PhD Step-by-step plan in short; version EN DR 2020
No rights can be derived from this document. The new Doctorate Regulations 2020 and the Further Regulations for the Faculty of Medicine are always binding and applicable.

Introduction

This hand-out with useful general advice about finalizing a doctorate at the Faculty of Medicine of the University of Amsterdam (UvA) is designed for PhDs and their supervisors at the AMC Medical Center.

As part of the AMC Graduate School the AMC Office of Doctorate Affairs deals with all (administrative) matters relating to the PhD defense starting with the admission procedure, the thesis preparations and submission right through to the actual PhD defence ceremony.

The Office of Doctorate Affairs keeps manual dossiers on all AMC PhD candidates applying for admission to the doctorate at the Faculty of Medicine of the UvA, so that it is always known is which stage of the procedure the PhD candidate is in.
If you can't find what you're looking for or need further advice, please contact the Office of Doctorate Affairs.

Contact information

E-mailadres  promotiezaken@amc.uva.nl
Telephone  0031 20 56 67477

Visiting address  AMC Medical Center_room E2-176

Visiting hours  As of March 16th, 2020: not on Wednesday and Friday
Monday from 09.00 to 12.30
Tuesday and Thursday from 09.00 to 16.00

Links to important administrative advice

www.amc.nl/phdgraduation for information about the admission requirements, the PhD defense procedures, preparations for the defense ceremony and the Further regulations of the Faculty of Medicine. You will also find there this step by step approach and a digital help tool in Excel for setting up a timeframe and calculating your deadlines. Fill in the (provisional) date of your defense ceremony, and all the deadlines appear automatically.

www.uva.nl/doctorateregulations for the official key forms and documents, including the calendar of the Office of the Beadle and the UvA Doctorate Regulations 2020.

Please note: practical details in the UvA step-by-step-instructions and flowchart procedure ‘From manuscript to final thesis’ in this link differ essentially in timeframe, deadlines and what is to be expected from you. Therefore do not use these flowcharts as your guidelines.
Administrative procedure
In order to be admitted to the PhD defence, up to one year before the envisaged date of the defence ceremony, a number of steps must be completed. This administrative procedure takes place through the AMC Office of Doctorate Affairs.

There is no online registration system.
The Dean’s Delegate is once per week available attending to all forms and requests. After signing, all requests are sent the Doctorate Board for further administrative processing. It takes several weeks to process and send by e-mail confirmations/decisions to the PhD candidate and supervisors, with copies to the Office of Doctorate Affairs.
Please note: If the details of a decision you receive do not match the details of the initial request, then please send a request for rectification by email directly to the Doctorate Board cvp-secretariaat-bb@uva.nl, with a copy to the Office of Doctorate Affairs.

Decisions
There are five decisions in circulation.

1. Decision_Exemption from the legal educational requirement regarding the admission to the doctoral programme by the Doctorate Board. Valid eight years. Required for the admission to the doctoral programme (step 2).
2. Decision_Admission to the doctoral programme and the appointment of your (co-)supervisor(s) by the Doctorate Board. Valid eight years. Required for the proposal for composition of the Doctorate Committee (step 3a).
3. Decision_Appointment of the Doctorate Committee by the Doctorate Board. Valid two years. Required for the (provisional) reservation of the defence ceremony (step 3b) and the reverse site of the academic title page (step 5).
4. Provisional reservation doctoral defence ceremony by the Office of the Beadle. This reservation will become definitive once the doctorate committee has admitted you to the thesis defence and the title page, signed by the supervisor(s) and through the intervention of the Dean of the faculty has been received by the Office of the Beadle.
5. Definitive reservation doctoral defence ceremony by the Office of the Beadle. This notification can be seen as the end of the examination process and permission to reproduce (print of photocopy) the thesis.

Please note that there are no amendments forms in circulation. A change in committee members, by adding, removing or replacing a (co-)supervisor, should be requested by means of the form “Request for admission to the doctoral program” (step 2) and be accompanied by a well written motivation from the supervisor directed to the Dean’s Delegate about what and why the committee has been changed, with agreement of all other supervisors (in CC).
Procedure in five steps

Admission requirements
Everyone who has obtained a Dutch master’s degree (in accordance with the WHW, the Dutch Higher Education and Research Act), an ir. (engineering graduate), mr. (law graduate) or drs. (other graduates) degree meets the admission requirements > go to step 2.

