

## Faculty specifications to the PhD Regulations 2015

The Faculty of Social and Behavioural Sciences has determined a number of specifications to the PhD Regulations. These relate to the propositions (Article 12), plagiarism check (Article 10), distribution of copies of the dissertation to the Doctorate Committee (Article 19), and distribution of the dissertation to the Opposition Committee (Article 18); these are further elaborated in the roadmap set out below.

In addition, from the moment the PhD Regulations 2015 enter into force on 8 February 2015, all PhD candidates employed by the Faculty (AIOs) are required to register with the Graduate School at the beginning of their PhD programme, to ensure that the Graduate School can monitor their progress effectively. The Graduate School will check, for example, that they have been called for a P&D interview after one year, as required for the continuation of their PhD position. To register with the Graduate School, PhD candidates should fill in the relevant form, which they will receive from the Personnel Department at the commencement of their position. Once the form and the associated documentation has been approved by the Graduate School, the candidate will receive a registration certificate. PhD candidates who have already embarked on their PhD programme before 8 February 2015 will be approached by the Graduate School and requested to register in the near future.

### Faculty of Social and Behavioural Sciences: Road Map for the final stages of completion of the PhD programme.

<b>Action</b>	<b>By</b>
1. Once the supervisor has approved the dissertation, he or she sends a copy of the dissertation in pdf format to the Dean, enclosing a statement that the dissertation is free of plagiarism. He or she also submits a proposal for the composition of the Doctorate Committee; the proposal should be submitted using the designated form.	Supervisor
2. The candidate hands in the required number of copies to the Dean's office for distribution to the members of the Doctorate Committee	Candidate
3. The Dean's office carries out a plagiarism check of the dissertation using iThenticate. If the dissertation passes the plagiarism check, and the composition of the Doctorate Committee is approved, the Dean appoints the Secretary of the Doctorate Committee, and the Dean's office sends a copy of the dissertation to each member of the Committee.*	Dean
4. The members of the Doctorate Committee are required to submit their assessment of the dissertation to the Secretary within six weeks.	Doctorate Committee
5. The Secretary collects all the assessments and any suggestions and forwards them to the Dean and the other members of the Committee. If all members of the Committee are satisfied that the candidate may be allowed to defend his or her dissertation, the Secretary informs the candidate of this decision, sending a copy of the letter to the supervisor and the Dean.	Secretary of the Doctorate Committee
6. Once the Dean has determined that the candidate is allowed to defend his or her dissertation, she informs the beadle, sending a copy of this letter to the candidate, the supervisor, and the Doctorate Board.	Dean
7. The non-scientific component of the dissertation is submitted to the Dean for approval. The candidate also presents at least ten propositions** that have been approved by the supervisor.	Candidate
8. The candidate also submits the title page of the dissertation to the beadle for approval.	Candidate
9. Once the Dean has approved the non-scientific component, the dissertation may	Candidate

be printed.

10. At least three weeks before the date of the defence, the supervisor submits a proposal to the Dean for the composition of the Opposition Committee. Supervisor
11. At least three weeks before the date of the defence, the doctoral candidate submits ten copies of the dissertation and the propositions to the beadle's office, five to the University Library, and the number of copies determined by the Dean to the Dean's office. Candidate
12. The Dean's office sends the members of the Opposition Committee an invitation for the thesis defence, together with a copy of the dissertation.\*\*\* Dean

\* Differs from what is stated in Articles 10 and 19 of the PhD Regulations 2015.

\*\* Differs from what is stated in Article 12 of the PhD Regulations 2015: in addition to at least four propositions relating to the subject of the dissertation and at least four scientific propositions relating to the field of the subject of the dissertation, at least two and no more than four propositions must relate to a subject outside the field.

\*\*\* Differs from what is stated in Article 18.

Agreed on 28 January 2015