

INSTRUCTIONS FOR PHD CANDIDATES

Points of action for the PhD candidate with respect to the graduation procedure

1. As soon as there is a proposed supervisor-PhD candidate relationship, the PhD candidate registers with one of the Graduate Schools of Tilburg University. Within four weeks of registering with a Graduate School, the PhD candidate applies to the Director of the Graduate School for a supervisor to be appointed. For this purpose, the PhD candidate submits the following documents to the Director of the Graduate School:
 - a. the appropriate form, completed and signed (PhD application form, form 1);
 - b. a thesis proposal, which includes at least an indication of the research question and the importance of the topic, and a rough table of contents;
 - c. a copy of his/her birth certificate, an extract from the population register, or a photocopy of his/her passport or ID Card;¹
 - d. certified copies of relevant diplomas and transcripts of grades.
2. A date for the defense will be set in consultation with the secretary's office of the Doctorate Board as soon as the date is known when the manuscript will be ready to be sent to the PhD committee. There must be at least six months between this latter date and the proposed date of the defense. If necessary, two dates can be applied for, which will be reserved for a maximum of two weeks. The reservations will be cancelled automatically if confirmation is not received within this period.
3. The application form for fixing a date for the defense and for the appointment of the PhD committee (Form 2) must be submitted to the secretary's office of the Graduate School at least six months before the proposed date of the defense, by which time the manuscript must therefore have been approved by the supervisor. The proposal for the composition of the PhD committee must be signed by the Director of the relevant Graduate School and the supervisor(s)/co-supervisor(s). A list of the addresses and telephone numbers of the proposed members of the PhD committee needs to be added to the application form.
4. The manuscript must be submitted to the secretary's office of the Graduate School at least five months before the proposed date of the defense. If a manuscript is submitted just before the summer holidays, the PhD candidate must allow for an assessment period of at least two months.

For a full overview of the actions to be undertaken by the PhD candidate, see the *PhD Time Schedule*, which you can find on the website.

Application forms

The appropriate forms to be used by the PhD candidate to apply for 1) the appointment of PhD thesis (co-)supervisor(s) and 2) fixing a date for the defense of the PhD thesis and the appointment of the PhD committee can be found as follows.

1. Go to <http://www.tilburguniversity.edu>.
2. On the right-hand side in the banner, click 'Research Masters and PhD programs'.
3. In the left-hand margin, select 'PhD Regulations' for the Regulations, the application forms, and the instructions for PhD candidates, the PhD time schedule and the memo on digital delivery of the PhD thesis for the Research Portal.

¹ Pursuant to the legislation on the protection of personal data, the secretary's office of the Doctorate Board destroys the photocopy of the passport after the defense.

Graduate Schools

Tilburg University has the following Graduate Schools:

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

Website: <https://www.tilburguniversity.edu/research/institutes-and-research-groups/center/graduate-school/>

E-mail: center-gs@tilburguniversity.edu

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

Website: <http://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.htm>

E-mail: law.doctoral_degree@tilburguniversity.edu

Tilburg School of Humanities: **Graduate School for Humanities**

Website: <https://www.tilburguniversity.edu/research/humanities/graduate-school-for-humanities.htm>

E-mail: tsh.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

PhD thesis

- Number of copies to be made available:
 - a) *Hard copies*: 35 copies of the PhD thesis must be in the possession of the Doctorate Board at least 21 days before the date of the defense.

Delivery address: the Mail Room in Koopmans building (room K 02), to the attention of the Doctorate Board. Any additional theses (*stellingen*) and/or reception cards should be put inside the books before they are handed in.
 - b) *Digital copies*: at least 21 days before the defense, the Tilburg University Library must be provided with a digital copy of the PhD thesis for publication in the Tilburg University Research Portal.

Delivery address: Repository@tilburguniversity.edu. For practical instructions, please consult the Memo **Delivering the digital version of the dissertation**.
- Reception card

If there will be a reception, the PhD candidate is recommended to insert a reception card into his/her PhD thesis, stating the place and time of the reception and, if applicable, the name, address, and telephone numbers of the PhD candidate and/or assistants (*paranimfen*).

- Reimbursement of copies required by the university

In order to qualify for the reimbursement of PhD thesis copies, the PhD candidate needs to contact the secretary's office of the Graduate School.

Practical matters

For matters like the reception, a photographer, the number of seats to be reserved in the Auditorium for guests, etc., the PhD candidate needs to contact the Beadle at least one month before the date of the ceremony. Phone: 013-4662700; email: pedel@tilburguniversity.edu.

