

Instructions for PhD candidates

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These instructions for PhD candidates include practical matters about the PhD program at Tilburg University. These instructions are an addition to Tilburg University's PhD Regulations. The PhD Regulations can be consulted [here](#).

Chapter 1

The start of the PhD program

Application and registration

As soon as the candidate has found a supervisor, he or she registers as a PhD candidate with one of the Graduate Schools, submitting a request for the appointment of the (co-)supervisor(s) and thus for official admission to the PhD program. Registration must be done via the online PhD tracking system Hora Finita. The possibility to register through Hora Finita, manuals, and more information can be found [here](#). Via Hora Finita, all necessary information should be included. The Director of the Graduate School checks and assesses the request for admission to the PhD program, appoints the (co-)supervisor(s), and refers the request to the Doctorate Board.

Please note: in Hora Finita, your name (including full first names and at least your own surname or maiden name) must be included correctly. This is important, among other things, for the correct display of your name on the PhD certificate in due course.

An external PhD candidate must have been registered at the Graduate School at least two years before the (envisaged) date of the PhD defense ceremony and have been admitted to the PhD program by the Doctorate Board.

All PhD candidates who have been admitted to the PhD program by the Doctorate Board after January 1, 2018 must draw up a Training and Supervision Plan in consultation with their (co-)supervisors, which must be approved by the Director of the Graduate School.

Chapter 2

The PhD program

Evaluation

During the PhD program, the supervisor and the PhD candidate provide a periodic interim evaluation of the progress of the PhD program. The Training and Supervision Plan is discussed at least once a year and, where necessary, adjusted based on further insights and/or amended agreements between the (co-)supervisors and PhD candidate.

Language

The thesis is written in Dutch or English or, with the approval of the Doctorate Board, in another language. A summary of the content in English must always be added to the thesis. In case the thesis is not written in English, a translation of the title in English is also added to the thesis. The language of the ceremony is always English or Dutch.

Scientific integrity and plagiarism detection

The thesis must comply with the principles and rules for scientific integrity as laid down in the [Netherlands Code of Conduct for Research Integrity](#).

The submitted manuscript will be checked for plagiarism by the Graduate School using automated plagiarism detection.

Assessment criteria and requirements for the thesis

The assessment criteria on which the thesis is assessed are listed in [Article 7.2 of the PhD Regulations](#). Other requirements that the thesis must meet are included in [Articles 7.3 and 7.4 of the PhD Regulations](#). The following matters are important:

- A scientific summary of the content in English must be added to the thesis. In case the thesis is not written in English, a translation of the title in English must also be added to the thesis.
- The thesis must contain a title page according to a model prescribed by the Doctorate Board (see Appendix 4 to this document). The names of the (co-)supervisors and the names of the members of the PhD Committee are listed on the reverse of the title page. The title page and the reverse page require the approval of the secretaries' office of the Doctorate Board before the thesis is multiplied.
- If applicable, the reverse of the title page should state which institution(s) (financially or otherwise) facilitated the completion of the thesis.
- The thesis must contain a table of contents.
- The thesis must be free of advertising.

Chapter 3

Prior to the PhD defense ceremony

Approval of the manuscript and establishment of the PhD Committee

The (co-)supervisors must approve your thesis (at least six months before the intended date of the PhD defense). In order to get their approval, the manuscript needs to be uploaded into Hora Finita by the PhD candidate. The Graduate School will perform a plagiarism check.

After approval of the thesis by the (co-)supervisors, the supervisor is asked to send the Graduate School a proposal for the composition of the PhD Committee. The Graduate School will initiate the procedure for the appointment of the members of the PhD Committee. The requirements with which the composition of the PhD Committee must comply are laid down in [Article 5.3 of the PhD Regulations](#). After the members of the PhD Committee have been appointed, they receive a digital version of the manuscript for assessment via the Graduate School. When handing in manuscripts just before the summer holidays, an assessment period of at least two months must be taken into account.

Setting the PhD defense date

In order to reserve a date for the degree ceremony, the secretaries' office of the Doctorate Board must be contacted, preferably by telephone. This is possible as soon as it is known that the manuscript has been approved by the (co-)supervisors and is ready to be submitted to the PhD Committee.

