

# ERASMUS UNIVERSITY ROTTERDAM 2015 DOCTORAL REGULATIONS

As referred to in Section 7.19, subsection 1, and Section 16.14, subsection 2, of the Dutch Higher Education and Research Act.

Adopted by the Doctorate Board (meeting of 4 March 2015).

These Regulations shall take effect on 1 September 2015.

## Chapter 1 General provisions

### **Article 1.1** *Definition of terms*

1. In these Regulations and all provisions made pursuant thereto, the following definitions apply:

AWB	the Dutch General Administrative Law Act;
CAO-NU	the collective labour agreement for Dutch universities by which Section 4.5 of the Higher Education and Research Act is put into effect;
Executive Board	the Executive Board of Erasmus University Rotterdam as referred to in Article 4 of the university's Administrative and Management Regulations (BBR-EUR);
Doctorate Board	the Doctorate Board as referred to in Article 14 of the BBR-EUR;
Copromotor	Co-supervisor
Co-supervisor	the person appointed by the Doctorate Board to assist the doctoral dissertation supervisor in supervising the doctoral candidate;
Dean	the dean of a faculty as referred to in Article 16 of the BBR-EUR, the vice-dean of the Institute of Health Policy and Management or the Rector of the International Institute of Social Studies (ISS) as referred to in Article 27A of the BBR-EUR;
EUR	Erasmus University Rotterdam;
Faculty	a faculty of EUR as referred to in Article 16 of the BBR-EUR or the ISS as referred to in Article 27A of the BBR-EUR;
Degree certificate	the diploma awarded for successfully completing a degree programme or a doctoral programme;

Professor	the position holder referred to in Section 9.19 of the Higher Education and Research Act;
Manuscript	a draft version of the doctoral dissertation;
Programme	a programme as referred to in Article 17 and appendices 3a and 3b of the BBR-EUR;
Doctoral dissertation	the doctoral dissertation published as a book or as one or more journal articles in printed or electronic form, or a technical design as referred to in Section 7.18, subsection 2 under b, of the Higher Education and Research Act and referred to in Chapter 4 of these Regulations;
Defence ceremony which	the public defence of the doctoral dissertation on the basis of which the candidate may be admitted to the degree of Doctor;
Doctoral Committee	the subcommittee established by the Doctorate Board in accordance with the provisions of Chapter 6 and Chapter 7 of these Regulations that decides whether the doctoral candidate may be allowed to defend his dissertation and the full committee before which the defence ceremony must take place;
Doctoral research	the academic research on which the doctoral dissertation is based;
Doctoral dissertation supervisor	the professor appointed by the Doctorate Board in accordance with the provisions of Chapter 3 of these Regulations to act as a doctoral dissertation supervisor;
Doctoral candidate	the person who has been allowed to defend his doctoral dissertation in accordance with the provisions of Chapter 2 of these Regulations and has therefore been allowed by the Doctorate Board to prepare for the defence;
WHW	the Dutch Higher Education and Research Act;
Rector Magnificus	the position holder referred to in Article 15, paragraph 1, of the BBR-EUR;
Regulations	the Erasmus University Rotterdam 2015 Doctoral Regulations;
Promotor	Doctoral dissertation supervisor
Propositions	the assertions made by the doctoral candidate as referred to in Article 4.2.m of these Regulations that the doctoral candidate

intends to defend against opponents during the defence ceremony;

University a Dutch or foreign institution that provides academic education.

2. Where appropriate, references to male persons in these Regulations must be read as also being references to female persons.

3. Unless expressly stipulated otherwise, references to a doctoral dissertation supervisor or a co-supervisor in these Regulations must be read as also being references to doctoral dissertation supervisors or co-supervisors if more than one doctoral dissertation supervisor or co-supervisor has been appointed.

4. Forms must be completed by means of Hora Est:  
[www.eur.nl/informatie\\_voor/promovendi/](http://www.eur.nl/informatie_voor/promovendi/).

### **Article 1.2 Composition of the Doctorate Board**

1. The Doctorate Board shall be chaired by the Rector Magnificus, who is also a member of the Doctorate Board. If the Rector Magnificus is absent, a dean designated by him shall act as chairman. The chairman shall represent the Doctorate Board both inside and outside EUR and at law and otherwise.

2. The Executive Board shall appoint the members of the Doctorate Board.

3. The Doctorate Board's official secretariat shall be provided by EUR's General Management Directorate.

### **Article 1.3 Authorisation**

1. The Doctorate Board may grant a mandate to and thereby authorise the Rector Magnificus to perform the duties and exercise the powers set out in the WHW, the BBR-EUR and these Regulations. This authority may also be delegated to a different member of the Doctorate Board by means of a submandate.

2. The Doctorate Board may alter or withdraw a mandate and may also, while maintaining the mandate, act itself or effect the performance of acts. The Doctorate Board must inform the mandatory of acts that it performs and acts performed on its instructions.

3. The Rector Magnificus or a mandated member of the Doctorate Board shall be accountable to the Doctorate Board for the performance of the duties and exercise of the powers referred to in paragraph 1. When requested or on his own initiative, the mandatory must provide the necessary information to the Doctorate Board.

4. By agreement with the Rector Magnificus, the dean may grant a mandate and thereby delegate the duties and powers set out in these Regulations to a professor of the same faculty. The term of the mandate must be determined in advance.

5. The dean may at all times alter or withdraw the mandate referred to in the preceding paragraph and may also, while maintaining the mandate, act himself or effect the performance of acts.

6. The dean must inform the Doctorate Board and mandatory immediately of a decision to grant, alter or withdraw a mandate.

7. The mandated professor shall be accountable to the dean for the performance of the duties and exercise of the powers referred to in paragraph 4 and must provide the necessary information to the dean.

#### **Article 1.4 The doctorate**

1. A doctorate shall be obtained at EUR on the basis of a defence ceremony conducted in accordance with these Regulations.

2. The doctorate shall be awarded by the Doctorate Board.

3. The defence ceremony shall take place before a full doctoral committee appointed by the Doctorate Board, unless the Doctorate Board decides that the defence ceremony shall take place before the Doctorate Board itself.

#### **Article 1.5 Scope of these Regulations**

These Regulations apply to all defence ceremonies at EUR and, with due observance of Chapter 12, to defence ceremonies that take place elsewhere as a result of partnerships between EUR and other institutions that provide academic education, insofar as different arrangements were not made when entering into these partnerships.

#### **Article 1.6 Duty of confidentiality**

Without prejudice to Section 2:5 of the AWB and the CAO-NU, those present at a defence ceremony or involved in the correspondence about a defence ceremony and matters discussed in or in connection with the non-public meetings referred to in Chapters 6, 7 and 8 must maintain confidentiality. Confidentiality must likewise be maintained with respect to matters discussed and correspondence in relation to the award of the *cum laude* distinction referred to in Chapter 9, and with respect to the granting of honorary doctorates as referred to in Chapter 11, as well as with respect to matters discussed and correspondence in relation to the dispute settlement procedure referred to in Chapter 13.

#### **Article 1.7 Training and supervision plan**

For each doctoral candidate, a training and supervision plan shall be drawn up under the responsibility of the graduate school of the faculty concerned.

