

Dissertation checklist for supervisor and doctoral student at LIME	Who is responsible?		
	Supervisor	Doctoral student	Other
<i>Temporary routines may apply due to the corona pandemic.</i>			
<b>Application for dissertation – the form</b>			
<b>FIRST! - as soon as you have a preliminary date for dissertation, send an e-mail with that information to <a href="mailto:ingrid.smedberg@ki.se">ingrid.smedberg@ki.se</a> and <a href="mailto:prefektassistent@lime.ki.se">prefektassistent@lime.ki.se</a></b>			
You should prepare your defense application well in advance - ideally three months or more before your chosen defense date.			
In order to estimate the minimum time needed for defense application procedure follow these instructions:			
1. Fill in scheduled public defense day (on form 9)			
2. Count back 3 weeks = date for "nailing" ("spikning")			
3. Count back another 2 weeks = date for submitting thesis to printing shop			
4. Count back another 4 weeks = date for submitting constituent paper to examination board			
5. Find out the deadlines and meeting times of the dissertation committee, choose a suitable date:			
<a href="https://internwebben.ki.se/en/dissertation-committee">https://internwebben.ki.se/en/dissertation-committee</a>			
<b>6. Count back 2 weeks = submitting the application:</b>			
* A complete application, including all attachment and signatures from supervisors is to be sent to administrative Officer Ingrid Smedberg by e-mail, minimum two weeks before deadline for the dissertation committee. How to book a room, see below.			
<b>Book a room for the dissertation</b>			
Book a dissertation room, if possible with a serviceable social area outside. LIME rooms are booked using the Outlook-calender. Contact the administrator of your center/research group if you need guidance or help to book a room.			
Investigate how your room will be equipped. Will a computer, projector or other equipment be needed?			
Book a room also for the Examination Board. Don't forget to make sure the room is cleaned and in order afterwards.			
<b>After approved application from the dissertation committee</b>			
Send an email with confirmed date, time and room for the upcoming dissertation to <a href="mailto:prefektassistent@lime.ki.se">prefektassistent@lime.ki.se</a> , <a href="mailto:ingrid.smedberg@ki.se">ingrid.smedberg@ki.se</a> and <a href="mailto:kommunikation@lime.ki.se">kommunikation@lime.ki.se</a>			
<b>Technical support for the digital parts of your dissertation</b>			
Portable video conference equipment can be borrowed if needed, contact <a href="mailto:prefektassistent@lime.ki.se">prefektassistent@lime.ki.se</a> . Central KI "AV-Support" can be of assistance with the AV equipment in bookable premises. They can assist with demonstration of the equipment or be on standby during the entire meeting, with an additional cost per hour. For the current price list and booking request, please contact <a href="mailto:av-support-solna@ki.se">av-support-solna@ki.se</a>			
<b>Travel arrangement and accommodation for opponent travelling from outside Stockholm or Sweden</b>			
Book, if needed, accommodation for persons not residing locally. The cost of a 2 or 3-night stay and travel will be covered by your research group. General information about accommodation can be found on KIs intranet:			
<a href="https://staff.ki.se/business-travel-and-expenses-at-lime?_ga=2.215067607.1729106032.1579075667-1156405835.1574080967">https://staff.ki.se/business-travel-and-expenses-at-lime?_ga=2.215067607.1729106032.1579075667-1156405835.1574080967</a>			

