

Erasmus



Taking a doctor's degree at Erasmus University Rotterdam

Erasmus Universiteit Rotterdam



Erasmus
ERASMUS UNIVERSITEIT ROTTERDAM

**TAKING A DOCTOR'S DEGREE
AT
ERASMUS UNIVERSITY ROTTERDAM**

FOREWORD

Taking a doctoral degree is looking ahead

We would like to introduce this booklet with this proposition. The booklet is intended to assist you in looking ahead. It details the framework within which you will need to operate so that, with careful planning, you may attain your doctoral degree. Extensive consideration is given to the formal side of the doctorate programme. It contains the latest version of the doctorate programme rules, as established by the Doctorate Board in 2009, and several appendices, intended to explain the rules.

Taking a doctoral degree is looking ahead

In this booklet you will find all the information concerning graduating, and we would advise you to go through the contents carefully before getting started. We would particularly request that you devote explicit attention to the terms and conditions listed in the doctorate programme rules for admission to the doctorate programme.

Taking a doctoral degree is looking ahead

Finally, graduating is primarily looking ahead to the 'hora est', to that glorious moment when the open defence of your dissertation ends and the doctor's certificate awaits you in all honour. The prospects of that day, that moment, gilds the figurative and probably also the literal drops of sweat (and tears!) inherent in your academic presentation.

We hope that 'Taking a doctoral degree with Erasmus University Rotterdam' will provide you with a good guide and enhance the anticipation of your degree. Should you need further information, please contact University Ceremonies. You will find the address at the end of this booklet.

On behalf of the Doctorate Board,

Prof. Henk G. Schmidt
Rector Magnificus

TABLE OF CONTENTS

Foreword	3
Table of Contents	4
Chapter 1	General conditions 6
Chapter 2	The candidate 10
Chapter 3	The promotor. 12
Chapter 4	The thesis 14
Chapter 5	Assessment of the thesis by the promotor. 17
Chapter 6	The inner doctoral committee 18
Chapter 7	The plenary doctoral committee 20
Chapter 8	The graduation ceremony 22
Chapter 9	Conferral of the doctorate cum laude 23
Chapter 10	Certificate 24
Chapter 11	The honorary doctorate (doctorate honoris causa) 25
Chapter 12	Joint doctorate 26
Chapter 13	Settlement of disputes 27
Chapter 14	Final and transitional provisions 29
Appendices	
Appendix 1	Implementation scheme as referred to in article 2.2, paragraph 2. . . 32
Appendix 2	General explanation of the articles of the doctoral regulation 34
Appendix 3	A number of relevant articles contained in the Act 39
Appendix 4	The procedure and standard letters 42
Appendix 5	Model of thesis title page and its reverse side 48
Appendix 6	List of contact persons and addresses. 50
Appendix 7	Timetable. 51

DOCTORAL REGULATIONS

OF

ERASMUS UNIVERSITY ROTTERDAM

Chapter 1



GENERAL CONDITIONS

Article 1.1 *Glossary of terms*

1. The terms in this regulation are defined as follows:

Awb	the General Administrative Law Act [Algemene wet bestuursrecht], abbreviated Awb (Bulletin of Acts and Decrees 1994, 1) which took effect on 1 January 1994 and has been amended since;
the Act/ Whw	Higher Education and Research Act [Wet op het hoger onderwijs en wetenschappelijk onderzoek], abbreviated Whw (Bulletin of Acts and Decrees 1992, 593; and amended thereafter);
Candidate	the individual who has been admitted to pursue the doctorate pursuant to article 7.18, paragraph 2 or 3 of the Act, in conjunction with chapter 2 of this Doctoral regulation, and as such who has been admitted by the Doctorate Board to the preparation for the defence of his thesis;
CAO-NU	the collective labour agreement (CAO) of the Dutch universities as referred to in article 4.5 of the Whw;
Copromotor	the individual appointed by the Doctorate Board to assist the promotor in supervising the candidate's work on his thesis;
Dean	the dean of the faculty as referred to in article 9.12 et seq of the Act ¹ , in these regulations in his capacity as (mandated member of the Doctoral Board (see 1.2.2.))
Defence	the public defence of the thesis, on the basis of which the degree of doctorate can be acquired;
Degree programme	a degree programme as referred to in article 7.3 et seq of the Act, in conjunction with article 17 and appendix 3 to EUR's BBR ² ;
Doctorate Board	the Doctorate Board as referred to in article 9.10 of the Act, in conjunction with articles 14 and 15 of EUR's BBR, in the context of this regulation: the Doctorate Board of Erasmus University Rotterdam ³ ;

¹ References in these regulations to the dean also refer to the rector of the Institute of Social Studies (ISS), which has been a unique part of EUR since 01 July 2009.

² EUR's Administration and Management Regulations in Dutch 'Bestuurs- en Beheersreglement van de Erasmus Universiteit Rotterdam'.

³ References in these regulations to the Board refer to the Doctorate Board.

Doctoral committee	the inner and plenary committee set up by the Doctorate Board pursuant to article 7.18, paragraph 4 of the Act, in conjunction with chapters 6 and 7 of this Doctoral regulation, which decides whether the candidate can be admitted to the defence of his thesis and before which the defence must take place;
Doctoral research	the scientific research that forms the basis of the thesis;
EUR	Erasmus University Rotterdam;
Executive Board	the Executive Board as referred to in article 9.2 et seq of the Act, in conjunction with article 4 et seq of EUR's BBR, in the context of this regulation: the Executive Board of Erasmus University Rotterdam;
Faculty	faculty of Erasmus University Rotterdam as referred to in article 9.11 of the Act, in conjunction with article 16 of EUR's BBR;
Professor	the officer referred to in article 9.19 of the Act;
Promotor	the professor appointed as promoter, or thesis supervisor, by the Board pursuant to article 7.18, paragraph 4 of the Act, in conjunction with chapter 3 of these Doctoral regulations;
Regulation	the Doctoral regulation of Erasmus University Rotterdam (as referred to in article 7.19 of the Act);
Rector magnificus	the officer referred to in article 9.1, paragraph 1 of the Act, in conjunction with article 5, first paragraph under a. and 15 of EUR's BBR, as well as chairman of the Doctorate Board;
Thesis	the scientific thesis set down in book form, or one or more journal articles, in written or electronic form or a scientific design as referred to in article 7.18, paragraph 2b of the Act, chapter 4 of this Doctoral regulation;
University	a Dutch or foreign institution of scientific education.

2. Wherever the masculine form is used in these regulations, the explanation and the appendices, the feminine form should be read if they concern a woman.

⁴ Also check the brochure *Leerstoelen en Hoogleraren aan de EUR*

Article 1.2 *Composition of the Doctorate Board*

1. The rector magnificus is chairman as well as member of the Doctorate Board. In the absence of the rector magnificus, a dean appointed by him may act as deputy chairman of the Doctorate Board. The chairman represents the Doctorate Board both inside and outside EUR, in a court of law and any other context.
2. The deans of the faculties of EUR and the rector of the Institute of Social Studies (ISS) (an institute sui generis of EUR) constitute the Doctorate Board (see also EUR's BBR).
3. The Staff Office of EUR's General Management Directorate provides administrative support for the Doctorate Board.

Article 1.3 *Delegation / Sub-delegation*

1. The Doctorate Board can delegate the execution of its tasks and powers set down in the Act, EUR's BBR and this Doctoral regulation to the rector magnificus, who may in turn sub-delegate such tasks and powers to another member of the Board.
 - 1a. The Doctorate Board is authorised to change or revoke the mandate referred to in the previous paragraph at any time as well as to take action itself or commission another to take action while the mandate remains in effect. The Board will notify the mandatory of its intention to do so.
 - 1b. The rector magnificus reports to the Doctorate Board on the execution of the tasks and powers as referred to in the first paragraph. He will provide the Board with the necessary information in this respect when asked and/or on his own initiative.
2. The dean can sub-delegate to a professor of the same faculty the execution of tasks and powers set down in this regulation, in agreement with the rector magnificus, for a period to be determined in advance.
 - 2a. The dean is authorised to change or revoke a mandate as described in the previous paragraph at any time as well as to take action himself or commission another to take action while the sub-mandate remains in effect.
 - 2b. The dean will immediately inform the Doctorate Board, to the attention of the rector magnificus, and the mandatory of the decision to issue, change or revoke a mandate.
 - 2c. The mandated professor reports to the dean on the execution of the tasks and powers referred to in paragraph 2 and provides the dean with the necessary information.

Article 1.4 *The doctorate*

1. The doctorate is obtained at Erasmus University Rotterdam on the grounds of conferral of the doctoral degree with due observance of the other provisions in this Doctoral regulation.
2. The doctorate is awarded by the Doctorate Board.
3. The awarding of the doctorate takes place before the plenary doctoral committee appointed by the Doctorate Board, unless the Board decides that the doctorate will be conferred before the Board itself.

Article 1.5 *Scope of these regulations*

EUR's Doctoral regulation is applicable to all graduations to the doctorate at this university, with due regard for that stated in chapter 12, and to graduations to the doctorate which take place elsewhere as a consequence of co-operation between this university and other institutions of university education, insofar no agreements to the contrary have been made at the time of entering into this co-operation.

