

INSTRUCTIONS TO THE PhD CANDIDATE

Table of contents

1. Date of doctoral thesis defence ceremony
2. Title page and back of title page
3. Non-scientific additions
4. Propositions
5. Application for ISBN
6. Reception and address
7. Information from the Beadle
8. Number of thesis' copies
9. Other forms of distribution
10. Distribution of the electronic thesis
11. Electronic thesis: advantages, technical requirements and delivery
12. Copyright
13. Meeting with chairperson
14. 'Paranimfs' (*i.e. Assistants*)
15. Beadle's instructions on the day of ceremony
16. Public ceremony, admission and reservations
17. Accessibility to the Academiegebouw (*University Hall*)
18. Tours of the Academiegebouw (*University Hall*)
19. Private audio recordings, photography, film and video recordings
20. (Audio) Recordings for radio, television and press
21. Dress code
22. Terms of address
23. Layman's summary
24. Opponents
25. Press
26. Electronic information for the use of the Department Communication and Marketing and the University Library
27. Translation of the Doctoral Degree Certificate and English explanation
28. Information

INSTRUCTIONS TO THE PhD CANDIDATE

1. Date of doctoral thesis defence ceremony

The supervisor/PhD candidate may contact the Beadle to discuss the intended (provisional) date of the thesis defence, from every first working day of the month and from six months before the intended date. Therefore, if you intend to hold the thesis defence on, for instance, January 14, the Beadle can be called from the first working day in July. As soon as this provisional date has been agreed upon, an e-mail message must be sent to the Beadle (pedel@uu.nl), including the agreed date, time and name of supervisor. The Beadle will confirm this e-mail. After the Board for the Conferral of Doctoral Degrees has approved Form 3: 'Assessment Committee's Decision regarding Admission to the Thesis Defence', and the electronic application form has been completed (see Appendix F), the date of the doctoral thesis defence ceremony will become definite. The Office of the Dean/Head of Department will be able to confirm whether this approval has been obtained. Alteration of the definite date of the doctoral thesis defence ceremony will be possible only in very exceptional cases.

Please note: Before the supervisor/PhD candidate contacts the Beadle to discuss the intended date of the thesis defence, the supervisor/PhD candidate must check the Hora Est! system to see if Form 1 "Request for Exemption and Admission to Doctoral Programme" has been accepted. If this is not the case, this should be taken care of first. As a rule Form 1 should be completed and accepted upon the start of the doctoral studies. Should the supervisor/PhD candidate have forgotten the log-in data, they can be obtained via the start screen of Hora Est! www.metis.modules.uu.nl/horaest, click on "password forgotten".

Thesis ceremonies take place on the following days (commencing at 10.30, 12.45, 14.30 and 16.15 hours):

Monday	Science
Tuesday	Medicine and Veterinary Medicine
Wednesday	Science
Thursday	Medicine and Veterinary Medicine
Friday	Humanities; Geosciences; Utrecht School of Arts; Law, Economics & Governance; Social & Behavioural Sciences

Aforementioned times will be strictly enforced.

2. Title page and back of title page

The external and internal technical requirements of the thesis are laid down in paragraph 5 of the Doctoral Degree Regulations. These requirements shall comply with the models for the title page and the back of the title page as laid down in Appendices A and B. Please copy Model A by using this link: <http://www.uu.nl/en/organisation/phd-programmes/practical-matters/regulations-and-forms/required-actions-to-complete-a-phd-programme>.

At least 2,5 months before the intended date of the thesis defence, the PhD candidate shall need to obtain approval for the title page and the back of the title page. In order to obtain this approval, an e-mail must be sent to the Beadle (pedel@uu.nl). Attached to this e-mail shall be the title page and the back of the title page as proofs.

Please note: First names and surnames on the title page must match the way they are shown on the passport! The names on the title page will also be used on the doctoral certificates. Discrepancies between passports and certificates may cause problems in a new (international) working environment.

The Beadle shall reply to the e-mail within three working days, and give his or her approval or indicate alterations. Any alterations will have to be complied with.