## **Chapter 2      The doctoral candidate**

### ***Article 2.1 Admission to the defence ceremony***

1. Admission to the doctoral programme shall be granted to:
  - a. a person who has been admitted to the degree of Master based on Section 7.10a, subsection 1, 2 or 3, of the WHW;
  - b. a person who has written a doctoral dissertation, thereby demonstrating a mastery of the subject matter and an ability to independently conduct research in the field concerned; and
  - c. a person who has met the requirements set out in these Regulations.
  
2. In special cases, the Doctorate Board may grant admission to the defence ceremony to persons who meet the requirements specified under b. and c. but who do not meet the requirement specified under a. of the preceding paragraph. The provisions of Appendix 1 shall apply. The doctoral dissertation supervisor must submit an application for provisional admission to the doctoral programme on behalf of doctoral candidates who have not or who have not yet been admitted to the degree of Master.

### ***Article 2.2 Requesting a doctoral dissertation supervisor***

1. The doctoral candidate shall hold consultations about the doctoral research with the professor that the doctoral candidate deems most suitable.
  
2. The doctoral candidate shall receive, at his request, a written confirmation from a professor regarding the professor's willingness to be appointed doctoral dissertation supervisor by the Doctorate Board. The intended doctoral dissertation supervisor must give a negative or conditional decision in writing, stating the reasons for the decision. The dean must sign the decision to indicate his agreement.
  
3. If a conflict arises between the doctoral dissertation supervisor and the doctoral candidate during preparations for the defence ceremony, they must submit the dispute to the dean, who must mediate.

### ***Article 2.3 Application for admission to the defence ceremony***

1. The doctoral candidate must submit an application for admission to the defence ceremony to the Doctorate Board as soon as possible and in any case at least six months before the intended date of the defence ceremony. This application must state the name of the professor that the doctoral candidate would like the Doctorate Board to appoint as the doctoral dissertation supervisor and the professor's area of expertise.
  
2. The application for admission must be accompanied by a statement of a professor as referred to in Article 2.2, paragraph 2.
  
3. If the doctoral dissertation is a combination of published and as yet unpublished academic articles, the doctoral candidate must also submit the statements referred to in Article 4.5, paragraph 2 under b. and c. and, if applicable, d.
  
4. If a doctoral candidate's application is not based on the degree referred to in Article 2.1, paragraph 1 under a., obtained at EUR, the doctoral candidate's application to the Doctorate Board must be accompanied by a copy of his passport and a certified copy of the degree certificate obtained elsewhere by passing an examination as referred to in

Article 2.1, paragraph 1, or a written statement obtained in accordance with the provisions of Appendix 1.

5. If the subject of the doctoral research differs from the field of study to which the examination referred to in the preceding paragraph relates, the Doctorate Board may only decide on admission on the basis of a substantiated proposal from the doctoral candidate.

#### **Article 2.4 Responsibility for the doctoral dissertation**

1. The doctoral candidate must have conducted the academic research described in the doctoral dissertation independently or must have made an essential contribution to that research. The doctoral candidate is responsible for the doctoral dissertation in an academic sense. The current integrity code and regulations concerning academic integrity within EUR must be observed.

2. In the case of academic research that has been carried out jointly, the outcomes of the research may result in a joint doctoral dissertation by two or three doctoral candidates provided that the following conditions are met:

- a. each of the authors has made an independent and definable contribution that is also adequate in terms of the defence ceremony, the foregoing to the satisfaction of the doctoral dissertation supervisor;
- b. each of the authors accepts personal responsibility for both a defined part of the doctoral dissertation and the coherence of the doctoral dissertation as a whole;
- c. the doctoral dissertation must specify the contribution made by each author to the doctoral dissertation; and
- d. each author has added the required number of propositions referred to in Article 4.2 to the doctoral dissertation.

3. In the case of a joint doctoral dissertation as referred to in the preceding paragraph, the procedures and provisions of these Regulations apply separately to each doctoral candidate.

4. If the doctoral dissertation has been co-authored by two or three persons, the defence ceremony shall be deemed to consist of two or three separate defence ceremonies. The rules governing defence, opposition and duration shall then apply separately to each doctoral candidate. The degree of Doctor shall in this case be awarded during the same ceremony following the end of the defence conducted by the second or third doctoral candidate. The Doctorate Board may decide otherwise regarding the duration if doing so is appropriate.

#### **Article 2.5 Cooperation with the doctoral dissertation supervisor**

The doctoral candidate must submit the manuscript to the doctoral dissertation supervisor as a whole or in parts, make the changes agreed with the doctoral dissertation supervisor and subsequently submit the amended manuscript to the doctoral dissertation supervisor for approval.

#### **Article 2.6 Application for admission to the defence ceremony: Form 1**

The doctoral candidate must register for the defence ceremony no later than six months prior to the intended date of the ceremony. Form 1 must be used to register. The following information must be provided:

1. Surname and first names as stated in the population register;
2. Place and date of birth;
3. Home address, postcode and telephone number;
4. Work address, postcode and telephone number;
5. Nationality;
6. The examination taken that serves as the foundation of the intended defence ceremony;
7. The name of the institution at which the examination referred to under 6. was taken.
8. The field of study in which the doctoral research is being conducted (if this research is being conducted at a faculty other than the one at which the Master's degree was obtained, the reason for this transfer to a different faculty must be given).
9. A description of the subject of the doctoral research;
10. The proposed doctoral dissertation supervisor or supervisors and any co-supervisor or co-supervisors: name, title and faculty (the doctoral dissertation supervisor or, as the case may be, first doctoral dissertation supervisor must be affiliated with EUR; a maximum of three supervisors is permitted and their respective areas of expertise must be stated);
11. The language in which the doctoral dissertation is written (if a language other than Dutch, English, French or German is used, permission must be obtained from the Doctorate Board and reasons for using the language in question must be given);
12. The starting date of the doctoral research;
13. The doctoral candidate must declare that he has read and understood the current integrity code and regulations concerning academic integrity and must sign the required integrity statement;
14. The place and date of signing and the signature of the doctoral candidate, as well as the signatures of the doctoral dissertation supervisor or supervisors, the co-supervisor and the dean of the faculty concerned to indicate their agreement. The dean shall sign through the beadle.

If two or three doctoral candidates wish to obtain their doctorates on the basis of research carried out jointly and publish this research as a single doctoral dissertation, each doctoral candidate must individually submit Forms 1 and 2. The defence ceremonies shall take place on the same day.

If admission to the defence ceremony is not based on an EUR Master's diploma, the following documents must also be submitted:

- a copy of the doctoral candidate's passport;
- a certified copy of a degree certificate or a written statement as referred to in Article 2.3, paragraph 5, on which admission or provisional admission to the defence ceremony is based.

## **Chapter 3      The doctoral dissertation supervisor**

### ***Article 3.1    Appointment***

1. Following receipt of the application for admission to the defence ceremony referred to in Article 2.3, the Doctorate Board shall appoint a professor of EUR or another university as doctoral dissertation supervisor as soon as possible.
2. For the application of paragraph 1, ecclesiastical professors of a public university and endowed professors of a public university shall be deemed to be professors of that university in accordance with Section 7.18 of the WHW.

### ***Article 3.2    Doctoral dissertation supervisor who is not affiliated with EUR***

If a doctoral dissertation supervisor who is not affiliated with EUR is appointed, the Doctorate Board shall also appoint a professor who is affiliated with EUR as a doctoral dissertation supervisor. EUR's doctoral dissertation supervisor shall in this case be the first doctoral dissertation supervisor.