Initially, two dates can be requested that remain reserved for a maximum of two weeks; this offers the opportunity to discuss the most suitable date with the (co-)supervisors and the Committee members. Without notice, all reservations expire after this period.

If a date has been determined, that will be the intended PhD defense date. This date only becomes final after approval of the thesis by the PhD Committee.

The secretaries' office of the Doctorate Board records the final date in Hora Finita. The PhD candidate and the Graduate School receive a confirmation of the PhD defense date by e-mail.

The PhD defense ceremony takes place in the Auditorium or the Portraits Room. The Auditorium is suitable for larger groups and has the following options:

- Livestream, amongst others, for family abroad
- Recording of the PhD defense ceremony for the PhD candidate
- A maximum of one Committee member can take part in the opposition via video conferencing.
- The Portraits Room is suitable for smaller groups of up to 60 guests. The Portraits Room does not have the facilities mentioned above.

Printing and distribution of the thesis

Once the thesis has been approved by the PhD Committee, the title page and the scientific summary have been approved by the secretaries' office of the Doctorate Board, and a date for the ceremony has been set, the thesis can be printed.

When distributing the thesis, the PhD candidate must observe the following:

- **Hard copy for the Doctorate Board:** the PhD candidate must ensure that 25 copies are in the possession of the Doctorate Board at least 21 days prior to the date of the PhD defense ceremony.
Delivery address: Postal room in Prisma Building (P 0.33), with reference to the Doctorate Board.
- **Hard copy for the PhD Committee/(co-)supervisors:** the PhD candidate must ensure that the members of the PhD Committee and the (co-)supervisors have a hard copy of the thesis in their possession at least 21 days prior to the date of the PhD defense.
- **Digital version:** the PhD candidate must ensure that the Tilburg University library is in possession of the digital version of the thesis for publication in the Tilburg University Research Portal at least 21 days prior to the date of the PhD defense.
Delivery address: repository@tilburguniversity.edu. For practical instructions, refer to the instruction on digital delivery of theses (Appendix 2).

Reception invitation

If a reception is given, it is recommended to put an invitation card in the copy of the thesis stating where the reception will take place (if necessary with the name, home address, and telephone number of the PhD candidate or "*paranimfen*").

Reimbursement for distributed copies

To find out whether you are eligible for a reimbursement, contact the secretaries' office of the Graduate School after the PhD defense ceremony.

Submitting the public summary

Tilburg University wants to contribute to the social impact of research by making the results of PhD research accessible to a wider audience. Therefore, the PhD candidate is requested to submit a brief summary of his/her PhD research for a non-introduced audience (max. 1 A4). The summary will be placed, together with the thesis, in the Tilburg University Research Portal and in the announcement of the PhD defense on the Tilburg University website. If, from the summary, it appears that the research results are newsworthy, the External & Campus Communication unit will contact the PhD candidate about possible follow-up steps in communication. A public summary is intended for people outside the university or outside the discipline with a professional interest in the subject or otherwise. For them it is especially important to know what the results and/or recommendations of the research are, and whether they can do something with these themselves. Therefore, a public summary contains no jargon, is short and concise (max. 1 A4, less is also allowed), and contains the most relevant parts from the following list:

- Research question (problem definition)
- Reason for and/or importance of the research
- Research method
- Main conclusion(s)
- Main recommendation(s)

The PhD candidate is asked to submit the public summary digitally in Word (21 days before the PhD defense date), to repository@tilburguniversity.edu and to the Marketing & Communication Division (via persvoorlichters@tilburguniversity.edu). This Division is responsible for distribution to interested parties.

Radio or television recordings

If radio or television recordings are to be made during the PhD defense ceremony, the person or persons wishing to make the recordings must enquire via the Beadle at least one week prior to the PhD defense ceremony whether there are any objections from the Rector, the members of the PhD Committee, and/or the candidate.

Contacting the Beadle

The PhD candidate must contact the Beadle one month before the PhD defense ceremony at the latest, preferably by e-mail. The Beadle can arrange things like the reception, photographer, and desired audiovisual equipment. In addition, the Beadle takes care of logistical matters, such as reserving seats in the Auditorium for guests.

