

Public examination arrangements at LUT - responsibilities

No	Subject	WHO	WHEN
01.	agreeing on the date with the opponent, securing resources from the digi team and/or availability of premises	Custos	after permission to print
02.	booking the auditorium	Candidate	after permission to print
03.	agreeing on the arrangements with the digi team	Custos/Candidate	after permission to print
04.	informing the university porters, Doctoral School and school secretaries about the date and arrangements	Candidate	after permission to print
05.	submitting the contact info of the opponent(s) to the digi team	Doctoral School	after permission to print
06.	informing the Vice Rector, university porters, Academic Library, LUT Media Services, schools' secretaries and University Press about the permissions to print	Doctoral School	after permission to print
07.	starting the publishing process of the dissertation = submitting the manuscript and publication agreements to the Academic Library	Candidate	at the latest 25 days before the public examination
08.	submitting the information about the public examination and dissertation to the LUT Media Services	Candidate	when the date of the public examination is fixed
09.	starting the printing process = submitting the finalised dissertation to the University Press, cc: Academic Library	Candidate	at the latest 23 days before the public examination
10.	checking the documents and possibly suggesting changes to the candidate	University Press, Academic Library	
11.	making the changes suggested by the University Press and Academic Library before the draft version is printed	Candidate	
12.	printing and checking the draft version of the dissertation (e.g. printing quality, cover pages, margins, location of main headings, acta appendix and publication cover pages), informing the candidate and Academic Library about the draft version being ready	University Press	
13.	checking the draft version and informing the University Press about possible suggestions for changes. Alternatively giving the University Press a permission to print the dissertation.	Candidate	at the latest 15 days before the public examination
14.	checking the draft version (layout, text on cover pages, publications) and informing the University Press and candidate about possible suggestions for changes	Academic Library	at the latest 15 days before the public examination
15.	making the suggested changes to the dissertation and delivering the revised parts of the dissertation to the University Press and giving them the permission to print the final dissertation	Candidate	
16.	informing the University Press about how many copies of the dissertation are needed for the public examination	Candidate	
17.	taking care of the opponent(s) travel arrangements and bills	School secretaries	
18.	arranging the coffee service	School secretaries	
19.	arranging the lunch	School secretaries	
20.	instructing the opponent(s) about the public examination arrangements, sending the Zoom-instructions to the opponent(s)	Custos	
21.	printing the final dissertation	University Press	at the latest 10 days before the public examination
22.	making the final electronic dissertation (pdf) and sending it to the Academic Library	University Press	at the latest 10 days before the public examination
23.	publishing the electronic dissertation in LUTPub	Academic Library	at the latest 10 days before the public examination
24.	submitting the rest of the press information (link to LUTPub) to LUT Media Services	Candidate	as soon as the dissertation has been published, at the latest 10 days before the public examination
25.	drafting the media announcement and adding it to LUT intranet and lut.fi website	Media Services	at the latest 10 days before the public examination
26.	packing and posting the printed dissertations and sending them to the candidate, Doctoral School, Academic Library and university porters. Informing them.	University Press	at the latest 10 days before the public examination

27.	saving the electronic dissertation in LUTShop	Academic Library	
28.	archiving the publication agreement and permissions	Academic Library	
29.	sending the legal deposit copies of the dissertation to the National Library	Academic Library	
30.	putting the printed dissertation on public display at the university	Doctoral School	at the latest 10 days before the public examination
31.	posting the dissertation to the opponent(s), preliminary examiners, supervisors and school's office	Doctoral School	at the latest 10 days before the public examination
32.	requesting an errata sheet from the candidate, if applicable	Academic Library	
33.	drafting the errata sheet and sending it to the University Press, if applicable	Candidate	
34.	printing the errata sheet, delivering it to the Academic Library, Doctoral School, candidate	University Press	
35.	inserting the printed errata sheet to the printed dissertations	Candidate	
36.	adding the electronic errata sheet to LUTPub	Academic Library	
37.	arranging a testing event with the opponent(s), custos and candidate	Digi team	
38.	storing the printed dissertations before the public examination	University porters	
39.	delivering the printed dissertations to the auditorium	University porters	on the day of the public examination
40.	auditorium decorations	Candidate, University porters	on the day of the public examination
41.	checking that the equipment works in the auditorium	Digi team, Candidate, Custos, (University porters)	on the day of the public examination
42.	being in charge of the technical support in the public examination	Digi team	on the day of the public examination
43.	delivering the hand disinfectant and masks for the audience in the auditorium	University porters	on the day of the public examination
44.	delivering the opponent(s) statement to the Doctoral School	Custos	after the public examination
45.	karonkka	Candidate	after the public examination

Responsibilities are colour grouped according to a rough timeframe.