

**Checklist for public defence of doctoral thesis at the Faculty of Medicine and Health Sciences,
Linköping University**

1. Schedule the defence of your thesis with Annelie Munther, 013-28 20 35,
e-mail: annelie.munther@liu.se **Please note! It is important that this is done first!**

Contact the coordinator at the department to inform about the defence date and to get payment information regarding booking the premises. The coordinator can also help you regarding all the practical help.

Book premises for the defence, [e-mail](#) and [reservation request](#)
[Contact Integra](#) to unlock the premises.

2. [Technical equipment of the premises](#)
3. Order ISBN and serial number in the “Linköpings University Medical Dissertations” serie from the library. [Follow instructions](#)
4. The summary shall be published digitally via LiU E-press. A signed original permission for publishing the summary shall be [sent to LiU E-Press](#).
5. As a doctoral student you can get help from Linköping University library regarding plagiarism control of the dissertation with the program Similarity Check. [Use this form](#)
Questions can be [sent to](#)
6. Request permission from the publishers to reuse (include) your papers in the dissertation.
[Instructions and a flow chart](#)
7. Submit a “Registration of public defence of doctoral thesis” to registrar
 - at BKV to: Eva Zurawski, BKV-office, House 511, level 12, Campus US, Linköping
 - at HVM to: Kajsa Bendtsen, HVM-office, House 511, level 14, Campus US, Linköping

According to submission dates published on the [website of FUN](#)

Check carefully your LADOK-print; are all courses, seminars/journal clubs, visits and conferences registered? If not, send in application for accreditation, contact the research administration at your department for help. **Please note, incomplete submissions will not be considered!**

8. Printing the thesis: Contact LiU-Tryck, Linköping University, [e-mail](#).
[You can find more information here](#). **Please note, await prior opinion from the board before printing!**

9. An educational and outreach summary of the thesis is sent to the office of the Faculty of Medicine and Health Sciences, Communications and Marketing Division (KOM) at LiU as well as Region Östergötland. [Send summary](#)

Use the popularly written summary in your thesis.

The summary will be read by a research communicator who will assess its newsworthiness and, in some cases, prepare a research article. The communicator will contact you if this is so in your case.

10. [Spikning](#): Notification of the date of defence. The date of the defence of the thesis shall be announced no later than three weeks before the defence:

- Submit 10 copies of the thesis to Health Sciences' library or Campus Norrköping Library for notification and receive a receipt (digitally).
- Contact Annelie Munther, 013-28 20 35, e-mail: annelie.munther@liu.se no later than six weeks before the defence and schedule an appointment with the Dean (office at Sandbäcksgatan 7, level 1 (second floor), for signing of the two "notification copies" of the thesis.

Please note, the notification copies should have punched holes. Show the digital receipt from the library.

- Contact the [university registrar](#), a few days before the notification date, regarding notification of the thesis. One copy is posted on the "spikstock" in the glass entrance, Campus US, entrance 65 and one is posted on the "spikstock" Studenthuset, level 3, Campus Valla. Check with the administration at your division whether the thesis should be notified also somewhere else.

Book "spikprat" to give a short presentation of your thesis as part of the nailing ceremony at Campus US. [Read more \(login required\)](#)

Contact biblioteket@liu.se. Write "Spikprat" in the subject line and let us know at which campus the nailing will take place.

11. The doctoral student is responsible for sending the printed thesis, as well as e-mailing the summary in word format or searchable PDF-format, to their faculty examiner, the members of the examining committee and to the suppliant, no later than three weeks before the defence. The board constellation is described on the decision making from FUN.
12. The departments, respectively, are responsible for notifying the defence (advertise) in the calendar at LiU.
13. After approved defence, the doctoral student apply for degree. [Application for a diploma](#)
14. A doctoral degree is compensated by SEK 65 000 I total. In order to receive this, the educational and outreach summary needs to be submitted as well as digital publication of the summary of the thesis (see 4 and 9 above).