Karolinska Institutet

Department of Clinical Science, Intervention and Technology - CLINTEC

Checklist before PhD defence

This checklist is intended to be used by the doctoral student together with the principal supervisor, division administrator, and head of the division to oversee preparations for the PhD defence.

The checklist**, signed by the doctoral student, principal supervisor, and head of the division**, must be submitted as an appendix to the PhD defence application when it is sent to CLINTEC.
You should base your timeline on the Dissertation Committee's meeting schedule to determine the earliest possible defence date. The application must be submitted to CLINTEC one week before the Dissertation Committee's deadline. The work with the application should begin well in advance. Late submissions will be processed at the next opportunity.

Task	Who?	Done
Start reading	**PhD cand.**	☐
• CLINTEC's page: PhD defence at CLINTEC • KI's central page: Time to Defend Your Thesis • Dissertation Committee's: Instructions for Form 9 • Dissertation Committee's: Important Dates	*Notes*	
Set the date & appoint an opponent, examining committee and chairperson	**Superv. /PhD cand.**	☐
The date of the PhD defence is decided **in consultation with head of the division**. Appoint and contact the intended examining committee members, chair and opponent. The date is communicated to the division administrator for help with booking of a room. You will find the committee's meeting times and deadlines for submission of documents on the Dissertation Committee's page Important dates. Here you can also see what the earliest possible date is based on the meeting date at which the application is processed.		

The head of division supports this thesis

Head of division ☐

The head of division must have reviewed and quality assured the thesis and the defence application.

Cost distribution

Head of diviston ☐

If the doctoral student project is connected to more than one division or department, it must be established how the division of work and the cost of the PhD defence will be distributed. A cost agreement may also be needed if the doctoral student also has a clinical appointment. **The head of division is responsible for agreements on costs**.

Pay particular attention to costs such as printing costs, opponent fees, travel, accommodation, catering, flowers and gifts, as well as any room costs when using KI's premises.

Book venue

Adm. ☐

The division's administrator books a room for the PhD defence and, if necessary, also a nearby meeting room for the examining committee's deliberation after the defence.

KI's premises:
Booking requests are made via TimeEdit. Suitable premises include ANA8, ANA10, ANA23 and premises in NEO.

Hospital premises (incl. Novum):
Send the booking request to **servicecenter.navet@regionstockholm.se** . In the email, state that the booking is for a PhD defence, the name of the doctoral student and your ZZ number.

If the defence is held at hospital premises, it is also possible to order drinks for participants (opponent etc.) and flowers (from the hospital director) at the same email address as above. PhD defence supplements (flowers and drinks) can be picked up on the day at the information desk in the hospital's main entrance.

Check credits in Ladok

PhD cand. ☐

The doctoral student checks that all compulsory courses and credit-bearing activities are reported in Ladok for students, and that they meet the minimum requirements for higher education credits according to the general study plan for their year of admission.

Reporting of credit-bearing activities and applications for credit transfer are made on designated forms. Forms with attachments are submitted in PDF format via email to **forskarutbildning@clintec.ki.se**.

Collect ethics applications and decisions

PhD cand. ☐

Ethics applications with decisions must be attached to the PhD defence application (see Instructions for form 9). The decisions must be included in the doctoral student's Individual Study Plan (ISP) and can be downloaded from there. If necessary, the doctoral student can also contact the Ethical Review Authority to obtain applications and decisions.

If ethics applications and/or decisions have not previously been registered at KI, these should be sent to **registrator-syd@ki.se** . The documents must be registered at KI both when KI is the principal and a co-applicant. The division administrator can assist with this.

Contact printing office and publishers

PhD cand. ☐

The doctoral student creates an account with the printer to access the doctoral thesis template. The doctoral student contacts the printer directly with any questions about the template (see Time to defend the thesis, Design and printing of the thesis).

If necessary, the doctoral student contacts the publisher to request permission to use published articles in their thesis. Many licenses allow the use of publications for non-commercial purposes (such as a thesis). For questions about licenses, contact the University Library (KiB).

