Handbook PhD trajectory

Advice and tips for PhD students and their supervisors

Based on the doctorate regulations valid for PhD students who started before January 1st 2015
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PREFACE

Dear PhD student,

This booklet is based upon the Dutch language booklet made by EMGO+ and the William James Graduate School and is meant to guide you through your final year as a MOVE PhD student and is applicable to all VU University PhD students who started before January 1st 2015.

To start off we provide you with a blueprint of the time line as it usually is for a PhD student. Following that, we provide you with detailed information on the various items given. Towards the end you will find various sample letters you may use or find helpful as you approach the end of your PhD trajectory. Needless to say, you will have to finish the letters off with your specific information.

Please note: the guidelines in this booklet may vary slightly to what is applicable to you. This depends on your faculty, your department, your particular research trajectory and e.g. the terms of your employment contract. Therefore we advise you to discuss the information supplied with your (co-)promoter, before you take anything for granted. Any telephone numbers or web links are subject to change, but can of course also be found on the MOVE/VU/VUmc/ACTA/HMS sites.

If you have any comments on this booklet, please contact Ms. Solveig Lund on moveoffice.fbw@move.nl

We wish you smooth sailing during your PhD trajectory!

The MOVE Directorate
## TIMELINE

<table>
<thead>
<tr>
<th>Months to go</th>
<th>Action</th>
<th>Actor</th>
<th>Attachment #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Start off with a visit to the new PhD portal on the VUmc site where you can find valuable information. The pages were made for the new PhD doctorate regulations (as from 1/1/2015) but contain useful information also for PhD students who follow the old regulations.</td>
<td>PhD student</td>
<td><a href="http://www.vumc.com/branch/phd/">http://www.vumc.com/branch/phd/</a></td>
</tr>
<tr>
<td>12 - 24 months to go</td>
<td>- Go through the VU doctorate regulations.</td>
<td>hD student</td>
<td>1: VU doctorate regulations: On the VU University Intranet: Doctorate regulations - Intranet (not accessible for VUmc employees) On the VU site:doctorate regulations For VUmc employees: Forms I and II - intranet 2: For VUmc PhD students only: NFU Guidelines for PhD tracks</td>
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<tr>
<td></td>
<td>- VUmc PhD students: Go through the NFU guidelines for PhD tracks in biomedical sciences.</td>
<td>PhD student / promoter</td>
<td></td>
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<td></td>
<td>- Plan your final assessment</td>
<td>PhD student/ promoter</td>
<td></td>
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<tr>
<td>12 - 24 months to go</td>
<td>Note: if you have a change of (private) address, be sure to inform the Beadle.</td>
<td>PhD student</td>
<td>3: (sample) Form I 4: VUmc Form I</td>
</tr>
<tr>
<td>6 months to go</td>
<td>- Plan a meeting with all involved supervisors.</td>
<td>PhD student / promoter</td>
<td></td>
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<tr>
<td></td>
<td>- Decide (with your supervisors) whether there will be a symposium in connection with your defense.</td>
<td>PhD student</td>
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<td></td>
<td>- Find a venue for the party</td>
<td>PhD student</td>
<td></td>
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<tr>
<td></td>
<td>- Ask the paranymphs if they want to be part of your ceremony</td>
<td>PhD student</td>
<td></td>
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<tr>
<td></td>
<td>- Compare quotes from various printing companies</td>
<td>PhD student</td>
<td></td>
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<tr>
<td></td>
<td>- Approach sponsors to help curb the printing costs.</td>
<td>PhD student</td>
<td></td>
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<tr>
<td></td>
<td>- Get in touch with the Beadle (<a href="mailto:Pedel@vu.nl">Pedel@vu.nl</a>). She will inform you of the rules and regulations around the dissertation and will guide you through the procedure leading up to the dissertation. The Beadle checks all information provided in connection the dissertation.</td>
<td>PhD student</td>
<td>5: Letter to sponsors</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.researchprofessional.com/">http://www.researchprofessional.com/</a></td>
<td>PhD student</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Get in touch with the Beadle (<a href="mailto:Pedel@vu.nl">Pedel@vu.nl</a>). She will inform you of the rules and regulations around the dissertation and will guide you through the procedure leading up to the dissertation. The Beadle checks all information provided in connection the dissertation.</td>
<td>PhD student</td>
<td></td>
</tr>
</tbody>
</table>

Handbook PhD trajectory
<table>
<thead>
<tr>
<th>5 months to go</th>
<th>- Inform (by mail/letter) the Dean of faculty of the proposed names and affiliations of the members of the reading committee.</th>
<th>Promoter / secretariat</th>
<th>6: Letter to Dean of faculty with the names of ad hoc reading committee members 7: Summary of the thesis to the Dean of faculty providing the proposed names of the ad hoc committee members, the status of the articles and a summary of the thesis.</th>
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<tbody>
<tr>
<td></td>
<td>- Install the ad hoc reading committee (leescommissie / beoordelingscommissie). Your promoter should approach the members in advance through e-mail/phone to ask if they want to be part of the reading committee.</td>
<td>Promoter (Supervisor)</td>
<td></td>
</tr>
<tr>
<td>4 months to go</td>
<td>- Inform the members of the ad hoc committee per (e-)mail when they can expect the thesis.</td>
<td>Promoter (Supervisor)</td>
<td>8a /b: letter to ad hoc reading committee members (Du &amp; Eng) 9a/b: review form for members reading committee (Du &amp; Eng)</td>
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<tr>
<td></td>
<td>- Wait 30 days for the feedback from the ad hoc committee members. If no reply after 30 days, send a friendly reminder. If necessary, the deadline may be extended by 30 days, see the doctorate regulations.</td>
<td>Promoter (Supervisor)</td>
<td></td>
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<tr>
<td></td>
<td>- After approval of the manuscript by all members of the reading committee: Inform the Dean that the thesis meets the requirements; Form II is sent by the Dean's office, upon receiving the message from the promoter on the reading committee's approval of the thesis.</td>
<td>Promoter (Supervisor)</td>
<td>10: approval letter to the Dean. 11: for information only - Form II</td>
</tr>
<tr>
<td></td>
<td>- You can reserve a date and time for your defense once the Beadle has received the completed 'formulier II'. At this stage you can reserve 2 dates and times at the Beadle. - Pick a date for your PhD defense, in close consultation with your promoter and the members of the reading committee. - At this stage you usually receive an information pack from the Beadle with the dress code, what you have to include on the title page (pp 3 and 4), and how to supply the digital version to the UBVU library. - Once the date has been set – inform the opposition - Once the date has been set b book the venue for the reception and/or party.</td>
<td>PhD student</td>
<td>Specific to ACTA and HMS PhD students: remember to check if the Dean is available on your proposed date/time.</td>
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<tr>
<td>Thesis</td>
<td>PhD student</td>
<td>PhD student / promoter</td>
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<td>----------------------------------------------------------------------</td>
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<tr>
<td>- Get the go ahead from the Beadle concerning the title page (pp 3 &amp; 4).</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>- Send the thesis to the printer of your choice. Remember to print the MOVE logo on the spine and back side cover of your thesis.</td>
<td></td>
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</tr>
<tr>
<td>- Inform the VU post office of when you will send a batch of theses (VUmc: 43161 / 42687, VU: 85600)</td>
<td></td>
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<tr>
<td>- Compile the names on your mailing list, and who you most definitely should NOT forget!</td>
<td></td>
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<tr>
<td>2 months to go</td>
<td></td>
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<tr>
<td>- Send/distribute your thesis. You may want to include an accompanying letter.</td>
<td>PhD student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Plan a trial ceremony 2-3 weeks ahead of the real thing</td>
<td>PhD student / co-promoter</td>
<td>12: letter accompanying the thesis</td>
<td></td>
</tr>
<tr>
<td>- Approach the opponents and make an inventory of the questions, check that there are no identical questions. (Needless to say: don't pass the questions on to the PhD student!)</td>
<td>Promoter</td>
<td></td>
<td></td>
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<tr>
<td>6 weeks to go</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- The Beadle should be given copies of your thesis (VUmc PhD students: 10 copies, ACTA PhD students: 6 copies and HMS PhD students: 4 copies).</td>
<td>PhD student</td>
<td>13: letter to Dean w. line-up defense</td>
<td></td>
</tr>
<tr>
<td>- Send the cover, title page, English language summary (recommended), Dutch language summary (compulsory), and the whole thesis as a PDF to the UBVU library.</td>
<td>PhD student</td>
<td></td>
<td></td>
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<tr>
<td>- ACTA PhD students: arrange for a preparatory meeting with the Dean prior to the defense.</td>
<td>PhD student / secretariat</td>
<td></td>
<td></td>
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<tr>
<td>- Discuss the lineup for the opposition and send a letter to the Dean informing him hereof at least 14 days ahead of the defense.</td>
<td>Promoter / secretariat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Await confirmation from Dean</td>
<td>Dean's office</td>
<td>14a/b: Information letter to the opponents (Dutch and English)</td>
<td></td>
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<tr>
<td>- Send the printed thesis to all opponents informing them of the exact date, time and place, the line-up of the opponents and any other necessary information.</td>
<td>PhD student / secretariat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Book the tickets and hotel for your foreign opponents.</td>
<td>PhD student / secretariat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Discuss who will give the laudation.</td>
<td>Promoter</td>
<td></td>
<td></td>
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<tr>
<td>- Decide whether you want a live registration of your defense.</td>
<td>PhD student</td>
<td></td>
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<tr>
<td>- If desired: order the Griffin (the figure given by the VU) (please note: the costs will be charged to the project or the promoter).</td>
<td>(Co-) promoter</td>
<td></td>
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<tr>
<td>Weeks to go</td>
<td>Activity</td>
<td>Performer</td>
<td></td>
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<td></td>
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<tr>
<td>4</td>
<td>- Prepare your trial defense.</td>
<td>PhD student</td>
<td></td>
</tr>
<tr>
<td>2-3</td>
<td>- Trial defense.</td>
<td>PhD student</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>- Prepare yourself for your opponents.</td>
<td>PhD student</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Learn your thesis by heart! (in rhyme, that's easier!)</td>
<td>PhD student</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>The defense! We wish you all the best!</strong></td>
<td>PhD student</td>
<td></td>
</tr>
<tr>
<td></td>
<td>15: Procedure and timeline PhD defense</td>
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</table>
2. **DOCTORATE REGULATIONS / FORM I**

