

Subject	Action – the PhD candidate should monitor the action that takes place	Who	How	Article
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 and plagiarism check	Supervisor	LUCRIS GSM	10, 13-15
	<i>If applicable, cum laude proposal to Scientific Director</i>		e-mail	29
Appointing Doctorate Committee	Submitting proposal for composition Doctorate Committee to the dean - Chair: Prof. dr. H. Irth - Secretary = Prof. dr. J.A. Bouwstra	Supervisor	LUCRIS GSM	19-20
	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 members of Doctorate Committee (not to the chair and secretary! It has to be sent to them later on together with the assessments)	Supervisor	e-mail	
	<i>If applicable cum laude proposal to Doctorate Committee</i>	<i>Doctorate Secretary</i>		29
	Collection of individual assessments from members of Doctorate Committee (within 4 weeks)	Supervisor	e-mail	10
	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 manuscript and complete set of assessments 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	21	
Approval Non-Scientific Part	Non-scientific part (including cover and propositions) to LACDR PhD Office for approval	PhD candidate	e-mail	12, 16
	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	
	Approval of Scientific Director and send form to Graduate School, PhD candidate, supervisor	LACDR PhD Office	e-mail	

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Admission Public Defense	Approval for admission to public defense to PhD candidate (appendix 6 by mail)	Dean	LUCRIS GSM	22
	Application for public defense	PhD candidate	LUCRIS GSM	22, 23
	Set date and hour for public defense with Beadle	PhD candidate		
Appointing Opposition Committee	Submitting proposal for composition Opposition Committee to Dean - Chairman: don't specify, automatically the rector magnificus or his substitute - Secretary: Hubertus Irth → after consultation!!!	Supervisor	LUCRIS GSM	24
	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			17
	Distribution of dissertation and propositions (at least 3 weeks prior to public defense): - 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/appendix 4 (=licence agreement) twice and hand this over, together with 5 copies, at University Library reception desk (at least 3 weeks before public defense)			Form V Form VI/ Appendix 4
Public Defense	More practical information about the ceremony you can find here	PhD candidate		25, 26, 27

Contact information

Role	Who	E-mail address	Location	Telephone
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Source: Leiden University PhD regulations 2018: [click here](#)