

Nr.	When?	Who?	What?	Where?	Result?	How/why?
1.	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	If applicable: Decision to grant an exemption by the Doctorate Board	How? Form: Request for exemption from the legal educational requirements Why? Articles 7.1 and 8
2.	Before start of the doctoral programme	Supervisor	...if the doctoral candidate already holds a doctorate, submits a substantiated written request to the...	Dean (CQ faculty contact)	Decision to grant an exemption in accordance with Article 7.2	Why? Article 7.2
3.	Before start of the doctoral programme	Doctoral candidate	...submits a request for admission to the doctoral programme to the...	Dean (CQ faculty contact)		How? Form: Request for admission to the doctoral programme Why? Article 9
4.		Dean	...assesses and signs the request and submits it to the...	Doctorate Board	Decision regarding admission and appointment of (co-)supervisor(s) by the Doctorate Board	Why? Articles 9, 10 and 11
5.	Approximately six months before desired doctoral conferral date	Supervisor	...submits a proposal for the composition of the Doctorate Committee to the...	Dean (CQ faculty contact)		How? Form: Proposal for composition of the Doctorate Committee Why? Articles 19 and 20
6.		Dean	...assesses and signs the proposal and submits it to the...	Doctorate Board	Appointment of Doctorate Committee members by the Doctorate Board	Why? Article 19.4
7.	After receiving decision on the appointment of the Doctorate Committee	Doctoral candidate	...consults the doctoral conferral calendar drawn up by the Office of the Beadle well in advance to select a doctoral conferral date and, in consultation with the Doctorate Committee, arranges a provisional date with the...	Office of the Beadle	Provisional scheduling of doctoral conferral date by Office of the Beadle	How? See: PhD conferral calendar for the Aula and Agnietenkapel Why? See Articles 32.1 and 32.1
8.		Doctoral candidate	...submits the definitive printed manuscript 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)	Manuscript approved by supervisor BEWARE: Hereafter, only strictly defined adjustments to the manuscript are allowed. See the aforementioned procedure.	How? Also see Appendix B: Model title page Why? Procedure 'from manuscript to doctoral thesis'
9.	No later than 14 weeks before the doctoral conferral date	Supervisor	...sends, after approval, the digital version to...	Dean (CQ faculty contact)		Why? Article 17.4
10.		Supervisor	...sends definitive thesis manuscript to...	Doctorate Committee		Why? Articles 16.4, 22.1 and 19.7
11.		Dean	...checks the definitive thesis manuscript for plagiarism...		Result of plagiarism check	Why? Articles 17.5 and 17.6
12.	No later than 8 weeks before the doctoral conferral date	Doctorate Committee	...issues a decision on admission to the doctoral defence ceremony. The members submit their individual decisions to....	Dean (CQ faculty contact) and supervisor(s)	Decision by Doctorate Committee regarding admission to the doctoral defence ceremony	How? Appendix A: Doctoral thesis assessment and admission to the doctoral defence ceremony Why? Articles 21, 22 and 25
13.		Supervisor(s)	...signs the title page on both sides and submits it to...	Dean (CQ faculty contact)		Why? Article 25.3
14.	No later than 8 weeks before the doctoral conferral date	Dean	...signs the title page on both sides and sends it to...	Office of the Beadle	Approval to publish doctoral thesis	Why? Articles 24 and 32.3
15.		Office of the Beadle	...sets definitive doctoral conferral date and notifies the...	Doctoral candidate	Definitive scheduling of doctoral conferral date by Office of the Beadle	Why? Article 25.5
16.		Doctoral candidate	...prepares the proof of the doctoral thesis and multiplies the thesis on paper...		Identical digital and printed version of the doctoral thesis	Why? Procedure 'from manuscript to doctoral thesis'
17.	No later than 6 weeks before the doctoral conferral date	Doctoral candidate	...signs the Licensing Agreement on non-exclusive publication of the thesis in digital format and submits this document to the...	University Library	Digital publication of doctoral thesis	How? University Library Licence Agreement Why? Article 30.1
18.	No later than 4 weeks before the doctoral conferral date	Doctoral candidate	...sends the digital version of the proof of the doctoral thesis to...	Dean (CQ faculty contact) and supervisor(s)		
19.		Doctoral candidate	...submits 12 printed or copied sets of the doctoral thesis to, and agrees on instructions for the doctoral defence ceremony with the...	Office of the Beadle		Why? Articles 30.2 and 33.2
20.	No later than 3 weeks before the doctoral conferral date	Dean	...sends the digital version of the thesis to...	University Library		
21.		Supervisor(s)	...prepares the doctoral defence ceremony and arranges for guest opponents if necessary			Why? Articles 33.1 and 35.6
22.	doctoral conferral date	Doctoral candidate	...defends the thesis at the doctoral defence ceremony...			Why? Articles 36 and 38
23.	doctoral conferral date	Doctorate Committee	...decides whether to confer the doctorate.		Conferral of the doctorate by the Doctorate Board	Why? Articles 37 and 39