

Checklist: before and after public defence

Time	Action	Responsible
At least 6 weeks before the public defence	Request a date for the public defence	Supervisor
	Book a room for the public defence	Supervisor
	Contact a printer (for example Media-Tryck)	Doctoral student
	Apply for an ISBN number	Doctoral student
At least 5 weeks before the public defence	Submit a proposal for an external reviewer and examining committee	Head of Department
At least 3 weeks before the public defence	Electronic notification of the date of the public defence	Doctoral student
	Submit copies of the thesis to UB	Doctoral student
	Submit copy of the thesis and receipt from UB to the Faculty Office	Doctoral student
	Approval of the electronic notification	Faculty Office
	Announcement of the thesis	Faculty Office
	Distribution of theses	Doctoral student
After the public defence	Examining committee report to the Faculty Office	Supervisor
	Approval of thesis in Ladok	Faculty Office
	Apply for a degree certificate	Doctoral student