### ***Article 3.3    Duties***

1. The doctoral dissertation supervisor, after consulting the co-supervisor or co-supervisors if applicable, shall bear responsibility for acceptance of the manuscript as a doctoral dissertation and shall ensure that the doctoral dissertation meets the requirements that apply to a doctoral dissertation according to generally applicable academic standards.
2. The doctoral dissertation supervisor shall supervise the doctoral candidate in the candidate's research and writing of the doctoral dissertation.
3. The doctoral dissertation supervisor shall read the contents of the manuscript prepared for the doctoral dissertation, assess the manuscript submitted or parts thereof and check it against the requirements imposed by a doctoral dissertation supervisor with respect to a defence ceremony based on his responsibility for the doctoral dissertation.
4. The doctoral dissertation supervisor may propose changes and/or additions to the manuscript. The doctoral candidate must take these proposals into account to the greatest extent possible.
5. A doctoral dissertation supervisor may only withdraw as a doctoral dissertation supervisor in special cases. He must give reasons for his withdrawal. In addition, he must inform the doctoral candidate and the Doctorate Board of his withdrawal without delay.

### ***Article 3.4    Resignation or retirement of professors in good standing***

1. If a professor who has been appointed as doctoral dissertation supervisor resigns or retires in good standing following this appointment, his approval of the doctoral dissertation must be issued within five years following his resignation or retirement.
2. If the approval of the doctoral dissertation is not issued within five years following the resignation or retirement, in good standing, of the doctoral dissertation supervisor, his appointment as doctoral dissertation supervisor shall cease to apply and the Doctorate Board shall appoint a different professor as doctoral dissertation supervisor after having

heard the doctoral candidate, unless, in the event that more than one doctoral dissertation supervisor was appointed, the Doctorate Board is of the opinion that appointing a new doctoral dissertation supervisor is not necessary.

3. Professors who have resigned or retired in good standing may not be reappointed as doctoral dissertation supervisors.

### ***Article 3.5 Co-supervisor***

1. On the proposal of the doctoral dissertation supervisor and with the agreement of the doctoral candidate and the intended co-supervisor, the Doctorate Board may appoint a co-supervisor in addition to the doctoral dissertation supervisor to supervise the doctoral candidate. The proposal must include a description of duties that makes the extent of supervision clear.

2. The candidate co-supervisor must hold a position at a university. The doctoral dissertation supervisor may submit a written and substantiated request to the Rector Magnificus to deviate from this requirement. The co-supervisor must hold the right to use the title of Doctor in the Netherlands and must be an expert in the academic field or fields concerned.

3. Professors may not be appointed as co-supervisors.

4. The proposal of the doctoral dissertation supervisor referred to in paragraph 1 must be made at a time that makes it possible for the co-supervisor to provide a substantial amount of supervision with respect to the preparation and writing of the doctoral dissertation.

5. A co-supervisor may not be a member of the doctoral subcommittee or full committee. He shall take part in the opposition, however, and his name shall be stated on the title of the doctoral dissertation.

6. A co-supervisor may only withdraw as a co-supervisor in special cases. He must give reasons for his withdrawal. In addition, he must inform the doctoral candidate and the Doctorate Board of his withdrawal without delay.

### ***Article 3.6 An additional doctoral dissertation supervisor or co-supervisor***

1. Two supervisors shall be appointed. This means that, in addition to a doctoral dissertation supervisor and with due observance of Articles 3.1 up to and including 3.5, a second doctoral dissertation supervisor or a co-supervisor shall be appointed.

2. The doctoral dissertation supervisors or the doctoral dissertation supervisor and the co-supervisor shall allocate their duties by agreement after having heard the doctoral candidate. This allocation of duties shall be laid down in writing.

3. The allocation of duties shall be without prejudice to the supervisors' responsibility for the doctoral dissertation as a whole.

4. In the event that more than one doctoral dissertation supervisor has been appointed, the doctoral dissertation supervisors must jointly approve the doctoral dissertation and

must jointly issue the statement of defensibility regarding the propositions referred to in Article 4.2 to the doctoral candidate.

5. In special cases, the Doctorate Board may appoint three direct supervisors (doctoral dissertation supervisors/co-supervisors) if the supervisors come from at least two different disciplines.

***Article 3.7 Prohibited relationships***

In addition to family members and relatives up to the fourth degree of the doctoral candidate, persons who, in the opinion of the Doctorate Board, have a relationship with the doctoral candidate such that they cannot reasonably be expected to give an objective, independent opinion, may not be appointed as doctoral dissertation supervisors or co-supervisors.

## **Chapter 4      The doctoral dissertation**

### ***Article 4.1    General***

1. References to a doctoral dissertation in these Regulations are also references to a part of a doctoral dissertation as referred to in Article 2.4, paragraph 2, of these Regulations.
2. EUR has the right to store this work in the university library and use it for academic education and research.

### ***Article 4.2    Propositions***

1. Eleven propositions must be added to the doctoral dissertation. Of these propositions, five must relate to the contents of the doctoral dissertation and five must not relate, either directly or indirectly, to the contents of the doctoral dissertation. These ten propositions must be academically defensible. The eleventh proposition does not have to meet the criterion of academic defensibility. The doctoral candidate must submit the propositions to the doctoral dissertation supervisor as soon as possible following the approval of the doctoral dissertation as referred to in Article 5.1.
2. The doctoral dissertation supervisor shall assess the quality of the propositions and determine whether they are defensible.
3. The doctoral dissertation supervisor must inform the doctoral candidate in writing about whether he deems the propositions to be defensible and must also notify the Doctorate Board of his conclusions regarding defensibility.

### ***Article 4.3    Language***

1. The doctoral dissertation and the propositions added thereto must be written in Dutch, English, French or German, or, with the approval of the Doctorate Board, in another language.
2. If the doctoral dissertation is written in Dutch, a translation of the title and an abstract of the contents in English, French or German must be added.  
If the doctoral dissertation is written in English, French or German, a translation of the title and an abstract of the contents in Dutch must be added.
3. If a doctoral dissertation is written in a combination of languages, a translation of the title and an abstract of the contents in a permitted language must be added for the parts of the text that are in Dutch. A translation of the title and an abstract in Dutch must be added for the parts of the text that are not in Dutch.
4. If the doctoral dissertation is written in a language other than Dutch, English, French or German, a translation of the title and an abstract of the contents in Dutch must be added. A translation of the title and an abstract of the contents in English, French or German must also be added.

#### **Article 4.4 Contents**

1. The doctoral dissertation must contain the following:
  - a title page;
  - a table of contents;
  - an introduction that must in any case include the problem statement of the doctoral dissertation. The introduction must also clearly state the contributions made by the doctoral candidate, the supervisors and any other authors;
  - the academic considerations and analyses;
  - the conclusion;
  - the abstract;
  - if possible, a name and subject index and/or a list of references;
  - the doctoral candidate's curriculum vitae; and
  - the doctoral candidate's portfolio.

The propositions must be included on a loose sheet of paper or a suitable electronic data carrier.

2. In the case of a doctoral dissertation based on research in a medical field, the doctoral candidate's curriculum vitae must make clear where the research was carried out and which departments cooperated in this regard.

3. If desired, the doctoral candidate may include a concise foreword.

#### **Article 4.5 Combined academic articles as a doctoral dissertation**

1. Article 4.4 shall apply *mutatis mutandis* to a doctoral dissertation that is a combination of published and as yet unpublished academic articles. The introduction and a summarising conclusion must make the coherence of the articles clear.

