the principal supervisor, the faculty director of studies must ensure that a follow-up meeting between the doctoral student and director of studies takes place six months after the change has been implemented.

If the doctoral student and principal supervisor determine there to be a need for more than four supervisors, the principal supervisor must submit an application to the doctoral education committee at LTV Faculty. The form and clear motivation for increasing the number of supervisors is to be sent to the secretary of the doctoral education committee at LTV Faculty.

Planning and follow-up of the programme

Individual study plans

An individual study plan is created by the main supervisor in the [ISP portal](#). A more detailed version of the individual study plan (ISP) included with the application must be *submitted within three months* of admission. It must be approved by the doctoral student, principal supervisor and head of department and then submitted to the director of studies responsible.

Follow-ups and updates to the individual study plan must be updated at least once per year. The intended learning outcomes are to be discussed and evaluated. This can be conducted in conjunction with the annual follow-up between the doctoral student and supervisor ([see also the follow-up check list](#)). The principal supervisor must ensure that the plan is updated according to schedule.

Introduction meeting

The director of studies will invite the new doctoral student and principal supervisor to attend an introduction meeting.

Introductory seminar

Doctoral students are encouraged to conduct an introductory seminar organised, advertised and led by their department.

Mid-way review and follow-up

After two years' net study time but before the mid-way review, the doctoral student must give a seminar.

The main supervisor will coordinate this seminar and inform the director of studies of the date, room and title of the seminar. The director of studies will then advertise the seminar.

The director of studies will appoint an assessor proposed by the supervisor group for the oral presentation.

The mid-way follow-up between the doctoral student, principal supervisor and director of studies will be held in conjunction with the seminar. The assessor, assistant supervisor and head of department may also be invited to attend. During the meeting, the assessment will be discussed in addition to conclusions and comments from the seminar. The status of the doctoral project will be reviewed, the conditions for completing the programme and thesis work discussed and the actual progress compared against the study plan. The director of studies will compile information about the project's status. The compilation will be sent to the Education Centre and human resources officer, along with the assessor's statement and doctoral student's updated study plan. The Education Centre will then register completion of the mid-way review in Ladok.

Students who were initially admitted to licentiate studies but went on to be admitted to doctoral studies without having obtained a licentiate degree must hold a mid-way review seminar.

75% follow-up

Once the doctoral student has completed 75% of the doctoral programme, a follow-up meeting will be arranged with the director of studies. The doctoral student, director of studies, principal supervisor and any other supervisors will attend meeting. Certain subject areas will hold a final review seminar with an external or internal reviewer. The 75% review takes place in connection with the seminar. In conjunction with the follow-up, the ISP must be updated and signed before sending to the director of studies. The director of studies will inform the Education Centre who will register the completion in Ladok.

Licentiate students and their principal supervisor are to attend a review meeting with the director of studies (corresponding to 75%), approximately six months before the licentiate seminar will take place.

Courses

The total number of credits required for each degree is stated in the general study plan for each doctoral programme subject at the LTV Faculty. It also includes the number of credits required in subject courses, general courses and other activities.

Doctoral programme courses at the faculty/graduate school must have a course syllabus and be approved by the doctoral education committee at the LTV Faculty. Use the application form *Approval of course syllabus – doctoral student course* and include the course syllabus. Email the application to: forskarutbildning-ltv@slu.se

Subject courses offer advanced study and/or broadening within the field. Subject courses comprise courses on both theory and method.

General courses teach diverse skills required by all of the faculty's doctoral students. The *Ethics and Philosophy of Science* course worth 4.5 credits is compulsory. Decisions regarding which courses are general courses are taken by the Council for PhD education at SLU (FUR). FUN-LTV has decided that the course *Visualize your science* worth 4.5 credits also may be counted as a general course. Courses in pedagogy are arranged by the Unit for Educational Development (EPU).

The doctoral student can apply to the doctoral education committee at LTV Faculty for a credit transfer for a general course. It may be the case that the doctoral student has completed a course with similar content at another university. The application must include a clear justification from the principal supervisor for the credits to be transferred. Use the application form *Application for course credit transfer*. Include the course syllabus and course certificate.

