

Recommended timetable: Public defence of Thesis

This is a condensed timetable for the year preceding the public defence of a thesis.

| Time | Procedure | Person(s) responsible |
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| About 12 months before the planned public defence | <ul style="list-style-type: none"> Discuss possible external reviewer candidates. | Principal supervisor, in consultation with the other supervisors |
| 12-6 months before the planned public defence | <ul style="list-style-type: none"> Book a preliminary date for the public defence with the Executive Officer for Third-cycle Education at the Management Office (LKA) forskarutbildningen@mdh.se. A complete proposal for the examining committee and the external reviewer. Book a room and time through admdrift@mdh.se | Principal supervisor and doctoral student |
| No later than 8 semester weeks before the planned public defence | <ul style="list-style-type: none"> The last opportunity to formally apply for a public defence. | Principal supervisor |
| No later than 8 semester weeks before the planned public defence | <ul style="list-style-type: none"> Send a digital summary of the thesis, in English and Swedish, to forskarutbildningen@mdh.se. | Doctoral student |
| As soon as possible after a decision on the public defence from the | <ul style="list-style-type: none"> Register your thesis in DiVA to obtain an ISBN number, title page and <i>spikblad</i> (notification of submission of a doctoral thesis). | Doctoral student |

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| Pro-Dean for Third-cycle Education | | |
| No later than 6 semester weeks before the planned public defence | <ul style="list-style-type: none"> Thesis printing starts; production process from completed file to completed thesis ca 3 weeks. The thesis is thus completed in time to be ready for the <i>spikning</i> (notification of the date of the defence of a doctoral thesis), which takes place three weeks before the planned public defence. | Doctoral student |
| No later than 4 semester weeks before the planned public defence | <ul style="list-style-type: none"> Contact the Pro-Dean for Third-cycle Education to obtain two signed copies of the thesis for the <i>spikning</i>. | Doctoral student |
| No later than 4 semester weeks before the planned public defence | <ul style="list-style-type: none"> Inform the external reviewer about the procedure. This is of particular importance if the examiner is from abroad. | Principal supervisor |
| No later than 3 semester weeks before the planned public defence | <ul style="list-style-type: none"> Notification ("<i>spikning</i>") of the doctoral thesis in both Eskilstuna and Västerås. The thesis, in full text or <i>kappa</i> (introductory chapter), is entered into DiVA by the Library. Distribute the thesis to the parties concerned. See | Doctoral student |
| No later than the day before the planned public defence | <ul style="list-style-type: none"> Pay a visit to the public defence venue to check the equipment and that PowerPoint works on it (book with lokalservice@mdh.se). | Doctoral student |

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| <p>The day of the public defence</p> | <ul style="list-style-type: none"> • The School provides decoration of the venue, preferably with one or two flower arrangements on the podium. • The School provides any refreshments after the actual public defence procedure, pending the examining committee's decision. • The Chair of the Public Defence ensures that the examining committee has a room to convene in. • The Chair of the Examining Committee is responsible for sending a signed original of the Committee's Grading Decision to the Executive Officer for Third-cycle Education at the Division of Education and Research Administration, and for ensuring that one copy is kept at the School for registration in Ladok. | <p>Principal supervisor</p> |
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