

Checklist for public defence at the LTV-Faculty (Humanities & social sciences)

What to do	When?	Who is responsible?
The main supervisor is responsible for ensuring the final seminar takes place and for inviting the opponent. By this stage, the thesis draft should be sufficiently complete for the opponent to gain a comprehensive picture of the doctoral work as a whole. The seminar should be held early enough to allow time for revisions before the defence application is submitted. For a monograph thesis, the opponent provides a written evaluation after the seminar.	9-6 months before defence	Main supervisor
Book date, time and room for the defence in the Defence Calendar in Time Edit. For more information, see How to book a date and room for the public defence (PDF) . Enter the respondent's name and department. It is recommended that you book the room for at least one hour in advance of the start time of the defence, to allow you to access the room to prepare before the start.	About 6 months before defence	Main supervisor
Contact potential opponent, examining committee members and chairperson.		Main supervisor
Complete the application form for the public defence and have it signed by the Head of Department. The opponent and all committee members have to complete conflict-of-interest declarations. Submit all forms together to the Registrar at Alnarp. The forms can be found at Regulations and forms for doctoral education (slu.se) under <i>Defence of thesis and application for degree</i> .	No later than 3 months before the defence (excluding 1 July–15 Aug)	Main supervisor
Send a draft of the thesis to the Faculty director of doctoral education for pre-assessment . Compilation thesis: Submit the papers and the draft of the binding chapter (kappa) as separate PDF files, along with a list of the papers, where you state the order of authors and status (manuscript, under review, accepted, published) for each paper. Monograph thesis: Submit the complete thesis as a single PDF file.	No later than 3 months before the defence (excluding 1 July–15 Aug)	PhD student
Book AV support for the defence and the rehearsal via https://support.slu.se (log in and go to <i>Scientific Research IT > Dissertations > Book help for dissertation</i>). If the defence will include remote participants or viewers, Zoom Webinar must be used. Ask a colleague to manage the Zoom Webinar and enter their email address in the booking form.	About 3 months before defence	Main supervisor

What to do	When?	Who is responsible?
Appoint a pre-assessor. The main supervisor must propose at least two candidates. The final appointment is made by the Faculty director of doctoral education. Internal pre-assessment for a compilation thesis; external for a monograph thesis. The outcome of the pre-assessment is communicated to the PhD student, the supervisors, and the Doctoral education officer. The pre-assessed material and a form signed by the pre-assessor are sent to the Doctoral education officer.		Faculty director of doctoral education
A popular science summary in both English and Swedish is mandatory; a summary in an additional language can be added if desired. The team at <i>Science Communication @LTV</i> can give feedback on this. Simply email forskningsskommunikationLTV@slu.se for support, preferably with some advance notice.		PhD student
The PhD student must have completed a minimum of 45 credits before the defence (at least 12 general and 30 subject course credits). All course credits must be registered in Ladok prior to the defence. This will be checked and reported to the Doctoral education officer.		Faculty director of doctoral education
The PhD student is informed about thesis publication and other formal aspects of the upcoming defence.		Doctoral education officer
Supporting documents for the defence decision and invitation letters for the opponent, examining committee, and chairperson are prepared. Once the pre-assessment is approved and all documents have been received by the Doctoral education officer, the case is forwarded to the Vice dean for doctoral education.		Doctoral education officer
The conflict-of-interest forms and the application for public defence are reviewed, and a decision is made on whether to approve the defence.		Vice dean for doctoral education
Contact SLU Graphic Services and book a printing date. For details on what information they require from you in order to print the thesis, see <i>Doctoral theses > Checklist</i> at Layout and Print Services (slu.se).	No later than 7 weeks before the defence	PhD student
The binding chapter (kappa) of a compilation thesis, or the full text of a monograph thesis, must be checked for plagiarism using Originality before the thesis is sent for printing. For more information, see Originality for postgraduate studies (slu.se).		Main supervisor
Official invitations and practical information about the defence are sent to the opponent, examining committee, and chairperson.	No later than 4 weeks before the defence	Doctoral education officer

What to do	When?	Who is responsible?	
The thesis must be published in the <i>SLU's research and environmental monitoring and assessment database</i> to be made publicly available. A paper copy must be registered with the Registrar at Alnarp. The thesis is then officially announced. This constitutes the formal part of the nailing. For more information, see Publish your thesis (slu.se) .	No later than 3 weeks before the defence (excluding 1 July–15 Aug)		PhD student
The thesis is sent as a paper copy to the opponent and examining committee (a PDF may be sent earlier if requested). Two copies are sent to the library and one copy to the Registrar at Alnarp. At Alnarp, SLU Graphic Services sends these legal deposit copies, but SOL PhD students need to send the copies themselves.	No later than 3 weeks before the defence		PhD student
The defence is announced on the SLU website.			Doctoral education officer
The Faculty director of doctoral education announces the defence by email to all faculty staff.	About 2-3 weeks before the defence		Faculty director of doctoral education
The department marks the official announcement of the thesis with a nailing ceremony . The main supervisor should inform the person responsible for doctoral education at the department well in advance of the nailing date. Approximately two weeks before the nailing ceremony, that person announces the event to the relevant departments (IMS, LAPF, and SOL-La). Coffee and cake should be ordered.	About 2-3 weeks before the defence		The person responsible for doctoral education at the dept.
			and the Main supervisor
The main supervisor informs the opponent and examining committee members about the procedure for the defence . It is particularly important to discuss the format of the opponent's presentation in advance.			Main supervisor
The department is responsible for all practical arrangements for the defence and covers all associated costs, including the SEK 12,000 honorarium for the opponent. It can then apply for reimbursement of up to SEK 55,000 from the Doctoral education committee (FUN).			Department
A bouquet of flowers from the faculty is ordered and delivered to the defence. The Doctoral education committee (FUN) covers the costs (up to SEK 500). The invoice should be sent via Proceedo to Anna Sjöstrand.			Department
The doctoral diploma is applied for in Ladok and issued by the Division of Educational Affairs at SLU. More information can be found at Degrees (slu.se) .			PhD student

Contact persons

Doctoral education officer: Anna Sjöstrand, anna.sjostrand@slu.se

Faculty director of doctoral education in the humanities and social sciences:

Hanna Fors Hanna.Fors@slu.se

Vice dean for doctoral education: Johan A. Stenberg Johan.Stenberg@slu.se

Person responsible for doctoral education at LAPF: Kristina Blennow Kristina.Blennow@slu.se

Person responsible for doctoral education at IMS: Caroline Hägerhäll Caroline.Hagerhall@slu.se

Person responsible for doctoral education at SOL: Ann Grubbström ann.grubbstrom@slu.se