

IN EIGHT STEPS TO THE DEFENSE – a short manual for PhD candidates and supervisors

1. Request for Exemption from the legal educational requirements [PhD candidate with non-Dutch diploma]

If you have a non-Dutch Master's diploma apply in the first year of your PhD for an [exemption](#). Send the form to CvP-exemption-bb@uva.nl with a cc to your [institute's office](#) (see email address at the bottom of this document) and include:

- scan of the Bachelor's and Master's diploma
- scan of transcripts of both the Bachelor's and Master's diploma
- scan of the passport or identity card
- an up-to-date CV (or resume)

2. Request for Admission to the doctoral programme [PhD candidate]

In the first year of your PhD send the [Request for Admission](#) form to your [institute's office](#) together with (the institute director will sign the form):

- scan Master's diploma Dutch university (or an extract from DUO)
- scan passport

3. Proposal for composition of the Doctorate Committee [(co-)supervisor]

When the PhD candidate is in the last year of the PhD, send the [committee proposals](#) to your [institute's office](#). The institute director will sign the form. Please ensure the committee consists of:

- At least 50% with UvA affiliation
- majority is full professor or PI with ius promovendi
- one full professor with more than 0.5fte faculty of science appointment
- one external (non UvA) full professor

4. Book a defense date [PhD candidate]

Once you have an approved committee you can book a defense date. Plan the defense date approximately 10 months before you want to defend in Agnietenkapel or Aula. The link to the calendar is provided in the Committee Decision (Commissiebesluit promotie UvA/Decision on Commission for Doctorate UvA) sent by the Doctorate Board (cvp-secretariaat-bb@uva.nl).

5. Appendix A [(co-)supervisor]

The supervisor sends the manuscript and the appendix A (evaluation form) to the committee members (please cc phd-science@uva.nl and the [institute's office](#) for the plagiarism check). Committee members send the evaluation form to phd-science@uva.nl and the (co-)supervisor.

6. Plagiarism check in *iThenticate* [(co-)supervisor]

Step 5 ensures the Institute's office has the manuscript which they will upload in iThenticate, coordinate the plagiarism check and upload the results in the faculty PhD database.

7. Admission to the Defense (Akkoordverklaring) [PhD Science]

When all evaluations are received (and positive) and the plagiarism check is approved, phd-science@uva.nl will send the Admission to the Defense (signed by the Dean) to the Office of the Beadle (BureauPedel@uva.nl). The Beadle will register the defense date as final and informs the candidate and supervisors.

8. Printing the dissertation [PhD candidate]

The doctoral thesis can be printed when all evaluations are received and positive, and when the plagiarism check indicates no issues. The title page must be *identical* to the one the Beadle has sent (pdf attached to 'Reservation PhD ceremony'). It is allowed to change the font.

Send a **digital copy (include the cover)** to the library for publication on UvA-DARE to dissertaties@uva.nl, with phd-science@uva.nl in cc.

Receiving confirmation of all doctorate board decisions:

Once forms have been sent to the doctorate board it takes a maximum of 4 weeks before you receive their decision. The decisions are sent to the PhD candidate and supervisors. If you haven't received a decision after 6 weeks, please contact your institute's office.

All forms and the Doctorate Regulations can be found on the UvA website:

<https://www.uva.nl/en/research/phd/documents-and-forms/documents-and-forms.html>

Please contact your institute's office at this email address:

API: secr-astro-science@uva.nl

HIMS: pzhims@uva.nl

IBED: ibed-promoties-science@uva.nl

ILLC: phd-illc@uva.nl

IoP: step 1-3: secr-iop-science@uva.nl step 5: iop-dissertaties-science@uva.nl

IVI: ivi-dissertaties-science@uva.nl

KdVI: secr-kdv-science@uva.nl

SILS: sils-secr-science@uva.nl