

DOCTORATE REGULATIONS OF THE UNIVERSITY OF AMSTERDAM 2010



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Established by the Doctorate Board,
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These Doctorate Regulations are a translation of the *Algemeen Promotiereglement van de Universiteit van Amsterdam*.
In the event of any discrepancy between them, the text of the Dutch original shall prevail.

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Chapter I General provisions

Article 1 Definitions

1. The following definitions are used in these regulations.

Act	The Higher Education and Academic Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek).
Board	The Doctorate Board (college voor promoties) established under Article 9.10, Clause 1, of the Act.
Faculty	The faculty at the University which is responsible for the field of study covering the topic of the Thesis.
Dean	The Dean (decaan) of the Faculty.
Department	The department at the Faculty which is responsible for the field of study covering the topic of the Thesis.
Secretary	The appointed Secretary (secretaris) to the Board, who is an employee in the Office of the Rector Magnificus.
Candidate	A person who qualifies as a doctoral candidate under Article 7.18, Clause 1, of the Act and so has been admitted to prepare for a Doctorate.
Promoter	The professor appointed by the Board to supervise the Candidate's Doctorate, in accordance with Article 7.18, Clause 4, of the Act.
Co-Promoter	The person appointed by the Board to assist the Promoter.
Doctorate Committee	The committee formed under Article 7.18, Clause 4, of the Act to decide whether the Candidate can be allowed to defend his Doctorate orally, and before which that defence takes place.
Thesis	The written academic treatment of a doctoral research subject, in book or article form, as defined in Article 7.18, Clause 2b, of the Act.
Manuscript	The draft version of the Thesis which is submitted to the Promoter for his or her approval and, once that has been obtained, is submitted to the Doctorate Committee for its assessment.
Oral Defence	The public defence of the thesis, on the grounds of which the Doctorate may be conferred.
Doctoral research	The academic research underlying the thesis.

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| Partner | The institution that, together with the University of Amsterdam, grants the Doctorate on the basis of a public defence of a thesis. |
| Joint Doctorate | A Doctorate, in the sense of the Higher Education and Academic Research Act, acquired from the University of Amsterdam and one or more Dutch or foreign institution. |
2. Where these regulations refer to “the Promoter” or “the Co-Promoter”, those terms should be read in the plural when more than one person is appointed to the position concerned.
 3. Where these regulations refer to a person in the masculine form, that should be read in the feminine form where the person concerned is a woman.

Article 2 Delegation of powers

1. The Doctorate Board may delegate tasks and responsibilities assigned to it by these regulations to the Secretary.
 - 1a. The Doctorate Board may at any time change or withdraw its mandate under the previous clause, or act in its own right without withdrawing that mandate.
 - 1b. The Secretary is accountable to the Board for the performance of the tasks and responsibilities mandated to him under Clause 1.
2. By agreement with the Rector Magnificus, the Dean may delegate tasks and responsibilities assigned to him by these Regulations to another professor in the same faculty for a predetermined period.
 - 2a. The Dean may at any time change or withdraw his mandate under the previous clause, or act in his own right without withdrawing that mandate.
 - 2b. When issuing, changing or withdrawing a mandate, the Dean will always inform the Doctorate Board immediately.
 - 2c. The mandated professor is accountable to the Dean for the performance of the tasks and responsibilities mandated to him under Clause 2.

Article 3 The Doctorate

1. A Doctorate from the University of Amsterdam is awarded following a successful oral defence before the Doctorate Board or its appointed Doctorate Committee.
2. The Doctorate is conferred by the Doctorate Board.

Article 3a The Joint Doctorate

1. A Joint Doctorate can be obtained from the University of Amsterdam.

2. The Doctorate Board together with a comparable body of the partner's grants the Joint Doctorate.
3. A Joint Doctorate in the university can be pursued only with the written permission of the Doctorate Board obtained prior to the start of candidacy programme.
4. The Joint Doctorate is subject to the regulations of the institution where the thesis is defended. The specific provisions of the Doctorate Regulation of the UvA with respect to the Joint Doctorate apply equally. If the oral defence is made within the UvA, these regulations apply in their entirety.

Article 4 Admission to candidacy

1. To be admitted to candidacy for a Doctorate, a person must meet all the following requirements.
 - a. He has been awarded a Master's degree as defined in Article 7.10a, Clauses 1-3, of the Act. Alternatively, on or before 31 August 2002 he passed the final examination in a course worth at least 168 "old-style" study credits as defined in Article 7.18, Clause 2(a), of the Act as it stood on 31 August 2002, or – in the case of the courses defined in Article 7.4, Clause 3, of the Act as it then stood – he passed the partial final examination in a course worth at least 168 "old-style" study points.
 - b. As proof of his ability to pursue independent academic scholarship, he has written a degree thesis or completed an experimental project of equivalent standard.
 - c. He complies with all the requirements contained in these Doctorate Regulations.
2. Under exceptional circumstances, the Doctorate Board may grant an exemption from the educational prerequisite described in Clause 1(a).

Article 4a Exemption from educational requirements

1. A request for exemption from the educational requirements must be supported by submission of the following documents to the Doctorate Board.
 - a. Authenticated copies of all relevant educational qualifications.
 - b. A transcript of all courses taken.
 - c. A copy of the page of the applicant's passport containing his identity details.
 - d. A declaration from the intended Promoter.

Any of these documents not written in Dutch, English, German, French or Spanish must also be accompanied by an authenticated translation in one of those languages.

2. The request should be submitted using the form attached to these Regulations as Appendix 9.
3. If it is not possible to grant an exemption based upon the applicant's educational qualifications, then such an exemption may still be granted if the applicant is otherwise

able to demonstrate his ability to conduct independent academic research to the satisfaction of the Doctorate Board. The procedure for doing this is described in Clauses 4-6 below.

4. The Dean appoints two professors to review the documents submitted, to determine whether they demonstrate the applicant's ability to conduct independent academic research resulting in a thesis. The professors report their findings to the Dean in writing, with reasons. If they wish, the professors may invite the applicant to take part in a "learned discourse" with them.
5. If the Dean accepts the professors' findings, he signs their report as approved and submits it to the Secretary. If the two professors are unable to reach a unanimous or definitive conclusion, the decision of the Dean is final.
6. The Doctorate Board issues its final verdict on the request for exemption in writing. If the request is rejected, the reasons for that decision must be stated.

Article 5 Confidentiality

All those attending any non-public meeting as described in Chapter IV or any proceedings under the disputes procedure are required to treat all matters discussed at them in the strictest of confidence.

Chapter II The Candidate

Article 6 Requests for admission, nomination of Promoter and Dean's recommendation

1. A person wishing to become a candidate for a Doctorate should first consult the most suitable professor in the discipline concerned with regard to the subject of the proposed research and that professor's willingness to act as Promoter.
- 1a. A person who already holds a Dutch Doctorate or its foreign equivalent, such as a PhD, will not normally being accepted a candidate for a Doctorate at University of Amsterdam. However, the Board may grant an exemption from this exclusion if the proposed Doctorate is in a discipline other than that in which the existing qualification is held.
- 1b. In case of a Joint Doctorate, the Promoter and the Dean of the faculty within which the Promoter is appointed shall submit a written application for a Joint Doctorate to the Doctorate Board. This application shall document the content and the composition of the joint candidacy programme and shall demonstrate that the thesis will be prepared in a formal collaboration with the partner(s). The partner(s) shall contribute substantially to the candidacy programme.
2. No more than two professors may act as the Promoter of a particular thesis.
3. After consulting the Promoter, the Candidate requests the Dean of the faculty most appropriate to the proposed Doctorate for permission to prepare for it there.
- 3a. If there is any dispute about which faculty is "most appropriate" for the purposes of the previous clause, the Board will make that decision upon request.
4. Once a professor has declared himself willing to act as Promoter – this being as soon as possible after the start of the Doctorate Research– a Candidate who satisfies the educational requirements described in Article 4, Clause 1(a), or has obtained an exemption from them under Article 4, Clause 2, submits a request for permission to prepare for a Doctorate to the Board through the Dean. This should be done using the form designed by the Board for this purpose, which is attached to these Regulations as Appendix 7.
- 4a. The Dean may rule that the request for permission to prepare for a Doctorate must be accompanied by a declaration of consent signed by the head of the relevant Department.
5. The application for permission to prepare for a Doctorate must be accompanied by an authenticated copy of the proof that the Candidate satisfies the educational requirements described in Article 4, Clause 1(a), or a copy of the exemption from them under Article 4, Clause 2.
6. If no authenticated copy of the relevant document can be submitted, the original educational qualification must be presented.
- 6a. The request for permission to prepare for a Doctorate must be accompanied by a copy of a valid identity document, as defined in the Personal Identification Act (Wet op de

identificatieplicht), bearing the Candidate's full name, full first names and date and place of birth.

