

Department of Quality support

Public defence system- booking, registration of public defence, and preliminary review of thesis

Introduction

- The system handles booking, registration of public defence as well as preliminary review of the thesis
- For support send an email to disputation@lth.lu.se
- Book a date and time for public defence at <https://fukurser.lth.se/disputation/>
- Booking must be made well in advance to register an application for-public defence
- If you log in as a doctoral student, you will be redirected to your post
- If you log in as a Supervisor, Administrator, Director of Third-Cycle Studies or Post graduate education leader, you will be directed to the homepage
- To book a date for public defence for a doctoral student, search for the student's name, Civic Registration Number or the Lucat id in the search field which is available on the upper right.



LUNDS UNIVERSITET



Figure 1: Search function to the upper right

- To edit information, click on the pen symbol which is present on the far right of the errand. You will then be directed to the editing page.

Booking

Booking

| NAME | SUBJECT | DEPARTMENT |
|------|---------|------------|
| | | |
| | | |

Book a defence.

Important: Decision on temporary rules for the public defences at LTH because of corona virus is available at http://www.lth.se/fileadmin/lth/arstalda/Eslut_on_tillfaelliga_regler_foer_disputation_vid_LTH_English_NT_version_2.pdf

| | | |
|---------------------------------|-----------------|-------|
| Student identification number | Phone | |
| | | |
| Date of notification (spikning) | Date of defence | AM/PM |
| | | |

Principal supervisor

Check that the main supervisor and the assistant supervisor's information are correct. It is mandatory to fill in the Lucat box for LU employees. Press the search button and there will be suggestions for people. Select the one that is current

| | | | |
|-------|----------------|------------|-----------|
| Lucat | Academic title | First name | Last name |
| | | | |
| Mail | Affiliation | | |
| | | | |

Assistant supervisors

| | | | |
|-------|----------------|------------|-----------|
| Lucat | Academic title | First name | Last name |
| | | | |
| Mail | Affiliation | | |
| | | | |

Administrators

A list of administrators who are authorized to administer postgraduate education at the department is displayed. If it is another employee besides the one on the list who is to receive information, you have the opportunity to add these. This is done by entering the name of the employee in the Lucat search box, and the relevant suggestions for people are retrieved. Select the most suitable one and all data is retrieved automatically.

Ladok-administrators for this course: and

Figure 1: Book a date for public defence and send an email

- Fill in all information and click on “Book and mail”.

- The form should be signed by the supervisor and sent to:
Public defence, LTH Kansli, Internal mailing (HS) code 55.

Preliminary Review: Distribution the thesis to the Examining committee and the external reviewer (Faculty opponent)

Thesis (check)

| | | |
|----------------------|-----------------------|---------------------------------|
| NAME | SUBJECT | DEPARTMENT |
| TITLE | TYPE OF THESIS | |
| PRINCIPAL SUPERVISOR | ASSISTANT SUPERVISORS | DATE OF DEFENCE |
| | | DATE OF NOTIFICATION (SPIKNING) |

Supervisor uploads the most recent version of the thesis and sends it to faculty examiner and examining committee.

Files

| | | |
|---------------------------------|--|--|
| Short CV of suppleant | | |
| Short CV of examining committee | | |
| Minutes of preparatory meeting | | |
| CV of external reviewer | | |
| Thesis | | |
| Authors contributions to thesis | | |
| Popular scientific summary | | |

Drag file(s) here or click for browsing Browse

Start upload
Send

Figure 4: Distributing the thesis for preliminary review

To upload the thesis and distribute from the system:

- Click on “Browse and upload the latest version of the thesis by clicking on “Start upload”.
- When the file is uploaded, click on “Send.” An email with guidelines for preliminary review, preliminary review form along with a link to the thesis will be sent to the external reviewer and the examining committee.
- The supervisor will receive a copy of the mail.

Preliminary review: Managing responses from the Examining committee and the external reviewer (Faculty opponent)

Preview

| | | |
|----------------------|-----------------------|--------------------------------|
| NAME | SUBJECT | DEPARTMENT |
| | | |
| TITLE | | TYPE OF THESIS |
| | | |
| PRINCIPAL SUPERVISOR | ASSISTANT SUPERVISORS | DATE OF DEFENCE |
| | | |
| | | DATE OF NOTIFICATION (SPIKING) |
| | | |
| EXTERNAL REVIEWER | EXAMINING COMMITTEE | SUPPLEANTS |
| | | |
| | | |
| MODERATOR | | |
| | | |
| | | |

The supervisor, after receiving responses from the members of the examining committee and faculty opponent need to fill in the comments field below and upload the feedback forms if received. To upload the feedback forms, click on "Browse" fetch the form and choose "Other" from the dropdown list. If the thesis is approved click on "Approve". If the faculty opponent or the examining committee suggests against disputation, then click on "Disadvise".

| | | | |
|--|--|---------------------------------|--|
| | | Authors contributions to thesis | |
| | | Short CV of examining committee | |
| | | CV of external reviewer | |
| | | Popular scientific summary | |
| | | Short CV of suppleant | |
| | | Minutes of preparatory meeting | |
| | | Decision | |
| | | Thesis | |

Drag file(s) here or click for browsing [Browse](#)

[Start upload](#)

Comments and to be completed with

B I U S

s

[Approve](#) [Disadvise](#)

Figure 5: Managing responses from the reviewers

After receiving responses from the examining Committee and the external reviewer (Faculty opponent):

- the Supervisor must enter the comments in the comments field.
- upload the feedback forms. To upload, click on "browse", fetch the form, and choose "Other" from the dropdown list. Click on "start upload".
- If the thesis is approved, click on "Approve".

However, if “Send back” is chosen:

- An e-mail will be sent to the doctoral student, supervisor, Director of Third Cycle Studies, Post graduate education leader and to administrative personnel at the department as well as LTH's Kansli.
- The errand will again have status application with the date of the public defence removed.