# Checklist for procedures relating to the public defence of a thesis

The checklistsupplements the university’s governing documents and the instructions issued by the academic school. The proposed responsible persons below may be changed according to each research area for doctoral education’s procedures. The order of the tasks can also be changed as necessary.

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| When? | What? | Who?  | Notes |
| **Final year of doctoral studies** | Plan for remaining elements of the programme. | Principal supervisor and doctoral student |  |
| **About six months prior to the planned defence of thesis and after the final seminar** | Convene a preparatory meeting about the defence of thesis. | The director of studies |  |
| Plan date of public defence. The date must be in one of the following periods: 15 August – 21 December or 7 January – 15 June.  | Principal supervisor and doctoral student, in consultation with the proposed external reviewer, school administrator, officer from University Support Services and the library.  |  |
| Book rooms for the public defence and meeting of the examining committee. | School administrator |  |
| Produce proposals for the external reviewer, members of the examining committee including substitutes, chair of the public defence and discuss a final reviewer with the supervisory collegium. | Principal supervisor |  |
| Check Ladok certification for completed courses and contact the school’s Ladok administrator if a completed course is missing.  | Doctoral student |  |
| Contact the library for dates for printing the thesis and announcing the date of the public defence. Forward these dates to the principal supervisor and administrator. Library's timetable is important. | Doctoral student |  |
| Contact the procurement unit to discuss proofreading. | Doctoral student, supported by principal supervisor  |  |
| Contact the archivist for information about which thesis documentation must be archived. | Doctoral student |  |
| **Three to six months prior to the public defence** | Prepare a proposal for date, time, place, external reviewer, examining committee and substitutes, and chair of the public defence. Send the approved above proposal to University Support Services’ officer. | Subject’s supervisory collegium and the steering committee for the research area |  |
| **Two to five months prior to the public defence** | Decide on the date of public defence, time, external reviewer, examining committee and substitutes and chair of the public defence. | Chair of the Committee for Research and Doctoral Education |  |
| Provide brief information about the thesis’ content, thesis title and its cover to the person who creates a calendar entry, manages emails, and makes a poster. | Doctoral student |  |
| Create a calendar entry for the announcement of the public defence and the public defence on sh.se. | Administrator |  |
| **At least seven (semester) weeks prior to the public defence** | Submit a print-ready thesis to the library for layout and delivery to the printer. See the publication guidelines. Sign an agreement between the university and doctoral student.The seven weeks is for a monograph/compilation thesis of around 250 A4 pages. More time is necessary more increased complexity, e.g.: more than 250 pages, proofreading delays submission, it contains figures and tables that must be reformatted for book format, the entire manuscript is not submitted in time. | Doctoral student |  |
| **At least five weeks prior to the public defence** | Send a pdf version of the thesis to the external reviewer, examining committee, substitutes and chair of the defence when the final manuscript is sent to the printer.  | Principal supervisor |  |
| **At least four (semester) weeks prior to the public defence** | Register thesis and public defence in DiVA as instructed by the library (notification of submission – *spikblad* – is produced). | Doctoral student |  |
| **At least three (semester) weeks prior to the public defence** | Electronic notification of public defence. The DiVA link must be sent to the school’s contact person for adding to the calendar entry on sh.se. | Library |  |
| The printed thesis must be available in the library at the notification of public defence.  | Doctoral student (for printing by a publisher), otherwise the library |  |
| Distribute the thesis. | Doctoral student |  |
| **One to three (semester) weeks prior to the public defence** | Email to all schools about the presentation of thesis and public defence. | Administrator |  |
| A presentation of thesis at the library. | Library, doctoral student, principal supervisor, director of studies, perhaps BEEGS’ director of studies, administrator. |  |
| **The week after the public defence** | Responsible for entering all the information the doctoral student needs to apply for a degree certificate into Ladok. | Ladok administrator |  |
| Apply for degree certificate. | Doctoral student |  |
| **For the university’s upcoming Commencement Ceremony** | Invite new PhDs to have their degrees conferred at the university’s Commencement Ceremony. | Communication & Public Relations |  |