
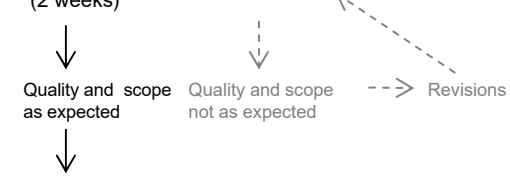


Flowchart defending your thesis

Number of weeks prior to the dissertation	Dissertation process	To do:	Fill in the date:
12	<p>APPLICATION FOR PUBLIC DEFENCE</p> <ul style="list-style-type: none"> -E-mail doctoraleducation@nvs.ki.se to reserve the date for dissertation -Contact your dep't administrator to book a room -E-mail doctoraleducation@nvs.ki.se, CC to Ulrica Nilsson and Heli Vänskä, at least five working days prior to the dissertation committee deadline 	<p>Reserve the date and book the room after consulting the examination board, opponent and chairperson.</p> <p>E-mail your application to doctoraleducation@nvs.ki.se</p> <p>Submit your application to the dissertation committee</p>	
10	<p>THE DISSERTATION COMMITTEE DECISION</p>  <pre> graph TD A[Application is approved] --> B[Chairperson decides] C[Application is deferred] --> D[Additions/clarifications] D --> B E[Application is rejected] --> F[Revisions] F --> G[New application] G --> C </pre>		
C. 9	<p>PRELIMINARY REVIEW (2 weeks)</p>  <pre> graph TD H[Quality and scope as expected] --> I[Chairperson decides] J[Quality and scope not as expected] --> K[Revisions] K --> L[New application] L --> C </pre>	<p>Send all constituent papers to the examination board.</p>	
C. 5	<p>PRINTING</p>	<p>Plagiarism check in iThenticate. Printing of the thesis.</p>	
3	<p>PUBLICATION ("e-nailing")</p> <p>DISSERTATION</p>	<p>E-nailing KIB. Distribute your thesis to opponent, examination board and defence chairperson.</p> <p>Contact your div. admin. who announces your dissertation in KI Calendar</p>	

Calculate the time:

- Fill in the planned dissertation date.
- Count three weeks backwards = date for e-nailing
- Count another two weeks backwards= date of submission to printer
- Count another four weeks backwards= date for sending all constituent papers to the examination board
- Check the dissertation committee's deadlines and choose a date, (<https://staff.ki.se/deadlines-and-important-dates-the-dissertation-committee>)
- Count two weeks backwards = time to submit your application

NB! An additional six weeks for monographs theses is recommended

NB! The examination board is to conduct its preliminary review during semester time unless otherwise arranged before the application was submitted.

For more detailed information, see <https://ki.se/en/nvs/before-the-defence-or-licentiate-seminar>