

# **Instructions for PhD candidates**

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## 1 Introduction

This document provides a practical explanation of the formal part of the PhD track as regards registration with the Board for the Conferral of Doctoral Degrees, the format and submission of the PhD thesis, and the PhD ceremony. In accordance with article 3 of the [Doctoral Degree Regulations](#) the instructions below must be followed.

## 2 Registration in MyPhD

Utrecht University uses the PhD candidate tracking system 'MyPhD' to register candidates who obtain their doctorate at UU. MyPhD sends out emails at set times that include requests for approval or requests to perform an action with an associated link to the appropriate page of MyPhD. These set times are included in the timetable for PhD defences (see Appendix 1).

Any questions can be put to the [Faculty contact person](#). For technical questions such as login details and suchlike, please contact the ICT helpdesk. (See 29b)

## 3 Planning the PhD defence date

As soon as PhD candidates have received confirmation through MyPhD that the Assessment Committee has been formally set up by the Board for the Conferral of Doctoral Degrees, they may apply to the Beadle via [pedel@uu.nl](mailto:pedel@uu.nl) for a PhD defence date. The Beadle will then send the candidate two date options, which can be submitted to the candidate's supervisor(s) and co-supervisor(s). The date chosen must be confirmed to the Beadle's office by email ([pedel@uu.nl](mailto:pedel@uu.nl)). This date will then be entered by the Beadle in MyPhD. In principle, a definitive PhD defence date cannot be postponed. Exceptions must be submitted to the rector through the office of the Board for the Conferral of Doctoral Degrees ([phd@uu.nl](mailto:phd@uu.nl)). There will be a period of around 3½ to 4 months between setting up the Assessment Committee and the definitive PhD defence date.

The PhD ceremonies have the following fixed starting times:  
10:15, 12:15, 14:15 or 16:15.

The faculties will be allocated the days of the week as follows:

Monday	Sciences
Tuesday	Medicine and Veterinary Medicine
Wednesday	Sciences
Thursday	Medicine and Veterinary Medicine
Friday	Humanities; Geosciences; Law, Economics and Governance; Social Sciences

This may be deviated from in consultation with the Beadle.

As soon as the composition of the Assessment Committee has been approved by the Board for the Conferral of Doctoral Degrees via MyPhD, PhD candidates will receive an email with a number of instructions. The items below provide extra information on actions that need to be taken.

## 4 Title page of the PhD thesis and the reverse

The external and internal format requirements for the PhD thesis are described in paragraph 5 of the Doctoral Degree Regulations. The title page and reverse must comply with the models as shown in MyPhD.

At least 2½ months before the PhD defence date, the PhD candidate must have uploaded the title page and reverse in MyPhD for approval. A link to the relevant page in MyPhD will be sent by email as soon as the composition of the Assessment Committee has been confirmed.

Please note: the first names and surname(s) on the title page must correspond with the names given in the PhD candidate's passport. The names on the title page will also be used for the diploma. This is necessary because any discrepancy between the passport and diploma may cause problems in a new employment situation, especially in a foreign country.

The Beadle will respond within two to four working days via MyPhD, either by giving approval or making changes. Any changes must be made in MyPhD, and the title page and back of the title page must be uploaded again in MyPhD for approval.

Please note: only after the email with final approval of the manuscript and approval of the title page and reverse have been received may the PhD thesis be sent to the printers.

## 5 Additions of a non-scientific nature

With the explicit consent of the Board for the Conferral of Doctoral Degrees, or the rector magnificus, additions may be included in the PhD thesis that do not fall within the scope of scientific discourse in a strict sense (see Doctoral Degree Regulations, Article 19). Additions of a commercial nature are not permitted. Logos of sponsors of the PhD thesis may not be included in the thesis.

## 6 Propositions

Propositions are not part of the defence and the PhD thesis. Utrecht University and, in particular, the Board for the Conferral of Doctoral Degrees, the supervisor and the dean are not responsible for any propositions that PhD candidates publish on their own.

For the remainder, any propositions published under the responsibility of PhD candidates must be in accordance with societal rules and norms and may not harm Utrecht University in any manner whatsoever.

## 7 Requesting an ISBN number

PhD candidates are advised to obtain an ISBN number for their PhD thesis. This number ensures that the thesis is registered both nationally and internationally and will come to the attention of potential users.

