

# Finishing your PhD

## information for Amsterdam UMC/UvA PhD candidates

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Amsterdam UMC Doctoral school

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# Almost ready to defend your thesis!

The final steps you need to take, if:

- ❑ Your dissertation has been approved
- ❑ The date of the defence is confirmed (after approval of the dissertation)

What still needs to be done before the graduation?

- ❑ Complete your thesis
- ❑ Prepare yourself (and others) for the actual defence of your thesis
- ❑ Defend your thesis and your research (PhD ceremony)

Check:

- ❑ Information on the UvA website: Completing a doctorate - University of Amsterdam

# After approval of the manuscript and plagiarism scan

When?

The Amsterdam UMC delegate dean has advised positively to admit you to the defence

- Based on assessments of the members of the Doctorate Committee + outcome of the plagiarism scan
- No later than 9 weeks before the defence date and agreement by the UvA Office of the Beadle, they will send you an email, including:
  - Confirmation of the definite date of the defence and the room where the defence will take place (Agnietenkapel or Aula)
  - A link to the UvA website: PhD research - University of Amsterdam, where you can find useful information

Note:

- It is no longer allowed to edit the manuscript (except the lay-out)
- If you still want to make adjustments, you need permission by the supervisors and this must be submitted to the delegate dean

# Finalize your thesis (1)

- ❑ Cover – design
- ❑ Title page (check: Approval of 'Title page package' and definite defence date - AMC/UvA)
- ❑ Summary in the language of your thesis and in English (being a literal translation)
- ❑ Create a portfolio of education >> mandatory!, add it as the last page of the thesis:
  - ❑ Please check: PhD graduation (amsterdamumc.org)/supplementary regulations
  - ❑ Format and example: Submitting the manuscript - AMC/UvA (amsterdamumc.org)
- ❑ Write a thank you note (optional)
- ❑ Optional: ISBN number (buy it from the Printer)
- ❑ Optional: a so-called 'handle',being a link, which leads to your dissertation page on UvA-Dare. You will automatically receive a 'handle' (+information), when your dissertation page is published on UvA-DARE. If you have any questions about this, please contact dissertaties@uva.nl.
- ❑ Add propositions (not required) as an insert; see also Doctorate Regulations, article 29.8
  - ❑ Discuss the propositions with your supervisor

# Finalize your thesis (2)

Collected everything?

Print your thesis

- ❑ At least 5 copies for beadles and deans; neatly bound copier copies are allowed
- ❑ Or have your thesis printed as a book
- ❑ Note:
  - ❑ Do so, only after the Title page has been approved by the UvA Office of the Beadle and your definite defence date has been confirmed (see: Approval of 'Title page package' and definite defence date - AMC/UvA)
  - ❑ Check the options for printing: Thesis printing Universiteit van Amsterdam (UvA) | Proefschriftspecialist, and see ASAP recommendations
  - ❑ Having your thesis drawn up and designed, printed in multiple colors, time pressure increase costs
  - ❑ Maybe you can find sponsors for printing your thesis (f.i. in your research involved organizations)?

Distribution of your thesis; at least four weeks before the defence: see Submitting final version of the thesis - AMC/UvA:

- ❑ Send three copies to the UvA Office of the Beadle (check Publishing a Doctoral Thesis - Library UvA - University of Amsterdam) and
- ❑ Send or bring two copies to the Amsterdam UMC/AMC Doctorate Affairs Office; Office of Doctorate Affairs E2-176 (of which one will be sent to the chair of the ceremony)
  - ❑ Are you unexpectedly unable to achieve that? Inform **in time** promotiezaken@amc.uva.nl & BureauPedel@uva.nl
- ❑ To the members of the doctorate committee (opponents)
- ❑ Check with your supervisor if more organizations/persons involved need a copy of your thesis
- ❑ It is mandatory to provide a digital version of your thesis at least four weeks before the date of the defence to the UvA Library via Digital Academic Repository - UBA - University of Amsterdam (uva.nl)

# Looking forward to the day of the defence

Dresscode: there is no strict dresscode; unwritten: festive, not too informal

- According to customary ritual male PhD candidate and attendants may wear (but this is not mandatory (!) tails with a white vest and white bow tie; female PhD candidates wear an equivalent
- Wear comfortable shoes

The ceremony is public accessible. So who and how many guests are you going to invite?

