Flowchart Monograph

Number of weeks before public defence		To do:	Fill in current date:
18	**Application for defence**	Submit your application disputation@ki.se	
16	**Dissertation committee's meeting**		
15	Application granted ↓ Application Deferred ↓ Amendments ↓ Chair makes decision ↓ Application rejected ↓ Amendments ↓ New application	Contact the printing house.	
14	**Monograph reviewers** (3 weeks) Review report ↓	Send your thesis to the monograph reviewers.	
11	**Rebuttal** ↓	Write a rebuttal and send to the Dissertation Committee.	
10	Permission to send the thesis to the examination board.		
9~	**Examination board (Preliminary review)** (2 weeks) ↓ Recommends public defence ↓ Advice against public defence --> Amendments	Send your thesis to the examination board.	
6	**Thesis printing** ↓	Submit your thesis to the printing company	

Latest 3	**Publication** ”Nail” (”spika”) your printed thesis at KIB in Solna or Flemingsberg at least three weeks ahead of defence. ↓	Send the printed thesis to the examination board, opponent, chair of defence etc.	
	PUBLIC DEFENCE		

After defence
1. Apply for certificate degree in LADOK
2. Conferment Ceremony

To calculate the minimum time needed, follow these steps:

- Fill in the planned defence date.
- Count back 3 weeks = nailing date
- Count back another 3 weeks = date of submission to printer
- Count back a further 3 weeks = date of dispatch of thesis to the examination board
- 1-2 weeks = Write a rebuttal
- Add 3 weeks = Send the thesis to the monograph reviewer
- Find out the Dissertation Committee meeting, choose a suitable date
- Count back 2 weeks = the application for the defense must be submitted

NOTE! The examination board's preliminary review must take place during term time unless otherwise agreed with the examination board before the application is submitted.

NOTE! When applying to present a monograph thesis, contact the administrators at the Dissertation Committee for individual planning of the timeline.