

APPENDIX F: PRESS OFFICE GUIDELINES REGARDING THE ELECTRONIC APPLICATION FORM FOR THE PHD THESIS DEFENCE CEREMONY

In order to finalise your application for the PhD thesis defence ceremony, you - the PhD candidate - will have to complete the electronic 'Application form for defence PhD thesis'. This form can be accessed online at www.uu.nl/promotieformulier. You will have to set up a personal account ('New user') and enter the required details. The system allows you to save your details at all times and to continue your application at a later or more convenient time by using your login codes ('Existing user').

The application form requires you to provide information about the PhD thesis defence ceremony as well as information which may be used by the (faculty) press officers and the University Library. The form consists of three sections, which are further detailed below. We recommend you first read these explanatory notes and have all required information at hand when completing the form.

As soon as you will have filled in and submitted the application form, the date of the PhD thesis defence ceremony will become definite. We advise you to complete this form as soon as possible, but no later than two months prior to the date of the PhD thesis defence ceremony.

Explanatory notes

Section 1: Personal information

This section requires your personal information, such as name, address, contact details, and date of birth.

Note: It is essential, particularly for the Beadle, that the home address referred to in Hora Est! (Form 1) corresponds with the home address referred to under Section 1. It is, however, possible at all times to change personal details in Hora Est!

Section 2: Thesis information

In this section you will have to provide details about the PhD research, the PhD thesis and the defence ceremony, such as the names of your supervisors and second supervisors, the title of your thesis, some English keywords, and the main conclusions and most important recommendations arising from your research.

The University Library will use this information to provide optimal online access to the thesis by means of *Igitur* (see also 'Instructions to the PhD candidate', Articles 8, 10, and 11).

The information will also be used by the (faculty) press officers (see also 'Instructions to the PhD candidate', Articles 22 and 23).

Explanatory notes to filling in the form

- **Title of doctoral thesis**
The title of the doctoral thesis must be identical to the title on the title page as submitted to the Beadle.
- **Scientific abstract (english, 500 words)**
The scientific abstract of the PhD research must be written in English in 500 words.
- **Keywords (english, 10 words)**
You may enter 10 keywords that describe your PhD research.
- **Main conclusions**
In one or two sentences describe the main conclusions of your research.
- **Main recommendations**
In one or two sentences describe the most important recommendations arising from your research.

- **Subject doctoral thesis**

Describe the subject of your research thesis in one short sentence. For instance: 'Bacteria responsible for osteoporosis in labradors', 'Dutch children more sociable than their German counterparts', or 'Self-help method treats insomnia'. The press officers will use and possibly edit this text to head the announcement of your PhD thesis defence ceremony on the dissertation calendar on the website (www.uu.nl/agenda) and on the calendar in the biweekly newsletter (*UU NieuwsMail*).

- **Short summary (dutch, 250 words)**

Describe your PhD research in plain language in 250 words. The summary should also be clear to laymen and jargon should therefore be avoided. The text shall serve as basis for the information on the dissertation calendar on the website (www.uu.nl/agenda) and may also be used towards a possible press release (which will not be published without consulting you).

The short summary must be submitted in Dutch (not in English). If you do not master the Dutch language, your supervisor(s) or second supervisor(s) may help you out.

You are advised to start the summary with the most topical information (what makes your research newsworthy?). This may be followed by explaining how you came to your conclusions and recommendations. Try to focus on the following questions: Why are the conclusions important or relevant to society? Is your research topical? Who or what will be affected by your research? Also keep in mind that the media are keen on numbers, percentages and striking examples.

- **Who financed this PhD research**

Did you finance your own research or was your research funded by an institute or the industry?

- **Commercial edition available**

If applicable, you must give the details (edition/publisher) of the commercial edition of your thesis.

Section 3: Employer information

This section requires your work contact details.

Finalising your application

After you have entered all required details, press 'Submit for Publication' to finalise and submit your application. The application will be sent to the Beadle, the University Library and the (faculty) press officers. You will receive confirmation of your application by e-mail. By logging onto your personal account you can check the information you have entered.

Contact details

In case of alterations, additions, problems or queries regarding the application form, please contact:

Communications & Marketing, Press Communication, Utrecht University,
+31 (0) 30 253 9300 (ask for the press officer), perscommunicatie@uu.nl.

For questions about disclosing your PhD thesis on the Internet:

University Library, Igitur, Utrecht University, support-igitur@uu.nl.

For questions about the defence ceremony:

The Beadle's Office, Utrecht University, +31 (0)30 253 8259, pedel@uu.nl.