7. In signing the form attached to these Regulations as Appendix 7, the Candidate confirms the following information.
 - a. That the named Promoter and any Co-Promoter have agreed to act in that capacity.
 - b. That the Promoter has approved the title of the discipline to be shown on the doctoral degree certificate.
 - c. That the Dean has approved the preparation of the Doctorate, the nominations of the Promoter and Co-Promoter and the title of the discipline to be used on the certificate.
8. If the Dean opposes a request for permission to prepare for a Doctorate, or the nomination of the Promoter or Co-Promoter, he must state this in writing, giving the reasons for that decision.
9. Taking into account the Dean's advice, the Board will issue its ruling on the request for permission to prepare for a Doctorate and the nominations of the Promoter and Co-Promoter within one month of reception. Copies of this ruling are sent to the prospective candidate, the nominees, the Dean and the Beadle.

Article 7 Preparation of Manuscript, Candidate's responsibility

1. The Candidate submits his draft Manuscript to the Promoter, either in whole or in parts, and subsequently makes any agreed changes to it. The final version is then submitted to the Promoter for his approval.
2. The research described in the Thesis must have been conducted independently by the Candidate, or he must have made an essential contribution to it. The Candidate is personally responsible, either singly or jointly with others concerned in its preparation, for the Thesis' merit as an academic paper.
3. The Candidate is personally responsible for the execution of the Thesis and for ensuring that it complies with the provisions of Chapter V of these Regulations.

Article 8 Joint Thesis

1. In the case of joint research, the results may be presented as one joint Thesis prepared by two or three Candidates subject to the following conditions.
 - a. Each of the authors has made an independent and clearly definable contribution to the thesis, sufficient to qualify him for the award of a Doctorate in his own right. This must be demonstrated to the satisfaction of the Promoter.
 - b. Each of the authors accepts personal responsibility for a specific and defined section of the Thesis, as well as for its overall content.
 - c. The exact extent of the contribution made by each of the authors is stated clearly in the Thesis.

2. If a joint Thesis is prepared, all the provisions of these Regulations apply individually to each of the contributing Candidates.

Article 9 Reproduction of the Thesis

The Candidate may not proceed with the duplication and dissemination of the Thesis until such time as the Doctorate Board has granted permission for its publication with a view to the public Oral Defence, as described in Article 20.

Chapter III The Promoter and Co-Promoter

Article 10 Appointment of Promoter

1. The Promoter must be a professor at a university. For the purposes of this article, that definition includes the ecclesiastical professors and professors by special appointments at public universities.
 - 1a. If the proposed Promoter is a professor at a non-Dutch university, another Promoter who is a professor at a Dutch university must also be appointed.
 - 1b. The research for a Joint Doctorate shall be conducted under the responsibility of a professor of the University of Amsterdam and a professor of each partner with which the collaboration pursuant to Article 6 paragraph 1b exists. These professors shall be appointed as promoter.
2. Professors who have been granted honourable discharge retain the right to supervise doctoral candidates for five years after the employment ceases.
3. A Promoter who is no longer employed at a university or whose employment ends whilst acting in that capacity must approve the Manuscript within five years after the employment ends.
4. If the Manuscript has not been approved by the end of that five-year period, or the Promoter is unable to perform his duties in that capacity for an extended period, his appointment lapses and the Board appoints a replacement Promoter. Before doing so, it consults both the Candidate and the Dean. The need to appoint a replacement does not apply if more than one Promoter was originally appointed and if, in the Board's opinion, replacement is therefore unnecessary.

Article 11 Promoter's duties and responsibilities

1. The Promoter is responsible for the Manuscript's acceptance as a thesis. It is he who ensures that it meets the generally acknowledged standards applicable to an academic thesis.
2. The Promoter's principal task is to supervise the Candidate in his preparation of the Thesis. This normally involves meeting the Candidate on a regular basis.
3. The Promoter reads the Manuscript as submitted to him, either in whole or in parts, and assesses it in line with his responsibility for ensuring that the final Thesis forms an acceptable basis for the award of a Doctorate.
4. The Promoter advises both the Candidate and the Co-Promoter concerning any changes and/or additions that he believes should be made to the Manuscript.
5. One purpose of the supervision as described in Clause 2 is to ensure that the Thesis is completed within in reasonable period. In general, a period of approximately four years is regarded as the norm.

Article 12 Approval of the Manuscript

1. Once the Promoter believes that the Manuscript satisfies the requirements for a successful thesis and can serve as proof of the Candidate's ability to conduct independent academic research, he approves it for submission to the Doctorate Board. In so doing, he may consider the opinion of any Co-Promoter.
2. The Promoter and any Co-Promoter are required to issue their opinions concerning the Manuscript within a reasonable period of time, so that completion of the Thesis and preparations for its oral defence can proceed without delay.
3. The Promoter informs both the Candidate and the Dean in writing that he has either approved the Manuscript or refuses to do so. In the case of a refusal, the reasons for that must be given and the Doctorate Board must also be notified.
4. If the Promoter refuses to approve the Manuscript, the Candidate may apply to the Doctorate Board for the Promoter to be relieved of his duties and a replacement to be appointed. Before ruling on such an application, the Board will hear submissions from both the Candidate and the Promoter. In the event that the Board does decide to relieve the Promoter of his duties, it may refrain from appointing a replacement if more than one Promoter was originally appointed and so, in its opinion, such replacement is unnecessary. A replacement Promoter will not be appointed until after the Dean has been allowed an opportunity to give his advice on the matter.
5. If the Candidate believes that his Manuscript is ready but is unable to obtain a decision on its approval from the Promoter within a reasonable period of time, he may submit a written demand for a decision to the Promoter.
6. The Promoter must respond to any such demand within two months.

Article 13 Consultation on composition of the Doctorate Committee

1. The Promoter is required to consult the Dean – or the Head of Department if Article 18, Clause 1a, applies – in good time concerning the desired composition of the Doctorate Committee as defined in Article 18, Clause 1. He must then ensure that the proposed members of that committee are prepared to accept nomination to it.
2. As soon as possible after the Doctorate Board has resolved to establish the Doctorate Committee, the Promoter provides each of its members with a copy of the Manuscript he has approved.

Article 14 Multiple Promoters

1. If it is proposed that –cf. Article 6, Clause 2- more than one Promoter be appointed, the nominees decide amongst themselves how they will share their duties after hearing the Candidate's views on the matter.

2. An agreement by multiple Promoters to share their duties in no way lessens their individual responsibility for the Manuscript as a whole.
3. If more than one Promoter is appointed, each must individually approve the Manuscript as a whole.

Article 15 Appointment of Co-Promoter

1. At the request of the Promoter and having heard the Candidate's views on the matter – as well as those of the Head of Department if Article 18, Clause 1a, applies – the Dean may request that the Doctorate Board appoint one or more university professors or senior lecturers (universitaire hoofddocenten) as the Candidate's Co-Promoter(s).
2. Upon receipt of a substantiated request to that effect from the Dean, the Doctorate Board may deviate from the requirement that the Co-Promoter be a professor or senior lecturer. However, a Co-Promoter must in all cases hold a Doctorate.
3. Upon receipt of a request to that effect from the Dean, the Doctorate Board may nominate academic research institutes from which senior personnel who hold Doctorates but are not university professors or senior lecturers may act as Co-Promoters. Such nomination exempts those personnel from the need to obtain specific permission from the Board, under Clause 2, to serve in that capacity. See Appendix 1 for a list of qualifying institutes.
4. A request for the appointment of a Co-Promoter may also be submitted to the Doctorate Board at a later stage in the research period, providing this is done before the Manuscript is completed and so there is actually sufficient time for the appointee to play an effective supervisory role.

Article 16 Co-Promoter's duties

1. The principal task of the Co-Promoter is to assist the Promoter in supervising the Candidate.
2. The Promoter and the Co-Promoter decide together, and in consultation with the Candidate, how the Co-Promoter will be involved in the supervisory work as defined in Article 11, Clause 2.
3. The Co-Promoter provides the Promoter with a concise report containing his opinion of the Manuscript.
4. If the Co-Promoter believes that the Manuscript should not be approved but the Promoter does proceed with approval none the less, the Co-Promoter may request that the Doctorate Board relieve him of his duties.