- The defence can be watched via livestream
- Please Note: children under the age of six are not allowed to be present at the ceremony, but they are allowed to attend the laymen's talk and the final part of the ceremony (but they need to be silent!)
  - There is a room available for children and their sitter to stay during the ceremony
- A maximum permitted number of visitors of:
  - 90, in the Agnietenkapel
  - 450, in the Aula
  - 100, in the reception area

Please check:

- For the defence in the Agnietenkapel or the Aula: Documents and forms - University of Amsterdam (uva.nl),
- Completing a doctorate - University of Amsterdam (uva.nl)

# Exposé or layman’s talk (lekenpraatje)

- In consultation with your supervisor(s), you can present a general explanation of the research, being the basis of the thesis
  - This is not mandatory, and it is no part of the ceremony
  - It may take no longer than 10 minutes
  - After eleven 11 minutes, the technician will enter the room
- Audiovisual equipment (beamer, laptop and pointer) are automatically available, free of charge
- Send your presentation by email at least 1 day in advance to av-phd@uva.nl

# The task of the ceremonial attendants (paranimfen)

General

- The ceremonial attendants (0-3 are allowed) have a ceremonial task and arrange all sorts of practical matters (compare: like a master of ceremonies)
- Literally standing aside / close to the PhD candidate
  - In the Aula, they sit in the front row of the audience during the laymen's talk and during the defence on the chairs next to the lectern, behind which the candidate stands
  - In the Agnietenkapel, they sit on the side of this room all the time during the laymen's talk and during the defence

General announcements before starting the ceremony:

- Announcing the ceremony to start
- Ask every attendee to switch off their telephone
- Mention that is not the intention to applaud during the ceremony

After the ceremony:

- Supplying information on the location of the reception and perhaps guiding guests there

# Prior to the day of the defence

- The members of the Doctorate Committee also are the opponents during the defence. In case a member is unable to attend, on recommendation of the supervisor the dean will appoint a guest opponent

- (Co)supervisors are expected to join the defence ceremony in person
- Committee members based outside the Benelux, or those with very serious limitations/reasons preventing them from traveling to Amsterdam, may participate via Zoom. They will receive a Zoom link from the beadle, via the supervisor (promotor)
- Approximately two weeks before the ceremony, the presiding beadle will contact the supervisor(s), who will then indicate who will be participating online.

- Prepare for the defence >> consider doing a practice session/prediscussion
  - To prepare you might use the 'Format for starting a general discussion of your PhD thesis' >>
    - Links & Supportive services for PhD candidates
  - Every Monday the UvA organizes online Beadle Classes: At 12.00 in English, at 10.00 in Dutch, info:
    - Documents and forms - University of Amsterdam (uva.nl).
  - Or watch the you tube Beadle Class Video
  - Ever attended a PhD ceremony?

# The day of the defence

Location

- No more than 30 minutes before start defence, you are expected in the Agnietenkapel (Oudezijds Voorburgwal 229-231) or the Aula (Handboogstraat 6)
- There is a dressing room available for you and your attendants, where one can potentially change and (mentally) prepare; there is a locker, and you can change afterwards as well

Guests

- Family and audience can enter at the main entrance of the Agnietenkapel (Oudezijds Voorburgwal 229-231) or the Aula (Singel 411)
- Guests who have difficulty walking, can use the elevator to reach the Auditorium of the Agnietenkapel or to enter the Aula
- There is a hearing loop available for the hearing impaired

# The ceremony of the defence (1)

Before the ceremony

- ❑ The technicien prepares the screen for the online participants
- ❑ The beadle explains to you and the attendents how to act, where to stand/sit etc.

