CHECKLIST
22 March 2017

Checklist
for public defence of a doctoral thesis

Notification of the public defence of your thesis:

✓ Apply for an ISBN number

✓ Contact Media-Tryck
  • State how many copies you want to order. In addition to the copies for your department, the mandatory edition consists of 33 copies of which 3 are to be delivered to the University Library (UB) between 7:30 and 15:30 at the staff entrance on the west side of the University Library building. Please contact the administration at your department for contact list where to send the remaining 30 copies.
  • Specify to Media-Tryck that you come from the Faculty of Social Sciences and that your thesis is to be made available for "print-on-demand". This means that your doctoral thesis is searchable in stocks for online bookstores for example, so that copies of your book can be ordered.

✓ Register your thesis in LUCRIS
  • The Faculty of Social Sciences uses electronic notification of new doctoral theses, i.e. you must register your thesis in LUCRIS: http://lucris.lu.se.
  • The faculty recommends full text publication in LUCRIS.
  • For questions on how to register in LUCRIS – please contact the library, either us (see below) or ref@sambib.lu.se

Also remember to …

… ask your department for local checklists concerning the public defence of a doctoral thesis.
… read the Faculty’s information for doctoral students ready to publicly defend their thesis and for their supervisors here.

Questions?
Helen Wiman, Faculty Office, Faculty of Social Sciences
Maja Carlson or Ann-Sofie Zettergren, Sambib, Social Sciences Faculty Library
Sara Rondahl, Library Campus Helsingborg