

Checklist for public defence at the LTV-Faculty (Natural Science & Technology)

What to do	When?	Who is responsible?
Book date, time and room for the defence at time edit. For more info Hur du bokar tid och lokal för disputation eller licentiatseminarium. (slu.se) 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	Supervisor
Contact potential opponent, examining committee members and chairperson.		Supervisor
Fill out the application form for the public defence and get it signed by the Head of Department. Fill out the forms for declaration of conflict of interest, which should be signed by the opponent and all committee members. All the forms are sent at the same time to the Registrar at Alnarp. https://internt.slu.se/stod-service/utbildning/utbildning-pa-forskarniva/regler-och-riktlinjer/	Latest 3 months before defence (1 July-15 Aug not included)	Supervisor
Send a draft of the thesis to the director of PhD-studies for pre-evaluation. For a compilation thesis: Papers, manuscripts and a list of content of the thesis are sent as separate pdf-files. Also include a list of the papers. For a monograph thesis: send the complete thesis as a single pdf file.	Latest 3 months before defence (1 July-15 Aug not included)	PhD-student
Appoint a pre-evaluator. Internal pre-evaluation for a compilation thesis. External pre-evaluation for a monograph thesis. The result of the pre-evaluation is communicated to the PhD-student, the supervisors and FUH. The pre-evaluated material and a signed form are sent to FUH.		Director of PhD-studies at LTV
A minimum of 45 credits (at least 12 general & 30 subject credits) need to be completed before the defence. Course credits need to be registered before the defence in Ladok. This will be checked and reported to FUH.		Director of PhD-studies at LTV
Information about publication of the thesis and other aspects of the formal process of the upcoming defence is sent to the PhD-student.		FUH
Supporting documents needed to justify the decision for defence and invitation letters for the opponent, examining committee and chairperson are prepared. When the pre-evaluation is approved and all documents have reached FUH, this information is sent to the Vice dean for research education.		FUH
The conflict of interest forms and the application for public defence are checked and it is decided if the defence is approved.		Vice dean
Grafisk service is contacted and printing date is booked.	Latest 7 weeks before defence	PhD-student
Official invitations and information regarding the defence are sent to the opponent, examining committee and chairperson.	Latest 4 weeks before defence	FUH

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The thesis must be published in the <i>Epsilon</i> open archive at the SLU Library and a paper copy must be registered at the Registrar at Alnarp. The thesis is then officially announced.	Latest 3 weeks before defence	PhD-student
The thesis is sent as a paper copy to the opponent and examining committee (also possible to send as pdf earlier if requested). Two copies are sent to the library and 1 copy is sent to the Registrar office at Alnarp.	Latest 3 weeks before defence	PhD-student
The defence is announced on the web		FUH
The defence is announced publicly by email at the Faculty	About 2-3 weeks before defence	Director of PhD-studies at LTV
A traditional nailing ceremony is planned for and announced at the Faculty (email to relevant Depts), about 2 weeks in advance. Coffee and cake should be ordered and Navet must be booked.	2-3 weeks before the defence	PhD-responsible at the Dept. & supervisor
A traditional nailing ceremony with coffee and cake is arranged sometime between the digital nailing and the defence. The PhD-responsible at the Dept. chair the nailing and introduce the thesis, PhD-student and the supervisors.	About 1-2 weeks before the defence	PhD-responsible at the Dept. & supervisor
Opponent and evaluation committee members are informed about the procedure at the defense. Important with a dialogue regarding the opponent's presentation.		supervisor
The practical arrangements for the public defence, should be made, namely shopping and serving of refreshments for the reception after the defence, water & glasses for the opponent and the PhD-student, and potential flowers to the PhD-student from the Department. Lunch before or after the defence should also be booked. FUN covers a maximum of 55 000 SEK of the Department costs for the defence.		Department/ supervisor
Flowers from the Faculty are ordered and delivered to the defence. FUN covers the costs.		Department
The diploma of the doctor's degree is applied for in Ladok and is issued at the Division of Educational Affairs at SLU.		PhD-student

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Vice Dean of research education: Åsa Lankinen, asa.lankinen@slu.se

PhD-responsible at VF: Li-Hua Zhu, lihua.zhu@slu.se

PhD-responsible at VSB: Peter Anderson, peter.anderson@slu.se

PhD-responsible at BT: Helene Larsson Jönsson, helene.larsson.jonsson@slu.se