

Subject	Action – the PhD candidate should monitor the action that takes place	Who	How
Submitting	Submitting the manuscript of the dissertation to the (co)supervisors for approval	PhD candidate	e-mail
	Request for start of graduation formalities		LUCRIS GSM
Approval Supervisor	Approval of manuscript as a dissertation, including plagiarism check by uploading report of iThenticate in LUCRIS. (the management assistant is be able to generate an iThenticate report)	Supervisor	LUCRIS GSM
	<i>If applicable, cum laude proposal to Scientific Director</i>		e-mail
Appointing Doctorate Committee	Submitting proposal for composition Doctorate Committee to the dean - Chair: Prof. dr. M. van Eck - Secretary = Prof. dr. E.C.M. de Lange	Supervisor	LUCRIS GSM
	Approval of Doctorate Committee by the dean in LUCRIS GSM (within 3 weeks)	Dean	LUCRIS GSM
Decision Doctorate Committee	Distribution of manuscript + assessment form to (at least 3) ordinary members of Doctorate Committee (Please have a look at the regulations regarding the composition of the Doctorate Committee!)	Management assistant division	e-mail
	<i>If applicable cum laude proposal to Scientific Director</i>	Supervisor	e-mail
	Collection of individual assessments from members of Doctorate Committee (within 4 weeks) (no assessment needed from the chair and secretary)	Supervisor	e-mail
	IF APPLICABLE: in case of remarks from the doctorate committee: revision of manuscript new version of manuscript and information on changes in the manuscript ready within 1 week	PhD candidate/ Supervisor	e-mail
	IF APPLICABLE: organizing meeting with Doctorate Committee (within 1 week)	Supervisor	meeting
	Distribution of the final manuscript, complete set of assessments and document with asked changes by the committee, if applicable, to the secretary for a final decision (within 1 week). E-mail to: doctorate.secretary@lacdr.leidenuniv.nl	Supervisor	e-mail
	Check the completeness of the assessment forms and manuscript. Send this to the chair for approval.	Doctorate Secretary	e-mail
	Inform the secretary about the final decision	Chair	e-mail
	Inform the PhD, promotor(s) and PhD office about the final decision of approval manuscript	Doctorate Secretary	e-mail
Decision of the Doctorate Committee/ approval manuscript + assessments uploaden	Doctorate Secretary	LUCRIS GSM	
Approval Non-Scientific Part	Non-scientific part (including cover and propositions) to LACDR PhD Office for approval	PhD candidate	e-mail
	Approval of non-scientific part by Scientific Director to PhD candidate (within 2 weeks)	LACDR PhD Office	e-mail
	Upload non-scientific part, propositions, approval Scientific Director	PhD candidate	LUCRIS GSM
Research Data	Request for submitting research data to PhD candidate and supervisor Form data	Graduate School	e-mail
	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	e-mail

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	Approval of Scientific Director and send form to Graduate School, PhD candidate, supervisor	LACDR PhD Office	e-mail
Admission Public Defense	Approval for admission to public defense to PhD candidate (appendix 6 by mail)	Dean	LUCRIS GSM
	Application for public defense	PhD candidate	LUCRIS GSM
	Set date and hour for public defense with Beadle	PhD candidate	
Appointing Opposition Committee	Submitting proposal for composition Opposition Committee to Dean - Chair: don't specify, automatically the rector magnificus or her/his substitute - Secretary: ask a Professor of LACDR → after consultation the management assistant!!!	Supervisor	LUCRIS GSM
	Approval of Opposition Committee	Dean	LUCRIS GSM
	Invitation to members Opposition Committee for public defense	Supervisor	e-mail
Dissertation	Send title page (page: 'proefschrift ter verkrijging van...') of the dissertation for approval to Beadle	PhD candidate	e-mail
	Upload dissertation after approval Doctorate Committee and Beadle		LUCRIS GSM
	Printing dissertation		
	Distribution of dissertation and propositions (at least 3 weeks prior to public defense): - 2 copies to the Office of the Beadle - 2 copies to the Graduate School of Science/ Dean - as many copies as required to the Opposition Committee		
	Submission of dissertation at Leiden Repository (Library). More information you can find here : - Request ISBN number for dissertation: https://www.isbn.nl/ - Fill out online appendix B and upload dissertation in PDF - Print and sign appendix B (=licence agreement) and hand this over, together with 2 copies, at University Library reception desk (at least 3 weeks before public defense)		Appendix B
Public Defense	More practical information about the ceremony you can find here	PhD candidate	

Contact information

Role	Who	E-mail address	Location	Telephone
LACDR PhD Office	Prof. dr. E. van Eck & I.A.M. Koomen	phd.office@lacr.leidenuniv.nl	DM 1.24	071 - 527 7319
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Graduate School of Science	Dean & D. van Duijn, E. van Rijsewijk	gsoffice@science.leidenuniv.nl	BE 1.19	071 - 527 6855
College voor promoties	College voor promoties	collegevoorpromoties@bb.leidenuniv.nl	Rapenburg 70	071 - 527 3130
Office of the Beadle	Beadle	pedel@BB.leidenuniv.nl	Rapenburg 73	071 - 527 7211
University Library	Reception Desk Colleague	proefschrift@library.leidenuniv.nl	Einsteinweg 2	071 - 527 2839

Source: Leiden University PhD regulations: [click here](#)