

## Licentiate seminar - division of responsibilities

	Student	Supervisor	Subject responsible	Reader	Fysikum admin	Deadline
Organize planning meeting			✓			- 4 months
Find person to act as reader	(✓)	✓	(✓)			- 2 months
Find person to act as opponent		✓	(✓)			- 2 months
Coordinate choice of time for seminar with reader, opponent and examiner	✓	(✓)				- 2 months
Reserve room for seminar (and communicate with technical division in case of hybrid format) Note 1	✓	(✓)				- 2 months
Give draft of thesis to reader and subject responsible	✓					- 6 weeks
Submit application to hold lic seminar		✓				- 5 weeks
Decide on place and time for seminar, and opponent and examiner.			✓			- 4 weeks
Draft is submitted to text-control software			✓			- 4 weeks note 3
Give feedback on draft of thesis				✓		-4 weeks note 3
Give recommendation to subject responsible whether to proceed as planned				✓		-4 weeks note 3
Nail the thesis in DiVa, give thesis and announcement sheet (spikblad) to admin, examiner, opponent and reader Note 2	✓					- 3 weeks
Announce the seminar					✓	- 3 weeks
Make sure that one printed version of thesis is available at the seminar	✓					0
Chair at the seminar		✓				0
Apply for the degree certificate.	✓					asap after seminar

## Notes

- If either of opponent, reader or examiner participate via Zoom the technical division provides assistance. This puts some constraints on which rooms can be used, so this has to be coordinated with the technical division. Rooms suitable for Zoom-participation are for instance:
 

FB42 in Albanova main building (reservation via [service@albanova.se](mailto:service@albanova.se)),  
Mega ni Albanova house 3 (reservation via <https://indico.fysik.su.se/rooms/>),  
Lärosalar 1-5 in Albano house 1, and Lärosalar 8-19 in Albano house 2.  
For rooms in Albano House 1 and 2, see bokningsöversikt <https://schema.su.se/>  
Description of technical equipment in lärosalar in Albano house 1 and 2, see [support.informationsteknik.se](http://support.informationsteknik.se).
- If you intend to reuse some material from the licentiate thesis in your PhD thesis you should **NOT** request an ISBN number for your licentiate thesis. (You will not automatically be given such a number, you have to actively request it). If the thesis includes publications these will also need to be (separately) uploaded into DiVa.
- The reader is required to give feedback to the student and a recommendation to the subject responsible within two weeks of receiving the draft from the student. So if the reader agrees to receive the draft earlier than minus 6 weeks, the feedback is expected two weeks after that date, not at - 4 weeks. (The date when the reader receives the draft has to be agreed upon, such that the reader has time available to do the work.)