



Practical information regarding your doctoral defence ceremony

Beadle class

You can follow a Beadle class approximately two weeks before the conferral of your doctorate. During this class, the Beadle will provide you with relevant information and advice concerning the defence ceremony at the location where your ceremony is to be held. Should you wish, your assistants ('paranymphs') may also attend the class.

The Beadle class for defence ceremonies held in the Agnietenkapel is usually held every Monday at 10:00. The English language class is at 11:30. The Beadle class for ceremonies in the Aula is by appointment on Monday or Wednesday (report to the Office of the Beadle, Handboogstraat 6). Register by calling +31 (0)20 525 2808 or sending an email to bureaupedel@uva.nl.

If you would like to use an audiovisual presentation during your defence, bring this with you on a USB stick in order to test it (a technician will be on hand to offer assistance). Apple users are asked to bring their own Macbook and accompanying VGA adaptor with them.

There is also a video available online with instructions: youtu.be/IJsK4vPvhN4

Reception

Following the defence ceremony, you may host guests at a drinks reception in the Tetterode Library adjacent to the Aula or in the reception area of the Agnietenkapel. Organisation of the reception and the cloakroom is outsourced to catering company Cormet. Please note that use of the secure cloakroom is obligatory, by order of the Executive Board. Therefore you will be invoiced for use of the cloakroom, even if you decide not to hold a reception.

For more information and application forms, you can contact Mr Rafael Bletterman directly on +31 (0)20 525 2709 or via catering249@cormet.nl.

Press affairs

Several weeks before the conferral of your doctorate, the UvA Press Office will contact you with a number of questions related to publication on the UvA website and potential press coverage.

Printing your doctoral thesis

Prior to the conferral of your doctorate, you can order any desired number of printed copies of your doctoral thesis from the Amsterdam University Press (AUP). AUP also offers design and text editing services. For additional information, visit AUP's website: <http://en.aup.nl/en/information-services/dissertations.html>.

Lunch/dinner/party

If you would like to organise a celebratory lunch, dinner or party after your defence ceremony, the Amsterdam Academic Club can cater to your every need. Visit the club's website for more information: <http://aac.uva.nl>.