

Checklist: before and after public defense

| Time | Action | Responsible |
|---|--|------------------------------|
| At least 9 weeks prior to the expected public defense date | Find a possible date for the defense | Supervisor/ Doctoral student |
| At least 9 weeks prior to the expected public defense date | Contact the print office regarding the process for printing the thesis in relation to the proposed defense date, and possible date of delivery | Doctoral student |
| At least 6 weeks before the public defense | Request a date for the public defense to the Faculty Office | Supervisor |
| At least 6 weeks before the public defense | Book a room for the public defense | Supervisor |
| At least 6 weeks before the public defense | Contact the printer again to check that you are where you need to be in the thesis process | Doctoral student |
| At least 6 weeks before the public defense | Apply for an ISBN number | Doctoral student |
| At least 5 weeks before the public defense | Submit a proposal for an external reviewer and examining committee to the Faculty Office | Head of Department |
| At least 3 ½ weeks before the public defense | Electronic notification (registration of the thesis in LUCRIS) | Doctoral student |
| At least 3 ½ weeks before the public defense | Submit copies of the thesis to the UB | Doctoral student |
| At least 3 ½ weeks before the public defense | Submit one copy of the thesis and the receipt from UB to the Faculty Office | Doctoral student |
| At least 3 weeks before the public defense | Approval of the electronic notification | Faculty Office |
| At least 3 weeks before the public defense | Announcement of the thesis and publication of event in the Faculty calendars | Faculty Office |
| At least 3 weeks before the public defense | Distribution of thesis | Doctoral student |
| After the public defense | Examining committee report to the Faculty Office | Supervisor |
| | Approval of thesis in Ladok | Faculty Office |
| | Apply for a degree certificate | Doctoral student |