Article 17 Prohibited relationships

Close relatives and other persons whose relationship with the Candidate is such that it could in any way be deemed to compromise their ability to assess his work without prejudice may not be appointed as his Promoter or Co-Promoter.

Chapter IV The Doctorate Committee and assessment

Article 18 Establishment of the Doctorate Committee

1. The Dean submits a proposal for the establishment of the Doctorate Committee to the Board no later than immediately upon being notified that the Manuscript has been approved in accordance with Article 12, Clause 1. The proposal is compiled in consultation with the Promoter, and is submitted using the form attached to these Regulations as Appendix 8.
- 1a. The Dean may delegate the consultation with the Promoter, as described in the previous clause, to the Head of Department. In this case, the Head of Department provides the statement of approval for the establishment of the Doctorate Committee.
2. The Board appoints the Doctorate Committee within one month of receiving the proposal. It then notifies the Candidate, the members of the Committee, the Dean and the Beadle.

Article 19 Requirements for composition of the Doctorate Committee

1. The Promoter and any Co-Promoter are ex officio members of the Doctorate Committee, with an advisory vote only.
- 1a. The thesis for a Joint Doctorate requires the approval of a Doctorate Committee formed in consultation with the partner(s). This Committee must include at least one Promoter of the University of Amsterdam.
2. In addition to the Promoter and any Co-Promoter, the Doctorate Committee normally has a minimum of three and a maximum of seven members. However, that maximum may be exceeded if the Dean is able to make a substantiated argument that more members are needed.
3. All members of the Doctorate Committee should be university professors or senior lecturers. Only in response to a substantiated request to that effect from the Dean may this requirement be deviated from. However, members of the Committee must in all cases hold a Doctorate.
4. The substantiated request referred to in the Clause 3 is not required in the case of senior personnel employed by an academic research institute nominated by the Board. See Appendix 1 for a list of qualifying institutes.
5. The members of the Doctorate Committee must be experts in the field covered by the Manuscript, or a part of it. The voting members of the Committee must not in any way have been involved in the day-to-day supervision of the Candidate.
6. Professors must be in the majority on the Doctorate Committee.
7. For the purposes of this article, the term “professor(s)” includes those who have been granted honourable discharge. For the purposes of the following clause, a professor

previously employed at the University of Amsterdam is deemed still to be affiliated to it unless and until he has taken up another professorial position elsewhere.

8. At least half of the members of the Doctorate Committee must be affiliated to the University of Amsterdam. Only in response to a substantiated request to that effect from the Dean may this requirement be deviated from.
9. The Doctorate Committee is chaired by the Dean. The chairman may not also be a (co)promoter or a voting member of the Committee.
10. The Promoter acts as Secretary to the Doctorate Committee.
11. The members appointed to the Doctorate Committee by the Board are not free to withdraw from it. Only under exceptional circumstances of a personal nature will the Board allow a member to step down at his own request. If this happens, the Board will appoint a replacement in consultation with the Promoter and with the approval of the Dean.
12. The provisions of Article 17 concerning prohibited relationships apply equally to the composition of the Doctorate Committee.

Article 20 Doctorate Committee assessment, admission to the Oral Defence, permission to print Thesis

1. No later than six weeks after its members have received the approved Manuscript from the Promoter, the Doctorate Committee issues an assessment on whether the text as submitted provides sufficient evidence of an ability to conduct independent academic research to allow the Candidate to be permitted to defend his Thesis. The university vacation is disregarded in calculating this period.
2. The Doctorate Committee may issue no recommendations for changes or additions to the Manuscript, nor may it attach any conditions to its ruling concerning admission to the Oral Defence.
3. The ruling concerning admission to the Oral Defence is taken by simple majority vote at a meeting of the Doctorate Committee. Any member unable to attend that meeting in person may notify the chairman in advance of his vote, in writing and with reasons. In the event of the vote being tied, the Candidate is not admitted to the Oral Defence.
4.
 - a. If the Doctorate Committee votes to admit the Candidate to the Oral Defence, the Promoter – here acting in his capacity as Secretary to the Committee – immediately notifies both the Candidate and the Dean in writing.
 - b. The Doctorate Committee's permission to publish the Manuscript as a thesis is confirmed by a declaration of approval signed by the Dean and the Promoter – here acting in his capacity as Secretary to the Committee – on the draft title page to be submitted by the Candidate.

- c. The signed draft title page is submitted by the Candidate to the Beadle when confirming the date provisionally booked for the Oral Defence, as described in Article 28, Clause 3.
5. The Doctorate Committee refuses admission to the Oral Defence only in the event of overwhelming objections to the content, scope or academic quality of the Manuscript. The Candidate, the Dean and Doctorate Board are notified in writing of the grounds for any such refusal.
6. In the event of a refusal as described in the previous clause, the Candidate should resubmit his revised or extended Manuscript to the Promoter within one year. At the Promoter's request, the Chairman of the Doctorate Committee will then reconvene it to reconsider the new version. The provisions of the previous clauses apply fully and equally to this second assessment.

Article 21 Written assessment

1. Having consulted and obtained permission from the chairman, the Doctorate Committee may decide to suspend the requirement under Article 20, Clause 3, that it meet. In this case its members submit their votes in writing, with reasons, to the Promoter acting in his capacity as Secretary to the Committee.
2. If any of the votes received under this procedure are against admission to the Oral Defence, or if any member so requests, the chairman will convene a meeting of the Doctorate Committee within fourteen days after the expiry of the six-week period described in Article 20, Clause 1. After discussing the opinions of the members, a written vote on the candidate's admission to the Oral Defence will be taken at this meeting. That vote is subject to the provisions of Article 20, Clause 3.

Article 22 The Doctorate "cum laude"

1. If the Promoter and any Co-Promoter believes that the quality of the Thesis merits the award of a Doctorate "cum laude" (with distinction), the Promoter must provide the Dean with a full written justification of this opinion at least eight weeks before the date of the Oral Defence.
2. The Dean then immediately appoints two additional outside referees to the Doctorate Committee. The Promoter shall provide the Dean with the names of four possible referees, from whom the Dean shall select two. The choice of these referees shall remain secret. The two referees must be professors or associate professors who are not members of the faculty concerned.
 - 2a. The Dean then notifies the Doctorate Committee of the appointment of the two referees. In making these appointments, the Dean ensures that the majority of professors as required under Article 19, Clause 6, is maintained.
 - 2b. The Dean shall assure that the two referees receive all relevant information and a copy of the manuscript in a timely manner. The two referees shall provide the Dean with a

substantiated recommendation no later than four weeks before the oral defence. The judgement of the two referees remains secret.

3. If both referees unanimously support a cum laude, the cum laude procedure can be continued. The Dean shall then immediately consult with the Doctorate Committee about the proposed cum laude. The members of the Doctorate Committee entitled to vote shall decide whether in principle the distinction of 'cum laude' can be granted. The confidential recommendation of the two referees shall not be communicated to the Doctorate Committee and shall play no role in the deliberations. The Dean can consult with the Doctorate Committee by convening a meeting of its members or by consulting them in writing. In case of a meeting, any member prevented from attending must submit a substantiated vote in writing to the Dean in advance of that meeting. In case of written consultation, the member of the Committee shall submit a substantiated vote in writing to the Dean no later than two weeks before the oral defence.
4. No more than one person from the Doctorate Committee can have voted against the cum laude. Should it be the intention to grant a cum laude, the Dean shall immediately so notify the Beadle to allow for the preparation of the certificate.
5. The Doctorate Committee shall take its final decision on the granting of the distinction 'cum laude' in the meeting referred to in Article 33, Clause 2 after the final defence.

Article 23 New facts

1. If new facts come to light after permission has been granted to print the Manuscript which, had they been known prior to that event, might have influenced the decision to admit the Candidate to the Oral Defence of his Thesis, whoever becomes aware of them is required to notify the Promoter, the Dean and the Doctorate Board without delay.
2. In consultation with the Promoter, the Dean then immediately appoints one additional professor or senior lecturer to the Doctorate Committee and notifies the Board accordingly. In making this appointment, the Dean ensures that the majority of professors as required under Article 19, Clause 6, is maintained.
3. The Dean informs the Candidate of the new circumstances without delay.
4. The Dean convenes a meeting of the Doctorate Committee as soon as possible, and in any case within two weeks – disregarding university vacations – to discuss the situation.
5. The Doctorate Committee hears a submission by the Candidate at this meeting, and then decides whether his public Oral Defence of his Thesis can go ahead.
6. If this meeting decides by a simple majority of the voting members not to proceed with the public Oral Defence and graduation ceremony, it is cancelled by the Dean. The ceremony is also cancelled if the vote is tied.

