

## CHECKLIST FOR PUBLIC DEFENCES

When	What	Who (Supervisor usually refers to the principal supervisor. Responsibility may be shared, however, between the principal supervisor, the assistant supervisor and the subject representative)
At least 3 months prior	Decide on the date for the public defence	Supervisor
"	Decide on the form of the public defence	Supervisor
"	Book premises	Supervisor
"	Prepare documentation	Supervisor
"	Prepare advertising	Supervisor
"	Update mailing lists for 1. sending out the digital version of the doctoral project 2. invitations to the public defence	Department administration in consultation with the supervisor
"	Propose external reviewer	Supervisor
"	Propose examining committee	Supervisor
"	Propose chair for the public defence	Supervisor
At the latest 2 months prior	Register the public defence (Special form) - Time - Venue/s - External reviewer - Examining committee - Chair	Supervisor (Decision by faculty board)
Approx. 6 weeks prior	Order printing or other documentation production	Doctoral student
4 weeks prior	Electronic publication of abstract in English in LUCRIS ("Notification", "Spikning")	Doctoral student (With support from Åse Lugné/Madeleine Bergquist)
Approx. 4 weeks prior	Full text publication in LUCRIS (if possible)	
	<i>Distribution of doctoral project</i>	
4 weeks prior	1. To the external reviewer and the examining committee	Doctoral student
4 weeks prior	2. To Lund University Library	Doctoral student
4–3 weeks prior	3. To the department's mailing list	Doctoral student
4–3 weeks prior (if possible)	4. Digital version via email and websites	Doctoral student
<b>PUBLIC DEFENCE</b>		
After the public defence	The examining committee convenes The committee's report is submitted to the faculty office (special form)	Chair of the public defence
At the latest 1 month after the public defence	Supplement in LUCRIS and archives documentation of artistic parts of the doctoral project where appropriate	Doctoral student
Approx. 1 month after	Degree certificate Application via the University's degree office (special form)	Doctoral student
Once a year (usually at the end of May)	Doctoral degree conferment ceremony in Lund Cathedral	The faculty office notifies the Lund University Chief of Protocol of recent PhD graduates and the Chief of Protocol sends out invitations to the Doctoral degree conferment ceremony