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<b>Layout and printing of thesis</b>			
The thesis must be printed and ready at least three weeks beforehand to allow time for public notification (nailing) and distribution. You must therefore make sure to contact the printing house already before submitting your defence application, to ask permission to publish from the relevant publishers and to obtain an ISBN number.			
Please read more on this page which explains this part extensively:			
<a href="https://staff.ki.se/layout-and-printing-thesis">https://staff.ki.se/layout-and-printing-thesis</a>			
<b>Have your pre-dissertation seminar</b>			
The seminar is to be announced publicly. Send an email to <a href="mailto:kommunikation@lime.ki.se">kommunikation@lime.ki.se</a> as well as an email to "LIME staff" with information about the event (date, time, Zoom-link/room, name of doctoral student and supervisors, name of research plan etc). The pre-dissertation seminar is to take place no earlier than 6 months prior (or less than 3 days before) to planned dissertation. A specific protocol is to be filled out by principal supervisor at the seminar and handed in to administrative officer directly after the seminar. Protocol is found on LIME web page:			
<a href="https://ki.se/en/lime/doctorate-and-licentiate-degree">https://ki.se/en/lime/doctorate-and-licentiate-degree</a>			
<b>Nailing, nailing coffee and announcing the upcoming doctoral thesis defense</b>			
Please read about nailing and distribution of your thesis here:			
<a href="https://ki.se/en/staff/nailing-and-distribution-of-your-thesis">https://ki.se/en/staff/nailing-and-distribution-of-your-thesis</a>			
Nailing a copy at LIME - cord, nail and a hammer are located in a cupboard close to the temporary post boxes at LIME			
<b>If you like you can serve "nailing coffee"</b> at the time for nailing at LIME is to be ordered and paid for by the doctoral student. Invite colleagues and friends.			
Once your dissertation has been nailed electronically (published on KI Open Archive by the KI library staff) the main web editor at LIME ( <a href="mailto:kommunikation@lime.ki.se">kommunikation@lime.ki.se</a> ) automatically gets a notification and will announce your doctoral thesis defense in the KI calendar and on the digital screen at the entrance of the Widerströmska building, Tomtebodavägen 18A.			
<b>Framed photograph of you and your thesis</b>			
Arrange for a framed photograph of the doctoral student by Bildmakarna, this will be paid for by your research group or centre. Hang the framed photo together with the front page of the thesis in the appropriate position at LIME.			
<a href="https://kib.ki.se/en/visualise-present/bildmakarna/photos-images">https://kib.ki.se/en/visualise-present/bildmakarna/photos-images</a>			
<b>Practicalities concerning day of doctoral thesis defense act</b>			
<b>Read here about having a "Hybrid defence":</b>			
<a href="https://staff.ki.se/hybrid-thesis-defences">https://staff.ki.se/hybrid-thesis-defences</a>			
Arrange for water and drinking glasses for opponent and defender during the thesis defense act (if they are there physically).			
Order canapés and sparkling water, or a plain lunch, for after the dissertation, through Catering Nanna Svartz ( <a href="http://restaurang-ns.com/catering/">http://restaurang-ns.com/catering/</a> ). You can gather outside the dissertation room, or alternatively "reserve" (put up notes well in advance) the communal kitchen on floor 4			
Order sandwiches/lunch/drinks for the Examination Board (Catering Nanna Svartz).			
Check costs with your research group leader and then delegate these matters to your colleagues.			
<b>Cleaning after the defense:</b> Make sure that the mingle area, kitchen and the room where the examination board resided is clean and in order after the defense. A tip is to appoint one or more of your colleagues as responsible for this: *Clean and arrange tables and chairs as before. *Clean the kitchen area, including floor if needed. *Take all trash, empty bottles etc. to the garbage and recycling room on floor 2. *Put all dishes in the dishwasher and start it. *Do not leave leftover food on the kitchen counter. Cover with plastic and put them in the fridge and leave a Help yourself note if you wish.			

	<b>Who is responsible?</b>		
<b>Sharing of costs and compensations for supervisors</b>	<b>Supervisor</b>	<b>student</b>	<b>Other</b>
If the doctoral student has had supervisors from more departments than LIME that will share costs and compensation, that must have been clearly stated in the individual study plan. Notify LIMES finance department regarding this division: <a href="mailto:ekonomi@lime.ki.se">ekonomi@lime.ki.se</a>			
Costs regarding the defence are in general to be covered by the research group or centre (MMC).			
<b>Archiving of your material</b>			
Contact central KI archivists about one month prior to dissertation to learn about what documents to put in the archives, when and how: <a href="mailto:arkivet@ki.se">arkivet@ki.se</a> . For support in handling in research data, we may also turn to the Research Data Office (RDO): <a href="mailto:rdo@ki.se">rdo@ki.se</a>			
<b>Read more about defending your thesis on KI central web pages:</b>			
<a href="https://ki.se/en/staff/apply-for-public-defence-of-your-thesis">https://ki.se/en/staff/apply-for-public-defence-of-your-thesis</a>			