

Checklist for Doctoral/Licentiate public defence in Care Sciences

Timing and Action	Doctoral student	Principal Supervisor	Adm
In good time before the public defence			
<ul style="list-style-type: none"> Discuss interest and dates with potential faculty opponent and examining committee Send out link on conflict of interest to planned opponent, examining committee members, and reserve 		X	
		X	
6 months before public defence			
<ul style="list-style-type: none"> Contact the Library at Uppsala University to get a timeplan for printing the thesis ^a Book room for the dissertation 	X		
		X	
At least 16 weeks before public defence			
<ul style="list-style-type: none"> Application for public defence to Director of Doctoral Studies incl.; rationale for choices of opponent, examining committee and reserve; statement of no conflict of interest; abstract and list of including papers and contribution to the papers by the doctoral student; statement by the main supervisor of the doctoral student's fulfillment of the general learning outcomes; published and accepted papers and manuscripts. 	X	X	
<ul style="list-style-type: none"> Decision is made by FUN to approve the choice of opponent, examining committee, reserve and chairperson so that the examining committee can conduct a preview of the included papers. 			X FUN
<ul style="list-style-type: none"> Ask permission to reprint published articles from journals 	X		
<ul style="list-style-type: none"> Get an ISBN number and order of number of the thesis from Dalarna University Library ^a 	X		
At least 14 weeks before public defence			
<ul style="list-style-type: none"> Send articles (incl. manuscripts), abstract, principal supervisor's statement to the examining committee and a form for them to provide a recommendation for defence of the thesis 			X Director for Doctoral Programme
At least 12 weeks before public defence			
<ul style="list-style-type: none"> Decision is made by FUN on approval to proceed with the public defence 			X FUN

<ul style="list-style-type: none"> Information is sent out to Marketing and Communication Office and to the Library about the public defence 			<p>X Doctoral Programmes Coordinator</p>
<ul style="list-style-type: none"> Information on date, examining committee, reserve, opponent, (affiliations, addresses and mobile numbers) and venue is provided to the Research administrator and the Chairman for the dissertation. A weblink for the defence is booked 			<p>X Director for Doctoral Programme</p>
<ul style="list-style-type: none"> The decision on date etc for the defence and information on travels is sent out to the examining committee and opponent. Travels etc are booked through the Research administrator. 			<p>X Director for Doctoral Programme</p>
At least 7 weeks before public defence			
<ul style="list-style-type: none"> Submit thesis (only the Kappa) to the Director for Doctoral studies – check of plagiarism 	X		
<ul style="list-style-type: none"> Submit thesis to the Library at Uppsala University (according to time plan) ^a 	X		
<ul style="list-style-type: none"> Notify Research administrator about the preferred time for “nailing” in the Library 	X		<p>x Research administrator</p>
At least 3 weeks before public defence			
<ul style="list-style-type: none"> Post the thesis in electronic form at DiVA^a 	X		<p>X Library</p>
<ul style="list-style-type: none"> Send the thesis to opponent, examining committee, reserve, and chairperson 	X		
<ul style="list-style-type: none"> Send the thesis to others interested and send the link to PDF to others 	X		
<ul style="list-style-type: none"> Communication plan 	X		<p>X Marketing and Communication Office</p>
The week before public defence			
<ul style="list-style-type: none"> Make an errata sheet 	X		
At the day of the public defence			
<ul style="list-style-type: none"> Make sure that the chairman, opponent, examining committee are present 		X	
<ul style="list-style-type: none"> Lunch before or coffee after the dissertation 		X	<p>X Research administrator</p>
<ul style="list-style-type: none"> Make sure the room and technology are in order and that copies of the thesis and errata sheets are available 	X	X	
<ul style="list-style-type: none"> Prepare the grading document for the examining committee 			<p>X Doctoral Programmes Coordinator</p>
<ul style="list-style-type: none"> Reception after the defence (coffee, cake etc.) 			<p>X Research administrator</p>

a) In Swedish: <https://www.du.se/sv/bibliotek/forskarstod-och-publicering/>

a) In English: <https://www.du.se/en/library/services-for-researchers-and-publications/>