Article 24 Thesis length and content

1. The Thesis is a single academic treatment of a particular subject or a number of separate academic treatments, some or all of which have already been published, which together provide a cohesive study of a particular subject. In the latter case, a paper must be included with the separate treatments in which their mutual relationship and significance are demonstrated.

- 1b. The Thesis is written under the supervision of a Promoter, and possibly also a Co-Promoter. For this reason, a book which has already been published cannot normally be accepted as a thesis; however, the Dean may grant an exemption from this provision. To that exemption be valid, the Doctorate Board must be notified of it.

2. Where these Regulations refer to the Thesis, they also refer in equal measure to any part of the Thesis as described in Article 8 and to any draft version of it.

3. If propositions are included with the thesis, at least six of them must concern the Faculty's academic discipline. Such propositions require the approval of the Promoter.

4. The Thesis may only exceed 70,000 words in length – equivalent to between 150 and 200 pages of text – in exceptional cases and with the express permission of the Promoter.

5. A Thesis must include the following items.
 - A title page (see Appendix 2).
 - A list of contents.
 - A summary in the Thesis language.
 - A summary or summaries as described in Article 25, Clauses 2 and 3.
 - A list of the literature consulted.
 - In so far as is possible, an index of names and topics.

The names of the Promoter, any Co-Promoter and the Faculty must be given on the back of the title page.

Article 25 Thesis language

1. The Thesis and any attached propositions may be written in Dutch, English, French, German or, with the express permission of the Doctorate Board, another language.

2. If the Thesis is written in Dutch, a translation of the title and a summary of the content in either English, French or German must be included. If the Thesis is written in English, French or German, a translation of the title and a summary of the content in Dutch must be included.

3. If the Thesis is written in a language other than Dutch, English, French or German, translations of the title and summaries of the content must be included in both Dutch and either English, French or German.

Article 26 Thesis design

1. The design of the Thesis must be based upon a typed or typeset text suitable for reproduction in photocopied or printed form. Other media may be used for explanatory material and appendices.
2. The Thesis must be presented in a convenient format and submitted as a single bound document.
3. The external presentation of the Thesis must comply with the general standards enforced by the University of Amsterdam.
4. If the Thesis consists of or contains articles previously published in journals, these may be included in facsimile form.
5. Advertisements are prohibited in the Thesis. However, financial assistance received from third parties may be acknowledged on the back of the title page by means of a statement to the effect that “The research described in/The publication of this thesis was made possible by the support of...”. The inclusion of advertisements as loose-leaf inserts in the Thesis is permitted.

Article 27 Submission and distribution of printed copies

1. No later than four weeks before the date of the Oral Defence, the Candidate must submit sixteen copies of his Thesis to the Office of the Beadle.
 - 1a. If the sixteen copies of his Thesis are not received by the Beadle in time, the Doctorate Board may rule that Oral Defence cannot proceed on the planned date.
2. The Office of the Beadle ensures that copies of the Thesis are forwarded to the following recipients.
 - The Rector Magnificus (one copy).
 - The Dean and the Faculty library (one copy each).
 - The Doctorate Board (one copy).
 - The Press Office (two copies).
 - The University Library (three copies).
3. The Candidate himself is responsible for ensuring that copies of the Thesis are submitted to the following recipients in good time.
 - The chairman and members of the Doctorate Committee (one copy each).

Article 27a Obligatory electronic version

1. No later than four weeks before the date of the Oral Defence, the Candidate must submit one copy of his Thesis to the University Library in electronic form. This version must include at least the full text as contained in the printed edition, but may also include items and sections which have been omitted from that for technical or logistical reasons. The provisions of Article 26, Clause 1, apply equally to the electronic version.

2. No later than four weeks before the date of the Oral Defence, the Candidate must grant the university non-exclusive permission to publish his Thesis in electronic form. If necessary, a temporary embargo on such publication may be imposed. This permission is granted by signing the University Library's standard licence agreement. The copyright in the Thesis is retained by the Candidate.

Chapter VI Conferral of the Doctorate

Article 28 Provisional graduation date and confirmation

1. The date, time and place of the Oral Defence and graduation ceremony are determined by the Rector Magnificus, in consultation with the Promoter, any Co-Promoter and the Candidate, and also after consulting the proposed members of the Doctorate Committee. The ceremony is held at a venue within the University which has been designated for that purpose by the Doctorate Board.
2. Once the proposal for the establishment of the Doctorate Committee has been submitted to the Doctorate Board through the Dean and the Board has confirmed its appointment, the Candidate may approach the Beadle to arrange a provisional date for the Oral Defence and graduation ceremony.
3. The provisional date must be confirmed at least six weeks in advance. To do this the Candidate submits the draft title page of his Thesis, as described in Article 20, Clause 4(c), signed as approved by the Dean and the Promoter, to the Beadle.
4. If the draft title page is not submitted to the Beadle in time, the Doctorate Board may rule that the provisional date for the Oral Defence and graduation ceremony be cancelled.

Article 29 Preparations for the ceremony

1. The Promoter is responsible for preparing the Oral Defence and graduation ceremony.
2. The Beadle is responsible for informing the Candidate of the proceedings at the ceremony.

Article 30 Exposé

1. In some cases, the Candidate may be permitted to give an oral exposé of his Thesis for a lay audience immediately prior to the Oral Defence and graduation ceremony.
2. The Candidate and the Promoter must agree upon the content of the oral exposé.
3. The oral exposé lasts a maximum of fifteen minutes and ends upon the entry of the Doctorate Committee for the ceremony. In all, the exposé and the actual Oral Defence may last no more than one hour.

Article 31 The academic ceremony

1. The Oral Defence and graduation ceremony is held in public.
2. The Oral Defence and graduation ceremony is held in the presence of the Doctorate Committee. The Doctorate Committee present at the ceremony must be composed according to the regulations set out in article 31a.

3. The Rector Magnificus is the ex officio chairman of the academic ceremony. As a rule, the Dean acts as his substitute. If the Dean is unable to attend the ceremony, it may be presided over by another professor from the same faculty.
- 3a. Members of the Doctorate Committee are excluded of the role of chairman of the academic ceremony. In case the intended chairman is also a Doctorate Committee member, the dean shall appoint an alternative chairman.
4. In consultation with the Candidate, the presiding officer may invite additional experts to take part in the opposition as described in article 32, as guests of the Doctorate Committee. These guest opponents have an advisory vote during the deliberations described in Article 33.
5. The site of the academic ceremony shall be established at the start of the programme for a Joint Doctorate.

Article 31a Conditions presence Doctorate Committee

1. Of the ex officio members (Promoter(s) and Co-Promoter(s)), all members must be present, excluding cases of force majeure.
2. In case voting members of the Doctorate Committee are absent during the defense ceremony, each separate member that is absent must be replaced by at least one guest opponent.
3. The number of opponents present (voting members of the Doctorate Committee plus guest opponents) should be 4 at least. Therefore, in case the Doctorate Committee, as it has been appointed by the Doctorate Board, counts the regulatory minimum of 3 voting members, at least one guest opponent must be appointed for the defense ceremony.

Article 32 Oral opposition and defence

1. With the permission of the presiding officer, having consulted the Promoter, the ceremony may begin with an objection from a member of the audience. This objection and its defence may last no longer than ten minutes. After that, the members of the Doctorate Committee and any invited guests present their objections in the order determined by the presiding officer. The opponents are notified of that order in advance, and they must inform the Promoter of the nature of their objections before the ceremony.
2. In consultation with the Promoter and the opponents, the presiding officer decides how many minutes are allowed for each objection and for its defence.
3. The Candidate and the opponents may only be interrupted by the presiding officer.
4. The objections and their defence are delivered orally, with the aid of written notes if required.

5. The objections and their defence are usually delivered in Dutch. Only with the permission of the presiding officer may they be delivered in another language.
6. In all, the exposé and the actual Oral Defence may last no more than one hour. At the end of this period, the Beadle announces “Hora est”. If an objection is being delivered at this point, it is completed as succinctly as possible. In such cases, that objection must still be defended.
7. The academic ceremony for a Joint Doctorate shall be subject to the rules of the partner where the ceremony will be held.

