

# A timeline to finish your PhD

*MAIN DEADLINES (more in the following pages)*

**STRESS LEVEL** 0  10<sup>6</sup> +∞ 

FUCK  
YESSS

*form 2*  
(by supervisor)

*form 3*  
(by supervisor)

PhD!

YOU SHOULD BE WRITING  
(even before this)

*NOTE: consider time to integrate  
comments from your supervisor(s)  
and prepare introduction figures*

*call the pedel to reserve  
the **defense date***

- call on 1<sup>st</sup> of the month!  
(ex. defense in Jan. -> call July 1<sup>st</sup>)
- book **time slot @ h16.15**

**-6 months**

WRITE  
HARDER!!

*(actually, you  
shouldn't be  
writing now)*

**SEND IN THESIS**  
*to Assessment Committee*  
*no need yet for samenvatting,  
acknowledgements, CV, etc.*

**-4 months**

InDesign  
time!

+  
*write remaining  
sections  
(get a Dutch  
native)*

**-3 months**

defense  
organization

*guests, symposium,  
catering/dinner/party*

*after committee  
answers back,  
send to **printer**  
(print takes 3-4 weeks)*

**-8 weeks** -6 weeks

prepare  
your talk!

+  
*mock defense*

**15 copies  
to pedel**

**-3 weeks**

(updated June 2016)

# Beware of other **STRESS** sources!



*job search for Work2Work*

- ☑ 10 job-searching “activities” each month (*not strictly enforced*)
- ☑ monthly “action plan” to send to your reference person



*job search for UWV (= who pays your unemployment)*

- ☑ 4 job-searching “tasks” each month
- ☑ filling in a income statement every month

(NOTE: apply for unemployment BEFORE the end of your contract!!)

..good news: “networking” and uploading your CV online count!



*papers in progress anyone?*

## Time schedule PhD candidates

<b>Before commencement of the doctoral programme</b>	<b>Doctoral Degree Regulations*</b>	<b>Instructions to the PhD candidate*</b>	<b>Example*</b>
Complete, print and sign electronic application Form 1: 'Request for Exemption and Admission to the Doctoral Programme'. Also have (co-)supervisor(s) sign.	Articles 4 and 5		Form 1
Send signed form with copies of diploma and passport to Head of Department / Dean of Faculty.			
<b>No more than 6 months before the intended date of the doctoral thesis defence ceremony</b>	<b>Doctoral Degree Regulations*</b>	<b>Instructions to the PhD candidate*</b>	<b>Example*</b>
Upon the supervisor's approval, ask the Beadle's Office to assign a provisional date for the doctoral thesis defence ceremony.	Article 20	Article 1	
<b>At least 2.5 months before the date of the doctoral thesis defence ceremony</b>	<b>Doctoral Degree Regulations*</b>	<b>Instructions to the PhD candidate*</b>	<b>Example*</b>
E-mail title page and back of title page to Beadle's Office for approval.	Article 18	Articles 2 and 3	Appendices A and B
<b>Please note:</b> Only after acceptance of Form 3 by the Board for the Conferral of Doctoral Degrees, and after approval by the Beadle of title page and back of title page, the thesis may be sent to the printer's.**	Articles 15 and 18	Articles 4, 5, 6, 9 and 11	Form 3
The Beadle's Office sends an e-mail with additional information.		Article 7	
<b>At least 2 months before the date of the doctoral thesis defence ceremony</b>	<b>Doctoral Degree Regulations*</b>	<b>Instructions to the PhD candidate*</b>	<b>Example*</b>
Utrecht University offers a room to host a social get-together, this room is booked at the same time the date for the doctoral thesis defence is confirmed. Please contact the catering services as soon as possible, also in the event the room will not be used: +31 (0)30 253 8254, <a href="mailto:cateringoudlondon@uu.nl">cateringoudlondon@uu.nl</a> .		Article 6 and 28.g	
Deliver electronic information to Department Communication and Marketing and University Library, please follow the instructions in Appendix F.	Article 18	Articles 7 and 25	Appendix F
<b>At least 3 weeks before the date of the doctoral thesis defence ceremony</b>	<b>Doctoral Degree Regulations*</b>	<b>Instructions to the PhD candidate*</b>	<b>Example*</b>
Hand in 15 thesis copies at Beadle's Office and mail PDF copy of digital thesis together with depot licence (Appendix G) to <a href="mailto:pedel@uu.nl">pedel@uu.nl</a> via <a href="https://filesender.surfshare.nl">https://filesender.surfshare.nl</a> or <a href="https://www.wetransfer.com">https://www.wetransfer.com</a> .	Article 18	Articles 8, 9, 10 and 11	Appendix G and G1
Send copy of thesis to chairperson and members of Doctoral Examination Committee.			
Arrange meeting with chairperson of Doctoral Examination Committee. The secretary to the Head of Department / Dean of Faculty will provide name of chairperson.	Article 21	Article 13	Appendix E

