

Timetable PhD Programme

This timetable shows an overview of the steps in the formal procedure leading to the public defence of a PhD dissertation (Faculty of Science). It is based on the [Leiden University Doctorate \(PhD\) Regulations 2017](#).

ADMISSION		
When	Who	Action
Before the start of the PhD Programme	PhD candidate	1 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 willingness to act as supervisor.
	PhD candidate	2 In case of an self-funded PhD position (for more information, see Application procedures), the PhD candidate secures sufficient funds to carry out the research and to cover costs of living and coursework, for example by applying for grants/scholarships . <i>See the following steps to apply for the CSC (China), LPDP (Indonesia) and NFP scholarships.</i>
	Supervisor	3 The supervisor informs the PhD candidate in writing that he or she is prepared to act as supervisor and sends a copy to the Graduate School ¹
	PhD candidate	<p>4a Upon receipt of this confirmation, the PhD candidate requests to be admitted to the Graduate School by sending an email to: gsoffice@science.leidenuniv.nl</p> <p>4b Additionally, the PhD candidate requests the Dean to appoint the relevant professor as supervisor (Dutch: promotor), within six weeks after the start. The request is submitted to the Graduate School¹ using Appendix 2.</p> <p>Please note:</p> <ul style="list-style-type: none"> In the e-mail accompanying Appendix 2, the PhD candidate also requests for a second supervisor and/or co-supervisor. Each PhD candidate has at least two (co-)supervisors. The Graduate School needs to receive certified copies* (in paper form) of the certificates (otherwise admission is not possible) which demonstrate that the academic requirements, as referred to in article 3 of the Regulations, have been met. <small>* A 'certified copy' is a copy of an academic record which has been affixed with an original stamp/seal by the issuing institution, thus proving that it is a genuine copy of an original document issued by that institution. * Master graduates from Leiden University however do not have to provide certified copies.</small> PhD candidates are highly advised to have a sufficient proficiency in the English language. Leiden University strongly recommends PhD candidates to comply with the following minimum scores of IELTS and TOEFL: <ul style="list-style-type: none"> IELTS (academic modules only): 6,5 TOEFL, Paper Based: 580 TOEFL, Computer Based: 237 TOEFL, Internet Based: 92 PhD candidates who do not meet the legal prior education requirements must request the Dean for exemption of these requirements by submitting Appendix 1, together with the appendices indicated in article 4.2 of the Regulations, to the Graduate School¹ with a copy to the Doctorate Board².

¹ Graduate School (delegate of the Dean), E-mail: gsoffice@science.leidenuniv.nl, (visiting) address: [on website](#).

	Dean	5	Once the Dean has determined that the academic requirements have been met, or he has granted an exemption, he appoints the indicated Professor as supervisor (promotor). The Dean notifies (1) the Professor, (2) the PhD candidate and (3) the Doctorate Board in writing.
	PhD candidate / supervisor	6	In consultation with the supervisor, the PhD candidate draws up an Education and Supervision Plan . The supervisor sends a copy of it to (1) the concerning Institute Manager and (2) the Graduate School ¹ .
	PhD candidate / HRM	7	Contract or employment agreement with the Human Resources department of the Faculty of Science is signed.
DURING THE PHD PROGRAMME			
During the PhD Programme	PhD candidate	8	During the PhD programme, the PhD candidate follows a training programme as discussed and registered in the Education and Supervision Plan. Parts of the training programme are compulsory for all PhD candidates. For more information, see PhD training programme .
Annually	PhD candidate / supervisor	9	Each year, the supervisor will hold a Performance and Development (P&D) Interview with the PhD candidate. Please note: <ul style="list-style-type: none"> The first Performance and Development interview takes place after 9 months. This evaluation (the 'Go/No-Go interview') determines whether the PhD candidate may remain in the PhD programme. For more information and the P&D form for PhD candidates, see P&D Cycle .
During the PhD Programme	PhD candidate	10	Writes a dissertation with the nature, content and size of the dissertation conform Article 10 - 17 of the Regulations .
DISSERTATION MANUSCRIPT			
	PhD candidate	11	The PhD candidate submits the manuscript of the dissertation to the (co-) supervisors for approval.
Within 6 weeks of receipt of the manuscript	Second- or co-supervisor	12	Submits a written summary assessment of the manuscript to the primary supervisor.
Within 6 weeks of receipt of the manuscript	Supervisor	13	Using Appendix 3 , the supervisor, on behalf of other (co-) supervisors, notifies the PhD candidate about approval/rejection of the manuscript and declares that the manuscript does not contain any form of plagiarism and in all other respects meets the applicable code of conduct for academic practice (as stated in Article 10 of the Regulations). A copy of Appendix 3 is sent to (1) the PhD candidate, (2) the Dean ³ , (3) the secretary of the Doctorate Board ² and (4) the Graduate School ¹ . **
	PhD candidate	14	The PhD candidate submits the propositions (Dutch: stellingen, conform Article 12 of the Regulations of 2017) and the non-scientific part of the dissertation (conform Article 16 of the Regulations) to the supervisor.