2. Published academic articles shall only qualify if the following conditions are met:
  - a. the articles must form a coherent whole and must be published within a period of five years prior to the submission of the doctoral dissertation to the doctoral dissertation supervisor for assessment;
  - b. the doctoral candidate must submit a written statement of any other authors to the doctoral dissertation supervisor which shows that the articles may be used for the doctoral dissertation;
  - c. the doctoral dissertation supervisor must submit a written statement to the doctoral subcommittee which shows that the doctoral candidate's share is an essential part of the research concerned; and
  - d. in the case of a doctoral dissertation based on research in a medical field, a statement as referred to under c. must also be submitted to the head of the institute at which the doctoral research was carried out if this institute is not the institute at which the doctoral dissertation supervisor works.

#### **Article 4.6 Form**

At the choice of the doctoral candidate, the doctoral dissertation shall be reproduced in printed or electronic form or in some other way, provided that reasonable requirements of legibility and accessibility are met. Information carriers other than paper may be used. In all cases, the complete doctoral dissertation in electronic form must be delivered to EUR's university library for inclusion in the university's Institutional Repository (Repub). The doctoral dissertation shall be placed in Repub in its entirety.

**Article 4.7 *Reproducing and submitting the doctoral dissertation***

1. Following receipt of the notice of admission referred to in Article 6.3, the Doctorate Board shall grant the doctoral candidate permission to reproduce the doctoral dissertation.
2. The doctoral candidate must send the desired number of copies to the Beadle's Office as soon as possible following the reproduction of the doctoral dissertation and the propositions that belong to it, and must in any case do so no later than five weeks prior to the date of the defence ceremony. The Doctorate Board shall determine the number of printed copies and CD-ROMs that must be delivered. It may set different numbers for different fields of study.
3. If a commercial edition of the doctoral dissertation is also published, the electronic version must include a copy of the contract with the publisher in which the publisher grants permission for the publication of the electronic version.
4. The university library must publish the doctoral dissertation in its entirety on the internet as soon as possible and in any case no later than three months following the conclusion of the defence ceremony. The Rector Magnificus may release the university library from this obligation on the ground of compelling circumstances.
5. For the copies made available to EUR, an allowance for the costs can be applied for from the Human Resources and Finances Shared Service Centre or from the Erasmus MC faculty in the case of a defence ceremony conducted at Erasmus MC.

## **Chapter 5      Assessment of the doctoral dissertation by the doctoral dissertation supervisor**

### ***Article 5.1    Approval of the doctoral dissertation by the doctoral dissertation supervisor***

1. The doctoral dissertation supervisor shall approve the doctoral dissertation if he is of the opinion that it meets the applicable academic requirements and adequately demonstrates a mastery of the subject and an ability to independently conduct research in the field concerned on the part of the doctoral candidate. If there is a co-supervisor, this co-supervisor must also approve the doctoral dissertation.

2. Under the responsibility of the doctoral dissertation supervisor, the graduate school concerned must carry out a plagiarism scan. The doctoral dissertation supervisor must analyse the plagiarism scan report and take its findings into account in the definitive approval of the doctoral dissertation.

3. The doctoral dissertation supervisor must issue a written approval to the doctoral candidate and send a copy to the Doctorate Board.

### ***Article 5.2    Approval not given by the doctoral dissertation supervisor***

In the event that the doctoral dissertation supervisor does not approve the doctoral dissertation, the Doctorate Board shall, at the request of the doctoral candidate, appoint a different doctoral dissertation supervisor after having heard the doctoral candidate and the doctoral dissertation supervisor, unless, in the event that more than one doctoral dissertation supervisor was appointed, the Doctorate Board is of the opinion that appointing a new doctoral dissertation supervisor is not necessary.

### ***Article 5.3    Term***

The doctoral dissertation supervisor's reply to a written request for approval from the doctoral candidate for his doctoral dissertation must be given within eight weeks and, in the event that approval is not given, must include the reasons for the doctoral dissertation supervisor's decision.

### ***Article 5.4    Further procedure***

1. As soon as possible following receipt of the approval referred to in Article 5.1 and the statement referred to in Article 2.2, paragraph 2, the doctoral candidate must submit copies of the doctoral dissertation approved by the doctoral dissertation supervisor to the Doctorate Board for the doctoral subcommittee to be formed. An individual copy must be made available for each member of the doctoral subcommittee and one additional copy must be submitted. These copies must be accompanied by a cover letter. Form 2 must be used.

2. The doctoral candidate's cover letter must include the title page of the doctoral dissertation for the purpose of approval by the Doctorate Board. This title page must be set out in the manner prescribed in Appendix 3.

### ***Article 5.5 Approval of the manuscript and proposed composition of the assessment committee: Form 2***

After he has approved the doctoral dissertation, the doctoral dissertation supervisor must submit Form 2. The doctoral candidate must provide the documents and additional information required. The following information must be provided:

1. The name of the doctoral candidate;
2. The title of the doctoral dissertation;
3. The name of any fellow doctoral candidate;
4. The composition of the doctoral subcommittee (names, addresses, email addresses and titles, and the names and addresses of the institutions);
5. If the doctoral dissertation is based on publications, the names of the other author or authors;
6. The composition of the full doctoral committee (names, addresses, email addresses and titles, and the names and addresses of the institutions);
7. The following documents and additional information must be provided:
  - a sufficient number of copies of the doctoral dissertation for the doctoral subcommittee and an additional copy for the Rector Magnificus;
  - the title page and its reverse side for a check by the beadle;
  - a translation of the title and an abstract;
  - a curriculum vitae;
  - a portfolio;
  - propositions approved by the doctoral dissertation supervisor; and
  - the plagiarism scan report.
8. The place and date of signing and the signature(s) of the doctoral dissertation supervisor(s), as well as the signature of the dean to indicate agreement. The dean shall sign through the beadle.
9. The doctoral candidate must send a copy of the manuscript to each member of the doctoral subcommittee.

## Chapter 6 The doctoral subcommittee

### **Article 6.1 The doctoral subcommittee**

1. The Doctorate Board must form the doctoral subcommittee as soon as possible following receipt of the documents referred to in Article 5.4.
2. The subcommittee shall be constituted on the proposal of the doctoral dissertation supervisor made after consultation with the dean of the relevant faculty in terms of the field of study in which the doctoral research was carried out. The doctoral dissertation supervisor must make sure in advance that the candidates are willing to be members of the doctoral subcommittee.
3. The doctoral subcommittee shall consist of four persons, including the doctoral dissertation supervisor. If a second doctoral dissertation supervisor is a member, the subcommittee shall consist of five persons.
4. Only professors and associate professors associated with a university may be members of the doctoral subcommittee. Professors who have resigned or retired in good standing may be members of the doctoral subcommittee up to five years following their resignation or retirement.
5. In derogation of the provisions of paragraph 4, if the doctoral subcommittee is chaired by a professor, a maximum of one expert may also be a member of the doctoral subcommittee. An expert in this context is an assistant professor who obtained a doctorate and is an expert in the specific field of study. The approval of the dean concerned is required.
6. Article 3.7 shall apply *mutatis mutandis* to membership of the doctoral subcommittee.
7. The doctoral subcommittee shall consist of the doctoral dissertation supervisor (chairman), a secretary affiliated with EUR but who is not the doctoral dissertation supervisor, a member who is not a member of the department concerned, and at least one member who is not affiliated with EUR. The member who is not a member of the department concerned may also be a person who is not affiliated with EUR.