Article 33 Conferral of the Doctorate

1. After completion of the final defence, the Doctorate Committee withdraws to deliberate in private. At the end of these deliberations, having heard the advisory votes of the Promoter, any Co-Promoter and any invited guests as described in Article 31, Clause 4, the Committee votes on conferral of the Doctorate by a simple majority of its members.
2. If the Doctorate Committee has decided, in accordance with Article 22, Clause 4, to consider awarding the Doctorate “cum laude”, its members entitled to vote, having heard the advice of the Promoter and any Co-Promoter, shall decide whether this distinction shall be granted based upon the Thesis and its Oral Defence. If more than one voting member votes against, the “cum laude” designation is not conferred. Voting shall be anonymous.

Article 34 Graduation

1. Upon completing its deliberations, the Doctorate Committee returns and the presiding officer reopens the ceremony.
2. Using the words contained in Appendix 4 to these Regulations, the presiding officer announces that it has been decided to confer the Doctorate. The Promoter then reads the conferral attached to these Regulations as Appendix 5 and presents the Candidate – now officially the Doctor – with his degree.
3. After making the conferral, the Promoter may also address the Doctor with a personal message.
4. If a Co-Promoter has played a significant part in developing the Thesis, he may deliver the personal message as described in the previous clause, or add one of his own.
5. The presiding officer then closes the ceremony using the form of words contained in Appendix 4 to these Regulations.

Article 35 The degree certificate

1. As proof of conferral of the Doctorate, the Doctor receives a certificate written in Latin and signed by the Rector Magnificus or his appointed substitute and the Promoter.

- 1a. The certificate may mention the discipline in which the doctoral research was conducted. The description used is subject to the approval of the Promoter and the Dean.
- 1b. The Doctor shall receive a degree certificate as evidence of the award of the Joint Doctorate. The form of such a degree certificate shall be determined by consultation of the partner(s).
2. If the Doctorate has been awarded “cum laude”, that is also mentioned on the certificate.

Chapter VII Disputes procedure

Article 36 Mediation by the Dean

If any dispute arises between the Promoter and/or the Co-Promoter and/or the Candidate during the preparation or final approval of the Manuscript, they should first try to settle it by mutual agreement. If they are unable to do so, any party to the dispute may refer it to the Dean for his mediation.

Article 37 Advisory Committee

If mediation by the Dean fails to resolve a dispute within two months, any party to it may approach the Doctorate Board for its intervention. In response, the Board appoints an Advisory Committee consisting of five members: three nominated by the Dean, one nominated by the appellant(s) and one the Rector Magnificus or, if he is a party to the dispute, a member of the Doctorate Board.

Article 38 Doctorate Board decision

The Advisory Committee considers the case in accordance with the general principles of good dispute resolution. It hears submissions from all concerned, and may consult experts. Within two months, it advises the Doctorate Board of its findings in the form of a draft ruling with reasons. In compiling that, the Committee considers the specific responsibilities of the Promoter, the additional responsibilities of the Co-Promoter and the interests of the Candidate. All concerned are notified immediately of the final ruling by the Doctorate Board. If that is at variance with the advice from the Advisory Committee, all concerned are also provided with that advice and the reasons for deviating from it.

Chapter VIII Miscellaneous provisions

Article 39

The Doctorate Board decides on all matters not covered by these Regulations.

Article 40

Rulings made by the Board since 1 January 1987 in respect of admissions to candidacy for a Doctorate and the appointments of Promoters, Co-Promoters and members of Doctorate Committees remain in full force after the adoption of these Regulations.

Article 41

These Regulations do not apply to honorary Doctorates (“honoris causa”). They are awarded by and in the presence of the Doctorate Board, in a manner described in its own standing orders.

Article 42

These Regulations enter force on 1 April 2010.

Thus established by the Doctorate Board of the University of Amsterdam, sitting in public session on 4 March 2010.

Explanatory notes to the Doctorate Regulations

Admission

The formal admission requirements are laid down by law. However, those who do not hold a Dutch Master's degree or an old-style "doctoraal" or "HBO" qualification worth at least 168 study credits may be granted an exemption from the requirements by virtue of a non-Dutch qualification or on other grounds. The procedure to be followed in that case is described in Article 4a.

It is important that an application for exemption from the statutory requirements be submitted in good time, preferably before embarking upon doctoral research or as soon as possible after it has begun.

In general, holders of a Dutch Doctorate or an equivalent foreign qualification are not allowed to pursue a second Doctorate. Exceptions may be made under certain circumstances, though. The procedure for that is described in Article 6, Clause 1a.

The candidate

Once they have found a professor willing to act as their promoter, it is recommended that the prospective doctoral candidate apply as soon as possible to the Dean of the faculty concerned for admission to that candidacy. This is done by completing and submitting the relevant form, bearing the necessary signatures. It is only possible to invoke the Doctorate Regulations, including the disputes procedure they provide for, once the Doctorate Board has accepted a candidate and appointed a promoter.

The application must state which academic discipline is to be mentioned on the eventual degree certificate. Candidates can choose from the list below, subject to the discipline concerned falling within the scope of the faculty at which they are taking their Doctorate.

- Economics
- Arts
- Philosophy
- Theology
- Medicine
- Social Sciences
- Spatial Sciences
- Psychology
- Pedagogical Sciences
- Educational Sciences
- Physics
- Mathematics
- Astronomy
- Computer Science
- Chemistry
- Biology
- Law
- Dentistry

If none of the above apply because the research is multidisciplinary in nature, it is possible to omit any mention of a discipline from the certificate; it is not possible to list two disciplines. In that case, the certificate gives only the name of the faculty at which the Doctorate is obtained. The discipline chosen for mention must be approved by the promoter and the Dean.

Candidates are requested to take particular note of Chapter V of the Regulations, which describes the criteria to be met by their thesis.

The candidate is responsible for their thesis as a contribution to academic scholarship. This means that they cannot be required to make revisions to the manuscript suggested by their promoter if they believe that those changes would undermine that responsibility.

Naturally, it is inevitable that the responsibilities of the candidate and the promoter will sometimes come into conflict. If no mutually acceptable solution to such problems can be found, the disputes procedure described in Chapter VII of the Regulations must be invoked.

The promoter

The professor appointed as promoter is responsible for the quality of the thesis and so, ultimately, for the candidate obtaining their Doctorate. More specifically, the promoter's powers and duties can be summarised as follows.

- He or she makes sure that the thesis meets the general requirements for such a paper.
- He or she establishes that the candidate has personally and independently conducted the research described in the thesis, or has made an essential contribution to it. This is particularly important when the Doctorate is based upon articles published under the names of multiple authors.
- He or she has some freedom in deciding whether or not to accept a thesis presented in a non-standard way – as a series of more or less related articles, for example, or a book which has already been published.
- He or she monitors the language used in the thesis and can require the candidate to submit that usage to expert assessment.

If two promoters are appointed, both are jointly and equally responsible for the thesis. The Doctorate Regulations make no distinction between a “primary” and a “secondary” promoter.

By law, a professor can continue to act as a promoter for five years after they have stepped down or retired, providing they did so “honourably”. The critical moment in this interval is the approval of the manuscript. As long as that occurs within the five-year period, the former professor can remain as the candidate's promoter until he or she actually graduates – although that must then happen within a reasonable period. If these conditions are not met, the appointment becomes invalid and another promoter must be found. However, the former promoter may still act as co-promoter.

Under Dutch law, only full university professors are authorised to serve as Doctorate promoters. At the University of Amsterdam, professors affiliated to a non-Dutch academic institution are permitted to act as promoters if they enjoy equivalent powers in the country where that institution is located and if another promoter who is affiliated to a Dutch university is also appointed.

Senior lecturers who are appointed as visiting professors or the like at non-Dutch academic institutions, and who acquire the right to supervise Doctorates there in that capacity, lose that right once they return to their non-professorial position in the Netherlands.

The co-promoter

The co-promoter supervises the candidate's work under the auspices of the promoter. In most cases the co-promoter is a senior lecturer (universitaire hoofddocent, UHD), but it is also possible to appoint a professor to this position. That option is most likely to be chosen if the professor concerned possesses specific expertise which merits his involvement in supervising the candidate, but where assuming responsibility for the entire thesis as promoter would represent too onerous a task for whatever reason.

