

## Checklist non-scientific parts and propositions

[Leiden University PhD Regulations 2024](#)

**The non-scientific component comprises the following elements and needs to be uploaded in LUCRIS**

|  |   |
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|  | Title page (front and back) – see attached template   |
|  | Foreword and/or afterword / acknowledgment(s)   |
|  | (possible) Assignment   |
|  | (possible) Quotation/motto: <b>please inform us how you will format the quote in your hard copy. Be aware it is not permitted to thank a deity.</b> |
|  | Table of content  |
|  | Curriculum vitae – in storytelling shape  |
|  | Propositions  |
|  | Summary's (check article 17)  |
|  | Cover: front and back cover of the dissertation, both the front and the reverse   |
|  | You may not multiply the non-scientific part of the dissertation until the Dean of the faculty and Beadle has given their approval in LUCRIS.       |

### Background info as stated in the PhD regulations: Article 19. Non-scientific component

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|-------------------------|--|
| <b>Titelpage</b>        | <p>1. The dissertation contains a <b>title page</b> stating the given names and family name of the author <b>as registered in the Civil Register</b>, as well as, optionally, their year of birth. It also contains a <b>table of contents and the necessary indexes</b>.</p> <p>2. In all cases, the names of the supervisor(s), the co-supervisor(s) and the members of the Doctorate Committee should appear <b>on the reverse of the title page</b>, together with their positions and their titles and initials. If the Committee members are not appointed at Leiden University, their affiliation should also be included.</p> <p>3. <b>The wording and formatting of the title page of the dissertation and its reverse are subject to approval by the Dean and the beadle.</b> As soon as possible after the notification of the date of the PhD defence, the candidate submits the title page to the beadle and the Dean (in Lucris), requesting their approval. <b>They will not duplicate the title page until this approval has been granted.</b></p> <p>4. The institution that has <b>financially</b> supported or enabled the realisation of the dissertation must be mentioned at the foot of the page referred to in the second paragraph.</p> |
| <b>acknowledgments</b>  | <p>5. With the restraint customary for <b>acknowledgments</b> in international academic literature, those persons may be thanked who have been involved in some way in the realisation of the dissertation, <b>by mentioning them in the foreword or closing text of the dissertation</b>. The foreword or closing text is written in a style that is appropriate for the nature of the defence ceremony, and is <b>no more than 800 words in length</b>.</p>  |
| <b>curriculum vitae</b> | <p>6. A brief <b>curriculum vitae</b> of the author is included at the end of the dissertation. This curriculum vitae should specify the following:</p> <ul style="list-style-type: none"> <li>a. Year and place of birth (optionally)</li> <li>c. The period during which the candidate followed their pre-university education or its equivalent and the relevant institution</li> <li>d. Any qualifications pertaining to the diplomas obtained</li> <li>e. Details of professional activities following the completion of the candidate's academic education,</li> <li>f. If appropriate, the institute at which the PhD research was conducted.</li> </ul>  |
|                         | 7. The dissertation, including the non-scientific component, may not contain any form of advertising.  |
|                         | 8. Although it is permitted to state in the foreword, in a restrained way, that faith has been important   |

during the PhD track, it is not permitted to thank a deity.

### Article 15. Propositions

1. As soon as possible after the approval as referred to in Article 13, the PhD candidate submits to the supervisor
  - **at least four propositions relating to the subject** of the dissertation, indicate the chapters which they relate to,
  - **at least four scientific propositions relating to the field** of the subject of the dissertation,
  - **and at least one and at most four propositions on one or more societal subjects** of the candidate's choice.

**The maximum number of propositions is twelve.**

2. The propositions must be concise, **may not consist solely of a quotation** and must always include an original contribution by the candidate, and must be such that they can be defended with scientific arguments.

3. The supervisor(s) and co-supervisor(s) verify whether the propositions meet the requirements set out in the first and second paragraphs and inform the PhD candidate accordingly. If they consider that the propositions meet the requirements, the supervisor sends the text of the propositions and their assessment of them to the Dean, who verifies that they meet the relevant standards. Propositions are only accepted once they have been approved by the supervisor and the Dean.

4. The propositions are not an integral part of the dissertation and **are supplied separately**

### Article 18. Dutch or other languages

1. The dissertation and the accompanying propositions are **written either in Dutch or in English**, or, with the permission of the Dean on behalf of the Doctorate Board, in another language.
2. **As a rule, the dissertation contains summaries in Dutch and English.** If the dissertation is written in Dutch, a translation of the title and a summary of the contents in English should be included. If the dissertation is written in English, a translation of the title and a summary of the contents in Dutch should be included.
3. If, with the permission of the Doctorate Board, the dissertation is written in another language than Dutch or English, a translation of the title and a summary of the contents should be included in both Dutch and English.
4. If the dissertation contains parts in another language (for example, quotations), a translation must also always be given in Dutch, English, French, or German.

#### **Guidelines Summary**

A summary an essential part of the thesis as it provides a concise overview of the research and findings. To ensure consistency and clarity, we have established the following guidelines: The summary of the thesis should **not exceed 1,500 words**.

Structure of the Summary: The summary should contain the following elements:

1. **Introduction:** A brief introduction of the research problem and context.
2. **Objectives:** The main objectives and research questions of the study.
3. **Method:** A brief description of the methodology used.
4. **Results:** The main findings of the study.
5. **Conclusions:** The conclusions drawn from the results and their implications.
6. **Recommendations:** Any recommendations for further research or practice.

Key Considerations:

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|  | <ul style="list-style-type: none"><li>a. The summary should be clear and structured so that the key points of the thesis can be quickly and easily understood.</li><li>b. The use of jargon and technical terms should be avoided or explained to make the summary accessible to a wider audience.</li><li>c. The abstract should be independently readable and understandable without the need to consult the full thesis.</li></ul> |
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See also the text on the [PhD website](#)