Submit PhD defence application to CLITEC

PhD cand. ☐

Parts 1A, 1B and 3 of the PhD defence application are submitted together with the mandatory appendices (see PhD defence at CLINTEC) to the doctoral program administrator no later than one week before the deadline for submission to the Dissertation Committee.

All parts are submitted as one or more PDF files to forskarutbildning@clintec.ki.se. After submission, the doctoral student will be contacted if additions are needed before the director of doctoral studies and head of department can sign the application.

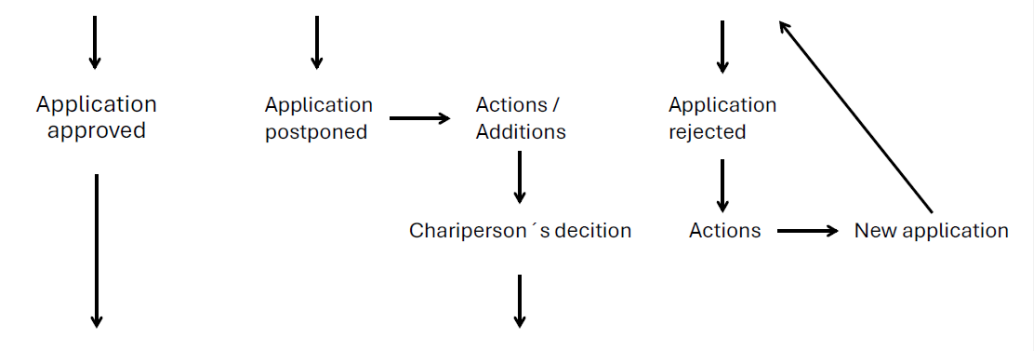
Submit PhD defence application to the Dissertation Committee

PhD cand. ☐

Parts 1A, 1B, 2A, 2B and 3 of the PhD defence application are submitted to the Dissertation Committee on the specified deadline (see Instructions for form 9).

After submission, the doctoral student will be contacted if additions are needed before the application is taken up at the committee's meeting. Only the doctoral student is notified of an approval of the application.

This can happen - Dissertation Committee



Apply for SINK – for foreign opponents

Adm. ☐

For foreign opponents, an application for Special Income Tax for Foreign Residents (SINK) must be submitted to the tax authoroties. The application for SINK is made as soon as the Dissertation Committee has approved the application.

See Instruktioner – Arvodering utländsk opponent (ansök om SINK, kontoanmälan och utbetalning) on GRP_CLINTECAdmin; Forskarutbildning.

Book travel and hotels or prepare a hybrid PhD defence

Adm. ☐

The division's administrator will make travel and hotel arrangements for the visiting opponent and members of the examining committee via the contracted travel agency AMEX-GBT. This should only be done after the PhD defence application has been approved.

The opponent and members of the examining committee may participate digitally in a so-called hybrid PhD defence, provided that certain criteria are met (see Time to defend the thesis). A hybrid defence requires that the equipment in the room is tested before the defence and that a designated person is present on the day to handle the technology.

PhD defence application to the examining board for preliminary examination

PhD cand. ☐

The doctoral student submits the approved PhD defence application, articles and, evaluation forms (see Time to defend the thesis, Examining committee's preliminary review) to the examining committee. The examining committee has two weeks to review the quality and scope of the thesis and notify any additions or amendments.

Thesis layout submitted to CLINTEC for review

PhD cand. ☐

This can be done as soon as the preliminary review by the examining committee is completed and must be done before the thesis is printed.

The first three pages of the template and the cover image are reviewed by CLINTEC's communications officer Åsa Catapano on behalf of the head of department. The doctoral student sends the documentation to asa.catapano@ki.se in good time before the thesis is expected to be printed.

Ordering and delivery of the PhD thesis

PhD cand. /Adm. ☐

The doctoral student orders the thesis with the support of the division's administrator, who also receives the delivery of the printed thesis. The printer can answer questions about the exact delivery time (see Time to defend the thesis, Design and printing of the thesis).

