

## Obtaining a PhD degree

Overview of the procedure leading to the public defence of a PhD thesis after finding a supervisor and funding.

Step	Initiative/Responsible	Action	Timescale
1a	Candidate and supervisor	The supervisor and the candidate reach agreement on the subject of the thesis. After this they ascertain admissibility to the PhD programme NB: those who do not hold a Dutch Master's degree will have to fill out an application for admission (Appendix 1)	Before the start of the programme
1b	Supervisor	Confirms readiness to act as supervisor to candidate in writing	
2a	Candidate	Asks the Dean to appoint the supervisor	Appendix 2
2b	Dean	Checks whether all prerequisites have been met, and sends written confirmation to the supervisor(s), PhD candidate and the Doctorate Board (Statement regarding admission to PhD)	
2c	Candidate	Submits manuscript to supervisor for approval	
3a	Supervisor	Approves manuscript as a PhD thesis in a letter to the candidate	Within 6 weeks after submission Appendix 3
3b	Supervisor	Sends the Dean a proposal for the composition of the PhD committee. The committee must meet the requirements set out in Article 21 of the Doctoral regulations	
3c	Dean	Sends an invitation to the members of the PhD committee together with a copy of the manuscript	Within 3 weeks
4	PhD committee	Sends supervisor a written response to the question whether the candidate is allowed to defend the dissertation	Within 6 weeks
5	Supervisor	Informs candidate of the decision of the committee to allow or to refuse to allow the candidate to defend the dissertation (Appendix 5) and sends a copy to the Dean	As soon as possible
6	Dean	Sends Appendix 6 (Confirmation of admission to the thesis defence) to the beadle	
7	Candidate	Reserves date for defence ceremony via beadle (Appendix 7)	
8	Candidate	Presents printed copies of title page and obverse of title page to beadle	
9a	Candidate	Submits the propositions to the supervisor who approves them in writing  Presents opening and closing sections of dissertation, together with the approved propositions, to the Dean (via José Tieken, room 3A57, or by email <a href="mailto:tieken@fsw.leidenuniv.nl">tieken@fsw.leidenuniv.nl</a> )	
9b	Candidate	Has the PhD thesis printed <i>after approval by the beadle and the Dean</i>	

10	Dean	Appoints the opposition committee proposed by the supervisor	6 weeks before date
11	Candidate	Delivers the required number of printed dissertations and propositions to beadle (10), Dean (10) and University library (5)	3 weeks before date
12	Dean	Sends copies of the thesis to the members of the opposition committee	
13	Candidate	Makes dissertation available on line via the Leiden Institutional Repository (IR) (Appendix 4)	3 weeks before date
14		DOCTORAL DEFENCE CEREMONY	

For detailed information in Dutch and English, see : [www.promoveren.leidenuniv.nl](http://www.promoveren.leidenuniv.nl) or [www.leidenuniv.nl/promotiereglement/promotiereglement%202008%20Engels.pdf](http://www.leidenuniv.nl/promotiereglement/promotiereglement%202008%20Engels.pdf)

The procedure to apply for the predicate *cum laude* (with distinction) should be started at least 10 weeks prior to the thesis defence. For this procedure see Appendix 8.