

PRACTICAL INFORMATION

Which information on which website

- Faculties may have additional provisions to the UvA Doctorate Regulations, see also the **Further regulations** of the Faculty of Medicine (AMC) in this document.
- Consult the AMC PhD Step-by-step plan (Planner) on www.amc.nl/promotiezaken (or this hand out). Please note: the step by step approach in the link below is incomplete for PhD candidates from AMC.
- Consult the UvA website www.uva.nl/doctorateregulations for the official UvA forms, the calendar of the Office of the Beadle and the UvA Doctorate Regulations 2014.

Registration for PhD graduation

- The Office of Doctorate Affairs processes all formalities concerning the doctorate Regulations of the University of Amsterdam and the further regulations for the Faculty of Medicine. See for instructions Step 1 or Step 2, page 3.
- **Opening hours:** Tuesday to Friday from 09.00 to 12.00 A.M., free entrance (additional holidays are announced on the website).
- During registration an appointment will be made for instruction meeting in a small group.
- **PhD candidates based outside the AMC are strongly advised to make an appointment so registration and instruction meeting can be done at the same time.**

What does the Office of Doctorate Affairs do?

- The Office of Doctorate Affairs is the liaison between the Faculty of Medicine, the UvA (Doctorate Board and Office of the Beadle) and the Medical Library AMC on the one side and the PhD candidates on the other side.
- The Office of Doctorate Affairs supports all AMC PhD candidates and supervisors¹ in case of questions or lack of clarity concerning the AMC/UvA doctorate procedure. You are welcome from Tuesday till Friday between 09.00 and 12.00 hours. No appointment necessary. You can also contact us by e-mail or phone.
- A file will be kept for each PhD candidate, so that the Office of Doctorate Affairs always has the most recent information about the progress of your graduation process. The Office of Doctorate Affairs also receives copies of all official decisions sent by the UvA.
- Prof. Wiersinga is the dean's delegate for doctorate affairs. He is authorized to sign all documents on behalf of the dean, and decides on requests and exemptions.
- **The PhD candidate is responsible for actively engaging in all procedures to obtain the doctorate degree, and for keeping all relevant deadlines. The Office of Doctorate Affairs does not inform the PhD candidate on forthcoming deadlines.**
- Contact information : promotiezaken@amc.nl or +31 20 566 7477

¹ Supervisor is promotor (in Dutch). Co-supervisor is copromotor.

When are forms signed and who sends confirmations?

- ***All signatures have to be original, scans will not be accepted.***
- Once a week, the Dean's delegate Prof. Wiersinga is available and attends to all forms and requests. After signing, they are subsequently sent to the Doctorate Board or Office of the Beadle. The Doctorate Board and Office of the Beadle process all requests and send confirmations by e-mail to the PhD candidate and the supervisors, with copies to the Office of Doctorate Affairs.
- **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 e-mail directly to the Doctorate Board, with a cc to the Office of Doctorate Affairs.**

Planner and Handout

- A digital help tool for calculating your deadlines is available in Excel. Fill in the (provisional) date of your defense ceremony, and all deadlines appear automatically.
- You can find this Planner and this hand out on the website: www.amc.nl/phdgraduation

FORMS

Step 1

“Exemption form” (for PhD candidates who do not hold a Dutch Master degree)

Requirements for submitting this form:

1. The form must contain an **original signature**, digital signatures or scans are not accepted.
2. You must show an **original passport** (copies not accepted).
3. You must show a **valid residence permit** for the Netherlands.
4. You must show certified or original (Bachelor and Master) **diplomas**, both with **course transcripts**. (If not in Dutch, English, German, French, Spanish or Italian, an official translation must be added.)
5. Your **Curriculum Vitae**.

The “Exemption of Educational Requirements” decision by the Doctorate Board is issued within 5 weeks.

Step 2

Form “Request for admission” (for PhD candidates who hold a Dutch Master’s degree and for PhD candidates with an Exemption decision).

You have to comply with the following requirements:

1. The form should contain **original signatures**, digital signatures or **scans are not accepted**.
2. You must show an **original passport** (copies or driver’s license are not allowed).
3. You must show **original Master’s diploma** (or certified copies).
4. If your co-supervisor is not a Full Professor or associate professor (UHD) or assistant professor (UD), a motivation written by your supervisor is required (on the back of the form).
5. If one of your supervisors is a foreign professor, he or she needs to be **“FULL PROFESSOR”** (Assistant Professor and Associate Professor are not accepted as supervisors). You need to **enclose an attachment with proof of this title**. E.g. a copy with the personal information about the supervisor from the University where he/she is currently appointed.
6. The “Admission to the Doctoral Program” decision by the Doctorate Board is issued within 5 weeks and is valid for 8 years.

In case of “**Exemption of Educational Requirements**” decision, only the form Request for Admission form with original signatures is required.

Step 3

Form “Proposal for composition of the Doctorate Committee”, to be submitted by SUPERVISOR.

