

Check list for public defence of PhD thesis at the Faculty of Natural Resources and Agricultural Sciences

General

- Follow detailed instructions for preparing thesis and dissertation. These instructions are sent to you by the Faculty office, and you need to follow them to avoid mistakes and delays in the process.

Booking of time and place

- Date and time of the public defence have to be booked at the faculty office 4-6 months in advance. Note that this has to be done before date and time is set with the opponent and the examining committee, as no public defences within the NL-faculty may be held at the same time.

Announcing the public defence to the Faculty Office

- At least 12 weeks before the public defence (be sure that the suggested date and time has already been booked at the faculty office, see above).
- Use the SLU form for application
https://internt.slu.se/Documents/internwebben/ledningskansliet/Forskarutbildning/Blanketter/Ans%C3%B6kan_disputation-licseminarium.pdf. Missing or incorrect information in the announcement to the Faculty Office may postpone the date of the public defence.

Preliminary examination

- Shall be done when none of the papers in a thesis in the form of a compilation of papers is accepted or published in peer-reviewed journals, or when the thesis is a monography.
- The department is responsible for the preliminary examination, and it shall be ready before the announcement of the public defence is sent to the Faculty Board.
- Performed by two persons with competence of associate professors, appointed by the head of department. At least one of the preliminary examiners has to be from another department, faculty or university. One of the preliminary examiners may later become an ordinary member of the examining committee, whereas the other may become a reserve member in the committee. In case a preliminary examiner belongs to the same department as the PhD student, that examiner can only become a reserve member in the committee.
- The answers from the preliminary examiners and the response of the PhD student and the main supervisor to comments/critique shall be attached to the announcement of the public defence to the Faculty Board

Examining committee and opponent

- Before engaging the examining committee and opponent, date and time for the public defence has to be booked at the faculty office (see above).
- The examining committee shall consist of three or five members.
- A minimum of two (for an examining committee with three members) or three members (for an examining committee with five members) shall belong to another Faculty. At least one of these must be from a university other than SLU or from the
- society outside the universities. An ordinary member of the examining committee cannot be from the same department as the respondent. When the examining committee comprises three members one reserve member should be appointed. The reserve can be appointed from the same department as the respondent.
- Members shall be associate professors or have equivalent competence. Exceptions can be allowed if there are specific reasons for that. In this case, a motivation for having this person in the committee and a copy of her/his CV should be attached to the announcement to the faculty.

- Both sexes shall be represented in the examining committee.
- The opponent shall be a PhD holder.
- Members of the examining committee and the opponent have to give a statement of disqualification.
- The chairman of the public defence shall be associate professors or have equivalent competence.