### **Article 6.2 Formation of the doctoral subcommittee's opinion**

1. The doctoral subcommittee must decide on the doctoral candidate's admission to the defence ceremony within one month following its formation.
2. The doctoral subcommittee's sessions shall be closed.
  3. Each member of the doctoral subcommittee must provide a written and substantiated response to the manuscript, and give a decision regarding the admission of the doctoral candidate.
  4. The following points must be taken into account and/or dealt with:
    - The doctoral candidate must have made a personal, essential contribution to the doctoral research;
    - The adequacy of the survey of relevant background literature;
    - The accuracy of the empirical elements and analysis;

- The doctoral dissertation's contribution to the subject literature (current theories and concepts) must be adequately evaluated;
- Theoretical depth;
- Structure and clarity of style and expression;
- A brief, general assessment and an opinion regarding the admission; and
- The current integrity code and regulations concerning academic integrity within EUR must be observed.

The secretary must ensure that the responses are recorded in Hora Est.

5. The resolution regarding admission shall be adopted by a majority of the votes cast in a session of the full doctoral subcommittee. If there is a tie in voting, admission shall be deemed to have been refused.
6. The secretary of the doctoral subcommittee must ensure that a written and confidential communication regarding admission or the refusal of admission is sent to the Doctorate Board and the doctoral candidate immediately.
7. If admission is refused, the doctoral dissertation supervisor shall consult with the dean of the faculty concerned. The doctoral dissertation supervisor may subsequently ask the Doctorate Board to form a new doctoral subcommittee. Members of the dissolved doctoral subcommittee may be members of the new doctoral subcommittee.

**Article 6.3 Reply to Forms 1 and 2**

The person who submitted Forms 1 and 2 shall receive a reply to the proposals made and the notice given by the candidate and the doctoral dissertation supervisors by means of these forms from the Doctorate Board. This reply shall contain an approval or a substantiated rejection. If the Doctorate Board approves the proposals of the doctoral candidate and the doctoral dissertation supervisor(s), the doctoral subcommittee shall assess the doctoral dissertation. It shall appoint a secretary from among its members. The secretary shall make the resolution regarding admission to the defence ceremony known on behalf of the subcommittee by means of Form 3.

**Article 6.4 Declaration of the assessment committee regarding the defence of the doctoral dissertation: Form 3**

The doctoral subcommittee shall declare the following:

The doctoral subcommittee formed for the purpose has decided that the doctoral candidate (name and first names of the doctoral candidate) may be admitted to the defence ceremony. To reach this decision, the doctoral subcommittee read the doctoral dissertation and is of the opinion that it demonstrates a mastery of the subject matter and an ability to independently conduct research in the field concerned.

Place and date of signing and the signature of the secretary of the doctoral committee.

Cc: doctoral candidate.

## **Chapter 7      The full doctoral committee**

### **Article 7.1    Composition**

1. The Doctorate Board must form the full doctoral committee as soon as possible following receipt of the resolution referred to in Article 6.2, paragraph 5. The defence ceremony shall subsequently be conducted before this committee.
2. The full doctoral committee shall consist of the members of the doctoral subcommittee. On the proposal of the doctoral dissertation supervisor made after consultation with the dean of the relevant faculty in terms of the field of study in which the doctoral research was carried out, the Doctorate Board shall appoint at least two additional members. Article 6.1, paragraphs 4 and 5, shall apply *mutatis mutandis*. The doctoral dissertation supervisor must make sure in advance that the candidates are willing to be members of the full doctoral committee.
3. Article 3.7 shall apply *mutatis mutandis* to membership of the full doctoral committee.

### **Article 7.2    Chairmanship of the full doctoral committee**

1. The full doctoral committee shall be chaired by the Rector Magnificus or the person acting in his stead. The chairman is not a member of the full doctoral committee. The chairman shall have an advisory role.
2. If there is a tie in voting as referred to in Article 8.4, paragraph 3, the chairman shall have the deciding vote.

### **Article 7.3    Expert**

At the request of the doctoral dissertation supervisor, the Doctorate Board may admit persons who hold the right to use the title of Doctor in the Netherlands and who are experts in the doctoral dissertation's field of study or a part thereof. These experts shall have an advisory role in deliberations about the award of the doctorate and, if so decided by the committee, shall participate in the opposition.

### **Article 7.4    Participating in the opposition**

During the defence ceremony, a minimum of six and a maximum of eight persons shall participate in the opposition.

### **Article 7.5    Convening the full doctoral committee**

The Rector Magnificus shall convene the full doctoral committee for a non-public meeting in good time prior to the defence ceremony.

***Article 7.6 Attendance requirement with respect to a member of the full doctoral committee***

If, due to circumstances, a member of the full doctoral committee is unable to attend the meeting or the defence ceremony, the doctoral dissertation supervisor must ensure that a replacement is found in time if the number of members is no longer the number required as referred to in Article 7.1, paragraph 2. Article 6.1, paragraph 4, and Article 3.7 apply in this regard. Except in the case of circumstances beyond his control, the doctoral dissertation supervisor must inform the Doctorate Board of this situation and the action taken no later than 48 hours prior to the start of the defence ceremony.

## **Chapter 8      Defence ceremony**

### ***Article 8.1    Date, time and place***

1. The doctoral candidate must propose a date for the defence ceremony to the Beadle's Office as soon as possible following receipt of the notice of admission referred to in Article 6.2, paragraph 4.
2. On the proposal of the doctoral candidate, the Beadle's Office shall determine the date, time and place of the defence ceremony following consultation with the doctoral dissertation supervisor.
3. The provisions of Appendix 2 shall apply to the defence ceremony.

### ***Article 8.2    Public nature***

Without prejudice to Article 1.6, the defence ceremony shall be held as a public session.

### ***Article 8.3    The defence of the doctoral dissertation***

1. The defence ceremony shall be conducted in Dutch or English or, with the permission of the Rector Magnificus, in another language. A request for permission to use another language must be submitted to the Beadle's Office at least three weeks prior to the defence ceremony.
2. The doctoral candidate shall start the defence with an explanation of the research. This explanation may last no more than fifteen minutes. The doctoral candidate must discuss the matter with the doctoral dissertation supervisor in good time in advance. In the introduction, the subject of the research, the reason or reasons why the research was initiated and the conclusions to which the research led must be explained.
3. Audiovisual resources may be used to make the explanation more clear.
4. The doctoral dissertation and the propositions shall be defended against the objections and doubts of the full doctoral committee.
5. The defence shall end one hour after the start of the public session. The session shall be suspended by the chairman.

### ***Article 8.4    Decision***

1. Following the suspension of the session, the full doctoral committee shall decide on the award of the doctorate on behalf of the Doctorate Board in a closed meeting.
2. When making the decision regarding the award of the doctorate, the decision of the doctoral subcommittee referred to in Article 6.2, paragraph 1, and the doctoral candidate's defence of the doctoral dissertation must be taken into account.
3. If necessary, at the request of one of the members of the committee, the decision shall be made by means of a roll call vote. If there is a tie in voting, the chairman shall have the deciding vote.

## Chapter 9 *Cum laude*

### **Article 9.1 Motion to award the *cum laude* distinction**

1. If a doctoral candidate has demonstrated an exceptional mastery of the subject matter and an exceptional ability to independently conduct research in the field concerned, the full doctoral committee may, on behalf of the Doctorate Board, award the doctorate with the *cum laude* distinction.

