

Step-by-step instructions (including Plagiarism Procedure Social Sciences)						2014 Doctorate Regulations
Nr.	When?	Who?	What?	Where?	Result?	How/why?
1	Before start of the doctoral programme	Doctoral candidate	...meets the legal educational requirements? If not, he/she must submit a request for exemption to...	Doctorate Board	If applicable: Decision to grant an exemption by the Doctorate Board	How? Form: Request for exemption from the legal educational requirements >>> Why? Articles 7.1 and 8
2	Before start of the doctoral programme	Supervisor	...if the doctoral candidate already holds a doctorate, submits a substantiated written request to the...	Dean (CQ faculty contact)	Decision to grant an exemption by the Doctorate Board in accordance with Article 7.2	Why? Article 7.2
3	Before start of the doctoral programme	Doctoral candidate	...submits a request for admission to the doctoral programme to the...	Dean (CQ faculty contact)		How? Form: Request for admission to the doctoral programme >>> Why? Article 9
4		Dean	...assesses and signs the request and submits it to the...	Doctorate Board	Decision regarding admission and appointment of (co-) supervisor(s) by the Doctorate Board	Why? Articles 9, 10 and 11
5	Approximately six months before desired doctoral conferral date	Supervisor	...submits a proposal for the composition of the Doctorate Committee to the...	Dean (CQ faculty contact)		How? Form: Proposal for composition of the Doctorate Committee >>> Why? Articles 19 and 20
6		Dean	...assesses and signs the proposal and submits it to the....	Doctorate Board	Appointment of Doctorate Committee members by the Doctorate Board	Why? Article 19.4
7	After receiving decision on the appointment of the Doctorate Committee	Doctoral candidate	...consults the doctoral conferral calendar drawn up by the Office of the Beadle well in advance to select a doctoral conferral date and, in consultation with the Doctorate Committee, arranges a provisional date with the	Office of the Beadle	Provisional scheduling of doctoral conferral date by Office of the Beadle	How? See: PhD conferral calendar for the Aula and Agnietenkapel Why? See Articles 32.1 and 32.1
8	Doctoral candidate		...submits the manuscript along with an identical digital version, with all requisite elements as described in Article 15, for approval to the...	Supervisor(s)	Manuscript approved by supervisor	How? Also see Appendix B: Model title page for doctorate thesis >>> Why? Articles 15, 16 and 17
Plagiarism Procedure Social Sciences						Board of Social Sciences
Nr.	When?	Who?	What?	Where?	Result?	How/why?
9a	No later than 16 weeks before the date of the defence ceremony	Supervisor	...sends, after approval, the digital version to...	Department Chair (CQ faculty contact)		
9b		Department Chair (CQ faculty contact)	...sends the electronic version approved by the supervisor(s) to...	AISSR Management Information Coordinator (N.Schulp@uva.nl)		Why? Articles 17.5 and 17.6
9c		AISSR Management Information Coordinator	...checks the definitive version of the manuscript for plagiarism...		Plagiarism check report	
9d	No later than 15 weeks before the date of the defence ceremony	AISSR Management information Coordinator	...sends the results of the plagiarism check to...	Department Chair and AISSR Director		
9e		Department Chair and AISSR Director	...evaluate the results of the plagiarism check...		Definitive decision regarding the plagiarism check	
9f		Department Chair and AISSR Director	...send the definitive decision regarding the plagiarism check to...	Supervisor and AISSR Management Information Coordinator	Decision to send the definitive version of the manuscript to the Doctorate Committee and University Library	
10	No later than 14 weeks before the doctoral conferral date	Supervisor	...sends definitive thesis manuscript to...	Doctorate Committee	Definitive thesis manuscript PLEASE NOTE: The manuscript may not be amended after this point!	Why? Articles 16.4, 22.1 and 19.7
11		AISSR Management Information Coordinator	...sends the electronic version of the manuscript to...	University Library		Why? Articles 17.5 and 17.6
Step-by-step instructions						2014 Doctorate Regulations
Nr.	When?	Who?	What?	Where?	Result?	How/why?
12	No later than 8 weeks before the doctoral conferral date	Doctorate Committee	...issues a decision on admission to the doctoral defence ceremony. The members submit their individual decisions to....	Dean and supervisor(s)	Decision by Doctorate Committee regarding admission to the doctoral defence ceremony	How? Appendix A: Doctoral thesis assessment and admission to the doctoral defence ceremony >>> Why? Articles 21, 22 and 25
13		Supervisor(s)	...signs the title page on both sides and submits it to...	Dean (CQ faculty contact)		Why? Article 25.3
14	No later than 8 weeks before the doctoral conferral date	Dean	...signs the title page on both sides and sends it to...	Office of the Beadle	Approval to publish doctoral thesis	Why? Articles 24 and 32.3
15		Office of the Beadle	...sets definitive doctoral conferral date and notifies the...	Doctoral candidate	Definitive scheduling of doctoral conferral date by Office of the Beadle	Why? Article 25.5
16	No later than 6 weeks before the doctoral conferral date	Doctoral candidate	...signs the Licensing Agreement on non-exclusive publication of the thesis in digital format and submits this document to the...	University Library	Digital publication of doctoral thesis	How? University Library Licensing Agreement (Dutch) >>> Why? Article 30.1
17	No later than 4 weeks before the doctoral conferral date	Doctoral candidate	...submits 12 printed or copied sets of the doctoral thesis to, and agrees on instructions for the doctoral defence ceremony with the...	Office of the Beadle		Why? Articles 30.2 and 33.2
18		Supervisor(s)	...prepares the doctoral defence ceremony and arranges for guest opponents if necessary			Why? Articles 33.1 and 35.6
19	doctoral conferral date	Doctoral candidate	...defends the thesis at the doctoral defence ceremony			Why? Articles 36 and 38
20	doctoral conferral date	Doctorate Committee	...decides whether to confer the doctorate		Conferral of the doctorate by the Doctorate Board	Why? Articles 37 and 39