Chapter 4

The PhD defense ceremony

Starting time

The starting time is 10:00, 13:30, or 16:00 exactly, or at a time to be determined by the Rector Magnificus.

In the event of a double PhD defense, the times 10:00 and 11:00, 13:30 and 14:30, or 16:00 and 17:00 will be used. If both candidates are awarded the degree, the PhD certificates are handed out simultaneously to the PhD candidates after the last defense.

The PhD candidate and his or her seconds must be in the room half an hour before the start of the ceremony to discuss the protocol with the Beadle. The PhD candidate and seconds can use the dressing room in the basement of Cobbenhagen Building.

Clothing

The clothing advice for the PhD candidate and seconds is appropriate festive clothing. For men, preferably a dress suit consisting of a tuxedo, white waistcoat, white bow tie or clothes suitable for the occasion. For women, a women's suit or clothes suitable for the occasion.

Photographs

Photographs of the ceremony may be taken for personal use. The Beadle can arrange a photographer; the PhD candidate can also do this him/herself. The Beadle can also arrange an mp4 recording on and/or a livestream of the ceremony. If the photos are not intended for personal use, you should contact the Beadle at least two weeks in advance.

“Paranimfen”

The PhD candidate is usually accompanied by a maximum of two “*paranimfen*” or seconds. Nowadays, “*paranimfen*” mainly have a ceremonial function, although their original purpose is to defend the thesis in case the PhD candidate is unable to do so him/herself (e.g., due to a black out or fainting spell), or when the PhD candidate wants to be able to consult before answering a question. A “*paranimf*” can be a colleague, family member, friend, or fellow student of the PhD candidate and does not necessarily have knowledge of the subject matter of the thesis. Therefore, it is an honorary job, like being a witness at a wedding. One is expected to dress in the same formal style as the PhD candidate. For the rest, it is a typical Dutch tradition.

Protocol of ceremony

The audience is expected to be in the Auditorium at the starting time. The Beadle leads the cortège (consisting of the chair, the (co)supervisor(s), and the members of the PhD Committee) into the Auditorium at the starting time. At that moment, the PhD candidate is situated behind the lectern with the seconds diagonally behind him/her; all are standing.

As soon as the full professors have taken their places, the Rector Magnificus (or a deputy appointed by him) says the opening prayer and introduces the members of the PhD Committee to the guests in the room.

Prior to the official defense, the Rector Magnificus gives the floor to the supervisor. The supervisor invites the PhD candidate to hold the public introduction. The public introduction is a brief explanation of the PhD topic in terms that are understandable to everyone in the audience. This explanatory note may last up to 12 minutes and may be held in the mother tongue provided that the accompanying sheets/slides are presented in English. The Rector Magnificus monitors the time. A PowerPoint presentation¹ may be used for the public introduction. The public introduction is not included in the assessment of the defense of the thesis.

After this introduction, the actual defense of the thesis commences. The defense takes place in Dutch or English. The Rector Magnificus gives the floor to the opponents. At the direction of the Rector Magnificus, the PhD candidate is given the floor to answer questions. When answering the question, the PhD candidate addresses the opponents as follows: a full professor: “highly

¹ No beamer or other means of presentation may be used during the defense itself.

esteemed opponent”. Other persons admitted to the opposition: “esteemed opponent”. It is customary to thank the opponent for asking the question.

At the end of the hour, the Beadle enters the Auditorium and says “*Hora est*”. The defense is terminated immediately, even if the candidate or opponent is still in the middle of a sentence. After the Beadle pronounces the “*Hora est*,” the Rector Magnificus suspends the session. The PhD Committee leaves the room for deliberation.

During the deliberation, the PhD candidate remains in the room. When the PhD Committee returns, the PhD candidate and seconds are back in the same place as at the start of the ceremony. When the Committee members have taken their seats, the Beadle asks the PhD candidate and seconds to take their seats in front of the table behind which the Rector Magnificus and the (co-)supervisor(s) are seated. The Rector announces the decision of the PhD Committee. If the PhD has been awarded, the Rector asks the supervisor to implement this decision by pronouncing the PhD formula. Afterwards, the supervisor hands the PhD certificate to the PhD candidate. At the instruction of the Beadle, the new PhD holder and seconds take their places behind the lectern again, where they remain.

