

Checklist for dissertation - **information from the doctoral student**

Please fill in the necessary information below so we can start plan the practical details around your dissertation.

Your contact details

Full name _____

Phone number _____

Email _____

Practical details

a.) Opponent

Does your opponent need a flight?

YES NO

If the opponent needs a hotel, how many nights?

Are there any requests for hotels?

Does the opponent need a taxi to and from the hotel?

YES NO

Contact information for the opponent (if travel is to be booked)

Full name _____

Phone number _____

Email _____

Country _____

b.) Dissertation Committee

Do you need to book a trip for the committee?

YES NO

Train Flight

Contact details for the committee (if travel is to be booked)

Full name _____

Phone number _____

Email _____

Full name _____

Phone number _____

Email _____

Full name _____

Phone number _____

Email _____

Details about the dissertation

Date _____

Time _____

Location _____

Do you need help booking a lecture hall?

YES NO

If yes, feel free to give 3 suggestions for premises that you are interested in, note that CPF has a larger hall for rent that can accommodate 90 people, and KI has premises on their website that can be booked through us: [bookable-premises-on-campus - solna](#):

Do you need a smaller room for the dissertation committee where they can meet after the dissertation for discussion and lunch?

YES NO

Snacks and drinks

Do you want to order snacks/drinks for the mingle after the dissertation?

YES NO

If so, what do you want to order (usually various, small sandwiches and alcohol free sparkling wine) and how much:

Should lunch be ordered for the dissertation committee?

YES NO

If so, what to order and how much?

Honorary fee to the opponent

According to KI regulations we pay a honorary fee of SEK 15 000 to the opponent and we need the following to administrate the payment and tax deduction:

1. Copy of the opponent's passport (needed to apply for special income tax with the Swedish Tax Agency)
2. Bank details for payment to a foreign bank account

It is the administrator at CPF who arranges this, but it can be good for you as a doctoral student to inform the opponent of these important details.

Costs

Enter here all costs you are applying for support for (CPF offers support for dissertation costs up to SEK 45 000) - State below:

If stated costs exceed SEK 45 000, please state project number that can cover the costs (It must be an account on KI, usually K8 followed by 8 digits, ex. K8xxxxxxx):

Account on KI: _____

I certify that all the details in this document has been approved by my Main supervisor

The main supervisor's contact information

Name _____

Phone number _____

Email _____

Invite the opponent to give a workshop/lecture the day before the defense?

Is there interest in inviting the opponent to give a lecture or workshop the day before the defense? CPF can then help with the practicalities such as booking the venue, marketing and ordering any refreshments.

YES

NO

Tips for digital dissertation:

- Send out a link in good time
- Reminder one hour before
- Have a backup plan if there are technical problems, e.g. Teams.
- Obtain permission from everyone involved before you record the webcast

The dissertation at ki.se and psykiatrforskning.se

When everything is booked and ready: Do not forget to send information about the dissertation to sofia.sjogren@ki.se for publication in the calendar. Name of doctoral student, title of dissertation, main supervisor, assistant supervisor, opponent and grading committee. Also: date, start time, end time, location and any zoom link. Send the information in both Swedish and English!

Thank you for your information!

Please send this form to sofia.sjogren@ki.se so that the practical details of your dissertation can begin to be planned.