

# Step-by-step instructions

Clarification by Office of the Rector – 19-12-2018 – cf. Doctorate Regulations

Nr.	When?	Who?	What?	Where?	Result?	How/why?
1.	Before start of the doctoral programme	Doctoral candidate	... meets the legal educational requirements? If not, he/she must submit a request for exemption to...	Doctorate Board	If applicable: Decision to grant an exemption by the Doctorate Board	<b>How?</b> Form: <a href="#">Request for exemption from the legal educational requirements</a> <b>Why?</b> Articles 7.1 and 8
2.	Before start of the doctoral programme	Supervisor(s)	...if the doctoral candidate already holds a doctorate, submits a substantiated written request to the...	Dean (CQ <a href="#">contact person faculty/institute/department</a> )	Decision to grant an exemption in accordance with Article 7.2	<b>Why?</b> Article 7.2
3.	Before start of the doctoral programme	Doctoral candidate	...submits a request for admission to the doctoral programme to the...	Dean (CQ <a href="#">contact person faculty/institute/department</a> )		<b>How?</b> Form: <a href="#">Request for admission to the doctoral programme</a> <b>Why?</b> Article 9
4.		Dean	...assesses and signs the request and submits it to the...	Doctorate Board	Decision regarding admission and appointment of (co-)supervisor(s) by the Doctorate Board	<b>Why?</b> Articles 9, 10 and 11
5.	Approximately six months before desired doctoral defence date	Supervisor(s)	...submits a proposal for the composition of the Doctorate Committee to the...	Dean (CQ <a href="#">contact person faculty/institute/department</a> )		<b>How?</b> Form: <a href="#">Proposal for composition of the Doctorate Committee</a> <b>Why?</b> Articles 19 and 20
6.		Dean	...assesses and signs the proposal and submits it to the...	Doctorate Board	Appointment of Doctorate Committee members by the Doctorate Board	<b>Why?</b> Article 19.4
7.	After receiving decision on the appointment of the Doctorate Committee	Doctoral candidate	...consults the doctoral defence calendar drawn up by the Office of the Beadle well in advance to select a doctoral defence date and, in consultation with the Doctorate Committee, arranges a provisional date with the...	Office of the Beadle	Provisional scheduling of doctoral defence date by Office of the Beadle	<b>How?</b> See: Doctoral defence calendar for the <a href="#">Aula</a> and <a href="#">Agnietenkapel</a> <b>Why?</b> See <a href="#">Articles 32.1 and 32.1</a>
8.		Doctoral candidate	...submits the definitive printed manuscript along with an identical digital version, with all requisite elements as described in "Procedure from manuscript to doctoral thesis", for approval to the...	Supervisor(s)	Manuscript approved by supervisor <b>BEWARE: Hereafter, only strictly defined changes to the manuscript are allowed. See the aforementioned procedure.</b>	<b>How?</b> Also see Appendix B: <a href="#">Model title page</a> <b>Why?</b> <a href="#">Procedure 'from manuscript to doctoral thesis'</a>
9.	No later than 14 weeks before the doctoral defence date	Supervisor(s)	...sends, after approval, the digital version to...	Dean (CQ <a href="#">contact person faculty/institute/department</a> )		<b>Why?</b> Article 17.4
10.		Supervisor(s)	...sends definitive thesis manuscript to...	Doctorate Committee		<b>Why?</b> Articles 16.4, 22.1 and 19.7
11.	No later than 6 weeks after the manuscript was sent to the Doctorate Committee	Decaan (c.q. <a href="#">contactpersoon faculteit/instituut/afdeling</a> )	...checks the definitive thesis manuscript for plagiarism and informs...	Supervisor(s)	Result of plagiarism check. If all assessments are positive: proceed. Otherwise: follow-up under Dean's responsibility	<b>Why?</b> Articles 17.5 and 17.6
12.	No later than 6 weeks after the manuscript was sent to the Doctorate Committee	Doctorate Committee	...issues a decision on admission to the doctoral defence ceremony. The members submit their individual decisions to...	Dean (CQ <a href="#">contact person faculty/institute/department</a> ) and supervisor(s)	Decision by Doctorate Committee regarding admission to the doctoral defence ceremony	<b>How?</b> Appendix A: <a href="#">Doctoral thesis assessment and admission to the doctoral defence ceremony</a> <b>Why?</b> Articles 21, 22 and 25
13.		Supervisor(s)	...signs the title page on both sides and submits it to...	Dean (CQ <a href="#">contact person faculty/institute/department</a> )		<b>Why?</b> Article 25.3
14.	No later than 8 weeks before the doctoral defence date	Dean	...signs the title page on both sides and sends it to...	Office of the Beadle	Approval to publish doctoral thesis	<b>Why?</b> Articles 24 and 32.3
15.		Office of the Beadle	...sets definitive doctoral defence date and notifies the...	Doctoral candidate	Definitive scheduling of doctoral defence date by Office of the Beadle	<b>Why?</b> Article 25.5
16.	(in the meantime – guideline is 6-8 weeks before defence date)	Doctoral candidate	... prepares the digital proof of the doctoral thesis and sends it, together with a complete overview of all changes carried out (when applicable), to...	Dean (CQ <a href="#">contact person faculty/institute/department</a> ) and supervisor(s)	Final digital thesis	<b>Why?</b> <a href="#">Procedure 'from manuscript to doctoral thesis'</a>
17.		Supervisor(s) and Dean (CQ <a href="#">contact person faculty/institute/department</a> )	...check whether corrections are admissible and notify...	Doctoral candidate		<b>Why?</b> <a href="#">Procedure 'from manuscript to doctoral thesis'</a>
18.		Doctoral candidate	... multiplies the final thesis on paper.		Printed thesis, identical to digital thesis	
19.	No later than 6 weeks before the doctoral defence date	Doctoral candidate	...signs the License Agreement and submits this document to the...	University Library		<b>How?</b> <a href="#">University Library Licence Agreement</a> <b>Why?</b> Article 30.1
20.	No later than 4 weeks before the doctoral defence date	Doctoral candidate	...sends the final digital proof of the doctoral thesis to...	Dean (CQ <a href="#">contact person faculty/institute/department</a> ) and supervisor(s)		
21.	No later than 4 weeks before the doctoral defence date	Doctoral candidate	...submits 12 printed or copied sets of the doctoral thesis to, and agrees on instructions for the doctoral defence ceremony with the...	Office of the Beadle		<b>Why?</b> Articles 30.2 and 33.2 <b>How?</b> <a href="#">Practical information</a>

				<a href="#">doctoral thesis defence</a>
22.	Doctoral candidate	...is responsible for the timely submission of the thesis to...	<ul style="list-style-type: none"> <li>- (Co-)supervisor(s)</li> <li>- Doctorate Committee</li> <li>- Guest opponents</li> </ul>	<b>Why?</b> Article 30.5
23.	No later than 3 weeks before the doctoral defence date	Dean (CQ <a href="#">contact person faculty/institute/department</a> )	...sends the digital version of the thesis to... University Library	Digital publication of doctoral thesis
24.	Supervisor(s)	...prepares the doctoral defence ceremony and arranges for guest opponents if necessary		<b>Why?</b> Articles 33.1 and 35.6
25.	Doctoral defence date	Doctoral candidate	...defends the thesis at the doctoral defence ceremony...	<b>Why?</b> Articles 36 and 38
26.	Doctoral defence date	Doctorate Committee	...decides whether to confer the doctorate.	Conferral of the doctorate by the Doctorate Board <b>Why?</b> Articles 37 and 39