

Guidelines for the public defence

Konstfack's postgraduate education leads to a Degree of Doctor of Philosophy in Artistic Practice in Visual, Applied and Spatial Arts, where 195 credits represent a documented artistic research project corresponding to a doctoral thesis. According to national rules, the thesis is to be defended orally at a public defence.

National rules

Regulations on thesis presentation and defence can be found in the Higher Education Ordinance (HF 1993:100), Ch. 6, Sections 33-35.

The qualification descriptors for PhD's and doctorates in the fine, applied and performing arts lay down that an approved doctoral thesis is required for the award of these degrees. The doctoral thesis shall be presented and defended orally in public. A faculty examiner (opponent) shall be appointed for this presentation. Ordinance (2010:1064).

At least one of those participating in the grading of a doctoral thesis shall be someone who does not have a post at the higher education institution awarding the degree. Ordinance (2010:1064).

A higher education institution may issue regulations on the grading system to be used and on public defences and grading in other respects. Ordinance (2010:1064).

Prior to the public defence

In order for a documented artistic research project to progress to the public defence stage, it must have been reviewed at an 80% and/or 90% seminar (see Konstfack's Guidelines for stage seminars). It must also have undergone an internal quality review.

Internal quality review

After the final stage seminar, an internal quality review - in the form of a final evaluative reading - must be done to ensure that the documented artistic research project may proceed to a public defence. The internal quality review should be finished no later than four months before the public defence. The main supervisor proposes a reader and a time frame for the review. The reviewer must possess the relevant artistic competence and should be employed at Konstfack. The Deputy Vice-Chancellor for Research appoints the reviewer and approves the proposed time frame.

After completion of the internal quality review, the reviewer submits a written report to UFA. This report must identify any problems and indicate the changes that should be made. Furthermore, the report must indicate whether the reviewer finds that the documented artistic research project, after the advised changes have been made, is ready to be presented at a public defence. The main supervisor is responsible for ensuring that any changes are implemented.

Application for public defence

As soon as the documented artistic research project has been deemed, through the internal quality review, ready to be presented at a public defence and all course elements are completed and reported in Ladok, the doctoral student and the main supervisor may apply for the public defence.

The application contains proposals for time and place for the public defence, the title of the documented artistic research project, and proposals for the chairperson, opponent, and examining committee. The application is made using the form *Application for public defence*. The form is signed by the doctoral student and the main supervisor and sent to UFA no later than three months before the proposed date for the public defence. The application is processed and reviewed by UFA, after which the time and place are determined.

Time and place for the public defence

Public defences should primarily take place at Konstfack. In special circumstances, the defence may be held at a location other than Konstfack. This must be justified in the application and a decision is made in each individual case. In these cases, the doctoral student is responsible for the practical arrangements for the defence. Public defences should take place during office hours within the following periods:

15 September–22 December

15 January–end of term (in exceptional cases until 15 June).

The Deputy Vice-Chancellor may also grant an exception to the requirement that the public defence take place at Konstfack if the doctoral student has conducted most of their studies at a different university, and if the public defence can take place in a research environment that ensures proper examination. In these cases, the doctoral student may be permitted to defend their documented artistic research project at the other university.

Announcement and publication

The documentation of the artistic research project (below named the *PhD thesis*) shall be made publicly accessible no later than three weeks before the public defence to ensure that there is enough time for the review. This will take place through an electronic announcement in which the PhD thesis is published in the DiVA publication database. The electronic announcement will take place in accordance with instructions from Konstfack's Library and will be implemented on a working day no later than three weeks prior to the day of the public defence. In connection with the electronic announcement, the doctoral student may opt to hold an announcement ceremony in the library.

In addition to the electronic announcement, at least 30 printed copies of the PhD thesis are to be provided to the library, which will distribute them in accordance with Konstfack's distribution list. The library will also advertise the publication on its premises from the day of the announcement. The doctoral student, in consultation with their main supervisor, is responsible for distributing the publication to other interested parties.

Examination committee, opponent and chairperson

For each public defence an opponent, examination committee, and chairperson are appointed. Proposals for these positions are put forward by the doctoral student's supervisory team and are submitted by the main supervisor in the application for public defence. A decision is then made by the Board of Education and Research (UFN). According to instructions from the UFN secretary, the main supervisor is responsible for ensuring that UFN is given access to all required information and documents that are necessary in order to make a decision.

The *opponent* should have high artistic competence, normally with professor-level expertise or equivalent, and should not be active at Konstfack. The opponent is entitled to attend and participate in the examination committee's deliberations but may not participate in its decision.

The *examination committee* shall consist of three members, of whom at least one must hold a PhD and the other two either a PhD or professor-level expertise. At least one member of the examining committee must be active at Konstfack and at least one at another higher education institution. No more than one person may be from the department where the doctoral student has conducted their studies. One internal and one external substitute shall also be appointed. In the appointment of the examination committee, balanced gender representation should be prioritised.

The examination committee appoints a chairperson among its own members and can make an evaluation once all committee members are present. The main supervisor is entitled to attend and participate in the examination committee's deliberations but may not participate in its decision.

The *chairperson* of the public defence leads the defence procedure. The appointed chairperson is a teacher at Konstfack who should hold a PhD, usually not the supervisor. The chairperson is entitled to attend and participate in the examination committee's deliberations but may not participate in its decision.

Education at postgraduate level is to be characterised by objectivity and impartiality. This applies particularly in conjunction with public defences and licentiate seminars. A person who is aware of a circumstance that could be assumed to amount to a conflict of interests must take the initiative to recuse themselves from the appointment. The opponent and examination committee members are required to report, in good time before the public defence, any circumstance in relation to the doctoral student or their supervisors that could amount to a conflict of interests.

Grading

A grade for the documented artistic research project is decided by the examination committee. Grades that may be assigned are pass and fail. In grading, consideration shall be given to both the content and the public defence of the documented artistic research project.

The statement that the majority of the committee agree on shall constitute the examination committee's grading decision. The examination committee decides whether grounds for the grade assigned should be provided. An explanation of underlying reasons is always required if the examination committee is not in agreement on its grading decision, or if the documented artistic research project is assessed to have failed. The minutes of the examination committee's meeting are submitted the chairperson of the public defence, who then sends it to UFA for document registration and registration in Ladok.