

FURTHER REGULATIONS FOR THE FACULTY OF MEDICINE

1 January 2018

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 (called in Dutch *Bureau Promotiezaken*) processes all formalities regarding the doctorate (PhD) as stipulated in the UvA Doctorate Regulations, 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 remaining 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.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.nl (c.c. promotiezaken@amc.nl).

The PhD candidate sends the license agreement to the University Library separately, no later than 6 weeks before the defense ceremony.

The PhD candidate sends 12 copies of the printed version of the PhD thesis to the Office of the Beadle, no later than four 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 PI, and with at least two performances as co-supervisor, can apply. A motivated application accompanied by proof of the three criteria mentioned plus a CV, can be sent 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 promotor(s) and copromotor(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. 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.