



UNIVERSITY OF AMSTERDAM

# Doctorate Regulations of the University of Amsterdam





# **Doctorate Regulations**

## **of the University of Amsterdam**

Established by the Doctorate Board  
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## Section I

# General provisions

### Article 1

#### Definitions

Act	<i>Wet op het hoger onderwijs en wetenschappelijk onderzoek</i> (WHW: the Netherlands Higher Education and Scientific Research Act)
co-supervisor	individual appointed by the Doctorate Board to assist the supervisor of the doctoral candidate in his/her work
Dean	the Dean of the faculty; in his/her capacity as chairperson of the Doctorate Committee. If applicable, his/her deputy, as designated in accordance with Article 2, clause 4 of these Regulations
department	the department of a faculty within which the academic specialism falls to which the design of the thesis is ascribed
doctoral candidate	individual who, in accordance with Article 10 of these Regulations, has been admitted to the doctoral programme and whom the Doctorate Board has admitted in this capacity to prepare for a doctorate
doctoral research	the scientific research which forms the basis of the thesis
doctoral thesis	the academic discourse in the form of a monograph or articles, or the technological design, as referred to in Article 7.18, clause 2b of the Act; the work meets

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	the requirements of these Regulations and has been approved as such by the Doctorate Committee
doctorate	the public defence of the doctoral thesis and the acquisition of the doctorate, as per these Regulations
Doctorate Board	the board referred to in Article 9.10, clause 1 of the <i>Wet op het hoger onderwijs en wetenschappelijk onderzoek</i> (WHW: Higher Education and Scientific Research Act)
Doctorate Committee	the committee appointed by the Doctorate Board pursuant to Article 7.18, clause 4 of the Act, which determines whether the candidate shall be allowed to defend his/her thesis, and in the presence of which the defence ceremony will take place
faculty	the faculty within which the academic specialism falls to which the subject of the thesis is ascribed
joint doctorate	a doctorate, as defined by the Act, Article 7.18, clause 6, acquired at the University and one or more other institutions in the Netherlands or abroad
learned discourse	a special admission procedure for applicants who do not meet the legal educational requirements
partner institution	institution that, together with the University, grants a doctorate on the basis of a public defence of the doctoral thesis
Regulations	the Doctorate Regulations, as stipulated in the Act (WHW) and in the Management and Administration Regulations
secretary	individual designated as secretary to the Doctorate Board and who is part of the Bureau van de Rector

supervisor	full professor appointed to fulfil this role by the Doctorate Board pursuant to Article 7.18, clause 4 of the Act; he/she also acts as secretary to the Doctorate Committee
thesis manuscript	draft of the doctoral thesis which is submitted to the supervisor for approval and, provided approval is forthcoming, is submitted to the Doctorate Committee for assessment
University	University of Amsterdam in Amsterdam, the Netherlands

Where these Regulations refer to a supervisor or co-supervisor, this should be read as ‘supervisors’ or ‘co-supervisors’ in cases where more than one (co-) supervisor has been appointed.

## Article 2

### **Mandating and delegation of responsibilities**

1. The Doctorate Board may mandate the exercise of the duties and powers set out in these Regulations to the secretary of the Doctorate Board.
2. The Doctorate Board is at all times entitled to modify or withdraw the mandated duties and powers referred to in the previous clause, as well as to act itself or to have action undertaken on its behalf, without affecting the validity of the mandate.
3. The secretary is accountable to the Doctorate Board in exercising the duties and powers referred to in clause 1.
4. The Dean may mandate the duties and powers that are ascribed to him/her in these Regulations to a full professor in the same faculty for a period of time to be determined, with the agreement of the Rector Magnificus.
5. The Dean is at all times entitled to modify or withdraw the mandate to exercise these duties and powers after they have been delegated, as well as being



entitled to act or have action undertaken on his/her behalf without affecting the validity of the mandate.

6. The Dean will inform the Doctorate Board immediately of a decision to mandate other parties, and of the modification or withdrawal of any such mandate.
7. The mandated full professor is accountable to the Dean in exercising the duties and powers referred to in clause 4.

### Article 3

#### **The doctorate**

1. At the University, a doctorate can be acquired on the basis of a doctoral defence in the presence of the Doctorate Board or the Doctorate Committee that has been appointed by the Doctorate Board.
2. The conferral of the doctorate is carried out by the Doctorate Board.

### Article 4

#### **Prohibited relationships**

1. Family members of the candidate or other individuals whose relationship to the candidate means that they cannot be expected to make an evaluation, may not be appointed as supervisor, co-supervisor, remaining member of the Doctorate Committee, or for the role of chairperson thereof.
2. Family members of the supervisor or other individuals whose relationship to the supervisor means that they cannot be expected to make an evaluation, are not eligible for the position of member of the Doctorate Committee or the role of chairperson thereof. In some cases, an exemption from this provision may be granted by means of a reasoned request; such a request is to be submitted along with the proposal for the composition of the Doctorate Committee.

## Article 5

### **Confidentiality**

All individuals present at discussions that take place during closed meetings and during the deliberations of the Doctorate Committee as referred to in section V, VII, VIII and X, as well as during all deliberations relating to the arbitration procedure, are obliged to uphold the confidentiality of these meetings.

## Section II

# Joint doctorate

### Article 6

#### Joint doctorate

1. At the University, a joint doctorate can be awarded on the basis of the defence of a doctoral thesis in the presence of the Doctorate Board or the Doctorate Committee appointed by the Doctorate Board.
2. The conferral of the doctorate shall be carried out by the Doctorate Board, together with a comparable body within the partner institution(s).
3. A joint doctorate can only be conferred by the University with the written consent of the Rector Magnificus. For this purpose, the intended supervisor and the Dean of the faculty within which the supervisor is appointed must submit a written request for a joint doctorate to the Doctorate Board.
4. This request will include an explanation of the content and composition of the programme for the joint doctorate, and will demonstrate that the doctoral thesis will be prepared by means of a formal partnership with the partner(s). The partner(s) will make a substantial contribution to the doctoral programme.
5. The joint doctorate will be arranged by means of a partnership agreement between the University and one or more partner institutions.
6. In the case of a joint doctorate, the doctoral candidate will conduct the research under the responsibility of a supervisor at the University and a supervisor (or the foreign equivalent thereof) from each partner institution with which the partnership referred to in the previous clause has been made.
7. The joint doctorate will, as far as possible, proceed in accordance with the relevant regulations of the partner institutions.

8. Notwithstanding these Regulations, in certain cases the Rector Magnificus, in his/her capacity of chairperson of the Doctorate Board and by mandate of the Doctorate Board, can make further agreements with the partner institution(s), where appropriate. The Doctorate Board will elaborate such arrangements further in a separate set of regulations.
9. In the case of a joint doctorate, the doctoral thesis will require the approval of a Doctorate Committee formed in consultation with the partner(s). At least one of the supervisors on this committee will be from the University.
10. At the start of the joint doctorate programme, it will be agreed where the defence ceremony will take place. For the defence ceremony, the rules of the partner institution at which the ceremony will take place will be respected as far as possible.
11. As evidence of the conferral of a joint doctorate, the candidate will receive a certificate. The form of this certificate will be determined in consultation with the partner(s).