Article 1.6 Obligation to secrecy

Without prejudice to the provisions of article 2.5 Awb and the provisions regarding this in the CAO-NU, those present at or involved in correspondence and the discussion in or in connection with the meetings in closed session as referred to in chapters 6, 7 and 8 and with regard to correspondence and discussion in connection with the conferral of the iudicium cum laude as referred to in chapter 9, and concerning the conferral of honorary doctorates as referred to in chapter 11, as well as concerning correspondence and that discussed in respect of the settling of disputes as stated in chapter 13, are obliged to secrecy.

Chapter 2



THE CANDIDATE

Article 2.1 *Glossary of terms*

1. The candidate is the individual who was admitted to pursue the doctorate and actually produces the thesis.

Article 2.2 *Admission to the graduation ceremony*

1a Each person may be admitted to take a doctorate who has been awarded a master's degree pursuant to article 7.10a, paragraph one, two or three of the WHW, this in conformity with article 7.18, paragraph 2 of the Act;

1b. has written a thesis as proof of competence in independent academic study;

1c. has satisfied the other requirements set out in this Doctoral regulation.

2. In special cases, the Doctorate Board may grant persons admission to take their doctorates who meet the provisions laid down in paragraph 1 under b and c, but do not meet that laid down in that same paragraph under a, see article 7.18, paragraph 3 of the Act. The Doctorate Board shall lay down an implementation scheme for this. See appendix 1A and appendix 1B.

Article 2.3 *Applying to a promotor*

1. The candidate will approach the professor he deems most suitable, to consult with him regarding the doctoral research.

2. The candidate will receive, at his request, a written confirmation from a professor as proof of his willingness to be appointed promotor by the Doctorate Board. A negative or conditional decision will be provided in writing by the prospective promotor and must contain the reasons for his decision.

3. If a conflict arises between the promotor and the candidate during the preparation period for the doctorate, this conflict will be put before the rector magnificus who will act as mediator in the situation.

Article 2.4 *Request to be admitted to take the doctorate*

1. Before commencing his doctoral research, the candidate must submit a written request to the Doctorate Board for admission to pursue the doctorate. This request must report the subject of the thesis and the professor whom the candidate wishes to be appointed promotor by the Board.

2. In the case that the candidate has taken up a post with the university with the task of undertaking his doctoral research, a request for admission is submitted as soon as possible after his appointment.

3. The candidate must submit a statement from a professor as referred to in article 2.3, second paragraph with his request for admission.

4. If the thesis concerns a compilation of scientific publications, whether or not previously published, the candidate shall also submit the declarations as referred to in article 4.5, paragraph 2, sub b and c and, if applicable, sub d.

5. Any candidate who does not base his request for admission on an examination as referred to in article 2.2, first paragraph under a, taken at Erasmus University Rotterdam will submit with the request to the Doctorate Board an extract from the population register and an authenticated copy of a certificate obtained elsewhere after the successful completion of an examination as referred to in article 2.2, first paragraph under a. of this Doctoral regulation, or a written declaration obtained on grounds of the implementation scheme referred to in article 2.2, second paragraph of this Doctoral regulation.

6. If the subject of the doctoral research differs from the subject area in which the examination as referred to in the previous paragraph was concerned, the Doctorate Board shall only be able to come to a decision on admission on the basis of a reasoned proposal from the candidate.

Article 2.5 Responsibility for the thesis

1. The candidate has conducted the scientific research described in the thesis independently or has contributed essentially to this research. The candidate takes (or shares) responsibility for the thesis from a scientific perspective. The Integrity Code in effect at Erasmus University Rotterdam and EUR regulation on academic integrity must be duly observed in this context.

2. In the case of scientific research undertaken jointly, the result of the research may lead to a joint thesis of two candidates, provided the following conditions are met:

- each of the authors has contributed an independent, definable contribution which is also sufficient for admission to the doctorate; such to the satisfaction of the promotor;
- each of the authors takes personal responsibility, both for a specified part of the thesis and the coherence of the whole;
- the thesis states what contribution each of the authors has made in its realisation;
- each of the authors attaches the required number of propositions to the thesis, as referred to in article 4.2.

3. In the case of a joint thesis as referred to in the previous paragraph, the procedures and rules of these regulations apply to each candidate separately.

Article 2.6 Collaboration with the promotor

The candidate presents the manuscript, in its entirety or in parts, to the promotor, makes the agreed amendments and subsequently submits the manuscript to the promotor for approval.

Chapter 3



THE PROMOTOR

Article 3.1 Appointment

1. After receiving the request for admission to pursue the doctorate as referred to in article 2.4, the Doctoral Board will appoint a professor of Erasmus University Rotterdam or another university as promotor as soon as possible.
2. In the application of the first paragraph, denominational professors at an open university and the extra-ordinary professors at an open university are deemed to be professors at that university.

Article 3.2 Promotor not attached to Erasmus University Rotterdam

In the event a professor who is unaffiliated with Erasmus University Rotterdam is appointed promotor, the Doctoral Board will also appoint a professor who is affiliated with Erasmus University Rotterdam as promotor.

Article 3.3 Task description

1. The promotor, after consultation with any copromotor(s) if applicable, is responsible for accepting the manuscript as thesis and ensures that the thesis satisfies the requirements for a thesis according to generally accepted academic standards.
2. The promotor supervises the candidate in completing his thesis.
3. The promotor reads the contents of the manuscript for the thesis, assesses the manuscript presented to him or parts thereof, and tests it against the requirements which a promotor sets on the grounds of his responsibility for the thesis as the basis for the doctorate.
4. The promotor can recommend that the candidate amend and/or supplement the manuscript. The candidate will take these recommendations to heart as much as possible.
5. The promotor can only resign as thesis supervisor in exceptional cases and with report of his reasons. He will immediately notify the candidate and the Doctoral Board of such a decision.

Article 3.4 Honourable discharge of professors

1. If a professor appointed as promotor is honourably discharged after his appointment, his approval of the thesis must be given within five years after the discharge.
2. If the thesis is not approved within five years after the promotor's honourable discharge, the appointment expires and the Doctoral Board will appoint a different professor as promotor, after hearing the candidate, unless the Board feels that the appointment of a new promotor is unnecessary in the case that more than one promotor had originally been appointed.

Article 3.5 Copromotor

1. At the request of the promotor and with the consent of the candidate and the prospective copromotor, the Doctoral Board may appoint a copromotor to supervise the candidate alongside the promotor. This proposal must be accompanied by a description of the task outlining the degree of supervision.
2. The prospective copromotor must hold an appointment at a university; the promotor may submit a written and reasoned request to the rector magnificus asking that an exception to this requirement be permitted. The copromotor must have acquired the right to use the title of 'doctor' in the Netherlands and be an expert in the relevant scientific area(s).
3. Professors are excluded from being appointed as copromotors.
4. The proposal of the promotor as referred to in paragraph 1 must be made at such a time that the copromotor can contribute a substantial degree of supervision in the preparation and production of the thesis.
5. A copromotor does not form part of the inner and plenary doctoral committee. However, he does participate in the opposition and his name shall be stated on the title page of the thesis concerned.
6. The provisions of Article 3.3, paragraph 5 apply mutatis mutandis to the copromotor.

Article 3.6 Several (co)promoters

1. The Doctoral Board can appoint two promotors.
2. Where these regulations refer to promotor or copromotor, while more than one promotor or copromotor has been appointed, promotors and copromotors respectively should be read unless explicitly stated otherwise.
3. In the event more than one promotor is appointed, the promotors decide in mutual consultation how their tasks will be divided, after hearing the candidate. This division of tasks will be set down in a written statement.
4. The division of tasks does not affect the responsibility of the promotor/promotors for the thesis as a whole.
5. In the case that more than one promotor is appointed, the promotors shall give their joint approval to the thesis, and shall make a joint statement to the candidate with regard to the defensibility of the propositions as referred to in article 4.2.
6. The Doctoral Board can decide in exceptional cases to appoint three immediate advisers (promotors – copromotors) if the advisers come from at least two different disciplines.

Article 3.7 Non-permissible relations

Close members of the candidate's family (to the fourth degree) or other persons who have a relationship with the candidate in such a way that no judgement may be reasonably expected of them, do not qualify to be appointed as promotors or copromotors.

Chapter 4



THE THESIS

Article 4.1 *Definition of terms*

1. The thesis is a scientific dissertation on a particular subject. The thesis may also comprise scientific publications, whether or not previously published.
2. Where this Doctoral regulation refers to a 'thesis', this should also be understood as referring to a part of a thesis as referred to in article 2.5, paragraph 2 of this regulation.
- 3 The doctoral candidate holds the intellectual property right to the work he has produced, as referred to in the applicable Dutch or international legislation and regulation.
EUR is entitled to store this work in the repository of the University Library and to use it for academic education and research.

Article 4.2 *Propositions*

1. Eleven propositions are to be added to the thesis. Five of these propositions concern the thesis, and five are not connected with the contents of the thesis, nor may they be related to it in any way. They are required to be scientifically defensible. In judging the defensibility of these propositions, the eleventh proposition will be ignored. The propositions are submitted to the promotor by the candidate as soon as possible after the thesis has been approved, as referred to in article 5.1. The promotor assesses the quality and defensibility of the propositions submitted.
2. The promotor shall inform the candidate in writing whether he considers the propositions to be defensible and will send notification of this to the rector magnificus.

