CHECKLIST FOR PHD THESIS DEFENSE

Defense

The defense of a PhD thesis may take place in the period August 15 – June 15. Below is an overview of important deadlines, followed by more detailed explanations and links. Please note that all deadlines are strict and need to be met so that the printing of the thesis and other administrative work can be completed in time for the defense. The person(s) responsible for a task is listed in brackets. As a general rule of thumb, the PhD-student (D for “doktorand”) is responsible for the printing of the thesis as well as for booking a time slot and an auditorium for the defense, the supervisor (H for “handledare”) is responsible for communicating with the opponent and the thesis committee, and the director of PhD-studies (S for “studierektor”) is responsible for submitting the dissertation form and for announcing the defense.

Deadlines, overview

At least 14 weeks before the defense.
- The dissertation should be essentially finished.
- Discuss the planned defense with the director of PhD-studies and inform the department. (H)
- Send request to potential opponent and thesis committee, with the dissertation attached. (H)

At least 12 weeks before the defense.
- The dissertation form is filled out and sent to the Faculty of Science. (H, S)

At least 11 weeks before the defense.
- An essentially finished version of the thesis is sent electronically to the opponent and the committee members. (H)
- A formal letter is sent to the opponent and the committe members where they are asked to give a green light for proceeding with the defence at least 7 weeks before the scheduled date. (S)

At least 9 weeks before the defense.
- A time slot for the defense is reserved through Studentavdelningen. (D)
- An auditorium for the defense is booked at the department. (D)
- The university library is contacted regarding the printing of the dissertation. (D)

At least 7 weeks before the defense.
- The thesis committee and the opponent have given green light to proceed with the defense. (S)
- The final version of the dissertation should be complete. (D)
- The dissertation is registered in DiVA and receives an ISBN. (D)
- The dissertation is sent to the printing office for a test print. (D)
At least 5 weeks before the defense.

- The dissertation is sent to the printing office for final print. (D)
- An electronic copy of the final version is sent to the opponent and the committee members. (H,D)

At least 3 weeks before the defense.

- Public notification of the defense (“spikning”). (D)
- The printed dissertation is sent to the opponent and the members of the thesis committee as well as to other institutions. (D)
- The defense is announced. (D, S)

Deadlines including further comments

At least 12 weeks before the defense.

The dissertation should be essentially finished. A \LaTeX-template for the dissertation is available from the director of PhD-studies. The supervisor discusses the planned defense with the director of PhD-studies, and informs colleagues at the department via e-mail, with the dissertation attached, about the planned defense.

Division of Mathematics: mattelarare@math.su.se
Division of Mathematical Statistics: matstatlarare@math.su.se

This is to keep others at the department informed as well as to give them a chance to advise against proceeding with the defense should there be a reason for that. It also gives the supervisor the possibility to discuss potential opponents and members of the thesis committee. It is important to follow the university’s rules regarding the opponent and the members of the thesis committee (see below). The intended opponent and members of the thesis committee are contacted, usually by the supervisor, with the dissertation attached and asked if they are willing to take part in the defense.

At least 12 weeks before the defense.

The dissertation form with a short presentation of the opponent and the members of the thesis committee should be sent to the Faculty of Science for approval at least seven weeks before the defense. The dissertation form must also name a contact person and the chairperson of the defense; usually this is a researcher at the department. Please note that the same rules for conflict of interest that apply to the opponent and the committee also apply to the chairman and the contact person. The dissertation form is filled out by the supervisor, possibly after consultation with the director of PhD-studies. The director of PhD-studies sends the filled out form to the Faculty of Science upon approval of the head of the department. The dissertation form, the university’s policy on conflict of interest and other rules regarding the defense can be found (in Swedish) under www.science.su.se/utbildning/utbildning-på-forskarnivå/riktlinjer-rörande-disputationer

At least 11 weeks before the defense. An essentially finished version of the thesis (not necessarily including the kappa) is sent electronically to the opponent and the committee members. The director of graduate studies then sends a formal letter to the opponent and committee members where they are asked to give a green light to proceed with the defence at least 7 weeks before the scheduled date.

At least 9 weeks before the defense. General information about the defense is available on the university webpage

www.su.se/english/research/phd-studies/dissertation-defense-and-doctoral-degree
www.su.se/forskning/utbildning-på-forskarnivå/disputera-vid-universitetet-forskarexamen

Collision of PhD thesis defenses within the Faculty of Science should be avoided. For this reason, a time slot for the defense must be reserved through Studentavdelningen, via e-mail disputationer@su.se or via the link above. If the defense is planned for the end of a semester it is recommended to reserve a time slot as early as possible as there are usually more defenses happening at this time. The PhD-student
takes care of reserving the time slot as well as an auditorium for the defense. *Gradängsalen* (auditorium 14, house 5) is suitable.

The university library helps out with the printing. For further information, consult the university library’s website on printing of dissertations:

su.se/english/library/publish/dissertation-support/printing-theses-and-dissertations-1.260944

www.su.se/biblioteket/publicera/avhandlingsstöd/2.40402/tryck-din-avhandling

Contact the library well in advance before it is time to print the dissertation. They can be reached through tryck@sub.su.se. The library staff will assist you throughout the printing process. The department can usually cover printing costs for about 120 copies.

At least 7 weeks before the defense. The opponent and the committee members shall now have given a green light to proceed with the defence. The PhD student must then register the dissertation in the publication database DiVA. DiVA issues an ISBN.

The dissertation is sent to the printing office for a test print. It is recommended not to make significant changes to figures or to the structure of the dissertation after the test print, but it is possible to edit the text before the final printing if necessary.

At least 5 weeks before the defense.

The dissertation is sent to the printing office for the final printing. After this no further changes can be made.

At least 3 weeks before the defense.

*Spikdagen* is the day three weeks before the defense. The printed dissertation must have arrived at the university at noon on this day at the latest. This is important — in case this deadline is not met the defense might have to be postponed. When the printed dissertation is delivered to the department, the PhD-student is responsible for sending copies to the opponent, members of the thesis committee, and other mathematical institutions according to a mailing list available at the janitor’s office. The mathematical library requires three copies, one copy should be sent to the department archive and one copy is given to the department for binding (a gift from the department to the PhD student).

The public notification of the defense (“spikning av avhandling”) is electronic: When the dissertation has been registered in DiVA and a title page has been generated, the public notification has been carried out successfully. Two days before the defense the dissertation becomes searchable in DiVA.

The PhD-student sends the title and the summary via e-mail to the director of PhD-studies. This information is then sent out together with the public invitation to the defense.

**After the defense**

The contact person will have received a defense protocol template from the faculty. The thesis committee approves the public defense by signing the defense protocol. The supervisor should make sure that the signed protocol is submitted to the student office for registration in Ladok. The director of PhD-studies should make sure that it is registered in Ladok that all courses necessary for the PhD degree have been passed. Finally, the PhD-student can apply for a PhD degree via minastudier.su.se or by writing to disputationer@su.se.