Please note: Not until after Form 3 'Assessment Committee's Decision regarding Admission to the Thesis Defence' has been approved of, the thesis (including any alterations in the title page and the back of the title page) will be sent to the printing office. Form 3 will have been approved of as soon

as an e-mail has been sent by the Office of the Board for the Conferral of Doctoral Degrees (see item 28.a.)

3. Non-scientific additions

Subject to the approval of either the Board for the Conferral of Doctoral Degrees or the Rector Magnificus, the thesis may include additions that strictly speaking fall outside the scope of a scientific treatise (see Article 18, Doctoral Degree Regulations). Additions with a commercial purport or logos are not permitted.

4. Propositions

Propositions (*in Dutch: stellingen*) will **not** be part of the thesis or the thesis defence. Utrecht University nor, in particular, the Board for the Conferral of Doctoral Degrees, the supervisor or the Dean, will be responsible for any propositions that the PhD candidate may publish of his or her own accord. All propositions published under the responsibility of the PhD candidate shall be in agreement with the generally accepted standards, and shall not prejudice the interests of Utrecht University in any way.

5. Application for ISBN

PhD candidates are advised to add an ISBN to their thesis. ISBNs will ensure that the thesis is registered both nationally and internationally, and brought to the attention of potential readers. Editions supplied with an ISBN will be entered in Netuit on the website of the Koninklijke Bibliotheek (*Royal Library*) (<http://netuit.kb.nl/titelpagina.eng.htm>; Netuit consists of the A-list, the B-list and the C-list of the Netherlands Bibliography), and in the national bibliography (Brinkman).

- If PhD candidates publish their own theses, they will be able to apply for ISBNs at the cost of €11.00 (subject to price change). ISBNs can be obtained from the Reception in the Bestuursgebouw (*Administration Building*), Heidelberglaan 8, De Uithof, from Monday - Friday, 09.00 - 16.00 hours. Payment shall take place by using 'chip' or 'pin'. Cash payments cannot be accepted.
- If the thesis is published as part of a publisher's list or a series, the publisher will apply for an ISBN. PhD candidates of the Faculties of Geosciences and Humanities may apply to their own Faculties/Departments (see Article 28.e. of these instructions).
- The application will have to be accompanied by a copy of the title page of the thesis.
- After payment by debit card (cash cannot be accepted), the ISBN will be issued forthwith.
- The ISBN applicant will receive an e-mail confirmation of the registration at the Centraal Boekhuis.
- In all instances, the ISBN shall be printed on the back of the flyleaf, at the top or at the bottom of the page, and not on the back of the title page as referred to in Article 2 of these instructions.

6. Reception and address

A small invitation card will be inserted into the thesis, stating the PhD candidate's name, address, telephone number and e-mail address, followed by details of the reception. Reception rooms will be available at the Academieggebouw (*University Hall*), courtesy of Utrecht University. For further information, please contact the catering services at the Academieggebouw (see Article 28.g of these instructions)

A map of the town centre can be viewed on <http://www.uu.nl/en/organisation/real-estate-and-campus/binnenstadscampus-universiteitskwartier/facilities/map>. Click on the ballon on the Domeplein and the exact address will appear in a section of your screen, as well as a link to information about planning your route.

7. Information from the Beadle

Two-and-a-half months before the intended date of the thesis defence the Beadle will send the PhD candidate further information on the doctoral thesis defence ceremony. All information will be supplied either in Dutch or in English.

Appendix F explains the use of the electronic application form (see Article 26 of these instructions).

All information, as well as the Doctoral Degree Regulations, the Instructions to the PhD Candidate (including appendices), and all relevant forms, can be found at <http://www.uu.nl/en/organisation/phd-programmes/practical-matters/regulations-and-forms/required-actions-to-complete-a-phd-programme>.

