Manual reservation of the PhD ceremony slots.

1. Log in as PhD candidate

Dashboard

Your name

Project planning

<table>
<thead>
<tr>
<th>phd programme start</th>
<th>01 05 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>planned phd programme end</td>
<td>01 05 2022</td>
</tr>
<tr>
<td>planned phd ceremony date</td>
<td></td>
</tr>
<tr>
<td>definitive phd ceremony date</td>
<td></td>
</tr>
</tbody>
</table>

Messages last received

<table>
<thead>
<tr>
<th>subject</th>
<th>sent on</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promotieslot reservering verwijderd / PhD ceremony slot reservation removed (hlfRef: 1090880)</td>
<td>12-08-2022 15:40:37</td>
</tr>
</tbody>
</table>
Go to Graduation phase:

Go to PhD ceremony calendar:
2. Select 3 months ahead: in the example November 2022

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:

Confirm the reservation for the 2nd time:
This reservation can be removed:

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**.