

Checklist before submitting your PhD thesis.

The last six months:

- Make sure all your **ECTS points** are approved – it may take some time to get them through the system, so the sooner this is done the better.
- Remind your supervisor and head of department that proposals must **be submitted to the assessment committee** of the PhD School before submitting the thesis (thus avoiding delays in forwarding the thesis). The PhD School will likely remind the supervisor a few months before the deadline, but it wouldn't hurt to follow up on this or even be ahead.

Before/at the deadline for submitting your PhD thesis:

- Proofreading usually takes three weeks. Add at least a week to this to give yourself time to make the necessary corrections/adjustments to the thesis.
- Your thesis must contain both a summary in Danish and an abstract in English, regardless of the language in which the thesis is written (PhD Executive Order Section 12, subsection 3).
- The procedure for submitting your thesis to the PhD School is described on the PhD School's website. [Read more](#).
- Please review the procedure with your supervisor well in advance. Ask the PhD coordinator if you have any questions about the submission procedure.
- If necessary, book a student assistant for the day of submission, as this can be hectic!
- Agree in advance with your supervisor about how much and in what way you can avail yourself of your supervisor in the last period.
- Remember to have a colleague make sure there is plenty of cold beer and someone to help you drink it once the submission is complete! 😊
- If necessary, before the defence make an advance agreement with a publishing company (e.g. Djøf Forlag or Karnov Group) about the publication of your thesis.

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- If at all possible, plan at least a week's holiday after the submission. You will need it. Also, book a massage appointment soon after submission, because it would be a little strange if you didn't have a few knots.

Practical technicalities about the thesis

- Front page
- Update Table of Contents
- Update any list of tables and figures (if you are using any)
- Verify that any appendixes are ready for submission and included in the Table of Contents
- Literature list + source list
- Summary in English and Danish
- Double check that all questions and comments to yourself are gone (I used xxx to mark comments to myself – using Word's search function, it was easy to double check if there were any left at the end)
- If necessary, make a list of things you still need to write/check/agree/??? that you can keep next to your computer and – not least – cross out when you have done something that was on the list

Most importantly:

Take care of yourself. Experiment and figure out how you best deal with stress. Make sure you eat proper food so that your brain gets the necessary fuel. Make sure you get the sleep you need. **In short:** Find a routine that works for you and stick with it. And in any way you can, make sure you take time off now and then – you will burn out very quickly if you work round the clock.

Remember, completing a PhD thesis is like running a marathon – not a sprint 

1 September 2022