

PREPARATIONS FOR PUBLIC DEFENCE OF DOCTORAL THESIS

The process of obtaining a doctoral degree can be divided into several stages. This document serves as a guideline for the preparations or a “to do list” where the stages can be checked before the defence of the doctoral thesis. For further instructions, see www.gih.se/infordisputation.

The thesis template in Microsoft Word should be used for the thesis: www.gih.se/avhandlingsmall. Please read the instructions before using the thesis template.

	Task	Time before the defence	Completed
1.	The doctoral student and the supervisor meet for a planning session, where a preliminary date for the defence of the doctoral thesis is decided.	12 months	
2.	The supervisor appoints reviewers for the quality review seminar, organises a place for the seminar and invites GIH in accordance with the template ”Inbjudan till granskningsseminarium”. ¹	6-9 months (invitation 4 weeks)	
3.	The supervisor appoints an opponent for the defence of the doctoral thesis.	6-9 months	
4.	The supervisor appoints three members for the examining committee.	4-6 months	
5.	The doctoral student consults the library for a date for the public notification of the defence (“spikningsceremoni”) based upon the preliminary date for the defence.	5 months	
6.	The supervisor organises rooms for the defence, for the meeting of the examining committee, and for the public celebration following the defence based upon the preliminary date for the defence.	5 months	
7.	The doctoral student applies for the defence of the doctoral thesis to the Research and Doctoral Education Board (FFN). ² The board prepares a proposal for a decision to the Vice-Chancellor within one month. The serial number of the thesis shall be stated in the decision.	4 months	

¹ For template, see the intranet > nämnder > FFN > utbildning på forskarnivå

² For form, see the intranet > nämnder > FFN > utbildning på forskarnivå

8.	The Research officer forwards the application to the Master of Ceremonies (“ceremonimästare”) and to the Webmaster of GIH, who announces the defence at gih.se.	4 months	
9.	The supervisor books travel and accommodation for the opponent and the members of the examining committee when the decision concerning the defence has been made.	3-4 months	
10.	If the doctoral student consults a printing firm other than US-AB, he or she shall request printing offers in compliance with the established regulations for procurement. (The doctoral student portal (“Doktorandportalen”) at us-ab.com generates an offer at the time of the first printed proof. Printing is financed by the Research and Doctoral Education Board (FFN) in compliance with established routines.)	10 weeks	
11.	The doctoral student consults the Head of Library for an ISBN-number. The time of the request depends on the selection of printing firm.	10-7 weeks	
12.	Doctoral students printing at the portal for doctoral students (“Doktorandportalen”) at www.us-ab.com may test to log in and create a cover by adding text + picture according to the instructions on the website. ³ The portal can generate a full pdf if so requested, without printing the thesis in this stage of the process.	7-6 weeks	
13.	The doctoral student publishes the final version of the doctoral thesis in the portal for doctoral students (“Doktorandportalen”).	6 weeks	
14.	The doctoral student sends a summary in Swedish (2-4000 characters) of the doctoral thesis to the communicators at GIH in order for a full webpage and a press release to be published.	5 weeks	
15.	The doctoral student registers the thesis in DiVA. If the full text is uploaded, the file is made available from the date for the public notification of the defence. A notification of submission of the doctoral thesis (“spikblad”) with abstract is generated automatically. ⁴ The library e-mails the notification of submission to the doctoral student and the abstract to the Webmaster. The doctoral student prints the notification of submission via the portal for doctoral students (“Doktorandportalen”).	4 weeks	

³ See instructions at gih.se/avhandlingsmall

⁴ For further instructions, see gih.se/avhandlingsmall

16.	The doctoral student may prepare his or her private celebration following the defence of the doctoral thesis.	4 weeks	
17.	The Research officer announces the public notification of the date for the defence and the defence of the doctoral thesis four weeks before the defence in accordance with the template "Inbjudan till spikning och disputation". ⁵ The doctoral student posts the doctoral thesis in the library at GIH at least three weeks before the defence.	4 weeks	
18.	The doctoral student sends the doctoral thesis to the opponent, the members of the examining committee and the chairman for the doctoral defence so that they receive it at the latest on the date for the public notification of the defence.	3 weeks	
19.	The doctoral student gives the thesis to the Registrar to file (1 copy), to the library (3 copies) and to the Research officer, who distributes the thesis to selected Sport Science departments in the Nordic countries (about 9 copies).	3 weeks	
20.	The doctoral student contacts the Master of Ceremonies ("ceremonimästare) in order to plan the defence of the doctoral thesis and the public celebration in the staff room following the defence. The doctoral student and his or her colleagues are responsible for leaving the room tidy after the public celebration.	3 weeks	
21.	The supervisor prepares for the reception of the opponent and the examining committee before the defence (if the defence takes place at 1 pm, lunch can be booked in the restaurant).	3 weeks	
22.	The Master of Ceremonies orders refreshments for the committee, notifies the custodian's office to raise the flags, organises flowers and the technical equipment in the lecture hall. The Master of Ceremonies is also responsible for ordering and organising refreshments in the staff room after the defence. The doctoral student/colleagues are responsible for leaving the staff room tidy after the celebration. The doctoral student is responsible for his or her private celebration.	1 week	
23.	Public defence of the doctoral thesis. Good luck!		

⁵ For template, see the intranet > nämnder > FFN > utbildning på forskarnivå