## Section III

# Admission to the doctoral programme

### Article 7

#### Legal educational requirements

1. In order to be admitted to the doctoral programme, individuals must either:
  - a. hold a Master's degree as stipulated in Article 7.10a, first, second and third clauses of the Act; or
  - b. on or before 31 August 2002, must have met the requirements set out in Article 7.18, second clause, subclause a, as that provision was phrased on 31 August 2002, and have successfully passed the final examination of a study programme as defined in the Act, with a study load of at least 168 old credits; or
  - c. with regard to the study programmes mentioned in Article 7.4, third clause of the Act, as that provision was phrased on 31 August 2002, must have successfully passed an examination indicating that a component of a study programme has been concluded that is/was worth at least 168 old credits.
2. An individual who already holds a doctorate (or a foreign equivalent such as a PhD) cannot be admitted to a doctoral programme at the University. The Doctorate Board may grant an exemption to this provision under certain conditions, and on the basis of a reasoned request. For this purpose, the intended supervisor is to submit a reasoned request in writing to the Dean.
3. In the case of individuals who do not hold a degree as specified in clause 1, the Doctorate Board may grant an exemption from the legal educational requirements, as specified in Article 8.

## Article 8

### Exemption from legal educational requirements

1. A request for an exemption from the legal educational requirements must be submitted to the Doctorate Board by means of the designated form, together with:
  - a. certified copies of the relevant degree certificates;
  - b. an overview of course components completed (academic transcript);
  - c. a copy of the applicant's passport including identifying information;
  - d. the name of the intended supervisor;
  - e. authorised translations of the documents mentioned in a. and b. according to the requirements specified by the Doctorate Board.
2. If no exemption can be granted to the legal educational requirements on the basis of the diplomas or certificates provided, it is possible to demonstrate to the satisfaction of the Doctorate Board by other means that the individual concerned is deemed capable of conducting independent scientific research. In such cases, the procedure to be followed is described in clauses 3 to 5.
3. The Dean shall appoint two full professors on the basis of the documents submitted, in order to determine whether they consider the individual concerned to be capable of carrying out independent research that can be concluded with a doctoral thesis. Their reasoned opinion will be elaborated in writing and submitted to the Dean. The professors may invite the individual in question to take part in a 'learned discourse'.
4. If the Dean is in agreement with their assessment, he/she will countersign the statements submitted by the professors and send these to the secretary of the Doctorate Board. If the appointed professors fail to come to a unanimous conclusion, the judgement of the Dean will be decisive.
5. The Doctorate Board will make a written decision to uphold the exemption. A negative decision should include the reasons for this decision.
6. Any decision on the exemption to the educational requirements remains valid for eight years. The validity will be renewed if within this period the decision is followed by a further decision to admit the individual to the doctoral programme.

## Article 9

### **Request for admission to the doctoral programme**

1. Individuals who meet the educational requirements set out in Article 7, clause 1, or regarding whom a positive decision has been made as referred to in Article 8, clause 5, will need to apply for admission to the doctoral programme.
2. The individual who wishes to obtain a doctorate will approach the most appropriate full professor in view of the scientific field concerning his/her doctoral research and discuss the professor's willingness to act as supervisor.
3. Once a full professor has declared himself/herself willing to act as supervisor, the doctoral candidate will, in consultation with the supervisor, apply to the Dean of the most appropriate faculty in view of the scientific field for admission to the doctoral programme, using the form 'Request for admission to the doctoral programme', which has been established by the Doctorate Board.  
If the interpretation of the term 'most appropriate faculty' leads to any differences of opinion, the Doctorate Board will decide which faculty is the most appropriate.
4. The request will be signed by the Dean of the faculty and forwarded to the Doctorate Board.
5. The Dean may decide that the request needs to be approved by the chairperson of the relevant department.
6. The request must be accompanied by a certified copy of documents proving that (the appropriate parts of) the educational programmes referred to in Article 7, clause 1a have been successfully completed or a copy of the positive decision referred to in Article 8, clause 5.
7. If no certified copy can be provided, the original certificate or diploma must be presented to the Dean of the faculty or another person designated by him/her.
8. The request must be accompanied by a copy of a valid proof of identity – a document as referred to in the *Wet op de Identificatieplicht* (Compulsory

Identification Act) – which bears the applicant’s full surname and all given names, date of birth, place of birth and country of birth.

9. Using the form provided, the request for admission to the doctoral programme must also include, signed by those concerned:
  - a. the statement of willingness from the requested supervisor (and co-supervisor);
  - b. a positive recommendation from the Dean regarding the preparation of the doctorate and the appointment of the (co-)supervisor.
10. A negative recommendation regarding the request or the appointment of the (co-)supervisor will be issued by the Dean in writing and will include the grounds on which this decision is based.
11. Taking the Dean’s opinion into account, the Doctorate Board will make a decision on the request, and the appointment of the (co-)supervisor within one month of receiving the request. The doctoral candidate, the appointed persons, the Dean and the Beadle will be informed of this decision.
12. A decision regarding admission to the doctoral programme will remain valid for eight years. The validity will be renewed if within this period the decision is followed by a further decision by the Doctorate Board to appoint a Doctorate Committee.

## Article 10

### **Appointment of the supervisor**

1. The Doctorate Board will appoint a full professor of the University to act as supervisor.
2. If the Dean proposes as supervisor a full professor who is affiliated to another university, a supervisor must also be appointed from within the University of Amsterdam.
3. Based on a reasoned proposal by the Dean, the Doctorate Board may grant an exemption from the requirement referred to in clause 2, provided that the



appointed supervisor is affiliated to a university in the Netherlands and a co-supervisor is appointed who is affiliated to the University of Amsterdam.

4. If the Dean wishes to appoint, in addition to the supervisor affiliated to the University of Amsterdam, a full professor affiliated with an academic institution abroad, the latter must hold a position comparable to that of a full professor at a Dutch university.
5. No more than two professors may act as supervisors for a single doctoral thesis, with the exception of joint doctorates where there are more than two partner institutions.
6. If the Dean proposes to appoint two professors as supervisors, this also meets the requirement set out in Article 11, clause 1, that at least one co-supervisor must be appointed.
7. The *Wet op het hoger onderwijs en wetenschappelijk onderzoek* provides that a full professor may continue to act as a supervisor for a limited period following honourable termination of appointment.<sup>1</sup>
8. If a professor who has been appointed as a supervisor (by means of the request for admission to the doctoral programme) leaves his/her position following the honourable termination of his/her appointment, or who is appointed as such after the honourable termination of his/her appointment, the approval of the thesis manuscript must occur within the period referred to in clause 7 following the termination of appointment.
9. If the manuscript has not been approved within the period referred to in clause 7 after the honourable termination of appointment of the supervisor, or if the supervisor is unable to carry out his/her duties as supervisor permanently or for a prolonged period, his/her appointment as supervisor will be revoked and the Doctorate Board, after consulting the doctoral candidate and receiving advice from the Dean, will appoint another supervisor, unless it is judged that a new supervisor is not needed, in cases where more than one supervisor was appointed to begin with.

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<sup>1</sup> The Act prescribes a period of five years (WHW Article 9.19, clause 3)

## Article 11

### **Appointment of the co-supervisor**

1. At the recommendation of the supervisor and after consulting the doctoral candidate (and in cases where Article 9, clause 5 is applicable, after consulting the chairperson of the department), the Dean will ask the Doctorate Board to appoint at least one co-supervisor in addition to the supervisor.
2. The obligation set out in clause 1 will also be fulfilled if the Dean asks the Doctorate Board to appoint a second supervisor.
3. If a reasoned proposal is submitted by the Dean, the Doctorate Board may grant an exemption from the requirements detailed in clauses 1 and 2.
4. The co-supervisor must be a full professor, an associate professor holding a doctorate or an assistant professor holding a doctorate, and must be affiliated to a university, or hold a position that is the foreign equivalent of one of these positions. If a reasoned proposal is submitted by the Dean, an expert may be appointed as a co-supervisor, provided that this individual holds a doctorate.
5. For one doctoral thesis, no more than two co-supervisors may be appointed. A proposal to appoint a co-supervisor may also be submitted to the Doctorate Board at a later stage of the doctoral research, provided this relates to a genuinely supervisory role.

