

CHECKLIST FOR LICENTIATE THESIS PRESENTATION

Presentation

The presentation of a licentiate 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 presentation. The person(s) responsible for a task is listed in brackets.

The following acronyms are used:

D = PhD-student (D for “doktorand”)

H = Supervisor (H for “handledare”)

S = Director of PhD-studies (S for “studierektor”)

Deadlines, overview

At least 8 weeks before the presentation.

- The licentiate thesis should be essentially finished.
- An internal examiner is appointed. (S,H)

At least 7 weeks before the presentation.

- The internal examiner gives his/her recommendation on whether a defense is advisable. (S)
- An opponent is appointed. (S,H)
- A room for the presentation is booked at the department. (D)
- A printing company is contacted. (D)

At least 5 weeks before the presentation.

- The final version of the licentiate thesis should be complete. (D)
- The final version is sent electronically to the opponent and the examiner. (H)
- The licentiate thesis is sent to the printing company for a test print. (D)

At least 4 weeks before the presentation.

- The licentiate thesis is sent to final print. (D)

At least 3 weeks before the presentation.

- The licentiate thesis is made available at the department in printed form. (D)
- Printed copies of the thesis are sent to the opponent and examiner. (D)
- A summary of the licentiate thesis is registered in DiVA. (D)
- A public announcement is sent out. (S)

Deadlines including further comments

At least 8 weeks before the presentation.

The supervisor discusses possible opponents with the director of PhD studies and an internal examiner is appointed. At least one of them must have qualifications corresponding to those of a *docent*. The rules concerning conflict of interest are the same as those for a PhD-defense.

The licentiate thesis, including the introduction, should be essentially finished. There is some freedom regarding layout, cover, etc, for a licentiate thesis, but it is recommended that the same format as for PhD theses is used.

[Instruktioner för utformning av avhandling](#)

[Instructions regarding the structure of PhD theses](#)

The director of studies sends the licentiate thesis to the internal examiner. The internal examiner communicates possible criticism and necessary adjustments to the student and recommends either proceeding with the presentation (possibly after minor adjustments) or, in case substantial work remains before the thesis meets the standards, postponing the presentation.

At least 7 weeks before the presentation.

When the internal examiner has recommended to proceed with the presentation, the supervisor sends a request to the intended opponent with the dissertation attached.

The PhD-student books a room for the presentation. The *Cramér room* (room 306, building 6) is suitable.

The recommended printing company is E-print. They should be contacted well in advance. Ask for a cost estimate via eprint.se or info@eprint.se. We recommend that 40 copies are printed.

At least 5 weeks before the presentation.

The licentiate thesis is sent to the printing company for a trial print. It is recommended not to make significant changes to figures or to the structure of the thesis after this, but it is possible to edit the text until the final printing if necessary.

At least 4 weeks before the presentation.

The final version of the licentiate thesis is sent to the printing company. After this no further changes can be made.

At least 3 weeks before the presentation.

The printed licentiate thesis must have arrived at the department three weeks before the presentation at the latest. When the printed theses have been delivered from the printing company, the PhD-student is responsible for sending copies to the opponent and examiner. Moreover, the mathematical library requires three copies and one copy should be sent to the department archive.

The summary of the licentiate thesis must be registered in DiVA at least three weeks before the presentation.

The PhD-student sends the title and summary to the director of PhD-studies, who announces the presentation.

Presentation of the licentiate thesis

The student presents the thesis in a 30–45 minute talk. After this, the opponent should ask questions and discuss the thesis with the student (usually around 20 minutes). This is followed by questions from the examiner. Finally, the audience is given the opportunity to ask questions.

After the presentation of the licentiate thesis

The examiner approves the licentiate thesis by signing a protocol (available from the director of PhD-studies). The signed protocol is then submitted to the student office for registration in Ladok. The director of PhD-studies is responsible for making sure that it is registered in Ladok that all courses

necessary for the licentiate degree have been passed. Finally, the PhD-student can apply for a licentiate degree via `minastudier.su.se`.