**Deadlines and checklist for disputation, Faculty of Social Sciences, version 2019-10-15**

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| **Task** | **Time before disputation** | **Responsible (may differ between departments)** |
| Reservation of date and time for the dissertation via mejl to the Faculty office | 12 weeks minimum | Department |
| Booking of lecture hall for dissertation | 12 weeks minimum | Department |
| Agreement with examination committee, opponent and chairperson | 12 weeks minimum | Department |
| Application of time and place to the Registrar | 8 weeks minimum, July is deductible time! | Defendant |
| Application for public defence, including the members of the chairperson, examination committee and the opponent to the Faculty office. | 8 weeks minimum, July is deductible time! | Department |
| All courses complete | 8 weeks minimum | Department |
| Agreement with printers and with UB for the nailing ceremony | 8 weeks minimum | Department |
| Press release | 5 weeks minimum | Defendant |
| Distribution of the thesis, obligatory copies of the thesis to the library | 3 weeks minimum | Defendant |
| Public posting of the thesis at the University Library | 3 weeks minimum | Defendant |
| Protocols for the review committee, send to the Registrar after the disputation! | 1 day minimum | Department |
| **Defense of thesis** | 0 |  |

**Other things to consider:**

* Interim seminar (about 2 years before disputation)
* Pre-dissertation (about 6 months before disputation)
* Permissions from journals (at least 3 months before disputation)
* Thesis to printers
* Arranging practicalities for the defence

**Checklist for the dissertation day:**

* Check the lecture hall, technical equipment, microphones, PP-presentation, video projector
* Travel and hotel for opponent and committee
* Reception at the department/unit
* Party preparations!