

Every year

- Individual study plan (ISP) update. The first update shall take place approximately six months after start as a PhD student.
- Yearly follow-up presentation

Year 1

- Introduction to PhD studies, 3 credits.
- “Writing a research proposal”, 3 credits. Obligatory for PhD students registered at MBW after 1st June 2016.

Year 2

- “Topics in molecular biosciences”, 10 credits. Obligatory for PhD students registered at MBW after 1st July 2017. It is recommended to take the course during your second year but not obligatory. Has to be completed before the end of the third year.

Year 3

- Half-time control (possibly including Licentiate Degree) – 25 credits are required at this point. The 25 credits can include the 3 credits awarded for the theoretical studies related to the writing of the half-time report (5 credits for Licentiate Degree). Report the 3 / 5 credits with the form “[Registration of credits for phd-studies](#)”.

Year 4

- MOSS seminar – Replaces the yearly follow-up presentation.
- Register for unemployment insurance. For more information – see the PhD guide.

Year 5

- Recommendation to proceed with the thesis defense from the IPS follow-up committee – 50 credits are required.
- Book a time and date for the defense – the earlier the better, contact [student services](#).
- Contact the [University Library](#) to plan for the printing and electronic publication of the thesis.
- Book seminar room for defense and meeting room for the examining committee.
- Application for public defense - [A form of application for public defense](#) is to be filled in by the supervisor and handed to the head of department at least seven weeks before the defense.
- Information to the opponent - MBW has a Letter to the opponent that the supervisor should send to the opponent upon appointment.
- Pre-review of the thesis – The opponent and the members of the examining board must receive a copy of the thesis at least two weeks before the thesis is printed. The main supervisor is usually responsible for the pre-review. MBW has a template letter that can be used for this purpose.
- Announcement to MBW – Send an email to all.mbw@su.se at least four weeks before the defense.

- Public notification - The doctoral thesis must be announced and registered electronically in the University's publication database, DiVA. Must be done before the manuscript is due to be sent to the printer.
- Nailing - Must occur at least three weeks before the defense. The thesis has to be printed and delivered before 12:00 the day prior to the nailing.
- Distributing the thesis – distribute the thesis to the supervisor, the opponent, the members of the examining board and the MBW administration at least three weeks before the defense.
- Apply for your degree and diploma – after a successful defense.