

Department of Quality support

Public defence system- booking, registration, and preliminary review of dissertations

Introduction

- The system handles booking, registration as well as preliminary review of the dissertations
- 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 dissertation
- 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

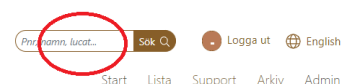


Figure 1: Search function to the upper right

- 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
madelcinc.jonsson@biotec.lu.se		

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/arstallda/Eeslut_on_tillfaelliga_regler_foer_disputation_vid_LTH_English_NT_version_2.pdf

Student identification number	Phone		
<input type="text"/>	<input type="text"/>		
Date of notification (spikning)	Date of defence	AM/PM	<input type="button" value="Choose"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mail	Affiliation		
<input type="text"/>	<input type="text"/>		

Assistant supervisors

Lucat	Academic title	First name	Last name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mail	Affiliation		
<input type="text"/>	<input type="text"/>		

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: Annelie Raimer (kcz-anr) and Emma Poaches (biot-eap)

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

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

Registration of application

Application ■ □ □ □ □ □

NAME	SUBJECT	DEPARTMENT
PRINCIPAL SUPERVISOR	ASSISTANT SUPERVISORS	DATE OF DEFENCE
		DATE OF NOTIFICATION (SPIKING)
		LAST DATE OF APPLICATION

Send in an application for a defence. You can save and come back before submitting it. When all the information is filled in click on "Applicate and mail". A pdf version of the application is then created.

To print the application: On the start page, search for the specific errand and click on the drop down button to the far right. Under documents, a pdf version of the application is available for printing. A signed application should be sent to: LTH Kansli, Public defence, Internal mailing (HS) code 55.

Save Applicate and mail

Figure 2: Fill in the application

- Note: to register an application, a date for public defence must be booked well in advance.
- Fill in the form and attach the necessary documents.
- All information does not have to be filled on at once. You can "Save" the form and fill in the rest later.
- When all the information is filled in, click on "Applicate and mail".
- An automatic email is sent to LTH's office. An administrator checks the application and forwards it for further review/decision.
- The principal supervisor will receive an invitation from LTH's office to digitally sign a PDF version of the application in eduSign.

Preliminary Review: Distribution the thesis to the Examining committee and the external reviewer

Thesis (check)

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

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 3: 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

Preview

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

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

Approve Disadvise

Figure 4: Managing responses from the reviewers

After receiving responses from the examining committee and the external reviewer:

- 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”.

However, if “Send back” is chosen:

- An e-mail will be sent to the doctoral student, supervisor, Study 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 disputation removed.