Requirements for submitting this form, **to be submitted by e-mail:**

1. The promotor invites the proposed candidates to become a voting member of the Doctorate Committee.
2. When all invitees have agreed to act as a voting member the form can be submitted by email to the Office of Doctorate Affairs. When sent by PhD candidates, please CC promotor. (The form will not be accepted without the promotor’s consent).
3. The committee must consists of at least 5 but no more than 7 voting members.
4. The **majority of the voting committee members must be full professors**. At least one has to be appointed outside the UvA. **All members must have at least a PhD-degree**.
5. Minimal $\geq 50\%$ of the committee must be UvA-affiliated voting members.
6. If a **foreign professor** is invited for the Doctorate Committee as professor (title: Prof.), he/she needs to be **“FULL PROFESSOR”** (Assistant Professor and Associate Professor are not accepted as professor).
7. **If a Full Professor is a member of the Doctorate Committee, we need to receive a document that proves he/she may carry that title**. This also goes for experts with doctorate.
8. Keep the 25% rule for co-authorship in mind when composing the Doctorate Committee.
9. **The Doctorate Committee decision** by the Doctorate Board is issued within 5 weeks and is valid for 1 year.

Further regulation: **The 25%-rule for co-authorship**

This is 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 if the remaining voting members of the Doctorate Committee).

The number of articles with voting members of the Doctorate Committee as co-author:

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

In exceptional cases, the supervisor may request for exemption of this rule to Prof. Wiersinga.

Provisional date for the defense ceremony

- Upon the decision of the **Doctorate Committee**, the PhD candidate is allowed to reserve (pref. by email) a provisional date for the defense ceremony with the Office of the Beadle (after consulting the supervisors and committee members). **Mention in the email text that all committee members have agreed to this date).**
- Keep in mind that the manuscript needs to be finished +/- 4 months before the date of the defense ceremony and that no correction may be made to the content of the thesis.
- The PhD conferral calendar of the Aula and the Agnietenkapel may be found on www.uva.nl/promotiereglement

Decision provisional and final date

- The Office of the Beadle sends an **e-mail confirming** the provisional date of the defense ceremony to the PhD candidate, all members of the committee and the Office of Doctorate Affairs.
- The **provisional date** becomes final **after** the Doctorate Committee has approved your manuscript **and** the signed title page are in possession of the Office of the Beadle, through the Office of Doctorate Affairs.

The doctoral thesis model title page is available as an attachment to the UvA Doctorate Regulations, and online on the website www.uva.nl/doctorateregulations.

DEADLINES

Step 4

Submitting the manuscript for Screening for Plagiarism and Doctorate Committee.

(submission: at least **16 weeks before the provisional date of the defense ceremony.**

1. The supervisor must have approved the manuscript.
2. The manuscript needs to be final and complete, with exception of the cover and acknowledgment, but **including the Dutch and English summary**. Without both summaries, the screening on plagiarism will not be performed.
3. The **manuscript will be send by one email to all voting members** and to **the Medical Library AMC** (phdscan@amc.uva.nl) for the screening for plagiarism, with a copy to the Office of Doctorate Affairs. **It is of high importance that all parties receive at the same time the same version of the manuscript.** The supervisor sends to all committee members the assessment form. co-supervisor(s) and Office of Doctorate Affairs. The supervisor sends the doctoral thesis assessment form to all committee members. This can be done in the same email or in a separate one.
4. From now on, only rectifications and minor changes relating to the lay-out of the manuscript are allowed. Changes in the content of the manuscript are not allowed.
5. The Medical Library sends **the result of the screening on plagiarism to the supervisor** and the **Office of Doctorate Affairs**, usually within two weeks after submission. When relevant similarities are found with other documents, the Office of Doctorate Affairs requests an explanation/motivation for the supervisor.

Title page

The format of the model title page can be downloaded via www.uva.nl/doctorateregulations (Please do not use theses of colleagues as model, many are not up to date or contain mistakes).

Since this is a legal document, you need to use it **exactly** as the model title page.

Copy the information from the Decision of the Doctorate Committee and the Decision Provisional Date to fill in the Title Page correctly.

When the Decision of the Doctorate Committee was made after October 2016 you have to use the affiliation **AMC-UVA**, but **AMC-Universiteit van Amsterdam** is also allowed.

On the title page it is obligatory to use **ONLY YOUR MAIDEN NAME**. First name(s) and place of birth must also be identical to ID. On the cover and with the articles you are allowed to use your married name.

When in doubt, send the draft title page to the Office of Doctorate Affairs for a final check.

Step 5

Approval of the Title Page Package, and definitive date of defense

(Submission : at least 9 weeks before the provisional date of the defense ceremony by SUPERVISOR).

All forms mentioned below need to be submitted to the Office of Doctorate Affairs as paper copies in one batch before the deadline.

1. **Signed** title page by **all Supervisor(s)** –both front and back page need to be signed- **wet original signature. Scans of signatures are not accepted.**
2. **All doctoral thesis assessment forms** (Appendix A) of the voting Committee members.
3. Form **Addendum Appendix A** filled in and signed by the supervisor -**wet original signature**- (see AMC Further Regulations www.amc.nl/promotiezaken)
4. **The e-mail on the result of the screening on plagiarism** (and, if appropriate, the explanation by the supervisor in case of similarities, plus the OK of Prof. Wiersinga).

