

Dissertation - division of responsibilities

	Student	Supervisor	Subject responsible	Fysikum	Chair of dissertation	Assigned contact person	Deadline
Request pre-defense from subject responsible		✓					Minimum 13 weeks before defense
Reserve the date for dissertation at SU centrally	✓						Minimum 12 weeks before defense
Reserve room for the defense	✓						Minimum 12 weeks before defense
Contact technical division if remote participation at dissertation is planned. Note 1	✓	(✓)					Minimum 12 weeks before defense
Find members of evaluation group at pre-defense		(✓)	✓				Minimum 12 weeks before defense
Provide draft to evaluation group at pre-defense	✓						2 weeks before pre-defense
Reserve room for pre-defense	✓						2 weeks before pre-defense
Pre-defense	✓	(✓)	(✓)				Minimum 10 weeks before defense Note 2
Arrange printing of thesis	✓						Minimum 10 weeks before defense
Find members of grading committee and opponent		✓					
Submit application for defense to subject responsible		✓					Minimum 10 weeks before defense
Inform opponent and grading committee about practical details.				✓			Minimum 7 weeks before defense
Send pre-draft to grading committee and opponent	✓						Minimum two weeks before submitting final version to print-shop.
Receive and act on any comments on thesis pre-draft from grading committee and opponent						✓	
Nail thesis Note 3	✓						Minimum 3 weeks before defense
Deliver printed copies of thesis to Fysikum admin	✓						When thesis is delivered, min 3 weeks before defence
Send printed copies of thesis to opponent and grading committee				✓			When thesis is delivered, min 3 weeks before defence
Fill in protocol after defense and deliver to registrar					✓		Immediately after defence
Hand in declaration of completion of PhD studies to student office		✓					Immediately after defence
Apply for the degree of PhD	✓						When all requirements are met.
Pay expenses of opponent and grading committee				✓			
Pay rent (if any) for room for defense				✓			
Pay for printing of thesis Note 4				✓			

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),
 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.
- The formal dead-line as decided by the faculty is 8 weeks before the dissertation. However, experience shows that ten weeks are needed in order to meet other dead-lines that rely on the approved pre-defence.
- Nailing is done through the publications portal DiVa, where information of the defence should be entered, and the abstract and full-text of the thesis uploaded. For compilation theses all publications included should be registered separately in DiVa (and do not need to be uploaded with the thesis).
- The department pays for printing of up to 60 copies of the thesis