¹ Graduate School (delegate of the Dean), E-mail: gsoffice@science.leidenuniv.nl

² Secretary Doctorate Board: ms. M. Wanders, E-mail: m.wanders@bb.leidenuniv.nl

³ Dean Faculty of Science: mr. Prof.dr. G.R. de Snoo, E-mail: g.r.desnoo@science.leidenuniv.nl

** The PhD candidate should monitor the action that takes place.

As soon as possible after step 14	Supervisor	15	If the propositions and the non-scientific part meet the standards as referred to in Article 12 and 16 of the Regulations , the supervisor sends the propositions and his/her assessment of these to (1) the Scientific Director of the Institute and (2) the Graduate School ¹ . ** <i>(For the approval of this step, see step 28.)</i>
RESEARCH DATA			
As soon as possible after step 13	Graduate School / PhD candidate / supervisor / Scientific Director	16	The PhD candidate makes his/her research data available and reusable for further research. Shortly after receiving Appendix 3, the PhD candidate receives (1) a formal request in writing of the Dean (including two attachments) to make the research data available and (2) a form . The form for submitting the research data has to be signed by the PhD candidate, the supervisor and the Scientific Director of the Institute. **
Latest 3 weeks before date of defence	Scientific Director	17	The Scientific Director submits the completed form to (1) the Graduate School ¹ and sends a copy to (2) the PhD candidate. **
DOCTORATE COMMITTEE			
As soon as possible after approval of the manuscript	Supervisor	18	Using Appendix 5a , the supervisor submits a proposal for the composition of the Doctorate Committee and the secretary of the committee to the Dean. The committee must meet the requirements as stated in Article 20 of the Regulations . The Scientific Director of the Institute acts as chairman of the Doctorate Committee. Supervisors and co-supervisors are excluded of membership of the Committee. Please note, in the e-mail accompanying Appendix 5a, the supervisor: <ul style="list-style-type: none"> • submits a proposal for the secretary of the committee; • indicates whether the composition of the committee meets the requirements as stated in Article 20 of the Regulations. A copy of Appendix 5a is sent to (1) the Dean ² , (2) the PhD Candidate, (3) the Doctorate Board ³ and (4) the Graduate School ¹ . **
Within 3 weeks after approval of the manuscript	Dean	19	Using Appendix 5b , the Dean notifies the supervisor about approval/disapproval of the composition of the Doctorate Committee and appoints the secretary of the committee. A copy of Appendix 5b is sent to (1) the PhD Candidate, (2) the Doctorate Board ³ and (3) the secretary of the Doctorate Committee. **
	Secretary Doctorate Committee	20	Sends the manuscript, after receiving the manuscript from the supervisor, for review to the members of the Doctorate Committee.
Within 6 weeks of receipt of the manuscript	Members Doctorate Committee	21	Each member of the Doctorate Committee informs the secretary in writing whether the manuscript meets the requirements set in Article 10.2 of the Regulations and if, in their opinion, the PhD candidate is allowed to defend his/her dissertation (Article 21.1-7 of the Regulations).
	Supervisor/ Members	22	If applicable, one of the members of the Doctorate Committee or the supervisor starts the procedure (see Appendix 9) to award the doctorate

