

PhD & Licentiate Defence

Step-by-Step Procedure — KTH ITM School

Dissertations and licentiate seminars may take place during the periods **7 January – 15 June** and **15 August – 20 December**. Note: when counting weeks, only weeks falling within these semester periods are counted. The procedure below applies to both PhD dissertations and Licentiate seminars, with differences noted at each step where applicable.

For a detailed description refer to the [dissertation/presentation guidelines](#).

Colour guide:	PhD only — applies to dissertation only	Lic only — applies to licentiate seminar only	Shared — applies to both
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Timeline Overview

Weeks before	PhD Dissertation	Licentiate Seminar
> 10 weeks	Step 1 — Nominate advance reviewer	Step 1 — Nominate advance reviewer
10 – 8 weeks	Step 2 — Send manuscript to reviewer	Step 2 — Send manuscript to reviewer
8 – 7 weeks	Step 3 — Review completed and summarized	Step 3 — Review completed and summarized
6 – 5 weeks	Step 4 — Submit application form (by post) Includes: betygsnämnd, opponent, chairman	Step 4 — Submit application form (by post) Includes: examiner (not supervisor)
4 – 3 weeks	Step 5 — Obtain TRITA & ISBN, print ≥30 copies	Step 5 — Obtain TRITA & ISBN, print copies
≥ 3 weeks	Step 6 — Register thesis on DiVA	Step 6 — Register thesis on DiVA

Detailed Steps

Step 1 — Nominate an Advance Reviewer

The principal supervisor nominates an advance reviewer and submits the nomination form for approval by the Program Director (DA). The advance reviewer must be a KTH colleague holding docent or equivalent status and must not be part of the supervisory team.

PhD: More than 10 weeks before the defence date

Lic: More than 10 weeks before the seminar date

PhD: Approval from DA required before proceeding.

Lic: Only the principal supervisor's signature is required on the nomination form. The supervisor may NOT be appointed as examiner for the licentiate seminar.

→ [Nomination form \(Word\)](#)

Step 2 — Send Manuscript to Advance Reviewer

The manuscript with publications is sent to the advance reviewer. If additional material is requested — such as data, models, or appendices — these must also be provided.

PhD: 10 – 8 weeks before the defence date

Lic: 10 – 8 weeks before the seminar date

PhD: Full thesis manuscript including all publications.

Lic: Preliminary version of the thesis sent once the reviewer is approved.

Step 3 — Review Completed and Summarized

The advance reviewer completes the assessment and summarizes findings using the official form.

PhD: 8 – 7 weeks before the defence date

Lic: 8 – 7 weeks before the seminar date

→ Review summary form (Word)

Step 4 — Submit Application Form

The main supervisor submits the application form together with the distribution list. **Documents must be sent by post — not by email.** CVs are required for examiner committee members who are not Docent or Professor.

PhD: 6 – 5 weeks before the defence date

Lic: 7 weeks to department, 5 weeks to ITM school office

PhD: Application must include: Faculty Examiner (opponent), Chair of the Defence, and all Grading Board (betygsnämnd) members.

Lic: Application must include the examiner. The principal supervisor cannot serve as examiner.

→ Application form — Licentiate (Word)

→ Application form — Dissertation (Word)

Step 5 — Obtain TRITA & ISBN — Print Thesis

Once the application is approved, obtain the TRITA number from phdsupport@itm.kth.se and the ISBN from KTHB. Final printing is not permitted until the decision on the application has been received.

PhD: 4 – 3 weeks before the defence date

Lic: 4 – 3 weeks before the seminar date

PhD: Minimum 30 printed copies required.

Lic: Minimum 30 printed copies required. Printing must be done by US-AB. Digital distribution is permitted if desired.

→ KTHB ISBN information

Step 6 — Register Thesis on DiVA

Register and publish the thesis on DiVA. A printed copy must also be submitted to the KTH Library at least three weeks before the defence or seminar.

PhD: At least 3 weeks before the defence date

Lic: At least 3 weeks before the seminar date

→ DiVA registration instructions

After the Defence / Seminar

The doctoral student applies for the doctoral or licentiate degree themselves via the web form by logging in with their KTH account under **My Services** after the dissertation or licentiate seminar.

All forms above are in Word format. For a PDF format and complete form archive, [refer to this site](#).