

Checklist defense for main supervisors and PhD students

	Who	To	Comments
Long before defense (recommended 3+ months)			
Book date and time for defense	DO/HH	PhDadmin	

About 8 weeks before defense			
Room booking for defense	DO / HH		Contact room booking for your campus
Room booking for grading board	DO / HH		
Advance reviewer	HH	PhDadmin	Suggest advance reviewer, forms can be found through link below.
TRITA and ISBN	DO	PhDadmin	E-mail phdadmin@cbh.kth.se , needed to print thesis
All courses completed	DO/HH		Check that all courses are completed
Book hotel room and travel tickets for opponent and grading board	HH	Service	service@cbh.kth.se

Five semester weeks before defense, hard deadline (June 16 to August 15 and December 21 to January 6 does not count)			
Application thesis defense	DO / HH	PhDadmin	See links below for forms and rules
CVs, opponent & grading board	HH / FA	PhDadmin	Collected by main supervisor
Distribution list	FA / DO	PhDadmin	See link below for forms
Summary of advance review	HH	PhDadmin	See link below for forms
ISP	HH / FA		Final plan approved in the e-ISP-system

Print thesis

DO

Printer: US-AB

Three semester weeks before defense, hard deadline (June 16 to August 15 and December 21 to January 6 does not count)			
DiVA	DO		Thesis uploaded
Thesis distributed according to list	DO		...and two copies to PhD admin
Catering, gits etc.	HH	Service	

Before defense			
Check IT with the IT department	DO		Book time with IT in Flemingsberg

After defense			
Minutes grading committee	HH/ordf	Adm	
Degree application	DO	Adm	Applied by the PhD student, under services on kth.se After application e-mail phdadmin@cbh.kth.se

Forms can be found here: <https://intra.kth.se/administration/blanketter/forskning-forskarutbildning>

KTHs regulations: https://intra.kth.se/polopoly_fs/1.1139792.1652353500!/Guideline-on-Third-Cycle-Studies-%28translation-of-Swedish-orginal%29.pdf

For room bookings see: <https://intra.kth.se/campus/gemensamma-lokaler-p/lokalbokning-1.49026>