Doctoral Studies Handbook

Division of Urban and Regional Studies
Department of Urban Planning and Environment KTH
This Handbook has been developed to clarify and explain the core elements of the doctoral studies programme offered by the Division of Urban and Regional Studies at the Royal Institute of Technology (KTH). From the outset, it is noted that KTH’s general regulations for doctoral (referred to as “third-cycle”) studies apply in all cases. These regulations can be accessed at:-

- **KTH Objectives for Third-cycle Programmes:**

The guidelines set out in this handbook reflect those of both the School of Architecture and the Built Environment’s policy for the quality auditing of thesis work (“**Policy för kvalitetsgranskning av avhandlingar**”), and the Syllabus for Doctoral Studies in the Subject of Planning and Decision Analysis. These policies can be accessed as follows:-

- **Policy för kvalitetsgranskning av avhandlingar inom skolan för arkitektur och samhällsbyggnad** (policy for the quality auditing of thesis work):
  https://www.kth.se/polopoly_fs/1.6817!kvalitetspolicy060919.pdf

- **Syllabus for Doctoral Studies in the subject of Planning and Decision Analysis:**
  http://www.kth.se/abe/inst/som/avdelningar/urbana-studier/forskarutbildning/forskarutbildning-1.79156?l=en_UK

- **Programbeskrivning för doktorsprogrammet Planering och beslutsanalys** (the Syllabus in Swedish)
  http://www.kth.se/abe/inst/som/avdelningar/urbana-studier/forskarutbildning

Building on these broader regulations and policies, this Handbook sets out guidelines which apply specifically to students pursuing doctoral studies within the Division of Urban and Regional Studies.

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Research at the Division of Urban and Regional Studies, KTH

Research at the Division of Urban and Regional Studies at the Royal Institute of Technology (KTH) is directed towards the analysis of the prerequisites, conditions and strategies which form the basis for sustainable development, in both a national and international context. A focus upon the various actors who seek to influence society is integral to such research, which takes an in-depth look at the power resources, institutional positions, roles, and forms of collaboration and conflict management that such actors respectively deploy. Tools for scientific inquiry within this area of research are drawn from technical, scientific, social science and humanities fields. Approximately 40 people are employed at the Division, of whom between 25 and 30 are senior researchers, and 15 to 20 are doctoral students.

Research at the Division of Urban and Regional Studies has up to now been organised within three programmes. Due to a current reorganization, this part of the Handbook will be updated with new information as soon as the new organizational structure is set.

Head of Division: Professor Göran Cars

Organisational structure

Peter Gudmunson, as President, heads the organisational structure of the Royal Institute of Technology (KTH), which is in fact divided into nine separate schools. The School for Architecture and the Built Environment (ABE School) is in turn headed by Dean Stellan Lundström and Vice Dean Katja Grillner, who are appointed by the President for four year terms. The ABE School has in total nearly 700 employees.

The Division for Urban and Regional Studies is one of three divisions within the Department of Planning and Environment, which in turn sits within the broader ABE School.

Division of Urban and Regional Studies
http://www.kth.se/abe/inst/som/avdelningar/urbana-studier?l=en_UK

Department of Urban Planning and Environment
http://www.kth.se/abe/inst/som/?l=en_UK

School of Architecture and the Built Environment
http://www.kth.se/abe/?l=en_UK

The Doctoral Programme in Planning and Decision Analysis, specialising in Urban and Regional Studies

From 2011, doctoral studies undertaken at the Division of Urban and Regional Studies are conducted within the Doctoral Programme in Planning and Decision Analysis. The subject of Planning and Decision Analysis specifically relates to scientific studies undertaken with the aim to improve and critically examine the basis for planning and decision-making, especially with reference to decisions that have major long-term consequences. Theory and data used in such research is drawn from many different fields of knowledge, although the theoretical
basis of the subject lies primarily in planning theory, decision theory, environmental systems analysis and theory of science. The intended outcome of the Doctoral Programme is that students are awarded a Doctoral Degree or, alternately, a Licentiate Degree. The Syllabus for Doctoral Studies in the Subject of Planning and Decision Analysis details a comprehensive description of both the subject and the aims of the programme.

The subject is divided into three “areas of specialization”, which relate to each of the three Divisions within the Department of Planning and Environment:

- Urban and Regional studies
- Environmental Strategic Analysis
- Risk and Safety

Urban and Regional Studies is an area of specialisation involving the analysis of phenomena and processes that may be affected by overall urban and regional planning. Research within the area places a focus on sustainable development and the management of society, land and the built environment. Study within the specialisation is based on a view of planning as a democratic process that changes over time, through which actors with different resources and motives interact with each other. An important perspective in all research in this area is to see society as an expression of different social, cultural, economic and ecological driving forces; whereby changes in one part often have consequences for other parts, as well as for the whole. A focus upon the various actors who seek to influence society is integral to such research.