Decision on definitive date of the defense ceremony

- After submission of the signed title page, the PhD candidate receives the decision on the definitive date of the defense ceremony from the Office of the Beadle by e-mail.
- This is also the 'go' statement for **printing** the thesis. **Please note: propositions always have to be submitted as a separate document** and they may not be an integral part of the thesis .
- The department of the supervisor can order special envelops for mailing the printed theses: AMC-order number 49461.

Step 6

Printing of the thesis and license agreement .

(submission : at least 6 weeks before the provisional date of defense ceremony by the PhD CANDIDATE) .

1. The **License agreement** can be downloaded via <http://www.uva.nl/en/research/phd/doctoral-programme/completion/completion.html> and must be sent to the University Library at least **6 weeks** before the date of the defense ceremony. In the license agreement, you can indicate which articles should have an **embargo** for publication.
2. **The DIGITAL manuscript** including cover and acknowledgement, and if appropriate a list of minor changes, should be submitted at least **4 weeks** before the date of the defense ceremony to **the Medical Library by e-mail (phdscan@amc.uva.nl), with a copy to the Office of Doctorate Affairs**. This is the exact digital version of the printed thesis (printers' proof); a comparison check is performed on the digital version and different versions are not allowed.

THE DIGITAL AND PRINTED VERSIONS MUST BE EXACTLY IDENTICAL

3. **The printed version of the thesis must be send to the Office of the Beadle at least 4 weeks before the date of the defense ceremony (12 copies)**. The Office of the Beadle makes sure that two copies are sent to the Office of Doctorate Affairs. Next, the Office of the Beadle sends an invitation for Beadle class, which is optional. Your assistants (paranymphs) may also attend the class. Otherwise, you do not need to register their names in advance.
4. **The printed version of the thesis for the voting member must be send the PhD candidate.**
5. If the defense will be held in **English**, the supervisor has to send a request by e-mail to the Office of Doctorate Affairs. After approval, the Office of Doctorate Affairs informs the chairperson of the defense ceremony the supervisor informs the other members of the committee.
6. When a voting committee member is unable to attend the defense ceremony, the supervisor has to propose a **guest opponent** if the remaining number of opponents is less than 5. The supervisor has to download the form 'propose a guest opponent' from [and](#) send it to the Office of Doctorate Affairs. After agreement by Prof. Wiersinga, the Office of Doctorate Affairs invites the proposed guest opponent. The supervisor informs the guest opponent about the procedure and requirements.
7. A **declaration form for reimbursement for printing the thesis** may be downloaded from www.amc.nl/phdgraduation. Submit declaration through the department of the supervisor.

Order of opposition

(Submission: at least 2 weeks before the date of the defense ceremony (if possible earlier) by SUPERVISOR).

- The form "order of opposition" can be found on www.amc.nl/phdgraduation
- Send the form by e-mail to the Office of Doctorate Affairs



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 calling +31 (0)20 525 2808 or 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>.

Requirements for an AMC/UvA PhD thesis

A PhD thesis of the AMC/UvA should meet the requirements of the UvA Doctorate Regulations 2014, as well as the Further Regulations of the 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 design of the doctoral thesis will be developed under the guidance of a supervisor. A book that has previously been published cannot be accepted as a doctoral thesis for this reason. An exemption may be made from this provision in writing by the Dean. The Dean will inform the Doctorate Board of any such exemption.
3. The length of the thesis should remain within certain limits. As a guideline, the maximum length is 70,000 words (150 to 200 pages of text). Exceptions may be made at the discretion of the supervisor.
4. 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.
5. The thesis 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 thesis defence. It should include the following elements:
 - a title page in accordance with Appendix B;
 - a table of contents;
 - an overview of the literature consulted;
 - if the thesis consists of an article or articles in the name of several authors: a page with a complete reference list with a list of authors for each article and an explanation of the relative importance of the co-authors;
 - an explanation of how the research was financed, if applicable;
 - a summary including the title of the thesis, in the language of the thesis;
 - a summary including the title of the thesis, in Dutch;

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- a summary including the title of the thesis, in English.
An acknowledgements section is optional.

DOCTORATE REGULATIONS 2014 UvA

FURTHER REGULATIONS FOR THE FACULTY OF MEDICINE 1 January 2018

[.....]

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.”

[.....]

7. Portfolio

Adding a portfolio (see [example](#)) to the PhD thesis is compulsory.

In case a publication is accepted after the submission of the manuscript to the Doctorate Committee and for screening on plagiarism (after STEP 4), it may not be published in its final version in the definitive PhD thesis. Instead, it is allowed to 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 manuscript!).

University of Amsterdam (UvA) DOCTORATE REGULATIONS 2014

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.

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Supplementary to: Article 20.8 of the Doctorate Regulations of the UvA:

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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 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 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.

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 the 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 sent 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 note 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 sent 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 does not assess the similarities found as serious). The reaction of the supervisor must be included in the form², 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.

² Doctoral thesis assessment form and admission to the doctoral thesis defense. Addendum Appendix A - ad question 8 - Specific assessment criteria Faculty of Medicine UvA.