Candidates with a foreign degree and candidates who do not meet the minimum entry requirements would do well to contact the Office of Doctorate Affairs at an early stage for the exemption procedure > go to step 1.

Step 1 – Request for exemption from the legal educational requirements
for PhD candidates who do not hold a Dutch master’s degree.

In order to determine the authenticity of your documents the request for exemption is in person at the Office of Doctorate Affairs E2-176.

- Bring with you the form “Request for exemption from the legal educational requirements” to download at: [www.uva.nl/doctorateregulations](http://www.uva.nl/doctorateregulations). Completed and originally signed.
- A valid original ID, such as a passport (full names, date and place of birth must be mentioned; copies or driver’s license are not allowed). In case place of birth is not showed, a birth certificate is required.
- Original or certified true copies of all academic degrees (i.e. bachelor and master diploma). All diplomas accompanied by original or certified true copies of course transcripts*.
- For languages other than Dutch, English, German, French, Spanish, Italian or Portuguese an official translation is needed for all documents mentioned in this section.
- Your Curriculum Vitae.

Degree certificates are legal documents that prove you have successfully completed your courses at a university and the full academic transcript is an official university document that lists all the module marks and grades you have achieved on your courses.

Certified true copies are printed versions or copies of the original documents sealed, stamped or signed by the authorizing university officer or by notary to certify that the printed versions or copies are true copies of the originals.

Timeframe: Depending on the accreditation of the non-Dutch diplomas (by Nuffic) or your professional training in applied sciences, the issue of the “Decision_Exemption legal educational requirement” by the Doctorate Board may take up to six months.
Step 2 – Request for admission to the doctoral programme at the UvA
for PhD candidates who hold a Dutch master’s degree and for PhD candidates with an Exemption of Educational Requirement from the Doctorate Board.

- In order to determine the authenticity of your documents the application is in person at the Office of Doctorate Affairs E2-176.
- Application only after registration with the AMC Graduate School www.amc.nl/graduateschool has been completed and preferably about one year prior to the envisaged PhD graduation (when the q.q. committee is finally established and no changes are expected).

You must bring with you

- The form, to download at: www.uva.nl/doctorateregulations signed by the PhD student and (co)supervisor(s). Per 16 March 2020 digital signatures or scans are accepted.
- A valid original ID, such as a passport (full names, date and place of birth must be mentioned; copies or driver’s license are not allowed).
- An original master's diploma or an original certified true copy of this diploma.

Instructions for completing the form

- Do indicate title, full initials, surname and affiliation correctly
- Per committee member no more than one affiliation is permitted
- If your co-supervisor is not a full professor (in Dutch “prof. dr.”), associate professor (UHD) or assistant professor (UD), but an □ expert with doctorate a reasoned proposal for the appointment (on the back of the form) by the supervisor is required. In a ‘good enough’ motivation the supervisor confirms:
  a) that the co-supervisor holds a doctorate/PhD (mention year, university, possibly title thesis);
  b) is an expert in (an area of) the field described in the thesis;
  c) fulfills a genuinely supervisory role: give concrete form to what the role looks like.
- If one of your supervisors is affiliated to a foreign academic institution he or she should hold a position comparable to that of a full professor or associate professor able to carry out the ius promovendi. A document confirming the appointment as full professor or associate professor with ius promovendi is required.
- If one of your co-supervisors is affiliated to a foreign academic institution, you also need to enclose an document confirming the appointment as full professor, associate or assistant professor holding a doctorate or expert holding a doctorate/PhD.

Timeframe: The “Decision_Admission to the Doctoral Program” by the Doctorate Board is issued within 5 weeks and is valid for 8 years.

For those candidates in possession of a “Decision_Exemption legal educational requirement” only a completed and original signed form is needed.
Stap 3a – Proposal for composition of the Doctorate Committee
form to download at: www.uva.nl/doctorateregulations and to be submitted by e-mail to promotiezaken@amc.uva.nl by the supervisor or the PhD candidate himself/herself (with a copy to the supervisor for his/her consent)