Press and publicity

- a) Tilburg University wants to contribute to a societal impact of research by making the results of PhD research available to the general public. Therefore we invite the PhD candidate to provide a brief summary of his/her PhD research for a lay audience (max. 1 A4, see below for a suggested format). The summary can also serve as a preparation for the brief lecture for non-experts before the defense. The summary will also be placed in the Tilburg University Research Portal together with the full thesis and in the announcement of the PhD defense on the Tilburg University website. If the summary shows that the research results are newsworthy, the External & Campus Communication Office will contact the PhD candidate on any communication follow-up.
- b) The PhD candidate will be asked to submit the lay summary as a Word document (21 days before the defense) at Repository@tilburguniversity.edu and the Marketing & Communication Office (via persvoorlichters@tilburguniversity.edu). This Office will take care of any communication activities.
- c) If radio or television recordings will be made during the defense ceremony, the person or persons making the recording must contact the Beadle whether there are any objections by the Rector Magnificus, by the members of the PhD committee or by the PhD candidate.

Format Lay summary

The lay or management summary is meant for people outside the university and non-experts with an interest in the subject for professional or other reasons. It is important for them to learn about the results and/or recommendations based on the research and whether these might be useful to them. Therefore, a lay summary does not contain any jargon, is brief and to the point (max. 1 A4, less if possible), and contains the most relevant items from the list below.

- Research topic
- Reason for/importance of the study
- Research methods used
- Most important conclusion(s)
- Most important recommendation(s)

In order to raise the interest of a lay audience, the most effective order in which to present the information is the most interesting information first (usually a conclusion or recommendation) and the less interesting information last, but a different approach may be equally valid.

PhD ceremony

- a) Standard attire for the PhD candidate and his/her assistants:
 - men: tailcoat, white waistcoat, and bow tie or other clothing appropriate to the occasion;
 - women: skirt or pant suit, or other clothing appropriate to the occasion.
- b) The ceremony takes place in the Auditorium or the Ruth First room. The starting time is precisely at 10:00 hrs., 14:00 hrs., or 16:00 hrs., or at another time fixed by the Rector Magnificus.
In the event of a double defense, the ceremonies take place at 10:00 and 11:00 hrs. (or at 14:00 and 15:00 hrs.; 16:00 and 17:00 hrs., respectively). The two PhD candidates will receive their certificates simultaneously after the last defense.
- c) At the moment when the professors' cortege enters the Auditorium, the PhD candidate is standing at the lectern, with his/her assistants standing on either side.
- d) As soon as the professors have reached their seats, the Rector Magnificus pronounces the invocation and introduces the members of the PhD committee for the benefit of the guests in the audience.
- e) Prior to the official defense, the Rector Magnificus gives the floor to the supervisor, who requests the PhD candidate to briefly introduce to the topic of the PhD research, in terms that are comprehensible to the general public. This brief lecture may last a maximum of twelve minutes and may be held in the PhD candidate's mother tongue, provided that the accompanying slides are in English. The Rector Magnificus keeps track of the time. A projector may be used during the introduction.² The brief lecture for non-experts will not be included in the assessment of the PhD defense.
- f) After this introduction, the Rector Magnificus gives the floor to the opponents. The Rector Magnificus will indicate to the PhD candidate when it is time to answer the questions. In responding to questions, the PhD candidate addresses the opponents (professors as well as others who have been granted permission to raise questions) as "highly esteemed opponent". It is appropriate to thank the opponent for asking a question.
- g) When the hour has passed, the Beadle enters the Auditorium and calls out 'Hora est', which immediately ends the defense, even if the candidate or an opponent is in mid-sentence. After the Beadle has pronounced the *hora est*, the Rector Magnificus adjourns the ceremony. The PhD committee leaves the room for deliberation.
- h) During the deliberations, the PhD candidate remains in the room. When the PhD committee returns, the PhD candidate and his/her assistants stand in the same places as during the defense. The Beadle invites the PhD candidate and assistants to stand in front of the table where the Rector Magnificus and the supervisor(s) are seated.
The Rector Magnificus states the decision of the PhD committee. If the doctorate has been conferred, the Rector requests the supervisor to implement this decision by pronouncing the PhD formula. The supervisor then presents the PhD candidate with the doctoral degree certificate. The new doctor and his/her assistants resume their positions behind the lectern, where they remain standing.

If the PhD candidate receives a *cum laude*, the Tilburg University Student Administration can add the designation to the certificate. Please contact the Beadle about this.
- i) After the certificate has been presented, the supervisor addresses the PhD candidate (the *laudatio*). The Rector Magnificus then makes some practical announcements and concludes the ceremony with a prayer.
- j) Preceded by the Beadle, the cortège leaves the Auditorium, immediately followed by the new doctor and his/her partner and assistants. If there is a reception, the cortège heads to the reception room (or to the

² However, during the defense, no projector or other presentation tool may be used.

Portraits Room if the reception does not take place close to the Auditorium), at the entrance to which the professors form a guard of honor for the new doctor. The professors then congratulate the new doctor in person.

Secretaries' Office of Doctorate Board

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All information relating to a PhD graduation can be found on the university website: www.tilburguniversity.edu/phd.