

Roadmap (including Plagiarism Procedure Social Sciences)

2020 Doctorate Regulations

Nr.	When?	Who?	What?	By whom	Result?	How/why?
1	Before start of the doctoral programme	Prospective supervisor	... establishes that the candidate does not hold a doctoral/PhD degree and is not in the process of preparing such a degree elsewhere ...	Enquiry with secretariat of the Doctorate Board	Second doctoral degree/ PhD from UvA is barred	Section 2 Conditions for admission to the doctoral programme Article 6
2	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 (possibly via contact person faculty/institute/department)	If applicable: Decision on exemption from educational requirements	Form: Request for exemption from the educational requirements Section 2 Conditions for admission to the doctoral programme Article 7 and 8
3	Before start of the doctoral programme	Doctoral candidate	... has the intention of realising a joint doctorate between UvA and a partner institution? Doctoral candidate and supervisor submit a request for a joint doctorate to ...	Doctorate Board	Permission and joint doctorate agreement should be signed by all parties within the first year of the doctoral programme	Section 11 Joint doctorate Article 40
4a	Before start of the doctoral programme	Doctoral candidate	...submits a request for admission to the doctoral programme to the...	Dean (c.q. contact person faculty/institute/department)		Form: Request for admission to the doctoral programme Section 3 Admission to the doctoral programme Article 9, 10 and 11
4b		Dean	...assesses and signs the request and submits it to the...	Doctorate Board	Decision on admission and appointment of (co)supervisor(s) by the Doctorate Board	Section 3 Admission to the doctoral programme Article 9, 10 and 11
5	During the doctoral programme	Doctoral candidate and supervisor(s)	... prepare a manuscript according to their respective responsibilities ...			Section 4 Preparing the thesis manuscript Article 12-15
6a	Approximately six months before desired doctoral defence date	Supervisor(s)	...submits a proposal for the composition of the Doctorate Committee to the...	Dean (c.q. contact person faculty/institute/department)		Section 6 Doctorate Committee Form: Proposal for the composition of the Doctorate Committee Article 18-20
6b		Dean	...assesses and signs the proposal and submits it to the....	Doctorate Board	Decision on appointment of the Doctorate Committee by the Doctorate Board	Article 19.6
7	After receiving decision on the appointment of the Doctorate Committee	Doctoral candidate	... receives information on the planning of the doctoral defence ceremony and reserves a date, after consulting the doctorate committee, and submits a definitive title to the ...	Office of the Beadle	Reservation of a doctoral defence ceremony date	See e-mail that is sent with the decision "Appointment Doctorate Committee" Article 32
8		Office of the Beadle	... extracts a title page from the PhD registration system and sends it to the Dean and the Doctoral Candidate for a check and incorporation in the final thesis ...	Dean (c.q. contact person faculty/institute/department) and doctoral candidate	Adequate personal data and title in thesis, on certificate and in the PhD registration system.	
9		Doctoral candidate	...submits the definitive manuscript (but without a title page) along with an identical digital version, with all requisite elements as described in "Procedure from manuscript to doctoral thesis", for approval to the...	Supervisor(s)		See Procedure from manuscript to thesis
10		Supervisor(s)	... sees to it that the manuscript fulfills the regulations and approves of the manuscript ...		Manuscript approved by supervisor(s) BEWARE: Hereafter, only strictly defined changes to the manuscript are allowed. See the aforementioned procedure.	Section 5 Approval of the thesis manuscript by the supervisor Article 16 and 17