Requirements and instructions for completing the form

- Prior to submitting a final proposal for the composition of the Doctorate Committee, the supervisor is to satisfy himself/herself of the willingness of the proposed voting members to accept membership of the Committee.
- The committee consists of at least five but no more than seven voting members.
- The majority of the voting committee members must be full professors, or the foreign equivalent, the remaining members being doctorate holders (ratio > 3:5, 4:6, 4:7).
- At least one voting member must be a full professor at the ☐ UvA and at least one other member a full professor affiliated with an institution other than the UvA.
- At least half of the voting Committee members must be affiliated to the ☐ UvA (ratio > 3:5, 3:6 or 4:7)
- Per full professor and expert with a doctorate only one affiliation is permitted.
- Article 4 (forbidden relationships) also applies to the composition of the Doctorate Committee.
- Foreign members: full professors, associate professors in possession of the ius promovendi, and experts holding a doctorate are accepted. Documents confirming current appointments as full professor or associate professor affiliated to a university or experts holding a doctorate are to be provided (i.e. screenshot or link to personal webpage/university/hospital or CV will do).
- Keep the 25% rule for co-authorship in mind when composing the Doctorate Committee.
- Timeframe: The Appointment of the Doctorate Committee Decision by the Doctorate Board is issued within five weeks after submission and is valid for one year.

Further regulation: the 25%-rule for co-authorship
an additional “Further Regulation” of the Faculty of Medicine to the UvA Doctorate Regulations

Definition

The number of co-authors who are also voting members of the Doctorate Committee
(requirement: they may only make out a minority of the 5 to 7 voting members of the Doctorate Committee)

The number of articles with voting members of the Doctorate Committee
(requirement: no more than 25% of the papers in the PhD thesis may have one or more voting members of the Doctorate Committee as co-authors).

By way of exception the dean may grant an exemption from the further regulations at the request of the supervisor.
Step 3b – Scheduling a provisional defence date

- Only after receiving the official decision appointment of the doctorate committee from the Doctorate Board you can reserve a provisional date for your defense ceremony with the Office of the Beadle.
- You should make a reservation at least 4 months (16 weeks) in advance, or 8 months in advance if you are opting for a popular month (June, November and December) or timeslot (Friday). Keep in mind that the manuscript needs to be final and completed approx. 4 months (16 weeks) prior to the actual PhD Defense and that you must abide by the deadlines.
- You will find the calendars of the Agnietenkapel and the Aula der Universiteit aan het Spui on www.uva.nl/doctorateregulations.
- Contact the Office of the Beadle preferably by email: bureaupedel@uva.nl; Make sure and mention it in your booking that at least 5 members of your voting committee members are available on the date that you select.
- After reservation the Office of the Beadle sends an e-mail confirming the provisional date of the defense ceremony to the PhD candidate, all committee members and the Office of Doctorate Affairs.
- The reservation will become definitive once the doctorate committee has admitted you to the thesis defence and the title page, signed by the supervisor(s) and through the intervention of the Dean of the faculty has been received by the Office of the Beadle. See step 5.
**Step 4 – Submitting the manuscript for the screening on plagiarisme and the assessment of the thesis for admission to the doctorate (thesis defence)**

**Timeframe:** no later than **16 weeks** before the intended date of the defense ceremony.

- Doctoral candidate sends the final manuscript to the supervisor(s).
- Supervisor(s) gives final approval for the manuscript.
- After final approval for the manuscript by the supervisor, a PDF or PDF/a file of the manuscript needs to be submitted
  a) to the Medical Library phdscan@amc.uva.nl with a copy to promotiezaken@amc.uva.nl for the screening on plagiarisme and
  b) for examination by the Doctorate Committee to all voting committee members preferably in one and the same e-mail. It is of high importance that all parties receive an identical version of the manuscript at the same time.
- Requirements for the final manuscript
  a) Timeframe assessment for AMC-theses is **16 weeks** opposed to 14 weeks for other faculties; regulatory deadlines shall not be reduced.
  b) Manuscript is final and complete with regard to the content, meaning that no changes are allowed once the manuscript is submitted for the plagiarism check and assessment Doctorate Committee;
  c) Manuscript is to be submitted in **PDF (one page per page) without cover and acknowledgement**, but should contain a
  d) an academic title page _see page 8_ and a summary in Dutch and in English. In terms of content the Dutch and English summary must be identical. **Without title page and Dutch summary the Medical Library cannot process the screening.**
- From the moment of submitting the final manuscript only changes in lay-out of the manuscript are admitted, such as corrections of the title page (as requested by the Office of the Beadle), typing errors in the manuscript, lay-out and design, colophon, ISBN-number and acknowledgements (optional).
- Find the Appendix A doctoral thesis assessment forms in English and in Dutch under **Step 5.2** on www.amc.nl/phdgraduation. Voting members have **six weeks** to submit their assessment to the supervisor.
- The results of the scan for plagiarism will be sent to the supervisor and Office of Doctorate Affairs only. If discrepancies are found the Office of Doctorate Affairs contacts the supervisor and asks for an explanation. The explanation must be approved and signed off by the Dean’s Delegate.
- While waiting for the results of the scan for plagiarism (approx. 2 weeks) and for the assessment by the Doctorate Committee you start finalizing the academic title page that needs to be signed by (both of) your supervisor(s). See: step 5.
- You may need to order special envelopes for the distribution of your thesis by post: AMC-order number 49461.
- Find information about a refund for printing costs (up to € 500) on https://www.amc.nl/web/leren/graduate-school/phd-1/compensation-for-phd-graduates.htm
- Make an appointment with the printer of your thesis. Never print your thesis before you have received the final decision with the definitive date of your defence from the Office of the Beadle.
Academic title page