The VU University Amsterdam’s Doctorate Regulations contains information about the admission and general procedure around the thesis defense, the tasks and responsibilities of those involved in the defense (promoter, reading committee, etc.) the steps leading up to the defense as well as the regulations guiding the procedure. If you move or change address after you have handed in Form I to the Beadle’s office, remember to inform the Beadle of your new address.

If you completed Form I before January 1st 2015, the *old regulations* apply to you, if you did not, you should consult the *new doctorate regulations* valid from January 1st 2015 onwards. Both regulations can be found here [Doctorate regulations](#).

3. **FINAL ASSESSMENT**

In order to successfully round off your PhD trajectory, it is advisable to plan a final assessment in the third or fourth quarter of your third year (or if on a 3 year contract in your 2nd year). During this assessment you should discuss the status of the thesis with your (daily) supervisors. On the agenda should be whether or not it is possible to round the project off in the remaining time period, and what to do if that is not the case. Discuss how to finish the papers (including the revisions), and, if applicable, how to do this while working elsewhere, if applicable. During this assessment you should also look ahead towards the future and what it may offer. At this stage you may want to follow a training course aimed at your further career options, either at [VU HRM department](#) or at the [VUmc Amstel Academie](#). Towards the end of this booklet we have a paragraph ‘PhD in the pocket – and then what?’ with more information about career choices.

4. **AD HOC / READING COMMITTEE**

We have attached the NFU guidelines, applicable to VUmc PhD students. These are the guidelines that advise on how many (published) articles are needed in order to be admitted to the graduation ceremony/defense. *Please note*: this is a guideline and you may depart from the guideline if there are strong arguments for this.

Decide in close cooperation with your (daily) supervisor how many (published) articles you should include. When you have selected the articles for your thesis, compile the manuscript. It should consist of at least the (published) articles, an introduction and a discussion.

At this stage you should send the whole lot for the last time to your (daily) supervisors for a final check. From this stage on it takes approximately 6 months until you can defend your thesis, although it may differ somewhat according to the availability of the reading committee members and the auditoria in the main building. Also keep in mind that there is a recess during the summer months (half July – end of August).

Your promoter(s) together with your co-promoter(s) in principle decide on who will take a seat on your ad hoc committee / reading committee, but you may voice your preferences if you have any. The committee usually consists of 4 – 6 members. The members of the committee are usually also your opponents during the defense. Occasionally some of the members may be hindered from taking part in the ceremony, and in this case the opposition may be broadened with one or two additional members. Go through the [doctorate regulations](#) for the exact requirements concerning the reading committee.
PREPARING THE MANUSCRIPT FOR THE READING COMMITTEE

For the exact wording of what to include in your thesis, visit the Doctorate-regulations as valid up to and including 31/12/2014:

The compulsory parts of your manuscript are:

• The official title page (where both the title of the thesis and your name is printed).
• The introduction.
• The (published) articles.
• The general discussion.
• A Dutch language summary.

Not compulsory, but highly recommended:

• An English language summary.

And you may also want to add

• A word of thanks.
• About the author / CV.
• A list of publications.

In the attachments we have included sample letters for the members of the reading committee which informs the members when they can expect the thesis, followed by letters that accompany the thesis and informs the readers by when they must return their findings. In addition to sending a copy of your thesis to the members of the reading committee, also remember to send copies to your (co)promoters.

APPROVAL BY THE READING COMMITTEE

The reading committee members have exactly 1 month to read and comment upon your thesis, but they may ask another 30 days. The thesis is often endorsed on the main lines. You may be advised to do some minor revisions upon return from the committee members, but the reading committee members cannot approve the thesis on the condition that something is changed – they either approve it or not. Sometimes certain chapters have to be re-written, but your promoter will try to prevent that at this late stage. You do not have to send the thesis to the reading committee members for a second time.

When the reading committee members have approved the manuscript, ‘Formulier II’ / Form II will be completed by the Dean of your faculty. With this in hand, you may approach the Beadle to reserve a date for your defense. Prior to this, go through if there are any dates you definitely want to avoid for your defense and discuss in advance with your (co-)promoters when they are not available. The Beadle will give you two preliminary dates, if these turn out to be unsuitable, you will get two new dates, and so it will go on until a date has been found. If one of the reading committee members is unable to attend the chosen date, this particular member may be swapped for another opponent, pending the (co-)promoters approval. At this stage additional members may be asked to join the opposition. Any changes to the opposition should be passed on the Dean's office, this is usually done by the promoter, but if s/he does not do it, you will have to do it yourself.

TIPS!

• If possible, bring your thesis in person to the members of the reading committee.
• The layout of your thesis does not have to be perfect for the reading committee, but at least try to have the tables in the right place.
• If possible, visit the members of the reading committee prior to your defense, ‘to check if they received the thesis’. You can use the opportunity to try and find out what kind of questions they might ask.
• Your promoter will probably check which opponent will pose what question, to avoid overlap. Get in touch with your promoter a couple of days prior to the defense to check if there are specific things you should talk through before the event.
5. THE PRINT HOUSE

GET QUOTES!