8. Number of thesis' copies

- At least three weeks before the doctoral thesis defence ceremony, the Beadle shall be supplied with 15 copies of the thesis for distribution to, amongst other people, the Rector Magnificus, and the University Library, and to be used during the doctoral thesis defence ceremony. This number does not include copies for the Assessment Committee.
- The copies may be delivered every weekday at either the Beadle's Office or at the reception of the Academiegebouw (*University Hall*). An appointment is not necessary.
Please note: The PhD candidate is responsible for providing the Assessment Committee members with a copy of the thesis unless faculty or departmental regulations stipulate otherwise. The secretary to the Dean or the Head of the Department can provide further information. The copies will have to be sent to the Committee members on time (see 'Time schedule supervisors').
- The PhD candidate shall send a PDF copy of both the thesis and Appendix G (i.e. the e-depot licence allowing the thesis to be made electronically available through the University Library) via www.surffilesender.nl to pedel@uu.nl (see Articles 10 and 11 of these instructions, and Appendix G). Only if Surffilesender may not be used, a commercial webservice, such as <https://www.wetransfer.com> may be used.
- After consultation with the supervisor, the PhD candidate will decide whom to send copies of the thesis. On request, the Beadle will provide the addresses of the professors of the relevant Faculties or Departments.
- **Please note:** The PhD candidate shall also provide a scientific abstract in English, 10 English keywords, and a short and simple summary in Dutch (see Articles 25 and 26 of these instructions).

9. Other forms of distribution

In addition to being distributed in print, the thesis may be distributed in loose-leaf file or its equivalent.

10. Distribution of the electronic thesis

It is in the interests of both the PhD candidate and Utrecht University to have the contents of the thesis made quickly available and easy to access by users worldwide. Consequently, PhD candidates are obliged to supply electronic copies of their theses (see Article 8 of these instructions, and Article 18 section 3 of the Doctoral Degree Regulations). The University Library will make the thesis available both in the Netherlands and abroad through the digital scientific archive of Utrecht University. The contents of this archive may be found through *NARCIS*, the national portal for scientific information.

In certain instances it may be inconvenient for PhD candidates to immediately electronically publish their theses, for instance if these will be published as commercial editions or when separate chapters have appeared or will appear in a scientific journal and the publisher does not give permission. In these instances, the PhD candidate will be able to make use of the 'embargo-regulations'. The thesis will be incorporated in *NARCIS*, but will only be made electronically available after an agreed date. The University Library will in case of an 'embargo' have a copy of the printed thesis available on loan for the scientific community.

The PhD candidate may choose the standard term of embargo of six months after the day of publication (or the day of the doctoral thesis defence ceremony). A longer embargo term is

possible, but will first have to be discussed with the University Library (see Article 28.f. of these instructions).

In case of an embargo, a limited number of bibliographical data, such as the author's name, the title and the abstract of the thesis, will be available in *NARCIS*. A statement will be added explaining that the thesis itself is still under embargo.

When submitting the electronic copy of the thesis to the Beadle (see Article 8), this shall at all times be accompanied by a signed and completed licence allowing the thesis to be made electronically available (e-depot licence) through the University Library (see Article 11 of these instructions and Appendix G).

11. Electronic thesis: advantages, technical requirements and delivery

Electronic publishing ensures that concepts and research results will be made quickly available and easy to access by users worldwide. In addition, audio, film and video recordings can be used. The University Library also takes care of permanent and long-lasting preservation.

The complete text of the thesis will be electronically available through the Utrecht University Repository on the day of the doctoral thesis defence ceremony (or on the day of publication). In addition, the University Library offers interested readers the opportunity to have a thesis printed out for them (printing on demand).

In addition to the scientific content of the thesis, PhD candidates must provide a concise curriculum vitae. It is also regular practice to include acknowledgements. Please be aware that your curriculum vitae as well as the acknowledgements will continue to be accessible through Internet. It is therefore recommended to maintain some distance with regard to these contributions.

