

Overview of the procedure leading to the public defence of a PhD thesis

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 [PhD regulations Feb 2021](#) established by the Board for Doctoral Promotions.

Step	Who	Action
1a	PhD candidate	Writes, under guidance of a supervisor, a dissertation with character, content and size conform Article 15 . After approval of the dissertation by the supervisor, the PhD candidate logs on to Lucris / GSM. Click on Graduations in the menu on the left and choose Supervisionplans. Your name will appear, click on Edit . Go to the second tab (Annual meetings and activities) and check if the title of your research is correct, change the title if necessary. Click on Save & Close in order to set the status to 'Request for start of graduation formalities' and click on Done .
1b	Graduate School Office (GSO)	Checks in GSM whether the PhD candidate can be admitted to the PhD defence procedure and sets the status to the next one.
2a	PhD candidate	Sends the digital version of the dissertation to the GSO graduateschool@leidenuniv.nl asking them to review the dissertation by the plagiarism program.
2b	GSO	Uploads the dissertation in Ithenticate for plagiarism check. Uploads the plagiarism report in GSM.
3	Supervisor	Logs on to GSM to view the plagiarism report and answers the question concerning plagiarism, and approves the manuscript conform Article 12
4a	Supervisor	Approaches members for the Doctorate Committee. The Doctorate Committee must meet the requirements in Article 21 and 22 .
4b	Supervisor	Inserts the names of the members of the Doctorate Committee into GSM. For external members it may be useful to consult the GSO for assistance. Click on Save & Close in order to set the status to the next one and click on Done .
4c	GSO	Approves the Doctorate Committee in GSM.
4d	Dean	Gives (dis)approval in GSM for the Doctorate Committee.
5	Secretary of the Doct. committee	Sends all members the manuscript and information about their assessment and mentions the deadline when their comments need to be received. The Secretary monitors this procedure and sends a reminder if necessary. (see Article 23 of the PhD Regulations)
6	Members of the Doct. Committee	Sends, within 6 weeks, the secretary of the PhD committee a motivation of 200-400 words to the question of whether the PhD thesis meets the requirements set (see Article 23) _____
7	Secretary of the Doct. committee	Starts, if applicable, (at least 10 weeks before date of the PhD defence) the procedure to award the doctorate "with distinction"(cum laude)(see Article 31 of the PhD Regulations).
8a	Secretary of the Doct. committee	In case of unanimous approval, uploads all assessments of the members of the Committee into GSM and confirms this. Click on Save & Close in order to set the status to the next one and click on Done .
8b	Dean	Reads the assesments of the committee and (dis)approves this in GSM .
9	GSO	Sends, after approval of the Dean, the PhD candidate appendix C with the Beadle's office and supervisor in cc. _____
10	PhD candidate	(after receipt of appendix C) can set a date and time for the PhD Defence by submitting appendix F to the Beadle's office. Tel. 00 31 71 527 7211. Notifies graduateschool@arch.leidenuv.nl about the date of Defence.

11	PhD candidate	Finds by him/herself a publisher or a printer who will multiply the dissertation. Please note: The dissertation may not be printed before step 13 is finalized.
12a	PhD candidate	Uploads, after approval by the supervisor, the non-scientific component and the propositions in GSM This comprises: (see Article 18) <ul style="list-style-type: none"> - front cover - title page (see format) and reverse of title page (Article 18) (please note that affiliation of the non-Leiden members should be mentioned) - table of contents - Summary in the language of your dissertation as well as a summary and title, both translated in Dutch (Article 15) - Curriculum vitae - 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 14) - (if applicable) preface or epilogue or acknowledgements (Article 18) (max 800 words) - (if applicable) a dedication - (if applicable) a quote/motto The above mentioned Articles can be found in the PhD Regulations .
12b	GSO	Checks and approves the non-scientific parts and propositions in GSM.
12c	Dean	Approves / rejects the propositions in GSM.
13	Beadle	Approves / rejects the title page of the dissertation in GSM.
14a	PhD candidate	At least 4 weeks before the Defence fills out the online form to announce the PhD Defence on the LU website.
14b	PhD candidate	Has the dissertation printed. The minimum number of copies needed for the Defence is 13. Takes care of sending a copy of the dissertation to all members of the Examining committee.
14c	PhD candidate	At least 3 weeks before the PhD defence: <ul style="list-style-type: none"> - supplies, 2 copies of the dissertation and propositions to the Beadles Office: Rapenburg 73, 2313 GJ Leiden - supplies 1 copy to the Graduate School of Archaeology (Dean), Einsteinweg 2, 2333 CC Leiden. - supplies 4 copies to the University Library, Einsteinweg 2, 2333 CC Leiden. The candidate will receive a compensation of € 500, to be paid by the University library after receiving four copies of the thesis, a digital copy of the thesis and the signed license for non-exclusive publication of the thesis in digital form. More information . Information about additional contribution in dissertation production costs can be found here . Using this reimbursement form.
15	Supervisor	Uploads at least 3 weeks before the PhD Defence the names for the composition of the Examining committee in GSM. Click on Save & Close in order to set the status to the next one and click on Done . This committee must meet the following requirements (Article 26 and 27)
15	Dean	Uploads at least 3 weeks before the PhD Defence the names for the composition of the Examining committee in GSM. Click on Save & Close in order to set the status to the next one and click on Done . The opposition committee must meet the following requirements (Article 26 and 27) Compensation in travel costs for external members of the Examining Committee can be found here . Using this reimbursement form.
16	The PhD defense	More information about the PhD defence can be found on the website .