Once you’ve sent the manuscript to the reading committee go in search of a print house. As soon as you have chosen the printer you can print the thesis once it has been returned from the reading committee and you have completed the final revisions. We advise you to get several identical quotes at different print houses. Do a rough estimate when it comes to the number of pages and copies and ask how much additional pages and copies cost. You can get offers from most printing companies through their websites, free of charge. You can also invite some print houses to give a presentation on their work.

The print houses mostly used within VU University Amsterdam are DPP Houten, Ponsen & Looijen, Gildeprint or Ipskamp. Ponsen & Looijen will give a 10% discount if you have been present at one of their presentations. They are also known for giving discount without you being present at their presentation if you quote the reference ‘VU-collegiale voorspraak’ discount. Gildeprint may give you 12% discount if you give them a list of maximum 12 names – that is 1% per person. Always try to negotiate an additional discount (try e.g. to team up with other PhD students to get a group discount).

When you receive the quotes, study them carefully. On first impression it may seem that one offer is very reasonable, but it may turn out that they have budgeted for a black and white cover instead of a full color cover. Some printers will give you additional discount as a VU University Amsterdam PhD student or if you work on a NWO or a EU financed project. However, this does not mean that the final invoice will be much lower than the other printers. Make sure to ask explicitly if there are any additional costs such as delivery costs.

We furthermore recommend that you discuss in advance the possibilities and costs connected to making any last minute changes in the file. Some printers allow you to submit a number of pages or even the whole dissertation as a test document, which they then check on page numbering, footnotes, font etc. At this stage you may often make changes free of charge, as opposed to making changes to the print proofs.

You may also want to get a quote from the VU publisher. They will make a cover in the faculty house style, request an ISBN number on your behalf, supply you with a template for the inside cover, print your dissertation, sell it in their shop and/ or make it available for sale in other bookstores. The delivery time is 3 weeks. They are a bit more expensive, but your dissertation will be available for sale as a book and will be available for reprints (by printing on demand).

LAYOUT

- Request an ISBN number either through the print house or the UBVU. This costs approximately €25,-
- You may decide to do the layout yourself, but you can also decide to have someone do this for you, e.g. the printer or a graphic designer. The costs may vary, but count on something between €500 and €1,500, including the design of the front cover. Some experienced and relatively cheap designers are http://www.proefschriftomslag.nl/, http://www.proefschrift-opmaken.nl/ or http://www.studiohoope.com/.
- All MOVE PhD students are required to place the MOVE logo on the spine and the back cover of the final thesis. For the exact guidelines and to download the logo, click here.
- Make sure you know exactly what software you must use for your files so that they arrive in good order.
- Check with the printer of your choice if you have to make the front cover using a particular software package. If you don’t have this package or you don’t know how it works, you will have to find someone who can help you, or alternatively you can pay someone to do it for you. Some printers have templates with standard settings for the cover for various software packages.
- If you make use of standard layout profiles for your thesis, the final process at the printer will go quicker.
- You can place the tables between the text, or alternatively you can put them per chapter after the results and before the discussion.
- You can make your draft layout in the format you want to use for your dissertation, or you can make it in A4 format, which is also the format the reading committee receives. If you supply it in A4 format, the printer will shrink it to the size of your choice. Check in advance that everything is still readable.
• Ask the printer for advice on the width of the margins (or consult their information kit), and check other dissertations
to find out if you have any preferences. Also mirror the margins on the left and right hand side. Sometimes the printer’s
advice on margins is too generous, use your own common sense! (A wider margin means more pages and thus a
higher price!)
• If you do the layout of your thesis per chapter, be sure to check that the settings are identical throughout all chapters (i.e.
that the page numbers appear on the same place, you have the same margin etc.)
• When making PDF files, do NOT use Adobe Writer, but Adobe Distiller. Only when using the last one, your choice of font
is embedded. Do as follows: from Word make a print file via your own postscript printer/print file and then make a print
file using the Adobe Distiller. For this final step you need a file from the printing company, so that you can make use of
their settings. If you lay your thesis out per chapter, make one PDF file with the Adobe Distiller per chapter, thereafter
you can compile the PDFs using Adobe Writer.
• When you have reserved a date for your dissertation, you will be given a final date for when the Beadle must receive
the copies for the library etc., this is approximately 5 weeks prior to your defense. Take this into account when making
the plans for the layout and printing process, if all is well the printer will ask you about this and keep this in mind when
printing.

DELIVERY
Be explicit about the delivery address of the printed theses when you place your order at the print house. Check if they
deliver the batch at the official delivery address for goods, or if they deliver them in person at your office address and room
number. If you have given the print house your private address, there is a chance they might deliver them there, which you
presumably don’t want, so be sure to check which address they use when delivering. In addition, make an additional phone
call to the printer the day prior to delivery, to check if they will be on time and in what time slot you can expect delivery. We
recommend that you give the printer a sticky note with your name and telephone number on, and ask them to stick it to the
delivery. If on that paper you write ‘call … (your name and number) upon delivery,’ very little can go wrong. You won’t be the
first who have experienced that the theses have been delivered a day late or gone missing (delivered, but no one knows
where).

THE PLANNING
Discuss the planning thoroughly with the print house. Most printers need approximately 3 weeks to print your thesis. Some
even need 4 weeks if you send them text files. Print houses usually work at a very tight time schedule. Give them your private
(e-mail) address for correspondence, if your employment contract has expired your e-mail will be closed off without notice at
some stage, and the printer does not take that into account in their planning. Mailing the files including the cover may be a
specific cause for delay – because of their size or extension they may not be let through the VU firewall. The printer’s upload
facility may also be temporarily off line and cause delay. You can of course also set these files on a CD rom/use the regular
mail service/use dropbox or wetransfer; but to be sure – add an extra day if you do this. To be on the safe side, add a couple
of days to the time schedule given by the print house and remember to set off time to go through the whole thesis and check
the proofs. You may only get 48 hours for this, plan it in in advance.

TIPS!
• Ask friends and/or colleagues to all read one chapter each, and ask them to concentrate on the text, layout, tables etc.
• Print houses are often present during the annual ProVU day and often hand out discount vouchers on these occasions.
• Ask for a time planning so that you can make your own schedule. Quite often something happens which may put your
planning off track, keep this in the back of your head when making your own schedule.
• Do not forget to print the MOVE logo on the spine and the back cover of your thesis.
6. DISTRIBUTING/SHIPPING YOUR THESIS

WHO SHOULD RECEIVE YOUR THESIS?

Send a complete copy of our thesis to:

1. The MOVE directorate
   - VUmc department members, (for VUmc PhD students)
   - All HMS professors (for HMS PhD students)
   - ACTA PhD students are given a list of names from the research coordinator at ACTA detailing whom should receive the thesis, among these are all ACTA professors

2. Make your own selection:
   - All staff members who have contributed to the project
   - Consult your (daily) supervisor who else should receive a copy of your thesis:
     - remaining (MOVE) staff
     - (inter)national experts within the area
     - other relevant scientists / contacts within your network

HOW TO DELIVER THE DIGITAL COPY OF YOUR THESIS

You have to supply VU University Amsterdam with a digital copy of your thesis, and to do this you have to sign a license agreement. If you don't sign, you will not be awarded the doctorate. The Beadle will give you the license agreement. To get it, you will have to hand over a complete copy of your thesis. If parts of your thesis have a separate embargo you'll have to make separate agreements. You must return the signed license agreement 8 weeks prior to your thesis defense. Six weeks prior to your thesis defense you have to supply the UBVU with the cover, title page, the Dutch and English language summaries and a copy of the whole thesis in PDF through http://dare.ubvu.vu.nl/. The Beadle will give you a 'promotie-id' with which you can upload your thesis.

