

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	http://www2.medfarm.uu.se/utbildning/forskarniva/for_doktorander/infor_lic_disp.html	PhD student / Administrator	
Before applying for defense	Report courses to Uppdok	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 committée	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Before applying for defense	Check the introductory paper and unpublished manuscripts for plagiarism	Send the result to the research education administrator for registration.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	
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 comitée	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.	http://ub.uu.se/publicera/avhandling/	PhD student	
Time before dissertation	What to do	Extra info	Who	Done by date
~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	Electronic nailing of thesis (DiVA)	http://ub.uu.se/publicera/avhandling/#anchor-707816	PhD student	
3 weeks	Advertise the dissertation on the department email	Three weeks before defense	Administrator	
3 weeks	Send out thesis "pliktlista", ~50 ex		PhD student	
	Lunchsandwiches/coffee for examination board meeting		Administrator	
	Flowers for the defense		Administrator	
	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	