Article 4.3 *Language*

1. The thesis and the attached propositions are to be written in Dutch, English, French and/or German, or in another language provided permission has been granted by the Doctorate Board.
2. If the thesis is written in Dutch, a translation of the title and a summary of its contents in English, French or German shall be attached.
If the thesis is written in English, French or German, the title and a summary of its contents in Dutch shall be attached.
3. If a thesis is written in a combination of several languages, as regards the parts written in Dutch a translation of the title and a summary of its contents in a permitted language must be attached. If it concerns non-Dutch portions of text, a summary of these texts and the title in Dutch shall be attached.
4. If the thesis is written in a language other than Dutch, English, French or German, the title and a summary in Dutch shall be attached, as also a translation of the title and the summary in English, French or German.

Article 4.4 Contents

1. The thesis must contain:

- a title page;
- a table of contents;
- an introduction, at least containing the definition of the problem explored in the thesis;
- a scientific discussion;
- a conclusion;
- a summary;
- if possible an index of names and things and/or index of sources;
- the candidate's curriculum vitae.

The propositions are attached to the thesis on a separate page.

2. With theses for the purpose of obtaining the doctorate on the grounds of doctoral research on a medical subject, the candidate's curriculum vitae must show where the thesis has been researched and which other departments have contributed to the realisation of the thesis.

3. The candidate may include a short and objective foreword if desired.

Article 4.5 Compilation of scientific publications as a thesis

1. Article 4.4 applies mutatis mutandis to a thesis consisting of a compilation of published or unpublished scientific publications. The coherence of the whole is explained in an introduction and summarising conclusion. The relevant publications are attached as appendix, possibly bundled as reprints.

2. Scientific publications only qualify if the following conditions are met:

- a. the publications must form a coherent whole and be published within a period of five years before submission of the thesis to the promotor for his assessment;
- b. a written declaration of any other authors must be submitted by the candidate to the promotor, stating that the publications may be used for the thesis;
- c. a written declaration must be submitted by the promotor to the inner doctoral committee, stating that the contribution of the candidate forms an essential part of the research concerned.
- d. in the case of admission to the doctorate on the grounds of doctoral research on a medical subject, a declaration as referred to under sub c. must also be submitted to the head of the institute where the doctoral research was carried out; however only if this is a different institute to that of the promotor.

Article 4.6 Form

The text of the thesis shall, at the discretion of the candidate, be printed or otherwise reproduced, so long as the method of reproduction complies with reasonable requirements of legibility and accessibility. The use of information carriers other than paper is also permitted. In all cases the complete thesis must be submitted in electronic form for the purposes of inclusion in the *Institutional Repository* (Repub) of EUR. The thesis will be placed in Repub in its entirety.

Article 4.7 *Reproduction and submission of the thesis*

1. Once the notice of admission as referred to in article 6.4 has been received, the rector magnificus gives the candidate his consent to have copies of the thesis printed.

2. As soon as possible after reproduction of the dissertation and the accompanying propositions, but no later than five weeks before the date of the defence of the dissertation, the degree candidate shall send the required number of copies to the Erasmus University Rotterdam (Awards and Ceremonies department). 35 printed copies and 2 CD-ROMs must be submitted for Erasmus MC and 40 printed copies and 2 CD-ROMs for the other faculties. In order to defend your thesis and receive a doctorate from ISS, 15 copies of the thesis and 2 CD ROMs must be submitted

If the thesis is to be published commercially the electronic version must also be accompanied by a copy of the contract with the publisher, in which the latter gives permission for publication of the electronic version.

3. The University Library will publish the thesis in its entirety on the internet as soon as possible, but no later than three months after the graduation ceremony. The rector magnificus may grant exemption from this obligation on grounds of compelling circumstances.

Chapter 5



ASSESSMENT OF THE THESIS BY THE PROMOTOR

Article 5.1 Approval of the thesis by the promotor

1. If the promotor believes that the thesis satisfies all the academic requirements stipulated and can serve as an adequate demonstration of the candidate's competence for independent scientific study, then the promotor approves the thesis.
2. The promotor shall inform the candidate of his approval in writing and shall send a copy to the rector magnificus.

Article 5.2 Rejection of the thesis by the promotor

If the promotor does not approve the thesis, the Doctorate Board may appoint another promotor after having consulted with the candidate and the promotor, unless the Board judges, in the case that more than one promotor has been appointed, that a new appointment is not necessary.

Article 5.3 Deadline

The answer to a written request from the candidate for approval of the thesis must be given within eight weeks, and in the case of rejection, must contain reasons for its rejection.

Article 5.4 Additional procedures

1. As soon as possible after approval has been received as referred to in article 5.1, and the declaration as referred to in article 4.2 paragraph 2 has been obtained, the candidate shall submit a number of copies of the thesis approved by the promotor, equal to the number of members of the inner doctoral committee plus one, accompanied by a covering letter, to the rector magnificus for the use of the inner doctoral committee.
2. Together with the covering letter, the candidate shall also submit to the rector magnificus a copy of the title page as included in the thesis, after having first assured that this copy meets the requirements of the model for that purpose, as included in appendix 5 to these regulations.

Chapter 6



THE INNER DOCTORAL COMMITTEE

Article 6.1 *The inner doctoral committee*

1. As soon as possible after the receipt of the documents referred to in article 5.4, the Doctorate Board shall set up the inner doctoral committee, if it is not to act itself as the doctoral committee.

2. The committee will be put together on the proposal of the promotor after consultation with the dean of the faculty in which the field of study for the subject of the doctoral research lies. The promotor shall satisfy himself in advance of the willingness of the proposed candidates to sit on the inner doctoral committee.

3. The inner doctoral committee shall comprise four members, including the promotor. If a second promotor sits on the inner committee, this shall comprise five persons.

4. Members of the inner doctoral committee may be:

- professors of a university;
- associate professors.

Professors with an honourable discharge may sit on the inner doctoral committee until five years after their honourable discharge.

5. Article 3.7. is also applicable to membership of the inner doctoral committee.

6. At least half of the committee members must be affiliated with Erasmus University Rotterdam. A written and reasoned request may be submitted to the rector magnificus for this paragraph to be declared not applicable.

7. The committee will appoint from its midst a secretary, who must be affiliated with Erasmus University Rotterdam and may not be the promotor.

Article 6.2. *Chairmanship of the inner promotion committee*

1. The promotor is chairman of the inner doctoral committee.

2. The chairman grants the right of speech to, and withdraws it from, the members of the committee.

Article 6.3 *The forming of judgement by the inner doctoral committee*

1. Within one month of being set up, the inner doctoral committee shall make a decision regarding the admission of the candidate to the doctorate.

2. The deliberations of the inner doctoral committee are held in closed session.

3. The inner doctoral committee limits itself in its judgement to the qualitative assessment of the outlines of the study submitted, from the definition of the problem as agreed between the promotor and the candidate. It does not make any recommendations for changes and/or additions to the thesis, and attaches no conditions in this respect to its decision to grant admission to the doctorate.

4. The decision for admission is taken by a majority of votes in a session of the full inner doctoral committee. If there is a tie, admission is deemed to be refused.

5. The secretary of the committee shall be responsible for immediate written and confidential notification of the granting or refusing of admission to the Doctorate Board and the candidate.

6. If admission is refused, the committee shall be deemed to be dissolved after its judgement has been made known unless the Doctorate Board decides otherwise. The promotor may request the Doctorate Board to set up a new inner doctoral committee. Members of the dissolved inner doctoral committee may form part of this new committee.

Chapter 7



THE PLENARY DOCTORAL COMMITTEE

Article 7.1 *Composition*

1. As soon as possible after the decision as referred to in article 6.4, paragraph 4 has been received, the Doctorate Board appoints the plenary doctoral committee members. Graduation to the doctorate takes place before this committee.

2. The plenary doctoral committee comprises members of the inner doctoral committee. The Doctorate Board adds at least two other members to this committee, on the advice of the promotor and in consultation with the dean of the faculty within which the field of study for the subject of the doctoral research lies. Article 6.1, paragraph 4, is applicable *mutatis mutandis*.

The promotor shall satisfy himself beforehand of the willingness of the proposed candidates to sit on the plenary doctoral committee.

3. Article 3.7 is applicable *mutatis mutandis* to membership of the plenary doctoral committee.

4. At least half of the members of the committee must be affiliated with Erasmus University Rotterdam. The promotor may submit a written request, with reasons, to the rector magnificus asking that application of this paragraph be excluded.

Article 7.2 *Chairmanship of the plenary doctoral committee*

1. The Chairman of the plenary doctoral committee is the rector magnificus or he who deputises for him. The chairman is not a member of the plenary doctoral committee. He has an advisory role.

2. The chairman grants the right of speech to, and withdraws it from, the members of the committee.

Article 7.3 *Specialist expert*

At the request of the promotor, the Doctorate Board may admit to the graduation ceremony those who have received their doctorate in this country and who are expert in (a part of) the field of study of the thesis; they have an advisory role during the deliberations on conferring the doctorate, and if the committee so decides, participates in the opposition.

