

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

This overview follows the steps in the formal procedure which ends in the public defence of the PhD thesis. It is based on the [PhD regulations](#) of 1 September 2024, established by the Doctorate Board.

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	Supervisor	Informs the Graduate School that a dissertation is forthcoming and provide the correct title.
1c	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. Also sends an email to the supervisor about all the steps that need to be taken (see steps 2, 3, and 4).
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.
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 GSO (promoties@law.leidenuniv.nl) for assistance. Please, provide the titles, exact names, university, and email address. When all the names are entered in Converis, click on Save & Close in order to set the status to the next one (doctorate committee to be checked by GSO) and click on Done . A proposal for the composition of the PhD Committee must meet the following requirements (see Article 23 and 24 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 , together with the DMP and dissertation. We would also like to know whether it is a monograph or a dissertation based on articles.
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 25 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 25 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 33 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 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 and upload the letter into Converis.
10	PhD candidate	(After receipt of appendix C) can set a date and time for the PhD defence by submitting appendix F to the Registrar’s office (Beadle). (see art.26 the PhD Regulations). You will receive the link to the program via 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 GSO via promoties@law.leidenuniv.nl . For more information see link .
12a	PhD candidate	<p>Sends, per e-mail, 12 weeks before the PhD defence and with the approval of the supervisor the preliminary and closing matter and the propositions to the Dean for her assessment to Promoties@law.leidenuniv.nl.</p> <p>The information should comprise: (see art. 19)</p> <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>All of this in one Word document.</p> <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 to set the status to the next one and click on Done .

12c	Dean	Gives approval in Converis clicks on Save & Close 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 Defense. Your PhD defense, will be announced on the university website and on the Leiden Law School website as well.
14a	PhD candidate	Has the PhD thesis printed (minimum number of copies needed for the Defence is 12).
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 Beadles Office. Supplies 2 copies to the University Library, Einsteinweg 2, 2333 CC Leiden (Van Steenis Building). Supplies 2 copies to the department of Research, Leiden Law School, Steenschuur 25, room B422, 2311 ES, Leiden. The Department of Research of Leiden Law School reimburses a maximum amount of €1,150 for the printing costs . More Information .
15	Supervisor	Uploads at least 4 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 must be added. Afterwards, click on Save & Close 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 28 and 29) (N.B. the supervisor will not let the decision be taken by the PhD candidate).
16	GSO	Checks the opposition committee in Converis and forwards the status for approval by the dean.
17	Dean	Gives approval in Converis clicks on Save & Close to set the status to the next one and click on Done .
18	GSO	Sends the convocation to the members of the opposition committee and informs the supervisors about the PhD defense.
19	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. 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. Other invited guests: gentlemen: dark suit, white shirt, matching tie, black shoes; ladies: clothing appropriate to the nature of the ceremony. Those who are not professors will also be allowed to wear academic dress from 1 January 2024.

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