

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

★ 3-6 months before defence: mandatory PhD "close to final" seminar (IDA routine) - check date with Anne and make an announcement/invitation to idaint@ida.liu.se at least 2 weeks ahead of seminar



Defence preparations (Faculty of Arts and Sciences: Committée - female committée member is mandatory)

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		PhD Defence/Licentiate Seminar Day
Supervisor: Contacts the opponent, committe members (incl reserv) and the chair (all docent level), with a request of participation and sends out the Guidelines. Agrees upon defence model and discusses time frames. Sends related publications and thesis draft to the complete group.		Application to faculty is filled out (by Anne), signed by supervisor and PhD student, 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.		Thesis is completed according to printing deadlines in printing schedule. A recommendation is to have a meeting with your printing contact person to discuss cover and other specific requests. 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 meeting with dean and official announcement.		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 distributions)		
Done		Done		Done		Done		
Supervisor - regulations and enclosures:		Doktoranden:		Doktoranden:		Doktoranden:		
Rules for conflict of interest Consider gender balance		Book a meeting with the dean through*		The following mandatory pages are to be sent to and confirmed by Anne before sending to print office!!		"Spikning" - nailing of thesis (after meeting with dean) - invite the lab and supervisor for the nailing ceremony (friends, family)		
Composition of committe - at least 2 LIU-external members		From/via Anne: Printing schedule, thesis numbers, DOI-number (replaces URL)		Cover (printing office will send template)		Inform Anne when nailing is done		
Check date with Anne, no double bookings				Title page - front and back		Try out hat for academic ceremony (Anne)		
Get confirmation of attendance from each person				Abstract (English) and popular summary in Swedish (populärvetenskaplig sammanfattning)				
				Acknowledgment and exhibition "nailing" page				
Sends the following to Anne, who completes the paper work: date, time, name list incl title, mail address, web site and motivation for each member		Course points? Check, fulfill and so on Preliminary review routine (faculty): Faculty will request and send deadlines for material to be sent to the committe for the review ** For lic the review is administrated through IDA (FUS)		Send in E-press agreement		Discuss with your lab administrator and prepare for the reception after defence		
				Enclose IDA printing form when sending cover to printing office		If hybrid defence: Performs test meeting together with chair, committee and opponent for defence		
Doktoranden:		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 Reservation of location, presentation room		Confirms by returning the summary pages that are to be added at the end of the thesis		Announcement in LiU-calendar		
Abstract (English)						Mail to IDA		
Popular science summary (in Swedish)		Informs the lab adminstrator		Course requirements fulfilled - or a plan for fulfillement before defence		Distributes printend thesis to opponent, committee members, chairman, main supervisor and PhD student		
Publication list related to thesis		Books a technician from LiU-IT				Prepares template for decision meeting (hands to supervisor or mail if hybrid)		
Title for thesis								
Suggestion of defence location								

Links, mail addresses etc:

General home page for IDA PhD students

Check list/Publication of thesis - E-press (check list DIVA - choose monography or collection)

ep@ep.liu.se

E-press-agreement - to be sent in

Templates for thesis

Please note: IDA has mandatory templates for the mandatory pages (for exhibition page both IDA:s and E-press are valid)

Guidelines for conflict of interest

Guidelines defence routine (options)

LADOK - application for degree after approved defence

Degree - information

Academic ceremony

Plagiarism - mandatory check - help/information - see check list Epress above)

*IDA PhD news after defence

ladok@liu.se

examen@liu.se

promotion@liu.se

plagiering@bibl.liu.se

Specific Arts and Sciences information:

Research Programmes Board (A&S) - to check dates for meeting

to know when to send in the application

Review - faculty routines

To book a meeting with dean: Mail to Thomas Wise: and when date/time is set for the meeting you contact the registrar, informs and book an appointment with registrar as well.

thomas.wise@liu.se

registrator@liu.se

*

Specific Science and Engineering information:

Committe - guidelines, composition etc

Review routine

To book a meeting with the dean: Mail to Margareta:

margareta.johansson@liu.se

** normally at least 4 weeks ahead of nailing

*