

CHECKLIST FOR PHD THESIS DEFENCE

PhD thesis

The PhD thesis can be either a monograph or a compilation thesis, meaning a collection of papers together with a comprehensive summary (“kappa”). Guidelines for the format of PhD theses at the Faculty of Science can found here:

[Vägledning inför disputationer och utformandet av doktorsavhandlingar](#)
Guidance for doctoral dissertations and public defences

Defence

The defence of a PhD thesis may take place in the period August 15 – June 15.

General information about the procedure leading up to the defence can be found here:

[Disputation](#)
[Dissertation defence](#)

Further information specific to the Faculty of Science can be found here:

[Vägledning inför disputationer och utformandet av doktorsavhandlingar](#)
Guidance for doctoral dissertations and public defences

For reference, complete rules for PhD defences can be found here:

[Regler för disputation inom det naturvetenskapliga området](#)
[Regulations for public defence of doctoral thesis in the disciplinary domain of Science](#)

Below is an overview of important checkpoints, followed by more detailed explanations.

Checkpoints, overview

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

D = PhD student

H = supervisor

S = director of PhD studies

At least 14 weeks before the defence.

- A complete draft of the thesis, including the “kappa”, should be finished. (D)
- The complete draft is sent to the director of PhD studies. (H)
- The director of PhD studies activates an internal assessment group. (S)
- The supervisor and director of PhD studies discuss potential opponents and committee members. (H, S)

At least 12 weeks before the defence.

- The internal assessment group gives their recommendation. (S)
- The date for the defence is fixed. (D, H, S)
- An auditorium for the defence is reserved via `schema@math.su.se`. (D)
- The time slot for the defence is reserved via `disputationer@su.se`. (D)
- The defence is entered in the SMC calendar and the department calendar. (S)

At least 9 weeks before the defence.

- The dissertation form is filled out and sent to the Faculty of Science. (H, S)
- The PhD student should have been contacted by the library about the printing of the thesis. (D)

At least 7 weeks before the defence.

- The final version of the thesis should be complete. (D)
- The thesis is registered in DiVA and receives an ISBN. (D)
- The final version is sent to the opponent and the committee along with practical information. (S)

At least 3 weeks before the defence.

- Public notification of the defence (nailing or “spikning”). (D)
- The printed thesis is made available at the department. (D)
- The printed thesis is sent to the opponent and the members of the thesis committee. (D)
- The defence is announced. (S)

Checkpoints, with further details

At least 14 weeks before the defence.

A complete draft of the thesis should be finished. In the case of a compilation thesis, this means that all papers, the “kappa”, 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.

The director of PhD studies sends the complete draft to an internal assessment group that has been appointed ahead of time. The assessment group should recommend either proceeding with the defence, possibly after minor adjustments that can be taken care of in three weeks or less, or, in case substantial work remains before the thesis meets the standards, postponing the defence.

In the meantime, the supervisor discusses the planned defence and the choice of opponent and thesis committee with the director of PhD studies.

At least 12 weeks before the defence.

If and when the assessment group recommends proceeding with the defence, the date and time for the defence is fixed. The PhD student reserves an auditorium by writing to schema@math.su.se (Lärosal 4, Albano building 1, or similar, is suitable). A time slot for the defence is reserved through Student Services (*Studentavdelningen*) by writing to disputationer@su.se, following the instructions found here:

[Disputation](#)

[Dissertation defence](#)

Once this has been done, the director of PhD studies makes sure the defence is entered in the SMC calendar and the department calendar.

At least 9 weeks before the defence.

The dissertation form is filled out by the supervisor after consultation with the director of PhD studies. The director of PhD studies sees to it that the filled out form is sent to the Faculty of Science for approval. The dissertation form, including the main rules regarding the choice of opponent and committee members, can be found here:

[Disputationsblankett \(pdf\)](#)

[Disputationsblankett \(docx\)](#)

The university library will contact the PhD student after the time slot has been reserved via Student Services and the library will help out with the printing process. Further information can be found here:

[Avhandlingar](#)

[Print your dissertation](#)

We recommend that 50 copies are printed. Out of these, 12 copies will be taken automatically for administrative purposes, 9 copies should be distributed by the PhD student to the department, the opponent and the committee (see below), and the remaining copies can be distributed freely by the PhD student.

At least 7 weeks before the defence.

The final version of the thesis should be complete. The director of PhD studies makes sure the thesis is sent electronically to the opponent and committee members along with information about the procedure surrounding the defence. The PhD student registers the thesis in the publication database DiVA.

At least 3 weeks before the defence. The “nailing date” (*spikdagen*) is the day three weeks before the defence. Two days before the nailing date the thesis becomes searchable in DiVA. The PhD student should make sure 9 printed copies are distributed as follows by the nailing date:

- Two copies to the library, one for display in the common area and one for archiving.
- One copy to the administrative staff for binding (a gift from the department to the PhD student).
- Copies to the opponent (1), the committee members (4), and the chair of the defence (1).

This is important—in case this deadline is not met the defence might have to be postponed.

On the nailing date, the director of PhD studies announces the defence by e-mail to matinst@math.su.se. The director of PhD studies also makes sure the existing SMC and department calendar entries are updated with a link to the thesis in DiVA.

After the defence

The chairperson for the defence will have received a defence protocol and should make sure this is filled out and sent to the registrar and the student affairs office. The director of PhD studies should make sure that it is registered in Ladok that all courses necessary for the PhD degree have been completed. Then the PhD student can apply for a PhD degree via Ladok. For further information, see

[Efter disputationen](#)

[After the dissertation defence](#)