

Doctorate Regulations 2021 of the University of Amsterdam

Further Regulations for the Faculty of Medicine

1. Registration

Registration of AMC PhD candidates at the AMC Graduate School is compulsory, as well as a training and supervision agreement.

2. AMC Office of Doctorate Affairs

The AMC Office of Doctorate Affairs (in Dutch *Bureau Promotiezaken*) processes all formalities regarding the doctorate (PhD) as stipulated in the UvA Doctorate Regulations 2020 and Further Regulations for the Faculty of Medicine.

3. Dissertation and portfolio

In addition to the UvA Doctorate Regulations, specific requirements have been specified for PhD candidates at Amsterdam UMC (decision Executive Board 7 July 2021). These additional requirements harmonize the rules that apply to PhD students preparing a doctorate at either university in Amsterdam.

1. *Additional requirement to the Doctorate Regulations of the University of Amsterdam UvA (Article 15, Content and length of thesis manuscript and doctoral thesis).*

The thesis contains the following:

- a. At least four chapters describing original scientific research, in which in three chapters the PhD candidate as the responsible researcher takes responsibility for all elements of the research, which fact will be made visible in their position as first author (including shared first author roles);
- b. Of these chapters, at least two have undergone the whole submission cycle, including rebuttals, in peer reviewed journals. Committee members must be informed of the status of these articles by presentation of the publication details or the editorial decision letter;
- c. The thesis may only include a limited number of manuscripts for which the PhD candidate does not act as first author. In these cases, the substantial contribution of the PhD candidate to the research reported must be evident to the committee members.

2. *Addition to the doctorate regulations of the UvA (article 15) and the VU (article 15)*

The thesis contains a portfolio of education (guideline 30 EC).

4. Number of co-authorships

No more than 25% of the papers in the PhD thesis may have one or more voting members of the doctorate committee as co-author.

Supplementary to: Article 20.8 of the Doctorate Regulations of the UvA:

“If the doctoral thesis consists (partly) of articles that have been written in the name of several authors, the co-authors of these articles may only make up a minority of the (voting) members of the Doctorate Committee.”

5. Screening on plagiarism

The dean is responsible for the screening on plagiarism of the PhD thesis. At the same time at which the PhD thesis is sent to the voting members of the doctorate committee, the PhD thesis must also be sent to the library of the Academic Medical Center via e-mail phdscan@amc.uva.nl with a copy to promotiezaken@amc.uva.nl. The librarian will perform an electronic scan on plagiarism, and sends the outcome to the promotor(s) and to *Bureau Promotiezaken* within two weeks after receipt of the PhD thesis.

Full details are given in the document ‘Procedure for screening on plagiarism and submission of AMC doctoral theses’.

6. Electronic and printed version

The Medical Library sends the approved final electronic version of the PhD thesis to the University Library for publication in the UvA-DARE repository (UvA Dissertations Online), on behalf of the Dean. To this end, the PhD candidate sends the printer’s proof to phdscan@amc.uva.nl with a copy to promotiezaken@amc.uva.nl.

The PhD candidate sends the license agreement to the University Library separately, no later than 6 weeks before the defense ceremony.

7. Guest opponents

The request for admission of guest opponents is submitted to Bureau Promotiezaken no later than two weeks before the graduation ceremony.

8. Opposition

No later than one week before the graduation ceremony, the promotor submits a list with the order of opposition to Bureau Promotiezaken, including the exact teaching details and affiliation of the opponents.

9. ‘Ius promovendi’ and appointment as supervisor for associate professor (UHD)

The Doctorate Board UvA has given all associate professors (UHD’s) the ‘ius promovendi’. The Faculty of Medicine has the prerogative to allow exercising this right to act as supervisor; the Dean decides. In the AMC, only researchers appointed as associate professor (UHD) and Principal Investigators (PI), and with at least two performances as co-supervisor, can apply. A motivated application accompanied by prove of the three

criteria mentioned plus a CV, can be send to the dean's delegate for doctorate affairs.

10. Theses prepared outside the UvA

PhD candidates who prepared their thesis fully outside the UvA, without supervision by the intended supervisor(s) and co-supervisor(s) *as shown by their absence from authorship on the original papers in the thesis*, are not eligible for admission to the doctorate at the Faculty of Medicine of the University of Amsterdam.

11. Clarification Assessment of the thesis manuscript and admission to the thesis defence

- a. Supervisor shall issue a print all doctoral thesis assessment forms (Appendix A of the Regulations) by the members of the Doctorate Committee;
- b. Supervisor shall issue a print of the e-mail with the results of the screening on plagiarism and, in case similarities were found, the similarity report evaluated and signed for approval by the dean;
- c. Supervisor shall issue a completed and signed form *Addendum Appendix A_ad question 8_Specific assessment criteria Faculty of Medicine UvA* (related to the number of published papers in thesis, number of co-authorships and the screening on plagiarism);
- d. Supervisor shall issue an academic title page bearing the signatures from (both) supervisor(s) on the front and back of title page;
- e. All documents mentioned in this section are to be submitted by post (or in person) through the Office of Doctorate Affairs to the Dean;
- f. The Dean confirms in his/her agreement with the admission to the defence ceremony by submitting a signed title page to the Office of the Beadle.

12. Clarification Article 30.5 submission/duplication of the paper and electronic versions of the thesis

The Faculty of Medicine chooses for a paper version of the thesis to be send by the candidate no later than four weeks before the defence ceremony to:

- a. the Office of Doctorate Affairs *Bureau Promotiezaken* – two versions. One for the Dean and one for the chairperson of the doctoral thesis defence ceremony;
- b. the supervisor(s) and where relevant the co-supervisor(s);
- c. the supervisor(s) and where relevant the co-supervisor(s);
- c. the voting members of the Doctorate Committee;
- d. any guest opponents

In addition -Article 30.2 Doctorate Regulations 2020- the doctoral candidate shall provide three printed or copied versions of his/her doctoral thesis to the Office of the Beadle

13. Exemption

For each of the above mentioned supplementary provisions, exemption can be requested by a motivated letter to the dean or his delegate for doctorate affairs.