The total number of doctoral students within the programme is intended to lie between 50 and 60, of whom about 30 are to specialise in Urban and Regional Studies. Students within this area of specialisation come from a wide range of backgrounds, and the target group includes those who are civil engineers with a specialisation in urban or social planning, environment, or sustainable development; architects; spatial planners; landscape architects; land surveyors; cultural geographers; political scientists; sociologists; or economists.

The Doctoral Programme in Planning and Decision is managed by both a Programme Coordinator and a Programme Board composed of representatives from each of the areas of specialisation. The Board meets at the request of the coordinator at least once per academic term. The aim of these meetings is to both follow-up on activities undertaken during the term, and plan for future activities and courses within the programme. The Programme Coordinator and Programme Board together deal with matters of recruitment, implementation, student completion rates and quality assurance within the programme. These themes are also considered by the ABE School Doctoral Studies Board.

A specific Supervision Collegium also exists within the Urban and Regional Studies area of specialisation. The Collegium meets regularly, with the view to providing a forum for supervisors to exchange knowledge and discuss their experiences in supervising doctoral students’ research.

Information about the Doctoral Programme in Planning and Decision Analysis can be found on the ABE School’s website. Information about doctoral studies within the Urban and Regional Studies area of specialisation is available via the Division’s website, which also sets out compulsory courses for doctoral students – both where and when current courses are held, and also when they are going to be given next. The Division’s website also advertises all current elective courses being run at a doctoral studies level.
Coordinator of the Doctoral Programme in Planning and Decision Analysis: Göran Cars.

Board of the Doctoral Programme in Planning and Decision Analysis: Göran Cars (Urban and Regional Studies), Kristina Grange (Urban and Regional Studies), Sandra Karlsson (PhD representative, Urban and Regional Studies), Sven Ove Hansson (Risk and Safety), Christina Rudén (Risk and Safety), Linda Molander (PhD representative, Risk and Safety), Mattias Höjer (Environmental Strategic Analysis), Åsa Svenfelt (Environmental Strategic Analysis), Åsa Nyblom (PhD representative Environmental Strategic Analysis).

The Supervision Council (for the Urban and Regional Studies area of specialisation) includes all senior researchers within the Division who either are, or can be, supervisors.

Director of PhD Studies at the School of Architecture and the Built Environment: Sven Ove Hansson.

Information about doctoral studies at the Division of Urban and Regional Studies: http://www.kth.se/abe/inst/som/avdelningar/urbana-studier/forskarutbildning/forskarutbildning-1.79156?l=en_UK

Transfer guidelines

Transfer guidelines from the old study plan Infrastructure, Planning and Plan Implementation, to the new study plan in Planning and Decision Analysis have been decided upon in order to make individual judgment regarding transfer of course requirements etc easier. The following is valid for the specialization in Urban and regional studies.

Total number of credits
Previously 45-60 hp for licentiate degree and 90 hp for doctorate degree. Changed to 30 hp for licentiate degree and 60 hp for doctorate degree.

Changes in obligatory courses
One mandatory course, Systems Analysis, is withdrawn. Two new mandatory courses, Theory and Analysis of Decision-Making, and Writing Popular Science, have been added.

Transfer rules
(1) Student who at the transition has essentially completed the course reading according to the new Course of Study, 60 hp, and can show that an equivalent course content for the new mandatory courses Theory and Analysis of Decision-Making and Writing Popular Science has been obtained through other courses can be exempted from the requirement of these courses.
(2) Student who at the transition has essentially completed the course reading according to the old study plan for the subject, 90 hp, can be exempted from the new mandatory courses Theory and Analysis of Decision-Making and Writing Popular Science.

Course requirements and curriculum

A doctoral degree in the subject of Planning and Decision Analysis, within the Urban and Regional Studies area of specialization, consists of a course component of 60 ECTS credits
and a thesis component of 180 ECTS credits, giving a total of 240 ECTS credits. The licentiate degree consists of a course component of 30 ECTS credits and a dissertation component of 90 ECTS credits, totalling 120 ECTS credits. It is permitted to earn additional credits, however the extent of the thesis/dissertation component must comply with the requirements stated above.