Individual courses

Introductory paper, 10 credits, two options:

1. the doctoral student writes their paper and it is examined by the main supervisor before it is published on Epsilon within the first two years of their studies, or
2. the doctoral student submits a draft research overview (review article) within the first two years of their studies, which is then examined by the principal supervisor. The principal supervisor then sends a transcript to the director of studies, which is then recorded in Ladok. To receive the 10 credits, the article must have been accepted for publication before the thesis defence. If this is not possible, the paper is to be published on Epsilon before the doctoral student can receive their credits.

The *individual subject course* can provide a varying number of credits, however a maximum of 15 credits for literature reviews and a maximum 10 credits for practical courses.

Seminar series, 3 credits, written and oral presentation as part of a suitable seminar series.

Conference, 3 credits, written or spoken presentation at a suitable conference.

[Link to templates for individual course syllabuses.](#)

Reporting course credits

The course coordinator will report doctoral courses directly to the Education Centre (forskartutbildning-LTV@slu.se). Certificates of other courses and course syllabuses are to be sent by email to the director of studies for assessment. The principal supervisor suggests the number of credits to be awarded for the course when relevant. The director of studies will send supporting documents for the course to the Education Centre for reporting in Ladok.

Doctoral student can also take Master's courses and receive ½ of the original credits. A maximum of 10 credits from Master's courses can be included in the student's doctoral degree.

A maximum 3 credits from massive open online courses (MOOC) can be included in a doctoral degree. Together with the principal supervisor, the director of studies will determine whether the course standard is high enough to be included in the degree. The doctoral student must contact the director of studies before applying to a massive open online course.

All courses must have been completed and registered in Ladok before the thesis defence or licentiate seminar.

Before the public defence of doctoral thesis or licentiate seminar

Thesis defences and licentiate seminars are held between 15 August and 15 June. Nailing of the thesis ("spikning") may be done between 15 August and 1 July. A maximum of two defences or seminars per faculty per day can be held, one in the morning and one in the afternoon. To avoid clashes, the morning thesis defence or licentiate seminar session must begin at 09:00 and the afternoon session at 13:00. Checklist before the thesis defence/licentiate seminar.

The principal supervisor will book the session in the [digital calender for public defences](#). The principal supervisor will then book a room by contacting lokalbokning.alnarp@slu.se

All theses at the faculty must be pre-assessed. The person who will conduct the pre-assessment will be appointed by the director of studies following suggestion from the principal supervisor. The assessor must be a docent or have the equivalent competence. The thesis must be submitted to the director of studies three months before the date of the thesis defence/licentiate seminar. Please note that the processing time during summer is longer and that the pre-assessment of a compilation thesis where only a few of the articles have been accepted for publication will in general be more extensive and require more time. Monograph theses will also be pre-assessed, using the written evaluation from the final seminar as a basis. If the doctoral student is deemed ready for the thesis defence or the licentiate seminar, despite the formal requirements not being fulfilled, the supervisor must apply to the doctoral education committee at LTV Faculty for an external pre-assessment. The application must explain the reason why the requirements need not be fulfilled.

It is the responsibility of the supervisor to suggest a suitable external reviewer and an examining committee with three to five members, a deputy and a chairperson. In the application for a licentiate seminar, the supervisor is to suggest a suitable chairperson and an examining committee of three members and a deputy. Further provisions can be found in *Guidelines for third-cycle (doctoral) education*.

Application for public defence of doctoral thesis and licentiate seminar

Use the appropriate application form for public defence of doctoral thesis/licentiate seminar and the forms for declaring any conflicts of interest and send them to the registrar in Alnarp at least three months before the expected date for the defence/seminar. The application must be complete. In conjunction with the application, the doctoral student needs to submit their thesis to the director of studies for pre-assessment. Once the application has been received by the Education Centre, the doctoral student will receive information about the regulations for publishing from the administrative officer.