MORE INFO HERE:

<http://www.uu.nl/en/organisation/phd-candidates/practical-matters/documents-for-prospective-phd-candidates>

## Time schedule supervisors\*\*

<b>Before commencement of the doctoral programme</b>	<b>Doctoral Degree Regulations*</b>	<b>Instructions to the PhD candidate*</b>	<b>Example*</b>
Have PhD candidate complete, print and sign electronic application Form 1: 'Request for Exemption and Admission to the Doctoral Programme'. Also have (co-)supervisor(s) sign.	Articles 4, 5 and 7		Form 1
Send signed form with copies of diploma and passport to Head of Department / Dean of Faculty			
<b>No more than 6 months before the intended date of the doctoral thesis defence ceremony</b>	<b>Doctoral Degree Regulations*</b>	<b>Instructions to the PhD candidate*</b>	<b>Example*</b>
Upon the supervisor's approval the PhD candidate may ask the Beadle's Office to assign a provisional date for the doctoral thesis defence ceremony.	Article 20	Article 1	
<b>At least 4 months before the intended date of the doctoral thesis defence ceremony</b>	<b>Doctoral Degree Regulations*</b>	<b>Instructions to the PhD candidate*</b>	<b>Example*</b>
Complete, print and sign electronic Form 2: 'Approval of Manuscript and Proposed Composition of Assessment Committee'. Also have (co-)supervisor(s) sign, then send to Head of Department / Dean of Faculty.	Article 12		Form 2
As soon as the e-mail stating the approval of Form 2 has been received, the manuscript may be sent to the members of the Assessment Committee.	Article 13		
<b>At least 2 months before the date of the doctoral thesis defence ceremony</b>	<b>Doctoral Degree Regulations*</b>	<b>Instructions to the PhD candidate*</b>	<b>Example*</b>
Complete, print and sign (by first supervisor) electronic Form 3: 'Assessment Committee's Decision regarding Admission to the Thesis Defence'. Send signed form to Head of Department / Dean of Faculty.	Article 15		Form 3
<b>At least 4 weeks before the date of the doctoral thesis defence ceremony</b>	<b>Doctoral Degree Regulations*</b>	<b>Instructions to the PhD candidate*</b>	<b>Example*</b>
In case of a 'cum laude' proposal the Dean shall submit name/names of expert/experts to Rector Magnificus.	Article 16		Form 4
The Beadle is informed of a 'cum laude' designation as soon as possible.			
<b>At least 7 working days before the date of the doctoral thesis defence ceremony</b>	<b>Doctoral Degree Regulations*</b>	<b>Instructions to the PhD candidate*</b>	<b>Example*</b>
Complete, print and sign (by first supervisor) electronic Form 4: 'Assessment Committee's Proposal for the Conferral of a Doctoral Degree with the Designation 'cum laude'. Send signed form to Head of Department / Dean of Faculty as soon as possible.	Article 16		Form 4
The supervisor takes care of composition of Doctoral Examination Committee and informs the Beadle, chairperson and other members of Doctoral Examination Committee. The supervisor also informs the Committee they are to dress in accordance with the importance Utrecht University attaches to the doctoral thesis defence ceremony.	Article 21		

