Cheat sheet in Preparation for the Public Defence

Department of Public Health Sciences
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Introduction

This document is aimed at doctoral students at Stockholm University's Department of Public Health Sciences and is intended to serve as a guide during the hectic final stages of the thesis project. The guide format means that the information is concise and often refers to other documents and websites with more detailed information. The document contains advice that we hope will be useful, but it is important to keep in mind that these are only meant to be supplementary to the instructions provided by Stockholm University.

If there is anything that you feel is missing or needs to be adjusted, please report this to the director of studies for the doctoral programme: bitte.modin@su.se.
<table>
<thead>
<tr>
<th>To do</th>
<th>Person responsible*</th>
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<tbody>
<tr>
<td>□ Book a date and time (-32 wks.)</td>
<td>SUP/DS</td>
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<tr>
<td>□ Book the external reviewer and examining committee (-32 wks.)</td>
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<td>□ Register the external reviewer, examining committee and chair</td>
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<td>□ Send information to foreign external reviewer</td>
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<td>□ Book a room</td>
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<td>□ Notify the department about the booked defence</td>
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<tr>
<td>□ Book travel/hotels for the external reviewer and examining committee</td>
<td>SUP/SAO</td>
</tr>
<tr>
<td>□ Book a discussant for the final review seminar (-24 wks.)</td>
<td>SUP</td>
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<tr>
<td>□ Book a final reader (-24 wks.)</td>
<td>SUP</td>
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<tr>
<td>□ Report courses to the director of studies</td>
<td>DS</td>
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<tr>
<td>□ Send documents for the final review seminar to the discussant (-18 wks.)</td>
<td>DS</td>
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<tr>
<td>□ Final review seminar (-16 wks.)</td>
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<td>□ Meeting with the library (-16 wks.)</td>
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<td>□ Proofreading (-13 wks.)</td>
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<td>□ Submit for plagiarism check (-10 wks.)</td>
<td>DS/CA</td>
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<tr>
<td>□ Send documents for final reading (-9 wks.)</td>
<td>DS</td>
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<tr>
<td>□ Register the thesis and all of its parts in DiVA (-8 wks.)</td>
<td>DS</td>
</tr>
<tr>
<td>□ Book lunch and a room for the examining committee’s deliberations</td>
<td>SUP/SAO</td>
</tr>
<tr>
<td>□ Order lunch for the day of the public defence</td>
<td>DS/SAO</td>
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<tr>
<td>□ Test print (-6 wks.)</td>
<td>DS</td>
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<tr>
<td>□ Print (-4.5 wks.)</td>
<td>DS</td>
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<tr>
<td>□ Send printed thesis to external reviewer and examining committee (-3 wks.)</td>
<td>DS</td>
</tr>
<tr>
<td>□ Announce the public defence (“spika”) (-3 wks.)</td>
<td>DS</td>
</tr>
<tr>
<td>□ Submit the examining committee’s protocol to the director of studies</td>
<td>SUP</td>
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<tr>
<td>□ Apply for a degree certificate</td>
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<tr>
<td>□ Conferment</td>
<td>DS</td>
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*DS=doctoral student; SUP=supervisor; CA=course administrator; SAO=senior administrative officer
Detailed timetable for the public defence
Book a time and location for the public defence

According to University regulations, the public defence and the announcement of the thesis (the so-called “spikning”) should take place between 15 August and 15 June. In practice, provided that the thesis has not been announced before the end of the previous semester, this means that the defence can take place no sooner than three weeks into the semester.

Since two public defences should not take place at the same time within the faculty, the defence must be booked through Student Services in order to avoid a clash between subjects. There tend to be many public defences at the end of each semester, particularly on Fridays, so make sure to book early if you have a specific date in mind.

To book a time, please e-mail your name, personal identity number and e-mail address, the supervisor’s name and e-mail address, and the desired date and time to disputationer@su.se.

Available times for the public defence can be found in the public defence calendar: https://ebox.su.se/owa/calendar/disputationer@su.se/Kalender/calendar.html

A confirmation of the booked date and time will be e-mailed to the doctoral student, the supervisor and the case officer at the faculty office within two weeks of the request being made. In addition to confirming the booked time slot, the confirmation contains information regarding the “spikdag” and the announcement of the thesis.

