

LiTH's checklist before the public defence of a PhD thesis

The following checklist was developed to help students and their supervisors before the public defence of a PhD thesis. In this list you will find general information on what you need to do for e.g. publish your thesis or make an application for public defence. Note that additional time is needed if the public defence is scheduled at the beginning of the autumn semester!

6 MONTHS BEFORE THE PUBLIC DEFENCE: START PLANING THE DEFENCE

- The PhD student contacts the administrator in charge of PhD studies at the department, to get local instructions and to schedule the date for public defence. (Many departments only allow one public defence per day.)
- The PhD student and her/his supervisor verifies that course requirements for the exam are met. Print a Ladok-list of all courses which should be included in the PhD studies.
- The supervisor contacts intended opponent and examination committee members.
- The PhD student contacts *LiU Press* as early as possible, preferably three months in advance, and arrange for the thesis to be printed in a good time (about four weeks before the defence).
- The PhD student contacts the *University Library* which assigns an ISBN number and a number in the series "Linköping Studies in Science and Technology. Dissertations. No XXXX".

3 1/2 MONTHS BEFORE THE DEFENCE:

- Application of the public defence should be submitted to the Board of PhD Studies (Forskarutbildningsnämnden, fun.lith@liu.se) at least three months before the defence and during the semester. The application should also be sent to the administrator in charge of PhD studies at your department. Deadline for submission of the application for the public defence during the first three weeks of the autumn semester is 1st of April. Deadline for submission of the application for the public defence between 6th-27th September, is 1st of May. [Here](#) you can find information about the application for public defence, all documents that the application should contain and the academic year for PhD studies.
- The PhD student controls the copyright of all articles included in the thesis and that will be published electronically. Linköping University Electronic Press can help you with details on parallel publishing.
- The PhD student contacts *LiU Electronic Press* for e-publishing of the thesis.
- The supervisor informs the opponent and examination committee about procedures for the defence, and about the degree outcomes. Please take help of [Guidelines for public defence](#).



- The PhD student prepares a separate page (spikbladet) included in the thesis. Information about the design of the “spikbladet” can be found in the faculty study handbook chapter 6.1.

APPROXIMATELY 2 MONTHS BEFORE THE DEFENCE (AT LEAST 4 WEEKS BEFORE THE NAILING):

- The PhD student provides the members of the examination committee with an electronic version of the manuscript (including all the constituent manuscripts and the essential part of the work). The material is also to be sent to the Faculty of Science and Engineering (fun.lith@liu.se). Please, keep in mind that even the opponent should be provided with a draft of the thesis, well in advance.
- The PhD student contacts the *University Library* to check the Ph.D. thesis against academic sources and the internet.
- Make an appointment for meeting with the Dean for endorsement of your thesis. The PhD student contacts the faculty coordinator to schedule an appointment for endorsement of the thesis. Contact faculty coordinator Margareta Johansson, margareta.johansson@liu.se, to make the appointment.

LATEST 3 WEEKS BEFORE:

- The PhD student leaves 5 copies (if the dissertation published in E-Press, otherwise 40 copies) of the dissertation to the University Library's acquisitions department (Valla Library).
- The PhD student leaves the requisite number of copies of her/his thesis to the department. An e-receipt will be given on the delivery and is sent to the LiU-Registrar.
- Nailing!** (Spikning!) Meet the Dean for endorsement of your thesis. Hammer and nail are collected at the Dean's Office (TFK), House D, (or contact the head of the department at ITN).
- The PhD student supplies TFK with an endorsed thesis and an additional copy of the thesis for registration.

AFTER THE NAILING:

- The PhD student is responsible to send the printed thesis to the opponent and the members of the examination committee.
- The Department is responsible for providing information about the public defence of the thesis to the University Calendar.

Good luck on the public defence!

AFTER THE DEFENCE:

- The PhD student applies for Degree certificate via *Student Ladok*.
- The PhD student will be invited to attend the commencement ceremony after the degree certificate has been issued. More about the [Academic ceremonies](#).