

Subject	Action – the PhD candidate should monitor the action that takes place	Who	Appendix	Article
Approval LACDR PhD Office	Submitting the manuscript of the dissertation to the (co)supervisors for approval	PhD Candidate		
	Check criteria form whether the PhD Candidate meets the LACDR criteria for submission of dissertation and admission to public defence. Send per e-mail to LACDR PhD Office	Supervisor		
	Approval to start the procedure per e-mail to Supervisor (within 1 week)	LACDR PhD Office		
Approval Supervisor	Approval for manuscript as a dissertation per e-mail to Dean + cc's	Supervisor	Appendix 3	10, 13-15
	<i>If applicable, cum laude proposal per e-mail to Dean</i>		Appendix 9	29
Research Data	Request for submitting research data by e-mail to PhD Candidate and Supervisor	Graduate School	Form data	
	Fill out and sign "Form - Submitting research data PhD Candidate Faculty of Science". Get signature of supervisor and send form to LACDR PhD office.	PhD Candidate		
	Signature of Scientific Director and send form to Graduate School, PhD candidate, supervisor	LACDR PhD Office		
Appointing Doctorate Committee	Submitting proposal for composition Doctorate Committee per e-mail to LACDR PhD Office - LACDR Doctorate Secretary = Prof. dr. J.A. Bouwstra	Supervisor		19-20
	Approval for Doctorate Committee on behalf of the Scientific Director per e-mail to Supervisor	PhD Office		
	Submitting official proposal for composition Doctorate Committee per e-mail to Dean + cc's	Supervisor	Appendix 5a	
	Approval for Doctorate Committee per e-mail to Supervisor + cc's (within 3 weeks)	Dean	Appendix 5b	
	Information about Doctorate Committee members (title, name, institute, e-mail address and telephone number) per e-mail to LACDR Doctorate Secretary	Supervisor		
Decision Doctorate Committee	Manuscript per e-mail to LACDR Doctorate Secretary	Supervisor		
	Distribution of manuscript + accompanying letter with instructions per e-mail to members of Doctorate Committee	LACDR Doctorate Secretary		
	Collection of individual assessments from members of Doctorate Committee per e-mail (within 4 weeks).	LACDR Doctorate Secretary		10
	Distribution by e-mail of complete set of reviews to all members of Doctorate Committee for a decision (within 1 week)	LACDR Doctorate Secretary		
	<i>If applicable meeting with Doctorate Committee (within 1 week)</i>			
	Communication outcome from Doctorate Committee + assessments by e-mail to Supervisor and PhD	Supervisor		
	<i>If applicable new version of dissertation and information on changes in the manuscript to Doctorate Committee members</i>			
	Doctorate Committee votes about admission to public defence (<i>if applicable cum laude proposal</i>)	LACDR Doctorate Secretary	Appendix 9	29
The decision of the Doctorate Committee per e-mail to PhD Candidate + cc's	Appendix 5c		21	

Approval Non-Scientific Part	Non-scientific part per e-mail to LACDR PhD Office for approval	Supervisor		12, 16	
	Notification of approval non-scientific part by Scientific Director per e-mail to Graduate School, PhD Candidate, Supervisor (within 2 weeks)	LACDR PhD Office			
Subject	Action	Who	Appendix	Article	
Admission Public Defence	Approval for admission to public defence per e-mail to PhD Candidate +cc's	Dean	Appendix 6	22	
	Application for public defence	PhD Candidate	Appendix 7	22, 23	
	Set date and hour for public defence with Beadle	PhD Candidate			
Appointing Opposition Committee	Submitting proposal for composition Opposition Committee per e-mail to Dean + cc Chairman: don't specify – Secretary: Hubertus Irth → after consultation	Supervisor	Appendix 8a	24	
	Approval for Opposition Committee per e-mail to Beadle + cc's	Dean	Appendix 8b		
	Invitation to members Opposition Committee for public defence	Supervisor			
Dissertation	Send the title page and page with Doctorate committee for approval by e-mail to the Beadle	PhD Candidate			
	Printing dissertation (after official approval Doctorate Committee and Beadle)			17	
	Distribution of dissertation and propositions (at least 3 weeks prior to public defence): - 10 copies to the Office of the Beadle - 3 copies to the Graduate School of Science/ Dean - as many copies as required to the Opposition Committee				18
	Submission of dissertation at Leiden Repository (Library). More information you can find here : - Request ISBN number for dissertation - Fill out online Form V and upload dissertation in PDF - Print and sign Form VI* twice and hand this over, together with 5 copies, at University Library reception desk (at least 3 weeks before public defense) - *Please note Form VI and Appendix 4 are the same documents, you just have to fill out this once			Form V Form VI/ Appendix 4	
Public Defence	Registration for communication on university website (at least 4 weeks prior to public defence)	PhD Candidate			
	More practical information about the ceremony you can find here			25, 26, 27	

Contact information

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Source: Leiden University PhD regulations 2015: <http://phd.leiden.edu/current/policies-procedures/phd-regulations.html>