Delivery of electronic theses:

- the full text of the thesis shall be e-mailed as one (unsecured) PDF file to pedel@uu.nl via www.surffilesender.nl. Only if Surffilesender may not be used, a commercial webservice, such as <https://www.wetransfer.com> may be used;
- the University Library will ensure the securing of the PDF-file as soon as they have been incorporated in the scientific archive of Utrecht University. However, an unsecured copy is necessary for archiving purposes. **Please note:** The contents shall be conform the printed edition, including all non-scientific texts such as acknowledgements and curriculum vitae;
- the PDF copy of the thesis shall be sent to the Beadle's Office (see Articles 8 and 10 of these instructions) three weeks before the doctoral thesis defence ceremony;
- the PDF file shall be accompanied by the signed and completed e-depot licence (see Appendix G);
- the Beadle shall ensure the distribution of both the PDF file and the e-depot licence to the University Library (see Article 8 of these instructions).

12. Copyright

It may be possible that parts of the thesis have been published before (or will be published shortly) as articles in a scientific journal. In that case, the PhD candidate will have to verify whether copyrights have been assigned to the publisher. Pursuant to university regulations, at the assignment of copyrights it shall be determined that the university may have the thesis at their disposal for, among other things, use in the scientific archives of the university. If this has not been properly agreed, the PhD candidate shall ask the publisher's permission to make the publication available in the scientific archives of the university (see Articles 10 and 11 of these instructions, and Appendix G). Most publishers will allow this. An embargo is exclusively in place for the digital availability through Internet. The printed version of the thesis will be presented in public and defended during the doctoral thesis defence ceremony. Further information on copyrights can be found on the University Library website: <http://www.uu.nl/en/university-library/publishing/copyright-and-licence-information>.

Authors are advised to make use of a 'Creative Commons' licence to indicate what kind of use of their texts is allowed and which is not. 'Creative Commons' licences are presently also generally applied in science. With a 'Creative Commons' licence authors maintain their rights but it also

specifies what others are entitled to do with their texts. There are six types of 'Creative Commons' licences. The 'Creative Commons' 'Mentioning' licence provides the widest reproduction options. See 'Creative Commons' (www.creativecommons.org).

Please note: If the PhD candidate considers to impose an embargo (see Article 10 of these instructions), he/she will not be able to use a 'Creative Commons' licence.

13. Meeting with chairperson

PhD candidates will be expected to meet the chairperson of the Doctoral Examination Committee (see Article 21, Doctoral Degree Regulations) before the actual day of the doctoral thesis defence ceremony. Besides getting acquainted, the chairperson will also give further information on the proceedings of the doctoral thesis defence ceremony. The name of the relevant chairperson can be checked with the secretary of the Dean/Head of Department.

14. 'Paranimfs' (i.e. Assistants)

PhD candidates may have a maximum of two family members, friends or colleagues acting as 'paranimfs' during the doctoral thesis defence ceremony. Paranimfs may accompany and assist the PhD candidate during the thesis defence. This is a strictly ceremonial duty.

15. Beadle's instructions on the day of ceremony

PhD candidates and their paranimfs shall be present at the Academiegebouw (*University Hall*), approximately 45 minutes before commencement of the doctoral thesis defence ceremony. PhD candidates shall report to the Beadle's Office before making their way to the allotted room. The Beadle will give short instructions on the proceedings of the ceremony (see Appendix E) and on the way the opponents shall be addressed.

16. Public ceremony, admission and reservations

- The doctoral thesis defence ceremony is a public occasion and shall take place in the Senaatszaal (*Senate Hall*).
- The Senaatszaal is situated on the first floor of the Academiegebouw (*University Hall*).
- The Senaatszaal comprises of a maximum 110 seats. The chairperson of the Doctoral Examination Committee may restrict or refuse admission if order and (fire) safety are in jeopardy. The Beadle shall be consulted forthwith if it is to be expected that more than 110 visitors will attend.
- Children under 6 years old are not permitted to attend the doctoral thesis defence ceremony.
- On the entire first row, fourteen seats will be reserved for the PhD candidate's family. If necessary, the Beadle will reserve extra seats.
- The time of commencement of the doctoral thesis defence ceremony shall be strictly enforced.
- After commencement of the doctoral thesis defence ceremony, admission will no longer be permitted.
- Unfortunately, the Senaatszaal does not have an induction loop installed.