## Section IV

# Preparing the thesis manuscript

### Article 12

#### **Responsibilities of the doctoral candidate**

1. The doctoral candidate is to present the thesis manuscript as a whole or in parts to his/her supervisor, make the agreed changes, and then submit the thesis manuscript to him/her for approval.
2. The doctoral candidate must have completed the research described in the thesis manuscript independently or have made an essential contribution to it. He/she is (jointly) responsible for the thesis manuscript as a contribution to science.
3. The doctoral candidate is responsible for his/her final doctoral thesis as a contribution to science. This implies that the doctoral candidate cannot be obliged to make substantive changes to the thesis manuscript at the suggestion of the supervisor if he/she believes that this cannot be reconciled with this responsibility.

### Article 13

#### **Responsibilities of the supervisor**

1. The supervisor is responsible for the acceptance of the thesis manuscript as a doctoral thesis. He/she shall ensure that the thesis meets the general requirements for a doctoral thesis as well as the requirements set out in these Regulations.
2. Where a proposal is made in accordance with Article 6, clause 6 or Article 10, to appoint more than one supervisor, the supervisors shall decide which of them will assume which assignments after hearing the doctoral candidate's

views. If one of them or the doctoral candidate so wishes, these assignments can also be set down in writing. The agreed division of assignments does not detract from the responsibility of each supervisor for the doctoral thesis as a whole.

3. The supervisor will guide the doctoral candidate in preparing the doctoral thesis.
4. He/she will read the thesis manuscript submitted to him/her and assess it against the requirements that he/she sets on the basis of his/her responsibility for the thesis as a basis for the conferral of a doctorate.
5. He/she will hold regular meetings with the doctoral candidate (and co-supervisor) about the changes and additions to be made to the thesis manuscript in his/her opinion.
6. The supervisor will monitor the use of language in the manuscript.
7. The guidance referred to in the third clause is also aimed at ensuring that the doctoral thesis is completed within the prescribed period.

#### Article 14

#### **Duties of the co-supervisor**

1. The duty of the co-supervisor is to assist the supervisor in guiding the doctoral candidate. This guidance will take place under the ultimate responsibility of the supervisor.
2. The supervisor and co-supervisor shall determine, in consultation with the doctoral candidate, how the co-supervisor will be involved in the regular meetings between the supervisor and the doctoral candidate referred to in Article 13, clause 5.
3. The co-supervisor will give his/her (concise) opinion of the thesis manuscript.

4. If the co-supervisor, unlike the supervisor, does not believe that the thesis manuscript merits approval, he/she may, if the supervisor approves the thesis manuscript in spite of this, be relieved of his/her duties by the Doctorate Board at his/her request.

## Article 15

### **Content and length of thesis manuscript and doctoral thesis**

1. The thesis manuscript consists of a scientific treatise on a particular subject or a number of separate scientific papers that have been published, in whole or in part, provided that these demonstrate sufficient coherence in relation to a particular subject. In the latter case, an additional section needs to be added to the individual papers which explains how they relate to one another and states the significance of each.
2. The design of the doctoral thesis will be developed under the guidance of a supervisor. A book that has previously been published cannot be accepted as a doctoral thesis for this reason. An exemption may be made from this provision in writing by the Dean. The Dean will inform the Doctorate Board of any such exemption.
3. The length of the thesis should remain within certain limits. As a guideline, the maximum length is 70,000 words (150 to 200 pages of text). Exceptions may be made at the discretion of the supervisor.
4. The doctoral thesis and any accompanying propositions are to be written in Dutch or in English. The supervisor may, with the approval of the Dean, ask the Doctorate Board for permission to use another language. This request must take explicit account of the possibility of appointing a Doctorate Committee that complies with the requirements of these Doctorate Regulations and whose members have sufficient ability in the language in question to be able to assess the doctoral thesis.
5. The thesis manuscript that is submitted to the supervisor for final approval must be identical in form and content to the doctoral thesis submitted to the Doctorate Committee for assessment and public defence during the thesis

defence. It should include the following elements:

- a title page in accordance with Appendix B;
- a table of contents;
- an overview of the literature consulted;
- if the thesis consists of an article or articles in the name of several authors: a page with a complete reference list with a list of authors for each article and an explanation of the relative importance of the co-authors;
- an explanation of how the research was financed, if applicable;
- a summary including the title of the thesis, in the language of the thesis;
- a summary including the title of the thesis, in Dutch;
- a summary including the title of the thesis, in English.

An acknowledgements section is optional.

## Section V

# Approval of the thesis manuscript by the supervisor

### Article 16

#### Approval of the thesis manuscript

1. If the supervisor is of the opinion that the thesis manuscript meets the requirements of the Regulations and can be accepted as evidence of the ability to undertake scientific work independently, he/she will give his/her approval, after having taken note of the assessment of the co-supervisor where applicable.
2. If there is more than one supervisor, the supervisors will each approve the thesis manuscript separately.
3. The thesis manuscript can only be approved if it meets the guidelines set out in Article 15, and subject to the provisions of Article 17.
4. The implementation of changes to the thesis manuscript after it has been finally approved by the supervisor (but before it has been submitted to the Doctorate Committee for assessment) is only permitted with the express permission of the supervisor and co-supervisor, and will involve the repetition of the approval procedure by the supervisor and co-supervisor.
5. If the thesis manuscript includes articles that have been written by several authors, it is the duty of the supervisor to evaluate whether the doctoral candidate has made an independent contribution to the articles that is sufficient to warrant the conferral of the doctorate. If necessary, the supervisor will inform the Doctorate Committee of the manner in which the articles were written and what the contribution of the doctoral candidate was. As defined in Article 15, clause 5, the candidate is required to include a list of references in the thesis manuscript.

6. The supervisor and co-supervisor are required to provide their assessment of the thesis manuscript within such time as is consistent with the enabling of good progress towards the completion of the thesis and preparation of the doctorate.
7. The supervisor will submit his/her approval (or refusal) of the thesis manuscript to the Dean of the relevant faculty in writing. A refusal must include the reasons why the thesis manuscript is not acceptable and must also be brought to the attention of the Doctorate Board.
8. In cases where the thesis manuscript is rejected by the supervisor, the Dean may, after hearing the views of the doctoral candidate and the supervisor, ask the Doctorate Board to relieve the supervisor of his/her duties. In addition, the Dean can propose the appointment of a new supervisor, unless he/she believes, in cases where more than one supervisor had already been appointed, that the appointment of a new supervisor is not necessary.
9. If the doctoral candidate believes that the thesis manuscript is ready but no decision on approval (or refusal) is forthcoming from the supervisor within a reasonable time, he/she may ask the supervisor in writing to approve the manuscript. The doctoral candidate is also to inform the Dean of this written request.
10. The response to the request referred to in clause 9 must be given within two months.

#### Article 17

### **Finalising the thesis manuscript, the electronic version and the plagiarism check**

1. The implementation of changes in the thesis manuscript after it has been approved by the supervisor is only allowed with the express permission of the supervisor and co-supervisor (where applicable), and only if the manuscript has not yet been submitted for assessment by the Doctorate Committee.



