

LiTH's checklist before the licentiate seminar

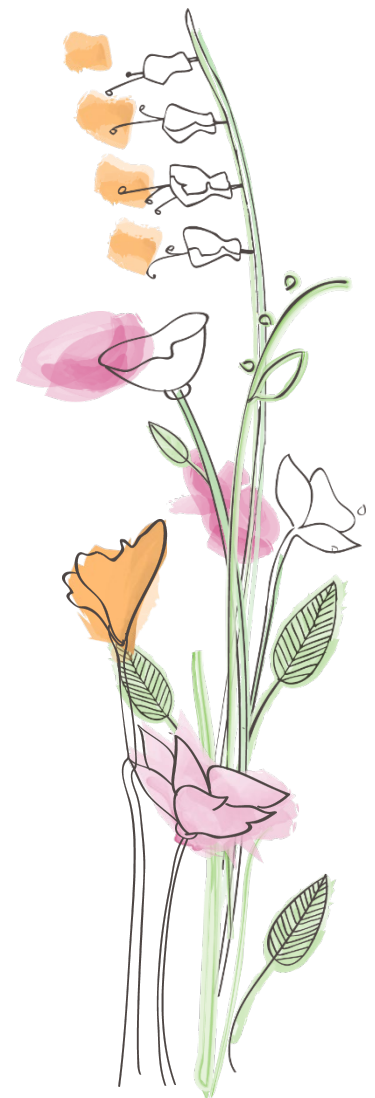
The following checklist was developed to help students and their supervisors before the licentiate seminar. In this list you will find general information on what you need to do for e.g. publish your thesis or make an application for licentiate seminar. Note that additional time is needed if the public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

4 MONTHS BEFORE THE LICENTIATE SEMINAR: START PLANING THE SEMINAR

- The PhD student contacts the administrator in charge of PhD studies at the department, to get local instructions and to schedule the date for the licentiate seminar.
- 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 examiner.
- 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 seminar).
- The PhD student contacts the *University Library* which assigns an ISBN number and a number in the series "Linköping Studies in Science and Technology. Licentiate Thesis. No XXXX".

3 1/2 MONTHS BEFORE THE DEFENCE:

- Application of the licentiate seminar 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 licentiate seminar 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 licentiate seminar, 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 examiner committee about procedures for the licentiate seminar, and about the degree outcomes.



APPROXIMATELY 2 MONTHS BEFORE THE LICENTIATE THESIS:

- The PhD student provides the opponent and the examiner with an electronic version of the manuscript (including all the constituent manuscripts and the essential part of the work) no later than seven weeks before the seminar. The material is also to be sent to the Faculty of Science and Engineering (fun.lith@liu.se).
- The PhD student contacts the *University Library* to check the Ph.D. thesis against academic sources and the internet.

LATEST 3 WEEKS BEFORE:

- The PhD student leaves one copy of the thesis 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.
- The PhD student leaves one copy of the thesis to the LiU-Registrar.
- The PhD student is responsible to send the printed thesis to the opponent and the examiner.
- The Department is responsible for providing information about the public defence of the thesis to the *University Calendar*.

Good luck on the licentiate seminar!

AFTER THE SEMINAR:

- The PhD student applies for Degree certificate via <https://www.student.ladok.se/student/app/studentwebb/>.