At the end of the embargo period you can view the thesis on http://dare.ubvu.vu.nl/

In connection with the licensing agreement, there are three possible scenarios, inform the UBVU per chapter which scenario is applicable for your thesis:

1. You are the sole copyright holder of a chapter. In this case there is nothing hindering the publication of the chapter on the UBVU site, this goes e.g. for BMC papers.

2. You have transferred the copyright for a chapter to a publisher. In that case, check if the publisher allows for the chapter to be published through the UBVU site and how long the embargo period is. You can check the contract with the publisher on http://www.sherpa.ac.uk/romeo/. This site provides an overview of various publishers copyright policies and self-archiving.

3. If you yet have to publish one of the chapters, you can decide yourself what the embargo period should be. According to the license agreement you have to come to an agreement with the publisher on the embargo period when your paper is accepted for publication. Send a copy of the signed agreement with the publisher to the University Library, in connection with the embargo period for the whole thesis.

TIPS!

- Be prepared! Compile the complete mailing list, make and print the invitations to the party, print envelopes and get some help to all this! When everything is ready in the envelopes, call the VU postal service and arrange for them to come and pick up the lot.
- Ensure that the invitations to your defense and party are ready and can be put in at the same time as the rest!
- Ask your colleagues or paranymphs to help you stuff the envelopes with the theses and invitations.
- Send the theses to the ad-hoc committee yourself, don't leave this to the Beadle, as this has often proven less reliable.
- A standard letter from the promoter/Dean of faculty should be attached to the thesis sent to the members of the ad hoc committee.
7. **REIMBURSEMENT OF COSTS**

**DEPARTMENTAL REIMBURSEMENTS**

Some departments and/or professors have a budget to cover costs incurred in connection with the PhD defense. Check whether your promoter/supervisor has any financial reserves for this. You can claim the expenses in the same manner you would claim other expenses. *(For HMS PhD students, this goes through e-finance and must contain the budget number (ordernummer/WBS nummers) of the budget to which the costs should be reimbursed). VUmc/ACTA PhD students should always get the signature of the promoter/supervisor who will bear the costs. All claims should be accompanied with original receipts/invoices which clearly state what costs you have incurred.

ACTA reimburse costs up to a maximum of €2,000,- however, any external funding you get will be deducted from this amount, including the amount you get from the College of Deans (see below). You will get more information on this from the research coordinator at ACTA.

**ADDITIONAL FUNDS**

Once you have sent the manuscript off to the ad hoc committee you can approach additional sponsors for external funding to finance the printing. If you do that at this stage, you can offer your sponsors to have their logo printed on your thesis. Some PhD students have obtained additional funding for this through the Dutch Heart Foundation (Hartstichting), the Kurt Lewin Institute, the Dutch Cancer Society (KWF Kankerbestrijding), The Anna Foundation and/or various pharmaceutical companies. You can also try the Research Professional database *(https://www.researchprofessional.com/institution/34275979/)*, and try to obtain additional funding in this manner. Look through other theses to find out how previous PhD students have gone about this. In the attachments we have added sample letters for sponsor requests. We advise you to initially contact the sponsors by telephone, to find out if your sponsor request has a chance that saves time, although this is not necessary if you have found your sponsors through a thorough search in the Research Professional database.

**VU FUNDS**

All PhD students at VU University Amsterdam receive €500 from the College of Deans to reimburse some of the costs incurred. You will receive information on this from the Beadle when you approach them for a date.

**DEFENSE BONUS**

The CAO (Collective Labour Agreement) for the Dutch academic hospitals, article 17.4.4 states that PhD students who complete their thesis within their employment period can claim an additional bonus payment of €750,-. However, this is only applicable to PhD students with a PhD contract (AiO/OiO) at the VUmc, and is not valid for junior researchers or employees of ACTA or HMS. You can claim this bonus payment by asking your supervisor to complete and sign a form to be found on the P&O VUmc intranet pages.

**TIPS!**

- Approach your sponsors on time, so they can have their company name and logo printed on your thesis.
- Consult the VU/VUmc and the Research Professional websites for additional sponsors.
- Also consult the Scholarshipportal which includes all grants at Nuffic’s Beursopener.
8. THE DEFENSE

THE BEADLE
You can reserve a date for your defense at the Beadle’s office. Keep in mind that the finishing touches for your thesis (the layout, the summary, finding a sponsor etc.) and preparing your defense often takes more time than initially estimated. When you approach the Beadle you will receive a folder with diverse information on the defense procedure, such as:

- The number of theses the Beadle must receive.
- The final date the Beadle must have received the theses.
- A sample title page.
- A card with the maxim/declaration to be used during the defense ceremony.
- The dress code, including a list of names for clothing rental services and names of photographers.
- Order forms for the reception.
- Order form for the VU department of audiovisual services.
- How to write a press release.

PARANYMPHS
The paranymphs (ceremonial assistants) are usually friends, colleagues or family members of the PhD student. The paranymphs may also answer questions from the opposition, although this hardly ever happens, but it is an option. The paranymphs may be given a part at the reception, e.g. to ensure that everything runs smoothly or to take charge of and label the presents.

TRIAL DEFENSE
Arrange a trial defense approximately 2 – 3 weeks ahead of the actual date. Ask your colleagues and (co-)supervisors to read a chapter and to come up with (difficult and inventive) questions. Make sure the opponents in your trial defense all have a different background. Prepare a general introduction (lekenpraatje) and present this to the audience. Pay attention to the style and pace; don’t go too fast, decide whether or not you repeat the questions, don’t be too defensive, keep to the point etc.

Make an appointment with the employees at the audiovisual department to check whether your presentation is readable (check the font size, the contrast, etc.). Also make an appointment for the defense day itself, so you can give them your choice of music and put the presentation on the computer. You may, together with your (co-)promoters in a brainstorm session also want to think of ‘all’ possible questions the opponents may come up with, chapter for chapter. Also look at the comments from the reviewers on your papers, think of questions you have been posed during presentations, comments from the reading committee members on your manuscript and finally check if your opponents have particular subjects they are passionate about etc.

SYMPOSIUM
If you want to organize a symposium in connection with your defense, discuss this well ahead of time with your (co-)promoters. Oftentimes one of the (co-)promoters suggest it themselves. If you have invited foreign opponents for your defense, holding a symposium often makes it more attractive to them, as they can give a presentation themselves. As a PhD student you usually don’t have to present at the symposium.

PHD DEFENSE
The committee that will examine you during your defense is made up of a minimum of 5 members from the reading committee. In addition to this the committee may be broadened with another 2-3 members at the most. Ensure that you know your thesis by heart! Do some research on the opponents, so you know which subjects make them tick and perhaps you get an idea in what directions their questions might head. The ‘zweetkamer/sweat room’ is available on the day of the defense about 30 minutes prior to the start of the ceremony.
The Beadle will arrive about 20 minutes before the start to inform you about the defense protocol. The professor who will chair the defense often gets in touch prior to the defense for an introductory meeting. And finally, try not to be too nervous; after the defense, most PhD students report that it wasn't actually as bad as they thought.