It is also possible to appoint a co-promoter who is neither a professor nor a senior lecturer. Any such appointee must hold a Doctorate, though, and justification for deviating from the normal rule usually has to be provided when nominating them. However, an exception to that requirement is made when the person concerned is a senior member of the academic staff of one of the research institutes listed in Appendix 1.

The Doctorate Committee

The proposal to establish the Doctorate Committee must be submitted to the Doctorate Board, through the Dean, in good time. Not until the Doctorate Board has made its ruling on the appointment of the Committee will the Office of the Beadle book a provisional date for the oral defence and graduation ceremony. Moreover, the Board must confirm the Committee's composition before the manuscript approved by the promoter can be submitted to it for assessment. The members of the Doctorate Committee are appointed on the basis of their expertise in the field covered by the thesis; if any proposed member is not a university professor or senior lecturer, the expertise justifying their nomination must usually be demonstrated. Again, however, an exception to that requirement is made when the person concerned is a senior member of the academic staff of one of the research institutes listed in Appendix 1.

The promoter and co-promoter are ex officio members of the Doctorate Committee, but have an advisory vote only. To guarantee that their judgement is independent, none of the voting members may be involved in the day-to-day supervision of the candidate's work.

The task of the Doctorate Committee is to determine whether the candidate is ready to be allowed to perform the oral defence of their thesis. If they do believe that he or she is ready, then they grant permission to print the thesis.

The Doctorate Committee is not allowed to issue conditional rulings. A "Yes, but..." would imply that the committee is assuming or undermining the role assigned to the promoter. The time for its members of raise any comments or criticisms they may have is during the public oral defence of the thesis.

If the Doctorate Committee rejects the application, it must provide reasons so that the promoter and the candidate can consider whether it will be possible to modify or add to the manuscript. A revised or extended manuscript must be resubmitted to the Committee within one year. If that deadline is not met, the Committee is disbanded. An application to establish a new Doctorate

Committee must then be submitted as and when the manuscript is finally ready. If the promoter's right to supervise Doctorates lapses in the meantime, another professor willing to act as promoter of the revised manuscript must be found.

If a member of the Doctorate Committee considers the manuscript unfit to allow the candidate to defend the thesis orally, he or she cannot be removed from the Committee on the grounds of that opinion. The ability to oppose the proposed award of a Doctorate without fear of sanction is a fundamental safeguard of the academic quality of such degrees.

Equally, a member of the Committee cannot be removed on the grounds that he or she is unable to attend the oral defence and graduation ceremony. To cover this eventuality, there is the provision to allow invited guests to take part in the opposition of thesis. That option can be used when, for example, the Doctorate Committee is relatively small and one or more of its members is unable to attend the ceremony.

A member of the Doctorate Committee may only step down or be removed for pressing personal reasons. If that does happen, the Dean must ensure that the Committee continues to comply with the requirements governing its composition, as laid down in the Regulations. Any new member appointed must be allowed sufficient time – up to a maximum of six weeks – to assess the manuscript.

Assessment criteria

Those charged with assessing the manuscript are expected to base their judgement upon the criteria applicable within the discipline concerned. The following aspects play a part in that assessment:

1. the degree to which the research is innovative;
2. how the material is classified, analysed and processed;
3. the originality and creativity of its treatment;
4. the soundness of the analytical methodology used;
5. a critical approach to established theories or opinions;
6. balance in the structure of the thesis and clarity in its style and formulation;
7. the degree to which the thesis has a (groundbreaking) impact in its field of study.

The designation “cum laude” (with distinction) may be awarded if the candidate demonstrates exceptional aptitude in respect of all these points.

The faculty

The term “most appropriate faculty” as used in the Doctorate Regulations refers to the relationship with the area of study addressed in the doctoral research. If those concerned are unable to reach agreement about what discipline that research falls under, and hence at which faculty the Doctorate is to be taken, the Doctorate Board is asked to rule on the matter. As well as making an assessment of the actual content of the proposed research, which can be difficult to do from a distance, cost considerations will also be an important factor in the Board's ruling. For example, it might consider who is to pay the candidate, who is to provide them with support and which faculty the promoter is associated with.

The Dean

There is no separate chapter in the Doctorate Regulations covering the powers of the Dean. Instead, these are referred to at various points throughout the text. For the sake of clarity, those powers are therefore briefly summarised below. As stated in Article 2, Clause 2, the Dean may delegate tasks and responsibilities to another professor in the same faculty for a predetermined period by agreement with the Rector Magnificus.

The Dean

- Plays a role in the exemption procedure (see Article 4a).
- Is an ex officio member of the Doctorate Committee.
- By signing the relevant form, consents to the candidate's request to read for the Doctorate at his or her faculty, confirms the appointment of the promoter and any co-promoter and approves what discipline is to be mentioned on the degree certificate.
- May rule that this form must be accompanied by a declaration of approval from the Head of Department.
- In consultation with the promoter and using the form provided, submits the proposal for the establishment of the Doctorate Committee to the Doctorate Board.
- In consultation with the promoter, may delegate the proposal for the establishment of the Doctorate Committee to the Head of Department.
- If the Doctorate Committee has to be expanded, appoints the new member.
- In the event of proposed changes to the Doctorate Committee, ensures that it continues to comply with the Doctorate Regulations in its new form.
- As a rule, presides at the oral defence and graduation ceremony.
- In consultation with the promoter, may invite guest experts to take part in the opposition to the oral defence.
- May grant permission for the oral defence and/or its opposition to be conducted in a language other than Dutch.
- Arbitrates in disputes.

The Head of Department

The Doctorate Regulations provide for a possible role for the Head of Departments. In the larger multidisciplinary faculties, the Dean cannot personally be expected to make detailed assessments across the entire academic spectrum. In those cases it is the Head of Department who is asked to approve the appointment of a promoter and any co-promoter, as well as to consult the promoter concerning the composition of the Doctorate Committee. In the multidisciplinary faculties, it is also often likely to be the Head of Department who actually presides over oral defence and graduation ceremonies.

Confirming the graduation date

As soon as the proposed establishment of the Doctorate Committee has been approved by the Doctorate Board and the candidate has received written confirmation of that, he or she can arrange a provisional date for the oral defence and graduation ceremony with the Office of the Beadle.

To confirm that date the candidate must submit his or her draft title page, signed as approved by the Dean and the Promoter on behalf of the Doctorate Committee, to the Beadle as soon as possible. The final deadline for doing this is six weeks prior to the intended graduation date. This purpose of this rule is twofold: as well as allowing the title page to be checked for errors and omissions before being sent to the printer, it also precludes the Beadle learning at too late a stage that a planned graduation is not going ahead after all.

International participants

People working at educational and research institutions outside the Netherlands can be involved in a Doctorate in a number of ways: as promoters, co-promoters or members of a Doctorate Committee. However, the Doctorate Board has no funds available to reimburse their travel and accommodation costs associated with that work. Personal attendance is not always necessary, though. A manuscript can be assessed and a vote cast in writing. Although the oral defence and graduation ceremony should as a rule be held in the presence of the full Doctorate Committee, it can still proceed if one or more members are unable to attend.

Reimbursement of costs

As a rule, successful doctoral candidates can claim a modest contribution towards the cost of printing their thesis. But since each faculty has different rules in this respect, candidates should contact their own faculty for more information.

Embargoes

The University of Amsterdam does not allow embargoes to be imposed upon its theses. They are regarded as documents in the public domain, which are disseminated for informative purposes and to allow anybody to criticise them.

Distribution through the University Library

Under the Doctorate Regulations, sixteen copies of every thesis must be distributed to specific recipients through the Beadle. In addition, though, the University Library can distribute further copies to other academic institutions and libraries. For more information about this arrangement and the associated remuneration scheme, candidates should contact the University Library directly.

Compulsory electronic version

As well as the sixteen printed copies of the thesis which must be submitted to the Beadle for distribution, the complete document has to be supplied to the University Library in electronic form. This version must include at least the full text as contained in the printed edition, but may also include other material which has been omitted from that for technical or logistical reasons. Theses in their electronic form are available permanently and throughout the world. The University Library handles the digital production, storage and publication of the documents, and can assist doctoral candidates in preparing the electronic version. Digital publication allows the inclusion of material which cannot be presented on paper as text and illustrations, such as audio

clips and animations. A digital version can also contain additional textual elements, like archive documents and bibliographical information, which would not usually be included in a printed thesis.

For more information about the electronic version of the thesis, including details of the intellectual property rights associated with it, candidates should contact the Theses Department at the University Library.