17. Accessibility to the Academiegebouw (*University Hall*)

The Academiegebouw is situated on the Domplein (*Dom Square*), diagonally across from the Domtoren (*Dom Tower*).

- Due to road works in the city centre, the Academiegebouw is not easily accessible by car and there are few parking places in the vicinity. The nearest car park is situated on the Springweg. We advise you to make use of the P+R facilities. See also: www.slimutrechtin.nl (click on British flag for English).
- The Academiegebouw is accessible for disabled persons and persons in wheelchairs.
- In the Domstraat, at approximately 100 metres from the Academiegebouw, two designated disabled parking places (parking limit max. 2 hours) are available. See also (in Dutch): <https://www.utrecht.nl/wonen-en-leven/parkeren/parkeren-bezoeker/>

or go to: <http://www.uu.nl/en/organisation/real-estate-and-campus/binnenstadscampus-universiteitskwartier/facilities/map>.

. Click on the ballon on the Domplein and the exact address will appear in a section of your screen, as well as a link to information about planning your route.

- There is a lift at the entrance of the Academiegebouw, and a special toilet for the disabled.
- From Utrecht Central Station, bus 2 will stop at the Domplein. Buses 5, 8, and 28 stop at the Janskerkhof. The bus trip from the Central Station takes about 10 minutes. From the Janskerkhof it is only a few minutes' walk to the Domplein.
- Walking from Utrecht Central Station to the Domplein will take approximately 15 minutes. Walk through the Hoog Catharijne-shopping centre towards the 'Moreelsepark' exit. Take the escalator down and outside turn left towards the Mariaplaats. Follow the black sign posts to the Dom Tower. Walk through under the arch of the Dom Tower and the Academiegebouw is right ahead of you on the right side of the Domplein.

18. Tours of the Academiegebouw (*University Hall*)

The Academiegebouw was restored in 2002. It is possible to book tours of the Academiegebouw, which will last one hour approximately. Professional guides will take groups of up to a maximum of 12 people round the Academiegebouw, giving an impression of both the university's history and the building itself. The costs of the tours are €100.-- (subject to price change). For further information, please contact the Department Communication and Marketing (see Article 28.h. of these instructions).

19. Private audio recordings, photography, film and video recordings

The chairperson of the Doctoral Examination Committee may, upon his or her reasoned request, grant permission to the PhD candidate to take (or have taken) audio recordings for private ends (not for publicity!).

In the Senaatszaal (*Senate Hall*), no photography or filming will be permitted during the doctoral thesis defence ceremony. There is no objection against the use of photography or film at the end of the thesis defence, when the doctorate is announced and the degree is conferred, nor during the following reception.

20. (Audio) Recordings for radio, television and press

The public nature of the doctoral thesis defence ceremony does not imply that recordings for television or radio will be permitted without prior permission, in writing, of the Rector Magnificus. Nor will the press be allowed to set up audio equipment in the Senaatszaal (*Senate Hall*) without his permission. Permission of the Rector Magnificus will have to be requested at least three working days before the doctoral thesis defence ceremony, in writing. In special cases this term may be reduced.

21. Dress code

PhD candidates are to dress in accordance with the importance Utrecht University attaches to the doctoral thesis defence ceremony. A dark suit with tie or dress suit for male PhD candidates and male paranimfs, and a woman's suit, suitable dress, or the equivalent of a dress suit for female PhD candidates and female paranimfs are deemed appropriate.

22. Terms of address

It is required that international PhD candidates use the Dutch terms of address during the doctoral defence ceremony. The following terms of address may be used only once for every first question of each opponent/(co-)supervisor:

- hooggeleerde opponent: for the opposing professors;
- zeergeleerde opponent: for the opposing PhDs and others;
- hooggeleerde opponent, hooggeachte promotor: for the supervisor;

- zeergeleerde opponent, zeergeachte co-promotor: for the co-supervisor.

It is expressly **not** permitted to thank for each question. PhD candidates will immediately answer all questions posed.

