

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 Board

- 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 faculty's form for announcement (<http://www-nlfak.slu.se/dokument/rtf/dispanm.rtf>).
- Missing or incorrect information in the announcement to the Faculty Board 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.

Printing and e-publishing of thesis

- Use the Epsilon system at SLU for electronic publishing of the thesis (<http://epsilon.slu.se>).
- Use the SLU stylesheets for formatting the thesis (see Epsilon home page).
- Get acquainted to the stylesheets and Epsilon well in advance of finishing the thesis.
- Get ISBN-number and number in the series *Acta universitatis agriculturae sueciae* for the thesis at the university library (see Epsilon home page).
- Book time for printing the thesis at the printing office at SLU well in advance (see Epsilon home page).
- The thesis shall be printed and electronically published in Epsilon at least three weeks before the public defence.
- Send thesis to examining committee and opponent.
- Deliver 10 copies of the thesis, including notice of dissertation (spikblad), to the university library.

Registration and public display of thesis

- Register the thesis (one copy of the thesis and one notice of dissertation) at Registrar at SLU three weeks (within the semester) before the public defence.
- Public display of the thesis shall be done at least three weeks (within the semester) before the public defence. The thesis is displayed by electronic publishing in Epsilon of the final version of the notice of dissertation. The author is responsible for this. The thesis should at that time be available in the university library so that it is possible for interested persons to study it prior to the public defence.
- NB! Registration and public display of thesis at least three weeks prior to the public defence is obligatory. If this is not fulfilled, the public defence has to be postponed.

Public defence

- Main and assistant supervisors are not allowed to be members of the examination committee or chair the thesis defence.
- Be sure that the opponent is well informed about the procedure at the public defence.
- A short break during the public defence is appreciated by everyone.

Some advice

- Having a pre-defence at the department before printing or before the public defence is a good idea.
- A PDF version of the thesis can be sent to the opponent in advance.