Digital meeting link for the PhD defence

Adm. ☐

For digital participation, a link is needed for the actual PhD defence. If a member of the examining committee participates digitally, a separate link is needed for the committee's deliberation.

Advertise the PhD defence

Adm. ☐

To be done in connection with the nailing of the thesis (see below). Use the template available on Teams. Distribute the ad to the division administrators, CLINTEC HR and Åsa Catapano. Åsa assists with updating the website.

If the doctoral student is employed at the hospital, the ad should also be posted on Inuti. Administrators who have access to a hospital computer can do this themselves. Otherwise, contact the Service Center Hub via navet@regionstockholm.se.

Nailing and PhD thesis

PhD cand. ☐

All thesis must be digitally nailed in KI Open Archive, but a traditional nailing can be done in addition to this (see Time to defend the thesis, Nailing and PhD defence of the thesis).

On the same day as the nailing, the thesis must be mailed to the opponent. The opponent must get one of the two printed theses delivered with spiral binding. (The doctoral student should keep the other.) Opponents often also want a digital version, which is shared through KI Open Archive.

Signed copies should also go out to CLINTEC's heads of all division, head of the department and the directors of doctoral studies. Mailboxes for these are available at the Departmentaloffice on ANA 8, floor 8.

Ordering flowers and catering

Adm. ☐

The division administrator orders flowers and possibly catering (see also the comment on flowers for a PhD defence in the hospital premises under the heading Book a room).

Book an opponent dinner

Adm. / Head of division ☐

After consultation with the head of the division, an dinner with the opponent (but not the members of the examination committee) can be booked for the evening before the PhD defence.

The day of the PhD defence

Superv. /Adm. ☐

- Put up signs directing to the PhD defence room
- Collect water and flowers and leave the PhD defence announcement at the info-desk in the main entrance of the hospital (only in case of PhD defence in the hospital premises)
- Receive delivery of and organise the catering
- Bring enough copies of the thesis and any errata to the PhD defence room
- Bring extra vases to the room as participants often bring bouquets
- Bring the PhD defence protocol to the room. This must be signed by the examination committee.

Decision of the examining board

Superv. /Adm. ☐

The Board of Examiners' decision can only be signed physically. In the case of digital participation, email a copy of the decision to the member who signs, scans and emails it back.

The completed and signed protocol is submitted to the doctoral program administrator. Send the protocol in PDF format to **forskarutbildning@clintec.ki.se** and post or deliver the original to:

Karolinska Institutet
Att: Wilma Jägerström
Alfred Nobels Allé 8, plan 8
141 52 Huddinge

or in my mailbox at ANA 8, floor 8.

Often not all members of the examining committee signed the same form. In these cases, a form with all signatures where at least one signature is original should be submitted. Wherever possible, forms with single original signatures should be submitted as attachments.

Mini report opponent's fees and register expenses

Adm. ☐

This is done after the PhD defence. The fee for the opponent is SEK 15,000. Any expenses for example public transport are registered in the PA-web.

See Instructions – Arvodering utländsk opponent (apply for SINK, account notification and payment) on GRP_CLINTECAdmin; Forskarutbildning.

Apply for compensation from CLINTEC

Adm. ☐

The division is reimbursed by CLINTEC with 25 000 SEK per PhD student with 100% affiliation to CLINTEC. Send a copy of the advertisement or the PhD defence protocol to CLINTEC Economy for transfer of funds to the specified project.

Apply for a diploma

PhD cand. ☐

The doctoral program administrator notifies the doctoral student via email when the new PhD can apply for a diploma. The doctoral student applies for the degree certificate themselves via Ladok.

Before submitting the PhD defence application to CLINTEC, the activities performed are checked off and the checklist is signed. It is then attached to the PhD defence application.

Signed

Head of division	Principal supervisor	Doctoral student