

Who does what in connection with PhD thesis & defence?

PhD student	<input checked="" type="checkbox"/>
Check that all PhD courses are approved by GSST	
Check that you have permission from the publisher to reproduce articles and manuscripts	
Submit required forms and information (mentioned in mail "Upcoming PhD dissertation" from GSST) to the PhD school along with the PhD thesis	
Send pictures and information about layout of thesis to Charlotte Hamann Knudsen (follow guideline)	
Check that computer and audio/video equipment is working correctly	
Check that the presentation works on the computer in lecture hall prior to defence	
Deliver 4 copies of the printed thesis to Karina Rysholt Christensen in Foulum and Charlotte H. Knudsen in Flakkebjerg	
Supervisor	<input checked="" type="checkbox"/>
Make sure assessment committee is appointed and approved. Check the seminar list for internal member and planned time. The defence should always be between 2½-3 months after the submission of the thesis.	
Check with the PhD secretary about the planned date of the defence	
Complete supervisor's assessment of the PhD programme	
Make travel arrangement and accommodation for members of the assessment committee (section secretary/Sonja Graugaard will book flight and accommodation when the supervisor gives the necessary information)	
Announce the defence for partners and collaborators	
Chairman of assessment committee	<input checked="" type="checkbox"/>
Manage the assessment of the PhD thesis	
Submit recommendation form to GSST	
Conduct the defense session and convene the necessary meeting with the assessment committee before and after the session (the section secretary can help with booking rooms, lunch etc.)	
Submit the final recommendation form to GSST	
PhD secretary Karina Christensen	<input checked="" type="checkbox"/>
Send this checklist to PhD student and supervisor and send guidelines regarding thesis to the student	
Announce the defence in the department and book the lecture hall (in Flakkebjerg Sonja Graugaard will assist)	
Order reception and arrange help with section secretary (in Flakkebjerg Sonja Graugaard will assist),	
Charlotte Hamann Knudsen	<input checked="" type="checkbox"/>
Make suggestion for lay-out of cover of PhD thesis	
Obtain ISBN number and send thesis to print	
GSST	<input checked="" type="checkbox"/>
Approve the assessment committee	
Confirm that PhD thesis is received	
Send thesis and necessary documents to assessment committee	
Announce the defence on the web page	