In case of a *cum laude*, the PhD candidate receives the certificate with the designation “*cum laude*”.

After the defense ceremony, the supervisor or co-supervisor pronounces the *laudatio*. After this, the Rector Magnificus closes the session with some practical announcements and, finally, with a prayer.

Preceded by the Beadle, the cortège leaves the Auditorium or Portraits Room. The new doctor (possibly with partner) with seconds join the cortège and walk right behind. If a reception is held afterwards, the cortège goes to the reception room and forms a guard of honor for the new doctor. If the reception does not take place in the vicinity of the Auditorium/Portraits room, the professors will form a guard of honor for the young doctor at the exit of the room in question. Congratulations will follow.

Appendix 1

Contact details

Bureau Promoties en Academische Plechtigheden

Renata van Leeuwaarde LLM, head of department (secretary Doctorate Board/head Beadle)
Cobbenhagengebouw, kamer C129
Tel.: 013-4664105
e-mail: r.vanleeuwaarde@tilburguniversity.edu

Secretaries' office of the Doctorate Board

Jacqueline Wayers
Cobbenhagengebouw, kamer C 13c
Tel.: 013-4662230
E-mail: doctorate.board@tilburguniversity.edu

Beadle

Astrid van Hemert
Cobbenhagengebouw, kamer C 011
Tel.: 013-466 2700
E-mail: PEDEL@tilburguniversity.edu

Graduate Schools

Tilburg School of Economics and Management: **CentER Graduate School**

Website: <https://www.tilburguniversity.edu/about/schools/economics-and-management/research-tisem/graduate-school/organization-and-contact>
E-mail: center-gs@tilburguniversity.edu

Tilburg School of Social and Behavioral Sciences: **TSB Graduate School**

Website: <https://www.tilburguniversity.edu/research/social-and-behavioral-sciences/graduate-school>
E-mail: graduateschool.tsb@tilburguniversity.edu

Tilburg Law School: **Tilburg Graduate Law School**

Website: <https://www.tilburguniversity.edu/about/schools/law/tgls>
E-mail: law.doctoral_degree@tilburguniversity.edu

Tilburg School of Humanities and Digital Sciences: **Graduate School for Humanities and Digital Sciences**

Website: <https://www.tilburguniversity.edu/research/humanities/graduate-school-humanities>
E-mail: tshd.graduateschool@tilburguniversity.edu

Tilburg School of Catholic Theology: **Tilburg Graduate School for Theology**

Website: <https://www.tilburguniversity.edu/research/theology/graduateschool>
E-mail: tst.graduateschool@tilburguniversity.edu

Appendix 2

Instruction for digital delivery of PhD thesis

The PhD Regulations (latest version: October, 2019) state in article 7.7 section 1 and 2:

1. The basic principle is that the thesis is accessible via open access.
2. A digital version of the thesis is produced; a copy of which is made available by the PhD candidate three weeks before the date of the defense to the University Library for publication in the Tilburg University Research Portal.

In this memo you read what this means for you.

Why open access accessibility?

The reason for publishing your dissertation publicly is that Tilburg University is of the opinion that everyone should be able to learn about the research conducted by and within the University. If a thesis is accessible through open access, this means that everyone can read the thesis without any restrictions.

How and what?

The digital version of the PhD thesis must be delivered before the date of the ceremony as one PDF file. You may send the PDF directly to the library via e-mail or you can use the SURF Secure FileSender or WeTransfer for very large files.

The version you send should be equal to the final version you use for the printed version, i.e. including the title page approved by the secretariat of the Doctorate Board. The plagiarism check and/or possible final changes have already been made at that time.

- E-mail: repository@tilburguniversity.edu
- SURF FileSender: <https://filesender.surf.nl/>
- WeTransfer: <https://www.wetransfer.com/>

What happens after delivery?

