



## Manual reservation of the PhD ceremony slots.

### 1. Log in as PhD candidate

**Home**   Research phase   Graduation phase   My PhD

**Dashboard** *Your name*  
supervisor: prof dr R.

### Project planning

phd programme start	01	05	2019
planned phd programme end	01	05	2022
planned phd ceremony date			
definitive phd ceremony date			

### Messages last received

subject	sent on
Promotieslot reservering verwijderd / PhD ceremony slot reservation removed (hfRef: 1090880)	12-08-2022 15:40:37

## Go to Graduation phase:

Home Research phase **Graduation phase** My PhD

[Request PhD ceremony](#) [Upload modified manuscript](#) [Submit title page](#) [Submit propositions](#) [Publicity](#) [Submit dissertation](#) [Assessment committee suggestions](#) [PhD ceremony calendar](#)

### Request PhD ceremony

Request PhD ceremony

You have already submitted your PhD Request. Only one request can be submitted.

Until the Assessment Committee has been invited to assess your manuscript you can submit a new version through the submen [Upload modified manuscript](#).

In the end you should submit the electronic version of your thesis to the University of Groningen Library through the menu [Library](#)

manuscript\*

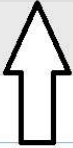
ceremony requested at 25 | 08 | 2022

## Go to PhD ceremony calendar:

Home Research phase **Graduation phase** My PhD

[Request PhD ceremony](#) [Upload modified manuscript](#) [Submit title page](#) [Submit propositions](#) [Publicity](#) [Submit dissertation](#) [Assessment committee suggestions](#) [PhD ceremony calendar](#)

### PhD ceremony calendar



Overview

**PhD ceremony slots**

This page shows the availability of PhD ceremony locations.

Note: this page is not a booking form. The final decision will be made in discussion with the beadle.

If you have a preference, click on an open slot (green). Once you do this, the beadle will be informed about your preference.

**N.B. it is only possible to choose a date that is at least 3 months in the future.**

phd ceremony location

month

**PhD ceremony calendar**

**Week 31, 2022**

There are no PhD ceremony slots available this week.

**Week 32, 2022**

**My options**

**PhD ceremony slots**  
You can reserve 1 slot.

**My PhD ceremony**

You do not yet have a definitive ceremony date.

## PhD ceremony calendar

### Overview

#### PhD ceremony slots

This page shows the availability of PhD ceremony locations.

Note: this page is not a booking form. The final decision will be made in discussion with the beadle.

If you have a preference, click on an open slot (green). Once you do this, the beadle will be informed about your preference.

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phd ceremony location

month

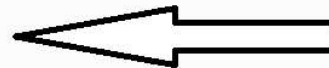
#### My options

##### PhD ceremony slots

You can reserve 1 slot.

#### My PhD ceremony

You do not yet have a definitive ceremony date.



#### PhD ceremony calendar

Week 31, 2022

There are no PhD ceremony slots available this week.

Week 32, 2022

## 2. Select 3 months ahead: in the example November 2022

Week 47, 2022

time of day	Monday 21 Nov	Tuesday 22 Nov	Wednesday 23 Nov	Thursday 24 Nov	Friday 25 Nov
09:00 - 09:45	not available	not available	not available	confirmed	not available
11:00 - 11:45	not available	not available	confirmed	not available	not available
12:45 - 13:30	not available	not available	not available	not available	not available
14:30 - 15:15	not available	not available	not available	not available	not available
16:15 - 17:00	not available	not available	not available	not available	not available

Week 48, 2022

time of day	Monday 28 Nov	Tuesday 29 Nov	Wednesday 30 Nov	Thursday 1 Dec	Friday 2 Dec
09:00 - 09:45	available	not available	available	not available	not available
11:00 - 11:45	available	not available	available	not available	not available
12:45 - 13:30	available	not available	option	not available	not available
14:30 - 15:15	available	not available	available	not available	not available
16:15 - 17:00	available	not available	not available	not available	not available

[previous month](#)

■ available 
 ■ not available 
 ■ option 
 ■ confirmed 
 ■ synchronizing 
 ■ your ceremony slot

[next month](#)

## 3. The reservation time you choose, the green ones are available, will be shown as *shaded* text

You are going to make a reservation/update for a PhD ceremony slot:

## PhD ceremony slot - update

Aula at 12:45 on 2022-11-30

### PhD ceremony slot

**Info**

On this page you can reserve a PhD ceremony slot by clicking the button. This will let the beadle know about your choice.

date of phd ceremony	30 11 2022
phd ceremony time	12:45
room	Aula

Confirm the reservation for the 2<sup>nd</sup> time:

## PhD ceremony slot - update

Aula at 12:45 on 2022-11-30

### Confirm ceremony slot reservation

By clicking the 'Confirm reservation' button, the ceremony date and time will be presented to those involved. You will be notified of the final confirmation.

**info**

**New ceremony**

phd project	<input type="text"/>
date of phd ceremony	30 11 2022
phd ceremony time	12:45
room	Aula

option

your ceremony slot

This reservation can be removed:

## PhD ceremony slot - update

Aula at 12:45 on 2022-11-30

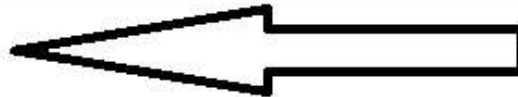
This ceremony slot has been reserved by you / has been assigned to you.

PhD ceremony slot

Info

On this page you can reserve a PhD ceremony slot by clicking the button. This will let the beadle know about your choice.

date of phd ceremony	<input type="text" value="30"/> <input type="text" value="11"/> <input type="text" value="2022"/>
phd ceremony time	<input type="text" value="12:45"/>
room	<input type="text" value="Aula"/>



- 1., You can only reserve 1 slot
- 2., A Phd ceremony date can only be reserved when the dean has approved the assessment committee and when the thesis has been sent to the assessment committee by the beadle of the graduate school. So the date can be changed until this is definite.
- 3., You've now made a RESERVATION. The date is not definite yet..

**The Phd ceremony date is confirmed when the titlepage is approved by the PhD degree registration office and the thesis is approved by the assessment committee.**



#### 4. Availability ceremony location(s)

##### **Aula:**

On Monday EVERY Faculty

On Tuesday only FSE (Faculty of Science and Engineering)

On Wednesday only MS (Medical Science)

On Thursday all faculties **except** MS and FSE

On Friday the ceremony location is NOT available for PhD ceremonies

##### **De Beurs:**

The ceremony location only for CF (Campus Fryslân) is available on Wednesday, Thursday and Friday.