**Mandatory courses**

For students pursuing a doctoral degree in the Urban and Regional Studies area of specialization, the following four courses are compulsory:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theory and analysis of decision-making</td>
<td>7.5 ECTS</td>
<td>central study course, advanced</td>
</tr>
<tr>
<td>1N5114/1N5113 Theory and methodology of science</td>
<td>7.5 ECTS</td>
<td>central study course, research skills</td>
</tr>
<tr>
<td>Writing popular science</td>
<td>3.0 ECTS</td>
<td>other course, research skills</td>
</tr>
<tr>
<td>1H5120 Planning Theory</td>
<td>7.5 ECTS</td>
<td>central study course, advanced</td>
</tr>
</tbody>
</table>

To be awarded a licentiate degree, students must have completed compulsory courses from the doctoral degree equivalent to 15 ECTS credits, including either *Theory and Analysis of Decision-making* or *Theory and Methodology of Science*. The required compulsory courses must be taken within two years of one another.

The course *Theory and Analysis of Decision-making* aims to provide students with the knowledge required to both analyse and understand the processes which proceed societal projects. The elements of the course deal with both the interplay between actors with differing interests and resources who engage in societal decision-making processes, and the ethics and consequences of decision-making - particularly in human-environment relations.

The course *Theory and Methodology of Science* encourages students to be aware of methodological questions, and be capable of justifying their approach with respect to their own research (particularly with regard to methodological aspects). The course comprises one element which provides a broad orientation in scientific methods, and another which deals with methodological questions in the student’s own subject area. It is often of benefit to complete this course at the beginning of doctoral studies.

Through the course *Writing Popular Science*, doctoral students learn to present material from their own research area in a way that is accessible to a broader audience. The course is compulsory for Doctoral Studies in Planning and Decision Analysis because research within this area is often produced for a client or public outside of the scientific community. The course focuses on an individual writing task. Students can choose to complete an accompanying advanced component, which provides the opportunity to be awarded 7.5 (rather than 3) ETCS credits.

The course *Planning Theory* deals with both the contribution made by other disciplines to the field of planning theory, as well as the central themes within the study of theory. The aim is to give an introduction and overview of planning theory’s background and its interdisciplinary nature, as well as the opportunity to deepen and further analysis within the student’s own research. Participants in the course should be able to both give an account of and critically discuss different the contribution of different theories to planning practice, and relate that understanding to their own subject of research.
Elective courses

To be awarded a doctoral degree in the Doctoral Programme in Planning and Decision Analysis within the Urban and Regional Studies area of specialisation, a student is required to complete – beyond the compulsory courses which correspond to 25.5 ETCS credits discussed above – elective courses equivalent to 34.5 ETCS credits. To be awarded a licentiate degree, a student is required to complete – beyond the 15 ETCS credits of compulsory coursework discussed above – elective courses equivalent to 15 ETCS credits. These courses can be chosen from the elective curriculum which the Division offers. They can also be chosen from the curriculum offered by other Divisions within the broader scope of the Doctoral Programme in Planning and Decision Analysis. Finally, students are also able to select courses from other institutions and universities.

The curriculum of elective courses offered by the Division changes regularly, depending on the division’s development and teaching staff. The Division of Urban and Regional Studies currently offers the following elective courses:

<table>
<thead>
<tr>
<th>Course Description</th>
<th>ECTS</th>
<th>Course Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1N5405 Space power meaning</td>
<td>7.5</td>
<td>central study course, advanced</td>
</tr>
<tr>
<td>1N5460 Basic Survey Techniques</td>
<td>7.5</td>
<td>central study course, research skills</td>
</tr>
<tr>
<td>1H5185 Literature course in regional planning</td>
<td>1-7.5ECTS</td>
<td>central study course</td>
</tr>
<tr>
<td>1H5183 Seminars on infrastructure and urban planning</td>
<td>7.5</td>
<td>other course, seminar</td>
</tr>
<tr>
<td>AG3003 Actor-Network Theory as a research approach</td>
<td>7.5</td>
<td>central study course, advanced</td>
</tr>
<tr>
<td>AG3005 Applied Spatial Analysis</td>
<td>7.5</td>
<td>central study course, research skills</td>
</tr>
</tbody>
</table>

Within the curriculum of the broader university, the following elective courses are recommended:

<table>
<thead>
<tr>
<th>Course Description</th>
<th>ECTS</th>
<th>Course Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>LH201V Learning and Teaching</td>
<td>7.5</td>
<td>other course</td>
</tr>
<tr>
<td>F9E5100 Writing Scientific Papers</td>
<td>3.0</td>
<td>other course</td>
</tr>
</tbody>
</table>

*Learning and Teaching* is included in the curriculum in answer to the requirement that KTH offer 15 ETCS credits in tertiary education for the employment or promotion of individuals into teaching positions. The course aims, amongst other things, to support participants to develop a course which they teach within, and to motivate the formulation of a course from a teacher’s perspective.

