

Doctoral defences: who does what and when

	Student	Supervisor	Subject representative	Fysikum adm.	Chair of defence	Contact person	Deadline	DONE! (checkbox)
Arrange to meet with subject representative	✓	✓					4 weeks before pre-defence	
Book date and time for predef	✓						3 weeks before pre-defence	
Book a room for predef	✓						3 weeks before pre-defence	
Find members for pre-defence committee		(✓)	✓				3 weeks before pre-defence	
Submit draft thesis for pre-defence	✓						10 work days before pre-defence	
Book room for pre-defence	✓						2 weeks before pre-defence	
Pre-defence	✓	(✓)	(✓)				10 weeks before defence	
Find opponent, committee, chair		✓					9 weeks before defence	
Submit defence form		✓					9 weeks before defence	
Submit form for zoom support		✓					9 weeks before defence	
Send official invitation to opponent and committee				✓			7 weeks before defence	
Send pre-draft of thesis to opponent and committee	✓						2 weeks before thesis is sent to print (see separate timeline)	
Register thesis in Diva	✓						17 working days before nailing (see separate timeline)	
Start test printing	✓						15 working days before nailing	
Send final version to printer	✓						8 working days before nailing	
Receive thesis from printer	✓						2 working days before nailing	
Take 8 copies of thesis to administrator	✓						2 working days before nailing	
Receive and act on any comments on pre-draft of thesis						✓		
Nailing	✓			✓			3 weeks before defence	
Send printed thesis to opponent and committee				✓			3 weeks before defence	
Send protocol to registrar and student office					✓		Immediately after the defence	
Check that the required courses are registered in Ladok	✓		✓				Immediately after the defence	
Report all courses done in Ladok			✓	✓			When all done	
Apply for the PhD degree	✓						When all requirements are met	
Handle expenses for defence and printing				✓				