

Overview of the procedure leading to the public defence of a PhD thesis

An overview follows of the steps in the formal procedure which ends in the public defence of the PhD thesis. It is based on the [PhD regulations 14 Sept 2023](#) established by the Board for Doctoral Promotions.

Step	Who	Action
1a	PhD candidate	writes, under guidance of a supervisor, a dissertation with character, content and size conform Article 16 . After approval of the dissertation by the supervisor, the PhD candidate logs on to Converis. Click on Graduations in the menu on the left and choose Supervisionplans. Your name will appear, click on Edit . Go to the second tab (Annual meetings and activities) and check if the title of your research is correct, change the title if necessary.
1b	Graduate School Office (GSO)	Checks in Converis whether the PhD candidate can be admitted to the PhD defence procedure and sets the status to the next one.
2a	Supervisor	sends the digital version of the dissertation to the Brightspace department (j.j.leijen@law.leidenuniv.nl) asking them to review the dissertation by the plagiarism program.
2b	Supervisor	will discuss the results of the plagiarism report with the PhD candidate.
3	Supervisor	Asks a Leiden Professor to be the Secretary of the Doctorate Committee and inquires whether the other members are available.
4a	Supervisor	logs on to Converis and answers the question concerning plagiarism, and uploads the Plagiarism report. Approves the manuscript in Converis conform Article 13 and uploads the 'Declaration supervisor approval manuscript form' (received from the GSO) and a Datamanagement Plan. You need to combine both documents because in Converis there is only 1 upload button.
4b	Supervisor	inserts the names of the members of the PhD Committee into Converis. Leiden members are easily found in the database. For external members, it may be useful to consult Belinda Helder (071 527 5200) for assistance. When all the names are entered in Converis, click on Save & Close in order to set the status to the next one and click on Done . A proposal for the composition of the PhD Committee must meet the following requirements (see Article 22 and 23 of the PhD Regulations). He or she also sends the e-mail addresses of all members of the PhD Committee to Promoties@law.leidenuniv.nl .
4c	Dean	Gives approval in Converis for this PhD Committee.
5a	GSO	sends the members of the PhD Committee, via e-mail, the letter of the Dean regarding the composition of the PhD Committee with the supervisor/PhD candidate/Dean in CC. The Secretary receives from the GSO the manuscript and a letter with tasks for the Secretary. (see also 5b)
5b	Secretary of the PhD committee	sends all members the manuscript and information about their assessment and mentions the deadline when their comments need to be received. The Secretary monitors this procedure and sends a reminder if necessary. (see Article 24 of the PhD Regulations)
6	Members of the PhD Committee	sends, within 6 weeks, the secretary of the PhD committee a motivation to the question of whether the PhD thesis meets the requirements set, by using the assessment form (see Article 24 of the PhD Regulations).
7	Secretary of the PhD committee	starts, if applicable, (at least 10 weeks before date of the PhD defence) the procedure to award the doctorate "with distinction"(cum laude)(see Article 32 of the PhD Regulations).
8a	Secretary of the PhD committee	follows the steps described in the letter regarding the tasks of the secretary. In case of unanimous approval, upload all assessments of the members of the Committee into Converis and confirm this. Click on Save & Close in order to set the status to the next one and click on Done .
8b	Dean	reads the assessments of the committee and (dis)approves this in Converis.
9	GSO	Sends, after approval of the Dean, the PhD candidate appendix C with the Beadle's office/supervisor/CvP in cc.
10	PhD candidate	(after receipt of appendix C) can now set a date and time for the PhD defence by submitting appendix F to the Registrar's office (Beadle). (see art.25 the PhD Regulations . You can contact the Beadle's office, Rapenburg 73 in Leiden. Tel. 00 31 71 527 7211.

11	PhD candidate	finds by himself a publisher or a printer who will multiply your dissertation. If the PhD candidate decides to have his dissertation be published in the Meijers series please contact the Department of Research via promoties@law.leidenuniv.nl For more information see link .
12a	PhD candidate	sends, per e-mail , 12 weeks before the PhD defence the preliminary and closing matter and the propositions to the Dean for her assessment to Promoties@law.leidenuniv.nl . The information should comprise: (see art. 19) <ul style="list-style-type: none"> - front cover (and back cover in case the thesis will be part of the Meijers reeks edited by the department of Research) - front and rear of title page (please mention the name of the not “Leiden” Universities from the members of the doctoral thesis committee) - table of contents - Short Summary of 3 to 5 pages. If the dissertation is written in English, a translation of the title and a summary in Dutch should be included. (Article 18) If the dissertation is written in Dutch, a translation of the title and a summary in English should be included. - Curriculum vitae (art.19) - Propositions (4 related to the thesis, 4 related to the research field of the subject along with a maximum of 4 propositions chosen by the doctoral candidate (Article 15) - (if applicable) preface or epilogue or acknowledgements (Article 19) (max 800 words) - (if applicable) a dedication - (if applicable) a quote/motto <p>You can find the above mentioned Articles in the PhD Regulations.</p>
12b	GSO/PhD candidate	At this moment the GSO will take care of this step: uploads after approval of the Dean the preliminary and closing matter and the propositions into Converis and clicks on Save & Close in order to set the status to the next one and click on Done .
12c	Dean	gives approval in Converis clicks on Save & Close in order to set the status to the next one and click on Done .
13	PhD candidate	-at least 8 weeks before the PhD defence you should have filled in the online form to announce your thesis Defense. Your PhD defence, will be announced on the university website and on the Leiden Law School website as well.
14a	PhD candidate	has the PhD thesis printed. (The minimum number of copies needed for the Defence is 24.
14b	PhD candidate	takes care of sending a copy of the dissertation to the members of the promotion- and opposition committee and anyone interested.
14c	PhD candidate or ask the Secretary of the supervisor for assistance	supplies, at least 3 weeks before the PhD defence, 2 copies of the dissertation and propositions to the Registrar’s Office. (Beadle) supplies 6 copies to the department of Research, Leiden Law School, Steenschuur 25, room B420, 2311 ES, Leiden. supplies 4 copies to the University Library, Einsteinweg 2, 2333 CC Leiden.(Van Steenis Building) The candidate will receive a compensation of € 500, to be paid by the University library after receiving these four printed copies of the thesis, a digital copy of the thesis and the signed license for non-exclusive publication of the thesis in digital form. More information .
15	Supervisor	uploads at least 3 weeks before the PhD Defence the names for the composition of the opposition committee in Converis. Names of the members of the PhD committee are already filled in. Names of extra members have to be added. Afterwards, click on Save & Close in order to set the status to the next one and click on Done . the supervisor is responsible for the composition of the opposition committee. The opposition committee must meet the following requirements (Article 27 and 28) (N.B. the supervisor will not let the decision be taken by the PhD candidate).
16	The PhD defense	More information about the PhD defense can be found on the website . The following dress code applies: Leiden professors: official university gown; clothing to be worn under official gowns: gentlemen: white shirt, black tie, black shoes; ladies: dark clothing, white blouse, black shoes.

		<p>Foreign professors: official gown of the university of their appointment; however, there is a possibility to be lent a gown from Leiden University; dress code for Leiden applies.</p> <p>Other invited guests: gentlemen: dark suit, white shirt, matching tie, black shoes; ladies: clothing appropriate to the nature of the ceremony.</p>
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The contact persons at the department of Research are: mrs. Belinda Helder and in her absence mrs. Mieke van Barneveld.
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