The academic title page is a legal document to be originally signed on the front and reverse by (both) your supervisor(s). It is therefore required that it is correctly formatted. Find the format of the doctoral thesis model title page on www.uva.nl/doctorateregulations

Some common errors to avoid on the front page:
Since the dissertation title will be written on the degree by expert writers the title on the academic title page should not be fully capitalized.
The Dutch way of writing the hour is: 10.00 uur, 12.00 uur, etc. Using a dot instead of a colon.
The page should contain your full and complete name as spelled in your passport or on your ID card. Name of partner (e/V) is not to be used.
Place of birth as mentioned in your passport; do not state the date of birth, nor your country of birth.

Reverse page Promotiecommissie
Promotor(es), Copromotor(es) and Overige leden: Copy title, full initials, surname and affiliation exactly from the Decision_Appointment of the Doctorate Committee
It is permitted to change the order of the supervisors, co-supervisors and voting committee members.
It is one (co)promotor and two (co)promotores; i/A leave out the brackets.
The only correct and to be used affiliation for AMC professors, associate/assistant professors, experts with a doctorate is: AMC-UvA.
Name faculty of Medicine in Dutch: Faculteit der Geneeskunde

Typeface, font size (bold, cursive) and spacing to your own taste, but without changing the basic layout of the document.

Before finalizing the title page, you may have it checked by the Office of Doctorate Affairs. Annemarie will verify that it is correct and satisfies all formal regulations, and will advise you on any errors (in layout, capitalization, spelling, Dutch, etc.).

Important
Title page must be presented to the dean/faculty office originally signed on both the front and reverse by (both of) the supervisor(s).
Stap 5 – Approval of the “Title page package” and definite date public defense ceremony

Timeframe: no later than 9 weeks before the provisional date of the defense ceremony to be delivered by post or in person by or on behalf of the supervisor at the Office of Doctorate Affairs_E2-176 in one batch of documents

- The academic title page bearing the signatures from (both) your supervisor(s) on the front and the back of the paper. Per 16 March 2020 digital signatures or scans are accepted.
- A print of all doctoral thesis assessment forms (Appendix A) of the voting committee members.
- Form Addendum Appendix A_ad question 8_Specific assessment criteria Faculty of Medicine UvA (related to the number of published papers in thesis, number of co-authorships and the screening on plagiarism) completed and (digitally) signed by just one (of both) supervisor(s). Find the form under step 5 on www.amc.nl/promotiezaken.
- The e-mail with the results of the screening on plagiarism (sent to the supervisor) and, in case similarities were found, the similarity report evaluated and signed for acceptance by the dean’s delegate.

Decision provisional and final date

- By signing the title page the dean’s delegate gives his final approval for the manuscript and permission for the doctoral candidate to defend his/her thesis. The doctoral candidate and supervisor(s) will be notified accordingly by the Office of Doctorate Affairs.
- As evidence of admission to the defense the Office of the Beadle will convert the provisional doctoral conferral date into a final doctoral date. The doctoral candidate will be notified accordingly (sometimes with modifications!). This notification can be seen as the end of the examination process and permission to reproduce (print of photocopy) the thesis.

Step 6 – Submitting the final version of the thesis

At the end of the examination process all doctoral candidates are required to submit the final version of their thesis to the appropriate offices.