Article 7.4 *Participation in the opposition*

A maximum of nine people may participate in the opposition during the defence of the thesis.

Article 7.5 *Convening the plenary doctoral committee*

The rector magnificus shall convene the plenary doctoral committee in good time for consultation in closed session preceding the defence of the thesis.

Article 7.6 Replacement of a member of the plenary doctoral committee

If circumstances prevent a member of the plenary doctoral committee from attending the closed session or the defence of the thesis, the promotor must ensure this member is replaced promptly (article 6.1, paragraph 4, article 7.1, paragraph 4 and article 3.7 also apply to this) if the number of members no longer satisfies the provisions of article 7.1, paragraph 2. The promotor must notify the Doctorate Board of this no later than 48 hours before the start of the graduation ceremony, except in the case of force majeure or extraordinary circumstances.

Chapter 8



THE GRADUATION CEREMONY

Article 8.1 *Date, time, place*

1. Once the candidate has received the notification of admission to the doctorate as referred to in article 6.4, paragraph 4, he shall submit a proposal to the rector magnificus as soon as possible with regard to the date of the graduation ceremony.
2. The date, time and place of the graduation ceremony shall be decided on by the rector magnificus on the basis of the candidate's proposal after consultation with the promotor.
3. The provisions of the protocol (see appendix 4 section 8) also apply to the defence of the thesis.

Article 8.2 *Public nature*

Without prejudice to the provisions of article 1.4, third paragraph, the defence of the thesis will take place in a public session.

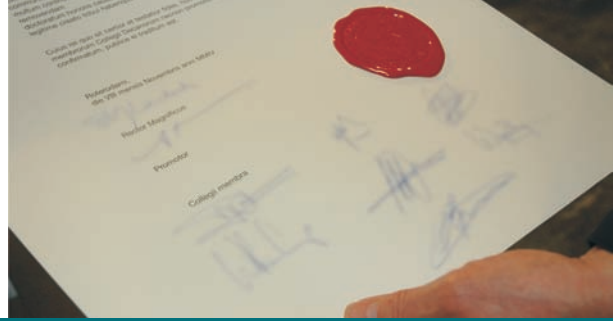
Article 8.3 *The defence of the thesis*

1. The graduation ceremony, including the defence of the thesis, will take place in the Dutch language or, with the consent of the rector magnificus, in a different language (see the protocol in the appendix).
2. The candidate opens his defence with an explanation of the research, lasting at most fifteen minutes; the candidate will discuss this presentation with the promotor in a timely manner. In this introduction the candidate will explain what has been researched, why the research was undertaken and to what conclusions it has led.
3. The explanation can be elucidated by means of an audiovisual presentation.
4. The thesis and the propositions are defended against the objections from the plenary doctoral committee.
5. The defence ends one hour after the start of the public session; the session will be adjourned by the chairman.

Article 8.4 *The decision*

1. After the session is adjourned, the plenary doctoral committee will decide, on behalf of the Doctorate Board, in a closed meeting on whether to confer the doctorate.
2. In coming to its decision regarding the conferral of the doctorate, the plenary doctoral committee shall take into consideration the decision of the inner doctoral committee as referred to in article 6.4, paragraph 1, and the defence of the thesis by the candidate.
3. The decision will be reached in a vote by roll call, if necessary, at the request of one of the members of the committee; if the votes are tied, then the doctorate is not conferred.

Chapter 9



CONFERRAL OF THE DOCTORATE CUM LAUDE

Article 9.1 Proposal to award iudicium cum laude

1. If a candidate has demonstrated exceptional ability in independent academic study, the plenary committee can decide, on behalf of the Doctorate Board, to confer the doctorate cum laude.
2. The proposal for conferring the doctorate cum laude may be made by the promotor or a member of the inner doctoral committee. A written reasoned proposal for this must be submitted in confidence to the rector magnificus at least seven weeks before the date of the graduation ceremony.
3. The inner doctoral committee must nominate two external referees who hold the doctorate and are experts in the field of the doctoral research. These referees may not have published together with the candidate. Curricula vitae of the referees must be provided with the request. The nomination must be signed by the relevant dean. The rector magnificus will appoint the referees. The external referees will send their written advice in confidence to the rector magnificus within three weeks after their appointment.
4. The proposal and the advice of the external referees shall be made known as soon as possible by the rector magnificus in confidence to the members of the plenary doctoral committee. He shall ask the members of the plenary doctoral committee to give him their reasoned positive or negative judgement of the proposal in writing within one week of being sent the proposal.
5. In respect of the proposal to confer the doctorate cum laude, the plenary doctoral committee shall take note of:
 - the significance and level of originality of the definition of the problem and methods;
 - scientific and technical standard of the work;
 - the judgement of external referees
 - the quality of the defence;
 - the share of others besides the candidate;
 - language and style.
6. In the deliberations, as referred to in article 8.4, paragraph 1, on the proposal to confer the doctorate cum laude, the eligible voting members of the plenary doctoral committee will vote in a secret and written ballot, whereby a vote may be cast only for or against. The proposal is rejected if more than one vote against is cast. In all other cases the proposal shall be accepted. The rector magnificus does not cast a vote.

Chapter 10



CERTIFICATE

Article 10.1 Certificate

1. As confirmation of the conferral of the doctorate, he being awarded his doctorate shall receive a certificate in Latin which is signed by the rector magnificus and the promotor.
2. If the doctorate is awarded cum laude, this shall also be stated on the certificate.

Chapter 11



THE HONORARY DOCTORATE (DOCTORATE HONORIS CAUSA)

Article 11.1 Authority to confer an honorary doctorate

The Doctorate Board may confer on a natural person an honorary doctorate on the grounds of exceptional scientific merit.

Article 11.2 Procedure

1. When a proposal for an honorary doctorate is addressed to the Doctorate Board, if possible with a suggestion for the appointment of a promotor, the dean of the appropriate faculty may recommend the conferral of an honorary doctorate.
2. A written, confidential recommendation shall be addressed to the rector magnificus, accompanied by detailed reasons, a curriculum vitae and publication list. The rector magnificus shall present the recommendation to the Doctorate Board.
3. If the Doctorate Board intends to honour the recommendation, the executive board shall be informed of the recommendation.
4. The Doctorate Board will make its decision on the conferral of the honorary doctorate taking into consideration the points of view presented by the Executive Board. If it decides to grant the doctorate, it will appoint one or more professors as promotor.
5. The decision referred to in paragraph 4 shall be made known confidentially and in writing to the executive board, the supervisory board, the dean concerned, the promotor and, through the promotor, the candidate himself.
6. Except in exceptional circumstances, an honorary doctorate shall not be conferred on him who shall not be present in person at the session as referred to in article 11.4, paragraph 1.
7. The decision shall not be made public before that candidate has declared he is to accept the honorary doctorate and will be present in person at the session as referred to in article 11.4 paragraph 1, such with due regard for that laid down in paragraph 6.

Article 11.3 Decorations

The promotor will present the honorary doctor with a certificate signed by the rector magnificus, the members of the Doctorate Board and the promoter(s). The honorary doctor will also receive the gown and clasp.

Article 11.4 Presentation of the decorations

1. The presentation of the decorations to accompany the conferral of the honorary doctorate shall take place during a public session of the Doctorate Board: the honorary doctorate ceremony.
2. On behalf of the Doctorate Board, the rector magnificus shall invite those interested to attend the ceremony.

Chapter 12



JOINT DOCTORATE

Article 12.1. Definition of terms

Agreements can be made between Erasmus University Rotterdam and one or more (foreign) institutions of scientific education on the conferral of a joint doctorate⁵ on the basis of a thesis that satisfies the conditions stipulated in this chapter.

Article 12.2 Approval by Doctorate Board

If one or more faculties set up a programme that leads to the obtaining of a joint doctorate, the programme must have the approval of the Doctorate Board before it starts.

Article 12.3 Doctoral research

1. The doctoral research and the thesis based upon it must be the result of one or more joint research programmes set up by Erasmus University Rotterdam and one or more institutions as referred to in article 12.1. The form of education and research programmes in this are created as far as possible in consultation with the partner institution.
2. The doctoral research and the thesis must contain an international component.
3. The candidate must be in residence for at least six months at the partner institution(s) to take a course and/or undertake research for the thesis. A statement to this effect shall be submitted to the Doctorate Board.

Article 12.4 The thesis

1. Notwithstanding the conditions stated in this chapter, the thesis must meet the requirements laid down in these regulations.
2. If the thesis is written in Dutch, a detailed summary in English, French or German must be attached.

Article 12.5 The doctoral committee

At least one member of the doctoral committee as referred to in chapters 6 and 7 must be from the foreign institution concerned.

Article 12.6 The graduation ceremony

The graduation ceremony shall be held entirely or partly in the language of at least one of the countries of the foreign institutions of university education as referred to in article 12.1.

Article 12.7 The certificate

The certificate as referred to in chapter 10 shall be awarded on behalf of all the institutions as referred to in article 12.1.

⁵ Previously the European doctorate; now included in section 7.18, subsection 6 of the proposed legislation for strengthening governance [Wetsontwerp Versterking Bestuur].

Chapter 13



SETTLEMENT OF DISPUTES

Article 13.1 General

1. The provisions of the Awb are applicable.
2. The scope of this Doctoral regulation does not extend to disputes from a legal point of view.