The course *Writing Scientific Papers* orients itself towards doctoral students who present their research through reports and articles published in an international context. The course begins with a review of basic writing strategies. The main part of the course focuses on analysing the structure of a typical scientific article from a number of different perspectives.

Within the broader Doctoral Programme in Planning and Decision Analysis, the following elective courses are also open to doctoral students specialising in Urban and Regional Studies:

<table>
<thead>
<tr>
<th>Course Description</th>
<th>ECTS</th>
<th>Course Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental strategic methods</td>
<td>7.5</td>
<td>central study course, advanced</td>
</tr>
<tr>
<td>Literature course in environmental strategies research</td>
<td>7.5</td>
<td>central study course, advanced</td>
</tr>
<tr>
<td>Futures studies for PhD-students</td>
<td>7.5</td>
<td>central study course, advanced</td>
</tr>
<tr>
<td>Course</td>
<td>ECTS</td>
<td>Type</td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
<td>------</td>
<td>-------------------------------------------</td>
</tr>
<tr>
<td>Seminars on environmental strategies</td>
<td>4.5</td>
<td>other course, seminar</td>
</tr>
<tr>
<td>Life cycle analysis, advanced</td>
<td>7.5</td>
<td>central study course, advanced</td>
</tr>
<tr>
<td>Environmental strategic projects</td>
<td>4.5</td>
<td>other course, project</td>
</tr>
<tr>
<td>Philosophy of risk</td>
<td>7.5</td>
<td>central study course, advanced</td>
</tr>
<tr>
<td>Seminar participation in risk and safety, part 1</td>
<td>7.5</td>
<td>other course, seminar</td>
</tr>
<tr>
<td>Seminar participation in risk and safety, part 2</td>
<td>7.5</td>
<td>other course, seminar</td>
</tr>
</tbody>
</table>

Depending upon the student’s field and topic of research, other elective courses can be selected from the following recommended fields of study:

- Players, planning and planning processes
- Housing quality, trade and service
- Discourse analysis
- Case study methodology
- Governance and institutional capacity
- Sustainable development
- Cultural heritage and management
- Environmental justice and gender theory
- Mobility and transport
- Educational methodology
- Place analysis and habitat
- Regional science
- Space, power, meaning
- Urban and regional economics
- Urban and regional infrastructure
- Urban planning and design

Credit transfer
Courses for which transfers of credits may be granted must be relevant to the Doctoral Programme in question and may not replace courses with general and special entry requirements. The regulations contained in the KTH system of qualifications for third-cycle (doctoral) qualifications must be observed in the transfer of credits. In the case of a doctorate, a minimum of 60% of the total course component must be at third-cycle level; in the case of a licentiate degree, a minimum of 50% of the total course component must be at third-cycle level. Furthermore, in accordance with the system of qualifications, first-cycle (Bachelor) courses in the area of technology may not be credited towards doctorates and licentiate degrees. Study undertaken within Bachelor and Masters courses equivalent to 240 ETCS credits does not provide grounds for credit transfers.

All courses offered in doctoral studies can be found via the Division’s website for doctoral studies, or directly via the StudentWeb: http://www.kth.se/student/kurser/sokkurs?l=en_UK

Current courses in doctoral studies that are offered by the Division of Urban and Regional Studies are also presented on the Division’s website: http://www.kth.se/abe/inst/som/avdelningar/urbana-studier/forskarutbildning?l=en_UK

**Seminars**

The Division runs a continual seminar series, whereby doctoral students regularly present their texts and receive feedback. In these seminars, doctoral students present draft thesis work...
and receive feedback from at least one specially appointed senior researcher, and at least one appointed doctoral student colleague. It is recommended that the supervisor of the doctoral student act as moderator on such occasions. The seminar series is considered to form one of the most important internal quality assurance activities within the Division.

Every doctoral student is required to present a preliminary proposal for their thesis after approximately one year of doctoral studies. A nominated discussion leader should be present at such a presentation. The aim behind this type of seminar is for the doctoral student to receive comments on addressing their proposal, area of specialisation and choice of methodology, to aid in their ongoing research.

Beyond the mid-seminar/licentiate seminar and defense, candidates pursuing a licentiate degree are recommended to present their research at least twice before their licentiate seminar (of which one can be their final seminar). Candidates who continue for a doctoral degree are recommended to present their research at least at two more seminars (of which one can be the final seminar). Doctoral students who do not seek a licentiate degree still need to present their results at a mid-seminar. The mid-/licentiate seminar provides grounds for the Main Supervisor’s decision of whether the doctoral student has completed at least 50% of the requirements of the doctoral degree. Before the completion of the licentiate thesis or doctoral thesis, a final seminar must take place which includes a nominated “opponent”.