- No later than 6 weeks prior to the public defense the doctoral candidate has to submit the license agreement to be downloaded at: http://www.uva.nl/en/research/phd/doctoral-programme/completion/completion.html
  With the license agreement permission is given for online publishing through the digital academic repository of the University of Amsterdam (UvA-DARE), and where needed, which articles should be placed under embargo for publication.
- No later than 4 weeks for the public defense doctoral candidates are obliged to submit an electronic version of their thesis to make it freely available on UvA-DARE. Submission online only by sending an email to: phdscan@amc.uva.nl with a copy to promotiezaken@amc.uva.nl.

You need to ensure that your thesis is:
- converted in PDF or PDF/A format, as a single file or multiple files, without file protection;
- complete (i.e. including cover page, sections covered by an embargo –even in case of a permanent embargo-, any material appended separately like supplementary annexes, a propositions sheet, a list of all changes made to the thesis);
- **absolutely identical** to the contents of the printed version of your thesis (including title page, colophon, layout, orthography, paging);
- for larger PDF files use WeTransfer or SURFfilesender (AMC login required).

Make sure to use the words “Final thesis submission” in the message subject line and include in the message your name and whether you have made layout and/or orthographic changes, after it was submitted to the Medical Library for the screening on plagiarism and assessment by the Doctoral Committee OR that no changes were made.

Note: Permitted changes don’t need the approval of the Dean’s Delegate
Note: Propositions for the dissertation should not be included as part of your thesis, but on a Separate sheet only.

- No later than **4 weeks** prior to the public defense **3 copies** of the printed version of the thesis must be deposited with the University Library. Delivered by post to the **Office of the Beadle, Handboogstraat 6, Maagdenhuis, Spui 21, 1012 WX Amsterdam**.

Send or bring along in person **2 copies** of the printed version (for the Dean and Chair public defense) to the **Office of Doctorate Affairs**, AMC E2-176, Meibergdreef 9, 1105 AZ Amsterdam. You may now make an appointment for the Beadle class for defense ceremonies by e-mail to bureaupedel@uva.nl.

- The official language to be used during the ceremony is Dutch. For the opposition and defence in English the supervisor sends a motivated request to the dean’s delegate promotiezaken@amc.uva.nl.

- When a voting committee member is unable to attend the defense ceremony, and less than five voting members are present, the supervisor will have to invite one or more guest opponents by means of the form Uitnodiging gastopponent at www.amc.nl/phdgraduation under Step 6. After agreement by the dean’s delegate the Office of Doctorate Affairs sends out the invitation(s). The supervisor informs the guest opponent(s) about the requirements and procedures during the defense ceremony. Guest opponents must be doctorate holders and have no voting rights.

**Order of Opposition** find the form www.amc.nl/phdgraduation under Step 6

Time frame: no later than **2 weeks** before defence date, but preferably earlier, to be submitted by e-mail to promotiezaken@amc.uva.nl by the supervisor

**Appendices**

- Page 11: Practical information regarding your doctoral defense ceremony
- Page 12: Further regulations for the Faculty of Medicine
- Page 15: Requirements for an AMC-UvA PhD thesis
- Page 17: Procedure for screening on plagiarism
Practical information regarding your doctoral defense ceremony

**Beadle class** You may register for the Beadle class approximately two weeks before the conferral of your doctorate. During this class, the Beadle will provide you with relevant information and advice concerning the defense ceremony at the location where your ceremony is to be held. Should you wish, your assistants (‘paranymphs’) may also attend the class.

The Beadle class for defense ceremonies held in the Agnietenkapel is usually held every Monday at 10:00. The English language class is at 11:30. The Beadle class for ceremonies in the Aula is by appointment on Monday or Wednesday (report to the Office of the Beadle, Handboogstraat 6). Register by sending an email to bureaupedel@uva.nl.

If you would like to use an audiovisual presentation during your defense, bring this with you on a USB stick in order to test it (a technician will be on hand to offer assistance). Apple users are asked to bring their own MacBook and accompanying VGA adaptor with them.

**Reception** Following the defense ceremony, you may host guests at a drinks reception in the Tetterode Library adjacent to the Aula or in the reception area of the Agnietenkapel. Organization of the reception and the cloakroom is outsourced to catering company Cormet. Please note that use of the secure cloakroom is obligatory, by order of the Executive Board. Therefore you will be invoiced for use of the cloakroom, even if you decide not to hold a reception.