MORE INFO HERE:

<http://www.uu.nl/en/organisation/phd-candidates/practical-matters/documents-for-prospective-phd-candidates>

# **Who to contact #1:**

## **PEDEL**

*(a.k.a. beadle's office)*

**TO RESERVE THE DATE: CALL THEM!**

030 25 38 259

**..to keep in touch:**

[pedel@uu.nl](mailto:pedel@uu.nl)

**..to deliver the 15 thesis copies:**

Academiegebouw,

kamer 1.8

Domplein 29, 3512 JE Utrecht

<http://www.uu.nl/en/organisation/utrecht-university-hall/beadles-office>

**Who to contact #2:**  
**SECRETARIES**  
of dean+head of department  
*(a.k.a. Marjan Fiechter / Marja van der Linder)*

**BRING THEM FORM 2 (SIGNED)**

**W707**

+3130 253 2276 / 2632

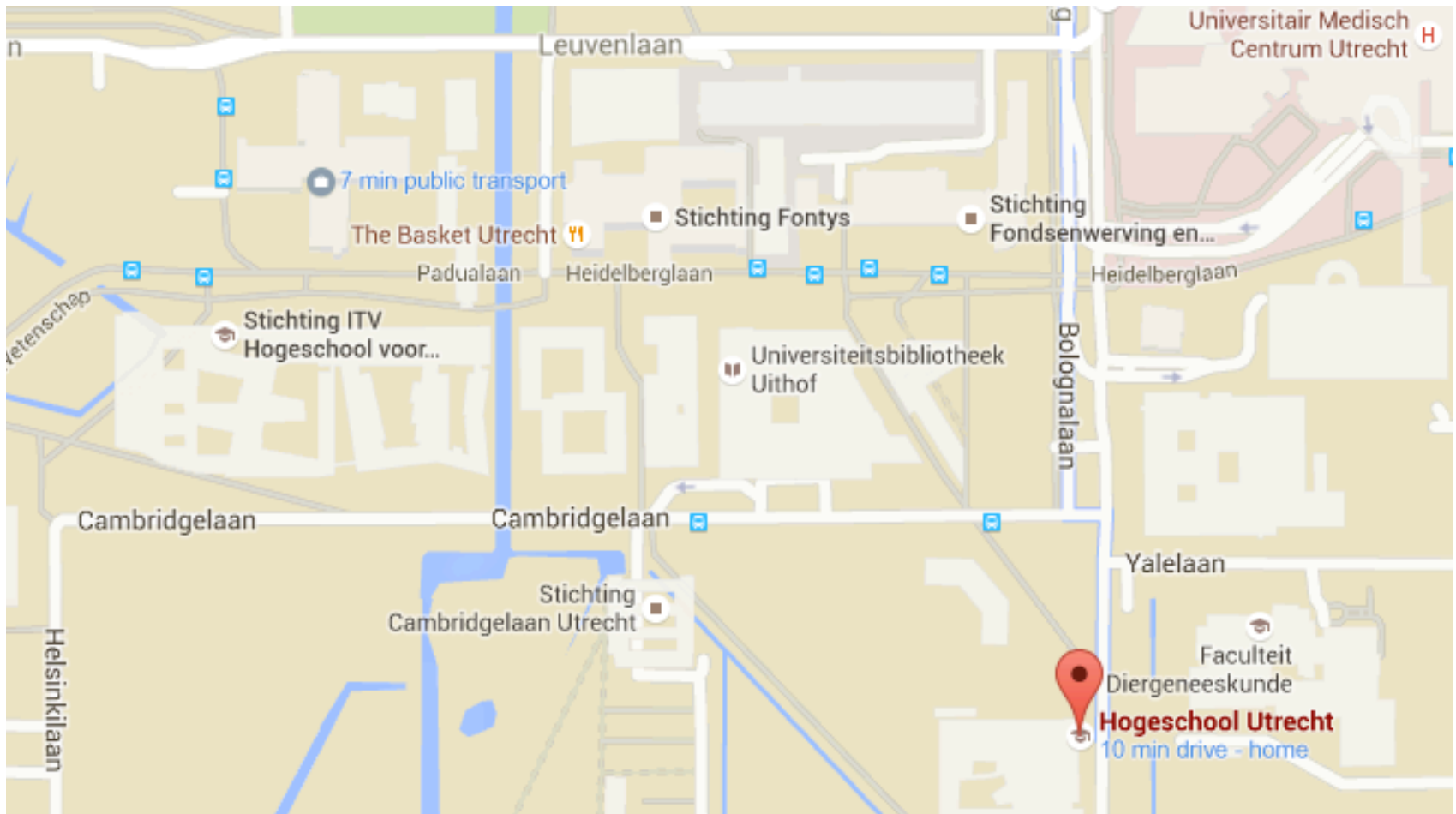
[biologie@uu.nl](mailto:biologie@uu.nl)

