

## Time schedule PhD candidates

<b>Before commencement of the doctoral programme</b>	<b>Doctoral Degree Regulations*</b>	<b>Instructions to the PhD candidate*</b>	<b>Example*</b>
Complete, print and sign electronic application Form 1: 'Request for Exemption and Admission to the Doctoral Programme'. Also have (co-)supervisor(s) sign.	Articles 4 and 5		Form 1
Send signed form to Head of Department / Dean of Faculty.			
<b>No more than 6 months before the intended date of the doctoral thesis defence ceremony</b>	<b>Doctoral Degree Regulations*</b>	<b>Instructions to the PhD candidate*</b>	<b>Example*</b>
After approval by the supervisor, ask the Beadle's Office to assign a provisional date for the doctoral thesis defence ceremony.	Article 20	Article 1	
<b>At least 2.5 months before the date of the doctoral thesis defence ceremony</b>	<b>Doctoral Degree Regulations*</b>	<b>Instructions to the PhD candidate*</b>	<b>Example*</b>
E-mail title page and back of title page for approval to Beadle's Office.	Article 18	Articles 2 and 3	Appendices A and B
N.B. Only after acceptance of Form 3 by the Board for the Conferral of Doctoral Degrees, and after approval by the Beadle of title page and back of title page, the thesis may be sent to the printer's.**	Articles 15 and 18	Articles 4, 5, 6, 9 and 11	Form 3
The Beadle's Office provides the PhD candidate with information on the doctoral thesis defence ceremony by e-mail.		Article 7	
<b>At least 2 months before the date of the doctoral thesis defence ceremony</b>	<b>Doctoral Degree Regulations*</b>	<b>Instructions to the PhD candidate*</b>	<b>Example*</b>
Deliver electronic information to Department Communication and Marketing and University Library. The required password is included in information sent by Beadle and also stated in Appendix F.	Article 18	Articles 7 and 25	Appendix F
<b>At least 3 weeks before the date of the doctoral thesis defence ceremony</b>	<b>Doctoral Degree Regulations*</b>	<b>Instructions to the PhD candidate*</b>	<b>Example*</b>
Hand in 15 thesis copies at Beadle's Office, together with 1 CD-ROM and IGITUR form.	Article 18	Articles 8, 9, 10 and 11	Appendix G and G1
Arrange meeting with chairperson of Doctoral Examination Committee. The secretary to the Head of Department / Dean of Faculty will provide name of chairperson.	Article 21	Article 13	Appendix E

\*See also <http://www.uu.nl/EN/academiegebouw/pedel/Pages/default.aspx> > promoveren.

\*\* The terms mentioned do not separately take into account the time required for printing the thesis. This (tight) schedule allows for seven weeks.