**Press affairs** Several weeks before the conferral of your doctorate, the UvA Press Office will contact you with a number of questions related to publication on the UvA website and potential press coverage.

**Printing your doctoral thesis** Prior to the conferral of your doctorate, you can order any desired number of printed copies of your doctoral thesis from the Amsterdam University Press (AUP). AUP also offers design and text editing services. For additional information, visit AUP’s website: http://nl.aup.nl/nl/service/proefschriften.

**Lunch/dinner/party**

If you would like to organize a celebratory lunch, dinner or party after your defense ceremony, the Amsterdam Academic Club can cater to your every need. Visit the club’s website for more information: http://aac.uva.nl.
1. **Registration**
   Registration of AMC PhD candidates at the AMC Graduate School is compulsory, as well as a training and supervision agreement.

2. **AMC Office of Doctorate Affairs**
   The AMC Office of Doctorate Affairs (in Dutch Bureau Promotiezaken) processes all formalities regarding the doctorate (PhD) as stipulated in the UvA Doctorate Regulations 2020 and Further Regulations for the Faculty of Medicine.

3. **Number of published papers**
   The PhD thesis contains at least three manuscripts with results of original scientific research with the PhD candidate as first author, published in or accepted by international, peer-reviewed, scientific journals at the time of assessment of the thesis manuscript by the voting members of the doctorate committee.

4. **Number of co-authorships**
   No more than 25% of the papers in the PhD thesis may have one or more voting members of the doctorate committee as co-author.

   *Supplementary to: Article 20.8 of the Doctorate Regulations of the UvA:*
   “If the doctoral thesis consists (partly) of articles that have been written in the name of several authors, the co-authors of these articles may only make up a minority of the (voting) members of the Doctorate Committee.”

5. **Screening on plagiarism**
   The dean is responsible for the screening on plagiarism of the PhD thesis. At the same time at which the PhD thesis is sent to the voting members of the doctorate committee, the PhD thesis must also be sent to the library of the Academic Medical Center via e-mail phdscan@amc.uva.nl with a copy to promotiezaken@amc.uva.nl. The librarian will perform an electronic scan on plagiarism, and sends the outcome to the promotor(s) and to Bureau Promotiezaken within two weeks after receipt of the PhD thesis.

   Full details are given in the document ‘Procedure for screening on plagiarism and submission of AMC doctoral theses’.

6. **Electronic and printed version**
   The Medical Library sends the approved final electronic version of the PhD thesis to the
University Library for publication in the UvA-DARE repository (UvA Dissertations Online), on behalf of the Dean. To this end, the PhD candidate sends the printer’s proof to phdscan@amc.uva.nl with a copy to promotiezaken@amc.uva.nl. The PhD candidate sends the license agreement to the University Library separately, no later than 6 weeks before the defense ceremony.

7. **Portfolio**
   Adding a portfolio (see example) to the PhD thesis is compulsory.

8. **Guest opponents**
   The request for admission of guest opponents is submitted to Bureau Promotiezaken no later than two weeks before the graduation ceremony.

9. **Opposition**
   No later than one week before the graduation ceremony, the promotor submits a list with the order of opposition to Bureau Promotiezaken, including the exact teaching details and affiliation of the opponents.

10. **‘ius promovendi’ and appointment as supervisor for associate professor (UHD)**
    The Doctorate Board UvA has given all associate professors (UHD’s) the ‘ius promovendi’. The Faculty of Medicine has the prerogative to allow exercising this right to act as supervisor; the Dean decides. In the AMC, only researchers appointed as associate professor (UHD) and Principal Investigators (PI), and with at least two performances as co-supervisor, can apply. A motivated application accompanied by prove of the three criteria mentioned plus a CV, can be send to the dean’s delegate for doctorate affairs.

11. **Theses prepared outside the UvA**
    PhD candidates who prepared their thesis fully outside the UvA, without supervision by the intended supervisor(s) and co-supervisor(s) as shown by their absence from authorship on the original papers in the thesis, are not eligible for admission to the doctorate at the Faculty of Medicine of the University of Amsterdam.

