

Beadle class Agnietenkapel

Time schedule

For a defence at 10:00 AM:

- 9:30 arrival
- 10:00 layman's talk
- 10:10 end of layman's talk
- 10:15 defence
- 11:00 hora est/committee deliberation
- +/- 11:15 receiving the diploma and personal address
- +/- 11:30 end of ceremony (reception until 12:30 PM)

Ceremonies that start at 1:00 or 4:00 PM follow the same schedule.

Arrival

You are expected to arrive no earlier than half an hour before the start, via the entrance at Oudezijds Voorburgwal 229-231. There is a dressing room on the second floor for the candidate and paranympths, where you can change and (mentally) prepare.

Technical setup

A beamer screen and laptop are available on-site, running Windows with VGA/HDMI connections. The preferred aspect ratio for a presentation is 16:9. Send your presentation (preferably .ppt) to av-phd@uva.nl at least one day in advance so the technician can pre-install it. The presentation will be set up in 'presenter view' by default. Also, bring the presentation on a USB stick as a backup.

Dress code

The UvA does not have a strict dress code, but traditional attire for the candidate and paranympths includes a tailcoat with a white vest and white bow tie. The general guideline is festive but not too informal. Keep in mind that you will be standing for a long time (about an hour and a half during the ceremony), so choose your shoes accordingly or bring an extra pair just in case.

Livestream

There is a livestream throughout the entire defence, starting five minutes before the hour. You will receive the link via email. This link will be listed in the calendar on the UvA website unless you explicitly request otherwise. The video will remain online for one month.

Paranympths

The role of the paranympths (attendants) has evolved over the years. Nowadays, it is primarily a courteous gesture to ask close colleagues or family members to support the candidate mentally. They are also often used as masters of ceremonies for the day. The paranympths are expected to provide the members of the committee with a copy of the thesis, if necessary. Make sure you have brought extra copies. It is customary to have two paranympths; there is space for a maximum of three.

Layman's talk

Two minutes before the hour, one of the paranympths should step behind the microphone and announce the start of the proceedings. Note: you begin this segment yourselves, without a cue from the beadle. The paranympth explains the proceedings and provides some general notices, such as:

- turning off or silencing mobile phones;
- applause is not allowed during the ceremony (only after the layman's talk and at the very end, when the chair has officially closed the ceremony);
- following the instructions of the beadle regarding standing and sitting;
- everyone remaining in their seats during the committee's deliberation
- that there is a livestream of the entire ceremony.

You then have about ten minutes to give a talk to your audience (this is not mandatory). The audience will likely include laypeople who will appreciate a simple explanation of your thesis. Make sure you have a watch or clock to keep track of time and ensure the layman's talk does not run late, you must be finished no later than twelve minutes past the hour

Opposition and defence

When the committee enters, you should be ready at the side with your paranymphs. The beadle will signal when you can take your place at the lectern. The paranymphs will sit on the chairs against the wall. At a quarter past the hour, the defence officially begins. The chair opens the meeting, welcomes the attendees, and asks you to read the first part of the formula aloud. This formula will be ready at the lectern, and will include the title of your dissertation. A glass of water will also be provided. Ensure you have a pen and paper for notes.

The chair then introduces the opponents one by one, starting with the external or foreign committee members. Question and answer, including a short discussion, usually last no more than seven minutes each, depending on the number of committee members. Sometimes a second round is initiated if the committee is small.

Begin your answers with "Dear opponent" and optionally thank them for their kind words or question, e.g., "Dear opponent, thank you for your kind words and your questions..."

After forty five minutes, exactly on the hour, the beadle enters and announces 'hora est'. You may then briefly answer the final question or finish your answer. The chair then asks you to read the second part of the formula and adjourns the meeting for deliberation. The deliberation lasts between five and fifteen minutes. Do not leave the room during this time.

After the deliberation

When the committee returns, you will take your place behind the lectern upon the beadle's signal. The chair will inform you that the committee has decided to award you the doctorate. The supervisor recites the official text and asks you to promise that you will always act in accordance with the principles of scientific integrity. You respond with: "Yes, I promise to do so". After the supervisor has announced that you will receive the diploma, you walk to the front to be presented with the diploma (don't forget to have this moment photographed). No handshakes will take place. The paranymphs also step forward. The supervisor then continues with the remainder of the official formula. The laudatio (praise speech) follows, a personal address from the supervisor. They might give the floor to the co-supervisor. You are not expected to respond to the laudatio.

After the laudatio, the chair closes the ceremony. If there are committee members participating online, they are given the opportunity to congratulate you. Applause is now permitted. The beadle invites you to walk out of the room with a few loved ones in front of the procession, behind the beadle. The committee follows, and the audience leaves last.

Reception

The reception lasts about an hour. Ensure that one of the paranymphs collects your things from the hall during the reception. The costs for the reception should be paid afterward at the cloakroom by debit or credit card. For catering arrangements, contact uva249.nl@cirfood.com. Bringing your own snacks or drinks is not allowed.

If you do not hold a reception in the Agnietenkapel, the audience remains in the room, and only the committee and a few loved ones move to the reception area for a congratulatory moment. The audience is informed in advance by the paranymphs that the celebrations will be held elsewhere. The audience is asked to leave the room via the main entrance. It is helpful if one paranymph accompanies the audience to the other location while the other helps organize the departure (gathering belongings, etc.).

Tips

- Bring a pen and paper for notes.
- Do not bring children under 6 years old.
- Photography and video-recording is allowed but the rules are as follows:
 - o The committee and you should not be hindered.
 - o Photos should be taken without flash and sound.
 - o During the layman's talk it is allowed for the photographer to walk around everywhere.
 - o During the opposition and defence (the 45 minutes after the layman's talk) photos can be taken but it is not allowed to walk around.
 - o During the handing over of the diploma and the laudation the photographer can move around the room. They are, however, not allowed to go in front of the first row of chairs.
- There is an elevator for visitors with reduced mobility. Please note that the dressing room is not accessible by elevator.
- Parking nearby is difficult. The nearest parking garages are: Rokin, Stopera, Nieuwezijds Kolk, and the Bijenkorf. Public transport is highly recommended.

An online beadle class is held every Monday (except on national holidays) at 12:00 PM: <https://uva-live.zoom.us/j/85474197414>.

You can also watch the beadle class video: <https://youtu.be/bOIwDgKLYZ4>.

Final advice:
Enjoy this day!

FORMULA FOR THE CANDIDATE

Before the defence:

By authority of the Rector Magnificus and the Doctorate Board of this University, I shall, during this hour, in order to obtain the doctorate, publicly defend my thesis, entitled

[title thesis]

I entreat all those who wish to voice criticism of the contents of the thesis to do so in a truthful and lucid manner, so as to provide an opportunity for an ordered exchange of views.

[.....]

After the defence:

Having concluded the defence of my thesis and pending the decision of the Doctorate Committee, I would like to express my thanks to my highly esteemed supervisor(s) and co-supervisor(s) in particular, to those who have brought forward their criticisms and to all who have attended this ceremony.

[.....]

After the deliberation, in response to the question posed by the supervisor:
“Do you promise to uphold the principles of academic integrity, of honesty and diligence, transparency, independence and accountability, in your work at all times?”

Yes, I promise to do so.