Article 13.2 Disputes concerning the execution of the doctoral regulations, administrative appeal

1. If in the execution of the provisions or appendices to this regulation a dispute arises with regard to the decision of or on behalf of the Doctorate Board, the party concerned may submit a reasoned letter of objection to the Doctorate Board within six weeks after being notified of the decision.
2. The Doctorate Board shall set up a committee as soon as possible, however no later than six weeks after receiving the letter as referred to in the previous paragraph, which will serve to give its advice on the dispute submitted.
3. The committee shall comprise a chairman and at least two professors. A person shall be appointed as chairman who is neither a member of, nor working under the responsibility of the Doctorate Board. The secretary of the Doctorate Board shall be appointed as secretary. Only persons who are not involved in the preparation of the thesis may sit on the committee.
4. In preparing its advisory opinion, the committee will hear the parties involved and the committee is entitled to gather all the information it requires to perform its task.
5. The committee shall make known its advice in writing to the Doctorate Board within six weeks of it being set up. Written reports of the consultations shall be attached to the advice.
6. Without prejudice to the provisions of the Awb, in some cases the Doctorate Board can decide on request to adjust the internal timeframes cited in the Doctoral regulation.

Article 13.3 Decision by the Doctorate Board

1. Within four weeks of receiving the advice, however no later than ten weeks after receiving the letter of objection, The Doctorate Board shall make its reasoned decision known in writing to the person who submitted the objection and the other parties involved.

2. If the decision on the objection deviates from the committee's advice as referred to in article 13.2, fifth paragraph, the decision will report the reason for this deviation, in all cases the committee's advice will be sent along with the decision.

Article 13.4 Appeal to the administrative court

The party concerned may lodge an objection or appeal with the civil court against the decision of the Doctorate Board, as referred to in article 13.3, paragraph 1, within six weeks after the objecting party has been notified of the decision, insofar as the disputed decision can be objected to on grounds of the General Administrative Law Act.

Chapter 14



FINAL AND TRANSITIONAL PROVISIONS

Article 14.1

1. The Doctorate Board shall decide all cases not covered by these regulations and settle any differences of opinion on the interpretation of the provisions of this regulation.
2. The Doctorate Board may, on the proposal of the rector magnificus, deviate from the regulation in highly exceptional cases, subject to mandatory provisions.
3. Requests to deviate from this regulation must be submitted in writing, stating reasons, to the Doctorate Board.

Article 14.2

If the provisions of these regulations are not observed, the rector magnificus is authorised to postpone the graduation ceremony to a date to be subsequently decided by him.

Article 14.3

All documents to be presented to the Doctorate Board and the rector magnificus for the graduation ceremony and its preparation shall be submitted to the secretary of the Doctorate Board.

Article 14.4

All current applications for admission to the doctorate shall be brought into line with these regulations on the date these regulations come into force, unless decided otherwise by the Doctorate Board.

Article 14.5

These regulations come into effect on 1 July 2009. The regulations which came into effect in December 2004 are herewith cancelled.

Drawn up by the Doctorate Board, 24 June 2009.

Appendices

Appendix 1



IMPLEMENTATION SCHEME AS REFERRED TO IN ARTICLE 2.2, PARAGRAPH 2

A. Provisional admission to the doctorate in exceptional cases on the basis of Dutch certificates, if the requirement as laid down in article 2.2 paragraph 1, sub a. is not met.

Article A.1 Authorisation

The authority as referred to in article 2.2 paragraph 2, insofar this concerns the assessment of the requests to be provisionally admitted to the doctorate on the basis of Dutch certificates, shall be exercised by the rector magnificus on behalf of the Doctorate Board.

Article A.2 Objective

The aspiring candidate is required to satisfy the Doctorate Board that he is able to undertake independent scientific research and can complete a thesis with a realistic chance of success.

Article A.3 Documentary evidence

The aspiring candidate is required to support his application with diplomas, certificates, (scientific) publications, letters of recommendation in respect of the positions fulfilled, and written declarations from academics and the (desired) promotor.

Article A.4 Procedure

1. A request for provisional admission shall be sent together with all relevant information to the secretary of the Doctorate Board, who will present the request for advice to the dean of the relevant faculty.
2. The dean shall set up an advisory committee comprising two professors appointed by him, who decide on the basis of the documents submitted whether or not they consider the candidate to be able to undertake independent research which can be completed with a thesis. The professors concerned shall consult the person making the request if necessary. The advisory committee shall produce a written and reasoned advice to the dean. This may be accompanied by the recommendation to correct ascertained deficiencies.
3. The dean draws up his advice and sends this to the secretary of the Doctorate Board, who presents the advice to the Doctorate Board, requesting it to give its final judgement.
4. The Doctorate Board shall inform the applicant of its decision in writing, stating reasons, within eight weeks. If the decision cannot be taken within eight weeks, the Doctorate Board shall inform the applicant and shall state a reasonable period of time within which the decision will be made.
In the case of a positive final judgement, the applicant will be provisionally admitted to study for the doctorate.
In the case of a negative final judgement, the applicant shall not be admitted to study for the doctorate.

5. Chapter 13 of the doctoral regulations is applicable mutatis mutandis.

6. After the Doctorate Board has decided that the applicant is provisionally admitted to study for the doctorate, the other provisions of the doctoral regulations are applicable.

B. Provisional admission to study for the doctorate in exceptional cases if the requirement laid down in article 2.2 paragraph 1 sub a is not met, on the basis of foreign certificates.

Article B.1 Authorisation

The authority referred to in article 2.2, paragraph 2, insofar this concerns the assessment of the requests to be provisionally admitted to study for the doctorate on the basis of foreign certificates, shall be exercised by the rector magnificus on behalf of the Doctorate Board.

Article B.2 Objective

The aspiring candidate is required to satisfy the Doctorate Board that he is able to undertake independent scientific research and can complete a thesis with a realistic chance of success.

Article B.3 Documentary evidence

The aspiring candidate is required to support his application with diplomas, certificates, (scientific) publications, letters of recommendation in respect of the positions fulfilled, and written declarations from academics and the (desired) promotor.

Article B.4 Procedure

1. The aspiring candidate shall address his request for provisional admission to study for the doctorate in writing and accompanied by the available documentary evidence to the Admissions Office at Erasmus University Rotterdam.

The admissions officer compares the foreign educational qualifications with the Dutch standard and draw up a report on the basis of this comparison.

This takes place prior to any appointment and or prior to the start of any doctorate research.

2. The report shall be sent by the admissions officer to the chairman of the examination board of the relevant faculty for his advice. On request, a copy of the request will also be sent to the dean of the relevant faculty.

3. Based on the advice of the chairman of the examination board, the Admissions Office shall draw up a draft decision which shall be presented, together with the advice on which it is based, to the rector magnificus through the secretary of the Doctorate Board.

4. The rector magnificus shall give his written decision, stating reasons, and shall inform the applicant accordingly.

In the case of a positive final judgement, the applicant will be provisionally admitted to study for the doctorate.

In the case of a negative final judgement, the applicant shall not be admitted to study for the doctorate.

5. Chapter 13 of the doctoral regulations is applicable mutatis mutandis.

6. After the decision has been made that the applicant is provisionally admitted to study for the doctorate, the other provisions of the doctoral regulations are applicable.

Appendix 2



GENERAL EXPLANATION OF THE ARTICLES OF THE DOCTORAL REGULATION⁶

1. General

Just as in the University Education Act of 1986, the legislation in the Higher and University Education Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek - WHW) has chosen for only a brief consideration of graduation to the doctorate. The authority is with the Doctorate Board (article 9.10 of the Whw).

In article 7.19, the WHW grants this Board the powers to establish its own doctoral regulations. In addition, the Act limits itself to giving a few preconditions. The text of a number of relevant articles from the Act are included in appendix 3.

These regulations have also been adapted to meet the requirements of the General Administrative Law Act (Algemene wet bestuursrecht).

2. Explanation of the articles

Chapter 1 General conditions

Article 1.2

The Whw is based on the system of the undifferentiated doctorate. The background to this is that with increasing specialisation in scientific study and an increasing differentiation between universities, there is no longer any point in achieving a doctorate in a particular subject area. This qualification gives the appearance of competence throughout the entire subject area, while in reality it often concerns a minuscule field of study or an area where two scientific disciplines approach each other so closely that it is difficult to make a choice. The doctorate today is therefore more a research qualification; it is a scientific qualification only insofar as this concerns the object of research.

Chapter 2 The candidate

Article 2.2

A Dutch Master's degree in accordance with the Whw provides access to the doctorate programme. A foreign certificate or a certificate other than the Master's degree requires a supplementary procedure to gain admission to the doctorate programme (see implementation regulation 1A or 1B in Appendix 1)

Article 2.3

The promotor, any copromotor and the candidate usually work together for a considerable period of time; good collaboration between these persons is a crucial condition for the success of the doctoral research. If they are in agreement and the teaching commitment of the promotor covers the object of the doctoral research sufficiently, the Doctorate Board will generally follow the proposal for appointment.

Article 2.4

It goes without saying that conferring the highest university degree can only rest on individual academic qualities. In the case of a double doctorate, although there is only a single thesis, the requirements laid down for a single doctorate are applicable in their entirety.

