



Memorandum

Protocol for Digital PhD defence – Updated November 16, 2021

In the light of the COVID-19 virus pandemic and the current measures the Erasmus University Rotterdam (EUR) Doctorate Board gives PhD candidates the choice, either:

- a) Physical ceremony
 - Presence required: PhD candidate, 2 paranymphs, Beadle, Chair of the committee, all committee members. Maximum of 75 guests
 - Location: *Senaatszaal*, EUR or *Querido zaal*, Erasmus MC, or at ISS (for room capacity, please contact ISS).
 - *A physical ceremony is the preferred option as EUR believes that a ceremony with all the participants present does justice to the moment of obtaining your PhD degree.*
- b) Hybrid ceremony
 - Presence required: Beadle, Chair of the committee, supervisors. If the PhD candidate and paranymphs are in the Netherlands, then their presence is also expected. The rest of the committee members may decide for themselves; their physical presence is much appreciated but if they wish, for personal reasons or because their presence requires much traveling time, they can decide to participate online.
 - Location: *Senaatszaal*, EUR or *Querido zaal*, Erasmus MC, or at ISS and online.
- c) Online PhD graduation ceremony
 - Presence required: Chair and supporting staff. The PhD candidate, committee members and the doctoral supervisors, call each other via secure video conferencing software. The doctoral supervisor can join the ceremony physically if they are able to do. For the purposes of clarity, the other committee members do not come physically to either the Erasmus University Rotterdam nor to the Erasmus MC. The paranymphs can join the defence online as well. There will be no members of the public. But livestream is available via the PhD candidate.
 - *The option of a fully online ceremony is only made available if the PhD candidate and committee members are not able to attend in person to a physical ceremony.*

Furthermore, there are no obligations to wear face covering during the ceremony, but face covering is obliged when you move around the building. Also, there are no checks of QR code. For reception possibilities contact Vitam.

Diploma

The Doctorate Board has decided to temporarily lift the requirement for signatures of committee members on the PhD diploma. This means that at the time of the online or hybrid ceremony, the diploma will only be signed by the Rector and the primary doctoral

supervisor(s). The diploma will be sent by mail or handed over in person once COVID-19 measures have been lifted.

Practical information regarding the physical ceremony (including dress code), can be found here: <https://www.eur.nl/en/research/beadles-office/phd-defence-ceremonies/day-phd-defence>

Dress code for a fully digital PhD graduation ceremony and hybrid ceremony

The chair and the promotor will wear a gown. Although the character of an online ceremony is very different to a live ceremony, it is still advised to the other participants to adhere to the customary dress code. Furthermore, the ceremony is combined with a livestream (see below) so there is an audience watching.

Protocol for online PhD defence (and in the case for the hybrid ceremony for the online participants)

- One week before the date of the defence an invitation for a ZOOM-meeting is sent by the Beadle's Office to all participants (as a check to make sure all participants can access and are comfortable with the video conference software).
- 30 minutes before the ceremony begins the Beadle opens the ZOOM-meeting for all participants, except for the candidate. The committee members will be placed in a virtual room for preliminary discussion
- 15 minutes before the ceremony begins the candidate is invited to join the ZOOM-meeting by the Beadle. The chair may use the time before the start of the ceremony to explain the procedure.
- Once all participants are in the main session, the chair opens the session and welcomes all participants.
- Three people in total are allowed to be in the same room (paranymph/partner/family member). There is only one zoom-connection, with the candidate, in this room.
- The chair asks the candidate to present her/his work in 15 minutes (layman's terminology).
- The chair opens the session of 45 minutes in which questions are asked to the candidate; the regular order is followed: external committee members, internal committee members, supervisors and -in case of a PhD defence of an Erasmus MC candidate - co-supervisors.
- After 45 minutes the Beadle announces, 'Hora Est', which stops the 45 minutes of the actual defence.
- The committee members will be placed in a virtual room, the candidate stays in the main session. The chair opens the discussion session in which the result of the defence is decided.
- Once the committee has come to an agreement – after about 10 minutes - the committee members come back to the main session.
- The chair reopens the session and the chair addresses the promotor/supervisor (the regular ceremonial language is used but words as 'handover' (the diploma) are changed into 'show' (the diploma).
- The chair asks the doctoral supervisor to address the candidate for the 'laudatio' (commendation).
- The chair closes the session and the members of the committee may congratulate the

- candidate.
- The Beadle closes the ZOOM-meeting
In case of an hybrid defence, the above is applicable for the participants online.

Live-streaming

A live stream will be provided to for the audience to follow the ceremony. The live stream link will only be send to the PhD candidate. Distributing the live stream link will only be done by the PhD candidate. This live stream link will not be placed publicly online. Privacy of all participants should be respected in accordance with national and European guidelines.

These measures will be valid until recalled by the Rector.