THE RECEPTION
In the information pack you get from the Beadle, there is a form which offers different kinds of standard receptions. Instead of a standard reception, you may want to put together your own individual version. If you want to put the reception together yourself, you can download a form from the VU site, go to http://vu.sodexoeducation.nl/banqueting to get the latest information on what's on offer, what it costs and how to order. Further information is available in the Foodbook on the Sodexo site. Please note that there are two tariffs: one based on self-service (excluding service) and the other where there is someone available to serve the guests (including service). For the self-service reception, the order is delivered at the requested venue and picked up again afterwards. You (or your friends) are expected to make the ordered goods available to the guests and clean up afterwards. For the full service reception you hire personnel to serve at the reception and tidy again afterwards. Some PhD students are informed that only the more expensive option is available to PhD students, so get it in writing/e-mail if you prefer the cheaper option and to avoid any discussion afterwards. When it comes to how much you should order, we advise for coffee and tea: be conservative (there is often a bit extra in the cans), for (non-)alcoholic beverages: order more liberal, you can arrange in advance that you won't be charged for what is returned of unopened bottles and cans. Note that you are free to hold your reception elsewhere on the VU University Campus, the Basket or the Hortus Botanicus are other popular venues.

THE DINNER
It is a tradition to treat your supervisors and family to a dinner on the night of your PhD defense. However, this is not compulsory and you can also choose to have e.g. a buffet where you invite a broader selection (family, friends, supervisors etc.).

THE PARTY
Start looking for a party venue well in advance of your defense, especially if your date falls on a Thursday or Friday. If you have booked the venue before the thesis is sent to the printer, you can print the invitation to the dinner and/or party at the same time and on the invitation (bookmark) you can print the venue for the reception. The bookmarks can be inserted into the theses.

TIPS!
• Organize a symposium in connection with your defense.
• If one of the members of your ad hoc committee comes from abroad, assist him/her in the choice of hotel, flight and advise him/her of any restaurants in Amsterdam you can recommend.
• Start on time to think about whom you will want as your Paranyms.
• Recommended reading: Finished in Four (a book and online project management for PhD students) written by the authors de Bruin and Hertz.
• Remember to think about small gifts for the (co-)promoters, research assistants and perhaps the members of the opposition.
• Make your choice of music that you want to play ahead of the defense, during the break and when your defense is completed.
• If desired – hire a photographer, or ask a friend to make pictures, and if you want, ask the audio visual department if you can have the audio recording of the ceremony.
• Keep in mind that some periods of the year (prior to the summer and Christmas holidays) are popular days to defend a thesis and the availability is limited.
• Prepare answers to ten questions you'd rather not be asked during your defense.
9. WHAT WILL MY TOTAL COSTS BE, ROUGHLY?

You are the one who makes decisions on your expenditures, so you can to some extent control the expenses, but that you will have them is inevitable. Earlier in this booklet you can read up on how you can obtain funds to cover the printing costs. Former PhD-students have given us a rough estimate of how much they spent on various items:

- Thesis: The printing of a thesis may cost somewhere between €2,500 - 3,500. This of course depends on how many you choose to print and whether you use a graphic designer for your layout.
- Clothing: €150 – 450.
- Reception: €350 – 700.
- Dinner: €20 - 40 per head.
- Party: €1,200 - 4,500.

TAX

The costs you incur in connection with your PhD defense are deductible from your tax return as training and education costs, as your PhD degree improves your financial and economic position. The costs incurred in connection with the defense are also deductible, e.g. the rental costs for the apparel for yourself and/or the paranymps or the costs for the reception. For more information on this, please visit the site of the Dutch Tax administration (Beloastingdienst) and the Promotiewijzer from Maastricht University.

10. GENERAL ADVICE

- Plan a vacation for yourself, also during the busier periods.
- Send your introduction, discussion and English language summary to a native speaker for a language check.
- Always keep a keen eye on the planning, especially in the final year.
- Remember that the responsibility for producing final reports for the grant provider is the responsibility of the project leader, just as s/he has the responsibility for any progress reports. The PhD student contributes to these reports but does hold final responsibility.
- If you have a personal budget (you should be able to see this from your salary slip), make sure to spend the whole budget before your employment contract terminates, otherwise it will expire (with the exception if you terminate your employment contract with the VUmc to go to work at another UMC, in that case you may take the personal budget with you). Please note: if you are an employee of VU University Amsterdam, you do not have a personal budget.

11. YOUR DEGREE IN THE POCKET – AND THEN WHAT?

Well done! You have printed your theses, distributed and defended it. The reception and the party have both taken place. Congratulations, you have your PhD degree! And now?

Hopefully you have spent time thinking about this during your period as a PhD student. Perhaps you even have taken certain steps to continue your career, either inside or outside academia. Perhaps even your (co-)promoter has assisted you in this. But perhaps not, and now you have no idea on how to take it from here.

To prevent you becoming disillusioned and perhaps end up unemployed, or end up accepting a job outside academia while your supervisors would have preferred you to continue within academia, we recommend you to start thinking about what you want to do when you have obtained your degree, at the beginning of your final year, at the latest. We advise you to also discuss this with your supervisors. How do they see your possibilities? And if you don't aspire to a career in academia, what kind of suitable work is available outside academia? Are you aware of all the knowledge and skills you possess? Do you know what expertise you have developed, perhaps unnoticed, during your PhD trajectory? And do you know what industry will ask of you if you decide to continue your career there?
You don’t have to stand alone in this search process. As previously mentioned, you should be able to discuss this with your (co-)supervisors and your fellow PhD students. But there is more. Both VUmc and VU University Amsterdam offer various tools in your search process. ProVU organize various activities, e.g. the career days, the VUmc Amstel Academie offer training courses especially aimed at PhD students and you can make an appointment with the career track coaches for both specific questions or more general career track training sessions.

**CAREER TRACK ORIENTATION**

As a VUmc/VU or ACTA employee you are entitled to career track guidance. Get in touch with the career track center at your faculty, they should be able to help you further. Also visit the Career track information site and the Amstel Academie which is especially aimed at VUmc employees. During a career track course you will be asked to carry out various tasks, such as to have network conversations and to look for suitable vacancies. They will teach you skills and help you find a new job, either outside or inside academia. And a nice little detail; this orientation course shouldn’t cost you or your department anything!

The career track center can also be of assistance if you know what you want. The center can help you approach the labour market, compile your CV, how to use your network and apply for jobs. For more information please visit the VU University course calendar (you need a VU net ID to log in).

**RELEVANT COURSES AT THE AMSTEL ACADEMIE**

The Amstel Academie offers various courses on career track orientation, a selection of these can be found at the Amstel Academie website. Please note that the courses held at the Amstel Academie are primarily aimed at employees of (academic) hospitals.

**HOW DO YOU FINANCE THE CAREER TRACK ACTIVITIES?**

Discuss with your (co-)supervisors whether the costs can be charged to the project or departmental budget. Some PhD students also have a personal budget they can use. And if nothing is available, you can always invest in your own future yourself!

Our advice is not to leave the career questions to your final day, discuss it with colleagues and make use of the possibilities on offer.
ATTACHMENTS
You can find samples of both the new and old version of the Doctorate regulations valid for all PhD students at VU University Amsterdam here: [here](#).

Be sure you consult the correct version!
NFU GUIDELINES FOR PHD TRACKS IN BIOMEDICAL SCIENCES IN THE NETHERLANDS

Joint guidelines of the Graduate Schools of the Dutch University Medical Centres (UMCs) on the PhD thesis, the PhD project, and the education of PhD students

Together, the eight Dutch UMCs together deliver more than 1,000 successfully defended PhD theses each year, perceived to be of high scientific quality according to international standards. The importance of maintaining and consolidating this position is obvious and the UMC Graduate Schools have decided to collaborate to achieve this.