The ceremony - structure; see (pdf's on the UvA website: Completing a doctorate - University of Amsterdam)

- ❑ At the start you already are in the Agnietenkapel or Aula
- ❑ One of the ceremonial attendants announces the starting time, two minutes before
- ❑ You present the layman's talk during ten minutes (monitor the time yourself); the attendants are sitting in the audience
- ❑ The technician enters the room after eleven minutes and reorganizes the audiovisual equipment
- ❑ You and the ceremonial assistents step aside, alongside the wall

- ❑ The chair, the supervisors and the committee members enter the room and take their places
- ❑ Fifteen minutes past the hour: opening of the ceremony by the chair
- ❑ You read the Opening Statement >> slide 13
- ❑ The chair presides the ceremony, introduces the opponents and invites them to ask questions, and monitors time
  - ❑ Every opponent usually has equal time to ask questions and exchange views, the order is also predetermined

# The ceremony of the defence (2)

- On the hour: the beadle enters the room for the ‘Hora Est!’
- You read the Closing Statement, invited to do so by the chair >> next slides (in English and in Dutch)
- After the defence: in procession beadle, chairman, (co)supervisor(s), opponents leave the room for deliberation (5-10 minutes)
- You and the attendants stay in the Aula or Agnietenkapel

- After deliberation: the beadle, chair, (co)supervisor(s) and opponents return to the room
- At the invitation of the chairman, you take the pledge of scientific integrity
- At a sign of the beadle, you stand in front of the lectern, the attendants are next to you
- The result is announced and the diploma is awarded (standing, no shaking hands)
- The supervisor is the first to congratulate you, gives a laudatio, and maybe gives the floor to the cosupervisor (do not react)
- Closing of the ceremony by the chair; time for applause

- In procession beadle, you (+ possibly partner/children), attendants, chair, (co)supervisor(s) and guests leave the room via the main entrance
- Opportunity for congratulations. Arrange a Reception (own expense) f.i. by contacting uva249.nl@cirfood.com

# Addressing the opponents & opening&closure statements

Formal language, prescribed text. Also, by the chair, e.g. at the opening of the ceremony –

**Note: The information/text from the UvA is leading if it deviates from the information on this slide**

Formal title to use:

- ❑ Dear opponent / Geachte opponent, regardless of the opponent's title

**Before the thesis defence; Opening Statement:**

By authority of the Rector Magnificus and the Doctorate Board of this University, I shall, during this hour, in order to obtain the doctorate, publicly defend my thesis, entitled

*[title thesis]*

I entreat all those who wish to voice criticism of the contents of the thesis to do so in a truthful and lucid manner, so as to provide an opportunity for an ordered exchange of views.

**After the thesis defence; Closing Statement:**

Having concluded the defence of my thesis and pending the decision of the Doctorate Committee, I would like to express my thanks to my highly esteemed supervisor(s) and co-supervisor(s) in particular, to those who have brought forward their criticisms and to all who have attended this ceremony.

**After the doctorate has been conferred:**

In response to the question posed by the supervisor: "Do you promise to uphold the principles of academic integrity, of honesty and diligence, transparency, independence and accountability, in your work at all times?"
Yes, I promise to do so.

# Aanspreken v.d. opponenten & tekst voor/na verdediging

Formeel taalgebruik, voorgeschreven tekst. Ook door de voorzitter, bijv. bij opening van de plechtigheid

**Let op: De informatie/tekst van de UvA is leidend, mocht deze afwijken van de informatie op deze slide**

De formele aanspreektitels:

- ❑ Geachte opponent / Dear opponent, ongeacht de titel van de opponent

**Vóór de verdediging; openingsformule:**

Op gezag van de Rector Magnificus en het College voor Promoties aan deze Universiteit zal ik in dit uur, ter verkrijging van de graad van Doctor, mijn academisch proefschrift, getiteld:

*[titel proefschrift]*

in het openbaar verdedigen. Allen die verlangen tegen de inhoud van het proefschrift bedenkingen voor te dragen, verzoek ik dit te doen op een juiste en duidelijke wijze om zo tot een geregelde gedachtewisseling te komen.

