

Overview of the procedure leading to the public defence of a PhD thesis (December 2008)

An overview follows of the steps in the formal procedure which ends in the public defence of the PhD thesis. It is based on [the doctoral regulations](#) established by the Board for Doctoral Promotions.

Step	Responsible person	Action
1a	PhD candidate and supervisor	The PhD candidate discusses the field of the intended PhD research with the professor most suited to the area of the research and explores the possibility of the professor's acting as supervisor.
1b	Supervisor	informs the doctoral candidate in writing that he or she is prepared to act as supervisor with a copy to mailto:promoties@law.leidenuniv.nl .
1c	PhD candidate	requests the Dean to appoint the professor concerned as supervisor. The request is submitted to the Dean using the appropriate form as specified by the Doctorate Board (appendix 2) and should include certified copies of the certificates which demonstrate that the academic requirements as referred to in Article 3, paragraph 1, have been met. Otherwise it should include a request for exemption (appendix 1) as referred to in Article 3, paragraph 2, together with the documents as referred to in Article 4, paragraph 1 of the Regulations .
1d	Dean	Once he has determined that the academic requirements as referred to in Article 3, paragraph 1, have been met, or the exemption as referred to in Article 3, paragraph 2, has been granted, on behalf of the Doctorate Board he appoints as supervisor the professor who has declared himself willing to act as such. The Dean notifies in writing the professor, the PhD candidate and the Doctorate Board of the appointment.
2a	PhD candidate	writes a dissertation with character, content and size of the dissertation conform Article 13 .
2b	PhD candidate	applies for a doctoral promotion at the Registrar's office by filling in appendix 7 . This can be done at the beginning or the end of the research period. Please note that the ius promovendi of the supervisor expires 5 years after the expiration of his contract.
3a	Supervisor	approves the manuscript as a PhD thesis in appendix 3 to the doctoral candidate, conform Article 10 and in cc. to Promoties@law.leidenuniv.nl
3b	PhD candidate	submits to the supervisor at least four propositions relating to the subject of the dissertation, at least four scientific propositions relating to the field of the subject of the dissertation, and at most four propositions on one or more subjects of the candidate's choice (see Article 12)
3c	PhD candidate	finds a publisher or contacts the Meijers Research Institute and Graduate School (k.vanheijningen@law.leidenuniv.nl) if information about publishing in the Meijers series of publications is required.
4a	Supervisor	sends to mailto:promoties@law.leidenuniv.nl (as quickly as possible after approval of the dissertation) a proposal for the composition of the PhD Committee (Appendix 9). The Committee must meet the following requirements (see Article 21 of the Regulations). He or she also sends to Promoties@law.leidenuniv.nl the (e-mail)addresses of all members of the PhD Committee.
4b	Meijers Research Institute and Graduate School	sends the members of the PhD Committee the approval letter of the Dean regarding the composition of the PhD Committee.
4c	Supervisor	sends the members of the PhD Committee the manuscript of the PhD thesis with a request to assess whether it meets the requirements.
5	Members of the PhD Committee	send, within 6 weeks, the supervisor a response in writing to the question of whether the PhD thesis meets the requirements set (see Article 22 of the Regulations).
6	Supervisor	starts, if applicable, (at least 12 weeks before date of doctoral promotion) the procedure to award the doctorate "with distinction" (cum laude (appendix 8)) (see Article 29 of the Regulations).
7	Supervisor	is responsible for informing the PhD candidate immediately in writing of the decision of the committee. The supervisor uses the appropriate form for this purpose drawn up by the Doctorate Board (appendix 5) and sends a copy to Promoties@law.leidenuniv.nl Together with this copy, please enclosed, send the letters of approval of all members.
8	Dean	Sends to the Registrar's Office appendix 6 (letter to the Beadle) with a copy to the PhD candidate and the supervisor.
9	PhD candidate	after receipt of appendix 6 and submitting appendix 7 (online registration) to the Registrar's office (Beadle) (Articles 23 and 24 of the Regulations) it is possible to set a date for the defence. You can contact mr van Beelen, Rapenburg 73 in Leiden. Tel. 00 31 71 527 7211.

