

Roadmap to the PhD Defence

Based on the Leiden University PhD Regulations 2024, established by the Doctorate Board.

STARTING THE GRADUATION FORMALITIES

STEP	WHO	ACTION
1a	PhD candidate	<p>Write a dissertation that meets the required character, content, and size as per Article 16.</p> <p>After the supervisor's approval, log in to LUCRIS GSM, select 'Graduations' from the left menu, then choose 'Supervision plans'. Go to the second tab ('Annual meetings and activities') to verify the research title and make any necessary changes. Click 'Save & close' to update the status to 'Request for start of graduation formalities', then click 'Done'.</p>
1b	Graduate School Office (GSO)	Check if the PhD candidate is eligible to start the defence procedure and update the status in LUCRIS GSM accordingly.
2a	PhD candidate	Send the digital version of the final manuscript draft to the main supervisor and the GSO (graduateschool@leidenuniv.nl).
2b	PhD candidate	Considering the waiting period for a PhD candidate during the assessment, it is advisable to review steps 11a, 11b, and 12a beforehand and start working on them to streamline the process later.
3a	GSO	Conduct the plagiarism check using iThenticate, upload the plagiarism detection report in LUCRIS GSM and share it with the supervisory team.
3b	Supervisor	Review the plagiarism detection report and record the outcome in LUCRIS GSM, and approve the manuscript.
4a	Supervisor	Approach potential members of the Doctorate Committee, ensuring they meet the requirements outlined in Article 24 .
4b	Supervisor	Register the proposed Doctorate Committee members in LUCRIS GSM. Click 'Save & close' to update the status to 'Doctorate Committee to be checked by GSO', then click 'Done'.
4c	GSO	Review and approve/reject the proposed Doctorate Committee composition in LUCRIS GSM.
4d	Dean	Review and approve/reject the proposed Doctorate Committee composition in LUCRIS GSM.

ASSESSMENT PROCESS

STEP	WHO	ACTION
5a	GSO	Send the manuscript and the relevant evaluation form template to the Doctorate Committee Secretary.
5b	Doctorate Committee Secretary	Distribute the manuscript, assessment details, and the deadline (six weeks) to all Committee members. Then, monitor the assessment process closely and send reminders if necessary (refer to Article 25).
6	Doctorate Committee Members	Submit appraisals to the Doctorate Committee Secretary before the deadline.
7	Supervisor / Doctorate Committee Member	If applicable, initiate the procedure to award the doctorate cum laude (with distinction) at least ten weeks before the defence date (see Article 33).
8a	Doctorate Committee Secretary	If the majority of the Committee members approve, upload all appraisals to LUCRIS GSM and confirm the approval. Click 'Save & close' to proceed to the following status, then click 'Done'.
8b	Dean	Review appraisals from the Doctorate Committee in LUCRIS GSM and approve/reject them.
9a	GSO	Send a letter granting permission to defend (Appendix C) to the PhD candidate, with Beadle's Office and the supervisor copied. Provide instructions for the next steps.
9b	Doctorate Committee Secretary	Share the anonymised appraisals with the supervisory team and the PhD candidate.

PREPARATIONS FOR THE PhD DEFENCE CEREMONY

STEP	WHO	ACTION
10a	PhD candidate	Review the anonymised appraisals and, in consultation with the supervisor, decide which suggestions from Committee members to adopt, then carry out the revisions.
10b	PhD candidate	In consultation with the supervisor, set the date and time for the PhD defence with Beadle's Office.

10c	PhD candidate	Inform the GSO of the defence date.
11a	PhD candidate	Make arrangements with a publishing or printing company to print the dissertation, ensuring that mandatory copies are produced by the deadline (see step 17). However, wait until you are allowed to print before doing so.
11b	PhD candidate	Finalise plans for depositing the research data in a trusted repository (see step 19). If you need assistance, contact the Faculty Data Steward (rdm@arch.leidenuniv.nl).
12a	PhD candidate	Prepare the non-scientific component and propositions in accordance with the relevant guidelines , and upload them to LUCRIS GSM.
12b	GSO	Review and approve/reject the non-scientific component and propositions in LUCRIS GSM.
12c	Supervisor	Review and approve/reject propositions in LUCRIS GSM.
12d	Dean	Review and approve/reject the non-scientific component and propositions in LUCRIS GSM.
12e	Beadle	Review and approve/reject the title page of the dissertation in LUCRIS GSM.
13	PhD candidate	Following the notification from LUCRIS GSM that the non-scientific component and propositions have been approved, finalise the printing arrangements, ensuring that mandatory copies are produced on time (see step 17).
14	PhD candidate	Arrange the practical matters concerning the PhD ceremony, such as finding two paranymphs (assistants), a venue for the reception (optional) and sending out invitations. It is customary for the latter to be carried out by the paranymphs. More information is available on an official web page .
15	PhD candidate	Complete the online form to announce the PhD defence on the LU website at least four weeks before the defence .
16a	Supervisor	Approach potential members for the Examining Committee, ensuring they meet the requirements outlined in Article 28 .
16b	Supervisor	Register the proposed Examining Committee composition in LUCRIS GSM at least three weeks before the defence . Click 'Save & close' to update the status, then click 'Done'.

		Consult with the GSO regarding compensation for travel and accommodation costs for external committee members, as defined in the compensation guidelines .
16c	GSO	Review and approve/reject the proposed Examining Committee composition in LUCRIS GSM.
16d	Dean	Review and approve/reject the proposed Examining Committee composition in LUCRIS GSM.

FINAL STEPS

STEP	WHO	ACTION
17	PhD candidate	<p>At least three weeks before the PhD defence, deliver mandatory copies of the dissertation:</p> <ul style="list-style-type: none"> • Two to the Beadle (Pedel). Enclose the propositions. <ul style="list-style-type: none"> – Deliver during office hours or send to Office of the Beadle: Rapenburg 73, 2311 GJ Leiden. • Two to the Library + signed Appendix B. <ul style="list-style-type: none"> – Send to University Libraries Leiden – MDA: Van Steenis Building Einsteinweg 2, 2333 CC Leiden. – Upload a digital version for the repository via LUCRIS GSM or the Dissertation Description & Upload form. – More information. • One to the GSO. • One to each Examining Committee member. Enclose the propositions. <p>The PhD candidate is entitled to up to €1000 reimbursement for printing and production costs, which can be reimbursed via the Graduate School, as defined in the compensation guidelines.</p>
18	PhD candidate	Prepare your lay talk .
19	PhD candidate	Deposit the research data in a trusted repository. This can also be done after the defence.
20	PhD defence	For PhD defence ceremony details, see the official web page .