More detailed information on booking the public defence can be found at: http://www.su.se/forskning/utbildning-p%C3%A5-forskarniv%C3%A5/disputera-vid-universitetet-forskarexamen/1-boka-tid-och-plats-%C3%B6-disputation-1.137556.

Book the external reviewer and examining committee (-32 wks. before the defence)

In order to ensure that the date works for the intended external reviewer and the members of the examining committee, it is a good idea to contact them in connection with booking the date for the public defence. The supervisor is responsible for establishing contact and ensuring that the intended external reviewer and the members of the examining committee agree with the form of the assignment. When it comes to foreign external reviewers, there is a special form (“Information to foreign external reviewers”) with instructions that the supervisor is responsible for sending to the external reviewer.

Register the external reviewer, examining committee and chair

The external reviewer, the examining committee and the chair of the public defence are formally approved by the Faculty of Social Sciences through a public defence application. The public defence application should be submitted to the faculty office once the public defence has been booked through Student Services and no later than six weeks before the public defence, but we recommend submitting it much earlier than that.

The closest affected professor/the supervisor is responsible for sending the public defence application to the faculty board in time. The doctoral student should be notified of the content of the application before it is submitted.

Form for public defence application and e-mail address:

Once the faculty board has made its decision, the protocol will be sent to the closest affected professor, the head of department and the chair of the public defence.
Notify the department
Once the date of the public defence has been confirmed and the faculty board has approved the examining committee, it is important that the director of studies for the doctoral programme (bitte.modin@su.se) and the communications officer (ulla.bjusater@su.se) are informed so that they can send out e-mail invitations and advertise the public defence on the department’s website in good time. The simplest way is to send them the protocol from the faculty, on which the external reviewer, examining committee, principal supervisor, date and time are specified.

Book a room for the public defence
A room for the public defence should also be booked as soon as possible, preferably as soon as the date and time of the defence have been confirmed. Stockholm University has several suitable rooms.

To book Aula Svea at the Department of Social Work or one of the lecture halls in Södra huset, contact Pierre Norrberg lokalservice@su.se. For information about the rooms, see http://www.su.se/medarbetare/r%C3%A5d-st%C3%B6d/lokaler/h%C3%B6rsalar-1.2964

To book a room in the Geoscience building, contact Erik Hansson lokaler@natgeo.su. For information about the rooms, see https://www.natgeo.su.se/om-oss/hitta-till-oss/hyra-lokal-i-geovetenskapens-hus/v%C3%A4lkommen-att-hyra-lokal-i-geovetenskapens-hus-1.53503

Ask for written confirmation and verify that the booking is correct when the public defence draws near and before the title sheet is printed.

The cost of the room will be billed to the department.

Book travel
Make sure that hotels and travel are booked for the external reviewer and the examining committee. Cathrin Viksell (senior administrative officer), together with the supervisor, is typically responsible for this being done and will communicate directly with the external reviewer/examining committee in the matter.

Book a room for the examining committee’s deliberations
After the public defence seminar, the examining committee will have a lunch meeting. Cathrin Viksell (senior administrative officer), together with the supervisor, is typically responsible for booking the lunch and a suitable room, as well as informing the external reviewer/examining committee.
Finish the manuscript

Template
Stockholm University has developed a Word template that is good to use when finishing the manuscript; it might even be a good idea to insert the text of the introductory chapter already for the half-time and final review seminar, in order to get a sense of how it works. A major advantage of the SU template is that it is adapted to the format in which the thesis will be printed, i.e. in S5 format [242 x 165 mm]. In addition, the pages that must be included in the thesis are already in place (e.g. half-title, imprint page, summaries, etc.), which simplifies matters further. Please note that if the idea is to use Stockholm University’s production tool (see Preparations for printing the thesis for more information) in the next step to put together the thesis before printing, there are special templates where the mandatory pages are not included (since they are included in the production tool).