2. The paper version of the thesis manuscript that the doctoral candidate submits to the supervisor and co-supervisor for approval is to be accompanied by an identical electronic version.
3. The electronic version is to contain the text that appears in the paper version of the manuscript in an identical form, but may also include sections that for technical and/or logistical reasons cannot be included in the paper version. However, this does not affect the terms stipulated in Article 30, clause 1.
4. Once the final manuscript has been approved by the supervisor and co-supervisor, but before it is submitted to the Doctorate Committee, and no later than fourteen weeks before the date of the defence ceremony, the supervisor shall provide the Dean with the electronic version of the manuscript.
5. The Dean is responsible for carrying out checks on plagiarism.
6. If these checks reveal no plagiarism, the Dean shall ensure that the electronic version of the manuscript is sent to the University Library. The University Library will, in due course, after its approval by the Doctorate Committee, publish the doctoral thesis by electronic means on a non-exclusive basis, if necessary with a temporary embargo (as defined in Article 30, clause 1).

## Section VI

# The Doctorate Committee

### Article 18

#### **The members of the Doctorate Committee**

1. The supervisor and – where applicable – the co-supervisor are also automatically members of the Doctorate Committee by virtue of their roles; they have an advisory vote.
2. The remaining members of the Doctorate Committee have a full vote.
3. The supervisor shall act as secretary to the Doctorate Committee.
4. The Dean is formally the chairperson of the Doctorate Committee, and does not therefore make up part of the Committee itself. The chairperson is independent and not entitled to vote. If the Dean is appointed as supervisor, co-supervisor or voting member, he/she must appoint a replacement as chairperson from his/her faculty.

### Article 19

#### **Appointment of the remaining Doctorate Committee members**

1. As soon as the supervisor judges that his/her approval of the thesis manuscript will be forthcoming in the near future, the supervisor shall discuss the desired composition of the Doctorate Committee with the Dean.
2. The Dean may decide that the proposal for the composition of the Doctorate Committee, as detailed in the previous clause, may be approved by the department chairperson. In that case, the department chairperson shall sign the proposal for the composition of the Committee.

3. Prior to submitting a final proposal for the composition of the Doctorate Committee, the supervisor is to satisfy himself/herself of the willingness of the proposed members to accept membership of the Committee.
4. The Dean must then use the form specified by the Doctorate Board to submit the proposed composition of the Doctorate Committee to the Doctorate Board.
5. The proposal must have been submitted by the time that the Dean has been informed that the thesis manuscript has been approved by the supervisor (see Article 16, clause 7).
6. The Doctorate Board shall, within one month of receiving the proposal, appoint the Doctorate Committee by decision. The doctoral candidate, the members of the Committee, the Dean and the Beadle will all be informed of the appointment of the Doctorate Committee.
7. As soon as possible after the Doctorate Board has resolved to establish the Doctorate Committee, the supervisor will ensure that the members of the Committee are in possession of a copy of the thesis manuscript approved by him/her.
8. Decisions relating to the appointment of a Doctorate Committee remain valid for one year. After this period has elapsed, the Doctorate Committee will automatically be dissolved.

## Article 20

### **Requirements for the composition of the Doctorate Committee**

1. In addition to the supervisor (and co-supervisor), the Doctorate Committee consists of at least five and at most seven remaining members, unless the Dean explains in a written proposal that a number larger than seven is reasonably necessary.
2. Given the provisions of Article 15, clause 4, concerning the acceptability of a thesis in a language other than Dutch or English, account must be taken of

the requirement that the members of the Doctorate Committee should have sufficient ability in the language of the doctoral thesis to be able to assess it.

3. The voting members of the Doctorate Committee shall consist of a majority of full professors, or the foreign equivalent, the remaining members being doctorate holders. A full professor whose appointment has been terminated honourably will count as a full professor for the purposes of this Article.
4. The members of the Committee shall be experts in the subject area discussed in the manuscript or some part of it. The voting members of the Committee may not have been involved in the daily supervision of the candidate.
5. At least half of the voting Committee members must be affiliated to the University. On the basis of a reasoned proposal submitted by the Dean, the Doctorate Board may waive this requirement. A full professor who was previously affiliated to the University is deemed to be of the University provided he/she does not hold the position of full professor elsewhere.
6. At least one voting member of the Committee must be a full professor appointed at the University, with a primary appointment at the faculty at which the defence ceremony will take place. On the basis of a reasoned proposal submitted by the Dean, the Doctorate Board may waive this requirement.
7. At least one member of the Committee must be a full professor affiliated with an institution other than the University.
8. If the doctoral thesis consists (partly) of articles that have been written in the name of several authors, the co-authors of these articles may only make up a minority of the remaining (voting) members of the Doctorate Committee.
9. Article 4 (forbidden relationships) shall also apply to the composition of the Doctorate Committee.
10. The Committee members appointed by the Doctorate Board are not at liberty to withdraw from their membership of the Committee. In the event of compelling personal circumstances and after consultation with the

supervisor and the Dean, a Committee member may address a written request to the Doctorate Board, asking to be relieved of his/her responsibilities. In such cases, the Dean must establish whether the composition of the Doctorate Committee will still meet the requirements set out in these Regulations. If necessary, the Doctorate Board, acting on proposal from the Dean in consultation with the supervisor, shall appoint a new Committee member.

## Section VII

# Assessment of the thesis manuscript and admission to the doctorate

### Article 21

#### Admission to the doctorate (thesis defence)

1. Admission to the doctorate is granted to all those who:
  - a. on the basis of Article 9 of these Regulations have been admitted to the doctoral programme by means of a decision of the Doctorate Board and thus the preparation of the doctorate, and
  - b. have demonstrated their ability to carry out scientific work independently by writing a doctoral thesis or developing a technological design, and
  - c. have met the requirements set out in these Regulations.

### Article 22

#### Assessment of the thesis manuscript

1. The thesis manuscript shall be submitted for assessment by the Doctorate Committee no later than fourteen weeks before the intended date of the defence ceremony, but not before a decision has been made appointing the Doctorate Committee as defined in Article 19, and the requirements specified in Articles 15 and 17 of these Regulations have been met, and after the thesis manuscript has been approved by supervisor and co-supervisor, as defined in Article 16.
2. No later than six weeks after the members of the Doctorate Committee have received the thesis manuscript, the Committee shall decide whether the candidate has, by means of the text presented, demonstrated his/her ability

to undertake independent scientific work and whether he/she may therefore be admitted to the thesis defence.

3. When assessing the thesis manuscript, the Committee members must apply the requirements that are generally applied in the relevant discipline, as specified in Appendix A. The following factors shall be taken into account:
  - a. the extent to which the research is innovative;
  - b. the way in which the material has been organised, analysed and processed;
  - c. the originality and creativity of the work;
  - d. the soundness of the methodology used in the analysis;
  - e. a critical approach to existing theories and concepts;
  - f. balance in the structure of the doctoral thesis and clarity of style and wording;
  - g. the extent to which the doctoral thesis has a (pioneering) impact on the field of study.

### Article 23

#### **The vote by the Doctorate Committee**

1. The members of the Doctorate Committee shall, no later than eight weeks before the defence ceremony, submit their votes in writing to the Dean (in his capacity as the formal chairperson of the Doctorate Committee) and the supervisor, explaining the reasons for their vote, regardless of whether this is for or against. They shall use Appendix A to do this, as specified by the Doctorate Board.
2. The chairperson shall convene a meeting of the Committee within fourteen days after the end of the six-week period referred to in Article 22, clause 2 if a member has delivered a negative assessment of the thesis manuscript, or if a Committee member requests such a meeting. At this meeting, after the assessments have been discussed, a written vote shall be held. The reasoned votes are to be cast using Appendix A. For the voting procedure, the provisions of Article 23, clause 4 shall apply by analogy.
3. The members of the Doctorate Committee shall not make any recommendations to the doctoral candidate for changes or additions to the doctoral thesis. Furthermore, the Doctorate Committee shall not attach any conditions to its decision on admission to the thesis defence.

