Quick guide to PhD seminars

Participation in seminars is crucial for a good research environment. It contributes to the doctoral students' and other researchers' development and is part of the doctoral education.

To ensure that colleagues participate in the seminars, it is advisable to follow the quick guide below. (Note that other routines apply to the final seminar, see our Handbook for PhD education.)

1. The supervisor and doctoral student discuss in good time who should be asked to act as discussant. The main supervisor has the final responsibility to engage a discussant, but sometimes it is appropriate for the doctoral student to approach the discussant (for example, when the person being asked is a fellow doctoral student).

2. Check the calendar on the web before you book dates so that the seminar does not conflict with other planned activities at the department. If possible, seminars are usually held on Thursdays and Fridays. When the date is settled, the doctoral student or supervisor notifies Sandra Jeppsson, who books the venue and posts the event at the web calendar.

3. About two weeks before the seminar, the doctoral student sends out a reminder to the department that the seminar will take place, as well as information about when the text will be distributed. Keep in mind that not everyone speaks Swedish, so a line or two in English should be included in the invitation email even if the text and/or the seminar is in Swedish.

4. The doctoral student distributes the seminar text (pdf) and inserts a few lines of presentation of her/his dissertation topic in the email, as well as any additional information that may be of value. Texts of up to 20-25 pages can be sent out one week before the seminar. Longer texts require earlier distribution.

Before the seminar, the supervisor and doctoral student discuss if there are any colleagues who should be specifically invited to attend. If it is particularly important that someone attends, she/he needs to be invited in good time.