- If PhD candidates publish the PhD thesis themselves, an ISBN number can be requested for €11 (prices subject to change). The ISBN number may be obtained from the reception in the main hall of the Administration Building, Heidelberglaan 8, Utrecht Science Park (USP) from Monday to Friday between 09:00 and 16:00.
- If the PhD thesis is to be published as part of a publisher's list or series, the ISBN number will be applied for by the publisher. PhD candidates who obtain their doctoral degree through the Faculty of Geosciences (only in the Departments of Earth Sciences and Physical Geography) or through the Faculty of Law, Economics and Governance (only in the Department of Economics), may apply to their own faculty or department (see point 30e).
- A copy of the title page must be submitted with the request.

- The ISBN number will be issued immediately after payment by PIN. Payment in cash is not possible.
- The applicant requesting the ISBN number will receive confirmation by email of registration with the Centraal Boekhuis.
- In all cases, the ISBN number must be printed in the PhD thesis on the reverse of the endpaper, at the bottom or the top of the page, i.e. not on the back of the title page referred to in point 4.

## 8 DOI (Digital Object Identifier)

When the manuscript has been approved in MyPhD, a draft DOI (Digital Object Identifier) will automatically be assigned to the PhD thesis. An email with the DOI will then be sent to the PhD candidate via MyPhD, after which the DOI can be included in the manuscript that is sent to the printers. The DOI is activated after the PhD thesis has been entered in the Utrecht University Repository.

## 9 Reception

A card will be inserted in the PhD thesis with the name of the PhD candidate, the title of the thesis, the date and venue of the defence, and information as to where the reception will be held. A reception room is available in the University Hall. The room will be provided by the university and reserved at the same time as the confirmation of the PhD defence date. For questions about room reservations and catering, please contact the caterer of the University Hall (see point 30g). Please also inform the caterer even if the reservation will not be taken up.

A street plan of Utrecht city centre can be found at:

<http://www.uu.nl/organisatie/vastgoed-en-campus/binnenstadscampus/voorzieningen/plattegrond>

## 10 Information from the Beadle

The email giving final approval of the manuscript which also contains detailed information about the title page and the reverse, information needed for publicity and for the University Library and the PhD ceremony will be sent to the PhD candidates via MyPhD.

## 11 Number of PhD thesis copies

- One copy of the PhD thesis must be handed in at the Beadle at least two weeks before the PhD defence date. The diploma will be drawn up based on a check in MyPhD and a check of the PhD thesis.
- The PhD thesis may be handed in on any working day, either at the Beadle's office or the University Hall reception. No appointment needs to be made. PhD candidates may also send a copy by post to the Beadle's office, Domplein 29, 3512 JE Utrecht.
- Please note: the PhD candidates themselves must send a copy of the PhD thesis to the members of the Assessment Committee, unless other arrangements have been made at faculty or departmental level. The faculty contact person for PhD defence affairs can provide guidance on this. The copies must be sent to the committee members in good time (see 'Timetable for PhD track'). On the day itself, PhD candidates must bring

enough copies of the PhD thesis for all members of the doctoral examination committee who will be physically present at the ceremony in the Senate Hall (including the supervisor(s), co-supervisor(s) and the chair of the ceremony). At the end of the ceremony the remaining copies will be returned to the PhD candidate to take home.

- The PhD candidates themselves may decide to whom they will also send a copy of the PhD thesis, in consultation with their supervisor(s).

## 12 Forms of reproduction

Apart from the printed form, it is also permitted to hand in the PhD thesis in a ring binder or similar form.

## 13 Distribution of the digital PhD thesis

It is in the interests of PhD candidates and Utrecht University that the contents of the thesis are accessible to researchers and interested parties fast, easily and worldwide. PhD candidates are therefore required to submit the definitive version of the PhD thesis in digital form (see point 14 and the Doctoral Degree Regulations, Article 19(4)). The University Library will then make this thesis available nationally and internationally through the Utrecht University Repository. For more information about the repository, go to: <https://www.uu.nl/universiteitsbibliotheek/diensten/utrecht-university-repository>.

In some cases it may be problematic for PhD candidates to publish the PhD thesis immediately online, because it is to be published as a commercial edition or because certain chapters have appeared or will appear as an article in a journal and the publisher does not give its consent. In that case the PhD candidates may place the PhD thesis under embargo but will still be required to submit it in digital form. The PhD thesis will then be archived in the repository but only published online on the agreed date.

PhD candidates may, if desired, enter the date on which the PhD thesis may be made available in MyPhD. If nothing is entered, the PhD thesis will be made available five days before the PhD defence date.