The director of studies will then send the administrative officer confirmation of successful thesis pre-assessment and a copy of the reviewed material. The director of studies will also review Ladok and inform the administrative officer that the doctoral student has met all course requirements. Once the confirmation of successful thesis pre-assessment has been received, the vice dean of doctoral education will issue a decision regarding the application for the thesis defence/licentiate seminar and approve the composition of the examining committee. The administrative officer will inform the supervisors and doctoral student once the defence/seminar has been approved and will send official letters to the chairperson, external reviewer, members and deputy no later than one month before the public defence of doctoral thesis.

Publishing the thesis

The thesis must be published at least three weeks before the defence/licentiate seminar; this is done by registering it (notification of the date of defence) with the registrar (for printed theses). Once registered, the thesis must be published in the Epsilon open archive at the SLU library. It is the responsibility of the doctoral student to register and publish the thesis. The director of studies will advertise the thesis defence/licentiate seminar via the relevant channels. Grafisk service (the printing office in Alnarp) will send out legal deposit copies, and the doctoral student is to send their thesis to the external reviewer and members of the examining committee, 2 copies to the library in Alnarp and 1 copy to the LTV Registrar.

The department is responsible for all arrangements in connection with the notification of the date of the defence of a doctoral thesis (room bookings, catering etc.) and other practical elements related to the thesis defence/licentiate seminar, including travel/accommodation for the external reviewer/examining committee, lunch for the external reviewer/supervisor/thesis author/examining committee on the day of the defence, flowers for the doctoral student from the department and an alcohol-free reception in connection to the defence. Departments can apply to the doctoral education committee at LTV Faculty for reimbursement of costs up to SEK 55,000 including those incurred for printing the thesis and external assessment.

The [supervisor support portal](#) contains recommendations for how to organise the thesis defence and the licentiate seminar.

Who does what?

Vice dean for doctoral education

Åsa Lankinen, tel.: 040 41 5367

Duties: Takes decisions on admissions, public defence of doctoral thesis and changes to supervisor groups. Is the chair of the LTV Faculty's doctoral education committee and leads the quality evaluation work for doctoral studies. For a complete list, see [Faculty of Landscape Architecture, Horticulture and Crop Production Science delegation of authority](#).

For information about the tasks of the doctoral education committee at the LTV Faculty, see [Faculty of Landscape Architecture, Horticulture and Crop Production Science-faculty delegation of authority](#).

Directors of studies

Åsa Klintborg Ahlklo, tel.: 040 41 5421

Helene Larsson Jönsson, tel.: 040 41 5370

Tasks include reviewing admission applications, approving individual study plans, overseeing introduction meetings for new doctoral students and ensuring that the

50% and 75% follow-ups are conducted, organising pre-assessment of theses, assessing credit transfer for courses, participating in quality evaluations, Faculty of Landscape Architecture, Horticulture and Crop Production Science delegation of authority.

Departmental doctoral studies coordinator

Departmental coordinators

Tasks include supporting the head of department with quality assurance procedures for doctoral studies and the role of contact person for the department's doctoral students and supervisors, in addition to the faculty directors of studies and the vice dean of doctoral education.

For more information, see the Minimum requirements for responsibilities and rights delegated to doctoral studies coordinators/deputy heads of department for doctoral studies.

Supervisor/department

Sends the application documents from the top candidates to the Division of Educational Affairs before a doctoral student is admitted, interviews the candidates, conducts annual follow-up meetings with the doctoral student during which the ISP is updated, proposes examiner for the mid-way review, external reviewer and examining committee, organises notification of the date of the defence of a doctoral thesis and the thesis defence/licentiate seminar. SLU supervisor policy.

Education Centre

Lotta Malmborg forskarutbildning-LTV@slu.se tel.: 040 41 5025

Secretary of the doctoral education committee at LTV Faculty

Anna Sjöstrand forskarutbildning-LTV@slu.se

Tasks include registering doctoral student in Ladok after admission, reporting course credits, mid-way and 75% follow-up and public defence of doctoral thesis, informing the relevant people once admission is complete, sending out official invitation to the external reviewer and examining committee, ordering flowers on behalf of the faculty for the thesis defence.

Alnarp registrar (LTV Fakultetskansli)

Receives documents for registration, including:

- applications for admission to doctoral studies (after review by the director of studies)
- change of supervisor
- application for defence of doctoral thesis