2. A motion to award the doctorate with the *cum laude* distinction may be made by the doctoral dissertation supervisor or by a member of the doctoral subcommittee. This motion must be set out in writing and state the reasons on which it is based, and must be submitted in confidence to the Rector Magnificus through the Beadle's Office at least seven weeks prior to the established defence ceremony date.

3. The doctoral subcommittee shall put forward two external examiners who have obtained a doctorate and who are experts in the doctoral dissertation's field of study. These examiners may not have published with the doctoral candidate and shall not be members of the doctoral committee. A curriculum vitae of each examiner must be sent with the request. The nomination must be signed by the dean concerned. The Rector Magnificus shall designate the examiners. The external examiners must send their recommendations in writing and in confidence to the Beadle's Office within three weeks of being appointed.

4. The Rector Magnificus must make the motion and the recommendations of the external examiners known to the members of the full doctoral committee in confidence as soon as possible.

5. Regarding the motion to award the *cum laude* distinction, the full doctoral committee must take the following into account:

- a. the significance and degree of originality of the questions asked and methods used;
- b. the academic and technical standard of the work;
- c. the opinions of the external examiners;
- d. the quality of the defence;
- e. the share of persons other than the doctoral candidate; and
- f. the language and style.

6. In the deliberations referred to in Article 8.4, paragraph 1, regarding the award of the doctorate, the members of the full doctoral committee who are entitled to vote shall vote on the award of the *cum laude* distinction by secret ballot. The members who are entitled to vote may only vote for or against the motion. The motion shall fail if more than one vote against it is cast. In all other cases, the motion shall pass. The Rector Magnificus shall not vote.

### **Article 9.2 Motion to award the *cum laude* distinction: Form 4**

A written and substantiated motion to award the *cum laude* distinction, as well as the curriculum vitae of each examiner, must be added.

## **Chapter 10 Degree certificate**

### ***Article 10.1 Degree certificate***

1. As proof of the award of the doctorate, the person who has obtained the doctorate shall receive a degree certificate in Latin that has been signed by the Rector Magnificus or the person acting in his stead, the doctoral dissertation supervisor and the members of the full doctoral committee.
2. If the doctorate has been awarded with the *cum laude* distinction, this shall be stated on the degree certificate.

## **Chapter 11      Honorary doctorate (*honoris causa* doctorate)**

### ***Article 11.1 Authority to award an honorary doctorate***

The Doctorate Board may award an honorary doctorate to a natural person who has been of outstanding service to EUR's academic community or to society.

### ***Article 11.2 Procedure***

1. On a proposal addressed to the Doctorate Board for the purpose, if possible including a suggestion for the appointment of a doctoral dissertation supervisor, the dean of the faculty may recommend the award of an honorary doctorate.

2. A recommendation must be addressed in writing and in confidence to the Rector Magnificus. It must set out the reasons on which it is based in detail and be accompanied by the curriculum vitae and list of publications of the person nominated. The Rector Magnificus must submit the recommendation to the Doctorate Board.

3. If the Doctorate Board intends to accept the recommendation, the Executive Board shall be heard regarding the recommendation.

4. Having regard to the viewpoints expressed by the Executive Board, the Doctorate Board shall decide on the award of the honorary doctorate. If it decides to award an honorary doctorate, it shall also appoint one or two professors as supervisor or supervisors.

5. The Executive Board, the dean concerned, the supervisor and the doctoral candidate must be informed in writing of the decision referred to in paragraph 4.

6. Except if special circumstances apply, an honorary doctorate may not be awarded to a person who will not be present in person at the session referred to in Article 11.4, paragraph 1.

7. The decision may only be made public after the doctoral candidate has declared that he will accept the honorary doctorate and will be present in person at the session referred to in Article 11.4, the foregoing with due observance of paragraph 6.

### ***Article 11.3 Decorations***

The honorary doctor shall receive a degree certificate from the supervisor or supervisors that has been signed by the Rector Magnificus, the members of the Doctorate Board and the supervisor or supervisors. He shall receive the cape with clasp.

### ***Article 11.4 Presentation of the decorations***

1. The decorations associated with the award of the honorary doctorate shall be presented during an honorary degree ceremony, a public, special session of the Doctorate Board.

2. On behalf of the Doctorate Board, the Rector Magnificus shall invite interested parties to attend this session.

## **Chapter 12 Joint doctorate**

### ***Article 12.1 Definition***

Arrangements can be made between EUR and one or more Dutch or foreign institutions that provide academic education regarding the award of a joint doctorate based on a doctoral dissertation that complies with the provisions of this chapter.

### ***Article 12.2 Approval of the Doctorate Board***

If one or more faculties establish a programme that leads to a joint doctorate, the programme shall require the prior approval of the Doctorate Board.

### ***Article 12.3 Doctoral research***

1. The doctoral research and the doctoral dissertation based on this research must be the result of one or more research programmes jointly established by the EUR and one or more institutions as referred to in Article 12.1. The forms of education and research programmes must be developed in consultation with other Dutch or foreign partner institutions to the greatest extent possible.

2. The doctoral research and the doctoral dissertation must include an international component.

3. The doctoral candidate must spend at least six months at the partner institution or institutions to complete the education component or conduct research for the doctoral dissertation. A statement about this matter must be submitted to the Doctorate Board.

### ***Article 12.4 The doctoral dissertation***

1. Notwithstanding the provisions of this chapter, the doctoral dissertation must comply with these Regulations.

2. If the doctoral dissertation is written in Dutch, a comprehensive summary in English, French or German must be included.

### ***Article 12.5 The doctoral committee***

The doctoral committee referred to in Chapter 6 and Chapter 7 must include at least one member for each institution concerned.

### ***Article 12.6 The defence ceremony***

All or part of the defence ceremony shall be conducted in the language of the country in which at least one of the foreign institutions that provide academic education as referred to in Article 12.1 is located.

### ***Article 12.7 The degree certificate***

The degree certificate referred to in Chapter 10 shall also be issued on behalf of the institutions referred to in Article 12.1.

## **Chapter 13    Dispute settlement procedure**

### ***Article 13.1 Disputes***

1. Disputes that cannot be submitted to a competent body for resolution on the basis of statutory or other provisions shall be handled in accordance with the provisions of this article.
2. On the proposal of the Rector Magnificus, the Doctorate Board shall decide on the manner and the periods of time in which efforts shall be made to resolve the dispute.

## **Chapter 14 Concluding and transitional provisions**

### **Article 14.1**

1. In cases not provided for by these Regulations and in the event of a difference of opinion regarding the interpretation of the provisions of these Regulations, the Doctorate Board shall decide.
2. On the proposal of the Rector Magnificus, the Doctorate Board may deviate from the Regulations in exceptional cases.
3. Requests to deviate from the Regulations must be substantiated and submitted in writing to the Doctorate Board.

### **Article 14.2**

If these Regulations are not observed, the Rector Magnificus shall be authorised to postpone the defence ceremony until a date determined by the Rector Magnificus.

### **Article 14.3**

Unless otherwise provided in these Regulations, all documents pertaining to the defence ceremony and the preparation thereof that must be submitted to the Doctorate Board and the Rector Magnificus must be submitted to the secretary of the Doctorate Board.

