Good to know before the disputation and the disputation party

This document contains information on the procedure associated with the disputation as well as obligations for the persons involved in the process. The first part concerns the disputation in general and the second part focuses on important elements in terms of the thesis completion. Finally, there is a checklist of elements that the thesis should contain and a schedule over the process as such.

Part 1 – Responsibilities regarding disputation in general

Deputy Head of Department for the doctoral school:
- Ensures that the supervisor arranges an opponent and examination committee in time. The Head of Department must then sign the request for disputation.

Supervisor:
- Contacts the opponent and examination committee.
- Notifies the Human Resources Administrator about who the opponents are and who the examination committee consist of. The administrator will then arrange necessary travel orders.
- Ensures that a protocol from the examination committee is established and submitted to the Registry.
- Ensures that the examiner/examination committee is invited to lunch, if desired. Expense of the department.
- Ensures that the opponent and examination committee receives the dissertation on time. The opponent may need a script first.

Human Resources Administrator:
- Ensures that the flower decoration for the disputation is ordered and that he flowers is set in an old soup terrine belonging to the institution. It is important that this is returned after the flowers fade. Expense of the department.
- Makes sure that the examiner/examination committee is informed of the fee for the assignment and travel/living expenses during their stay in connection with the disputation. Please note that staff at the University of Gothenburg can only receive compensation in the form of internal invoicing to their own department.

Doctoral student:
- Responsible for ensuring that the local for the disputation and the examination committee meeting is booked.
- Is responsible for the purchase of drinks and snacks for the “defense toast”. Expense of the department.
• Is responsible for his own party. Local can be borrowed by the department, but in addition, the doctoral student is responsible for everything, from table settings, china, food, coffee to cleaning, etc. The party counts as an entirely private party, so one cannot expect help or financial support from the Department.
• Is responsible for the form on suspension of alarms, etc. submitted to the alarm manager at the faculty. The form is available in the University of Gothenburg’s form archive.
• Ensures that the premises are cleaned and debris from the party whisked away.

Part 2 – Instructions and responsibilities for the production of dissertation manuscript and printing of the dissertation in GNS.

Supervisor:
• The supervisors approve the thesis so that it can proceed to disputation. By doing so the supervisors have also ensured that the contents of the script are of acceptable standard both for disputation and for publication in GNS. The principles that apply to GNS are gathered in the document "About_the_GNS-template.docx". The editor will thus not have to consider whether your thesis can be printed in GNS or not. Although, if the script is not in an acceptable condition the disputation date must be moved forward.
• Is responsible for determining whether the thesis needs to undergo a language review before printing. The language review is funded by the Department.

Doctoral student:
• The doctoral student is obligated to be available during typesetting / editor reading to answer questions and sort out things that need to be sorted out.
• Ensures that a prepared script, containing all parts, is delivered to the typesetter in accordance with the timetable for the production process (see checklist). This also includes a proofreading of the script. When the script is delivered for composition, only changes that are directly related to the composition can be made.
• It is the responsibility of the student to ensure that the script is written in the Word template that the department provides.
• Those writing in LaTeX can ignore the three points above.
• If the doctoral student writes a compilation thesis, the student is obliged to obtain permission to publish the articles, both in the physical book and in the digital edition of the thesis.
• The doctoral student writes press release together with the Faculty communication officer.
• Manages the e-publishing. The doctoral student receives an email with login information for GUPEA entitled: "GUPEA: E-spikning av doktorsavhandling / E-publishing of doctoral thesis".

Licentiate doctoral student:
• The student contacts the web editor/communicator at the department in good time before examination to announce the occasion in the calendar. At least three weeks before the ventilation, there must be information about the defense and how to acquire the manuscript.
• Licentiate doctoral student delivers a PDF version of the Word document directly to Repro who then prints a simpler edition directly from this.
• It is the responsibility of the student to ensure that the script is written in the Word template that the department provides.
• Writes press release together with the Faculty communicator

**Editor:**
• Ensures that the script keeps GNS standard when printed. Normally, the script should be in such a condition that the editor only needs to read the script once after the composition, and then only examine the form and content. As for content, the main focus is coherence and the consistency. Major substantive changes cannot be made when the script is composed without the timetable being disrupted.
• Responsible to make room in the schedule for reading and returning the script in time for the composer for corrections and adjustments. Usually 40 hours, but this can vary depending on how the thesis looks. Although, if the script is not in an acceptable condition the disputation date must be moved forward.
• Keeps in contact with the supervisor, and verify that the schedule is on time four months before the disputation.

**Web editor/Communicator**
• Is responsible for “the running schedule” regarding timetable for publication.
• Ensures that an editor is appointed.
• Makes contact with the editor, supervisor and student after the final seminar for planning the completion of the manuscript and the publication of the thesis. This occurs approx. 6 months before the disputation.
• Ensures that the templates are kept updated and that the doctoral students have been instructed in how to use them.
• Is responsible for contact with the printers.
• Take quotes from printers
• Sends the script to the printers
• Composes the script in InDesign
• Updates the list of publications on the website.
• Posts information in the calendar about the licentiate seminar and where the essay is available, at least three weeks before the defense.

**Checklist:**

**The following parts must be delivered for composition:**
• Posting
  • Same as title page and abstract + time and place for the disputation
• Cover
  • Blurb
  • Cover photo/picture
  • Portrait of writer
• Inlay
  • Title Page
  • Abstract with keywords
  • Preface/Acknowledgements
The following parts are dealt with during composition:

- Layout and typography: Cover, posting and inlay
- Generating: List of figures, tables, and table of contents

The following schedule should be kept:

6 months before the disputation: Communicator contacts the supervisor, editor and doctoral student and plans the schedule regarding the printing process.

4 months before the disputation: The editor checks with the supervisor and doctoral student so that everything is on time according to the running schedule. Revises when necessary and notifies the Communicator.

12 weeks before the disputation: Inquiry to the printing offices is sent (prelim. calculation of the number of pages)

9 weeks before the disputation: Typesetting and composition begins, the editor reads and composition completed

6 weeks before the disputation: Submission of pdf to print

4 weeks before the disputation: Printing done

3 weeks before the disputation: Posting

The script for the opponent is sent according to agreement. It is common to send a preliminary script at the beginning of the composition and then a final version when the book is printed. Examination board gets the printed book unless they specifically ask for an earlier script.

If the supervisor and the doctoral student wants a first reading of the script before composition they must set aside two weeks for this so that the script can still be completed by the time of printing. However, this can only be done in exceptional cases. Normally the script is only read once, after composition.