⭐ **Proof reading required? Contact Anne WELL in time!**

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Licentiate preparations

Faculty of Science and Engineering: Computer Science, Design   **Faculty of Arts and Sciences**: Statistics, Cognitive Science

> 4 months ahead	> 3 months ahead	> 2 months ahead	> 3 weeks ahead	Licentiate Seminar
Supervisor: Contacts candidates to find chairman/ examiner and opponent (all docent level), with a request of participation. Agrees upon set up and discusses time frames. Sends related publications and thesis draft to the candidates, for them to decide if they'd like to accept the mission. ☐ Done	Application to faculty is filled out (by Anne), sent to the faculty by Anne. Science and Engineering: Supervisor is being summoned for a decision meeting. Arts and Sciences has their decision meeting without the supervisor. ☐ Done	Thesis is completed according to printing deadlines in printing schedule. When proof reading is required (a week), it is recommended that the PhD student is on site. The thesis is delivered to IDA's storage room - Anne checks the delivery. No distribution of thesis' before official announcement. Templates for mandatory pages - see IDA gradsite portal. **Done** ☐	N/A: Meeting with dean "spikningsmöte" (N/A for lic): Science and Engineering: Nail from Maria Mitradjieva, ceremony in C-building Arts and Sciences: Nail from registrar, ceremony in Student building. Bring 2 pre-drilled copies +1 for the dean's meeting (Anne arranges the rest of the mandatory ☐ Done	**Licentiate Seminar**
Supervisor - regulations and enclosures:	**Doktoranden:**	**Doktoranden:**	**PhD student:**	Lab adminstrator takes care of practical issues during the day, related to the reception and travels, fees etc.
Rules for conflict of interest		The following mandatory pages are to be sent to and confirmed by Anne **before deadlines and sending to print office!!:**	"	
Check date with Anne, no double bookings		*Cover* (printing office will send template)		
Get confirmation of attendance from each person	From/via Anne: Printing schedule, thesis numbers, DOI-number (replaces URL)	*Title page - front and back*	Discuss with your lab administrator and prepare for the reception after seminar (for external PhD students Anne might be responsible for this part.	
		Abstract (English) and popular summary in Swedish (populärvetenskaplig sammanfattning)		
	Course points? Check, fulfill and so on	*Acknowledgment and exhbition "nailing" page*		**PhD student:**
Sends the following to Anne, who completes the paper work: date, time, name list incl title, mail address, web site and individual motivation for choice of person.	*Preliminary review routine: Faculty will send instructions and deadlines*	Send in E-press agreement		If alcohol beverage is wished for, the PhD student buys this and hands to the lab administrator in due time.
		Enclose IDA printing form when sending cover to printing office		Checks the location and technique in the presentation room assisted by IT-technician
		Dont' forget to run the plagiarism check before sending material to the printingn office!	Settle test meeting, equipment, times etc with the pre-booked technician from LiU-IT - and the chair.	Runs test meeting if hybrid seminar (together with chair/examiner)
PhD student:	**Anne:**	**Anne:**	**Anne:**	
Book a start meeting with Anne to through details	Orders thesis no and DOI-numbers	Checks mandatory pages before print	Checks the delivery of thesis	
Send the following to Anne:	Orders printing schedule from LiU-tryck	Confirms by returning the summary pages that are to be added at the end of the thesis	Announcement in LiU-calendar	After approved seminar, Anne adds the result into Ladok and 1) the PhD student applies for degree at www.student.ladok.se. 2) Check mail address in Ladok - the digital pdf for degree will be sent on the given address (no paper documents).
Abstract (English)	Reservation of location, presentation room		Mail to IDA	
Popular science summary (in Swedish)	Informs the lab adminstrator	Course requirements fulfilled - or a plan for fulfillement before defence	Sends/hands out thesis to examiner/chair and opponent etc.	
Publication list related to thesis	Books a technician from LiU-IT		Prepares template for decision meeting (hands to supervisor)	
Title for thesis				
Suggestion of defence location				

Jävsregler

Guidelines defence routine

LADOK - application for degree after approved defence   ladok@liu.se

Degree - information   examen@liu.se

Plagiarism - mandatory check - help/information - see   plagiering@bibl.liu.se

check list Epress above)