

## Checklist: before and after public defense

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