### **Article 14.4**

Graduate schools and faculties may adopt further guidelines for the implementation of these Regulations. These further guidelines must be approved by the Doctorate Board prior to their entry into effect.

### **Article 14.5**

Unless otherwise determined by the Doctorate Board, all current applications for admission to the defence ceremony shall be made to comply with these Regulations from the date on which these Regulations take effect.

### **Article 14.6**

1. These Regulations shall take effect on 1 September 2015.
2. Previous versions of the doctoral regulations shall cease to apply.
3. These Regulations shall be cited as 'Erasmus University Rotterdam 2015 Doctoral Regulations'.
4. The official title shall be abbreviated to 'PR-EUR 2015'.
5. These Regulations shall be published on the EUR website.
6. These Regulations shall be translated into English. The Dutch text shall prevail in the event of conflict.

# **Appendix 1    Implementing regulations as referred to in Article**

## **2.1, paragraph 2**

**A. Provisional admission to the defence ceremony in special cases based on Dutch degree certificates if the requirement laid down in Article 2.1, paragraph 1 under a, is not met.**

### **Article A.1    Purpose**

The person seeking to become a doctoral candidate must demonstrate to the Doctorate Board that he is capable of independently conducting research and has a reasonable chance of successfully completing a doctoral dissertation.

### **Article A.2    Evidence**

The person seeking to become a doctoral candidate must support his application to the greatest extent possible with degree certificates, academic publications, recommendation letters relating to previously held positions, and written statements of academics and the intended doctoral dissertation supervisor.

### **Article A.3    Procedure**

1. An application for provisional admission and all relevant information must be sent to the secretary of the Doctorate Board. The secretary shall submit the application to the dean of the faculty concerned for advice.
2. The dean shall form an advisory committee that consists of two professors appointed by the dean. Based on the documents submitted, these professors shall determine whether or not they consider the candidate capable of independently conducting research and successfully completing a doctoral dissertation. If necessary, these professors shall hear the applicant. The advisory committee shall issue its advice to the dean in writing. This advice must be substantiated. In addition, it may include a recommendation to remove deficiencies identified.
3. The dean shall draw up his advice and send it to the secretary of the Doctorate Board. The secretary shall submit the advice to the Doctorate Board together with a request for a final decision.
4. The Doctorate Board shall make its decision, which must include substantiating reasons, known to the applicant in writing within eight weeks. If the decision cannot be made within eight weeks, the Doctorate Board must inform the applicant and specify a reasonable term in which the decision shall be given. If the final decision is positive, the applicant shall be provisionally admitted to the defence ceremony. If the final decision is negative, the applicant shall not be admitted to the defence ceremony.
5. Chapter 13 of the Doctoral Regulations shall apply *mutatis mutandis*.
6. The Doctoral Regulations shall apply following the Doctorate Board's decision to provisionally admit the candidate to the defence ceremony.

**B. Provisional admission to the defence ceremony in special cases on the basis of foreign degree certificates if the requirement laid down in Article 2.1, paragraph 1 under a, is not met.**

**Article B.1 Purpose**

The person seeking to become a doctoral candidate must demonstrate to the Doctorate Board that he is capable of independently conducting research and has a reasonable chance of successfully completing a doctoral dissertation.

**Article B.2 Evidence**

The person seeking to become a doctoral candidate must support his application to the greatest extent possible with degree certificates, academic publications, recommendation letters relating to previously held positions, and written statements of academics and the intended doctoral dissertation supervisor.

**Article B.3 Procedure**

1. The person seeking to become a doctoral candidate must submit his application for provisional admission to the defence ceremony in writing and accompanied by the available evidence to EUR's Admissions Office in time. The Admissions Office shall compare the foreign prior education with the Dutch standard and draw up a report on the basis of this comparison.

This comparison and the ensuing report must be completed prior to a possible appointment or prior to the start of the doctoral research.

2. The Admissions Office shall send the report to the chairman of the examining board of the faculty concerned for advice. A copy of the request shall also be sent to the dean of the faculty concerned.

3. Based on the advice of the examining board, the Admissions Office shall formulate a draft decision. This draft decision, together with the advice on which it is based, shall be submitted to the Doctorate Board by the Doctorate Board's secretary.

4. The Doctorate Board shall make a decision and make it and the reasons on which it is based known to the applicant in writing. If the final decision is positive, the applicant shall be provisionally admitted to the defence ceremony. If the final decision is negative, the applicant shall not be admitted to the defence ceremony.

5. Chapter 13 of the Doctoral Regulations shall apply *mutatis mutandis*.

6. The Doctoral Regulations shall apply following the decision to provisionally admit the candidate to the defence ceremony.

## Appendix 2 Protocol, publicity and reception

### Protocol

The beadle shall ensure that a 'doctoral class', a meeting in which the protocol is explained to doctoral candidates, takes place once every 14 days.

A summary of the protocol is given below.

The defence ceremony shall take place in public before the doctoral committee formed by the Doctorate Board at the time determined when admission to the defence ceremony was granted.

Defence ceremonies shall in principle take place in the 'Senaatszaal' of EUR's Campus Woudestein or in Erasmus MC's 'Prof. Andries Queridozaal'.

The doctoral committee shall meet for consultation prior to the defence ceremony.

During the defence ceremony, the chairman, the doctoral dissertation supervisor or supervisors and the members and guests of the doctoral committee must comply with the dress code prescribed by the protocol:

- Professors: robes and caps of office must be worn, etc.
  - ladies: dark clothing, black shoes
  - gentlemen: dark clothing, black shoes, white shirt and tie
- Other committee members:
  - ladies: dark clothing, black shoes
  - gentlemen: dark clothing, black shoes, white shirt and tie

External professors are invited to wear their own robes and caps of office. EUR makes a limited number of robes and caps available for professors.

Doctoral candidates must also dress appropriately for the occasion. For gentlemen, preferably white tie (full dress) and, for ladies, clothing in muted colours that is appropriate to the occasion.

A room will be made available to the doctoral candidate half an hour before the start of the ceremony. The doctoral candidate can withdraw into this room with his seconds in order to prepare for the ceremony. It is also possible to change in this room if necessary.

A few minutes before the start of the ceremony, the beadle shall come to the room to escort the doctoral candidate and seconds to the room in which the ceremony will take place. Order: beadle, first second, doctoral candidate, second second. If desired, the first second shall carry the doctoral dissertation, a writing pad and a pen for making notes, and possibly works that the doctoral candidate wishes to consult during the exchange of ideas. The doctoral candidate shall position himself behind the lectern and the seconds shall position themselves to the left and right of the lectern.

The beadle shall subsequently escort the chairman and members of the doctoral committee into the room, possibly followed by other professors present wearing their robes and caps of office.

The defence ceremony shall open with a brief explanation of 15 minutes provided by the doctoral candidate. During this time, the doctoral candidate shall outline the research

carried out and the findings of the research for the benefit of the audience. The doctoral committee shall be present.

Following the introductory explanation, members of the doctoral committee shall question the doctoral candidate about the doctoral dissertation and the propositions. The Rector Magnificus or his deputy shall act as chairman.

The order in which the questions are asked shall be determined during the doctoral committee's meeting prior to the ceremony. The starting point in this regard is that the non-EUR committee members shall speak first, followed by the EUR committee members. Doctoral dissertation supervisors and co-supervisors shall speak last. The discussion shall be a succinct academic one. Interruptions from the audience and other disruptions shall not be permitted.

