

Time schedule PhD candidates

Before commencement of the doctoral programme	Doctoral Degree Regulations*	Instructions to the PhD candidate*	Example*
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 with copies of diploma and passport to Head of Department / Dean of Faculty.			
No more than 6 months before the intended date of the doctoral thesis defence ceremony	Doctoral Degree Regulations*	Instructions to the PhD candidate*	Example*
Upon the supervisor's approval, ask the Beadle's Office to assign a provisional date for the doctoral thesis defence ceremony.	Article 20	Article 1	
At least 2.5 months before the date of the doctoral thesis defence ceremony	Doctoral Degree Regulations*	Instructions to the PhD candidate*	Example*
E-mail title page and back of title page to Beadle's Office for approval.	Article 18	Articles 2 and 3	Appendices A and B
Please note: 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 sends an e-mail with additional information.		Article 7	
At least 2 months before the date of the doctoral thesis defence ceremony	Doctoral Degree Regulations*	Instructions to the PhD candidate*	Example*
Utrecht University offers a room to host a social get-to-gether, this room is booked at the same time the date for the doctoral thesis defence is confirmed. Please contact the catering services as soon as possible, also in the event the room will not be used: +31 (0)30 253 8254, cateringoudlondon@uu.nl .		Article 6 and 28.g	
Deliver electronic information to Department Communication and Marketing and University Library, please follow the instructions in Appendix F.	Article 18	Articles 7 and 25	Appendix F
At least 3 weeks before the date of the doctoral thesis defence ceremony	Doctoral Degree Regulations*	Instructions to the PhD candidate*	Example*
Hand in 15 thesis copies at Beadle's Office and mail PDF copy of digital thesis together with depot licence (Appendix G) to pedel@uu.nl via https://filesender.surfshare.nl or https://www.wetransfer.com .	Article 18	Articles 8, 9, 10 and 11	Appendix G and G1
Send copy of thesis to chairperson and members of Doctoral Examination Committee.			
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/organisation/phd-candidates/documents-for-prospective-phd-candidates>.

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