From manuscript to doctoral thesis

Doctoral candidate prepares the final manuscript

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

Supervisor gives final approval for the manuscript

At least 14 weeks before the defence ceremony

Supervisor submits the digital version of the final manuscript to the Dean (via the faculty contact)

Final manuscript is submitted to the Doctoral Committee for assessment

Dean checks the manuscript for plagiarism

Doctorate Committee assesses the manuscript

At least 8 weeks before the defence ceremony

Dean provides final verdict on the result of the plagiarism check

Doctorate Committee makes decision on admission to thesis defence

If all assessments are positive: Dean and supervisor sign the title page and submit it to the Office of the Beadle. Doctoral candidate is notified that he/she is admitted to the thesis defence

Doctoral candidate prepares the final thesis in a digital version that serves as the printer’s proof for the final version, so that both versions are completely identical in terms of content. The doctoral candidate makes duplicates of the paper thesis

At least 6 weeks before the defence ceremony

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

At least 4 weeks before the defence ceremony

Doctoral candidate sends digital version of thesis to supervisor and Dean (via faculty contact), together with complete overview of all changes carried out

Doctoral candidate distributes the printed copies of the thesis (Art.30.5) and submits 12 copies to the Beadle’s office

Dean checks that any corrections are admissible and sends digital version of the thesis to the University Library at least 3 weeks before the defence ceremony for publication via DARE

Beadle’s office submits thesis to appropriate parties, such as Dean (Art 30.4)

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
- The title page of the thesis, in accordance with the Doctoral Regulations 2014, Appendix B (front and back)
- 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 including the title of the thesis, in the same language as the thesis
- An overview of the literature consulted
- Any appendices (such as a DVD) that form an integral part of the thesis

During the preparation of the final printer’s proof of the thesis, the following aspects/components of the manuscript/thesis may be changed:

- Corrections to the title page, such as change to the date of the defence ceremony or corrections in personal names
- 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 English (if this is not the language of the thesis), including the name of the thesis
- A summary in Dutch (if this is not the language of the thesis), including the name of the thesis
- Cover
- Propositions
- Word of thanks (optional)

Explanation Office of the Rector
Doctorate Regulations 2014, version 1.1, August 2015