Appendix 1 Academic research institutes

as referred to in Articles 15, Clause 3, and 19, Clause 4

Institutes of the Netherlands Organisation for Scientific Research (Nederlandse Organisatie voor Wetenschappelijk Onderzoek, NWO)

Bijvoetcentrum voor moleculair structuuronderzoek <i>Bijvoet Centre for Biomolecular Research</i>	Utrecht
BIOSON <i>BIOSON Research Institute</i>	Groningen
Centrum voor Wiskunde en Informatica (CWI) <i>National Research Institute for Mathematics and Computer Science</i>	Amsterdam
DIMES/Sectie Submicronfysica en -Technologie <i>Delft Institute of Microelectronics and Submicron Technology</i>	Delft
FOM-instituut voor Atoom- en Molecuulfysica (AMOLF) <i>FOM-Institute for Atomic and Molecular Physics</i>	Amsterdam
FOM-instituut voor Gecondenseerde Materie (IGM) <i>FOM-Institute for Condensed Matter</i>	Utrecht
FOM-instituut voor Plasmafysica Rijnhuizen <i>FOM-Institute for Plasma Physics Rijnhuizen</i>	Nieuwegein
FOM-instituut voor Subatomaire Fysica (NIKHEF) <i>FOM-Institute of Subatomic Physics</i>	Amsterdam
Instituut voor Nederlandse Geschiedenis (ING) <i>Institute of Netherlands History</i>	The Hague
Nationaal Instituut voor Ruimteonderzoek (SRON) <i>Netherlands Institute for Space Research</i>	Groningen
Nederlands Instituut voor Onderzoek der Zee (NIOZ) <i>Royal Netherlands Institute for Sea Research</i>	Den Burg
Nijmegen SON Research Centrum (NSR Centrum) <i>Nijmegen Research Centre for Molecular Structure, Design and Synthesis</i>	Nijmegen
Nederlands Studiecentrum Criminaliteit en Rechtshandhaving (NSCR) <i>Netherlands Institute for the Study of Crime and Law Enforcement.</i>	Leiden
Kernfysisch Versneller Instituut (KVI) <i>Institute for Particle Accelerator Physics</i>	Groningen
Radiosterrenwacht <i>Dwingeloo Radio Observatory</i>	Dwingeloo
Radiosterrenwacht <i>Westerbork Radio Observatory</i>	Westerbork

Institutes of the Royal Netherlands Academy of Arts and Sciences (Koninklijke Nederlandse Akademie van Wetenschappen, KNAW)

Centraalbureau voor Schimmelcultures (CBS) <i>Fungal Biodiversity Centre</i>	Utrecht
Constantijn Huygens Instituut (CHI) <i>Huygens Institute</i>	The Hague
Fryske Akademy (FA) <i>Frisian Academy</i>	Leeuwarden
Internationaal Instituut voor Sociale Geschiedenis (IISG) <i>International Institute of Social History</i>	Amsterdam
Interuniversitair Cardiologisch Instituut Nederland (ICIN) <i>Interuniversity Cardiology Institute of the Netherlands</i>	Utrecht
Interuniversitair Oogheelkundig Instituut (IOI) <i>Interuniversity Ophthalmic Institute</i>	Amsterdam
Koninklijk Instituut voor Taal-, Land- en Volkenkunde (KITLV) <i>Royal Netherlands Institute of Southeast Asian and Caribbean Studies</i>	Leiden
Koninklijk Nederlands Historisch Genootschap (KNHG) <i>Royal Netherlands Historical Society</i>	The Hague
Nederlands Economisch Historisch Archief (NEHA) <i>Netherlands Economic History Archive</i>	Amsterdam
Nederlands Instituut voor Neuroscience (NIN) <i>Netherlands Institute for Neuroscience</i>	Amsterdam
Nederlands Instituut voor Oecologisch Onderzoek (NIOO) <i>Netherlands Institute of Ecology</i>	Various
Nederlands Instituut voor Ontwikkelingsbiologie (NIOB) <i>Hubrecht Institute for Developmental Biology and Stem Cell Research</i>	Utrecht
P.J. Meertens Instituut voor Dialectologie, Volkskunde en Naamkunde <i>Meertens Institute</i>	Amsterdam
Roosevelt Study Center (RSC)	Middelburg

Other institutes

Academisch Medisch Centrum (AMC) <i>Amsterdam Academic Medical Centre</i>	Amsterdam
ASTRON <i>Netherlands Foundation for Research in Astronomy</i>	Dwingeloo
CERN <i>European Organisation for Nuclear Research</i>	Geneva

Centraal Laboratorium van de Bloedtransfusiedienst (Sanquin Research) <i>Central Laboratory of the Netherlands Red Cross Blood Transfusion Service</i>	Amsterdam
Energy Research Centre of the Netherlands (ECN)	Petten
European Space Agency (ESA), Space Science Division	Noordwijk
ESO <i>European Organisation for Astronomical Research in the Southern Hemisphere</i>	Garching
Max Planck Institut für Physik und Astrophysik <i>Max Planck Institute for Astrophysics</i>	Garching
Nederlands Kanker Instituut (NKI) <i>Netherlands Cancer Institute.</i>	Amsterdam
NIKHEF-H <i>National Institute for Nuclear Physics and High-Energy Physics, High-Energy Physics Group</i>	Amsterdam
NIKHEF-K <i>National Institute for Nuclear Physics and High-Energy Physics, Nuclear Physics Group</i>	Amsterdam
Nationaal Instituut voor Ruimteonderzoek (SRON) <i>Netherlands Institute for Space Research, including Groningen, Leiden and Utrecht laboratories</i>	Utrecht

Appendix 2 Model of thesis title page (front)

The full text for the front of the title page is shown in the box below. Insert the relevant information where indicated by the descriptions in square brackets.

[... *TITLE OF THESIS* ...]

ACADEMISCH PROEFSCHRIFT

ter verkrijging van de graad van doctor

aan de Universiteit van Amsterdam

op gezag van de Rector Magnificus

prof. dr. D.C. van den Boom

ten overstaan van een door het college voor promoties ingestelde

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

op [.....]dag [...*date*...] [...*month*...] 20[.], te [.....] uur

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

geboren te [..... *place, and country if not the Netherlands, both spelled in Dutch*...]

{NB. Do NOT give your date of birth!}

* Insert the location as notified by the Office of the Beadle when arranging the provisional date of your graduation.

Once approved by the Doctorate Committee and signed and dated as such by the Dean/Chair and Promoter/Secretary, the *draft title page* must be submitted to the Beadle.

Model of thesis title page (back)

The full text for the back of the title page is shown in the box below. Insert the relevant information where indicated by the descriptions in square brackets.

Listing the names of all the members of the Doctorate Committee is optional. You can choose to name only the Promoter(s), any Second Promoter(s) and the Faculty.

You are not permitted to state the affiliations of any of the Committee members. In other words, do not mention their university or employer after their names.

Promotor: [...*full title* ...] [...*initials* ...] [...*surname*...].
Copromotor: [...*full title* ...] [...*initials* ...] [...*surname* ...].

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

Faculteit: [...*name of faculty* ...]

Appendix 3 Formula for the Candidate

Before the defence of the thesis:

By virtue of the decision of the Rector Magnificus and the Doctorate Board of this University I shall during this hour, in order to obtain a Doctorate, publicly defend my thesis, titled:

[... *title of thesis* ...].

All those who wish to raise objections to the contents of the thesis I request to do so in a just and clear way which leads to create the opportunity for an orderly exchange of views.

[.....]

After the defence

Having concluded the defence of my thesis to the best of my ability and pending the decision of the Doctorate Board, I should like to express my sincere thanks, in particular to my highly esteemed promoter(-s), as well as those who have so courteously brought forward their objections, and to all who have been so kind to honour this ceremony with their presence.

Appendix 4 Formula for the Rector Magnificus (the Dean)

The Rector Magnificus (the Dean):

Dear Candidate,

After due consideration of the thesis you have submitted we have decided to grant you the doctor's degree.

Professor [.....]
is authorized to confer this dignity on you in the usual way.

The Promoter (see Appendix 5):

[.....]

The Rector Magnificus (the Dean)

Dear doctor, I have the pleasant duty to congratulate you, also on behalf of the Doctorate Board of the University of Amsterdam, on this newly acquired honour.

And I hereby declare this ceremony closed.

