



Guidance and instructions ahead of your PhD thesis defence

Now that you have booked a time for the public defence of your doctoral thesis (<http://www.disputationsbokningar.med.lu.se/>), we would like to give you some information that we think you will find useful as you prepare for the dissertation. There are a number of administrative tasks with strict deadlines that you must complete on time – see the attached crib sheet for an overview of what those are. It is mostly your own responsibility to make sure that the preparation procedures are followed and the deadlines are met. It is therefore vitally important that you visit the referenced webpages, which contain the most up-to-date information you need.

It is up to you to book a room or suitable premises for your thesis defence. To book a room in one of Lund University's buildings, use the room booking system 'TimeEdit', <https://se.timeedit.net/web/lu/>. Rooms within Skåne University Hospital premises in Lund and Malmö can be booked on site in the relevant building.

You must register for your thesis defence, using the attached template, *at least 3 months* ahead of the date of your defence. You will find rules and recommendations about obtaining your PhD degree on the PhD Students' website http://www.med.lu.se/english/intramed/teaching_and_research/phd_students

The format of your thesis cover and its overall layout must apply the graphic profile on behalf of the University. We recommend that all thesis print internally within Lund University. Your thesis will be included in the following publication series: Lund University, Faculty of Medicine Doctoral Dissertation Series.

For further information from the Postgraduate Studies Secretariat, please contact:
Anette Saltin, Anette.Saltin@med.lu.se

Crib sheet – thesis defence process and timeline

Time frame	PhD student responsibility	Dept/section responsibility	Postgraduate Education Committee (FUN)
At least 4 months before	Book time for thesis defence on faculty webpage www.disputationsbokningar.med.lu.se		
”	Book room/premises for thesis defence		
”	Book time for printing		
4 month before	Send portfolio to deputy head of dept for examination		
3 months before	Write a thesis notification together with your supervisor. Send to deputy head of department, who will forward it to FUN.		FUN (dis)approves thesis. Decision is sent to all concerned. Papers/ manuscripts distributed to examination board and the opponent for preliminary assessment. ISBN and serial number will be sent to PhD-student by email.
At least 2 months before		Deputy head of dept writes a statement after receiving the comments from the examination board and sends it to FUN.	
6 weeks before	Do the review of the kappa. Send thesis to be printed		
1 month before			Grant for printing is paid out to the department.
At least 3 weeks before	4 copies of the thesis to be delivered to the University Library “UB Helgonabacken”.		
”	1 copy of the thesis to be delivered to the Faculty Office (A. Saltin) along with a receipt from the University Library.		Announcement of thesis at the University and the media.
”	Electronic announcement (spikning) and upload of abstract to http://lucris.lu.se/		Approval of electronic announcement
”	Distribution of the thesis to the opponent and examination board.		
Day of thesis defence	Defence of thesis	The minutes of the examination board are sent to the Faculty Office.	
1 month after thesis defence	Apply to receive your PhD degree diploma by emailing anette.saltin@med.lu.se		Issue PhD degree diploma.

RETURN ONE COPY TO:

**Hämtställe 66, BMC F12
LUNDS UNIVERSITET
Medicinska fakulteten
Forskarutbildningsnämnden
BMC F12
221 84 LUND**

REPLY FORM
THESIS DEFENCE DAY

Please submit completed form along with your thesis notification

To be completed by the PhD student:

My thesis defence will take place on (date) _____

Name _____

Personal number _____

Email address _____

Home address _____

Post code/Town _____

Section _____

Work phone nr _____ Home phone nr _____

Preliminary thesis title _____

Room booked _____

Time of thesis defence _____

Lund / Malmö _____

Signature _____

TEMPLATE, the following headings must be included in the thesis notification

One original copy of the notification to be sent 3 months before the day of the thesis defence to “Medicinska fakulteten, Forskarutbildningsnämnden, BMC, F12, 221 84 LUND”. Internal post: “Hämtställe 66, BMC F12, Forskarutbildningsnämnden”. (Included papers/manuscripts to be sent as pdf documents to the Deputy Head of Department and Anette.Saltin@med.lu.se)

