

Checklist for public defense of doctoral thesis at the Faculty of Medicine and Health Sciences, Linköping University

1. Schedule the defense of your thesis with Annelie Munther, 013-28 20 35, e-mail: annelie.munther@liu.se **Please note - it is important that this appointment is done firsthand!**

Contact the department coordinator to inform them about the defense date and to obtain payment information and activity code for booking the premises. The coordinator can also help you with all the practical issues. If you are a doctoral student at BKV, please contact avdadmbkv@liu.se, and for HMT, contact forskarutbildning@hmt.liu.se.

Book premises for the defense, [e-mail](#) and [reservation request](#). In urgent cases by phone: 013-28 10 00.

[Contact Integra](#) to unlock the premises.

If the public defense takes place at 09.00

- Book the defense room one hour before the start
- Book a reception/mingling room between 10.00-15.00
- Book a room for the examination committee between 11.00-14.00

If the public defense takes place at 13.00

- Book the defense room one hour before the start
- Book a reception/mingling room between 14.00-18.00
- Book a room for the examination committee between 15.00-17.00

2. [Technical equipment of the premises](#)
3. Order ISBN and serial number in the "Linköpings University Medical Dissertations" series from the library. [Follow instructions](#)
4. [The summary shall be published digitally via LiU E-press](#). A signed agreement between the author and Linköpings University for publishing the summary shall be delivered. This can be done digitally [here](#)
5. As a doctoral student you can get help from Linköping University library regarding plagiarism control of the dissertation with the program Similarity Check. [Use this form](#)
Questions can be sent to the [library](#)
6. Request permission from the publishers to reuse (include) your papers in the dissertation. [Instructions and a flow chart](#)

7. Submit a “Registration of public defense of doctoral thesis” to registrar – see list below:

- BKV: forskarutbildning@bkv.liu.se
- H MV: forskarutbildning@hmv.liu.se

According to submission dates published on the [website of FUN](#)

Check carefully your LADOK transcript; are all courses, seminars/journal clubs, visits and conferences registered? If not, send in application for accreditation, contact the research administration at your department for help. **Please note, incomplete submissions will not be considered!**

8. Printing the thesis: Contact LiU-Tryck, Linköping University, [e-mail](#).
[You can find more information here](#). **Please note that you must await prior opinion from the board before printing!**

9. An educational and outreach summary of the thesis is sent to the office of the Faculty of Medicine and Health Sciences, Communications and Marketing Division (KOM) at LiU as well as Region Östergötland. [Send summary](#)

Use the popularly written summary in your thesis.

The summary will be read by a research communicator who will assess its newsworthiness and, in some cases, prepare a research article. The communicator will contact you if this is the case.

10. [Spikning](#): Notification of the date of defense. The date of the defense of the thesis shall be announced no later than three weeks before the defense:

- Submit 5 copies of the thesis to Health Sciences Library (Campus US) or Campus Norrköping Library for notification and receive a receipt (digitally).
- Contact Annelie Munther, 013-28 20 35, e-mail: annelie.munther@liu.se no later than six weeks before the defense and schedule an appointment with the Dean (office at Sandbäcksgatan 7, level 1, for signing of the two “notification copies” of the thesis. **Please note, the notification copies should have punched holes. Show the digital receipt from the library.**
- Contact the [university registrar](#), a few days before the notification date, regarding notification of the thesis. One copy is posted on the “spikstock” in the glass entrance, Campus US, entrance 65 and one is posted on the “spikstock” at Studenthuset, level 3, Campus Valla. Check with the administration at your division whether the thesis should be notified somewhere else.

11. The doctoral student is responsible for sending the printed thesis, as well as e-mailing the summary in word format or searchable PDF-format, to their faculty examiner and the members of the examining committee and to the suppliant, no later than three weeks before the defense. The board constellation is described on the decision making from FUN.

12. The departments, respectively, are responsible for notifying the defense (advertise) in the calendar at LiU.
13. After approved defense, the doctoral student applies for degree. [Application for a diploma](#)
14. For a doctoral degree, the department receives a total compensation of SEK 65 000. In order for the compensation to be paid out, the educational and outreach summary needs to be submitted as well as digital publication of the summary of the thesis (see 4 and 9 above).