⁶ This appendix aims to elucidate the rules contained in the Doctoral regulation. In the case of a difference of opinion, the text of the Doctoral regulation is decisive.

Chapter 3 The promotor

Articles 3.1 and 3.2

On all the doctoral committees of Erasmus University Rotterdam, a promotor must be included who is attached to Erasmus University Rotterdam. The promotor shall be (jointly) responsible for the content of the thesis and the (contribution to the) supervision must be a real one. It may also occur that, in view of the subject of research, a specialist who is a professor elsewhere is asked to act as promotor for a part of the supervision. It is possible too, of course, that this latter professor has in fact been the first to be in contact with the candidate, and only in a later stage of the research has it been considered useful to look for a promotor at Erasmus University Rotterdam. The intention of the regulations means that it is impossible to involve a professor of Erasmus University Rotterdam pro forma for the graduation to the doctorate.

Article 3.4

The ius promovendi is attached to the professorship. It ends on legal grounds (article 9.19 of the Whw) five years after the honourable discharge as professor; such an extension is only possible if a person has been appointed as promotor before an honourable discharge has been granted. For the candidate, this means that if he wishes to keep the same promotor, he must endeavour to obtain the approval of his thesis within these five years.

Article 3.5

It frequently occurs that a candidate undertakes his research under the guidance of a supervisor or a person who is particularly able in the area of study, but who does not himself have the ius promovendi. It is desirable to bring this person into the procedure so that his contribution in the judgement of the thesis can be assured. Naturally this person has no voting rights in the assessment procedure, but must restrict himself to an advisory role. If during the doctoral procedure the supervisor acquires the ius promovendi for the approval of the thesis by the promotor already appointed, the supervisor can also be appointed promotor with the consent of the first promotor and the candidate.

Article 3.6

The Doctorate Board believes that, in its ultimate composition, the doctoral committee must have predominantly the character of a body that pronounces judgement; since the promotors and copromotors are expected to give a positive assessment of the thesis, in the principle there should only be two such supervisors.

The Doctorate Board takes the view that it would be unadvisable, in principle, to increase the number of advisers directly supervising a candidate's progress in obtaining a doctorate. Permission to have three supervisors appointed will only be granted if the research takes place at the point of interface of at least two disciplines and must be applied for at an early stage (by completing form 1).

Chapter 4 The thesis

Article 4.4

The thesis in its entirety is the subject of assessment, i.e. including appendices and any foreword.

It is assumed with a thesis or other scientific work that in concluding the work the researcher has included all the relevant information and data reasonably known up to that time. The Doctorate Board lays down a period of validity of five years for publications which rest on research which was stopped after publication. This could occur, for example, in the case of part-time study in the thesis. The candidate can avoid this by bringing such research up to date (i.e. the candidate is in fact still working on the research).

It may occur that several authors want to use the same publication for a thesis. The criterion forms the essential part of the research; it is up to the promotor to take a decision on this. In principle it does not matter whether one is the first or a later author; therefore no order needs to be upheld for the person who uses the publication first for his doctorate.

Article 4.6

The thesis is expected to be produced in book form or made available by means of some other image carrier, It must be legible and well-organised with a good introduction. It must meet the requirements of neatness and no improper information such as advertisements etc (except a very modest reference - with logo if necessary - of a sponsor at the end) may be contained in the book. The propositions are included on a separate sheet of paper.

Article 4.7

The candidate must not proceed with printing the thesis until the rector magnificus has given his consent. This consent is only given when the inner doctoral committee has made a positive judgement in the manner described in article 6.4 with regard to the admission of the candidate to the doctorate.

An application form may be obtained from Universitaire Plechtigheden for a (partial) grant towards the cost of the copies produced for Erasmus University Rotterdam.

Chapter 5 Assessment of the thesis by the promotor

Article 5.1

Approval by the promotor is not a guarantee that the thesis will be approved by the inner doctoral committee. The promotor is expected to stand by his approval.

Article 5.2

At a certain moment, a proposal for a thesis must be a final one. If, after the discussion between the promotor and the candidate, the moment has arrived for the candidate to make his final proposal, the regulations automatically provide for the appointment of the promotor to be cancelled if the latter informs the candidate in writing that he withholds his approval.

Chapter 6 The inner doctoral committee

Article 6.3

After the promotor has approved the thesis, nothing stands in the way of completing the formalities quickly. The period up to the approval of the thesis was to do with the research, and afterwards it is all about assessing the level of the results. Those who are to give their judgement on the thesis are expected to do this within a reasonable period of time, since no candidate for the doctorate, as any other examination candidate, should be expected to wait a long time for the judgement. The Doctorate Board considers one month to be reasonable and adequate.

Depending on its judgement, the inner committee may advise the plenary doctoral committee through the rector magnificus that the doctorate is to be awarded cum laude. Further details on this are to be found in chapter 9.

Chapter 7 The plenary doctoral committee

Article 7.1

The regulations refer to the inner doctoral committee and the plenary doctoral committee. It has been decided to retain the element of "defence" of the thesis in these two stages. After all, can a committee approve a thesis and then reject it if the defence (before the same committee) fails? Can this defence actually fail, if the thesis clearly did not give rise to enough questions to stand in the way of approval?

The addition of new members (adding to the inner committee to create the plenary committee) is intended to ensure that the defence can at least be sure of unbiased criticism from the committee.

Article 6.1, paragraph 4, applies to the members of the plenary doctoral committee. A written request stating reasons may be submitted to the rector magnificus to deviate from this.

Article 7.2

The chairman's role is predominantly ceremonial and for maintaining order. The chairman represents the Doctorate Board which itself never acts as the doctoral committee (at least not until now, apart from honorary doctorates). The chairman is authorised to intervene in the case of irregularities (of a procedural nature or otherwise).

Article 7.3

In this article, the expert, an independent advisor, is brought into the picture. This advisor is expected to be specialised in the subject area of this study or part of it to such an extent that he can offer his advice to the committee. The copromotor, on the other hand, should be seen as a supervisor with the emphasis on the period of actual research. The independent advisor referred to here can fulfil an important role in the evaluation procedure.

Chapter 8 The graduation ceremony

Article 8.1

The requirement for approval by the inner doctoral committee has been laid down to prevent the timetable for graduation ceremonies being filled up with too many premature reservations. There must be a genuine chance that the graduation ceremony will go ahead on the date stated.

Article 8.3

If the candidate wishes to make use of audio-visual equipment, it is advisable to contact Universitaire Plechtigheden in plenty of time to make the necessary arrangements.

General

The university sends invitations for / announcements of the graduation ceremony, on the basis of its regular mailing list.

With regard to the mailing list for the thesis and/or announcements, information may be obtained from the Universitaire Plechtigheden.

Chapter 10 Certificate

Article 10.1

The signing of the degree certificate by the rector magnificus ('rector' is understood to mean the position and not the person, therefore this may also be the person who deputises for the rector as the chairman of the plenary doctoral committee) and the promotor determines the certificate's validity. There is however nothing to prevent the certificate being signed by members of the doctoral committee, the copromotor(s) and others formally involved, in addition to the rector magnificus and the promotor.

Chapter 11 The honorary doctorate (doctorate honoris causa)

The Doctorate Board will restrict the awarding of honorary doctorates to those persons who are either pre-eminent in academic circles, or have made an exceptional contribution to scholarship.

Chapter 13 Settlement of disputes

General

Chapters 6 and 7, particularly article 7.13 and Article 7.3 of the Awb are applicable. The Doctorate Board is the reviewing body referred to here.

Article 13.2

If a dispute arises in the implementation of the provisions of the doctoral regulations which cannot be settled through mutual consultation, the interested party may of course request mediation, from the rector magnificus or the dean for example, before initiating a formal objection procedure.

Article 13.5

If an administrative court is called upon, particular account needs to be taken of the provisions of chapter 8 of the Awb.

Article 8:4 sub e Awb states the following:

No appeal may be lodged against a decision regarding an assessment of the knowledge and ability of a candidate or student who has been examined in this respect or tested in any other manner, or regarding the setting of assignments.

Appendix 1 Implementation scheme as referred to in article 2.2, paragraph 2 Articles A.4, paragraph 4, and B.4, paragraph 4

The final judgement of the Doctorate Board includes a provisional judgement on the ability of the person involved, and not a judgement on the thesis as referred to in article 6.4. The right cannot be derived from this to proceed with the defence of the thesis before the plenary doctoral committee (the graduation ceremony within the meaning of chapter 8).



Appendix 3

A NUMBER OF RELEVANT ARTICLES CONTAINED IN THE ACT

Higher Education and Scientific Research Act (text in effect from 25-03-2009)

Article 9.10. Doctorate Board

1. A university shall have a Doctorate Board. The Doctorate Board shall be made up of professors.
2. The Doctorate Board shall consult the executive board on the awarding of the degree as referred to in article 7.19, second paragraph.
3. The university administration and management regulations shall further stipulate the tasks, composition and method of appointment of members of the Doctorate Board.