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	Doctorate Committee		the predicate 'cum laude' (with distinction). The rules relating to the award of a doctorate 'cum laude' are set out in Article 29 of the Regulations .
As soon as possible after step 21	Secretary Doctorate Committee	23	Using Appendix 5c , the secretary of the Doctorate Committee informs the PhD candidate of the committee's decision whether or not to allow the PhD candidate to defend the dissertation. A copy of Appendix 5c is sent by the secretary to (1) the supervisor, (2) the Dean ¹ , (3) the Doctorate Board ² and (4) the Graduate School ³ . **
OFFICIAL ADMISSION TO THE PUBLIC DEFENCE			
As soon as possible after step 23	Dean	24	The Dean determines whether the candidate is allowed to defend his/her dissertation. Using Appendix 6 , the Dean notifies (1) the PhD candidate, (2) the supervisor, (3) the Beadle ⁴ and (4) the Doctorate Board ² .
	PhD candidate	25	The PhD candidate registers for the defence of his/her dissertation with the Beadle using the web form / Appendix 7 .
	PhD candidate	26	Contacts the Beadle ⁴ (Dutch: Pedel) to set a date and hour for the public defence.
THE DISSERTATION			
As soon as possible after step 24	PhD candidate	27	Sends the title page and page with doctorate committee for approval to the Beadle ⁴ .
	Scientific Director	28	The Scientific Director notifies (1) the PhD Candidate and (2) the Graduate School ³ that the non-scientific part of the dissertation can be printed.
	PhD candidate	29	The PhD candidate has the dissertation printed. Please note: <ul style="list-style-type: none"> • The PhD candidate is only allowed to multiply the dissertation after approval of the Doctorate Committee. • The PhD candidate is only allowed to multiply the non-scientific part of the dissertation and the propositions after approval of the Scientific Director. • The PhD candidate is only allowed to multiply the title page and the back cover of the dissertation after approval of the Beadle.
Latest 3 weeks before date of defence	PhD candidate	30	The PhD candidate submits: <ul style="list-style-type: none"> • 10 copies of the dissertation, including separate sheets with the propositions, to the Beadle's office⁴; • 3 copies to the Graduate School³; • as many copies as required to the Opposition Committee; • 4 copies to the University Library. For more information and contact / visiting information, see submitting your dissertation. In addition, the PhD candidate: <ul style="list-style-type: none"> • submits, using form V, an electronic version of the dissertation to

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³ Graduate School, E-mail: gsoffice@science.leidenuniv.nl, (visiting) address: [on website](#).

⁴ Beadle's Office: [Website](#), E-mail: pedel@bb.leidenuniv.nl, phone: +31 (0)71 527 7211, address: [on website](#).

