

Procedure for the entry of completed education and training activities in the PhD thesis

This procedure explains how a list of completed education and training activities that is approved by the Graduate School is printed in the PhD thesis.

Procedure:

1. The moment that a PhD candidate sends a reading copy of his/her dissertation to the Doctorate Board, he/she also submits a request for an education certificate to the secretarial office of the doctorate administration. The Graduate School also requires a digital version of the attended education and training activities from the PhD candidate.
2. If the education and training activities are approved, the Graduate School will send:
 - a document via email to the PhD candidate in which the completed education and training activities are listed in the format required by the Graduate School. This 1 to 2 page document becomes part of the PhD thesis;
 - the education certificate to the secretarial office of the doctorate administration, so that it can be awarded along with the degree certificate at the PhD graduation ceremony. The education and training activities are printed on the back of the certificate.
3. When the PhD candidate presents the title pages of the PhD thesis to the secretarial office of the doctorate administration for approval, he/she should also deliver the page with the completed education and training activities. The secretarial office of the doctorate administration then checks:
 - whether an education certificate has been received from the Graduate School;
 - whether the total number of credits on the certificate agrees with the document that will be published in the PhD thesis.

If something is not correct, the secretarial office of the doctorate administration contacts the relevant Graduate School.

4. If the PhD candidate did not submit a page with the education and training activities, the secretarial office of the doctorate administration checks:
 - if an educational certificate has actually been received from the Graduate School or not;and:
 - if there is actually an education certificate, the secretarial office of the doctorate administration still requests the PhD candidate to present the page with the approved completed education and training activities.

Permission to print the PhD thesis can only take place after both the title pages and the page with the completed education and training activities have been checked.