In case of an embargo, certain bibliographic information such as the name of the author, the title and abstract of the PhD thesis, will be accessible in the repository. A notice will also appear that the PhD thesis is still under embargo. The library will ensure the embargo is implemented. Two months before the embargo ends, current or former PhD candidates will be sent an email reminding them of the end date. It is therefore important that the home email address of the PhD candidate is entered in MyPhD. This can be done at any moment before the PhD defence has taken place, so that current or former PhD candidates that leave Utrecht University can still be reached.

## 14 Digital PhD thesis, advantages and submission

Online publication ensures that the ideas and research results are accessible fast, easily and worldwide. The University Library also takes care of long-term storage.

The full text of the PhD thesis can be accessed online in the Utrecht University Repository no later than on the day of the PhD defence (or the date of publication of the thesis).

Besides the scientific content of the PhD thesis, a concise curriculum vitae is obligatory. Often the author adds a personal acknowledgement. Bear in mind that a curriculum vitae and acknowledgement will be permanently accessible to the public via the internet. Maintaining some distance from these contributions is recommended.

### Submission of digital PhD thesis:

- the full text of the PhD thesis must be uploaded as a single, non-protected PDF file via MyPhD;
- the University Library will ensure at all times that the PhD thesis is securely held as soon as the PDF file is placed in the repository, the scientific archive of Utrecht University. However, a non-protected version is necessary for filing purposes. Please note: the contents correspond with the edition used, therefore including the non-scientific texts such as the acknowledgement and curriculum vitae;
- the PDF of the PhD thesis must be uploaded in MyPhD three weeks before the date for its defence.
- an abstract and ten keywords are also requested for the University Library. Discussing the contents of the texts with the supervisor is recommended.

### 15 Copyright

It may be that parts of the PhD thesis have been published earlier (or will soon be published) as an article in a journal. In that case, PhD candidates must find out whether copyright has been transferred to the publisher. Under university guidelines, when copyright is transferred it must be confirmed that the university may have possession of the PhD thesis for such purposes as the university's scientific archive. If this has not been agreed upon, PhD candidates must obtain the consent of the publisher that the publication can be included in the university's scientific archive. Most publishers will agree to this inclusion in the online scientific archive. An embargo only concerns online availability via the internet. The printed work will be presented and defended in public during the PhD thesis defence ceremony. More information on copyright can be found on the University Library website:

<http://www.uu.nl/universiteitsbibliotheek/publiceren/auteursrechten-voor-onderzoekers>.

Authors are advised to indicate by means of a Creative Commons licence what use is or is not permitted. Creative Commons licences are now also generally used in academia. With a Creative Commons licence, authors retain all rights, but state precisely how others may use their work. There are six Creative Commons licences. The 'Attribution' licence offers the most options for reuse. See [www.creativecommons.nl/licenties/uitleg](http://www.creativecommons.nl/licenties/uitleg).

### 16 Contacts with the press

The Communications & Marketing Office must receive a brief summary (including the most important results and conclusions of the PhD thesis) and a few details (personal particulars, name of supervisor, financing etc.) from PhD candidates for potential notification to the press (see point 30d).

Information about the defence of the PhD thesis will in any case be included in the university's news and agenda site (see <http://www.uu.nl/organisatie/nieuws-en-agenda/agenda/promoties>). A link to the livestream of the defence will also be given alongside the relevant agenda item. In addition, on the initiative of the (faculty) press officer, PhD candidates or the supervisor, together with the press officers of the Communications & Marketing Office, it can be considered whether additional press activities are desirable. In case of unfamiliarity with and questions about how to deal with the press, the Communications & Marketing Office can also assist (see point 30d).

The Communications & Marketing Office publishes a UU NewsUpdate every two weeks. This is circulated to more than 300 journalists and gives in each publication advance notice of PhD defences, inaugural lectures, events and other newsworthy items that will be taking

place in the relevant period. Each UU NewsUpdate opens with a few featured researchers who are involved in or can draw attention to current affairs. Then up to three defences are highlighted, including some eye-catching information and a link to the agenda item.

The press officers need the cooperation of PhD candidates in order to compile the UU NewsUpdate and the news and agenda site. A number of specific questions will be asked via MyPhD (see point 10), including: describe in simple Dutch (no jargon) the PhD research in no more than 200 words. This should include the newsworthiness, main results and conclusions, possibly supplemented with societal relevance. On the basis of this text, the press officers will decide whether additional media attention can or should be generated and, using this initial draft, write the information for the agenda site and a press release, if appropriate.

