

From manuscript to doctoral thesis

The manuscript approved by the supervisor is the print-ready version, thus including all diagrams, correct page numbering and so forth. This manuscript is regarded as final and is the version that will be printed and published. It is also accompanied by an identical digital version. As such, no further revisions (including changes to the layout or correcting typing errors) are possible from this point onwards. See also articles 16 and 17 of the Doctorate Regulations.

Manuscript requirements

- A title page in accordance with Appendix B;
 - A table of contents;
 - An overview of the literature consulted;
 - 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;
 - An explanation of how the research was financed, if applicable;
 - A summary including the title of the thesis, in the language of the thesis;
 - A summary including the title of the thesis, in Dutch;
 - A summary including the title of the thesis, in English.
- An acknowledgements section is optional.**

No later than 14 weeks prior to the doctoral conferral date

Supervisor submits the digital version of the final manuscript to the dean

Simultaneously

Supervisor submits the final manuscript to the Doctorate Committee

No later than 8 weeks prior to the doctoral conferral date

Dean reviews the final manuscript for plagiarism

The outcome of the plagiarism review must be available before the Doctorate Committee passes judgement on proceeding to conducting the defence

Doctorate Committee passes judgement on admission to the doctoral defence ceremony

The dean and supervisor(s) sign the title page and submit it to the Office of the Beadle

Exception

In exceptional circumstances, the supervisor may submit the title page to the University Library at a later date, but only if:

- A provisional doctoral conferral date is yet to be determined at the time of submission;
- The definitive conferral date has changed;
- There are errors on the title page.

The definitive title page should be submitted to the University Library no later than 6 weeks prior to the conferral date.

No later than 6 weeks prior to the doctoral conferral date

Dean submits the doctoral thesis to the University Library

The doctoral candidate submits the signed licence agreement to the University Library, accompanied by a summary of the doctoral thesis in the language of submission (max. 250 words). This will be used to introduce the doctoral thesis in UvA-DARE.

Transitional arrangement

For conferrals up until mid-July, the transitional arrangement permits the supervisor to submit the following documents to the University Library at a later date:

- The cover;
- Acknowledgements;
- The propositions.

These documents should be submitted to the University Library no later than 4 weeks prior to the conferral date.

No later than 4 weeks prior to the doctoral conferral date

If applicable, the University Library supplements the doctoral thesis with components submitted at a later date

The doctoral candidate submits 12 printed copies of the doctoral thesis to the Office of the Beadle

For the University Library

The supervisor is permitted to submit the following documents to the University Library at a later date, but no later than 4 weeks prior to the doctoral conferral date:

- The colophon;
- Individual appendices accompanying the printed doctoral thesis (e.g. a DVD);
- Supplementary material requiring publication in UvA-DARE (e.g. data sets).

The University Library publishes the doctoral thesis in UvA-DARE

Doctoral thesis defence ceremony