

Final steps to PhD



GS PhD pizza session
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(updated after presentation)

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Phase 1: Approval supervisor

- PhD candidate: 30 EC; request certificate from GS
- PhD candidate: uploads manuscript in Hora Finita; submits application
- Supervisor* approves manuscript; writes motivation; considers distinction 'cum laude'
- Supervisor* discusses choice of members of Assessment Committee (AC) with PhD candidate; 5 or 6 (sometimes 7) members; look for interesting members yourself
- Supervisor asks AC members and (after agreement) proposes them to Dean
After informal approval by dean: enter information in Hora Finita
- Wait for (advice 'pool of professors' and) formal approval by dean
- AC members have 30 days for their assessment
(in rare cases: 30 days additional)

* i.e. supervisory team



Phase 2: Final approval

- Chair of the Assessment Committee: writes a summary of the reviews including remarks and suggestions from AC members
- AC chair submits final assessment and recommendation to Dean
- Dean decides; usually:
 - One negative review: Chair continues the procedure
 - ≥ 2 negative reviews: Chair contacts Dean; she decides if other AC members need to be informed and further deliberation is necessary
 - If ≥ 1 AC members submit request to confer the distinction cum laude: Chair contacts Dean
- PhD candidate receives (selection of) reviewers' remarks/suggestions (Hora Finita); PhD candidate is allowed to make minor changes



Phase 3: Preparing ceremony (formal procedures)

- Supervisor proposes opponents at the defence
 - ≥ 3 from AC (they vote; others advise)
 - In total ≥ 5 opponents; max. 1 by Skype*
- PhD candidate contacts Beadle's Office to schedule date of defense (guarantee fit with agenda of supervisors and AC members)
- PhD candidate receives email with instructions for PhD award ceremony
- AC/opponents are informed (Hora Finita)
Supervisor sends additional information to AC/opponents
- PhD candidate sends hard copy to AC/opponents

* Should be available at both AC meetings



Criteria for the review of the manuscript

See “180328 GS Article-based dissertation co-authorship.pptx”



Cum laude (article 32)

- If you are interested: discuss it very early with supervisor (2nd year)
- Proposal by supervisor or by member Assessment Committee (AC)
- Request must be submitted ≥ 60 days prior to PhD Ceremony
- Dean, without delay, submits request to the AC
- AC responds in writing within 14 days
- If ≥ 2 members disagree, the AC will not recommend the conferral of the distinction
- Dean immediately appoints two external referees (full or associate professors; supervisor nominates four persons; Dean chooses two)
- Dean raises proposal during closed meeting of AC prior to PhD Ceremony; faculty profs and opponents receive copy and advise; AC members vote following the defence; all but one have to agree



Stats on Cum laude

	2000-2009		2010-2019	
Men	5/44	11%	6/79	8%
Women	4/51	8%	7/115	6%
All	9/95	9%	13/194	7%



Timeline (achievable when properly managed)

Action	Who	Time (weeks)	Time (cumulative)
Submission PhD thesis	PhD candidate	0	0
Decision supervisors	Supervisor	immediately	0
Proposal AC members/chair	Supervisor	0.5	0.5
Consultation 'pool of professors'; approval	Graduate School; dean	1.5	2
Invitation AC members	Hora Finita	immediately	2
Review by AC	AC members + chair	4.5 (or 9)	6.5
Report AC	AC chair	1	7.5
Final approval	dean	0.5	8
Book ready and printed	PhD candidate	4	12
Organization ceremony	Beadle & PhD candidate	5	17



Beadle's office - preparations

- Makes diploma's, does administration, answers questions
- No defences in July and August; Beadle's office is open
- You have to choose: dr. or dr. of philosophy
- Title page: lay out should be exactly like the example – in Dutch; centered, et cetera; other font is allowed
- Joint/double: read the agreement whether you have to do two defences
- What to wear, what not to wear, how many copies you have to hand in and send around, licence agreement (you will receive € 500)
- To play your own music: possible
- You can test powerpoint and music day before defence



Behind the stage: meeting of AC/opponents

- Hosts prepare meeting room, chain (for Rector/chair), books, bell
- Before the defence: few sentences from Bible, practical things (formula), sequence of opposition, content of opposition
Than you and your supporters are invited in meeting
- Meeting after defence: brief discussion of quality of defence, followed by formal decision (always positive; cum laude needs discussion and takes into account dissertation, defence and other performance)
Again: you are invited, and you sign the 'book'



Preparing for the defence

- Do a mock defence (one or more); use feedback from AC
- Try to prepare possible answers to all possible questions
- The presentation of research (layman talk or ‘lekenpraatje’) helps you to become more self-confident (and it is nice for audience and committee)
- You cannot see the clock, bring a watch and practice to ensure to stay in 10 minutes
- Q&A: do not focus on time; chair watches the time and beadle appears exactly after one hour; after Hora Est your read your final statement
- Repeat the question; introduce the topic that is addressed; justify your choices (more important than giving the ‘right’ answer); you are the expert and most of what is asked by the opponent is written in the dissertation



Miscellaneous (1)

- 'Book' (printed thesis)
 - to be delivered 5 weeks before at beadle's office
publisher will not provide direct delivery to beadle; do it yourself
 - ISBN number, not obliged
 - Summaries
 - Thesis in Dutch: Dutch + English summary + title in English
 - Thesis in English: English summary
 - Thesis in French/German/other: English summary + title in English
 - Dutch summary for the press (250 words)



Miscellaneous (2)

- Location
 - Beadle chooses room: Aula, Auditorium or Stoa
 - Reception space behind Aula is not always available (alternatives: Basket, botanical garden)
- Beadle replies very fast, if you have questions
- Graduation is expensive
- Psychologically: don't be afraid to get help; if you're not fine, it is not fine; find your way to cope with it and to prepare mentally.



Miscellaneous (3)

- Language
 - Presentation of research: audience predominantly Dutch, choose Dutch
 - At defence
 - All opponents Dutch? All Dutch or all English (they should know in advance)
 - Mixed: all English
 - If interested in international career: invite international scholars on your AC; ask supervisor to organize (and to pay)
 - If Dutch, do not translate specific concepts from English to Dutch



Thanks! Questions?
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