THESIS NOTIFICATION FOR ACQUISITION OF PHD DEGREE IN MEDICAL SCIENCE IN THE SUBJECT OF _____

PhD student	Name, personal number and email address
Planned date of thesis defence	Date and time
Admitted to PhD programme	Date
Completed half-way review	Date
Completed PhD courses	Compulsory and other courses as listed in the individual study plan. Portfolio listed as well, certificate signed by the Deputy Head of Department regarding portfolio is handled separately.
Supervisor	Principal supervisor, and assistant supervisors', names and department, as well as email addresses.
Department(s)	Department(s) / section(s) from which the thesis originates.
Thesis title	The preliminary title of the thesis. State if the thesis is a monograph or a composite.
Proposed opponent	Suggestion, with motivation, of a suitable opponent, including name and email address, academic title, relevant expertise for the assignment and, if applicable, affiliation to the department/section from which the thesis originates. The opponent must be a docent/reader or equivalent not from Lund/Malmö.
Proposed thesis defence chairperson	Name, academic title and email address. The chairperson must have relevant expertise within the subject of the thesis. The principle supervisor or deputy supervisor cannot be chairperson. The chairperson must be someone of senior rank who feels comfortable in the role of chairperson, and who can maintain a high standard during the thesis defence. There is, however, no requirement for the chairperson to be an associate professor/professor/-reader/docent. For example, it is possible for someone on the examining committee to act as chairperson.
Proposed members (3) of the examining committee (must have docent/readership qualifications)	Name, academic title, department, subject area and email address. One of the ordinary members of the committee must be appointed from another university.

In addition, you must provide evidence that the

proposed members have had the opportunity to read the thesis components, and that they have agreed to review the documents and provide statements to the deputy Head of Department at least two months ahead of the day of your thesis defence, and to be present as part of the examining committee on the day of your thesis defence.

Proposed substitutes (2) – must have docent/reader qualifications.

Name, academic title, department, subject area and email address.

Signed by Deputy Head of Department responsible for PhD studies

Attachments:

- Conflict of interest form (jävsblankett). The opponent's and examining committee's objectivity and impartiality.
- List of papers included in the thesis
- Supervisor statement (see page 4)

Attachment to be sent to Deputy Head of Department and Anette.Saltin@med.lu.se at least 3 months ahead of thesis defence:

- Pdf versions of *all* papers included in the thesis

Attachment to be sent to Anette.Saltin@med.lu.se at least 6 weeks ahead of thesis defence:

- Certificate that Plagiarism check is performed. *It is the supervisor's responsibility to perform the check and to certify that it has been performed.*

List of papers included in thesis:

State the **title** of each paper that is included in the thesis, **all authors** (listed in the order they appear on the publications), publication names, volumes, first and last page, and year.

Name supervisor who is or has been an editor in journal where articles has been published. If this is not the case, this is certified with the following sentence: *"None of the supervisors are or have been the editor of any journal in which the doctoral student published his / her articles"*.

In the case of not yet published articles, state which publications they have been submitted to and if they have been accepted for publishing. Include written confirmation in the form of, for example, a letter from the editor.

TEMPLATE - Supervisor statement

Briefly describe the following:

- Main content of the thesis
- Its newsworthiness
- The context of the thesis components

Please be sure to specify the PhD student's contribution to each thesis component in terms of planning, follow-up, practical work, script authorship and own initiatives. Please state if the components have been used as part of this thesis, or if they will be used in a different one.

Use the template below to assess the PhD student's contribution to the various stages of each study:

	Study design	Ethics application	Data collection	Statistics	Diagrams/ tables	Results analysis	Manuscript authorship	Manuscript revision	Replies to referents
Study I									
Study II									
Study III									
Study IV									
Study V									

- Not applicable

0 No contribution

↓

3 Significant contribution

Principal supervisor signature

Assistant supervisor signature

Assistant supervisor signature

Assistant supervisor signature

Assistant supervisor signature

Assistant supervisor signature

Opponent's and examination board's objectivity and impartiality

All supervisors and the PhD student hereby certify that there are no known binding relationships or conflicts (collaborations, joint publications during the last five years, applications, PhD students, previous supervision, grants or other binding relationships) with the proposed reviewers (opponent and examination committee members).

Signature: _____ (Principal supervisor)

Signature: _____ (PhD student)

Signature: _____ (Assistant supervisor 1)

Signature: _____ (Assistant supervisor 2)

Signature: _____ (Assistant supervisor 3)

Signature: _____ (Assistant supervisor 4)

Signature: _____ (Assistant supervisor 5)