12. **Clarification Assessment of the thesis manuscript and admission to the thesis defence**
    a. Supervisor shall issue a print all doctoral thesis assessment forms (Appendix A of the Regulations) by the members of the Doctorate Committee;
    b. Supervisor shall issue a print of the e-mail with the results of the screening on plagiarism and, in case similarities were found, the similarity report evaluated and signed for approval by the dean;
    c. Supervisor shall issue a completed and signed form Addendum Appendix A_ad question 8_Specific assessment criteria Faculty of Medicine UvA (related to the number of published papers in thesis, number of co-authorships and the screening on plagiarism);
d. Supervisor shall issue an academic title page bearing the signatures from (both) supervisor(s) on the front and back of title page;

e. All documents mentioned in this section are to be submitted by post (or in person) through the Office of Doctorate Affairs to the Dean;

f. The Dean confirms in his/her agreement with the admission to the defence ceremony by submitting a signed title page to the Office of the Beadle.

13. Clarification Article 30.5 submission/duplication of the paper and electronic versions of the thesis

The Faculty of Medicine wants a paper version of the thesis only to be send by the candidate no later than four weeks before the defence ceremony to:

a. the Office of Doctorate Affairs Bureau Promotiezaken – two versions. One for the Dean and one for the chairperson of the doctoral thesis defence ceremony;

b. the supervisor(s) and where relevant the co-supervisor(s);

c. the voting members of the Doctorate Committee;

d. any guest opponents

In addition – Article 30.2 Doctorate Regulations 2020 - the doctoral candidate shall provide three printed or copied versions of his/her doctoral thesis to the Office of the Beadle.

14. Exemption

For each of the above mentioned supplementary provisions, exemption can be requested by a motivated letter to the dean or his delegate for doctorate affairs.
Requirements for an AMC-UvA PhD thesis

A PhD thesis of the AMC-UvA should meet the requirements of the UvA Doctorate Regulations 2020, as well as the Further Regulations of the Faculty of Medicine (AMC). You find these listed below.

**Doctorate Regulations 2014**

**University of Amsterdam**

**Article 15**

**Content and length of thesis manuscript and doctoral thesis**

1. The thesis manuscript consists of a scientific treatise on a particular subject or a number of separate scientific papers that have been published, in whole or in part, provided that these demonstrate sufficient coherence in relation to a particular subject. In the latter case, an additional section needs to be added to the individual papers which explains how they relate to one another and states the significance of each.

2. The length of the thesis should remain within certain limits. As a guideline, the maximum length is 70,000 words (excluding bibliography, references and appendices). Exceptions may be made at the discretion of the Dean, on the basis of a reasoned proposal by the supervisor.

3. The doctoral thesis and any accompanying propositions are to be written in Dutch or in English. The supervisor may, with the approval of the Dean, ask the Doctorate Board for permission to use another language. This request must take explicit account of the possibility of appointing a Doctorate Committee that complies with the requirements of these Doctorate Regulations and whose members have sufficient ability in the language in question to be able to assess the doctoral thesis.

4. The doctoral manuscript that is submitted to the supervisor for final approval must be identical in form and content to the doctoral thesis submitted to the Doctorate Committee for assessment and public defence during the doctoral thesis defence ceremony. It should include the following elements:
   - a title page as supplied by the Office of the Beadle;
   - a table of contents;
   - an overview of the literature consulted;
   - if the doctoral thesis consists of articles or contain articles by multiple authors: a page with a complete reference list for each article with a list of authors for each article and an explanation of the relative contribution of the co-authors;
   - an explanation of how the research was funded, if applicable, as lead down in Article 29, paragraph 6;
   - a separate summary bearing the title of the thesis in the language in which it is written;
   - a separate summary bearing the title of the thesis, both in Dutch;
   - a separate summary bearing the title of the thesis, both in English.
   An acknowledgements section is optional.
3. **Number of published papers**
   The PhD thesis contains at least three manuscripts with results of original scientific research with the PhD candidate as first author, published in or accepted by international, peer-reviewed, scientific journals at the time of assessment of the thesis manuscript by the voting members of the doctorate committee.

4. **Number of co-authorships**
   No more than 25% of the papers in the PhD thesis may have one or more voting members of the Doctorate Committee as co-author.

   *Supplementary to: Article 20.9 of the Doctorate Regulations of the UvA:*
   “If the doctoral thesis consists (partly) of articles that have been written in the name of several authors, the co-authors of these articles may only make up a minority of the (voting) members of the Doctorate Committee.”

7. **Portfolio**
   Adding a portfolio (see example) to the PhD thesis is compulsory.

