Doctoral candidate prepares the final manuscript

Requirements for the final manuscript:
The manuscript is in a final version and is complete with regard to content matter. The manuscript contains:
- All figures, tables etc. in their final form;
- 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 co-authors;
- A summary in the language of the thesis, including the title of the thesis;
- An overview of the literature consulted;
- Any appendices (such as a DVD) 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.
- 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 the thesis;
- 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).

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

Supervisor(s) gives final approval for the manuscript

Plagiarism check of final manuscript (Social Sciences)
No later than 16 weeks before the defense date
(see the Plagiarism Procedure Social Sciences)

Assessment of final manuscript
No later than 4 weeks before the defense date

Supervisor(s) submits the digital version of the final manuscript to the Dean (via contact person of faculty/institute/department)
Final manuscript is submitted to the Doctoral Committee for assessment

Admission to the doctoral defense
No later than 6 weeks after ‘Assessment of the thesis manuscript’

Dean provides final verdict on the result of the plagiarism check
Doctorate Committee decides on admission to thesis defence

If all assessments are positive: Dean sends written agreement to the admission to the defence ceremony to the Office of the Beadle. Doctoral candidate is notified of admission to thesis defence.

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
Between 2 and 4 weeks before the defense date

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

University Library
No later than 4 weeks before the defense date

Doctoral candidate submits licence agreement to University Library, together with:
1. A summary (max. 250 words) in the language of the thesis;
2. Supplementary material required for publication (e.g. datasets); for publication on UvA-DARE.

Doctoral candidate multiplies the thesis on paper

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.

Doctoral thesis defence ceremony

Clarification by Office of the Rector version 09-2020 - cf. Doctorate Regulations 2020

At the AISSR the digital version together with the overview of changes (if applicable) needs to be submitted to N.Schulp@uva.nl