Plagiarism Procedure Social Sciences						Board of Social Sciences
Nr.	When?	Who?	What?	Where?	Result?	How/why?
	No later than 16 weeks before the doctoral defence date	Supervisor(s)	...sends, after approval, the digital version to...	Department Chair (CQ faculty contact)		
		Department Chair (CQ faculty contact)	...sends the electronic version approved by the supervisor(s)	AISSR Management Information Coordinator (N.Schulp@uva.nl)		Article 17.5
		AISSR Management Information Coordinator	...checks the definitive version of the manuscript for plagiarism...		Plagiarism check report	
	No later than 15 weeks before the doctoral defence date	AISSR Management Information Coordinator	...sends the results of the plagiarism check to...	Department Chair and AISSR Director		
		Department Chair and AISSR Director	...evaluate the results of the plagiarism check...		Definitive decision regarding the plagiarism check	
		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	
Roadmap						2020 Doctorate Regulations
Nr.	When?	Who?	What?	Where?	Result?	How/why?
11a	No later than 14 weeks before the doctoral defence date	11A NOT APPLICABLE; PLEASE SEE ABOVE FOR THE PLAGIARISM PROCEDURE BOARD OF SOCIAL SCIENCES				Article 17.4
11b	No later than 14 weeks before the doctoral defence date	Supervisor(s)	...sends definitive thesis manuscript together with assessment form A to ...	Doctorate Committee		Assessment form A Article 16.4, 19.7 and 22.1
12	No later than 6 weeks after the manuscript was sent to the Doctorate Committee	Dean (c.q. contact person faculty/ institute /department)	...checks the definitive thesis manuscript for plagiarism and informs...	Supervisor(s)	Result of plagiarism check If all assessments are positive: proceed. Otherwise: follow-up under Dean's responsibility	Article 17.5 and 17.6
13	No later than 6 weeks after the manuscript was sent to the Doctorate Committee	Doctorate Committee	...issues a decision on admission to the doctoral defence ceremony. The members submit their individual decisions via assessment form A to...	Dean (c.q. contact person faculty/institute/department) and Supervisor(s)	Decision by Doctorate Committee regarding admission to the doctoral defence ceremony	Section 7 Assessment of the thesis manuscript and admission to the thesis defence Article 21, 22, 25
14	No later than 8 weeks before the doctoral defence date	Dean	... sends written agreement with admission to the doctoral defence to ...	Office of the Beadle	Approval to publish doctoral thesis	Article 25.3 and 32.3
15		Office of the Beadle	...sets definitive doctoral defence date on the basis of the agreement of the dean and notifies the...	Doctoral candidate	Definitive scheduling of doctoral defence date by Office of the Beadle	Article 25.4
16	In the meantime – guideline is 6-8 weeks before defence date	Doctoral candidate	... prepares the digital proof of the doctoral thesis and sends it, together with a complete overview of all changes carried out (when applicable), to...	Dean (c.q. contact person faculty/institute/department) and Supervisor(s)	Identical digital and paper version of the thesis	Article 24 See Procedure from manuscript to thesis
17		Supervisor(s) and Dean (c.q. contact person faculty/ institute/department)	...check whether corrections are admissible and notify....	Doctoral candidate		
18		Doctoral candidate	... multiplies the final thesis on paper.		Identical digital and printed versions of the thesis	Article 24 Section 9 Doctoral thesis Article 29-31
19	No later than 6 weeks before the doctoral defence date	Doctoral candidate	...signs the License Agreement and submits this document to the...	University Library		License Agreement University Library Article 30.1
20	No later than 4 weeks before the doctoral defence date	Doctoral candidate	...sends the final digital proof of the doctoral thesis to...	AISSR Management Information Coordinator (N.Schulp@uva.nl)		
21	No later than 4 weeks before the doctoral defence date	Doctoral candidate	...submits 3 printed or copied sets of the doctoral thesis to, and agrees on instructions for the doctoral defence ceremony with the...	Office of the Beadle		Article 30.2 and 33.2 Practical information on the defence ceremony Section 10 Defence ceremony
22		Doctoral candidate	...is responsible for the timely submission of the thesis, according to the relevant faculty regulations, to...	(Co)Supervisor(s) Doctorate Committee If applicable: Guest opponents		Article 30.5
23	No later than 3 weeks before the doctoral defence date	Dean (c.q. contact person faculty/ institute/ department)	...sends the digital version of the thesis to...	University Library	Digital publication thesis	
24		Supervisor(s)	...prepares the doctoral defence ceremony and arranges for guest opponents if necessary.			Article 33.1 and 35.6
25	Doctoral defence date	Doctoral candidate	...defends the thesis at the doctoral defence ceremony...			Article 36 and 38
26	Doctoral defence date	Doctorate Committee	...decides whether to confer the doctorate.		Conferral of the doctorate by the Doctorate Board	Articles 37 and 39