..also the ones who can help you  
if your Hora Est! account expired and you can't access your data  
(it happens)

..do people in the reading committee want **paper copies**?

**XEROX service @ Hogeschool Utrecht (Bolognalaan 101)**

(go in person with a USB stick, it takes 10 minutes)



# How to save money

## THESIS LAYOUT & NR. OF COPIES

- change color figures to b&w whenever possible
- consider that 15 copies will come back from the pedel
- order with other PhD candidates to obtain a group discount
- sit down and count actual people you want/have to give it to (half of your 200 copies will most likely never leave the parcel box)

## DEFENSE DEADLINES

you can be partially\* reimbursed for the defense costs by Utrecht university (thesis printing, catering, dinner, party.. even your clothing!) based on **when you submit form 2:**

- ..within 1 month from end of contract: 2000 €
  - ..within 6 months: 1000 €
  - ..over 6 months: 500 €

(room rental and catered lunch/coffee for the symposium are covered by the department)

*\*easily > 2000€! in other departments reception and dinner for the committee are NOT a tradition, but you also don't get songs and hand-made presents (yeah, well..)*



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**Email**

**Date**

**Web address**

**Subject**

Reimbursement costs of thesis

**Page**

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Dear professor Wösten,

With this letter I would like to apply for a reimbursement of the printing costs of my thesis.  
Below you will find the required information:

Research group:

Promotor:

Defence date:

Starting date of appointment:

Final date of appointment:

Manuscript approved by promotor at .....

Sent to committee at.....

Personal details: (name, address, zipcode/town)

BSN:

Bank account:

I hope I informed you sufficiently and thank you in advance.

Yours sincerely,

Applicant

Promotor

# Sample letters for claim of costs (both worked!)

Dr. XXX YYY  
<current address>

To whom it may concern:

My name is XXX YYY and I was a PhD student in the Molecular Plant Physiology group, Faculty of Science of Utrecht University between May 1st 2011 and April 30th 2015. My graduation was in June 29th 2015.

I was informed that some expenses concerning the graduation can be partly reimbursed by the Faculty. I hereby would like to request the reimbursement of the receipts attached to this letter. These include the printing costs of the booklet (€...), the reception in the academic building after the ceremony (€...), and the dinner on the graduation day (€...).

My bank details are as follows:

XXXXXXXXXXXXXXXX

Please contact me if you need any further information.

Best regards,

XXX YYY

**YOU CAN FIND THIS PRESENTATION ON THE TBB WIKI!**

<http://theobinfwiki.wikispaces.com/Finishing+your+PhD>

..together with other useful things:

- template (the nice one) for claim of costs

<http://theobinfwiki.wikispaces.com/file/detail/Aanvraag%20promotiekosten.doc>

- suggested reception and party locations - scroll to end of page

<http://theobinfwiki.wikispaces.com/organizing+your+PhD>



be aware:  
THIS  
happens  
←