10a	Doctoral candidate	<p>submits 12 weeks before the doctoral promotion preliminary and closing matter and the propositions to the Meijers Research Institute and Graduate School for assessment to Promoties@law.leidenuniv.nl.</p> <p>The information should comprise:</p> <ul style="list-style-type: none"> - front cover (and back cover in case the thesis will be part of the Meijers reeks edited by the Meijers Research Institute and Graduate School) - front and rear of title page (please mention the name of the not “Leiden” Universities from the members of the doctoral thesis committee) - table of contents - Summary in the language of your dissertation as well as a summary and title, both translated in Dutch (Article 15.2) - Curriculum vitae - Introduction - Propositions (4 related to the thesis, 4 related to the research field of the subject along with a maximum of 4 propositions chosen by the doctoral candidate (Article 12) - (if applicable) preface and/or epilogue - (if applicable) a dedication - (if applicable) a quote/motto - if applicable an acknowledgement (Article 16) <p>You can find the above mentioned Articles in the Regulations.</p>
10b	PhD candidate	submits 8 weeks before date of doctoral promotion proofs of front and rear of title page to the Registrar’s Office by mail. Pedel@ics.leidenuniv.nl .
11a	PhD candidate	<p>sends 4 weeks before the doctoral promotion a press release to webredactie@law.leidenuniv.nl and in cc to Wetenschap@bb.leidenuniv.nl and Promoties@law.leidenuniv.nl.</p> <p>Mrs. van der Helm is working at the department Marketing & Communications of our faculty. Please send her a Word-document of max. 250 words; a summary of the PhD thesis including a digital picture in colour of the candidate as well as the propositions and the summary in English and Dutch. This press release will be used for the website of the Faculty and in the Leiden Law Magazine.</p> <p>She will also send this information to the University newspaper ‘Mare’.</p>
11b	PhD candidate	has the PhD thesis printed.
11c	PhD candidate	takes care of sending a copy of the dissertation to the members of the promotion- and opposition committee and anyone interested.
11d	PhD candidate	<p>supplies, at least 3 weeks before the doctoral promotion, 10 copies of the dissertation and propositions to the Registrar’s Office. These copies are for anyone interested on the day of the ceremony and for the members of the committee if they forgot their own copy.</p> <p>The day after the ceremony the unused books can be collected again at the Registrar’s Office.</p> <p>supplies 10 copies (6 copies will be sufficient if the book <u>will not</u> be published in the Meijers series) to the Meijers Research Institute and Graduate School, Leiden Law School, Steenschuur 25, Leiden.</p> <p>supplies 4 copies to the University Library, Witte Singel 27, Leiden.</p> <p>The electronic version has to be sent to the UB. Click here for more information and on http://openaccess.leidenuniv.nl/dspace/handle/1887/492.</p>
11e	PhD candidate	supplies 1 review copy to the Nederlands Juristenblad (NJB for the attention of de redactie, Postbus 30104, 2500 GC Den Haag) and 1 review copy to Rechtsgeleerd Magazijn Themis (RM Themis, p/a Uitgeverij Paris, Postbus 4083, 7200 BB Zutphen
12	Supervisor	sends at least 3 weeks before doctoral promotion appendix 10 (The composition of the opposition committee) to Promoties@law.leidenuniv.nl The opposition committee must meet the following requirements (Article 25) The supervisor is responsible for the composition of the opposition committee (N.B. the supervisor will not let the decision be taken by the PhD candidate).
13	The promotion session	<p>More information about the promotion can be found in Article 26.</p> <p>The following dress code applies: Leiden professors: official university gown; clothing to be worn under official gowns:</p>

	<p>gentlemen: white shirt, black tie, black shoes; ladies: dark clothing, white blouse, black shoes.</p> <p>Foreign professors: official gown of the university of their appointment; however, there is a possibility to be lent a gown from Leiden University; dress code for Leiden applies.</p> <p>Other invited guests: gentlemen: dark suit, white shirt, matching tie, black shoes; ladies: clothing appropriate to the nature of the ceremony.</p>
--	---

The contact persons at the Meijers Research Institute and Graduate School are: mrs. E.M.E. (Esmé) ten Donkelaar and in her absence mrs. K. (Karin) van Heijningen or mrs. H.J. (Riekje) Boumlak.
Promoties@law.leidenuniv.nl.

Graduate School, Leiden Law School, P.O.Box 9520, 2300 RA LEIDEN.