The working language shall in principle be Dutch. However, if one or more members of the doctoral committee do not have a command of Dutch, English shall be used to a significant extent. A request for this purpose must be submitted to the Beadle's Office at least three weeks prior to the date of the defence ceremony.

The following forms of address shall be used during the defence ceremony:

Chairman:	'mijnheer de rector' 'Mister Rector Magnificus'
Doctoral dissertation supervisor:	'hooggeachte promotor' 'highly learned promotor'
Co-supervisor:	'zeergeleerde opponent' 'very learned opponent'
Professors:	'hooggeleerde opponent' 'highly learned opponent'
Other members of the committee and experts:	'zeergeleerde opponent' 'very learned opponent'
Doctoral candidate:	'waarde promovendus/promovenda' 'dear candidate'.

Exactly 45 minutes after the start of the questioning, the beadle shall enter the room and say 'hora est'. Those speaking at this time must stop. The chairman shall suspend the session to give members of the doctoral committee the opportunity to deliberate.

Led by the beadle, the members of the doctoral committee and others who are part of the procession shall leave the room. The others referred to shall attend the deliberations of the full doctoral committee as observers, unless the chairman decides that it is a closed meeting.

The resolution regarding the doctorate to be awarded shall be adopted during this meeting. In the event that a motion is made to award the degree of Doctor with the *cum laude* distinction, voting shall take place by ballot. The degree certificate must be signed by all committee members at the end of the meeting.

The doctoral candidate and seconds shall be asked to position themselves before the committee table and await the return of the committee members. The seconds must be slightly behind the doctoral candidate to his left and right.

Following the return of the committee members, the chairman shall reopen the meeting and give the doctoral dissertation supervisor the opportunity to hand over the degree certificate to the doctoral candidate. The doctoral dissertation supervisor or co-supervisor shall then give a brief address (*laudatio*), after which the chairman shall close the meeting.

Led by the beadle, the members of the doctoral committee and others who are part of the procession shall leave the room first.

The person who has obtained a doctorate, together with his partner and seconds, will be led out of the room immediately thereafter.

The members of the doctoral committee shall be the first to congratulate the successful candidate, followed, if the reception takes place at the university, by the guests who were present at the defence ceremony.

### **Publicity**

The Department of Marketing and Communications (M&C) shall make the facilities required for publicity available. An application form for this purpose can be obtained from the Beadle's Office.

### **Reception**

It is possible to hold a reception after the defence ceremony.

## Appendix 3 Model of thesis title page and its reverse Side

- The candidate may choose the layout of the title page;
- Text printed in bold type is compulsory;
- Text printed in italics is to be completed by the candidate in accordance with the regulations;
- Note: The Dutch title of the thesis is written without a capital letter, except the first word and any names.

Title of thesis  
subtitle, if any

Translation of the title  
Translation of the subtitle, if any

**Thesis**

**to obtain the degree of Doctor from the  
Erasmus University Rotterdam  
by command of the  
Rector Magnificus**

Name

**and in accordance with the decision of the Doctorate Board  
The public defence shall be held on**

... day ... month ... 20.. at ..... hrs  
by

the name of the candidate, with all forenames in full  
**place of birth**, plus country if this is not the Netherlands

**Erasmus University Rotterdam**



\*Download Logo:

[http://www.eur.nl/fileadmin/ASSETS/abd/promoveren/EURLOGO\\_PROEFSCHRIFTEN\\_A5.jpg](http://www.eur.nl/fileadmin/ASSETS/abd/promoveren/EURLOGO_PROEFSCHRIFTEN_A5.jpg)

The reverse side of the title page must only state the following:

**Doctoral committee**

**Doctoral dissertation supervisor(s):**

*name(s) of the doctoral dissertation supervisor(s) with initials and all titles without specifying the university*

**Other members:**       *(only state the names of the members of the subcommittee)*

.....  
.....  
.....

If applicable:

**Co-supervisor(s):**

*name(s) of the co-supervisor(s) with initials and all titles without specifying the university*

Note: titles must be used as follows (English given after the semicolon):

- Prof. mr. dr.; Prof. (name of the title holder) LLM
- Prof. dr. ing.; Prof. (name of the title holder)
- Prof. dr. ir.; Prof. (name of the title holder)
- Prof. dr.; Prof. (name of the title holder)
- Prof. mr.; Prof. (name of title holder) LLM
- Dr.; Dr (name of the title holder)
- Mr. dr.; Dr (name of the title holder) LLM
- Dr. ing.; Dr (name of the title holder)
- MSc or MA is written after the name of the title holder.

## **Appendix 4 Contact persons/addresses**

### **Admissions Office**

Campus Woudestein

Room: E1-36

Telephone: +31 10 408 17 86

Email: [admissions.office@oos.eur.nl](mailto:admissions.office@oos.eur.nl)

### **Doctorate Board**

Campus Woudestein

Please direct your questions to the Beadle's Office.

### **International Institute of Social Studies**

Kortenaerkade 12

2518 AX The Hague, the Netherlands

Dita Dirks, Room 2.31

Telephone: +31 70 426 05 14

Email: [dirks@iss.nl](mailto:dirks@iss.nl)

Internet: [www.iss.nl](http://www.iss.nl)

### **Beadle's Office**

Campus Woudestein

Room: A1-01

Telephone: +31 10 408 10 06

Email: [pedel@eur.nl](mailto:pedel@eur.nl)

Internet: [www.eur.nl/promoveren](http://www.eur.nl/promoveren)

### **Erasmus University Rotterdam**

Burgemeester Oudlaan 50

3062 PA Rotterdam, the Netherlands

PO Box 1738

3000 DR Rotterdam, the Netherlands

Telephone: +31 10 408 11 11

Internet: [www.eur.nl](http://www.eur.nl).

## Appendix 5 Time frame of the defence ceremony

Apart from the prior process, for which it is difficult to indicate the length of time that will be required, account must be taken of a time frame of approximately half a year. If the case concerns prior education that does not make direct admission possible, account must be taken of the procedure governing the assessment of Dutch or foreign degree certificates (see Appendix 1).

Action	Time frame	Doctoral dissertation supervisor/doctoral candidate action	Doctorate Board action
Register for the defence ceremony	at least <b>6 months</b> prior to the intended defence ceremony date	Form 1	Appoint doctoral dissertation supervisor(s) and/or co-supervisor(s)
Approval of the doctoral dissertation by doctoral dissertation supervisor(s) + proposal regarding the composition of the subcommittee and full committee + possible expert	at least <b>5 months</b> prior to the intended defence ceremony date	Form 2 including manuscript + title pages, abstract, CV and propositions	Appointment committee members; assess title pages, check propositions
Discuss the intended defence ceremony date	at least <b>5 months</b> prior to the intended defence ceremony date	Schedule the provisional date with the department responsible for university ceremonies	Register the provisional date
Report the subcommittee's decision regarding admission of the doctoral candidate	at least <b>3 months</b> prior to the intended defence ceremony date	Form 3	Obtain the approval of the Rector Magnificus, grant permission to reproduce the doctoral dissertation, definitively determine the date
Possible <i>cum laude</i> request	at least <b>7 weeks</b> prior to the intended defence ceremony date	Submit request to the Doctorate Board	Carry out the procedure set out in Article 9.1

Send doctoral dissertations to the Beadle's Office	at least <b>5 weeks</b> prior to the intended defence ceremony date	Doctoral candidate	
DEFENCE CEREMONY before the full committee			