

INSTRUCTIONS PHD CANDIDATES

The (co-)supervisor(s) decide whether your PhD manuscript is ready to be sent to the committee members prior to the defense	At least 6 months before the desired defense date	To ask for their approval, you need to upload your manuscript in Hora Finita. Your (co-)supervisor(s) will then be requested to evaluate your manuscript and confirm that this version of the manuscript can be used for the defense.
Plagiarism check	At least 6 months before the desired defense date	Once the supervisors have approved the manuscript, the Graduate School will submit the manuscript to a plagiarism check. The result of the plagiarism check will be sent to the supervisor(s) who will coordinate with the candidate.
Selection of the PhD committee	At least 6 months before the desired defense date	After approval of the manuscript by the (co-)supervisor(s), they will be requested to inform the graduate office about the members of your PhD committee. This way, the graduate office can start the official appointment of your PhD committee at the doctorate board. Please take note of the current PhD regulations to check the conditions for the composition of the PhD committee.
Planning of a date for the defense ceremony	At least 6 months before the desired defense date	A date for the defense will be set in consultation with the secretary's office of the Doctorate Board. Please call Jacqueline Wayers (+31 13 466 2230). If necessary, two dates can be applied for, which will be reserved for a maximum of two weeks. Without notification the dates will be cancelled automatically after this term. Please note that the (co-)supervisor(s) have to check the availability with the PhD committee members.
Assessment manuscript by the committee	Within 4 to 6 weeks after sending the manuscript to the committee	The Graduate Officer will start the assessment procedure through Hora Finita. The PhD committee members will be asked to send their approval as well as their substantiation following the assessment criteria, as described in the PhD Regulations. They will receive a 4-week notice. (Please keep in mind for your planning that the term of 4 weeks is often exceeded). During the assessment phase, the results will not be discussed with the PhD candidate or supervisors.

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		<p>During the months July and August and around Christmas and New Year a period of 6 weeks will be granted.</p> <p>When all assessments are handed in, the PhD candidate, (co)supervisors and committee members will be informed of the outcome. They will receive an automatic generated email from Hora Finita with the substantiation and suggestions.</p> <p>The Graduate Officer will inform the Doctorate Board of the approval of the manuscript after which the PhD candidate will receive a confirmation from the Doctorate Board with instructions for the obligatory title page and the printing of the thesis.</p> <p>Note: In the event of one or more dissenting votes, the Director of the Graduate School convenes the PhD Committee and (Co-)Supervisor to discuss the Thesis with the PhD Candidate. (a.k.a. predefense meeting)</p>
Printing of the PhD thesis by printer or publisher	Upon receipt of the Doctorate Board's positive decision to admit the PhD Candidate to the defense of the Thesis.	<p>Make sure that the compulsory title page has been approved by the Doctorate Board before you send your thesis to the printer.</p> <p>The choice of the printer is yours. It is important to make timely arrangements with the printer, especially with respect to the delivery period. Thesis is produced in a convenient size, preferably glue-bound</p>
Logistical organization	At least 4 weeks before the date of the ceremony	Contact the Beadle for matters like reception, photographs, number of seats to be reserved in the auditorium for guests. Phone: +31 13 466 2700.
Distribution of the thesis	Not later than three weeks before the date of the PhD Defense Ceremony	The PhD Candidate distributes the Thesis to the members of the PhD Committee.
Number of copies to be made available to the Doctorate Board	At least 3 weeks before the date of the ceremony	25 Copies of the thesis must be handed in at TiU Post Office, Koopmans Building, att. of the Doctorate Board. Additional theses (stellingen), if any, and/or reception card (stating place and time of the reception and possibly

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		name, address and telephone number of the PhD candidate or assistants), should be put in the books before handing them in.
Reimbursement for copies required by the university	After the printing of the thesis	<p>PhD candidates are eligible for a reimbursement of the printing costs of maximum 1,500 euros.</p> <p>A request for the reimbursement of the printing costs can be submitted to tshd.graduateschool@tilburguniversity.edu</p> <p>Please include the following information in your request:</p> <ul style="list-style-type: none"> A copy of the printing office's invoice A proof of payment
Collecting the remainder of dissertations	One month after the defense date	You will be informed per email when and where the remainder of the 25 copies can be collected. The copies cannot be sent by regular mail. If the copies are not collected within 6 months after the defense, they will be discarded.

