FROM MANUSCRIPT TO DOCTORAL THESIS - AISSR INCLUDING PLAGIARISM PROCEDURE SOCIAL SCIENCES



Doctoral candidate prepares the final manuscript

Doctoral candidate sends the final manuscript in digital form to the supervisor(s)



Supervisor(s) give final approval for the manuscript



Plagiarism check of final manuscript (Social Sciences) Supervisor sends final manuscript to AISSR contact person

No later than 16 weeks before the defense date (see procedure, here)

AISSR contact person sends plagiarism decision to supervisors

This decision includes a report with recommendations for changes. Doctoral candidate can make changes to the manuscript before it is sent to the Doctoral Committee. These changes require approval from the supervisor.

Assessment of the final manuscript

Final manuscript is submitted to the Doctoral Committee for assessment. The thesis and assessment forms are sent by the department secretariat, both to the Doctoral Committee.

No later than 14 weeks before the defense date



Admission to the doctoral defense

Doctorate Committee decides on admission to thesis defense

No later than 6 weeks after the final manuscript is submitted to the Doctorate committee



Department secretariat sends all assessments to supervisors and to the Department Chair



Supervisors inform Doctoral candidate about result



If all assessments are positive

Department Chair (or if not possible, the Dean) sends written agreement to the admission to the defense ceremony to the Office of the Beadle. Doctoral candidate is notified of admission to thesis defense and receives a notification from the Office of the Beadle that the defense date is definitive.

No later than 8 weeks before the defense date



The doctoral candidate prepares the final thesis in a digital version that serves as a printer's proof for the printed final version.



Determination of final doctoral thesis



Contact University Library

Doctoral candidate submits license agreement to University Library, together with:

- A summary (max. 250 words) in the language of the thesis;
- Supplementary material required for publication (e.g. datasets); for publication on UvA-DARE.

No later than 6 weeks before the thesis defense

Digital version of the thesis

Doctoral candidate submits digital version of thesis to supervisor(s) and the AISSR contact person, together with a complete overview of all changes carried out, when applicable. Supervisor(s) and contact person check whether corrections are permitted and send the final digital thesis, prepared and provided by the Doctoral candidate, to the University Library.

No later than 4 weeks before the thesis defense



Distribution of printed thesis

No later than 4 weeks before the defense date

Doctoral candidate distributes the printed copies of the thesis according to the requirements of the Doctorate Regulations and the faculty regulations and submits 3 copies to the Office of the Beadle, and 1 copy to the AISSR secretariat.



Doctoral thesis defense ceremony

Requirements for the final manuscript:

The manuscript is in a final version and is complete in terms of content matter.

The manuscript contains:

- All figures, tables etc. in their final
- Table of contents;
- Acknowledgement of any financial support for the research;
- If the thesis consists of an article or articles in the name of several authors: a page with a complete reference list with a list of authors for each article and an explanation of the relative importance of the coauthors:
- A summary in the language of the thesis, including the title of the thesis;
- An overview of the literature consulted;
- Any appendices that form an integral part of the thesis.

Admitted changes in the final doctoral thesis (compared to thesis manuscript):

- Mandatory: Title page generated by the Office of the Beadle, which has been checked by the candidate. Please note: adjustments to this page are not allowed;
- Typographical errors in the manuscript. Only corrections to typographical errors are permitted. All other changes and corrections (including correction of grammatical errors) are seen as substantive changes to the content and are expressly forbidden;
- Colophon;
- ISBN number;
- Layout and design, such as changes to page numbering, font and the location of tables and figures (however, it is not permitted to add new
 - tables or figures): A summary in Dutch (if this is not the
- language of the thesis), including the title of A summary in English (if this is not the
- language of the thesis), including the title of the thesis;
- Cover:
- Propositions;
- Word of thanks (optional)