

PhD submission after X years of writing....

How to survive until defense...

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There are lots of formalities

- Make sure you read the rules for submission
- You need a lot of signatures, on the forms that are posted on the Faculty Website
- Make sure your co-authors sign early
- Make sure you have all the ethical and research permissions stored and signed

More formalities

- Make sure you submit at a time when the faculty administration can respond and give feedback. They have very long vacations.....
- Read carefully in what form the thesis should be submitted (most often electronically)

The «kappa» or summary

- Most of the students that have to re-submit, receive comments on the KAPPA
- The purpose of the summary, is to bind the articles together and present a holistic review of the PhD
- Do not go too far outside the theme. Do not repeat the text in the articles. Make someone with knowledge of your thesis, read through KAPPA

More Kappa

- Be careful about the format of Kappa
- Be careful that you do not recommend things outside your study topic, unless you document that it is smart.
- Make sure that you have updated the reference list, and do not repeat your protocol in Kappa. The protocol talks about things you intend to do. The Kappa should document that you did this.

If you have used help, like statisticians or methods people....

- Make sure you state or repeat what you did, and what they did. It is fair not to know the details in what their competence is, but only if you have explained their role.
- Acknowledge everyone in the first intro.

Chosing a committee

- You and your supervisor can discuss the committee members, or you can leave it to him/her.
- Once they are suggested, get them to fill in the «impartiality form». Many will be ineligible because of several rules. Often, it is smart to ask the Faculty, if you can get hold of themm. If they do not accept the committee, - «here we go again».....
- Make sure you include references or papers from committee members in the summary..... 😊

Waiting period

- In the waiting period, 3 months plus plus – holidays and delays – prepare the 20 minute presentation you are obliged to give at the start of the defense. Exercise the presentation orally with friends, in writing with the supervisor
- Avoid too many details. They have the details in the text. Avoid very busy slides. Avoid too many slides. Do not read the slides out loud, be a «free speaker».

Response

- Make sure you respond to the «verdict» once you have it – in writing, to the Faculty. Do not argue with the committee.
- If you are accepted, look at the critical remarks anyway, and address them in your presentation.
- If you have to re-write, do it with no hesitation. Nobody is perfect. Everything can be improved.

Trial lecture

- Prepare the trial lecture well. Make it clear and simple. Answer the given topic. Show them that you can lecture. Do one or two rehearsals with audience.
- You are allowed «not to know». Just say «I don't know, can you help me out»

Defense

- Remember you have already passed. The defense is like a wedding (without a groom or bride, only you shine!)
- You know your thesis well
- Prepare some reserve slides on questions that may come
- Relax, be happy, not nervous. A defense is a dialouge, not a court case.

Acknowledgements

- Remember to say thank you to everyone!
- (Faculty, Institute, Program, supervisors, Dean, committee, family, colleagues, sponsors.
- Then have a nice celebration!