**Supervision**

Each doctoral student must have at least two supervisors, of which one is the Main Supervisor. At least one of the doctoral student’s supervisors must have undergone KTH’s supervisor training or have the equivalent competence. Professors, guest professors or adjunct professors employed at KTH may be appointed as main supervisors. Adjunct professors should also be “docent” at KTH. Other persons who are docent and who are permanently employed at KTH may also be appointed as main supervisors. Another person may also be appointed as a main supervisor if particular reasons for such an appointment exist. Decisions on these matters are made by the person responsible for third-cycle studies in consultation with the subject representatives and the Dean. A person who holds at least a doctorate or has equivalent competence may be appointed as the other (assistant) supervisor.

A doctoral student may change supervisors upon their request. If such a change is to occur, it must happen in consultation with the Director of PhD Studies, the Main Supervisor and the doctoral student. The change must be put in writing to the Director.

Expectations related to supervision (frequency, follow ups, goals for the meetings, etc.), held by the supervisor as well as the PhD student, should be specified, and if needed revised, in the yearly updated individual study plan. Making the expectations explicit can lead to a higher degree of trust and comfort for both the supervisor and the PhD student.

**Supervisors within the Division for Urban and Regional Studies**
The following people can, in 2011, take on the role of supervisors within the Division:

*Main supervisors*

Göran Cars, professor
Vania Ceccato, docent
Individual study plan

The doctoral student and main supervisor should together formulate and then (on at least a yearly basis) update an individual study plan. The individual study plan is an important part of the quality assurance process in doctoral studies, and is consciously used in order to support doctoral students to reach their goals within the allocated time. This can, for example, involve use of the study plan in the planning of participation at conferences, or in authoring articles. Each main supervisor is responsible to see that the student they supervise has a valid individual study plan in place.

Updated individual study plans should be submitted to the Administrator of Doctoral Studies who will forward the document to the Director of PhD Studies at the ABE School.

The form “Individual study programme” can be found online at: http://intra.kth.se/blanketter-mallar/kth/forskning-forskarutbildning

Administrator of Doctoral Studies: Joanna Wasilewska.

International exchange and participation in conferences, summer schools etc.

Students within the Doctoral Programme are encouraged to participate in one international conference per year. Funding to cover costs related to the conference should be sought, if possible, externally. The Division will provide support to those doctoral students who do not have the possibility to finance attendance at a yearly conference. Such support is secured
through the main supervisor and the Head of Division of Urban and Regional Studies in advance. It is required that doctoral students acknowledge their financial support whilst at the conference.

An international network for “Young Academics” is run by the Association of European Schools of Planning (AESOP). At the conclusion of their yearly conference, AESOP arrange a three day workshop for doctoral students. Information can be found at: http://www.aesop-youngacademics.net/

The Division is part of an exchange agreement for teachers and doctoral students through the international postgraduate programme the European Module in Spatial Development Planning (EMSDP). Further information can be found at: http://www.esdp-network.eu/EM.php

The international Young Scientists Summer Program (YSSP) for doctoral students is arranged by the International Institute for Applied Systems Analysis (IIASA). Information can be accessed via: http://www.iiasa.ac.at/Admin/YSP/reg-info/more_about_the_program.html

Urban and Regional Studies holds a coordinating role in two Swedish International Development and Cooperation Agency (SIDA)-financed education projects in doctoral studies with the East African University; Makerere University, Kampala, Uganda; and ARDHI University in Dar es Salaam, Tanzania.

The European Regional Science Association (ERSA) arranges a Summer School in Regional Science, information about can be accessed via: http://www.ersa.org/summer-school/

KTH participates in the exchange programs Valle Scholarship and Scandinavian Exchange Program. Through these programmes, doctoral students from Scandinavia and the Baltic region are able to undertake a year’s study at the University of Washington in Seattle, Department of Civil and Environmental Engineering, or at College of Built Environments (including Architecture, Urban Design and Planning, Landscape Architecture and Construction Management). Further information can be found at: http://www.engr.washington.edu/valle/

**Teaching within the Division**

All doctoral students who have completed basic training in education are invited to take part in teaching activities within the Division. To what extent this may occur is decided by the Director of Bachelor Studies in collaboration with the relevant main supervisor.

Scholarship-holders are bound by the requirements of the organisation which grants the scholarship, and scholarship-holders who have been granted a scholarship by KTH cannot, for tax reasons, participate in teaching activities. A student’s ability to engage in teaching must be determined on an individual basis.

