

Points to consider before notification of the date of the public defence of a doctoral thesis and before the public defence

When	What
6 months before the public defence	• If necessary, the doctoral student contacts an editor/proofreader before the thesis is printed. The cost of the editing/proofreading is financed by the doctoral student allowance. • If the case of a compilation thesis, the doctoral student contacts the journals where articles have been published to ask for permission to print them. • The doctoral student contacts the research coordinator to check details about the printing of the thesis and to request the following: 1. template + instructions for the summarising chapter 2. template for the notification of the date of the public defence 3. contact details of the printing house + order form 4. number in HLK's thesis series + list of previous theses 5. ISBN number (one for the printed version and one for the digital version) • The doctoral student contacts the printing house: Set up a timetable with the printing house to ensure that <u>the printed copies of the thesis will be received by the research coordinator no later than four weeks before the public defence.</u>

Points to consider before notification of the date of the public defence of a doctoral thesis and before the public defence (continued)

When	What
No later than 4 months before the public defence	• The principal supervisor contacts the research coordinator to set a date and time the public defence. • The research coordinator books a room for the public defence. • The principal supervisor sends a request to the intended examining committee, chair and external reviewer.
No later than 3 months before the public defence	• The principal supervisor completes the form “Application for public defence of a doctoral thesis” (See detailed information in the study manual under “10.1 Application for a public defence”). • The principal supervisor formally invites the external reviewer, examining committee and chair to the public defence and preceding lunch (following a decision by NUF). The research coordinator has a standard form for the invitation. When sending the invitation, the principal supervisor attaches instructions for the external reviewer.
No later than 2 months before the public defence	• The doctoral student notifies the associate dean of research, associate dean of doctoral education and research coordinator of the date and time of the notification ceremony after consultation with the supervisor(s). • The research coordinator enters the public defence in the calendar, on the external third-cycle education website and on Playipp. The research coordinator sends an Outlook meeting invitation to all staff members.

Points to consider before notification of the date of the public defence of a doctoral thesis and before the public defence (continued)

When	What
Approximately 7 weeks before the public defence	• The doctoral student sends the thesis to the printing house. • When the doctoral student receives the files from the printing house, the doctoral student sends the front and back covers of the thesis and the abstract to the principal supervisor and research coordinator for proofreading. The research coordinator checks the ISBN-numbers. The doctoral student is responsible for ensuring that everything is correct according to the applicable guidelines and instructions.
No later than 5 weeks before the public defence	• The research coordinator places a request with the Communications Department to photograph the public defence and write a press release about the thesis.
No later than 4 weeks before the public defence	• The doctoral student sends the thesis to the chair, external reviewer and examining committee, including the deputy member of the committee. • The research coordinator is responsible for the distribution of the other legal deposit copies as stipulated in the study manual. • The research coordinator ensures that the associate dean of research signs one copy for the notification ceremony and one archive copy.

Points to consider before notification of the date of the public defence of a doctoral thesis and before the public defence (continued)

When	What
No later than 3 weeks before the public defence	• The research coordinator books travel and accommodation for those who require it. • The doctoral student sends the digital version of the thesis to the library for online publication of the date of the public defence and for registration in DiVA. • The notification ceremony takes place. It is led by the principal supervisor. The research coordinator is responsible for practical matters.
No later than 2 weeks before the public defence	• The research coordinator sends a prepared remuneration claim form to the external reviewer. If the external reviewer lives abroad, the research coordinator sends a special form and requests a copy of the reviewer's passport. • The research coordinator prepares the invoice documentation for the lunch and sends it to the principal supervisor. • The research coordinator prepares the public defence minutes and goes through them with the principal supervisor. • The research coordinator orders refreshments for the chair, external reviewer, examining committee and supervisors. • The research coordinator checks with the doctoral student how many people are expected to attend the public defence and orders refreshments for the social gathering after the defence.

Points to consider before notification of the date of the public defence of a doctoral thesis and before the public defence (continued)

When	What
In conjunction with the public defence	The public defence minutes are completed and signed by the examining committee members. The principal supervisor is responsible for submitting the minutes to the research coordinator.
After the public defence	The research coordinator sends the public defence minutes to the registrar. The doctoral student applies for a degree certificate. The research coordinator has information about this procedure.