4. The decision on admission to the thesis defence shall be made by majority vote among the voting members. If the votes are tied, this will be deemed a refusal of admission. It is only possible to vote for or against; blank votes and abstentions are not permitted.
5. A member of the Doctorate Committee shall only vote to refuse admission to the thesis defence in the event of significant objections to the content, length or scientific quality of the thesis manuscript. If the opinion of the Doctorate Committee is negative, the grounds on which the doctoral candidate is refused admission to the thesis defence shall be communicated in writing to the doctoral candidate, the Dean and the Doctorate Board. On the basis of the reasons given for the refusal, the doctoral candidate and the supervisor can assess whether the manuscript can be revised or supplemented.
6. In case of a refusal of admission to the thesis defence as referred to in clause 5, the doctoral candidate must submit the revised thesis manuscript to the supervisor within one year of the appointment of the Doctorate Committee (as defined in Article 19, clause 8). The chairperson shall convene one more meeting of the Doctorate Committee at the request of the supervisor to assess the revised thesis manuscript. The previous clauses shall apply to this second assessment by analogy. If the assessment of the revised thesis manuscript does not take place within one year, the appointment of the Doctorate Committee shall expire automatically. In due time, a request can be submitted to appoint a new Doctorate Committee.
7. If a member of the Doctorate Committee does not consider the quality of the thesis manuscript to be adequate for admission to the thesis defence ceremony, he/she cannot be dismissed from the Doctorate Committee on those grounds.

#### Article 24

#### **Duplication of the doctoral thesis**

The candidate is not to make duplicates of his/her doctoral thesis until after the Dean has given his/her authorisation to proceed with publication by signing the title page, as referred to in Article 25, clause 3.



## Article 25

### **Admission to the thesis defence and the publication of the doctoral thesis**

1. If the Doctorate Committee has decided that the candidate may be admitted to the thesis defence, the supervisor shall, as secretary of the Committee, immediately inform the Dean and the doctoral candidate of this in writing.
2. The permission granted by the Doctorate Committee for admission to the thesis defence and publication of the thesis manuscript will take the following form:
  - a. a statement of agreement by means of the supervisor's signature on both sides of the title page, which is to be supplied by the doctoral candidate;
  - b. the assessments of the Committee members as indicated to the supervisor by means of Appendix A to these Regulations.
3. The title page mentioned above and the assessments shall be submitted by the supervisor to the Dean for his/her approval.
4. The Dean is to sign the front and back of the title page and submit this to the Beadle.
5. The Beadle will convert the provisionally reserved defence date into a definitive date as referred to in Article 32, clause 3, and shall notify the doctoral candidate.

## Article 26

### **New information**

1. If, after permission to publish the doctoral thesis has been granted, new information comes to light that, if it had been available at the time when this permission was granted, it would have influenced the decision to admit the doctoral candidate to the thesis defence, the individual who is in possession of this information must disclose this immediately to the supervisor, the Dean and the Doctorate Board.

2. The Dean will consult the Doctorate Board on which measures should be taken. If the Doctorate Board deems it necessary, the defence ceremony may be postponed temporarily, or the Doctorate Committee may be adjusted at the proposal of the Dean.
3. The Dean may, in consultation with the supervisor, appoint a full professor or associate professor to extend the Doctorate Committee and is then to inform the Doctorate Board of this appointment. He/she shall ensure that if the Committee is extended, the majority of full professors prescribed by Article 20, clause 3 is maintained.
4. Notwithstanding clause 3, if the Doctorate Board harbours reasonable doubts concerning the quality of the assessment of the doctoral thesis by the Doctorate Committee, the Doctorate Board may revoke the assessment and proceed to appoint a new Doctorate Committee.
5. The Dean shall immediately inform the doctoral candidate of the facts.
6. The Dean shall convene a meeting of the Doctorate Committee as soon as possible, but within two weeks, to discuss the situation.
7. The Doctorate Committee will hear the views of the doctoral candidate and then decide whether the public defence of the doctoral thesis can proceed.
8. If, at this meeting, it transpires that half or a majority of the voting members of the Doctorate Committee are opposed to admission to the thesis defence, the Dean shall request that the defence ceremony be cancelled.

## Section VIII

# Cum laude

### Article 27

#### The cum laude procedure

1. If the supervisor and co-supervisor (if applicable) are of the opinion that given the quality of the doctoral thesis, and having also taken account of the assessments of the individual members of the Doctorate Committee submitted using Appendix A, that the distinction ‘cum laude’ should be granted, they may make a proposal to that effect no later than eight weeks before the date of the defence ceremony.
2. The distinction 'cum laude' may be granted if the doctoral candidate has shown that he/she has achieved an exceptional level of competence on the majority of the criteria referred to in Article 22, clause 3 and in Appendix A.
3. The supervisor will submit a detailed reasoned proposal to the Dean no later than eight weeks before the date of the defence ceremony, explaining why a ‘cum laude’ distinction is merited. This must be accompanied by a motivated proposal for the designation of at least four external referees.
4. The referees proposed by the supervisor must be full professors, associate professors who hold a doctorate, assistant professors who hold a doctorate, or the foreign equivalents thereof. Another expert may be appointed as a referee if a reasoned proposal to this effect is submitted, provided that he/she holds a doctorate.  
A supplementary requirement regarding the proposed referees is that they must be experts in the field of the thesis, and not affiliated with the University. Preferably, at least two of the referees designated should be from abroad.
5. Of the list of at least four referees, the Dean will choose two referees, at least one of whom will preferably be from abroad. The choice of referees will

remain confidential. The Dean will inform the Doctorate Board of the designation of the two external referees.

6. The Dean is to ensure that the two referees receive all the relevant information and a copy of the manuscript in a timely manner. The two referees shall submit a motivated advice in writing to the Dean no later than four weeks before the defence ceremony. The advice of the referees shall be disclosed only to the Dean.
7. If one or both referees give a negative advice, the possibility of a 'cum laude' distinction will lapse. If both referees recommend a 'cum laude' distinction, the cum laude procedure can be continued. The Dean will then consult the Doctorate Committee on the cum laude proposal immediately.
8. The voting members of the Doctorate Committee shall decide whether, in principle, the 'cum laude' distinction can be granted.
9. The Dean may consult the Doctorate Committee by convening a session of the Committee or by consulting the members in writing. If a meeting is convened, any members who are unable to attend must submit their votes to the Dean in writing, together with a written motivation, before the meeting. If the Committee members are consulted in writing, the members shall submit their votes to the Dean no later than two weeks prior to the defence ceremony, together with a written motivation.
10. Of the voting members of the Doctorate Committee, a maximum of one may vote against the granting of the 'cum laude' distinction. It is only possible to vote for or against; blank votes and abstentions are not permitted. If more than one member votes against, the proposal shall be deemed rejected. If the vote is positive and the Committee intends to grant the 'cum laude' distinction, the Dean, with a view to preparing the certificate, shall inform the Beadle of this immediately.

