

Time planning

The time planning for making your PhD thesis is determined by the date for obtaining your doctoral degree. For making a good planning the following items are important:

The date of your doctoral degree ceremony

The date of your doctoral degree ceremony determines the planning.

The date your books must be handed over to the academic registrar (Beadel) at your university

A few weeks before your doctoral degree a number of your PhD theses must be handed over to the academic registrar at your university. The number of weeks range from 2 to 6, depending on the rules of the university. Check this at your university.

The desired delivery date of the books

Normally we plan the delivery date of your books approximately 1 week before the date you have to hand over the books to the academic registrar.

Proofs

When your PhD thesis is produced via offset printing you get a proof of the inside work as well from the cover, at least 9 working days (=1½ week) before the delivery of your books. This can be a laser print proof on paper or a digital proof. With digital printing you don't receive a proof before printing.

You have 2 days to react on this proof. As long as the proofs have not been approved, the production process stands still and the delivery period may be called in question!

Supplying files and materials

For producing your PhD thesis, if using offset printing we need 15 working days (= 3 weeks) time. With digital printing the production of your PhD thesis will take 10 working days (= 2 weeks) time.

Test file

Documents that will be processed digitally must be tested at beforehand. Therefore we need 8 pages of your document with examples of all the particular features in PDF format. The test files must be tested at the latest 2 weeks before you supply your files and materials, but can be tested as soon as you have confirmed your order.