Following the announcement via MyPhD, the following steps will be taken in the Communications & Marketing Office:

- The announcement will be forwarded to the faculty press officers.
- The press officers will carry out the final editing on the brief explanation if necessary, in consultation with the PhD candidate.
- This explanation will appear on the news and agenda site of Utrecht University and the PhD defence will be announced in the relevant UU NewsUpdate.
- PhD candidates can of course contact the press officers if required, regarding any press release or offering the subject to a journalist. The press officers can of course also contact PhD candidates.
- The press officer will draft the press release. Once the PhD candidate has approved the text, it will be sent to a select group of journalists and media.
- The press officers may act as adviser/intermediary in any subsequent contacts.
- For questions about the announcement of the PhD defence on UU's news and agenda site, as well as other questions concerning the publicity for the defence, PhD candidates may contact the staff of the online team via [corporatesite@uu.nl](mailto:corporatesite@uu.nl). They may be able to answer the PhD candidates' questions straight away or will refer them to the faculty press officer concerned.

## 17 Meeting the chair

Via MyPhD: Once the composition of the doctoral examination committee has been approved by the dean, PhD candidates will receive an email with the name of the chair of the PhD ceremony.

PhD candidates are expected to have met the chair of the ceremony beforehand. The chair not only wishes to meet the PhD candidate but will also explain the procedure for the PhD defence.

## 18 Paranympths

No more than two family members, friends or colleagues may act as paranympth during the PhD ceremony. They have a strictly ceremonial function.



## 19 Preparation by the Beadle on the day of the PhD defence

About 45 minutes before the PhD ceremony starts, PhD candidates and paranymphs, if attending, must be present in the University Hall. They can report to the reception and will be directed to the correct room. The Beadle will give a short explanation on the procedure for the PhD ceremony and the way in which the opponents should be addressed (see also point 22).

## 20 Public nature, admission and reserving seats

- The PhD ceremony takes place in the Senate Hall and is open to the public.
- The Senate Hall is on the first floor of the University Hall.
- There are a maximum of 80 seats for guests. Any more guests can watch the ceremony from home via a livestream. (see <http://www.uu.nl/organisatie/nieuws-en-agenda/agenda/promoties>). The chair of the PhD ceremony may limit or refuse admission to the Senate Hall if public order, security or fire safety are at risk. If more than 80 guests nevertheless turn up on the day, the chair will be forced, by order of the fire service in the interests of safety in the building, to ask persons to watch the livestream at home. Unfortunately this cannot be done from another room in the University Hall.
- Children younger than 6 years may not be present during the PhD defence.
- On request, all 10 chairs in the front row may be reserved for the PhD candidates' family members. The Beadle may also reserve extra seats for invited guests on request.
- The starting time of the PhD ceremony will be strictly adhered to.
- No latecomers will be admitted once the PhD ceremony has begun.
- A hearing loop is available in the Senate Hall.

## 21 Accessibility and directions to the University Hall

The University Hall is at Domplein 29, diagonally opposite the Dom Tower (*Domtoren*).

- Go to <http://www.uu.nl/organisatie/vastgoed-en-campus/binnenstadscampus/voorzieningen/plattegrond> for a map of the city centre.
- The University Hall is accessible for the disabled and wheelchair users.
- In Domstraat and on Pieterskerkhof, both approximately 100 metres from the University Hall, there are general disabled parking spaces (maximum 2 hours parking permitted). See also: <https://www.utrecht.nl/wonen-en-leven/parkeren/parkeren-bezoeker/>.
- There is a lift at the entrance of the University Hall, and a disabled toilet is available.
- Bus 2 from Utrecht Central Station stops at Domplein. Buses 5, 8 and 28 stop at Janskerkhof. The journey from Central Station is around 10 minutes. From Janskerkhof it is a few minutes' walk to Domplein.
- It takes around 15 minutes to walk from Utrecht Central Station to Domplein. Walk via Hoog Catharijne to the Moreelsepark exit, take the escalator to the outside and turn left towards Mariaplaats. Then follow the black signs to 'Domtoren'. Proceed under the arch of the Dom Tower and the University Hall is to the right in the corner of Domplein.

## 22 Online/hybrid PhD ceremony

The preferred option is to attend the doctoral thesis defence ceremony in person in the University Hall. Hybrid and online PhD ceremonies remain possible under the following conditions:

- The PhD candidate is unable to be physically present but can take part in the candidate's own ceremony online. The ceremony will be held online entirely.
- The supervisor or co-supervisor is unable to be physically present but can take part in the ceremony online. The ceremony takes place online or in hybrid form.
- A committee member is unable to be physically present but can take part in the ceremony online. The ceremony takes place online or in hybrid form.