## Article 28

### **The award of cum laude**

1. A final decision on the granting of the distinction 'cum laude' will be taken by the Doctorate Committee at the meeting referred to in Article 37 after the final defence.
2. At this meeting, the voting members shall decide, having heard the advisory votes of the supervisor and co-supervisor, whether the 'cum laude' distinction will be granted, with a maximum of one vote against. The decision is made on the basis of the doctoral thesis, but is also to take into account the way in which the doctoral candidate has defended the thesis.
3. If more than one of the voting members of the Doctorate Committee votes against, the distinction 'cum laude' will not be granted. The vote is to take place in writing. It is not permitted to cast a blank vote or to abstain from voting.
4. If it is decided to confer the cum laude, this will be stated on the certificate.

## Section IX

# The doctoral thesis

### Article 29

#### **Form of the thesis**

1. The doctoral candidate is responsible for the design of the doctoral thesis and for ensuring that it complies with all the provisions contained in this section.
2. The design of the thesis should be based on a text form that can be reproduced both by photocopying/printing and electronically. Other information carriers may be used for supplementary explanatory sections and appendices.
3. The doctoral thesis is to be designed in to an easy-to-handle format and submitted as a single composite form.
4. The physical design of the doctoral thesis must meet the general university standards.
5. It is not permitted to include advertisements in the doctoral thesis, nor to insert these as supplementary sheets inside the doctoral thesis.
6. Financial support from third parties must be acknowledged in the doctoral thesis. This can be done by including a phrase such as ‘the research/publication of this doctoral thesis received financial assistance from...’ on the reverse side of the title page.
7. The foreword to the doctoral thesis may make reference to the existence of a commercial version or the preparations for one.
8. It is recommended that the doctoral candidate adds a set of propositions to the doctoral thesis. These propositions do not form part of the thesis and

should be submitted as supplementary sheets. The number of propositions should be at least six and no more than eleven, and at least six of them should relate to the academic field of study of the faculty. The propositions must be approved by the supervisor.

### Article 30

#### **Submission / duplication of the paper and electronic versions of the thesis**

1. No less than six weeks before the defence ceremony, the doctoral candidate will grant the University permission to publish the doctoral thesis in digital form and on a non-exclusive basis, if necessary with a temporary embargo. This permission shall be granted by signing the standard license agreement used by the University Library. By so doing, the doctoral candidate also confirms that the paper and electronic versions are identical in terms of content, notwithstanding the provisions of Article 17, clause 3. The doctoral candidate retains copyright over his/her work, as stipulated by Article 31.
2. No later than four weeks before the defence ceremony, the doctoral candidate will provide twelve printed or copied versions of his/her doctoral thesis to the University; these are to be delivered to the Beadle's office.
3. If the doctoral candidate does not meet the obligations detailed in the preceding clauses on time, the Doctorate Board may decide that the defence ceremony will not proceed on the planned date.
4. The Beadle's office will ensure the timely submission of the thesis to:
  - the Rector Magnificus;
  - the Dean;
  - the chairperson of the defence ceremony, by way of the Dean;
  - the Doctorate Board;
  - the Press Office (two copies);
  - the University Library (three copies).

5. The doctoral candidate is responsible for the timely submission of the thesis to:
  - the supervisor(s) and where relevant the co-supervisor(s);
  - the remaining members of the Doctorate Committee;
  - any guest opponent(s).

#### Article 31

#### **Intellectual property rights**

The doctoral candidate will retain intellectual property rights over all the work that he/she has produced, as intended by the applicable Dutch or international laws and regulations. The University is entitled to store the work in the University Library and use it for the purposes of scientific education and research.



## Section X

# The defence ceremony

### Article 32

#### **Provisional and definitive dates for the defence ceremony**

1. After the Doctorate Board has made a decision on the appointment of the Doctorate Committee, the doctoral candidate may contact the Beadle to discuss a provisional date for the defence ceremony.
2. The time and place of the defence ceremony will be determined by the doctoral candidate and the Beadle, in consultation with the supervisor, co-supervisor (where relevant), and after consulting the members of the Doctorate Committee. The defence ceremony will take place at a location determined by the Doctorate Board of the University.
3. At least eight weeks before the provisional date, the doctoral candidate will convert the provisional date into a definitive date. For this to occur, the Dean must submit the title page of the doctoral thesis (as prescribed in Appendix B) to the Beadle, after the procedure described in Article 25 for admission to the thesis defence and the signing of the title page has been completed.
4. If the title page is not submitted to the Beadle on time, the Doctorate Board may decide that the provisional date for the defence ceremony will lapse.

### Article 33

#### **Preparations for the defence ceremony**

1. The supervisor shall make preparations for the defence ceremony.
2. The Beadle will ensure that the doctoral candidate is informed of general procedures relating to the ceremony.

## Article 34

### Exposé

1. Immediately prior to the defence ceremony, the doctoral candidate may present an exposé of the doctoral thesis that is comprehensible to non-specialists. The Dean will provide further guidelines for this.
2. An agreement should be reached between the doctoral candidate and the supervisor regarding the content of the exposé.
3. The exposé may not exceed ten minutes in length and should finish by the time the Doctorate Committee enters the chamber. The exposé and the defence ceremony should together last a total of one hour.
4. When the exposé has finished, the doctoral candidate should open the ceremony with the formula set out in Appendix C.

## Article 35

### Defence ceremony and attendance requirements for members of the Doctorate Committee

1. The ceremony will take place in public, in the presence of the Doctorate Committee.
2. The Rector Magnificus shall, by virtue of his/her position, be the chairperson during the defence ceremony. As a rule, the Dean will act on his/her behalf. If the Dean is unable to attend, he/she will appoint a full professor from the same department to act as his/her representative.
3. If the Dean or his/her representative is also the supervisor, co-supervisor or a voting member of the Committee, the Dean shall nominate a replacement from his/her faculty who is not involved in the defence ceremony or the Doctorate Committee, to act on his/her behalf as chairperson.
4. The supervisor(s) and co-supervisor(s) are all required to attend the ceremony, situations of force majeure excepted.

5. The chairperson may, if he/she so wishes and after consulting with the supervisor, invite experts other than the appointed members of the Doctorate Committee as guests of the Doctorate Committee to participate in the exchange of views referred to in Article 36. These guest experts must also be holders of a doctorate and will have an advisory vote during the discussions referred to in Article 37.
6. At least five of the voting members of the Doctorate Committee must be in attendance at the defence ceremony. If the number of voting members of the Doctorate Committee present at the defence ceremony is less than five, the supervisor will invite one or more guest opponents with the result that the number of voting members and guest opponents together is at least five. The guest opponents must be doctorate holders. The supervisor shall ensure that of the voting members and guest opponents in attendance, the majority are full professors.

#### Article 36

#### **Opposition and defence**

1. The exchange of views during the ceremony may, with the agreement of the chairperson and after consultation with the supervisor, begin with an opposition from the audience, which, together with the defence, shall take no longer than five minutes. Thereafter some or all of the members of the Doctorate Committee, the guest experts and the guest opponents may speak in the order specified by the chairperson on subjects that the supervisor will be informed of in advance. The supervisor shall notify the members of the Committee, the guest experts and the guest opponents prior to the ceremony of the order in which they will be heard.
2. The chairperson shall determine, after consultation with the supervisor, together with the guest experts and guest opponents, how many minutes each will have to express his/her opposition.
3. The language used for the opposition and the defence will be Dutch. With the permission of the chairperson of the ceremony, the opposition and/or defence may be conducted in English, French or German. If defence in another language is deemed acceptable, permission should first have been

obtained for this from the Doctorate Board, unless this concerns the language in which the doctoral thesis has been written and for which permission has already been granted by the Doctorate Board under Article 15, clause 4.

