

Thesis defence checklist for supervisor and doctoral student at LIME			
Who is responsible? Generally speaking, responsibility for keeping the dissertation or licentiate seminar process moving devolves on the supervisor, and to some extent on the student. Some service is provided by the administration (check with your research group), but it is up to the supervisor to be aware of deadlines, rules and routines, forms etc.			
FIRST! - as soon as you have a preliminary date for your thesis defence, send an e-mail with that information to ingrid.smedberg@ki.se and prefektassistent@lime.ki.se			
	To do / done that		
Application for thesis defence – form 9	Supervisor	Doctoral student	Other
You should prepare your defence application well in advance - ideally three months or more before your chosen defence date.			
In order to estimate the minimum time needed for defence application procedure follow these instructions:			
1. Fill in scheduled public defence 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 for sending in the application to the Dissertation Committee, choose a suitable date: https://staff.ki.se/doctoral-education/time-to-defend-your-thesis/deadlines-and-important-dates-the-dissertation-committee			
6. A complete application, including all attachment and signatures from supervisors is to be sent to Administrative Officer Ingrid Smedberg by e-mail (see how on our web page) minimum two weeks prior to the Dissertation Committee's deadline . She will arrange for signatures from head of department and director of doctoral studies.			
Book a room for the thesis defence and the Examination Board			
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.			
After approved application from the Dissertation Committee			
Send an email with confirmed date, time and room for the upcoming dissertation to prefektassistent@lime.ki.se , ingrid.smedberg@ki.se and kommunikation@lime.ki.se			
Technical support for the digital parts of your thesis defence			
Portable video conference equipment can be borrowed if needed, contact prefektassistent@lime.ki.se . 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 av-support-solna@ki.se			
Travel arrangement and accommodation for opponent or board member travelling from outside Stockholm or Sweden			
Book, if needed, accommodation for persons not residing locally. The cost of a 2 or 3-night stay and travel are to be covered by your research group. General information about accommodation can be found on KIs intranet:			
https://staff.ki.se/business-travel-and-expenses-at-lime?_ga=2.215067607.1729106032.1579075667-1156405835.1574080967			

Layout and printing of thesis	Supervisor	Doctoral student	Other
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: https://staff.ki.se/layout-and-printing-thesis			
Have your pre-dissertation seminar			
The seminar is to be announced publicly. Send an email to kommunikation@lime.ki.se 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: https://ki.se/en/lime/doctorate-and-licentiate-degree			
Nailing and announcing the upcoming thesis defence			
Pease read about nailing and distribution of your thesis here: https://ki.se/en/staff/nailing-and-distribution-of-your-thesis			
Once your thesis has been nailed electronically (published on KI Open Archive by the KI library staff) the main web editor at LIME (kommunikation@lime.ki.se) automatically gets a notification and will announce your doctoral thesis defence in the KI calendar and on the digital screen at the entrance of the Widerströmska building, Tomtebodavägen 18A.			
Nailing and nailing coffee at LIME			
Nailing at LIME - cord, nail and a hammer are located in a cupbord close to the temporary post boxes at LIME.			
If you like you can serve "nailing coffee" at the time for nailing at LIME is to be ordered and paid for by the doctoral student. Invite colleagues and friends.			
Framed photograph of you and your thesis			
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. If no nail is available on the wall, please contact Bo.Planstedt@ki.se for advise. https://kib.ki.se/en/visualise-present/bildmakarna/photos-images			
Practicalities concerning day of doctoral thesis defence act			
Read here about having a "Hybrid defence": https://staff.ki.se/hybrid-thesis-defences			
Arrange for water and drinking glasses for opponent and defender during the thesis defence act (if they are there physically).			
Order canapés and sparkling water, or a plain lunch, for after the dissertation, through Catering Nanna Svartz (http://restaurang-ns.com/catering/). 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).			
Verify costs with your research group leader and then delegate these matters to your colleagues.			
Cleaning after the defence: Make sure that the mingle area, kitchen and the room where the examination board resided is clean and in order after the defence. 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.			
Costs regarding the defence are in general to be covered by the research group or centre.			
Archiving of your material			
Contact central KI archivists about one month prior to dissertation to learn about what documents to put in the archives, when and how: arkivet@ki.se . For support in handling in research data, we may also turn to the Research Data Office (RDO): rdo@ki.se			
Read more about defending your thesis on KI central web pages: https://ki.se/en/staff/apply-for-public-defence-of-your-thesis			