**Checklist regarding submission of PhD thesis for the defense**

The PhD thesis, and all appendices required, must be submitted to the faculty’s PhD administration office.

The following conditions must be met before a PhD thesis may be registered as being submitted to the Faculty and submitted for assessment.

The PhD student must prior to handing in the PhD thesis have sent an email to the PhD school at phd@tek.sdu.dk that includes the following documents:

|  |  |
| --- | --- |
| A screen-dump in a pdf file of the student having registered his/her thesis in PU:RE and set the status to “submitted” . **Do NOT upload a pdf of the thesis in PU:RE** | [ ]  |
| The principal supervisor’s statement in English concerning the entire course of PhD studies, including the completion of the individual components of the Research and Study Plan. The statement must be submitted in a pdf file | [ ]  |
| A brief popular scientific abstract in English of the PhD thesis. The abstract must be written using widely understood scientific terminology and comprise about one A4 page. The abstract must be submitted in a pdf file | [ ]  |
| A reporting form for Statistics Denmark. The latest version of the form is found on Statistics Denmark’s website (Obtained Ph.D. degree and discontinued Ph.D.). The form must be submitted in a pdf file | [ ]  |
| A library form | [ ]  |
| **The PhD thesis must be submitted as follows:*** **seven printed copies** in English of the PhD thesis, which belong to the Faculty, must be submitted. The copies will be distributed to the following parties as follows: the assessment committee (3), the principal supervisor (1), the department (1) and the University of Southern Denmark Library/The Royal Danish Library (1), The PhD School (1);
* the PhD thesis must be submitted in **bound** copies, i.e. attached to the document’s spine as a minimum;
* **the PhD thesis must include an abstract both in Danish and in English which must be placed in the beginning of the thesis;**
* **co-author statements** must be bound into each of the copies of the PhD thesis (in the back of the thesis;
 |

Please be aware that both the PhD thesis and the defense are publicly accessible.