Article 7.19. Regulation on conferral of doctoral degrees; honorary doctorate

1. With due observance of the relevant provisions of this act the Doctorate Board shall adopt the regulation governing the conferral of doctoral degrees. That regulation shall regulate:
 - a. the procedure relating to the preparation for the doctoral degree and the actual conferral of the doctoral degree, including the powers and duties of every person that is or may be involved in the conferral of the doctoral degree, and
 - b. the arrangements for the settlement of any disputes that may arise with regard to the preparation for the doctoral degree or the conferral of the doctoral degree
2. The Doctorate Board is authorised, on the nomination of the executive of the institution, to award an honorary doctoral degree to natural persons in recognition of outstanding achievements.

Article 7.18. Awarding of the degree of Doctor; eligibility to pursue a doctoral degree and design of doctoral programme

1. The Doctorate Board of a university or of the Open University is authorised to award the degree of Doctor on the grounds of the successful pursuit of the doctorate.
2. Persons eligible for the conferral of a doctoral degree are those who:
 - a. have been awarded a Master's degree on the grounds of Article 7.10a, first, second or third paragraph,
 - b. have written a thesis or produced a technological design as proof of ability to perform research independently, and
 - c. have met the requirements set out in the regulation governing the conferral of doctoral degrees referred to in article 7.19.
3. In exceptional cases the Doctorate Board may allow persons who comply with the second paragraph under b and c but not with the provision of the same paragraph under a to pursue a doctoral degree.
4. The Doctorate Board shall designate a professor as supervisor for every doctoral candidate. The defence ceremony shall take place before this Board or a committee to be appointed by the Board composed of professors and other persons whom the Board has deemed competent to sit on the committee, with due observance of the regulation governing the conferral of doctoral degrees referred to in article 7.19.
5. For the purposes of the fourth paragraph the ecclesiastical professors at a public university and professors occupying an endowed chair at a public university shall be regarded as professors of that university.

Article 7.10a Awarding of degrees

1. The executive of the institution shall award the Bachelor's degree and the Master's degree to those persons who have successfully completed the final examinations in a Bachelor's programme at university or the final examinations in a Master's programme at university respectively. Depending on the subject in which the respective final examinations in a Bachelor's programme or the final examinations in a Master's programme have been completed successfully, the term «of arts» or «of science» shall be added to the degree awarded. A suffix different from that referred to in the second full sentence may be laid down by ministerial regulation for a degree programme or group of programmes with regard to the degree referred to in this paragraph.

2. The executive of the institution shall award the Bachelor's degree and the Master's degree to those persons who have successfully completed the final examinations in a Bachelor's programme at a higher professional education establishment or the final examinations in a Master's programme at a higher professional education establishment respectively. The executive of the institution can determine a different suffix than that referred to in the second full sentence of the first paragraph for a degree programme or group of programmes related to a degree referred to in this paragraph.

3. The executive of the legal entity referred to in article 5a.1, second paragraph, shall award the Master's degree to those persons that have passed the final examination in a Master's programme as referred to in article 7.3b, under a or b. The second full sentence of the first paragraph applies mutatis mutandis for a Master's programme as referred to in article 7.3b, under a. The second full sentence of the second paragraph applies mutatis mutandis to a Master's programme as referred to in 7.3b, under b.

4. The executive of the institution or the executive of the legal entity referred to in the third paragraph shall add to a degree the designation of the subject or the professional field to which the degree relates.

Article 7.3a. Bachelor's and Master's programmes

1. The following are distinguished in higher academic education:

- a. Bachelor's programmes and
- b. Master's programmes following on the Bachelor's programmes referred to under a.

2. The following are distinguished in higher professional education:

- a. Bachelor's programmes and
- b. Master's programmes that are designated as such by Our minister.

3. A decision as referred to in the second paragraph, under b, is only taken if a programme is not or not adequately provided for and the preservation of this programme is prompted by:

- a. the interest of maintaining an effective educational offering, and
- b. a demonstrable social demand.

Article 7.22. Doctoral degree

1. Persons who have been awarded the a Doctoral degree on the grounds of the conferral of a doctoral degree as referred to in Article 7.18, or pursuant to Article 7.19, second paragraph, are entitled to use the title with their own name.

2. Persons who are entitled to use the degree with their own name on the grounds of the first paragraph are also entitled to use the title of doctor.

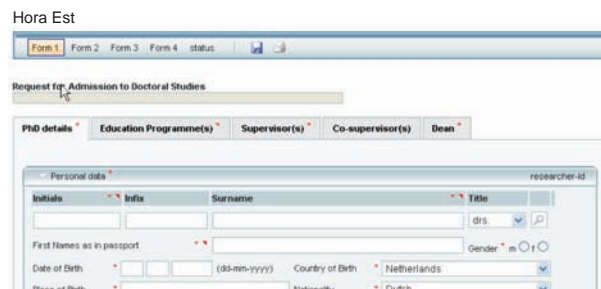
3. The title referred to in the second paragraph, abbreviated to dr., shall be placed before the name.

4. The person concerned shall choose between expressing the degree in their own name as referred to in the first paragraph, or using the title as referred to in the second paragraph.

Article 18.37 Permission to pursue a doctoral degree for the holders of a certificate 'old-style'

Persons who on or before 31 August 2002 met the criterion referred to in Article 7.18, second paragraph, under a, as that provision read on 31 August 2002, shall be treated in the same way as those persons who meet the criterion referred to in Article 7.18, second paragraph, under a.

Appendix 4



THE PROCEDURE AND STANDARD LETTERS ^{7 & 8}

1. Important moments in the period leading up to graduation as doctor, time schedule

Here below follows a short description of the various steps in the doctoral procedure:

- preliminary phase: searching for promotor(s), doctoral research;
- proposal of promotor by a candidate to the Doctorate Board (standard letter 1);
- appointment of promotor by the Doctorate Board ;
- promotor assesses the thesis;
- proposal for the formation of the inner and plenary doctoral committee (standard letter 2);
- doctorate Board sets up the inner and plenary doctoral committee;
- promotor approves the propositions (standard letter 2);
- inner committee makes its judgement of the thesis within 1 month (standard letter 3);
- rector magnificus confirms admission to the doctorate and gives consent to reproducing the thesis;
- The candidate distributes the required number of copies of the thesis no later than five weeks prior to the graduation date;
- graduation date.

Apart from the preliminary phase, for which it is difficult to give an indication of the length of time required, one should reckon on the procedure taking about six months (see also the 'Doctoral Time Schedule' that is attached to these doctoral regulations as a separate sheet). If the previous education pre-empts direct admission the assessment procedure for (foreign) qualifications will also have to be taken into account (see appendix 1).

2. Application for participation in graduation: Standard letter 1

The candidate must apply to take his doctorate at least six months before the intended date of graduation. The application is made by sending standard letter 1, in which the following information is required:

1. Surname, forenames (as stated in the Register of Births, death and marriages)
2. Place and date of birth
3. Home address, including postcode and telephone number
4. Work address, including postcode and telephone number
5. Nationality
6. Examination sat which is to serve as the basis for the intended doctorate
7. Name of the institution where the examination referred to under 6. was sat.

⁷ The purpose of Appendix 4 is to explain the rules laid down in the doctoral regulations. If there is a difference of opinion, the text of the doctoral regulations shall prevail.

⁸ The forms are completed via Hora Est: www.eur.nl/english/information_for/doctorate_students/

8. Field of study within which the doctoral research will be undertaken (if this is a different faculty to the one in which the doctoraal (master's degree) was obtained the reason for this must be stated).
9. Description of the subject of the doctoral research
10. Proposed promotor(s) and any copromotor(s): (name, title, faculty; the (first) promotor must be affiliated with Erasmus University Rotterdam). A maximum of 3 supervisors with report of the discipline of each.
11. Language in which the thesis is to be written (if this is a language other than Dutch, English, French or German, permission for this, stating reasons, must be requested from the Doctorate Board)
12. Starting date for the doctoral research

(town/city, date)

(signature of the candidate, signatures of the promotor(s), copromotor(s) and dean of the faculty concerned, for approval)

Explanation:

General:

If two candidates wish to take their doctorate with the same research undertaken jointly, the result of which is a single thesis, each candidate must submit standard letter 1 (and 2). The graduation ceremonies will be held on the same day.

Ad 6.

If admission to take the doctorate is not based on a EUR master's degree, the following appendices must be submitted:

- an extract from the register of births
- a certified copy of an attestation or a written declaration as referred to in article 2.3, paragraph 5, on which (provisional) admission to take the doctorate is based.

3. Manuscript approval as well as proposed composition of evaluation committee: Standard letter 2

After the thesis has been approved by the promotor, the candidate is to submit standard letter 2. The following information is requested:

1. Name
2. Title of the thesis
3. Name of any fellow candidate
4. Composition of the inner doctoral committee (name, address, title, name and address of institution)
5. If graduating on the basis of publications: the co-author(s)
6. Composition of plenary doctoral committee: (name, address, title, name and address of institution)
7. The following must be submitted as appendices:
 - sufficient copies of the thesis, for the inner doctoral committee and the rector magnificus;
 - the title page and its reverse side;
 - a translation of the title and a summary;
 - a curriculum vitae;
 - propositions; approved by the promotor.

(town/city, date)

(signature of the candidate; signatures of promotor(s), and dean.

