

# Timetable for dissertation process

It is important to plan the time leading up to your public defence carefully. Note that a monograph thesis takes about one month more to review (see "The Thesis").

## **13 weeks before (preferably much earlier) - preparation**

First, you must book a time and venue for your public defence. Note that:

- The dissertation must take place in a such place and in such way that KI's teachers, students and staff easily can participate
- The dissertation must take place during term periods
- The Examination Board can only be expected to review thesis work during term periods (unless agreed otherwise with the Examination Board, the faculty representative and the secretariat for Postgraduate Education)

Contact the members of the Examination Board and the opponent proposed in your application.

Find out when the Dissertation Committee meets.

If you are admitted to other doctoral education subject than Medical Science: Sit an examination of your subject-specific knowledge and skills as outlined in the study plan for your doctoral education subject.

## **10-11 weeks before - application**

Submit your application to publicly defend your thesis to the Dissertation Committee.

Note that applications will be automatically postponed pending a new date if the time between the meeting of the Dissertation Committee and your public defence is less than seven weeks.

## **8-9 weeks before - the Dissertation Committee and submission to the Examination Board**

The Dissertation Committee sets a date and time for the public defence and appoints an Examination Board and Opponent. Your application will be accepted if the Examination Board, on concluding its preliminarily review, recommends a public defence.

You are then to submit your application (D1-6) and half-time seminar transcript together with all constituent papers to the Examination Board, which then has two term-time weeks to review the various components of your thesis.

## **5 weeks before - going to print**

If the Examination Board recommends a public defence, the thesis is to be submitted for

printing.

Book an appointment with a faculty representative for endorsement ("Må spikas").

### **3 weeks before - publication**

1. Take the thesis and approved application form and the recommendation of the examination board (Form 9 and 10) to a faculty representative, who, after ensuring that the thesis complies with the content of the application is to endorse it with the phrase "Må spikas" ("May be nailed").

2. Publish your thesis electronically in the KI thesis database and submit 15 copies to the KI library, where you will receive a nail and a length of cord.

3. Nail your thesis up in the designated place in the KI library