Notes:

- Supervisor files a request for appointment of doctoral thesis committee with the Dean of the Faculty.
  - Request sent on: 
  - Dean of the Faculty appoints, together with the (co-)supervisors, the doctoral thesis committee.
    - Committee members:
    - Dean of the Faculty confirms that both the committee and the supervisor agree on approving the thesis.
  - Supervisor informs you of the outcome in writing.
    - Date of receiving letter:
- Dean of the Faculty proposes the members of the Doctoral Examination Board to the Dean of the Faculty.
  - Board members:
  - Supervisor sets a date for public defence with the Beadle (pedel).
  - Date of defence:
  - Get approval for the title page from the Beadle.
    - Date of approval:
- Submit thesis to printer.
  - Date of submission:
- Set up an appointment with the Beadle to hand in 15 copies of your thesis and to discuss final topics about your defence, i.e. protocol and main language.
  - Date of submission:
- Also distribute your thesis to:
  - Printed copies to the members of the Doctoral Examination Board
  - Printed copies to the designated professors (decided by Beadle)
  - A digital copy to University library (Radboud repository)
  - Date of distribution:
Finally, after all those years of hard work you're ready to take those final steps towards your doctorate! As the last few months of your PhD can be quite hectic and stressful, we have tried to make it a bit easier for you by creating this timeline. It includes all steps that need to be taken in order to get to your defence. This timeline is meant as a reference guide to help you monitor your progress and therefore no rights can be derived from this timeline. We hope this document helps you get a grip on this final period and allows you to focus more on the contents and not stress about all the formalities! Best of luck and see you on the other side!

CHECKLIST FOR THE DAY OF YOUR DEFENCE

- Who are your paranymphs?
- Find a party location!
- Make arrangements for the reception at the University
- Order/buy the clothes you want to wear during your defence
- Arrange a photographer, video recording etc.

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