## 23 Audio recordings, photography, films and video recordings for private use

It is not permitted to take photographs or make films or video recordings in the hall during the defence. It is however permitted to take photographs or make films and video recordings after the defence and during the announcement of the result, the presentation of the diploma and the reception.

All PhD ceremonies are streamed live. After the ceremony, the PhD candidate will receive a link to the recording on request. This recording is for private use only and may not be shared or posted online.

## 24 Recordings for radio, television and printed media

The fact that the PhD ceremony is open to the public does not mean that recordings for radio or television may be made without the written permission of the rector magnificus. Neither may sound recording equipment be set up in the hall by publicity media without his permission. Permission from the rector magnificus must be requested in writing at least three working days in advance. This period may be shortened in exceptional circumstances.

## 25 Dress code

The dress code for PhD candidates and paranympths must be in accordance with the value that Utrecht University places on the PhD ceremony. Traditionally this would be a dark suit and tie, dress suit (white tie), pant suit, a skirt suit or smart dress.

## 26 Terms of address

During the defence, the following terms of address will be used each time when answering the first question from each opponent/supervisor/co-supervisor:

- hooggeleerde opponent: opposing professor;
- zeergeleerde opponent: opposing doctor/others;
- hooggeleerde opponent, hooggeachte promotor: for supervisor;
- zeergeleerde opponent, zeer geachte copromotor: for co-supervisor.

International PhD candidates will also use the Dutch terms of address.

It is expressly not permitted to say 'thank you for the question'. PhD candidates proceed to answer the question straight away.

## 27 Presentation for laymen

Utrecht University does not include a presentation for laymen (concise summary) prior to the PhD defence. The available 45 minutes must be devoted entirely to the defence of the PhD thesis and opposition. During the defence, propositions may not be opposed. PhD candidates, in consultation with their supervisors, may make a video with an explanation of their research and include the link or QR code in the PhD thesis.

## 28 Opponents

The doctoral examination committee will be formed by the supervisor. Opposition may be conducted by those who have obtained their PhD and are expert in the subject area of the PhD thesis.

If opposition is conducted by a committee member who has not obtained a PhD but is an expert in the subject, no later than one week before the defence, or earlier if possible, a written request, giving reasons, must be submitted to the dean, stating the name, address and position of the committee member concerned (Doctoral Degree Regulations, Article 23).

## 29 Translation of diploma and declaration of doctorate

PhD candidates receive a diploma in Latin and a translation in English, together with a legally valid English declaration of the doctorate on the day of the PhD thesis defence ceremony.

If, following the PhD defence, the PhD graduates need proof of their defence, this can be requested via the office of the Board for the Conferral of Doctoral Degrees. (see point 30a)

The following details must be included with the request:

- full given names and surnames as stated on the diploma;
- date of birth;
- place and country of birth;
- date of the PhD defence;
- title of the PhD thesis;
- surname, title and initial(s) of the supervisor(s) and or co-supervisor(s)

PhD graduates who obtained their PhD before September 2010 and wish to receive an English translation of the diploma must request this by email at the office of the Board for the Conferral of Doctoral Degrees (see point 30a). The above details must be included with the request.

The person requesting the translation will not receive confirmation of receipt of the request. As soon as the official translation is ready, it will be sent by email to the applicant.

The applicant will receive the information in A4 format, without signatures. The legal validity of this translation will be confirmed in an accompanying explanatory letter bearing the signature of the rector magnificus in his capacity as chair of the Board for the Conferral of Doctoral Degrees.

If PhD graduates, following the PhD thesis defence ceremony, need a validated and certified copy of the diploma, they should contact DUO at <https://duo.nl/particulier/nederlands-diploma-in-buitenland/>

### 30 Information

a. General information about the Doctoral Degree Regulations and the contents of MyPhD:

Board for the Conferral of Doctoral Degrees /rector magnificus

Ms. A.W. Hekking

Heidelberglaan 8

PO Box 80.125

3508 TC UTRECHT

tel. +31 6 34128716/ email: [phd@uu.nl](mailto:phd@uu.nl)

b. Technical questions about MyPhD:

For UU staff: <https://edu.nl/bxtpx>

For others: [ict-servicedesk@uu.nl](mailto:ict-servicedesk@uu.nl)

c. General information about the PhD thesis defence ceremony, reserving the date for the ceremony and the submission of theses:

