

Checklist: before and after public defence

Time	Action	Responsible
<u>At least 6 weeks before the public defence</u>	Request a date for the public defence	Supervisor
	Book a room for the public defence	Supervisor
	Contact a printer (for example Media-Tryck)	Doctoral student
	Apply for an ISBN number	Doctoral student
<u>At least 5 weeks before the public defence</u>	Submit a proposal for an external reviewer and examining committee	Head of Department
<u>At least 4 weeks before the public defence</u>	Electronic notification (registration of thesis in LUCRIS)	Doctoral student
	Submit copies of the thesis to UB	Doctoral student
	Submit one copy of the thesis and receipt from UB to the Faculty Office	Doctoral student
<u>At least 3 weeks before the public defence</u>	Approval of the electronic notification	Faculty Office
	Announcement of the thesis	Faculty Office
	Distribution of thesis	Doctoral student
After the public defence	Examining committee report to the Faculty Office	Supervisor
	Approval of thesis in Ladok	Faculty Office
	Apply for a degree certificate	Doctoral student