Doctoral candidate prepares the final manuscript

Doctoral candidate sends the final manuscript in paper and digital form to the supervisor(s)

Supervisor(s) gives final approval for the manuscript

Assessment of final manuscript

No later than 1 week before the defense date

Supervisor(s) submits the digital version of the final manuscript to the Dean (via contact person of faculty/institute/department) for the plagiarism check

Final manuscript is submitted to the Doctoral Committee for assessment

No later than 1 week before the defense date

Admission to the doctoral defense

No later than 6 weeks after ‘Assessment of the thesis manuscript’

Dean provides final verdict on the result of the plagiarism check

Doctorate Committee decides on admission to thesis defence

Final manuscript is submitted to the Doctoral Committee for assessment

No later than 6 weeks before the defense date

If all assessments are positive: Dean and supervisor(s) sign the title page and submit it to the Office of the Beadle. Doctoral candidate is notified of admission to thesis defence.

The doctoral candidate prepares the final thesis in a digital version that serves as a printer’s proof for the printed final version.

Determination of final doctoral thesis

Between 1 and 2 weeks before the defense date

Doctoral candidate submits digital version of thesis to supervisor(s) and Dean (via contact person faculty/institute/department), together with a complete overview of all changes carried out, when applicable. Supervisor(s) and Dean (or contact person faculty/institute/department) check whether corrections are admissible and send the final digital thesis, prepared and provided by the Doctoral candidate, to the University Library.

University Library

No later than 2 weeks before the defense date

Doctoral candidate submits licence agreement to University Library, together with:
1. A summary (max. 250 words) in the language of the thesis;
2. Supplementary material required for publication (e.g. datasets); for publication on UvA-DARE.

Doctoral candidate multiplies the thesis on paper

Doctoral candidate submits digital version of thesis to supervisor(s) and Dean (via contact person faculty/institute/department), together with a complete overview of all changes carried out, when applicable. Supervisor(s) and Dean (or contact person faculty/institute/department) check whether corrections are admissible and send the final digital thesis, prepared and provided by the Doctoral candidate, to the University Library.

Distribution of printed thesis

No later than 1 week before the defense date

Doctoral candidate distributes the printed copies of the thesis to (co-)supervisor(s), Doctorate Committee, and any guest opponents, and submits 12 copies to the Office of the Beadle. Beadle ensures timely submission of thesis to appropriate parties (a.o. Dean).

Doctoral thesis defence ceremony

Clarification by Office of the Rector