23. Layman's summary

At Utrecht University no layman's summaries are given at the beginning of the doctoral defence ceremony. The available 45 minutes will be devoted fully to the doctoral defence and opposition. During the doctoral defence it is not allowed to pose questions about the *stellingen* (propositions).

24. Opponents

The Doctoral Examination Committee is formed by the supervisor. Anyone who holds a doctorate and is an expert in the subject area of the thesis is permitted to act as an opponent. Subject to prior consent from the Rector Magnificus, committee members who are recognised experts in the subject area of the thesis but do not hold a doctoral degree are permitted to act as opponents. The reasoned request for consent must be submitted in writing no later than one week before the date set for the thesis defence ceremony and include the name, address and position of the committee member involved (see Article 28.a of these instructions, and Article 22 of the Doctoral Degree Regulations).

25. Press

The PhD candidate shall provide the Department Communication and Marketing with a short summary (including the most relevant results and conclusions) of the thesis and with some specific data (personal details, name of supervisor, funding), to be used in reporting to the press (see Article 26 of these instructions and Appendix F). Furthermore, for the use of the University Library PhD candidates are requested to provide a scientific abstract and 10 key words (see Articles 11 and 26 of these instructions, and Appendix G).

It is recommended that the contents of these texts be discussed with the supervisor.

Information about the doctoral thesis defence ceremony will be made available on the university website (<http://www.uu.nl/en/organisation/news-and-events/events/phd>). Additionally, (Faculty) press officers, PhD candidates or supervisors may, with the help of the Department Communication and Marketing's press officers, take the initiative for further activities. The Department Communication and Marketing will also give their assistance to PhD candidates who have no experience in dealing with the press (see Article 28.c of these instructions).

26. Electronic information for the use of the Department Communication and Marketing and the University Library

The Department Communication and Marketing issues the biweekly *UU NewsMail* newsletter (in Dutch). This newsletter is distributed among over 1500 media addresses and gives previews of all doctoral thesis defence ceremonies, of all inaugural lectures, and of all other newsworthy events. Every issue opens with a few current highlights, followed by a chronological overview of events. *NewsMail* offers links to the corporate news and calendar web pages (<http://www.uu.nl/en/organisation/news-and-events/newsmail>). Here more detailed information on the above-mentioned events may be found.

To be able to compile the *NewsMail* newsletter and the news and agenda web pages, the press officers need the PhD candidates' cooperation. Their request is simple: give a short and simple summary of the thesis in Dutch (no jargon), to a maximum of 200 words. Incorporate news value, major results and conclusions and any possible social relevance. The press officers will use this text to decide about any further media-attention and will use it as the basis of their announcements on the 'news and agenda' web pages, and for potential press releases. The press releases and the Utrecht University agenda will appear on the corporate website. See for examples of subjects and style: <http://www.uu.nl/en/organisation/news-and-events/events/phd>.

After sending the electronic application to the Department Communication and Marketing (see

Appendix F), the following will occur:

- the application will be forwarded to the Beadle and to the press officers;
- if necessary, the press officers will, in consultation with the PhD candidate, do a final editing of the short summary;
- the summary will appear on the Utrecht University news and agenda web pages, and the doctoral defence ceremony will be announced in the relevant *NewsMail* newsletter;
- as the occasion arises, PhD candidates may contact the press officers about potential press releases or the plugging of a subject to journalists. The press officers may also contact the PhD candidates:
 - the press officers will write a draft text. If the PhD candidate approves of the text, it will be sent to a select group of journalists/media;
 - the press officers may act as advisors/intermediaries in the ensuing media contacts.

The electronic application to the Department Communication and Marketing also contains information on the University Library (see Appendix F, section 3). To make the thesis available on the Internet, the University Library will, in addition to the complete text of the thesis (see Articles 8, 10, and 11 of these instructions), need a maximum of 10 key words, as well as a scientific abstract in English of a maximum of 500 words.

Please note: Appendix F explains the use of the electronic application form (see Article 7 of these instructions).