The digital version of the thesis will be publicly available in the Tilburg University Research Portal shortly after the ceremony. When the full-text has been submitted with an embargo, it will be available after expiration of the embargo date.

Google Scholar, Google, NARCIS and WorldCat, among others, harvest the Research Portal. This means that once the dissertation is available in the Research Portal, it will be disseminated over the Internet.

- [Tilburg University Research Portal](#)

Embargo

It is possible that the publisher does not allow you to make the PhD thesis or parts of it publicly available, in spite of the request by Tilburg University to do so. Often it concerns the publication of a commercial edition or the dissertation contains chapters that have been published as an article or have yet to be published.

You can only agree an embargo period with the publisher, with the permission of the Doctorate Board. An embargo period of half a year to a whole year is acceptable.

You submit the full text of the PhD thesis to the library according to the procedure described (see: How and what) and you let us know for which embargo period you have received permission from the Doctorate Board. The full text will be placed in the Research Portal but will only be public once the embargo period has expired.

NARCIS

As soon as the full text is available via the Research Portal, the PhD thesis, including the full text, is automatically included in NARCIS, the national science portal. The following URL will take you directly to the NARCIS set with only the PhD theses of all Dutch universities.

- <https://www.narcis.nl/search/coll/publication/genre/doctoralthesis/Language/en>

Lay Summary

Tilburg University invites the PhD candidate to provide a brief summary to make the results of the PhD research available to a lay audience. This summary will be shown in the Research Portal as part (abstract) of the thesis and will be included in the announcement of the promotion at the Tilburg University website. Three weeks before the PhD defense ceremony, send the summary in MS-Word to repository@tilburguniversity.edu for inclusion in the Research Portal and to persvoorlichters@tilburguniversity.edu for publicity.

- [PhD regulations](#)

Copyright

Even if the PhD thesis is public accessible, make sure the copyright to the PhD thesis remains with you or the university. It will give much more control on the reach, availability and distribution of the publication. Research shows that free availability of PhD theses and/or scientific books may have a positive effect on the sale of these books.

- [Tilburg University Copyright Information Point](#)

Information

Do you have any questions regarding the above? Please do not hesitate to contact the Research Support team of Library and IT Services.

- E-mail: repository@tilburguniversity.edu

Appendix 3

Timetable for the PhD process of the Doctorate Board

Please note that each Graduate School has a detailed timetable that complements this Doctorate Board's timetable. Always consult the Graduate School's timetable.

Action	Timetable	Action PhD candidate	Action supervisor
Apply for a PhD program at a Graduate School	As soon as a full professor is willing to act as supervisor	PhD candidate looks for a thesis supervisor who wants to supervise him/her and contacts the Graduate School (the Graduate Schools assesses if the candidate can be admitted to the PhD program)	Supervisor confirms that he/she agrees
Request for designation of (co-)supervisor(s)	Immediately, but at the latest within 4 weeks after admission by the Graduate School	Register in Hora Finita and provide the necessary information in consultation with the Graduate School.	(Co-)Supervisors agree in Hora Finita to be designated as (co-)supervisor.
Approval of the manuscript by the supervisor	At least 6 months before the intended PhD defense date	PhD candidate uploads the manuscript in Hora Finita and requests approval of the manuscript from (co-)supervisors.	(Co-)supervisors approve manuscript in Hora Finita within 2 months after submission of the manuscript
Setting the (intended) PhD defense date	6-8 months before the intended PhD defense date	PhD candidate contacts the Beadle (pedel@tilburguniversity.edu , 013-4662425) to set an intended PhD defense date.	
Application for the composition of the PhD Committee	In Hora Finita upon approval of the manuscript by the (Co-) Supervisors		Supervisor submits proposal for the composition of the PhD Committee with the Graduate School (After approval of the composition of the PhD Committee, the manuscript will be forwarded by the Graduate School to the members of the PhD Committee.)
Assessment of the thesis by the PhD Committee	Within 4 weeks after receipt of the manuscript		Members of the PhD Committee give assessment + a for or against vote in Hora Finita