**Specific concerns**
- In terms of content the Dutch and English summary must be identical.
- The General Discussion forms a separate chapter in the thesis and should not be included in the English summary.
- In case a publication is accepted after the submission of the manuscript to the Doctorate Committee and for screening on plagiarism, it may **not** be published in its final version in the definitive PhD thesis. Instead, add a reference to the article as published in the journal in the definitive version of the PhD thesis (note: report as a change in the final manuscript!).
Procedure for screening on plagiarism

Memo July 2015

The screening on plagiarism is performed using iThenticate. This software is chosen because it compares the manuscript with the largest database of scientific publications.

What is and what is not screened?

- The following parts of the manuscript are screened as separate files: introduction, all chapters, general discussion, English and Dutch summary.
- iThenticate skips the abstract, the “Materials and Methods” section and the reference list of published articles. In case iThenticate can not identify these automatically, we leave those similarities out in the screening results. If iThenticate identifies these paragraphs incorrectly (i.e. can not identify where they end), we change the settings for that particular chapter. This influences the percentage of similarities found, but it will be indicated in the results.
- In (parts of) chapters that are published already (e.g. abstracts) we exclude these external documents in iThenticate from the comparison. Versions of these texts in ResearchGate and comparable sites are also excluded.

Procedure for assessing similarities

- We do NOT use a lower or upper cut-off for the percentage of similarities found to decide whether similarities have to be looked at in detail.
- We do NOT use the option to only show similarities with a minimum of ... words within iThenticate. The differences between submitted and published versions, and imperfections of the software (e.g. recognizing/ignoring hyphens) lead to exclusion of too many similarities.
- Citations are not interpreted as similarities worth mentioning. Very long citations are unusual. If large unbroken parts consists of citations only, or if the size of separate citations is very large, we mention it in the results.
- Of course, citations of the manuscript in other documents are ignored (if detected).
- In the introduction, general discussion and English summary we exclude the (published versions of) chapters of the manuscript from the comparison.
- All other similarities are checked. A large number is skipped since not worth mentioning. As a rule: descriptions of diseases, treatments, etc. are not worth mentioning (e.g.: “Phenylketonuria (PKU, ORPHA79254, MIM 261600) is an autosomal recessive inherited disorder of metabolism that arises due to mutations in the gene coding for the hepatic enzyme phenylalanine hydroxylase (PAH; EC 1.14.16.1).”).
- Similarities worth mentioning are presented in the results including location (page number in manuscript) and data (e.g. URL) of the external document.

Results

The results are send by e-mail to the AMC supervisors and the Office of Doctorate Affairs (incl. the delegate to the dean).
The e-mail comprises:

- A short overview of the percentages of similarities found (after exclusions) for the separate chapters. This is a screen dump from iThenticate.
  Per chapter: Remarks on similarities found (in Dutch) (e.g.: “Geen overeenkomsten gevonden”, “Overeenkomsten op p. 15 gevonden met artikel …. met URL ...”). Each with an URL to the detailed report of the separate chapter (PDF format). These detailed reports are saved on an internal AMC server, and thus only accessible within the AMC IP-domain.

After the report of results

The medical Library does NOT assess the number or impact of the similarities mentioned, and does not comment on alleged plagiarism, but only screens the manuscript using plagiarism software and reports the similarities found. The supervisor and the dean’s delegate assess the similarities and interpret the results. Correspondence on the results and interpretation of the screening on plagiarism is with the dean or his delegate only. One can refer to the KNAW report ‘Correct citeren’ (https://www.knaw.nl/nl/actueel/publicaties/correct-citeren). Please not that no fixed standards are available for assessing alleged plagiarism. Based on experience, standards may be developed in the future.

If similarities are found

1. As said, results of similarities found are send to the Office of Doctorate Affairs and the AMC supervisors.
2. If similarities are found, the supervisors must assess the number and impact, and send their reaction to the Office of Doctorate Affairs, that has been informed of the similarities found, in all cases (also in case the supervisor do not assess the similarities found as serious). The reaction of the supervisor must be included in the form\(^1\), if applicable.
3. The Office of Doctorate Affairs will decide whether the reaction suffices.
4. In case of a negative decision, the Office of Doctorate Affairs must take action. The thesis defense is cancelled upon a negative decision on plagiarism.

\(^1\) Doctoral thesis assessment form and admission to the doctoral thesis defense. Addendum Appendix A - ad question 8 - Specific assessment criteria Faculty of Medicine UvA.