The templates are in Word format, and you work in them just like a regular document, but keep in mind that it might take time to get the text the way you want it, and particularly, to adapt the tables and figures to the new format. Templates and instructions can be downloaded from: http://su.se/biblioteket/publicera/avhandlingsst%C3%B6d/2.40401/mallar-och-visuell-identitet-f%C3%B6r-avhandling-1.236577

For questions and further assistance with the template, please contact sub_mallsupport@su.se

Final review seminar (-16 wks. before the defence)
The main part of the thesis, including a well-developed draft of the introductory chapter, should be presented at the final review seminar. The final review seminar takes place in the context of the higher seminar series. The supervisor is responsible for contacting the coordinator of the higher seminar series to book a date. The supervisor is also responsible for contacting and instructing the discussant regarding the seminar proceedings. The discussant at the final review seminar should hold the rank of associate professor or higher and be appointed in consultation between the doctoral student and the supervisor. When a date is scheduled for the final review seminar, a professor or associate professor from the board of supervisors should also be appointed for the final reading of the thesis manuscript and given the opportunity to attend the final review seminar.

The documents to be reviewed at the final review seminar (protocol from the half-time review seminar, ISP, goal attainment form, co-authorship statement) must be available to the discussant no later than two weeks before the seminar.

Please verify that the information registered in Ladok is accurate. The information in Ladok provides the basis for the degree certificate you can apply for after a successful public defence. Any additions/corrections should be made at the department via the course administrator. A compilation of courses should be presented to the director of studies for the doctoral programme before the final review seminar.

Proofreading (-13 wks. before the defence)
If the manuscript needs to be proofread, speak with your proofreader in good time so that they can set time aside for this work; about 4 weeks before submitting the manuscript for the final reading may be a good benchmark. It is of course good if you can send the full manuscript at once, but if not, it might be good to ask if it is okay to send parts of the manuscript in batches. This will prevent the process from coming to a halt while you finish the final sections. You can choose to use a proofreader that you have an established relationship with (recommended), make a call-off order against the framework agreement, or enlist the University’s own Centre for Academic English. See https://www.su.se/medarbetare/r%C3%A5d-st%C3%B6d/information-kommunikation/leverant%C3%B6r/produktion for more information.
Plagiarism check
Before the manuscript is submitted for the final reading, it should be checked for plagiarism. The department’s study administrator (linda.ramo@su.se) will perform the plagiarism check.

Send documents for final reading (-9 wks. before the defence)
No later than three weeks before the thesis is supposed to go into print, the doctoral student should submit the following documents to the appointed final reader: (1) final review seminar form, (2) thesis manuscript, (3) ISP with accompanying appendix for goal attainment, (4) protocol from the final review seminar, and (5) a description of the doctoral student's independent contributions in the case of co-authorship. The final reader's assessment will be presented to the supervisor, the doctoral student and the director of studies for the doctoral programme within one week.
Preparations for printing the thesis

Meeting with the library (-16 wks. before the defence)
The university library provides good information and support in the final stages of the thesis project and the preparations for printing the thesis. Some of this information is good to take part of early, such as information about the timetable for the printing process, the title sheet, registration in DiVA and the ISBN number, so contact the library in good time before the public defence to schedule a meeting. The library offers two meeting times each week (Tuesdays 10-11 and Thursdays 14-15). E-mail avhandlingssupport.sub@su.se to schedule a time. The library recommends that the meeting be held at least 30 working days before the “spikdag”, but it can be held much earlier as long as the public defence has already been scheduled.

Order ISBN/ISSN
An ISBN number is a 13-digit number that is unique to each publication. A doctoral thesis needs two ISBN numbers: one for the printed thesis and one for the PDF that is published in DiVA.

The library assigns the ISBN numbers in connection with the information meeting (see above); alternatively, contact the university library (avhandlingssupport.sub@su.se) and they will help you obtain the numbers.

Since doctoral theses at the Department of Public Health Sciences are also included as publications in the department’s report series “Stockholm Studies in Public Health Sciences”, they should also be assigned an ISSN number. All publications in the series have the same ISSN number. In addition, the thesis should be assigned a unique serial number. The ISSN number and the serial number will be provided by the editor of the report series.