Action	Timetable	Action PhD candidate	Action supervisor
Approval title page and scientific summary	After approval of the thesis by the PhD Committee and before the thesis is printed	<p>PhD candidate uploads the title page in Hora Finita.</p> <p>PhD candidate mails the scientific summary to doctorate.board@tilburguniversity.edu (the scientific summary should be included in the thesis).</p> <p>The thesis may only be printed after approval of the title page and the scientific summary by the secretaries' office of the Doctorate Board.</p>	
Print thesis ²	Immediately after approval title page and scientific summary by the secretaries' office of the Doctorate Board	PhD candidate takes care of printing the thesis ³	
Logistical organization of the PhD defense day/ practical matters	At least 4 weeks before PhD defense date	PhD candidate contacts the Beadle: pedel@uvt.nl	
Send copies of the thesis to (Co-) Supervisors and members of the PhD Committee	At least 21 days before PhD defense date	PhD candidate takes care of distribution of the thesis	
Submitting copies of the thesis to the Doctorate Board	At least 21 days before PhD defense date	PhD candidate submits 25 copies of the thesis to post room K 2 (until the summer holidays 2020 in P 033)	
Submit digital version of the thesis	At least 21 days before PhD defense date	PhD candidate delivers a digital version to the library for the Research Portal: repository@tilburguniversity.nl .	
Submission of the public summary	At least 21 days before PhD defense date	<p>PhD candidate submits digital public summary to the M&C Division: persvoorlichters@tilburguniversity.edu</p> <p>PhD candidate submits digital public summary to the library: repository@tilburguniversity.edu</p>	

² It is important to contact an intended publisher or printer in good time, especially regarding the delivery time.

³ At TiSEM, CentER prints the theses

Appendix 4

Format title page and reverse page

Please note: these pages are in the Dutch language, regardless of the language in which the thesis is written.

Before the thesis may be printed, you should ask the secretaries' office of the Doctorate Board for approval of the title page.

<Title of thesis>
<Subtitle>

Proefschrift ter verkrijging van de graad van doctor aan Tilburg University
op gezag van de rector magnificus, prof. dr. K. Sijtsma, in het openbaar te
verdedigen ten overstaan van een door het college voor promoties aangewezen
commissie in de <name of the defense-room: Aula or Portrettenzaal> van de
Universiteit op <Name of the day and date of the defense> om <Start time of the
defense in Dutch> uur
door

<Full given names and last name/maiden name>
geboren te <Place of Birth, name of country>

Promotor(es):

<academic title, initials, name of supervisor(s), affiliation>

Copromotor(es):

<academic title, initials, name of co-supervisor(s), affiliation>

Promotiecommissie:

<academic title, initials, name, affiliation>

<etc.>

<If the thesis has been made (partly) possible (financially or otherwise) by an external organization/authority, this should be included here.>

ISBN <optional to mention ISBN code>

Naam drukkerij <name of print-shop>

Copyright <data of copyright>

Appendix 5

Format title page joint doctorate and reverse page

Please note: these pages are in the Dutch language, regardless of the language in which the thesis is written.

Before the thesis may be printed, you should ask the secretaries' office of the Doctorate Board for approval of the title page.

<Title of thesis>
<Subtitle>

Proefschrift ter verkrijging van de graad van doctor aan Tilburg University
op gezag van de rector magnificus, prof. dr. K. Sijtsma, en <Name other university>
op gezag van de rector magnificus, <academic title, initials and name of Rector
other university> in het openbaar te verdedigen ten overstaan van een door het
college voor promoties aangewezen commissie in de <name of the defense-room:
Aula or Portrettenzaal> van de Universiteit op <Name of the day and date of the
defense> om <Start time of the defense in Dutch> uur
door

<Full given names and last name/maiden name>
geboren te <Place of Birth, name of country>

Promotor(es):

<academic title, initials, name of supervisor(s), affiliation>

Copromotor(es):

<academic title, initials, name of co- supervisor(s), affiliation>

Promotiecommissie:

<academic title, initials, name, affiliation>

<etc.>

<If the thesis has been made (partly) possible (financially or otherwise) by an external organization/authority, this should be included here.>

ISBN <optional to mention ISBN code>

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Copyright <data of copyright>

