

Checklist: final steps of the PhD process at SHE

Preparing the final phase

- ☐ Read the section [“Twelve final steps of the PhD process at SHE”](#) in the SHE PhD Guide.
- ☐ Read the [UM Doctoral Regulations](#)
- ☐ Have a look at the [Frequently Asked Questions about the PhD defense](#) at Maastricht University
- ☐ Look at [examples of SHE PhD dissertations](#)
- ☐ Confirm with your principal supervisor (promotor) that they contact the SHE PhD office (Nicky Verleng) three months before the manuscript is ready for submission
- ☐ Discuss assessment committee members with your supervisors
- ☐ Your promotor submits a formal approval request for the composition of the assessment committee to the FHML PhD office (through TRACK), and invites the members
- ☐ Contact the SHE data manager (shedata@maastrichtuniversity.nl) to [store your research data on Dataverse](#) (you can still access your data after graduation)

Completing the PhD thesis for the assessment committee

- ☐ Complete the introduction and discussion chapter
- ☐ Write impact paragraph
- ☐ Write English summary
- ☐ If you need help writing a Dutch summary, contact the SHE language editor already to ask to translate your English summary, to avoid delays (the Dutch summary does not have to be included in the version of the thesis for the assessment committee). Alternatively, you can use an online translation tool and ask your supervisors for help
- ☐ Layout your thesis and include table of contents
- ☐ Include provisional title page and a page with the names and affiliations of supervisors and assessment committee members (see Guidelines for thesis layout)
- ☐ Ask the supervisory team’s approval for the final version of the thesis
- ☐ Your promotor sends the chair of the assessment committee, who will share it with the assessment committee members

Finalizing the remaining parts of the PhD thesis (not for assessment committee)

- ☐ Write Dutch summary (or via the SHE language editor, see above)
- ☐ Write brief Curriculum Vitae
- ☐ Write acknowledgements
- ☐ Add SHE dissertation series (available from the SHE PhD office)
- ☐ If applicable: add ICO dissertation series (available from ICO)
- ☐ Write propositions and ask supervisory team for approval on propositions
- ☐ Select a printing company for thesis formatting and printing, and contact them to make agreements

After approval of the PhD thesis by the assessment committee

- ☐ Possibly: incorporate feedback from assessment committee
- ☐ Arrange defense date in consultation with the SHE PhD office (Nicky Verleng) / UM PhD office
- ☐ Submit formal title page (including date of the defense) and reverse of title page (names and affiliations of supervisors and assessment committee members) to the SHE PhD office (Nicky Verleng) for formal approval by UM PhD office
- ☐ Discuss defense committee members with your supervisors

- ☐ Your promotor submits a formal approval request for the composition of the defense committee to the UM PhD office, and invites the members
- ☐ Communicate the defense date with people you would like to be there (family, friends, colleagues)

Finalizing the PhD thesis for printing

- ☐ Design the thesis cover or have it designed
- ☐ Make sure that you or the printing company does final formatting of the thesis
- ☐ Take the time to check the proof for printing errors, misspellings, design errors, etc.
- ☐ Add invitation for public defense ceremony and reception
- ☐ Make a list of people you want to send the booklet to so you know how many booklets you want to have printed
- ☐ Print the thesis and reserve 20 copies for SHE (this includes 6 for UM PhD office, 3 for supervisory team, 5-7 for assessment committee, 4-5 for SHE)
- ☐ Send digital version to UM library with Statement of Approval signed by your promotor, see umlib.nl/submit-doctoral-thesis (three weeks before defense ceremony at the latest). You can also request an ISBN and DOI through this page (alternatively the printing company may provide the ISBN)

Preparing the PhD defense ceremony

- ☐ Have another look at the [Frequently Asked Questions about the PhD defense](#) at Maastricht University
- ☐ Invite family, friends, colleagues
- ☐ Study your PhD dissertation carefully
- ☐ Prepare (powerpoint) presentation and practice your presentation. Time it at 15 minutes!
- ☐ Prepare for questions and answers
- ☐ Organize trial promotion (date and opponents) and ask for feedback on presentation and on answering questions
- ☐ Make appointment to test powerpoint at the PhD defense location (the UM PhD office will inform you about this)
- ☐ Send dissertation (at least three weeks before defense to committee)
- ☐ Organize reception, drinks and/or dinner after defense (the UM PhD office will provide information about this)
- ☐ Select and invite two Paranimfs
- ☐ Possibly: thank you gifts
- ☐ Possibly: hire a photographer

During the PhD defense

- ☐ Enjoy the moment!

After the PhD defense

- ☐ Take a few days off (at least the day after the defense)
- ☐ Apply for reimbursement of promotion costs (thesis printing and reception), the application form will be sent to you