

Procedure for screening on plagiarism and submission of AMC doctoral theses

The new UvA Doctorate Regulations (2014) stipulate that the dean is responsible for carrying out a check on plagiarism of the final manuscript of the doctoral thesis after approval by the supervisor(s), and for submission to the University Library (art. 17). At the AMC (Faculty of Medicine UvA), the dean has assigned these tasks to the AMC Medical Library.

1. The supervisor¹ sends the final, approved manuscript to e-mail address phdscan@amc.nl . The manuscript must be complete, including title pages, contents, Dutch and English summary, portfolio, CV and any other parts, with the exception of the cover, propositions and acknowledgement. The manuscript must be submitted as one single *.pdf file. It may be either plain text or in the final lay-out.
Only manuscripts fulfilling all conditions will be accepted. If the file exceeds 10MB, [FileSender](#) can be used.
2. A scan on plagiarism of the manuscript² is performed, using standard plagiarism screening software tools.
3. The final results of the screening on plagiarism are sent to the supervisor(s) and the Office of Doctorate Affairs, within 14 days of the date of submission.
4. The complete output of the screening of the manuscript will be archived.
5. If the screening reveals no plagiarism, the exactly identical and complete definitive manuscript will be uploaded to the University Library for publication in the UvA-DARE repository (UvA Dissertations Online)³. The PhD candidate sends the license agreement to the University Library separately, no later than six weeks before the defense ceremony.
If the screening raises doubt about or suspicion of plagiarism, the manuscript will not be uploaded.
6. Only the following minor changes of the manuscript are allowed after submission of the PhD thesis to the doctorate committee:
 - a. Lay-out of the whole manuscript.
 - b. Correction of typographical errors in the parts that were screened on plagiarism.

¹ If the final approved manuscript is sent on behalf of the supervisor (promotor), the supervisor(s) and co-supervisors must be included in the e-mail as cc..

² All chapters including introduction, conclusions, discussion and Dutch and English summary will be subjected to screening on plagiarism. Title pages, contents, propositions, portfolio, CV, colophon and any other parts will not be subjected to plagiarism screening.

³ The AMC Medical Library is responsible for the upload of the manuscript to UvA-DARE.

- c. Cover, title pages, ISBN number, colophon, propositions, and acknowledgement may be added or changed. CV and portfolio and other parts that are not susceptible to screening on plagiarism may be changed as well.
7. If any changes to the manuscript have been made after submission of the PhD thesis to the doctorate committee, the revised final and complete manuscript has to be resubmitted to phdscan@amc.nl (with cc. to promotiezaken@amc.nl), including a comprehensive list of all changes made, signed by the promotor(s). The revised manuscript will then be uploaded to the University Library, no later than 6 weeks before the public defense. Please note: This extra step may lead to delay in the procedure. The PhD candidate is responsible for the timely submission of the final and complete manuscript.