The Organisation of PhD Education in Biomedicine and Health Sciences in the European System (ORPHEUS) has developed guidelines for European medical and biomedical PhD tracks since 2004. In 2009, ORPHEUS published a Position Paper, titled ‘Towards Standards for PhD Education in Biomedicine and Health Sciences’. Several UMC Graduate Schools are members of ORPHEUS.

The Dutch UMC Medical Schools have developed guidelines, inspired by the process in Orpheus. The recommendations are explicitly presented as guidelines. Substantiated deviation from the guidelines is possible, and the autonomy of the UMCs and the existing diversity amongst the Graduate Schools must be respected. The UMC believe that these guidelines can contribute to the development and harmonisation of explicit quality standards for the doctorate level academic education, to the benefit of present and future PhD students, PhD supervisors and Graduate Schools.

The deans of the UMCs agreed on the resulting ‘NFU guidelines for PhD tracks’ in their meeting on October 15, 2011. The NFU ‘Guidelines for PhD tracks’ will be revised and updated every three years, in order to keep track with international developments and changes.

Below, the NFU guidelines are presented, and compared to the ORPHEUS standards.

Guideline for the number of papers in a PhD thesis
An approved manuscript contains at least 3 to 5 papers, of which 2 to 3 are published or accepted with the PhD student as first author, and of which at least 2 are or will be published in journals with a medium to high impact factor in the research field of the discipline.

Comment: The final approval of a PhD thesis is an individual decision of the doctoral committee. The current guideline intends to provide a lower limit, taking into account the diversity between UMCs and disciplines. It also provides an indication for what is considered reasonable and helps to prevent unintended inflation of the requirements for a PhD thesis. ORPHEUS: “…, it is recommended that the benchmark for a PhD thesis in biomedicine and health sciences should be the equivalent of three in extenso peer-reviewed papers published in internationally recognised journals.”

The UMC Graduate Schools further accentuate this guideline.

Guideline for the length of a PhD track
The length of a PhD track equals 3-4 years of full time research work.

Comment: A standard research trainee (‘OiO’) employment of 4 years serves as a model for the PhD track duration. The national and international tendency to reduce the PhD track to three years, with a preparation year in a research master, is not generally approved by the Dutch UMCs. On the other hand, the UMCs also do not favour an extension of the PhD track duration. A tenure track application should be separated from the PhD track.
The requirements for clinical and preclinical PhD tracks are similar, although a clinical PhD track might be combined with medical specialist training. Assuming that a PhD student performs other tasks as well, the equivalent of 3-4 years of research work plus doctoral education is the basic principle for all PhD tracks.

**ORPHEUS:** “PhD programmes normally have a duration of 3-4 years full time commitment.”

**Guideline for the training of PhD students**

The doctorate level academic training programme equals 20 to 30 EC (ECTS) and may consist of acquiring specific academic (discipline specific) skills, general scientific skills and transferrable skills, as well as attending scientific conferences, seminars and master classes, participation in retreats and journal clubs, and other activities contributing to the doctorate level academic education of PhD students as highly qualified future researchers and professionals in an international context.

**Comment:** A legal outline plan for PhD students’ education does not exist. Doctoral education is mainly training-on-the-job. Next to this, all Graduate Schools offer a PhD course programme.

The current guideline offers an indication for the scope and extent of the doctorate level academic education programme.

**ORPHEUS:** “It is recommended that the course programme is formalised and limited to about 6 months (~30 ECTS-points) of the total PhD programme.”

The UMC Graduate Schools accept a more flexible guideline of 20-30 EC. With respect to the content of the PhD education, the UMC guidelines agree with ORPHEUS.

**Guideline for propositions added to the PhD thesis**

Propositions should be added to the PhD thesis. This expression of academic intellect is viewed as the key stone of the PhD track.

**Comment:** The current guideline expresses a strong preference for adding propositions to the PhD thesis. Depending of the specific University’s Doctorate Regulations, a PhD student may be compelled to add propositions to the PhD thesis.

**ORPHEUS** has no guideline on this subject.

**Guideline for including the portfolio in PhD thesis**

All PhD courses followed and other activities that form part of the education should be included in the PhD thesis, with the competences achieved.

**Comment:** Since the status and content of the doctorate level academic education are not generally established in rules, it is important to display the PhD student’s education. Including the portfolio in the PhD thesis will give doctoral education a more prominent role in the PhD track. The PhD student and the PhD supervisor together are responsible for displaying the portfolio correctly.

**ORPHEUS** has no guideline on this subject.
Generic final achievement standards for a doctorate

The final achievement standards for a doctorate are adopted from the VSNU Position Paper ‘Hora est!’ (2004).

- The successful candidate has made an original contribution to academic research of a quality which in stands up to peer review at the level usual in the Netherlands;
- The successful candidate has demonstrated their ability to apply the academic methods used in the discipline concerned for developing, interpreting and putting into practice new knowledge;
- The successful candidate has acquired and worked with a substantial body of knowledge which, at the very least, embraces the principles and methods of international academic practice and of theorisation, methodology and study in the discipline concerned;
- The successful candidate possesses the ability to design and implement a substantial project for the purpose of developing new knowledge;
- The successful candidate is able to communicate knowledge and methods pertaining to their discipline or specialism in an effective way;
- The successful candidate is able to exercise social responsibility in conducting, applying and making use of their own research.

We added another final achievement standard for biomedical PhD tracks.

- The successful candidate communicates his research and its results through publications in internationally recognised, peer reviewed journals.

Comment: Doctorate graduation is the third phase and finalization of academic education. The PhD thesis is the legally required test of a successful development into an independent academic researcher. The generic final achievement standards specify in more detail the required level of doctorate graduation and clarify expectations. Academic uniformity is ensured by adopting the VSNU standards.

The VSNU standards do not mention any requirements about publications. In the field of biomedical research, it is common practice to publish research in journals. For sake of clarity, we added this standard.

ORPHEUS has no guideline on this subject.

October 2011
The form I which was used up until 31st December 2014, is no longer valid unless it was signed by the dean and submitted to the Beadle before January 1st 2015.

The new Form 1 can be found here: VU Intranet (unfortunately not accessible for VUmc employees). A sample copy of the form can be found here: Form 1 or by visiting this link (freely accessible).

VUmc employees can access the new form through this link: VUmc intranet.
The VUmc Medical Centre had their own form 1 prior to January 1st 2015, but with the introduction of the new Doctorate regulations has this become superfluous as per January 2015.

VUmc employees can access the new Form 1 through the VUmc Intranet.
Amsterdam, <datum>

Betreft: Financiële bijdrage ten bate van drukkosten proefschrift

Op <voorlopige promotiedatum> zal ik promoveren aan de Faculteit der <naam faculteit> van de VU te Amsterdam, op proefschrift getiteld: "<titel proefschrift>.

Dit onderzoek is uitgevoerd onder leiding van de personen <naam> en <naam> en co-promotor <naam>. <beschrijf kort doel onderzoek en resultaten>

Hierbij wil ik <naam_instelling> vragen, mede namens mijn promotoren, om een deel van de drukkosten van het proefschrift te sponsoren. Als tegenprestatie wordt <naam_instelling> vermeld in het proefschrift en krijgt u twee exemplaren van het proefschrift toegestuurd.

Hopende op een positieve reactie.

Met vriendelijke groet en hoogachting,
mede namens mij (co)promotoren,

<naam>

<contactgegevens>
De hooggeleerde heer/mevrouw
Prof. dr. <naam decaan>
<adres>

Betreft: Instelling beoordelingscommissie
Gedachte decaan,

Bijgaand ontvangt u een voorstel voor de ad hoc beoordelingscommissie voor het prefschrift van drs. … Het voorstel voldoet aan de criteria van de in december 2002 vastgelegde promotieregeling Faculteit der <naam faculteit>.

