

Checklist – Defence of doctoral thesis

PhD programme in Chemical Science and Engineering

Below you find important time points that you need to meet to be able to have a defence of your doctoral thesis at a set date. Note that if your course requirements have not been fulfilled you will not get your degree despite a successful defence. All points in time are given as the absolutely latest time in relation to the date of the public defence. Any delay in time will result in postponement of the defence.

Possible dates for public thesis defence: Jan. 7 - June 15, and Aug. 15 - Dec. 20.

In addition, there are some aspects you need to think about already when you start writing your thesis (reminders of this could also be found in the table below).

- Plagiarism and self-plagiarism are not allowed!
- The summary should be a synthesis of the results of all papers put into a larger context. Why? What? and How? The research questions should be clearly presented, and the summary should contain reflections and analysis of the student's work, not only summarizing the papers. This should demonstrate the progression of the student to become an independent researcher.
- Consider who the addressed readers are and adapt your text to this.

The thesis must include the following:

- Every thesis must have English and Swedish abstracts, max 2000 characters (due to DiVA electronic posting restrictions), and be written towards a broader audience. The abstract must also include the title of the thesis, the author and the affiliation, as well as key words.
- It is mandatory to write a paragraph in the introduction of your summary that elucidates (> 200 words) how your research topic relates to the UN Sustainability Development Goals.
- If the thesis is based on papers with several authors, it must be clearly stated what the student's contributions to each paper were. Include an author contribution description, detailed for each scientific paper included in the summary.

Point in time	What needs to be done	Responsible person(s)	Comments and links
10 - 12 weeks before defence	Suggest faculty opponent, members of the grading committee, chair, advance reviewer and substitute member to Vice Director of Third Cycle Education Vice FA Åsa Emmer, aae@kth.se	Supervisor	E-mail the names and CV or links to updated home pages with information on current position and title of the faculty opponent, and the members of the grading committee. Describe shortly the rationale behind their selection. Certify that there is no conflict of interest! The opponent must have a doctoral degree, be scientifically competent corresponding to a docent and be an internationally prominent researcher in the subject area. The opponent may not be employed at KTH. For a grading committee consisting of three members, at least two members must be from outside of KTH. Each member must have a doctoral degree, and a majority of the members must be scientifically competent corresponding to docent. At least one member must have good knowledge of Swedish education on a third-cycle level A gender balance is requested.
	Contact the PhD administration (the third cycle education administration) to make sure that the date you plan to book is available. phdadmin@cbh.kth.se	Supervisor or PhD student	Possible dates for public thesis defence: Jan. 7 - June 15, and Aug. 15 - Dec. 20 (recommended starting time: 10.00 or 13.00). There can only be one PhD defence or licentiate seminar at the same time in the same PhD subject.
	Contact faculty opponent, grading committee members and chair after acceptance from the Vice Director of third cycle education.	Supervisor	Provide information on a tentative time-line when to expect the complete thesis to be submitted.

10 - 12 weeks before defence Cont.	Book a room for the defence	Supervisor or PhD student	See Booking premises at KTH
	Help the faculty opponent and the members of the grading committee with travel and reimbursement arrangements. Contact CBH Service Center service@cbh.kth.se Contact HR hr@cbh.kth.se travelexpenses@cbh.kth.se	Supervisor	Inform the faculty opponent and the grading committee about how to claim travel and living expenses. CBH Service Center deals with travel arrangements, room bookings, ordering flowers and food etc for thesis defences. HR helps with reimbursement issues, specifically for travel reimbursement.
	Engagement of the advance reviewer. Send in the form: <i>"Förhandsgranskare för licentiatuppsats/doktorsavhandling/ Advance reviewer for licentiate thesis/doctoral thesis"</i> to the PhD administration. phdadmin@cbh.kth.se After acceptance by Vice FA, contact advance reviewer.	Supervisor	The advance reviewer must be approved by the Director of third cycle education before the "Application of thesis defence" is sent to the PhD administration. Form: Acceptance of advance reviewer The advance reviewer should at least have a PhD degree, and have a scientific competence equal to associate professors (docents). The advance reviewer must not be biased and not a regular member of the grading committee. However, they may be appointed as a substitute for a regular member of the grading committee.
	Prepare for review, use the correct KTH template	PhD student	https://www.kth.se/en/student/studier/examensarbete/avhandlingaroch-examensarbeten/omslag-1.458236 The summary should be a synthesis of the results of all papers put into a larger context. Why? What? and How? The research questions should be clearly presented, and the summary should contain reflections and analysis of the students work, not only summarizing the papers. This should demonstrate the progression of the student to become an independent researcher. Include an author contribution description, detailed for each scientific paper included in the summary. It is mandatory to write a paragraph in the introduction of your summary that elucidates (> 200 words) how your research topic relates to the UN Sustainability Development Goals. Further information is provided at the KTH web.
	Abstract	PhD student	Every thesis must have English and Swedish abstracts, max 2000 characters (due to DiVA electronic posting restrictions), and be written towards a broader audience. The abstract must also include the title of the thesis, the author and the affiliation as well as key words.
7 - 8 weeks before defence	Perform plagiarism control on the summary and the manuscripts.	Supervisor	Plagiarism and self-plagiarism are not allowed! OURIGINAL is a plagiarism review tool available at KTH.
6 - 7 weeks before defence	Hand in the complete thesis to the advance reviewer.	PhD student and supervisor	Make sure that the advance reviewer has sufficient time to read and comment on your thesis (at least one week and in due time prior to printing). NOTE! Make sure the advance reviewer has been approved and the form is signed by the Director of third cycle education, before the review.