Director of Bachelor Studies: Peter Brokking.
Advance review of doctoral or licentiate theses

In order to ensure that KTH’s quality objectives are achieved, doctoral theses and licentiate theses should be reviewed on a continuous basis during the work process. This is primarily the responsibility of the appointed supervisor. In addition, manuscripts should be reviewed internally within the School before theses are printed.

The internal advance review should be completely separate from the review by the Grading Board at the licentiate seminar and disputation of the theses. The scientific content should have been reviewed by another teacher in addition to the main supervisor. This person should have obtained a doctoral qualification and should have competence equivalent to docent and may be employed at KTH. The advance review should affirm the quality of the doctoral thesis/licentiate thesis.

Comments from the internal advance reviewer should be given at a meeting in which the reviewer, the PhD student and all supervisors attend. The main supervisor is responsible for scheduling the internal advance review in good time before the disputation, so that there is enough time to process and work though the comments from the reviewer in a satisfying way.

Documentation on the quality review must be submitted to the School executive board, which is responsible for internal quality control of third-cycle courses of study.

Form: "Summering av kvalitetsgranskning",
http://intra.kth.se/blanketter-mallar/kth/forskning-forskarutbildning

Before a doctoral degree is granted

The licentiate seminar and the doctoral defense must take place in the period between the 7th of January and the 15th of August, and the 15th of August and the 20th of January, unless precluded for a particular reason.

Doctoral Degree

Doctoral students who wish to present their doctoral theses must inform the School Board of Management in question no later than five weeks before the date set for the defense. To meet this deadline, the student needs to submit the completed form to the Administrator of Doctoral Studies, Joanna Wasilewska, at least 7 weeks before the defense. The main supervisor must put forward a proposal for the defense on the same form, which is sent to the Faculty Examiner, Chair of the Defense and members of the Grading Board. An established individual study plan for the doctorate and a completed copy of the form “Summary of quality assessment for licentiate and doctoral theses” must be attached to the notice.

The doctoral thesis, including appendices, must be available – that is, exhibited – at KTH Library at least three weeks (during term) prior to the public defense of the thesis. These three weeks must fall during the periods 7th January to 15th June, or 15th August to 20th December. The Subject Representative must always be given an opportunity to review the thesis in good time prior to disputation. Furthermore, the thesis and its appendices must be supplied to each institution/corresponding body at each higher education department in the country within whose subject area the thesis falls at least three weeks (during term) prior to the defense.
KTH Library must receive four copies of the thesis (five if a physical copy is to be exhibited in the library). The author is responsible for ensuring that KTH Library receives the printed copies of the thesis. Copies for mandatory archiving are delivered by the printing house to certain archives/libraries under Swedish law. KTH Library is not part of these libraries.

The electronic version is published in the KTH publication database:
http://kth.diva-portal.org/smash/search.jsf

For further information on the submission of the doctoral thesis, see KTH Regulations:
http://intra.kth.se/regelverk/utbildning-forskning/forskarutbildning?l=en_UK

Form: “Studieplan” (“Individual Study Programme”, available in English)
Form: “Anmälan – Disputation” (application for defense)
Form: “Distributionslista, doktorsavhandling” (distribution list for the doctoral thesis)
Form: “Summering av kvalitetsgranskning för licentiat- och doktorsavhandling” (summary of quality assessment for licentiate and doctoral theses)
Form: “Beslut – Disputation” (decision at defense)
Form: “Protokoll fört vid betygsnämndens sammanträde” (Grading Board Protocol)
http://intra.kth.se/blanketter-mallar/kth/forskning-forskarutbildning

Licentiate Degree

Doctoral students who wish to present their licentiate thesis must inform the School Executive Board in question, no later than five weeks before the date set for the licentiate seminar. To meet this deadline, the student needs to submit the completed form to the Administrator in Doctoral Studies, Joanna Wasilewska, at least 7 weeks before the defense. An established individual study plan for the licentiate degree and a completed copy of the form “Summary of quality assessment for licentiate theses and doctoral theses” must be attached to the notice.

The licentiate thesis must be available for review at least three weeks (during term) prior to the seminar. The seminar must have been previously announced in good time in the KTH calendar. It must be possible to order the thesis from the School. KTHB should receive a copy of the licentiate thesis (two copies if it is included in a TRITA series). The author he or she is responsible for ensuring that KTHB receives the printed copies of the thesis.

