

Beadle class Aula

Time schedule

Ceremony starting at 11.00 hrs
10.30 arrival
11.00 layman's talk
11.10 end presentation, technician removes laptop and screen
11.15 defence ceremony
12.00 hora est/committee deliberation
+/- 12.15 receiving the diploma and laudation
+/- 12.30 end of ceremony
(reception until 13.30)

Ceremonies that start at 14.00 hrs follow the same time schedule.

Introduction

You are expected to arrive (no earlier than) half an hour before the start, through the entrance at Handboogstraat 6. There is a dressing room available for you and your attendants, where one can potentially change and (mentally) prepare. Family and audience can enter at the main entrance (Singel 411).

At this location, there is a laptop and screen present, which runs on Windows and has a VGA/HDMI connection. The usable aspect ratios for PowerPoint presentations are 4:3 and 16:9. If you want to use a presentation during the layman's talk, the technician can install it on the laptop. You can also use your own laptop, a MacBook for example, but please bring an adapter. You are kindly requested to send your presentation (.ppt/.pdf or likewise) one day in advance at the latest to av-phd@uva.nl, so the technician can set up the presentation beforehand. The technician will make sure that your presentation will be set up in 'presenter view'.

There is no strict dress code but if you want to dress according to customary ritual, this is for the candidate and attendants: the tails with a white vest and white bow tie. The unwritten rule is: festive, though not too informal. Please remember that you will be standing for a while (approximately an hour and a half during the ceremony) and take this into consideration when choosing your shoes. Or bring an extra pair, just in case.

There will be a livestream throughout the ceremony. This will start at five minutes to the hour. You will receive the link to the livestream per email by webcolleges@uva.nl and this will be placed on the defence ceremony calendar on the website, unless you explicitly do not give permission for this. This video will stay online so you can watch it back. If you want to download the recording, you can send an email to the web lecture service.

The role of the attendants (paranymphs) has changed through the years. Nowadays, it is firstly a courteous gesture to close colleagues or family to ask for mental support for the candidate. They usually also take the role as master of ceremonies for the entire day. The attendants are expected to provide the members of the committee with a copy of the thesis, if necessary. Make sure you have brought some copies.

The defence ceremony

Defence ceremonies start on the hour. Two minutes before, it is advisory that one of your attendants steps behind the microphone and announces the start. Hereby, the audience has the opportunity to sit down and the attendant can announce general notices such as turning off cell phones, no applause during the ceremony and that everybody has to remain seated during the committee deliberation, possible saying something about how the ceremony will proceed. After this, you have about 10 minutes to present your work (it is not mandatory). The audience will likely appreciate you explaining your thesis in everyday terms. Make sure you have a watch or clock which you can keep an eye on so that the layman's talk does not run late. Note: you and your attendants will start this part of the ceremony without any notice or signal from the beadle.

During the layman's talk, the attendants are in the audience. After eleven minutes, the technician will enter the room and you will know to complete your talk. There will be several minutes left for the technician to clear the screen and laptop before the committee enters. Please take this into consideration. You are expected to be ready, stand behind the lectern with your attendants next to you, in front of the chairs. In case you have committee members participating online, the technician will place a laptop on the lectern.

At a quarter past, your defence ceremony will officially begin. The chair starts the ceremony, welcomes the attendees and requests the candidate to read the first part of the formal text out loud. The printed formula is on the lectern and will include the title of the thesis it concerns. There will a glass of water ready. Make sure you have pen and paper ready to make notes.

Thereafter, the chair introduces the opponents one by one, starting with the external or foreign members of the committee. The question and answer, including a short discussion, usually do not last longer than seven minutes, depending on the number of committee members. It can occur that a second round will happen when the committee is small. You begin your answer with the formal title and it is customary, but not mandatory, that you thank the opponent for their comments and their question, before you start the actual reply.

The formal title is: **Dear opponent**, for example: "Dear opponent, thank you for your comments and your questions."

After 45 minutes, the beadle walks in and says **HORA EST**, on the hour. You can briefly answer the last question or finish your answer. The chair will then ask you to announce the second part of the formal text, after which the committee will retreat shortly for deliberation. They leave, led by the beadle, and return after approximately five to fifteen minutes with the verdict and the diploma. In the meantime, you can talk to your attendants. However, do not leave the room. Make sure that when the committee returns with the diploma, you stand in front of the lectern when the beadle signals this, with your attendants by your sides, looking into the direction of the chair and supervisor.

The chair announces that the committee has decided to grant you the doctorate, the supervisor pronounces the official text and you will be handed the diploma (do not forget to let this moment be captured on camera). You will be standing when they hand over the diploma and there will be no shaking of hands. Then the supervisor announces, according to the text on the form, that he will be the first one to congratulate the candidate. The laudation (praise) follows, this is the personal word of the supervisor. He potentially gives the floor to the co-supervisor. You are not expected to respond.

After the congratulating, the chair closes the ceremony. If there are committee members participating online, they will get the opportunity to congratulate you. Applause is now allowed. If there are committee members participating online, they will get the opportunity to congratulate you. The beadle invites you to follow them in leaving the room to go to the reception area, accompanied by a few loved ones, committee and finally the audience.

When you do not have a reception at the Aula, the audience stays in room; only the committee and a few loved ones go to the reception to congratulate. In this case, the audience is notified during the deliberation by the attendants where the festivities will occur following the ceremony. They will also request the audience to leave through the front door. It is advised that one of the attendants joins the audience to the other venue, while the other attendant helps organizing leaving (making sure all things are packed, etc.). We do recommend requesting coffee, tea and water through the catering company for the congratulatory moment.

The reception lasts about an hour, after which there is approximately half an hour to gather your things, possibly change and pay the reception, by card. To arrange catering at your reception, please contact uva249.nl@cirfood.com.

A few tips:

- **Always take pen and paper**, to make notes. Some questions may consist of different parts or refer to various chapters.
- **Do not bring children under the age of six.**
- **Photography and video-recording** is allowed but the rules are as follows:
 - The committee and you should not be hindered.
 - Photos should be taken without flash and sound.
 - During the layman's talk it is allowed for the photographer to walk around everywhere.
 - 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.
 - During the handing over of the diploma and the laudation the photographer can move around the room. They are, however, not allowed to go on to the stage.
- **Visitors in a wheelchair** can enter through side entrance. A hearing loop is present for those who wear a hearing aid.
- **Parking** in the area is tricky. The nearest parking garages are: Stopera, Nieuwzijds Kolk and the Bijenkorf. Public transport is by far the better choice.

Every Monday at 12.00h, there is an online beadle class. You can log in with this link: <https://uva-live.zoom.us/j/85474197414>. You can also watch the beadle class video: <https://youtu.be/IJsK4vPvhN4>

The final advice is:

Enjoy this day!

FORMULA FOR THE DOCTORAL CANDIDATE

Before the thesis 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

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 thesis defence:

Having thus concluded the defence of my thesis to the best of my ability, and pending the decision of the Doctorate Committee, I should like to express my sincere thanks to my highly esteemed supervisor(s) in particular, as well as to those who have so courteously brought forward their criticisms, and to all who have honoured this ceremony with their presence.