Gaarne ontvang ik van u het besluit van instelling van de commissie, waarvan ik aanneem dat ook de andere leden een afschrift zullen ontvangen.

Met vriendelijke groet,

_______________, promotor
Cc. ____________, copromotor
cc. ______________, promovenda

Bijlage: Lijst met ad hoc beoordelingscommissie

Voorbeeld invullijst beoordelingscommissie op:
VUmc Intranet
Thesis Proposal
Working title:
PhD candidate:
Promoters:
Copromoters:

Proposed members for the reading committee
…..
…..
…..
…..
…..

Chapter Overview
Chapter 1
General introduction

Chapter 2
Title: xxx
Authors: List names,
Status: Published in Journal of xxx.
Abstract: ...

Chapter 3
Title: xxx
Authors: List names.
Status: Published in Journal of xxx.
Abstract: ...

Chapter 4
Title: xxxx
Authors: List names.
Status: Published in Journal of xxx.
Abstract: ...

Chapter 5
Title: xxx
Authors: List names
Status: In press in xxx.
Abstract: ...

Chapter 6
Title: xxx
Authors: List names
Status: In preparation
Abstract: ...

Chapter 7
Epilogue
Geachte collega,

Als decaan en voorzitter van de promotiecommissie van de faculteit der _____ dank ik u hartelijk voor uw toezegging om plaats te willen nemen in de leescommissie voor het proefschrift van Drs. _____ van ____. De (werk)titel van zijn dissertatie, dat u door de promotor zal worden toegezonden, is Recovery of __________. De promotor is Prof.dr. _______ en de copromotoren zijn prof.dr. _________ en Dr. __________.

De volledige samenstelling van de leescommissie is als volgt:

.....
.....
.....
.....
.....
.....

De leescommissie heeft tot taak het kwalitatief beoordelen van het proefschrift. De leescommissie bestaat behalve de promotor, die de commissie voorzit, uit ten minste vier leden.

Volgens het promotiereglement van de Vrije Universiteit Amsterdam, dient u bij aanvaarding van zitting in de leescommissie, binnen 30 dagen na ontvangst van het te beoordelen proefschrift schriftelijk advies uit te brengen aan de promotiecommissie in de persoon van de promotor. Het staat de leden van de leescommissie vrij hun oordeel vergezeld te doen gaan van suggesties en/of aanbevelingen. De promotor zal de promovendus dan in overweging geven zijn proefschrift overeenkomstig deze aanbevelingen aan te passen. Echter uw toestemming om het proefschrift toe te laten tot verdediging kan niet afhankelijk worden gesteld van door de promovendus aan te brengen veranderingen.

De promotor zal u over de gang van zaken bij promoties aan de Vrije Universiteit alle gewenste inlichtingen kunnen verschaffen. U vindt het Promotiereglement Vrije Universiteit op www.vu.nl -> onderzoek -> promoveren -> promovendi -> promotiereglement.

Ten slotte wordt u uitgenodigd om als lid van de promotiecommissie aanwezig te zijn bij de verdediging van het proefschrift door de promovendus. Gedurende deze bijeenkomst wordt u geacht als opponent de promovendus te ondervragen. Datum en tijd van de promotie zal in overleg met u worden bepaald.

Hoogachtend, en met vriendelijke groet,

Decaan Faculteit der __________
Dear Professor ________,

As Dean and Chair of the Doctorate Examination Committee of the Faculty _________ of VU University Amsterdam, I am very grateful that you have indicated your willingness to serve as a member of the Thesis Committee for the doctoral thesis of ms. X. (Xxd) Wxxx M.Sc. The (working) title of her dissertation is Physical capacity and …. The supervisors are Prof. ______ and Prof. ______, while __________ PhD acts as co-supervisor.

The Thesis Committee comprises the following members:

…..
…. 
…..
…..
…..
…..

Your main task as a member of the committee is to read the manuscript and to indicate whether in your view it makes a sufficient contribution to justify the award of the doctorate. This can be a very brief, formal statement. The reading committee has at least four members in addition to the supervisor who chairs the committee. In accordance with the Doctorate Regulations of VU University Amsterdam, you are asked to inform the supervisor (email@vu.nl) of your judgment in writing within 30 days of receipt of the manuscript. If the committee approves the thesis, the candidate will be admitted to the public defense. At that stage the award of the doctorate is in effect already beyond doubt.

The supervisor will be able to provide you with all the relevant information about the course of events for Doctor's degrees at VU University Amsterdam. The Doctorate Regulations of VU University Amsterdam are published on the internet: www.vuamsterdam.com -> research -> PhD doctoral ->obtaining a PhD at VU University Amsterdam -> doctorate regulations. (You can also access the doctorate regulations directly.)

You will receive the manuscript directly from the supervisor. In addition to your judgement on the quality of the thesis, should you want to send comments to improve the manuscript this would be most welcome. The supervisor will encourage the candidate to revise the thesis accordingly if time permits. I should point out that your approval cannot be conditional on changes to be made by the candidate.

Finally, as a member of the Doctorate Examination Committee you are also invited to take part in the public ceremony at which the thesis is defended and the doctorate is conferred. During that ceremony, you are expected to examine the candidate. Date and time will be scheduled in consultation.

Yours Sincerely,

Dean of Faculty
Naam lid leescommissie: ____________________________________________________________

Formulier, behorende bij de beoordeling van de toelating van de promovendus tot de verdediging van zijn/ haar proefschrift.

Naam promovendus : _________________________________________________________________________________

Titel proefschrift: _________________________________________________________________________________

1. Mate van originaliteit:

2. Wetenschappelijke kwaliteit:

3. Presentatie/ leesbaarheid:

4. Algemeen oordeel:

Conclusie: ondergetekende acht de promovendus we/niet* toelaatbaar tot de verdediging van het proefschrift.

______________________________________________________________________________________________ (plaat en datum) ______________________________________ (handtekening)

*doorhalen wat er niet van toepassing is.
Name member reading committee: __________________________________________________________

Form, as a part of the assessment to allow the PhD student to defend his/ her thesis.

Name PhD student: ______________________________________________________________________

Title thesis:
__________________________________________________________
__________________________________________________________

5. Originality/ innovation:

6. Scientific quality:

7. Presentation/ legibility:

8. Overall assessment:

CONCLUSION: the undersigned advises to allow / not allow* the PhD student to defend the thesis.

_________________________________________   ___________________________________________
(date)        (signature)

*Specify the applicable.
Geachte decaan,

In verband met de verdediging door <naam promovendus> van de dissertatie <titel proefschrift> op de ___dag <datum> om <tijdstip> uur, doe ik u de volgende gegevens toekomen:

Volgorde oppositie:
1. 
2. 
3. 
4. 
5. 

Gegevens van de opponenten:
1. <naam opponent 1>
   leeropdracht:
   functie:
   aan:

2. <naam opponent 2>
   leeropdracht:
   functie:
   aan:

3. <naam opponent 3>
   leeropdracht:
   functie:
   aan:

4. <naam opponent 4>
   leeropdracht:
   functie:
   aan:

5. <naam opponent 5>
   leeropdracht:
   functie:
   aan:

Door promovendus/a zal eest een korte inleiding houden over zijn/ haar proefschrift van maximaal 10 minuten.
Voor alle leden van de commissie zijn vervolgens ongeveer 10 minuten per opponent beschikbaar. Uiteraard zijn de genoemde tijden inclusief de repliek van de promovendus/a.

Ik hoop u zo voldoende te hebben ingelicht.

