

## Checklist for Doctoral/Licentiate public defence in Care Sciences

Timing and Action	Doctoral student	Principal Supervisor	Adm
<b>In good time before the public defence</b>			
<ul style="list-style-type: none"> <li>Discuss interest and dates with potential faculty opponent and examining committee</li> </ul>		X	
<b>6 - 4 months before public defence</b>			
<ul style="list-style-type: none"> <li>Contact the Library at Uppsala University to get a timeplan for printing the thesis <sup>a</sup></li> </ul>	X		
<ul style="list-style-type: none"> <li>Book room for the dissertation</li> </ul>		X	
<b>At least 16 weeks before public defence</b>			
<ul style="list-style-type: none"> <li>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; contribution to the papers by the doctoral student; statement by the main supervisor of the doctoral student's contribution and impact of the thesis; published and accepted papers and manuscripts.</li> </ul>	X	X	
<ul style="list-style-type: none"> <li>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.</li> </ul>			X FUN
<ul style="list-style-type: none"> <li>Ask permission to reprint published articles from journals</li> </ul>	X		
<ul style="list-style-type: none"> <li>Get an ISBN number and order of number of the thesis from Dalarna University Library <sup>a</sup></li> </ul>	X		
<b>At least 14 weeks before public defence</b>			
<ul style="list-style-type: none"> <li>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</li> </ul>			X Director for Doctoral Programme
<b>At least 12 weeks before public defence</b>			
<ul style="list-style-type: none"> <li>Decision is made by FUN on approval to proceed with the public defence</li> </ul>			X FUN
<ul style="list-style-type: none"> <li>Information is sent out to Marketing and Communication Office and to the Library about the public defence</li> </ul>			X Doctoral Programmes Coordinator

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

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/>