

Flowchart Defence /licentiate seminar

Number of weeks before public defence		To do:	Fill in current date:
12	Application for defence /licentiate seminar	Submit your application disputation@ki.se	
10	<p>Dissertation committee's meeting</p>	Contact the printing house.	
Approx. 9	<p>Preliminary review (2 weeks)</p>	Send your constituent papers to the examination board.	
Approx. 6	<p>Thesis printing</p>	Submit your thesis to the printing company	
Latest 3	<p>Publication</p> <p>"nail" ("spika") your thesis at KIB in Solna or Flemingsberg</p>	Send <u>the printed</u> thesis to the examination board, opponent, chair of defence etc.	
PUBLIC DEFENCE			

After defence

1. Apply for certificate degree in LADOK
2. Conferment Ceremony

To calculate the minimum time needed, follow these steps:

- Fill in the planned defence date.
- Count back 3 weeks = nailing date
- Count back another 3 weeks = date of submission to printer
- Count back a further 3 weeks = date of dispatch of part works to the examination board
- Find out [the Dissertation Committee meeting](#), choose a suitable date
- Count back 2 weeks = the application for the defense must be submitted

NOTE! The examination board's preliminary review must take place during term time unless otherwise agreed with the examination board before the application is submitted.

NOTE! When applying to present a monograph thesis, contact the administrators at the Dissertation Committee for individual planning of the time req