

Checklist for licentiate seminar

- ☐ **You should** arrange *advance* reviewer of thesis in good time
- ☐ Check availability of *special* reviewer to be present at the seminar
- ☐ Book a room for seminar
- ☐ Update the eISP

6 term weeks prior to date of the seminar, **hand in** to Doctoral Studies Coordinator:

- ☐ Application for licentate seminar (FO-ANLI)
- ☐ Summary of advance review of thesis (FO-SUKV)
- ☐ An eISP, approved by doctoral student, supervisor and PA (Håkan Hjalmarson in this case)
- ☐ Preliminary printout of thesis (pdf)

- ☐ **You should** receive a copy of decision by Director of Doctoral Studies, concerning details of seminar
- ☐ Get necessary numbers for your thesis (ISBN, ISSN, Trita. See web page)
- ☐ Arrange for printing of thesis
- ☐ Upload thesis to DiVA
- ☐ Fill out distribution list for thesis including *all* places the thesis will be sent to (not only in Sweden) and no personal names (FO-DIDO)
- ☐ Distribute thesis according to list

3 term weeks prior to date of defence, **hand in** to Doctoral Studies Coordinator:

- ☐ Distribution list (FO-DIDO)
- ☐ One copy of of printed thesis

After seminar, **hand in** to Doctoral Studies Coordinator:

- ☐ Intyg (The form the special reviewer and examiner has signed. This may be handed in by administrator or supervisor)
- ☐ Application for licentiate degree (FO-DLEX or FO-LIEX)
- ☐ For the application for licentiate degree to be approved, all requirements for licentiate degree must be fulfilled and **the supervisor must contact the Ladok administrator to report all-courses-complete-for-licentiate-degree**