

Work distribution and time planning for dissertations at Dept of Women's and Children's Health

Time before dissertation	What to do	Extra info	Who	Done by date
6-12 months	Reserve the date in the dissertation calendar.	http://www2.medfarm.uu.se/utbildning/forskarniva/for_doktorander/disputationskalender.html	PhD student	
6-12 months	Recruit opponent and examination board.	Important to inform examination board of the advance review and its short timespan.	Supervisor	
6-12 months	Reserve room for dissertation and examination board meeting.	PhD student can contact adm for help with this.	PhD student	
6 months	Calculate the deadline for your public defence application. Talk to the administrator if unsure.	https://mp.uu.se/web/info/forska/forskarutbildning/medicin-och-farmaci/for-doktorander/disputation	PhD student / Administrator	
Before applying for defense	Report courses to Ladok.	30 credits needed. Contact adm for reporting in good time before applying for defense.	Administrator	
Before applying for defense	Consultation with member of faculty research education committee	Discussion about the papers, composition of the examination board and the opponent etc.	Supervisor	
Before applying for defense	Check the introductory paper and unpublished manuscripts for plagiarism.	Send the result to the research education administrator for registration. Already published material does not need to be checked.	Supervisor / PhD student	
	Send published articles to opponent and examination board.	Not mandatory, but much appreciated due to the short time for the advance review.	PhD student / Supervisor	
Any time after the publication of the article but latest when you have booked time for printing	Contact journals where you have published and ask permission to publish articles in the thesis book.	Need to receive written permission.	PhD student	
Before applying for defense	Recruit chairman for defense.		Supervisor	
~4 months before defence	Apply for public defense.	PhD student fills the application form with help from supervisor and adm when needed. Read the full instructions carefully. Collecting/writing all documents for this is time consuming, so do this in good time before deadline.	PhD student / Supervisor / Administrator	

Time before dissertation	What to do	Extra info	Who	Done by date
Date given by faculty committée	Hand in advance review to faculty research education committée.	Done by a member of the examination board. Supervisor should verify that it is done.	Supervisor	
After advance preview	Contact opponent and examination board to help with travel and accomodation arrangements.	Done by adm as soon as possible after decision from faculty committée.	Administrator	
At least 12 weeks before defense	Contact Thesis Production for personal production plan. You can also take the course in how to use the thesis template.	https://ub.uu.se/publish/thesis-support/	PhD student	
3 weeks	Electronic nailing of thesis (DiVA).	Check that all information about the defence is correct!	PhD student	
~4 weeks	Printing of thesis.		PhD student	
Asap after printing	Send thesis to opponent and examination board.	Needs to be done as soon as possible after the thesis is delivered from printing.	PhD student	
3 weeks	Nailing thesis at Carolina Rediviva.	Not mandatory	PhD student	
3 weeks	Deliver 10 copies to Carolina Rediviva.		PhD student	
3 weeks	Advertise the dissertation on the department email.	Three weeks before defense	Administrator	
3 weeks	Send out thesis "pliktlista", ~20-50 ex depending on subject.		PhD student	
	Order Lunch/coffee for the examination board meeting.		Administrator	
	Order flowers for the defense.		Administrator	
	Write examination board protocol.	Put together by adm and sent to supervisor	Administrator	
	Practical details for the day of defense:			
	Power point presentation, video projector	Check with technical staff	PhD student	
	Refreshments after defense	PhD student can ask family/friends or fellow PhD students for help with this.	PhD student	
	Water for PhD student and opponent.		PhD student	
	After the defense:			
	Application for diploma in Ladok (all credits should be registered in Ladok).	https://www.student.ladok.se/student/loggain	PhD student	