

CHECKLIST FOR PHD THESIS DEFENSE

Defence

The defence 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. The person(s) responsible for a task is listed in brackets.

D = PhD student

H = supervisor

S = director of studies

Deadlines, overview

At least 14 weeks before the defense.

- A complete draft of the dissertation, including the introduction, should be finished. (D)
- Discuss the planned defence with, and send the dissertation to, the director of PhD-studies. (H)
- The director of PhD studies activates an internal assessment group. (S)

At least 12 weeks before the defense.

- The internal assessment group gives their recommendation on whether a defence is advisable. (S)
- Send request to opponent and thesis committee with the dissertation draft attached. (H)

At least 9 weeks before the defense.

- The dissertation form is filled out and sent to the Faculty of Science. (H, S)
- A time slot for the defence is reserved through *Studentavdelningen*. (D)
- An auditorium for the defence 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 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 defence (“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 defence is announced. (D, S)

Deadlines including further comments

At least 14 weeks before the defense.

A complete draft of the thesis should be finished. In the case of a compilation thesis, this means that all papers, the introduction, and the abstract should be in essentially complete form. No substantial additions or changes to the content should remain, but the text can still be edited.

[Instruktioner för utformning av doktorsavhandling](#)
[Instructions regarding the structure of PhD theses](#)

The supervisor discusses the planned defence, including the choice of opponent and thesis committee, with the director of PhD-studies and informs colleagues at the department via e-mail, with the dissertation attached, about the planned defence.

Division of Mathematics: matteklarare@math.su.se

Division of Mathematical Statistics: matstatklarare@math.su.se

Division of Computational Mathematics: bmlarare@math.su.se

The director of studies sends the dissertation to an internal assessment group that has been appointed ahead of time. A meeting with the PhD student and the assessment group is arranged where possible criticism and necessary adjustments are discussed. After this the assessment group should recommend either proceeding with the defence (possibly after minor adjustments that can be taken care of in three weeks) or, in case substantial work remains before the thesis meets the standards, postponing the defence.

At least 12 weeks before the defence.

When the assessment group has recommended to proceed with the defence, the supervisor sends a request to the intended opponent and thesis committee with the dissertation attached.

At least 9 weeks before the defence.

General information about the defence is available on the university webpage

[Riktlinjer för disputationer](#)
[Dissertation defence](#)

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. The dissertation form must also name a contact person and the chairperson of the defence; 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 chairperson 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 defence can be found (in Swedish) in the above link.

Collision of PhD thesis defences within the Faculty of Science should be avoided. For this reason, a time slot for the defence must be reserved through Studentavdelningen, via e-mail disputationer@su.se or via the link above. If the defence 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 defences happening at this time. The PhD-student takes care of reserving the time slot as well as an auditorium for the defence. *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:

[Tryckning av avhandling](#)
[Printing dissertations](#)

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. We recommend that 50 copies are printed (30 copies are required for administrative purposes, including copies for the opponent and committee, archiving etc).

At least 7 weeks before the defense.

The PhD student must register the dissertation in the publication database DiVA. Upon registration, DiVA generates a title page ("spikblad") and issues an ISBN. The title page must be printed and put into the printed dissertation.

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. An electronic copy of the final version of the thesis is sent to the opponent and the thesis committee.

At least 3 weeks before the defense.

Spikdagen is the day three weeks before the defence. 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 defence 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 and the members of the thesis committee. 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 defence ("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 defence 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 defence.

After the defense

The contact person will have received a defence protocol template from the faculty. The thesis committee approves the public defence by signing the defence 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.