The Beadle's Office

University Hall

Domplein 29

3512 JE UTRECHT

tel. 030 - 253 8259/ email: [pedel@uu.nl](mailto:pedel@uu.nl)

Theses may also be handed in at the reception of the University Hall. The University Hall is open from Monday to Friday from 08:00 to 18:00.

d. Information about dealing with the press and publicity on uu.nl:

Communications & Marketing Office

Heidelberglaan 8

3484 CS UTRECHT

Email: [corporatesite@uu.nl](mailto:corporatesite@uu.nl)

e. Information about the ISBN number:

Administration Building reception

Heidelberglaan 8

3584 CS UTRECHT

tel. 030 - 253 1510

or (only for PhD candidates of the Faculty of Geosciences, Departments of Earth Sciences and Physical Geography)

Faculty of Geosciences

Ms. M. Mullen-Pouw

Vening Meineszgebouw A

Princetonlaan 8a, room 278

3584 CB Utrecht

tel. 030 - 253 6898 / email: [m.mullen@uu.nl](mailto:m.mullen@uu.nl)

or only for PhD candidates of the Faculty of Law, Economics and Governance, Department of Economics:

email: [use.ri@uu.nl](mailto:use.ri@uu.nl)

f. Information about the Utrecht University Repository and copyright:

University Library

Heidelberglaan 3

3584 CS UTRECHT

Email: [repository@uu.nl](mailto:repository@uu.nl)

g. Information about reception, room reservations and catering in the University Hall:

University Hall

Domplein 29

3512 JE UTRECHT

<http://www.uu.nl/organisatie/academiegebouw> and [www.vineyarduu.nl](http://www.vineyarduu.nl)

Reservations: (030) 2538254 email: [reserveringen.academiegebouw@uu.nl](mailto:reserveringen.academiegebouw@uu.nl)

Catering (030) 2538896 catering email: [info@vineyarduu.nl](mailto:info@vineyarduu.nl)

Bijlage 1 Timetable PhD track

<b>Timetable</b>	<b>Administrative process</b>
Within 3 months after employment or start of the PhD-track	The PhD candidate registers in MyPhD. The employment contract or other agreement counts as the start date. In other cases, the registration date counts as the start date. External PhD candidates are registered at least 3 years prior to the PhD.
At least 5 months before the thesis defence	The first supervisor submits requests to change (co)promoters to the Board for the Conferral of Doctoral Degrees via the dean of the faculty. After approval by the Board for the Conferral of Doctoral Degrees, the change is processed in MyPhD by the Office of the Board for the Conferral of Doctoral Degrees.
At least 4 months before the thesis defence	After agreement with the (co) supervisors, the PhD candidate uploads the manuscript in MyPhD. After formal approval in MyPhD by all (co) supervisors, the first supervisor fills in the composition of the assessment committee
At least 3½ months before the thesis defence	After approval of the composition of the assessment committee by the Board for the Conferral of Doctoral Degrees, the committee members receive an e-mail with a request to assess the manuscript. After approval of the composition of the assessment committee, the PhD candidate receives confirmation of this, from which moment the PhD candidate can set a thesis defence date in consultation with the (co)supervisors.
2½ months before thesis defence	PhD candidate registers the title page and flipside in MyPhD. After all concerned have approved the manuscript and the Beadle has approved the title page and flipside, the thesis can go to the printer.
2½ months before thesis defence	After approval of the manuscript by the assessment committee and confirmation thereof by the Board for the Conferral of Doctoral Degrees, the first supervisor will receive an email requesting a proposal for the doctoral examination committee.
At least 6 weeks before the thesis defence	The PhD candidate records in MyPhD information for the University Library and for the Communications & Marketing Office as described in the e-mail the PhD student receives once the manuscript is approved.
At least 4 weeks before the thesis defence	If there is a potential cum laude, the dean - after consultation with the chair of the assessment committee (in some faculties this is the dean) and the supervisor(s) - will forward the names of at least two experts to the rector via <a href="mailto:phd@uu.nl">phd@uu.nl</a> .
At least 3 weeks before the thesis defence	The PhD candidate sends 1 paper copy of the thesis to the Pedel office The PhD candidate uploads the final pdf of the thesis and cover ( as sent to the printer) in MyPhD for the benefit of the University Library. The PhD candidate sends a paper copy to the chairperson and members of the doctoral examination committee
At least 3 weeks before the thesis defence	The PhD candidate arranges an introductory meeting with the chair of the thesis defence ceremony