Stockholms universitet

Institutionen för molekylär biovetenskap, Wenner-Grens institut

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Checklist for preparations of public defense of doctoral thesis

Regulations concerning the public defense of a doctoral thesis can be found at the central webpage and a guidance can be found at the Faculty of Science webpage here.

This checklist is a complement to above regulations and describes the practical routines and division of tasks at MBW.

1. **Positive recommendation from the ISP follow-up committee:** The first step in the preparation of the thesis defense is to get the recommendation from the committee that has been involved in the yearly revisions of your ISP. Please use this form only.

2. **Date and time:** PhD student or supervisor checks with Student Services to book a date and time of the public defense seminar.

3. **Application for public defense:** A form of application for public defense form is to be filled in by the supervisor and handed to the head of department at least seven weeks ahead. Attach also a copy of the recommendation issued by the ISP committee (see point 1 above). The head of department signs the form and sends it to disputation@science.su.se.

4. **Information to the opponent:** MBW has a Letter to the opponent that the **supervisor** should send to the opponent upon appointment. Information to the opponent can be found here.

5. **Budget for the dissertation:** MBW sponsors the dissertation up to an amount of 30.000 SEK, plus a maximum of 3.000 SEK for mingle, flowers etc. on the day of the public defense. The costs that may be covered by MBW are printing cost, opponent allowance, travel and accommodation, representation meals for the opponent and/or the examining committee and proofreading. It is up to the **supervisor** to plan how to use the 30.000 SEK within those frames. In case the costs exceed 30.000 SEK, the supervisor will have to cover that.

6. **MBW website calendar:** When the Faculty of Science has approved the defense the administration will announce it in the upcoming event list on MBW website

7. **Seminar room**: Can be booked in different ways; via timeedit.support@su.se; Geovetenskapens hus, lokaler@natgeo.su.se or via BIG, lokalbokning.big@su.se. If you need assistance to book a room, please contact Cecilia Eklund, Cecilia.eklund@su.se

8. **Meeting room for the examining committee:** Booking of meeting rooms at MBW is done via Outlook. If you need assistance, please contact Cecilia Eklund, Cecilia.eklund@su.se.

9. **Transportation and accommodation for the opponent:** Both tickets and hotel shall be booked via Amex GBT. The administration can assist in making reservations**,** contact Cecilia Eklund, Cecilia.eklund@su.se

10. **Opponent allowance:** MBW pays an allowance of 10.000 SEK to the opponent. The **HR officer** will contact the opponent to prepare the payment and the tax reduction, (SINK application) in case the opponent is a non-Swedish resident.

11. **Public notification of the defense/Title page:** The doctoral thesis must be announced and registered electronically in the University's publication database, DiVA, according to the timeline sent to you from the Dissertation support at the library. Remember it has to be done before the manuscript is due to be sent to the printer. The University Library staff will review your information before sending you the title page by e-mail. More information.

12. **Pre-review of the thesis** – The opponent and the members of the examining board must receive a copy of the thesis at least two weeks before the thesis is printed. The main supervisor is usually responsible for the pre-review. MBW has a template letter that can be used for this purpose which can be found here.

13. **Printing the doctoral thesis:** The SU library assists with the design of the book cover, preparation of all files. Read more.

14. **Distribution of the thesis: The PhD student** should send a copy of the thesis to the opponent, to members and alternate members of the examining committee, to departments within the same research field in Sweden, to the MBW Director of Studies, to the administration and to the Head of Department. The printing company delivers the thesis to the Student Service, to the SU library, to the National Library of Sweden and six other university libraries in Sweden.

15. **Announcement to MBW:** The **PhD student** should send an email to all.mbw@su.se with the abstract at least 4 weeks prior to defense.

16. **Refreshments to the examining committee:** If you need assistance to make an order for refreshments to the committee, please contact Cecilia Eklund, Cecilia.eklund@su.se

17. **Flowers and preparation of the seminar room:** The administration can assist in preparations, please contact Cecilia Eklund, Cecilia.eklund@su.se. If the supervisor or someone else buys flowers, it is important to know that the maximum cost for flowers is 400 SEK (according to regulations at SU).

18. **Mingle:** Usually members of the research group prepare a mingle in connection to the public defense seminar, serving sparkling wine, refreshments, snacks, a quick bite or similar. MBW sponsors the cost for that. If you have questions or need assistance to make a purchase, please contact Cecilia Eklund, Cecilia.eklund@su.se.

19. **Protocol of examining committee:** The **supervisor** should submit the signed protocol to the administration, Alexander Malmstedt, alexander.malmstedt@su.se.

20. **Applying for exam certificate/diploma:** The **PhD student** applies for the doctoral degree through Ladok. Find more information here.