Copyright
Before published articles can be included in the thesis, permission has to be acquired from the journals. This is usually uncomplicated, and journals typically have a procedure published on their website for this purpose. However, do not wait until the last minute; it is better to do this well before it is time to print the thesis.

Register the thesis and all of its parts in DiVA (-8 wks. before the defence)
In order for the thesis to be announced in the publication database DiVA on “spikdagen”, all articles and manuscripts included in thesis, as well as the introductory chapter (“kappa”), must be registered in DiVA. The information registered in DiVA also provides the basis for the title sheet. The title sheet (so-called “spikblad”) contains information about the time and location of the public defence and should be bound in the thesis.

It may be appropriate to register the thesis in connection with the final reading, i.e. about 7-8 weeks before the public defence. Log in to DIVA (http://su.se/biblioteket/publicera/registrera-i-diva) using your university account. Registration is done in three main steps:

1. Check which parts of the thesis are already registered in DiVA.
2. Register the parts that are missing.
3. Register the introductory chapter (“kappa”) and link the other parts to it.
4. Submit to thesis support.

See http://su.se/biblioteket/publicera/avhandlingsst%C3%B6d/2.40400/spika-din-avhandling-1236606 for complete instructions on registration.
Once all information is registered and submitted, thesis support will see the information and review the registration. The title sheet will then be e-mailed to you as a PDF. If you need to make changes to the information afterwards, contact thesis support (avhandlingssupport.sub@su.se) and they will help you. The finished and approved title sheet should be bound in the printed thesis and e-mailed together with the other texts to the printing service in connection with the test print.

The information in DiVA will become public two working days before the “spikdag”, and the full text of the introductory chapter will then be available to download, the front cover will be visible, and the link on the title sheet will lead to your thesis entry in DiVA. Thesis support will ensure that the final-version files are uploaded to DiVA when the final print is ordered.

Printing service
Anything published at Stockholm University must be printed using a contracted printing service.

Universitetsservice US-AB has been contracted to print doctoral theses.
Visiting address: Drottning Kristinas väg 53B
E-mail: info@us-ab.com
Telephone: 08-790 74 00

Production tool
The production tool is a web-based template tool used to produce graphic products in accordance with Stockholm University's visual format. The tool has a complete template for doctoral theses. The template makes it easy and convenient to put together all the different parts of the thesis. Enter the required information, such as name, title and printing details, under the different tabs. If you want a picture on the front cover, you can choose to upload your own picture for the cover or use any of the images that are available in the tool. Please note that if you have your own picture, it must be high resolution, at least 300 dpi, and preferably in TIFF format. Also, do not forget to make sure you have the right to use the image. If you want to use one of the University’s graphic elements on the cover instead, you will find these in approved colour schemes in the tool. The next step is to upload the PDF with the title sheet that you received from the library, as well as a PDF with the introductory chapter (which should be written in the appropriate Word template) under the appropriate tabs. Articles should be uploaded as individual PDFs, and the back cover has room for a back-cover text, author portrait and author description. The final three elements are optional.

Once you have entered and uploaded the required information, you can request the approval of the library’s thesis support. Once the product has been approved, there will be a button in the tool for ordering a test print.

Log in to the production tool (https://su.powerinit.com/System/) using your university account.

Test print (-6 wks. before the defence/15 working days before the “spikdag”) Universitetsservice US-AB will complete a test print in 24 hours. You can ask your colleagues for help with reading through the test print. If something has to be changed in the manuscript after a test print, which is normal, it has to be approved by thesis support again before a new test print can be ordered. Only when everything looks good in the test print will the final print be made using the same files. Make sure you have enough time for a few rounds of test prints. The timetable includes enough time for three test prints. If you want more, you have to submit your files earlier to the printing service.
The first test print is free; each subsequent test print costs 175 SEK. A black and white page costs 0.17 SEK, and a colour page costs 0.90 SEK. Please specify in the order if there is a particular figure or similar that you want to print in colour. Cover and binding cost 14 SEK per copy. The cost of delivery to the department is 125 SEK. The invoice will be sent to the department.

Final print (-4.5 wks. before the defence/8 working days before the “spikdag”)
The printing service needs six working days to print and deliver the thesis. The printed thesis must be delivered to the department no later than on the “spikdag”.