The electronic version is published in the KTH publication database:
http://kth.diva-portal.org/smash/search.jsf

For further information on the submission of the licentiate thesis, see KTH Regulations:
http://intra.kth.se/regelverk/utbildning-forskning/forskarutbildning?l=en_UK

Form: “Studieplan” (“Individual Study Programme”, available in English)
Form: “Anmälan – Licentiatsseminarium” (application for licentiate seminar)
Form: “Summering av kvalitetsgranskning för licentiat- och doktorsavhandling” (summary of quality assessment for licentiate and licentiate theses)
Form: “Distributionslista, licentiatsavhandling” (distribution list for the licentiate thesis)
Form: “Beslut – Licentiatsseminarium” (decision at licentiate seminar)
http://intra.kth.se/blanketter-mallar/kth/forskning-forskarutbildning
Title of degree
Doctoral and licentiate degrees awarded by KTH are titled Doctor of Science and Licentiate of Science. In individual cases can a different prefix (or than Science) be used in the degree title, however in such a case a proposal for the title should be put forward early in the student’s doctoral studies. When the individual study plan is first formulated, a proposed degree title (Science or other) should be indicated. It is recommended that any proposal to employ an alternate degree title (other than Doctor or Licentiate of Science) should be considered in the yearly review of the individual study plan. The decision to seek an alternate title degree should be made clear to the Director of PhD Studies at least 5 weeks before the nominated date of the licentiate seminar and defense.

Form: ”Ansökan om annat förled än teknologin på examen på forskarnivå” (application for an alternate degree title to “Science” in doctoral studies)
http://intra.kth.se/blanketter-mallar/kth/forskning-forskarutbildning

Application for a degree certificate
Once all elements of the doctoral programme are completed, an application to receive the doctoral or licentiate degree certificate can be made. The area of specialisation and the subject of the student’s doctoral studies (in line with that stated on their individual study plan) should be specified on the application form for a degree certificate.

Form: ”Application for doctoral or licentiate degree certificate”.
http://intra.kth.se/blanketter-mallar/kth/forskning-forskarutbildning

Language used in the thesis
Publication within international peer-reviewed journals forms the international norm within Urban and Regional Studies. Doctoral theses in this area of specialisation therefore often take the form of compilation theses, comprising articles intended to published in such journals. In this case, both doctoral and licentiate theses tend to be written in English. It is, however, also possible to produce a monograph thesis, which can be written in Swedish.

Printing the doctoral or licentiate thesis
The printing of theses must be undertaken by professional printing companies which KTH have a contract with. The current contract prescribes that the printing of theses is to be done through the company “e-Print & mail I Stockholm AB”.

Publication numbers for the thesis are provided by the Administrator of Doctoral Studies Johanna Wasilewska. Four different numbers need to be obtained and displayed on the thesis: TRITA-SoM, which is the Departmental serial number; ISSN, which is the international standard serial number from the National Library of Sweden; ISRN, which is the international standard report number; and ISBN, which is KTH Library’s serial number.

e-Print & mail i Stockholm AB: www.e-print.se.

Contact the Administrator of Doctoral Studies Joanna Wasilewska.
Employment, the Doctoral Ladder and union questions

Primarily, doctoral students are employed by the Division of Urban and Regional Studies, although there are also doctoral students who obtain their financing through scholarships.

Once accepted into doctoral studies, students are offered a 4-year doctoral studies education. Students completing a licentiate degree are offered a 2-year education. Other duties which might be undertaken within the Division, School or university are considered additional to the timeframes stated above. For this reason it is important that all such additional activities are reported correctly, by being registered at the start of the term. This reporting can be updated if necessary during the term – for instance in the case of illness or parental leave.

Employment laws relating to work hours apply to doctoral students, and overtime is therefore not possible.

For questions concerning employment and scholarship-funded positions, contact Human Resources Supervisor Caisa Naeselius.

For questions relating to activity reporting, contact Administrator of Doctoral Studies Joanna Wasilewska.

The Doctoral Ladder
At present there are four defined levels in the so-called “Doctoral Ladder”: entrance; examination requirements fulfilled to 30%; examination requirements fulfilled to 50% or licentiate exam; and examination requirements fulfilled to 80%.

Union questions
KTH maintains a local branch of the Swedish Confederation of Professional Associations (SACO) which represents all SACO-affiliated members, including doctoral students. Information on - amongst other things - salary statistics, the Doctoral Ladder and doctoral students’ rights can be found on the local SACO branch website: http://intra.kth.se/projektarbetsgrupper/foreningar/saco

The union representative for doctoral students in the SACO local association is:
Lars Abrahamsson.
+ 46 (0)8 790 70 58
e-mail: lars.abrahamsson@ee.kth.se

Mentorship
The intention of a mentor relation between a PhD student and a more senior member of the staff is to provide the PhD student with guidance and support concerning work and life relating issues. It’s a goal oriented interaction, characterized by mutual openness and trust. Mentors within the Doctoral Programme can be more senior PhD students, more senior members of the KTH staff or other persons. The mentor and the PhD student should typically not be employed at the same division, alternatively not be in a relation of dependence.