4. The total duration of exposé, opposition and defence is one hour. When the words ‘hora est’ are pronounced, the opponent currently speaking will conclude as concisely as possible. In any case, a brief defence will follow. The doctoral candidate will conclude with the text prescribed in Appendix C.

### Article 37

#### **The decision on the conferral of the doctorate**

1. After the final defence, the Doctorate Committee will retire for deliberation. Having heard the advisory votes of the supervisor, co-supervisor and, in accordance with Article 35, clauses 5 and 6, the guest experts and guest opponents, the Committee will vote by simple majority on whether the doctorate shall be conferred, taking into consideration any written votes cast by absent Committee members entitled to vote as described in Article 23, clause 2. It is not possible for Committee members to cast a blank vote or to abstain from voting.
2. If the Doctorate Committee intends to confer the doctorate ‘cum laude’ and prior to the defence has already taken the steps described in Article 27, a decision on this will also be taken in accordance with Articles 27 and 28.
3. If the vote regarding conferral of the doctorate results in a negative decision, the chairperson will adjourn the meeting. The chairperson will then inform the Dean and the Doctorate Board.
4. If, during the deliberations regarding the conferral of the doctorate, new information becomes available which, if it had been available at the time of granting admission to the defence of the doctoral thesis, would have had a negative impact on this decision, the previous clause shall also apply. The chairperson will inform the Dean and the Doctorate Board, who will issue advice on the steps to be taken, in accordance with Article 26 of these Regulations.

## Article 38

### Re-opening the session and closing the session

1. After its deliberations, the Committee shall return and the chairperson shall re-open the session.
2. In accordance with the formula included in Appendix D, the chairperson shall announce that a decision has been made to confer a doctorate to the doctoral candidate. The chairperson will then allow the supervisor to speak; the supervisor shall confer the doctorate on the doctoral candidate by making the statement in Appendix E.
3. When pronouncing these words, the supervisor may also add a personal address to the doctoral candidate.
4. If a co-supervisor has played an important role in assisting the doctoral candidate in preparing the doctoral thesis, the personal address to the doctoral candidate referred to in the previous clause may also be given in full or in part by the co-supervisor.
5. The chairperson will then close the ceremony according to the formula.

## Article 39

### Certificate

1. As evidence of the conferral of the doctorate, the new doctorate holder will receive a certificate in Latin bearing the seal of the University, signed by the Rector Magnificus or by his/her replacement as chairperson at the defence ceremony in accordance with Article 35, clause 2 or Article 35, clause 3. In addition, the supervisor appointed as the secretary of the Doctorate Committee, the other supervisor and the co-supervisor(s) (where applicable), and the remaining members of the Doctorate Committee in attendance, will all sign the certificate. If so desired, the guest opponents, guest experts and other professors in attendance may also sign the certificate.

2. The certificate states in which faculty the doctorate was prepared. The faculty shall determine whether the discipline in which the research was conducted may also be mentioned on the certificate and which academic disciplines qualify for inclusion on the certificate. The choice of discipline mentioned on the certificate requires the approval of the supervisor and the Dean.

## Section XI

# The arbitration procedure

### Article 40

#### **Mediation by the Dean**

If, during the preparations for the final approval of the thesis manuscript, any dispute should arise between supervisor, co-supervisor and/or the doctoral candidate, and a mutually agreed resolution cannot be found, any of these parties may request mediation from the Dean.

### Article 41

#### **Advisory committee**

If mediation does not lead to an agreement within two months, any of the parties may approach the Doctorate Board. In some cases, the Doctorate Board may, once only, extend the two-month period by an additional month. The Doctorate Board will establish an advisory committee, consisting of five members, to consider the matter. The Dean shall designate three individuals who are not involved in the doctoral programme, the appellant(s) shall designate a further individual, and the Rector Magnificus will act as the fifth member of the advisory committee; if the Rector Magnificus is involved in the matter in question, another member of the Doctorate Board, who is not the Dean of the faculty, shall be designated.

### Article 42

#### **Decision by the Doctorate Board**

The committee referred to above shall hear the case in compliance with the general principles for reasonable dispute resolution. The committee will hear all those concerned and may also consult experts. Within two months, it will issue a recommendation in the form of a reasoned draft decision. This recommendation

shall take account of the specific responsibilities of the supervisor, the co-supervisor (where relevant) and the interests of the candidate. In some cases, the Doctorate Board may extend the deadline by one month, once only. The final decision of the Doctorate Board shall be communicated to all those involved within one month. A decision that deviates from the recommendation issued shall, together with the reasons why this is the case, be communicated to those concerned together with the recommendation.



## Section XII

# Final and transitional provisions

### Article 43

1. In the event of circumstances not foreseen in these Regulations or if any Article is liable to different interpretations, the Doctorate Board shall have the power of decision.
2. The Doctorate Board may in exceptional cases, at the proposal of the Rector Magnificus, decide to deviate from a provision or to render a provision inapplicable if applying that provision would be clearly inequitable, while taking into consideration the provisions of all applicable legislation. A request for an exemption from a provision must be justified in writing and submitted to the Doctorate Board.
3. With regard to decisions taken by the Doctorate Board within the framework set out in these Regulations, the provisions of the *Algemene wet bestuursrecht* (Awb: General Administrative Law Act) shall apply by analogy unless otherwise specified.
4. If particular regulations or appeal procedures apply within the University, these shall have priority and the Doctorate Board shall not have decision-making authority. The competencies described in section XI do not apply to legal disputes between the University and its employees.

### Article 44

These Regulations do not apply to the doctorate 'honoris causa'. Honorary degrees are conferred in the presence of the Doctorate Board in a manner determined by the Doctorate Board's own standing regulations.

### Article 45

With regard to the entry into force of these Regulations, a transitional arrangement shall apply.

### Article 46

These Doctorate Regulations shall enter into force on 1 October 2014, on which date the Doctorate Regulations of the University of Amsterdam 2010 shall cease to be effective.

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These Regulations were laid down by the Doctorate Board of the University of Amsterdam during a session held on 20 May 2014.

Front side

## Appendix A

# Doctoral thesis assessment form and admission to the doctoral thesis defence

### Vote cast:

Doctorate Committee member [...title ...] [... initials...] [... name...] [... affiliation...]

Appointed by decision of the Doctorate Board, to assess the doctoral thesis with the title [... title of thesis ...]

Of doctoral candidate [... name of the doctoral candidate ...]

Votes for/against admission to the defence of the thesis manuscript assessed as a doctoral thesis.

### Explanation:

#### Submission

Please send both sides of the completed form to the Dean of the faculty no later than eight weeks before the date of the defence ceremony, by post or e-mail, also sending a copy to the supervisor.

#### Criteria

In assessing the thesis manuscript, Committee members should administer the requirements that are applicable in the relevant discipline. The following criteria play a role in this assessment. You are requested to separately consider each criterion against which the doctoral thesis is to be assessed.