Met vriendelijke groet,

<naam>, 1e promotor

cc. __________________ 2e promotor
cc. __________________ co-promoter
cc. __________________ promovendus
FORM II

ANNOUNCEMENT OF DECISION FOR ADMISSION TO PHD CEREMONY
IN ACCORDANCE WITH ART. 26 PARAGRAPH 2 OF THE VU DOCTORATE REGULATIONS (VERSION 01-01-2015)

VU University Amsterdam

The Doctorate Board of the Faculty of
hereby declares that the dissertation of
entitled

meets with the approval of the (co-)supervisor(s)

1. supervisor

2. supervisor / co-supervisor*

3. supervisor / co-supervisor*

4. co-supervisor

On the recommendation of the Thesis Committee installed for this purpose, the Doctorate Board has decided to admit the candidate to the PhD ceremony.

Date

Name of Dean or chair of Doctorate Board

Signature

* delete as appropriate
PROPOSAL REGARDING ADDITION OF OTHER PEOPLE TO THE DOCTORATE BOARD

IN ACCORDANCE WITH ARTICLE 14 PARAGRAPH 9 AND PROCEDURAL REGULATION 6 OF THE VU DOCTORATE REGULATIONS

1. Surname, initials, title
   Area of expertise

2. Surname, initials, title
   Area of expertise

3. Surname, initials, title
   Area of expertise

4. Surname, initials, title
   Area of expertise

5. Surname, initials, title
   Area of expertise
Amsterdam, <datum>

Betreft: Proefschrift

Beste heer, mevrouw,

Bijgaand vindt u mijn proefschrift "<titel proefschrift>".

Ik wens u veel plezier met het lezen van het proefschrift en hoop u te zien bij mijn promotie op <datum> om <tijdstip> in de <locatie> van de Vrije Universiteit, te Amsterdam.

Voor vragen en/of opmerkingen kunt u via onderstaande gegevens contact opnemen.

Met vriendelijke groet,

<naam>

/contactgegevens>
Geachte decaan,

In verband met de verdediging door <naam promovendus> van de dissertatie <titel proefschrift> op de maandag <datum> om <tijdstip> uur, doe ik u de volgende gegevens toekomen:

Volgorde oppositie:
1.
2.
3.
4.
5.

Gegevens van de opponenten:
1. <naamopponent 1>
   leeropdracht:
   functie:
   aan:
2. <naamopponent 2>
   leeropdracht:
   functie:
   aan:
3. <naamopponent 3>
   leeropdracht:
   functie:
   aan:
4. <naamopponent 4>
   leeropdracht:
   functie:
   aan:
5. <naamopponent 5>
   leeropdracht:
   functie:
   aan:

Door promovendus/a zal eest een korte inleiding houden over zijn/ haar proefschrift van maximaal 10 minuten.

Voor alle leden van de commissie zijn vervolgens ongeveer 10 minuten per opponent beschikbaar. Uiteraard zijn de genoemde tijden inclusief de repliek van de promovendus/a.

Ik hoop u zo voldoende te hebben ingelicht.

Met vriendelijke groet,

<naam>, 1e promotor
cc. .................. 2e promotor
cc. .................. co-promotor
cc. .................. promovendus

Er staat nog een voorbeeldbrief op VUmc intranet.
Geachte college,

Bijgaand vindt u een exemplaar van het proefschrift van MSc. …………………………….
De titel luidt "………………………………………"

Het doet mij genoegen u te kunnen mededelen dat de beoordelingscommissie unaniem van mening is dat het proefschrift voldoet aan de eisen die gesteld mogen worden aan de toekenning van de doctoraat.

Wellicht ten overvloede, wil ik herinneren aan uw deelname aan de oppositie tijden de promotie op ……… om ……. uur in de Vrije Universiteit. De promovendus zal eerst een korte inleiding (max. 10 minuten) houden over haar proefschrift. Vervolgens is voor de oppositie ongeveer 10 minuten uitgetrokken per lid van de commissie. Uiteraard is genoemde tijd inclusief repliek van de promovendus. Met betrekking tot de volgorde van oppositie wil ik het volgde voorstellen:

1. Prof. dr. ………
2. Prof. dr. ………
3. Prof. dr. ………
4. Prof. dr. ………
5. Prof. dr. ………

De promotie zal plaatsvinden in de aula van de Vrije Universiteit. U wordt vriendelijk verzocht om een half uur voor de aanvang (dus om …….. uur) aanwezig te zijn in de Forumzaal, kamernummer 2D-02.

Voor gasten van buiten de Vrije Universiteit: de Togakamer vindt u recht in de hal van het Auditorium (1e verdieping). Alle genoemde ruimten bevinden zich in het hoofdgebouw van de Vrije Universiteit, De Boelelaan 1105, Amsterdam.

Teneinde dubbels te voorkomen en waar nodig de vragen op elkaar af te kunnen stemmen, zal ik enkele dagen voor de promotie nog telefonisch contact met u opnemen.

Met vriendelijke groet, mede namens de 2e promotor, co-promotor en kandidaat,

<naam>, 1e promotor

dd. …………………………, 2e promotor
dd. …………………………, co-promotor
cc. …………………………, promovendus
Dear colleague,

It is my pleasure to herewith present you a copy the thesis “………..”

I would like to take this opportunity to inform you in the procedures during the official ceremony, in which you agreed to participate. The ceremony on …….. will start at ……..

Mr./ Ms. …….. Will first give a short introduction to his/ her thesis (max. 10 minutes), after which 10 minutes will be reserved for your opposition. Subsequently, the other members of the committee will be allowed approx. 8 minutes each to present their opposition. This time schedule, of course, includes replies from the defendant. I would suggest the following order of opposition:

1. 
2. 
3. 
4. 
5. 
6. 

The ceremony will take place in the Aula of the main building of the VU University Amsterdam, De Boelelaan 1117, Amsterdam.

All members of the opposition are requested to be present half an hour before the start of the ceremony (at1.15) at the Forum Room, 2D-02.

Looking forward to seeing you,

With kind regards,

<name>, 1st promoter

cc. Dr. …., copromoter

cc. Dr. …., co-promoter

cc. …….., candidate
11:15 / 13:15 / 15:15

- The PhD student and paranymphs will go to the “sweat room” and around 11.25 / 13:25 / 15:25 the register/ beadle will come in to give an explanation about the ceremony.
- An employee of audiovisual services comes in to check if everything works ok.
- In the meantime your audience arrives.

Around 11:40 / 13:40 / 15:40

- The register/ beadle will take the PhD student to the council (closed meeting). Here, the chairman, the supervisory committee (your promoters and co-supervisors) and the opponents are present and the PhD student will have a brief conversation with them.
- Next, the PhD student and paranymphs are directed outside to stand in procession in the hallway.

11:45 / 13:45 / 15:45

- Together with the resister/ beadle, chairman, supervisory committee and the opponents the candidate will walk in procession into the auditorium.
- Audience in the auditorium will stand up and when procession arrives.
- The candidate and paranymphs will turn left and go with the Registrar to the stage. The others will sit on the side, with the exception of the chairman.
- The chairman gestures that everyone can sit down again.
- The chairman invites the candidate to give a ‘layman’s presentation (takes about 10 minutes).


- Supervisory committee and opponents take place on the stage.
- The candidate speaks official formula prior to defense.
- Start defense.

12:45 / 14:45 / 16:45

- Register/ beadle enters trough the aisle.
- Register/ beadle interrupts the defense with the words “hora est”.
- The candidate speaks another official formula.
- Together with the supervisory committee and the opponents the candidate walks in procession through the aisle (candidate is last).

12:45 to 12:55 hours/ 14:45 to 14:55/ 16:45 to 16:55 hours
Based on the doctorate regulations valid for PhD students who started before January 1st 2015