6 - 7 weeks before defence Cont.	Contact the printing office (US-AB) to set up a time for printing of your thesis	PhD student	See thesis printing details
	Prior to printing the thesis, send an electronic draft including a tentative front page to the Vice Director of third cycle education for approval.	PhD student	Before sending the thesis to vice FA check e.g. that you have included the right subject on the front page, that your contribution to each included publication/manuscript is declared and that you have included the sustainability section in the introduction. Note that if any of the printing related deadlines is ignored you have to postpone your defence!
	The thesis should be provided with the following numbers: TRITA-CBH-FOU -serial number phdadmin@cbh.kth.se ISBN = International Standard Book Number for printing	PhD student	TRITA-CBH-serial number. This is provided by the PhD administration. ISBN number is handed out by KTHB. https://www.kth.se/en/biblioteket/publicera-analysera/vagledning-for-publicering/bestallning-av-isbn-1.854778
	Revision regarding the comments provided by the advance reviewer.	PhD student	Revise your thesis according to suggestions/comments provided by the advance reviewer. Discuss with your supervisor. Make sure that you have asked and been granted permission for publication of all published scientific articles and figures taken from yours or other published sources which you have included in your summary.
5 weeks before defence	Complete the two forms below and send them to the PhD administration. phdadmin@cbh.kth.se	Supervisor and PhD student	All the forms needed are found here. Even though the page is mainly in Swedish, much info is given in both English and Swedish.
	1. <i>Application thesis defence</i> (called "Anmälan – Disputation") *	Supervisor and PhD student	Fill in the final names and e-mail addresses of the faculty opponent, the members of the grading committee, the substitute member and the chair for final approval by the vice director of third cycle education.
	2. <i>Summary of advance review</i> (called "Summering av förhandsgranskning för licentiatuppsats/ doktorsavhandling")	PhD student	
	Revise and complete your <i>Individual study plan (e-ISP)</i> .	PhD student	Prepare your final study plan and describe in detail how each educational goal has been fulfilled.
	Do the electronic posting in DiVA! Prepare the electronic posting sheet (Spikblad).	PhD student	Make sure that you write the correct PhD subject: Chemistry, Fibre and Polymer Science, or Chemical Engineering. NOTE! The abstract cannot be longer than 2000 characters including spaces! The official electronic posting must be done at least 3 weeks before the public thesis defence, if not the defence must be postponed!
	Send your thesis to the printing office.	PhD student	Printing proofs must be carefully reviewed. A minimum of 30 copies should be printed. All expenses must be approved by your supervisor (discuss if colour printing of some pages is necessary).

4 weeks before defence	Prepare and send the distribution list to the PhD administration. phdadmin@cbh.kth.se	PhD student	Distribution list (called Distributionslista, doktorsavhandling, licentiatuppsats). The distribution list (including relevant recipients in academia, industry etc. with names and addresses) must be signed by the Vice Director of third cycle education three weeks prior to the seminar.
	Send your printed thesis according to the distribution list.	PhD student	
	Final decision on the faculty opponent, the members of the grading committee, the substitute member and the chair	Vice Director of third cycle education	FYI
3 weeks before defence	Decisions on the public defence are sent to all concerned parties	PhD administration	FYI
	The thesis is officially announced in the KTH web-page calendar (as long as the DIVA posting is done).	PhD administration	FYI
1 week before defence	Defence protocol is sent to the main supervisor.	PhD administration	FYI
The day of defence	Bring the defence protocol.	Supervisor or Chair of the defence	Document is sent from the third cycle education administration office to the main supervisor one week in advance of the seminar.
	Receive the faculty opponent, the members of the grading committee and the chair. Call the substitute member if necessary.	Supervisor	
After defence	Bring the signed protocol to the PhD administration.	Supervisor or Chair of the defence	Make sure that the document is correctly signed and that all participants at the meeting are documented with names.
	Apply for your Doctoral Degree. <u>if not, you will not receive your PhD degree!</u>	PhD student	All course requirements must have been fulfilled (min 60 ECTS credits, including compulsory courses) before you can get your degree.