Number of copies and distribution of thesis
The doctoral student will decide together with the supervisor and the department how many copies of the thesis should be printed. The books will be delivered to the department by the printing service, unless otherwise agreed. Please note that the department is not able to store surplus copies (more than 5 copies) of the thesis, so consider the need carefully. Moreover, the full text of the thesis will be available in DiVA and can easily be printed on demand if additional copies are needed. In addition to the ordered number of copies, obligatory copies will be printed for the university library (three), the President of the University (one), and the faculty’s student services (one). The printing service will send these books directly to the recipients. The printing service is also required to deliver so-called deposit copies to the National Library and six other university libraries in Sweden. The printing service handles this delivery as well.

The doctoral student is responsible for sending the printed thesis to the external reviewer and the examining committee no later than three weeks before the public defence. However, in order to give them a little more time to prepare, it might be a good idea to send the thesis in PDF format in connection with the final print. In addition, the doctoral student is responsible for ensuring that the thesis is sent to the people and departments on the department’s mailing list, as well as ensuring that all colleagues and other contacts receive a copy of the thesis. It is also a good idea to bring a box of theses to the public defence, so that those who are present can receive a copy. Also order a “spikexemplar”, a copy of the thesis prepared with a hole to make nailing the thesis easier on “spikdagen”.
“Spikdagen” (-3 wks. before the defence)

“Spikdagen” is the date when the thesis is announced electronically in DiVA and the date when the printed thesis must be delivered. Spikdagen must take place no later than three weeks before the public defence. From this date, the higher education institution must make the thesis available to anyone who wishes to read it in order to provide criticism during the public defence. Thesis support will ensure that the final-version files are uploaded to DiVA when the final print is ordered.

In terms of ceremony, spikdagen involves the doctoral student nailing the thesis to the department’s bulletin board with a hammer. The thesis is thus symbolically made available for public scrutiny. The nailing takes place in the presence of colleagues and perhaps the immediate family, and is traditionally followed by a “spiksup” – a simple, casual party at which the thesis is distributed and signed. The doctoral student will organise the spikning and spiksup on his/her own.

Day of the public defence

Make sure to be in the room early. Check that all the technology works and that the room is in good order. Make sure, in advance, that you have a contact number for the technical manager so that you can receive help quickly in case something is not working properly.

Make sure that water and glasses are available for the doctoral student and the external reviewer (you may need to arrange this yourself), that any flowers are placed, and that the seats/podium for the doctoral student and the external reviewer are placed properly.

After the public defence, the department will provide a light lunch for everyone present while the examining committee deliberates. The senior administrative officer is, together with the doctoral student, responsible for ordering food. Once the examining committee has agreed on a decision, they will join the rest of the party to announce the outcome. The supervisor is responsible for providing the director of studies for the doctoral programme with the original protocol from the meeting so that the public defence can be registered in Ladok. The original should then be sent to the registrar.

Doctoral degree

A person who has received a passing grade on the public defence and completed his/her courses can apply for a doctoral degree. More information and contact details:
http://www.su.se/forskning/utbildning-p%C3%A5-forskarniv%C3%A5/disputera-vid-universitetet-forskarexamen/forskarexamen-1.10132

Those who have received their doctoral degree before the end of the academic year will be invited to Stockholm University’s inauguration and conferment ceremony, which is held each autumn in the Stockholm City Hall. The new doctorates will be awarded a diploma and a laurel wreath at a ceremony led by the University President. Read more here:
http://www.su.se/medarbetare/studieadmin/disputationsprocess/promotionsh%C3%B6gtid-f%C3%B6r-nyblivna-doktorer-1.5198

Budget

The department is awarded a flat-rate amounting to 40,000 kronor per approved thesis. This amount constitutes the faculty board’s flat-rate contribution to the department for printing costs, room costs, remuneration for the external reviewer, travel expenses and per diems for the external reviewer and the members of the examining committee, etc. The supervisor is responsible for the budget, but as a doctoral student, you will make sure that invoices for printing costs, room costs, etc., are sent to the department.