Reverse side

## Doctoral thesis assessment form and admission to the doctoral thesis defence

	Excellent	Very good	Good	Satisfactory	Unsatisfactory
1. The extent to which the research is innovative					
<i>Explanation:</i>					
2. The way in which the material has been organised, analysed and processed					
<i>Explanation:</i>					
3. The originality and creativity of the work					
<i>Explanation:</i>					
4. The soundness of the methodology used in the analysis					
<i>Explanation:</i>					
5. A critical approach to existing theories and concepts					
<i>Explanation:</i>					
6. Balance in the structure of the thesis and clarity in style and wording					
<i>Explanation:</i>					
7. The extent to which the doctoral thesis has a (pioneering) impact on the field of study					
<i>Explanation:</i>					
8. Optional: Assessment criterion/criteria prescribed by the faculty, namely: .....					
<i>Explanation:</i>					
9. Do you believe that this doctoral thesis should qualify for the distinction 'cum laude'? If so, can you attest that the doctoral thesis is among the best 5% of all doctoral theses that you have read in the relevant field of study?	Yes/No				
<i>Explanation:</i>	Yes/No				

Front side

## Appendix B

### Model title page for doctoral thesis

The full text of the front side of the title page is shown in the box. You need to fill in the missing text in square brackets.

After the doctoral thesis has been approved by the Doctorate Committee, the Dean CQ departmental chairperson should submit the title page to the Beadle, signed by the Dean CQ departmental chairperson and the supervisor, including the date of the signature.

---

[... TITLE DOCTORAL THESIS...]

ACADEMISCH PROEFSCHRIFT

ter verkrijging van de graad van doctor

aan de Universiteit van Amsterdam

op gezag van de Rector Magnificus

[...*title, initials, surname of rector magnificus*...]

ten overstaan van een door het College voor Promoties ingestelde

commissie, in het openbaar te verdedigen in de [Aula der Universiteit/Agnietenkapel\*]

op [...day of the week in Dutch...] dag [...*date*...] [...*month in Dutch*...] 20 [...], te [...xx:xx...] uur

door [...*full given names*...] [... *surname*...]

geboren te [... *place of birth*...]\*\*

---

\* Please enter the correct location as communicated to you in the notification of the provisional date for the defence ceremony from the Beadle's office.

\*\* As this appears in a valid passport and as is already known to the Doctorate Board. The name of the place of birth should be given in Dutch. Please note: Do not mention the date of birth.

Reverse side

## Model title page for doctoral thesis

The full text of the reverse side of the title page is shown in the box. You need to fill in the missing text in square brackets.

---

### Promotiecommissie:

Promotor: [...full title...] [...initials...] [...surname...] [...affiliation...]

Copromotor: [...full title...] [...initials...] [...surname...] [...affiliation...]

Overige leden: [...full title...] [...initials...] [...surname...] [...affiliation...]

[...full title...] [...initials...] [...surname...] [...affiliation...]

[...full title...] [...initials...] [...surname...] [...affiliation...]

[...full title...] [...initials...] [...surname...] [...affiliation...]

[...full title...] [...initials...] [...surname...] [...affiliation...]

Faculteit: [...name faculty...]

---

## Appendix C

### Formula for the doctoral candidate

#### **Before the thesis defence:**

By authority of the Rector Magnificus and the Doctorate Board of this University, I shall, during this hour, in order to obtain the doctorate, publicly defend my thesis, entitled:

[...title of doctoral thesis ...]

I entreat all those who wish to voice criticism of the contents of the thesis to do so in a truthful and lucid manner, so as to provide an opportunity for an ordered exchange of views.

[.....]

#### **After the thesis defence:**

Having thus concluded the defence of my thesis to the best of my ability, and pending the decision of the Doctorate Committee, I should like to express my sincere thanks to my highly esteemed supervisor(s) in particular, as well as to those who have so courteously brought forward their criticisms, and to all who have honoured this ceremony with their presence.

## Appendix D

# Formula for the chairperson (Rector Magnificus or Dean)

### **The Rector Magnificus (the Dean):**

Esteemed candidate,

After due consideration of the thesis you have submitted, we have decided to grant you the doctoral degree.

Professor [... name of supervisor...] is authorised to confer this dignity upon you in customary fashion.

### **The supervisor (see Appendix E):**

[.....]

### **The Rector Magnificus (the Dean):**

It is a very pleasant duty, most learned scholar, to congratulate you, also on behalf of the Doctorate Board of the University of Amsterdam, on this newly acquired honour.

And hereby I declare this ceremony closed.



## Appendix E

# Formula for the supervisor

### The supervisor (stands up):

I most willingly accept the task assigned to me by the Rector Magnificus of the University.

(all rise)

By virtue of the power conferred on us by law, and in accordance with the decision of the Rector and the Doctorate Board of the University of Amsterdam, I hereby confer upon you,

[... first names in full ...] [... surname ...]

the degree of DOCTOR,  
and grant you all the rights pertaining thereto by law or custom.

In evidence hereof you will be presented with the degree certificate, signed by the Rector and the supervisor(s) and confirmed with the Great Seal of the University.

(certificate is handed over; all sit; the supervisor remains standing and continues)

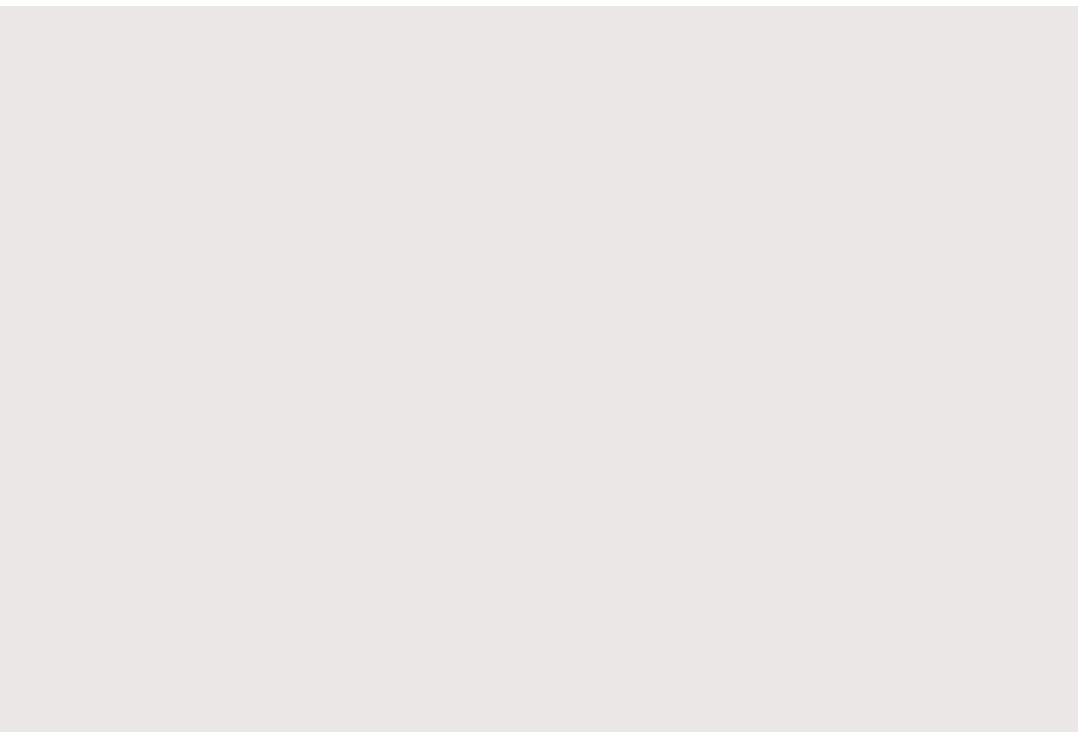
Having thus fulfilled the task assigned to me, I have the honour of being the first to address you as a 'Doctor' and to congratulate you with the dignity conferred on you.

(personal address)

Regard the obtained dignity as an honour and a privilege, and never forget the attendant responsibilities which you now bear towards science and society.







**Credits**

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