

## 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. 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 7 weeks before the presentation.*

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

*At least 6 weeks before the presentation.*

- The internal examiner gives their recommendation. (S)
- An opponent is appointed. (S,H)
- A room for the presentation is booked at the department. (D)
- The defence is entered in the SMC calendar. (S)
- 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 licentiate thesis is sent to the printing company for a test print. (D)
- Information about the presentation, examiner and opponent is sent to the head of department for formal decision. (S)

*At least 4 weeks before the presentation.*

- The licentiate thesis is sent to final print. (D)
- The final version of the licentiate thesis is sent electronically to the opponent and examiner. (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 7 weeks before the presentation.*

The supervisor discusses possible opponents with the director of PhD studies and an internal examiner is appointed. They should both 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. The thesis must contain a Swedish translation of the abstract.

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

The director of studies sends the licentiate thesis to the internal examiner. The internal examiner should recommend 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 6 weeks before the presentation.*

When the internal examiner has recommended to proceed with the presentation, the supervisor sends the thesis to the opponent.

The date and time for the defence should be fixed at this point. The joint calendar for PhD and licentiate defences at SU/KTH should be consulted to avoid conflicts (a link can be found next to the check-lists for defenses on the department's webpage for PhD studies). The PhD-student books a room for the presentation by writing to [schema@math.su.se](mailto:schema@math.su.se). The *Cramér room* is suitable. Once this has been done, the director of PhD studies makes sure the defence is entered in the SMC calendar.

The recommended printing company is E-print. They should be contacted well in advance. Ask for a cost estimate via [scandinavianprintgroup.se](mailto:scandinavianprintgroup.se) or [info@eprint.se](mailto: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. The thesis is sent electronically to the opponent and examiner.

*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 two copies (one for display in the common area and one for archiving).

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. The director of PhD studies also makes sure the existing calendar entries are updated with a link to the thesis in DiVA.

## Presentation of the licentiate thesis

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

## **After the presentation of the licentiate thesis**

Immediately after the presentation, the examiner and the opponent meet to discuss the thesis and the presentation. One supervisor can be present initially to answer questions, but should leave before the decision is made. It is the internal examiner that makes the decision about the grade (pass or fail). After the meeting, the examiner announces the result and reports the grade to the student affairs office and approves it 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. Once this is in place, the PhD-student can apply for the licentiate degree via Ladok. For further information, see

[Efter disputationen](#)

[After the dissertation defence](#)