

PROMOTOR  
APPROVES  
MANUSCRIPT

## MANUSCRIPT SENT TO THESIS COMMITTEE

## AFTER MANUSCRIPT IS APPROVED

## FINAL PREPARATIONS

MANUSCRIPT  
IS APPROVED

DEFENCE

5-6 MONTHS

1

Supervisor files a request for appointment of doctoral thesis committee with the Dean of the Faculty.

Request sent on:

HORA EST

2

Dean of the Faculty appoints, together with the (co-)supervisors, the doctoral thesis committee.

Committee members:

1

WITHIN 5 WEEKS OF RECEIVING MANUSCRIPT

Doctoral thesis committee provides positive or negative judgement to the Dean of the Faculty and the supervisor.

Date of judgement:

HORA EST

2

Dean of the Faculty confirms that both the committee and the supervisor agree on approving the thesis.

HORA EST

3

Supervisor informs you of the outcome in writing.

Date of receiving letter:

1

WITHIN 5 WEEKS OF RECEIVING MANUSCRIPT

Set a date for public defence with the Beadle (pedel).

Date of defence:

2

Get approval for the title page from the Beadle.

Date of approval :

3

AT LEAST 8 WEEKS BEFORE DEFENCE

Supervisor proposes the members of the Doctoral Examination Board to the Dean of the Faculty.

Board members:

HORA EST

1

AT LEAST 8 WEEKS BEFORE DEFENCE

Finalize your thesis

- Lay-out
- Summary
- Colofon
- Cover
- Acknowledgements
- Propositions (optional)

Finalized on:

2

Submit thesis to printer.

Date of submission:

3

AT LEAST 1 MONTH BEFORE DEFENCE

Set up an appointment with the Beadle to hand in 15 copies of your thesis and to discuss final topics about your defence, i.e. protocol and main language.

Date of submission :

4

AT LEAST 1 MONTH BEFORE DEFENCE

Also distribute your thesis to:

- Printed copies to the members of the Doctoral Examination Board
- Printed copies to the designated professors (decided by Beadle)
- A digital copy to University library (Radboud repository)

Date of distribution:

Notes:

DATE OF  
DEFENCE

## CHECKLIST FOR THE DAY OF YOUR DEFENCE

- ☐ Who are your paranympths?
- ☐ Find a party location!
- ☐ Make arrangements for the reception at the University
- ☐ Order/buy the clothes you want to wear during your defence
- ☐ Arrange a photographer, video recording etc.
- ☐ .....
- ☐ .....
- ☐ .....

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Finally, after all those years of hard work you're ready to take those final steps towards your doctorate! As the last few months of your PhD can be quite hectic and stressful, we have tried to make it a bit easier for you by creating this timeline. It includes all steps that need to be taken in order to get to your defence, starting from the moment your supervisor approves your manuscript up until the big day itself! It is meant as a reference guide to help you monitor your progress and therefore no rights can be derived from this timeline.

We hope this document helps you get a grip on this final period and allows you to focus more on the contents and not stress about all the formalities! Best of luck and see you on the other side!

5-6 MONTHS

MANUSCRIPT  
IS APPROVED

DEFENCE