Visiting address:

Tilburg University
Graduate School for Humanities and Digital Sciences
Warandelaan 2, 5037 AB Tilburg

Contact:

Karlijn Herforth, María José Rodil Llera & Carine Zebedee
Dante Building, Room D346
Phone: +31 (0)13 466 3494

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USEFUL INFORMATION (EXCERPTS FROM THE PHD REGULATIONS)

Article 7.1 Conditions for the Thesis

- 1 The Thesis must demonstrate the ability of the PhD Candidate to practice science independently.
- 2 The Thesis consists of either a scientific treatise in book form on a particular subject or a compilation of a number of separate scientific articles, including an introduction and conclusion, written by the PhD Candidate or created under his or her demonstrable and dominant authorship. The assessment of previously published treatises is based on the state of the art at the time of the assessment of the Thesis.
- 3 The Thesis must comply with the principles and rules for research integrity as laid down in the Netherlands Code of Conduct for Research Integrity.
- 4 The Manuscript is tested against the principles referred to in this Article, amongst other things, by means of automated plagiarism detection.

Article 7.2 Assessment Criteria

- 1 The Thesis must include a description of the research methodology and the methodological substantiation, including a justification and appreciation thereof and, if applicable, the associated ethical considerations.
- 2 The Thesis shows that the PhD Candidate has:
 - a Contributed, through original research, to the shifting of the boundaries of knowledge, through a substantial amount of work, which can stand the test of review by academic peers.
 - b A systematic understanding of a substantial knowledge domain and has mastered the skills and methodologies of research in that knowledge domain.
 - c The ability to design, develop, implement, and adapt a substantial research project in accordance with scientific integrity.
 - d The ability to critically analyze, evaluate, and synthesize new and complex ideas within the discipline.
 - e The ability to communicate with peers and the wider academic community about the knowledge domain of the PhD Candidate's expertise.
- 3 In assessing the requirements of the previous paragraph, particular attention is paid to the following:
 - a The importance of the subject.
 - b The clarity of the problem definition.
 - c The originality of the approach.
 - d The scientific level of the structure, analysis, and processing of the material.
 - e The deduction of new insights and new ideas.
 - f The precision of the methodology used.
 - g The required self-imposed limitation.

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- h A critical confrontation of the Candidate's own conclusions with existing theories or opinions.
- i A creative approach to the field of science addressed.
- j Balance in the structure and clarity of style.

Article 5.3 Rules about composition of the PhD Committee

- 1 The PhD Committee consists of at least four members. The Doctorate Board applies the following conditions to the composition of the four or more PhD Committee members:
 - a The majority of the members are full professors.
 - b At least one member is connected to a university other than the one that confers or jointly confers the degree.
 - c At least one member is a full professor at the University.
 - d The PhD Committee consists of at least one man and one woman.
 - e The members of the PhD Committee hold PhD degrees.
 - f The members must have sufficient expertise/skills in the field of the PhD research (or part of it).
 - g The composition of the PhD Committee must be sufficiently diverse in terms of expertise.
 - h Only persons who are in such a relationship with the PhD Candidate or the (Co-) Supervisor that they can be expected to provide an independent assessment are eligible for membership of the PhD Committee. This means that persons with a family or other personal or business relationship with the PhD Candidate and/or the (Co-) Supervisor or other persons who are in such a relationship with the PhD Candidate and/or the (Co-)Supervisor that they cannot reasonably be required to make an assessment are not eligible for appointment as members of the PhD Committee.
 - i The members of the PhD Committee must be sufficiently independent of the PhD research, in the sense that they have not been involved in the PhD research or have no interests in the PhD research.
 - j Co-authors of chapters that form part of the Thesis cannot be appointed as members of the PhD Committee.
- 2 The (Co-)Supervisors cannot be members of the PhD Committee.
- 3 The members of the PhD Committee are deemed not to accept the appointment as a member of the PhD Committee if they (can reasonably suspect that they) do not comply with the provisions of the previous paragraph under g, i, and j.
- 4 On the proposal of the (Co-)Supervisor, the Doctorate Board may add advisors to the PhD Committee. These advisors may be persons who have not obtained a PhD but possess exceptional expertise in the field concerned.