**Na de verdediging; slotformule:**

Nu de verdediging van mijn proefschrift is afgerond en ik het oordeel van de promotiecommissie afwacht, wil ik graag mijn dank uitspreken, in het bijzonder aan mijn zeer gewaardeerde promotor(es) en copromotor(es), aan degenen die hun bedenkingen hebben voorgedragen en aan alle aanwezigen die deze plechtigheid hebben bijgewoond.

**Na de verlening van het doctoraat**

Op de vraag van de promotor: "Belooft u dat u altijd volgens de beginselen van wetenschappelijke integriteit te werk zult gaan: eerlijk en zorgvuldig, transparant, onafhankelijk en verantwoordelijk?"
Ja, dat beloof ik.

# More practical matters concerning the ceremony (1)

Please check these UvA webpages for information on several subjects: Check: PhD research and Completing a doctorate

Publicity:

- ❑ Check Publishing a Doctoral Thesis - Library UvA - University of Amsterdam

Current policy academic ceremonies:

- ❑ Ceremonies will take place on location
- ❑ An online ceremony is only allowed after approval by the UvA Doctorate Board, based on a request, supported by the supervisor and approved by the Amsterdam UMC dean (via the Amsterdam UMC/AMC Doctoral Affairs Office)

The defence can also be watched via livestream, starting five minutes before start of the ceremony:

- ❑ You will receive a unique livestream link 4 to 6 weeks before the ceremony (sent to you by the UvA Beadle's Office)
- ❑ This link is intended for guests who are unable to attend the ceremony in person
- ❑ It remains available for viewing for 30 days following the ceremony, after which it will be taken offline
- ❑ The link will be made public in the PhD defence calendar of the UvA website. If you don't want this, please inform the Office of the Beadle by email (no explanation required)

# (Other) practical matters concerning the ceremony (2)

The defence will be in Dutch. For not native Dutch speaking PhD candidates it will be in English

Answer the questions calmly and to the best of your knowledge and ability; you don't need to know everything; it’s (also) about being able to have a discussion at an academic level

- ❑ Repeat the opponent’s question: ‘If I understand it correctly, you are asking …’
- ❑ Answering the first opponent’s questions may be a bit ‘stiff’; Don't let that discourage you!
- ❑ Keep in mind that the opponents (also) might ask questions that are not necessarily about the articles in the thesis

Good to know:

- ❑ Use the glass of water at the lectern
- ❑ Bring paper and a pencil to be able to make notes

# Practical matters concerning finishing the PhD trajectory

Make use of the **compensation(s)** to which you are (under conditions) (possibly) entitled
Find information here: Submitting final version of the thesis - AMC/UvA (amsterdamumc.org), concerning:

- ❑ Refund for printing costs (€500)
- ❑ The graduation Bonus (for OIO's; CAO Regulation) (€750)
- ❑ Some departments / research institutes have their own compensation facilities that you may be entitled to

Did you **design the cover and lay-out of your thesis** yourself? Then compete for the Amsterdam UMC PhD Thesis Design Award.

# Leaving Amsterdam UMC, or staying after the defence?

- Staying in Amsterdam UMC? >> have your title changed from drs. to dr.
  - In the personnel system and
  - Also adjust it in the address book of Amsterdam UMC
- Leaving AmsterdamUMC?
  - Be aware if you are you going outside the EU to do research >> Check with the organization where you will be appointed, if you need additional documents (such as a certified English translation of the diploma and/or an additional DUO letter for diploma legalization).

# Any questions?



You may find answers to many quesions on the Doctoral School website, Graduation - steps 7-8

If not: know how to find us via promotiezaken@amc.nl

Or register for the workshop ‘Finishing your PhD’




Amsterdam UMC Doctoral school

**Good luck with the preparation to make your defence ceremony successful!**