Doctoral students within the Doctoral Programme Planning and Decision Analysis who would like to establish a mentor relation are encouraged to look up and contact a possible mentor.
However, a PhD student can also, if he or she wishes, discuss possible mentors with the supervisors and/or the closest manager. Supervisors and/or managers should engage actively in suggesting possible mentors, if the PhD student wishes so.

The PhD student and the mentor should jointly decide upon the forms and goals of the mentor relation. A suggestion could be to reach agreements over the following things:

- the mentor relation could be started up over a lunch, during which the forms of the meetings and the goal for the relation are established
- the PhD student and the mentor should jointly decide upon the length of the mentor relation. A suggestion could be to decide upon one year at a time
- the PhD student and the mentor should jointly decide upon how often they will meet. A suggestion could be to meet 4-6 times per year, over lunch, coffee or breakfast.

The mentor is by his or her longer experience, supposed to guide and support the PhD student regarding situations that can be difficult to discuss with a manager, supervisor or colleague. Issues to discuss could for example relate to the doctoral studies, the relation between work and private life and/or other questions related to the working environment.

If the PhD student and the mentor want to formalize their mentor relation they are encouraged to send in their agreement to the board of the Doctoral Programme. The board will then confirm the mentor relation at its next meeting, and thereby contribute to further underline the mutual commitment of both parties in the mentor relation.

**Doctoral student representation**

A Doctoral Students’ Committee operates within the KTH Student Union (THS), which pursues questions that are important for doctoral students, not least through their work in representing doctoral students in various councils and boards within KTH. Doctoral students from the different schools within KTH are represented in the Committee’s board. Information on the activities arranged by the Doctoral Students’ Committee can be found on their website, where you can also access information on mentor programs for doctoral students at KTH: http://www.doktorandsektionen.se/site/

**Doctoral student handbook**

Further information on, amongst other things, doctoral students’ rights can be found at the Swedish National Agency for High Education’s website for doctoral students: http://www.doktorandhandboken.nu/2.44aba2dc11030072f75800056276.html

**Doctoral Student Council at the ABE School**

A Doctoral Student Council also operates within the ABE School. The chairperson of the council is also a representative in the School Board. Doctoral student representatives are also present in the Doctoral Studies Council and in the Central Appointments Board. Individuals who engage in representing the interests of doctoral students or in student union work will be compensated through additional employment time. For chairpersons in the School’s Doctoral Student Council or those engaged in intensive duties within a board at a School level, this compensation can be decided to extent to up to 10 days.

Chairperson in the ABE School’s Doctoral Student Council: Christoffer Carstens.
Doctoral Student Advisor within the KTH Student Union (THS)
As a doctoral student, you can always direct questions and problems to the Division’s Director for PhD Studies. There is also the opportunity to turn to the Doctoral Studies Advisor within the KTH Student Union (THS), who is responsible for pursuing questions relevant to doctoral students throughout KTH’s organisational structure.

KTH Student Union (THS) Doctoral Student Advisor: Fredrik Häggström
+46 (0)8 790 98 75
e-mail: doktorandombud [at] ths.kth.se
http://www.ths.kth.se/

Other

Division email list for doctoral students
An email list for sending out information to doctoral students within the Division exists. The list is administered by the Director of PhD Studies for the Division, and is used to inform students of courses, meetings and current changes to the education.

Contact Director of PhD Studies Kristina Grange.

Workplace health
KTH has contracted company Feelgood Östermalm to provide workplace health services, including physiotherapy, workplace nursing, workplace dentistry, workplace environmental engineering, behavioural science and ergonomics.

Feelgood Östermalmshälsan
Address: Fiskartorpsvägen 15A
+46 (0)8 676 82 00
Direct telephone number to a workplace nurse: +46 (0)707-77 98 86

KTH employee benefits
Those employed at KTH have access to many negotiated benefits – for example, wellbeing services and optometry.
Contact Human Resources Supervisor Caisa Naeselius.

KTH travel grants
KTH offers travel grants to doctoral students. Information can be found via the Department’s website: www.intr.kth.se/forskning/stipendier/
For further information, contact KTH’s Grants Supervisor: stipendier [at ] kth.se

IT-support
IT-support in the ABE School: www.support.infra.kth.se
Address: KTH-Campus, Teknikringen 78B 1tr
e-mail: support [at] infra.kth.se
+ 46 (0)8 790 85 64
KTH Library
KTH Library: www.lib.kth.se
Address: Osquars backe 31
+ 46 (0)8 790 70 81

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