4. Evaluation committee declaration on defence of the thesis:

Standard letter 3

The inner doctoral committee has decided that the candidate may be admitted to the doctorate. For this purpose, the committee has read the thesis and has judged that, with this thesis, competence in independent scientific research has been demonstrated.

(town/city, date)

signature of the secretary of the doctoral committee)

c.c.: candidate

5. Answers to Standard Letters 1 and 2 and 3

In answer to the proposals and the announcements of the candidate and the promotor(s) in the standard letters 1, 2 and 3, the sender will receive a response from the Doctorate Board in which it gives either its consent or a refusal, stating reasons.

If the Doctorate Board consents to the proposals of the candidate and the promotor(s), the thesis is then assessed by the inner doctoral committee. It appoints a secretary from among its members, who notifies the candidate of the judgement with regard to admission to the doctorate on behalf of the committee, by means of standard letter 3.

6. Printing of the thesis

Only when written consent has been received from the rector magnificus may the candidate proceed with printing the thesis. The required number of copies of the thesis shall be made available to the institution (ten copies of which are for the plenary doctoral committee), including the required electronic version for the Institutional Repository, as soon as possible, however at least five weeks before the graduation ceremony.

Insofar it concerns the copies made available to Erasmus University Rotterdam, a grant towards the costs may be applied for from SSC HR&F.

7. Proposal for granting iudicium cum laude: standard letter 4

A written and argued proposal for the iudicium cum laude, as well as the CVs of the referees, is enclosed.

8. The protocol

Once a fortnight the registrar organises a meeting (doctoral class) to provide an explanation of the protocol to doctoral candidates.

Below is a summary of the protocol.

The doctoral ceremony takes place in public, before the doctoral committee appointed by the Doctorate Board, at the time reported upon the admission to the doctorate ceremony.

The ceremonies take place in the Senate Hall at the Woudestein complex of Erasmus University Rotterdam, at Burgemeester Oudlaan 50 in Rotterdam or at the Erasmus MC. Because of renovation work at the Erasmus MC, the ceremonies that would normally take place there will be hosted elsewhere until September 2011.

The doctoral committee will meet shortly before the ceremony.

During the session, the chairman, promotor(s), members and guests of the doctoral committee will wear the prescribed attire:

- Professor: robe and cap, and
women: sober clothing, black shoes
men: dark suit, white shirt and sober tie, black shoes
- Other committee members:
women: sober clothing, black shoes
men: dark suit, white shirt and sober tie, black shoes

External professors are invited to wear their own robe and cap. The university also has a limited number of robes and caps available for professors.

Doctoral candidates are also advised to wear suitably festive clothing. For men, preferably an evening suit with white waistcoat and white tie, and for women, conservative colours; a long dress/skirt is not mandatory.

A room is available for the candidate's use half an hour before the ceremony, where he, together with his seconds (persons accompanying and assisting him when presenting his thesis) may retire to prepare himself for the ceremony. This room, which will be locked during the ceremony, may also be used to change into formal clothes for the ceremony.

A few minutes before the ceremony is to begin, the registrar comes to the room where the candidate and his seconds are waiting to lead them to the hall. Order: registrar, first second, candidate, second second. The first second carries the thesis if desired, a writing pad and pen for making notes, and any literature that the candidate wishes to refer to during the questioning. The candidate takes his place behind the lectern, and the seconds take places to the right and left of the lectern.

Then the registrar leads the chairman and members of the doctoral committee to the hall, followed by any other professors present in robes.

The session opens with a 15-minute presentation by the candidate in which he briefly explains to the audience present his research and the result of that research. The doctoral committee is present for this.

This explanation is followed by the doctoral committee's questioning of the candidate about the thesis and the propositions appended to it. The rector or his deputy will act as chairman.

In the preliminary meeting the order of questions will be determined, in which the assumption is that the members from outside Erasmus University will first have the floor, followed by the Rotterdam committee members. The copromotors are the last to oppose. The discussion is a professional, academic discussion. No disruptions from the audience are permitted.

In principle the ceremony is conducted in Dutch. If, however, one or more members of the doctoral committee do not speak Dutch, English can largely be used. A ceremony entirely in English is possible at the request of the promotor. A request to this end must be submitted to the University Ceremonies office no later than 3 weeks before the date of the ceremony.

During the ceremony the persons present are addressed as follows:

Chairman:	'mijnheer de rector' 'mister rector magnificus"
Promotor:	'hooggeachte promotor' 'highly learned promotor'
Copromotor:	'zeergeleerde opponent' 'very learned opponent'
Professors:	'hooggeleerde opponent' 'highly learned opponent'
Other committee members and experts:	'zeergeleerde opponent' 'very learned opponent'
Candidate:	'waarde promovendus/promovenda' 'dear candidate'

Precisely 45 minutes after the commencement of questioning, the registrar enters the hall and calls "HORA EST". He who is speaking at that moment must stop. The chairman will then adjourn the meeting and retire to deliberate with the doctoral committee.

The registrar leads the doctoral committee and the other members of the procession out of the hall. The latter are present as observers at the deliberations of the plenary doctoral committee, unless the chairman decides at the time that the deliberations are to be held in closed session.

In the deliberations the decision is taken on whether to confer the doctorate. In the event a proposal to confer the distinction of doctor cum laude has been made, written ballots are cast for the decision. Only the official members of the doctoral committee take part in the vote. The chairman, copromotor and experts do not take part in the vote. The proposal is rejected if more than one vote against conferring the doctorate is cast. Each voting member must vote in favour or against the proposal. Abstention is not permitted. At the end of the meeting the degree certificate is signed by all committee members.

The candidate is asked to take his place together with the seconds in front of the committee table to await the committee's return. The candidate stands slightly in front of the seconds who stand to either side of the candidate.

After the return of the committee, the chairman re-opens the session and gives the promotor the opportunity to present the candidate with his degree certificate. A few words (laudatio) may then be directed personally at the candidate by the promotor or copromotor. The chairman then closes the meeting.

The procession leaves the hall first, led by the registrar.

The candidate with his partner and seconds are then led immediately out of the hall.

The doctoral committee congratulates them first, and, if the reception is to take place at the university, the other guests present are given the opportunity to offer their congratulations.

⁹ If the introductory talk is shorter than 15 minutes, the full hour will be observed nonetheless.

9. Publicity

The Department of Internal and External Affairs provides the necessary publicity facilities. An application form may be obtained from the Universitaire Plechtigheden.

10. Reception

After the graduation ceremony, there is the opportunity to hold a reception.

Appendix 5



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

[INSERT EUR-LOGO]¹⁰



¹⁰ The logo of Erasmus University Rotterdam can be obtained at www.eur.nl/english/facilities/housestyle/

At the back of the title page the following has to be mentioned:

Doctoral Committee

Promotor(s):

name(s) of the promotor(s) with the initials and full title without stating the university

Other members: (only mention the members of the inner doctoral committee).

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

If present:

Copromotor(s):

name(s) of the copromotor(s) with the initials and full title without stating the university

Please note: the titles are noted as follows:

- Prof.dr.ir.
- Prof.dr.ing.
- Prof.dr.
- Dr.
- Dr.ing.
- MSc and MA are placed after the name

Appendix 6

LIST OF CONTACT PERSONS AND ADDRESSES

Admissions Office

Campus Woudestein
Room: EB-05
Phone: +31 10 408 1786
E-mail: admissions.office@oos.eur.nl

College voor Promoties

Campus Woudestein
Please refer any question you might have to Universitaire Plechtigheden

International Institute of Social Studies

Kortenaerkade 12
2518 AX Den Haag
Dita Dirks
Room 2.31
Phone: +31 70 426 0514
E-mail: dirks@iss.nl
Internet: www.iss.nl

Universitaire Plechtigheden

Campus Woudestein
Room: AT-15
Phone: +31 10 408 1006
E-mail: pedel@eur.nl
Internet: www.eur.nl/english/information_for/doctorate_students/

Erasmus Universiteit Rotterdam

Burgemeester Oudlaan 50
3062 PA Rotterdam

P.O. Box 1738
3000 DR Rotterdam, The Netherlands
Phone: +31 10 408 1111
Internet: www.eur.nl

Appendix 7

TIMETABLE

Action	Schedule	Action promotor/ candidate	Action Doctorate Board
Apply for doctorate	at least 6 months before intended graduation day	Standard letter 1	Nominate promotor(s) and/ or copromotor(s)
Approval of thesis by <i>promoter(s)</i> + proposal for inner committee and plenary committee + expert if required	at least 5 months before intended graduation day	Standard letter 2 incl. manuscript + title pages summary, CV and propositions	Nominate committee members; judge title pages and check propositions
Discuss intended graduation day	at least 5 months before intended graduation day	Arrange provisional date with <i>Universitaire Plechtigheden (UP)</i>	
Report of judgement by the inner committee on admission of candidate	at least 3 months before intended graduation day	Standard letter 3	Approval by rector magnificus, approval to copy thesis, confirm definitive graduation date
Request for doctorate <i>cum laude</i>	at least 7 weeks before intended graduation day	Request to Doctorate Board	Implement regulations in accordance with article 9.1
Send theses to UP	at least 5 weeks before intended graduation day	Candidate	
Graduation before the entire committee			

Colophon

Erasmus Universiteit Rotterdam

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