27. Translation of the Doctoral Degree Certificate and English explanation

The PhD candidates will receive a degree certificate written in Latin (see Appendix C), an English translation, as well as a valid English explanation of the doctoral degree.

If the PhD defence took place before September 2010 it is possible to request an English translation of the degree certificate by sending an e-mail to the Office of the Board for the Conferral of Doctoral Degrees (see Article 28.a of these instructions). Please add the following information to the request:

- first and last names as stated on the certificate;
- date of birth;
- place & country of birth;
- date of the doctoral thesis defence ceremony;
- title of the theses;
- names, titles and initials of the supervisors and co-supervisors;
- the address where the certificate may be sent.

It is recommended the PhD candidate use his or her own home or work address, in order to fully keep track of any further dispatch to the (future) employer or institute.

The applicant does not receive confirmation from the Office of the Board for the Conferral of Doctoral Degrees of receipt of the e-mail message requesting a translation. However, as soon as the translation is dispatched by mail the applicant will receive confirmation hereof.

The applicant will receive a translation of the doctoral degree certificate in A-4 format without signatures. The legal validity of the translation is confirmed by an accompanying letter containing the signature of the Rector Magnificus, acting as Chairman of the Board for the Conferral of Doctoral Degrees.

28. Information

a. Information on the Doctoral Degree Regulations:

Office of the Board for the Conferral of Doctoral Degrees/Rector Magnificus
Ms. A.W. Hekking
Heidelberglaan 8
P.O.Box 80.125
3508 TC UTRECHT
Tel. 0031 - (0)30 - 253 5131 / e-mail a.w.hekking@uu.nl

- b. General information, date of doctoral thesis defence ceremony, thesis' copies:

Beadle's Office
Academiegebouw (*University Hall*)
Domplein 29
3512 JE UTRECHT
Tel. 0031 - (0)30 - 253 8259 / e-mail pedel@uu.nl

Copies of the thesis may also be handed in at the Reception of the Academiegebouw. Opening hours: Monday – Friday, 08.00 – 18.00 hours.

- c. Press information:

Department Communication and Marketing
Heidelberglaan 8
3484 CS UTRECHT
Tel. 0031 - (0)30 - 253 9300 / e-mail news@uu.nl

- d. Information on printing, printing costs, cover design, illustrations, DTP, etc.:

Xerox Service, contact: uithof@xerox.com.

Xerox Services has wide experience in printing and is familiar with the Utrecht University house-style. However, PhD candidates are free to choose any other printing offices.

Another company that provides good services is, for instance, BOXPress Editors, contact:

<http://www.proefschriftmaken.nl/en/>

- e. Information on ISBN:

Reception Bestuursgebouw (*Administration Building*)
Heidelberglaan 8
3584 CS UTRECHT
Tel. 0031 - (0)30 - 253 1510

or (for PhD candidates of the Faculty of Humanities only)

Faculty of Humanities
Ms. D. van Zoeren
Trans 10, room 0.17
3512 JK UTRECHT
Tel. 0031 - (0)30 - 253 6106 / e-mail d.vanzoeren@uu.nl

or (for PhD candidates of the Faculty of Geosciences only)

Faculty of Geosciences
Ms. M. Groeneveld
Heidelberglaan 2
Willem C. van Unnikgebouw
3584 CS UTRECHT
Tel. 0031 - (0)30 - 253 7457/ e-mail m.groeneveld@uu.nl

- f. Information on the Utrecht University Repository and copyright:

University Library, Publishing & Archiving Services
Heidelberglaan 3
3584 CS UTRECHT
E-mail repository@uu.nl

- g. Information on receptions, room reservations and catering in the Academiegebouw (*University Hall*):

Academiegebouw
Domplein 29
3512 JE UTRECHT
Tel. 0031 - (0)30 - 253 8254 / e-mail cateringoudlondon@uu.nl

- h. Information on tours of the Academiegebouw (*University Hall*):
Department Communication and Marketing
Heidelberglaan 8
3484 CS UTRECHT
Ms. J. Hofstede
Tel. 0031 - (0)30 - 253 3413 / e-mail j.c.hofstede@uu.nl