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		<p>the University Library. For more information, see submitting your dissertation.</p> <ul style="list-style-type: none"> grants, using Form VI or Appendix 4[*], the University the non-exclusive right to make the PhD dissertation available worldwide in digital form, if necessary with a temporary embargo. For more information, see submitting your dissertation. <p><i>* Please note:</i> Form VI and Appendix 4 are the same documents, you have to fill in either one of these.</p> <p>And:</p> <ul style="list-style-type: none"> needs to submit the research data form, see step 16/17.
OPPOSITION COMMITTEE		
Latest 3 weeks before date of defence	Supervisor	<p>31 Using Appendix 8a, the supervisor submits a proposal for the composition of the Opposition Committee to the Dean. The Committee must meet the requirements as stated in Article 24 of the Regulations. The Scientific Director of the Institute acts as secretary of the Opposition Committee. Supervisors and co-supervisors are excluded of membership of the committee.</p> <p>A copy of Appendix 8a is sent to (1) the Dean¹, (2) the PhD Candidate, (3) the Doctorate Board² and (4) the Graduate School³. **</p>
	Dean	<p>32 Using Appendix 8b, the Dean notifies the Beadle about approval/disapproval of the composition of the Opposition Committee.</p> <p>A copy of Appendix 8b is sent to (1) the Beadle⁴, (2) the PhD Candidate, (3) the supervisor and (4) the Doctorate Board². **</p>
PUBLIC DEFENCE		
	PhD candidate / Supervisors / Opposition Committee / and others	<p>33 The PhD candidate defends the dissertation in public in the presence of the Opposition Committee. If the Opposition Committee decides to award the doctoral degree, the supervisor is authorised by the Rector to award this degree.</p> <p>More information about the PhD defence can be found here.</p> <p>The following dress code applies:</p> <ul style="list-style-type: none"> PhD candidates and paronyms: <ul style="list-style-type: none"> Gentleman: evening dress (white tie), white bow tie, dark shoes; Ladies: clothing appropriate to the nature of the ceremony. Leiden professors: official university gown; clothing to be worn under official gowns: <ul style="list-style-type: none"> Gentleman: white shirt, black tie, black shoes; Ladies: dark clothing, white blouse, black shoes. Foreign professors: <ul style="list-style-type: none"> Official gown of the university of their appointment;

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³ Graduate School, E-mail: GSOoffice@science.leidenuniv.nl

⁴ Beadle's Office: [Website](#), E-mail: pedel@bb.leidenuniv.nl, phone: +31 (0)71 527 7211

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		<p>however, there is a possibility to be lent a gown from Leiden University; dress code for Leiden applies.</p> <ul style="list-style-type: none">• Other invited guests:<ul style="list-style-type: none">○ Gentleman: dark suit, white shirt, matching tie, black shoes;○ Ladies: clothing appropriate to the nature of the ceremony.
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APPLYING FOR CSC / LPDP / NFP SCHOLARSHIPS

This is a short version of the steps (Faculty of Science – Leiden University) as potential PhD candidate to apply for the three most common PhD scholarships.

CSC (China):

1. Contact a supervisor (promotor). If he/she is interested in you, he/she has to inform the Graduate School of Science.
2. The Graduate School of Science (GSO) needs digital copies of relevant diploma's (BSc and MSc), copies of transcripts (BSc and MSc) (academic records), a copy of a passport and a CV for doing a diploma assessment.
3. Upon positive results (GSO will let the promotor know): the promotor will write you a Letter of Acceptance, to apply for the CSC scholarship.

More information about the CSC scholarship, click [here](#).

LPDP (Indonesia) / NFP:

1. Contact a supervisor (promotor). If he/she is interested in you, he/she has to inform the Graduate School of Science.
2. The Graduate School of Science (GSO) needs digital copies of relevant diploma's (BSc and MSc), copies of transcripts (BSc and MSc) (academic records), a copy of a passport and a CV for doing a diploma assessment.
3. Upon positive results: GSO will give you (and the promotor) an Admission Letter, to apply for the LPDP / NFP scholarship.
4. The promotor will write you a Letter of Acceptance, to apply for the LPDP / NFP scholarship.

More information about LPDP scholarship, click [here](#).

More information about NFP scholarship, click [here](#).

After successfully obtaining the CSC / LPDP / NFP scholarship:

- Go to step 4a in the overview above to proceed the PhD procedure.
- Certified copies (in paper form) of your diplomas including transcripts and English translation need to be sent to the Graduate School Office, preferably directly by the University issuing the diploma in a sealed envelope.