

PhD graduation procedure – step-by-step plan

| No. | Action | Description | Deadline |
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| 1. | Dean | Only for external PhD candidates: Notification of start (exploratory) of PhD graduation procedure a. Check prior education with CROHO and NUFFIC b. For external PhD candidates: submission of signed PhD Agreement 1 | Approx. 1 year |
| 2. | OUGS | 'Welcome Message' (registration confirmation) plus info on OUGS send to candidate and candidate (co-) supervisor(s) | After receiving PhD Agreement 1 |
| 3. | Supervisor(s) / PhD candidate | Formal registration of PhD candidate, with request for appointment of proposed supervisor(s)/additional supervisor(s) <u>Form 1</u> <u>Submit to CvP*</u> : Form 1 with enclosures. Appendices: a. a certified copy of the diploma entitling candidate to be admitted for graduation as PhD b. research plan c. a supervision/education plan d. PhD Agreement 2, signed by dean, director, supervisor(s)/additional supervisor(s), and PhD candidate (only for external PhD candidates) | As soon as possible, but no later than 1 month after approval of PhD graduation procedure |
| 4. | Doctorate Board [CvP] | Each meeting approves registrations received | 1 st meeting of Doctorate Board after registration |
| 5. | OUGS | Send "welcome message" (confirmation of registration) plus info about OUGS to PhD candidate and supervisor(s)/additional supervisor(s). | As soon as possible after approval of registration |
| 6. | Doctorate Board [CvP] | Send e-mails to PhD candidate and supervisor(s)/additional supervisor(s) to confirm approval and appointment of supervisor(s)/additional supervisor(s), plus appendix "overview of deadlines". | Within four weeks after approval of registration for defence/conferral |
| 7. | Dean | Have a cost unit drawn up in the name of the PhD candidate. Education expenses will be booked to this that can be reclaimed after PhD is conferred (see 17) | As soon as possible, but no later than 1 month after step 4 |
| 8. | Supervisor / Dean | Submit <u>Form 2</u> with: Approval of dissertation by supervisors/request for appointment of Assessment Committee. Statement of approval by Dean. | No later than 20 weeks prior to proposal date of defence/conferral |
| 9. | Doctorate Board [CvP] | After receiving them, submit approval and request for appointment of Assessment Committee to secretary CvP. If approved, send letters regarding appointment of Assessment Committee to PhD candidate, supervisor(s)/additional supervisor(s) and members of Assessment Committee (as Appendix to Form 3). Reminder (e-mail) to supervisor regarding possible cum laude or English-language letter (see Sections 14 and 15 of Doctorate Regulations) | No later than 16 weeks prior to date of defence/conferral |

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| 10. | Supervisor | Make provisional reservation for three dates/times for defence/conferral. This may be by phone or e-mail. The reservation will be confirmed by e-mail and will remain valid for two weeks. Consultation with all parties concerned during that period. | After appointment of Assessment Committee |
| 11. | Supervisor | Set date/time of defence/conferral within two weeks after provisional reservation for intended dates/times. Confirmation by e-mail to PhD candidate and CvP. If no response, reservation lapses. | Within 2 weeks after 10. |
| 12. | CvP | After reservation of the intended date/time, inform the Dean when the intended ceremony will take place and ask who will act as chairman/chairlady | Within 2 weeks after 10. |
| 13. | Dean | Within a week after reservation of the intended date/time, the Dean will appoint a chairman/chairlady. A notification will be sent to the secretary of the Doctorate Board [CvP] | Within 1 week after step 12. |
| 14. | PhD candidate | Submit dissertation to members of Assessment Committee | No later than 16 weeks prior to date of defence/conferral |
| 15. | PhD candidate | Have title page, reverse of title page, and cover checked (OU logo) by secretariat CvP | No later than 10 weeks prior to date of defence/conferral |
| 16. | Members of Assessment Committee | Send assessment of dissertation to (coordinating) supervisor (<u>Form 3</u>). | No later than 10 weeks prior to date of defence/conferral |
| 17. | Supervisor | Notify candidate of assessment of Assessment Committee | As soon as possible after step 16 |
| 18. | Supervisor / Dean | <u>Form 4</u> : If Assessment Committee approves: notify CvP, with signature of Dean (no reminder) | No later than 8 weeks prior to date of defence/conferral |
| 19. | Doctorate Board [CvP] | Determine definitive date/time of defence/conferral. | As soon as possible after step 18 |
| 20. | Supervisor / Dean | Notification of any additions to Doctorate Committee <u>Form 5</u> , including signature of Dean (no reminder) | No later than 4 weeks prior to date of defence/conferral |
| 21. | Doctorate Board [CvP] | Send protocol to PhD candidate and members of Doctorate Committee | No later than 3 weeks prior to date of defence/conferral |
| 22. | Doctorate Board [CvP] | Notification of defence/conferral ceremony on intranet (under news and calendar announcements) | About 3 weeks prior to defence/conferral |
| 23. | PhD candidate | Submit the dissertation to the members of the Doctorate Committee and submit 15 copies of the dissertation to secretariat CvP | No later than 3 weeks prior to date of defence/conferral |
| 24. | Dean | Contact MC&S about press release | About 2 weeks prior to defence/conferral |
| 25. | Doctorate Board [CvP] | Ask chairperson's secretariat to schedule introductory talk with PhD candidate | About 2 weeks prior to defence/conferral |

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| 26. | PhD candidate | Submit to CvP: detailed statement of printing costs with original invoice (giving account number); in accordance with financial contribution regulations CvP Section 1 | After receipt |
| 27. | Doctorate Board [CvP] | Bill for printing costs, dealt with in accordance with financial contribution regulations CvP Section 1 | After submission by PhD candidate |
| 28. | Doctorate Board [CvP] | Detailed statement regarding catering, dealt with in accordance with financial contribution regulations CvP Section 2 | After receipt of statement from financial department (after defence/conferral) |
| 29. | Dean | Settlement of cost of programme with OUGS Education costs incurred during the phase after approval of the research proposal that are in accordance with the OUGS guidelines (including when checked against the education plan) will be reimbursed (up to a maximum of EUR 5000). | Within three months after defence/conferral |

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