Appendix 5 Formula for the Promoter

The Promoter (stands up)

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

(All rise)

By virtue of the power, lawfully granted to us by order of the Rector Magnificus and the Doctorate Board of this University, I herewith confer on you,

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

the degree of DOCTOR

and grant you all the rights appertaining to this degree by law or custom.

In evidence hereof you will be handed the degree certificate, signed by the Rector and the Promoter, and confirmed with the Great Seal of the University.

(certificate is handed to the candidate)

Thus having fulfilled the task assigned to me, I have the honour of being the first to greet you as a Doctor and to congratulate you with the dignity conferred on you.

(except the Promoter, everybody may sit down)

(Personal word)

Value the obtained dignity as an honour and privilege and never forget the responsibilities which, as a result, you now have towards science and society.

Appendix 6 Timetable

NB. This timetable allows only two weeks to print the thesis! It is recommended that you plan for possible delays by ensuring that the thesis is submitted to the Doctorate Committee for its approval earlier than three months (twelve weeks) before the proposed graduation date. The timetable also assumes that potential graduation dates are still available five months in advance; in practice, however, that is not always the case. The mentioned deadlines do not guarantee availability nor confer you any rights. It is important that the proposal for establishment of the Doctorate Committee be submitted to the Doctorate Board in good time, so that the provisional graduation date can be arranged.

Final deadline before graduation date.			Article
<u>Before starting Doctorate research</u>	Approach professor about willingness to act as Promoter.		6, Clause 1.
<u>Before or immediately after you begin the Doctorate research</u>	Do you meet the educational requirements? If not, submit a request for exemption. Do you already hold a Doctorate? If so, contact the Doctorate Board.		4a. 6, Clause 1a.
<u>Immediately after the start of the Doctorate research</u>	Submit application for permission to prepare for a Doctorate and appointment of a Promoter, and possible Co-Promoter, to the Doctorate Board through the Dean.		6.
		Ruling by the Board on admission to candidacy and appointment of the Promoter and any Co-Promoter.	6, Clause 9.
<u>About 6 months before desired graduation date</u>	Submit proposal for the establishment of the Doctorate Committee to the Doctorate Board through the Dean.		18. 19.
		Ruling by the Board on appointment of members to the Doctorate Board.	18, Clause 2.
<u>About 5 months before desired graduation date</u>	Arrange the provisional graduation date with the Office of the Beadle.	Office of the Beadle books the provisional graduation date.	28.
<u>No later than twelve weeks before graduation date</u>	Approval of the Manuscript by the Promoter and its submission to the Doctorate Committee.		12.
<u>No later than six weeks before graduation date</u>		Doctorate Committee rules on admission to the Oral Defence and grants permission to print the Manuscript as a Thesis.	20.
<u>No later than six weeks before graduation date</u>	Confirm the graduation date with the Office of the Beadle by submitting the signed draft title page.		20. 28.
<u>No later than four weeks before graduation date</u>	Submit sixteen copies of the Thesis to the Office of the Beadle AND electronic version plus license agreement to the University Library.		27. 27a.
Date of graduation ceremony.		Conferral of the degree by the Doctorate Board.	

Appendix 7 Request for admission for a Doctorate at the University of Amsterdam

This form must be **completed in full, signed** as approved **by all concerned, accompanied by all required documents**, and submitted to the Doctorate Board **through the Dean of the Faculty**. If you do not fulfill these conditions, we cannot process your request.

Surname			*Mr/Ms
Full given names			<i>(Attach copy of identity document stating full surnames and first names.)</i>
Date of birth		Place of birth	
Street address			
Postal code		Town/city	
Country		E-mail address	
Telephone number		Position	*Promovendus/AIO/OIO/Bursary/External promovendus/Other:
Date of prerequisite qualification of exemption		Awarding institution: *UvA/other (please specify) Or number of exemption:	
<i>(Attach authenticated copy of certificate or present original, or attach copy of exemption.)</i>			
Expected thesis completion date			
Working title of thesis			
Discipline to be mentioned on certificate (optional, see page 29/30 Doct. Reg.)			
Promoter(s)	Prof./	Initials and surname	
Professor of			
Affiliation: *UvA/ other (specify)		*Retired/inactive since:	
Work address (dept. / room nr.)		Faculty/university	
Street address		Postal code and town/city	
Co-Promoter(s)	Prof./	Initials and surname	
Professor/senior lecturer/other:			
Affiliation: *UvA/ other (specify)			
Work address (dept. / room nr.)		Faculty/university/ other:	
Street address		Postal code and town/city	
Signatures	Applicant	Promoter(s)	Co-Promoter(s)
Declaration: the prerequisite qualification or exemption pursuant to Article 4 of the Doctorate Regulations being in order, I, the Dean of the Faculty of (name:)			
do hereby consent to the preparation of the Doctorate and the appointment of the Promoter(s) and Co-Promoter(s).			
Date		Dean's signature	

* Delete as applicable; where necessary, add requested information.

NB1. It is usual that the discipline be mentioned on the degree certificate. For a list of permitted options, see the explanatory notes to the Doctorate Regulations.

NB2. If exemption from the requirement that the Co-Promoter be a professor or senior lecturer is being requested, use the back of this form to give reasons for that request.

Request for admission (back)

Reasons for requesting exemption from the requirement that the Co-Promoter be a professor or senior lecturer/associate professor:

Appendix 8 Proposal for establishment of the Doctorate Committee

This form must be **completed in full**, and submitted to the Doctorate Board **through the Dean of the Faculty who signs it first**. If you do not fulfill these conditions, we cannot process your request.

Surname		Initials		*Mr/Ms
Street address				
Postal code		Town/city		
Country		E-mail address		
Ex officio members		(By virtue of the ruling on the application for admission to prepare for a Doctorate)		
<i>Promoter(s)</i>	Prof./	*Retired/inactive since:		Professor
Name		*UvA/other:		
Co-Promoter(s)	Prof./	*Professor/senior lecturer/other:		
Name		*UvA/other:		
Other members				
1. Name		Professor/senior lecturer/other:		
Work address (dept. / room nr.)		*UvA/other:		
2. Name		Professor/senior lecturer/other:		
Work address (dept. / room nr.)		*UvA/other:		
3. Name		Professor/senior lecturer/other:		
Work address (dept. / room nr.)		*UvA/other:		
4. Name		Professor/senior lecturer/other:		
Work address (dept. / room nr.)		*UvA/other:		
5. Name		Professor/senior lecturer/other:		
Work address (dept. / room nr.)		*UvA/other:		
6. Name		Professor/senior lecturer/other:		
Work address (dept. / room nr.)		*UvA/other:		
7. Name		Professor/senior lecturer/other:		
Work address (dept. / room nr.)		*UvA/other:		
Proposal from the Dean of the Faculty of to the Doctorate Board for the establishment of the Doctorate Committee.				
Date		Dean's signature		

* Delete as applicable; where necessary, add requested information.

NB1. If exemption from the requirement that the member be a professor or senior lecturer is being requested, use the back of this form to give reasons for that request.

NB2. The provisions of the Doctorate Regulations concerning the composition of the Doctorate Committee apply to the entire body, including the Promoter(s) and Co-Promoter(s). NB3. The nominees' full titles and initials must be provided; if they are not, the form is inadmissible.

Proposal for establishment of the Doctorate Committee (back)

Reasons for requesting exemption from the requirement that a member or members of the Doctorate Committee be a professor or senior lecturer/associate professor:

Appendix 9 Request for exemption from the educational requirements for admission to candidacy for a Doctorate

This form must be completed in full and submitted to the Doctorate Board at the following address:

College voor Promoties
University of Amsterdam
Postbus 19268
1000 GG AMSTERDAM
The Netherlands

NB. This form is to be completed only by applicants who do **not** satisfy the Dutch educational requirements for admission to candidacy for a Doctorate, as described in Article 4, Clause 1(a), of the Doctorate Regulations (that is, those who do not hold a **Dutch** Master's degree or equivalent). If you do satisfy that requirement, you can apply directly for admission using the form in Appendix 7.

Surname			*Mr/Ms
Full given names			
Date of birth		Place of birth	
Street address			
Postal code		Town/city	
Country		E-mail address	
Telephone number		Position	*Trainee Research Assistant (AIO)/Trainee Researcher (OIO)/Scholarship Researcher (bursaal)/.....
Name of professor willing to supervise the doctoral research			
Work address			
*UvA/other affiliation:			
Date		Signature	

* Delete as applicable; where necessary, add requested information.

Send this application form to the above address, together with the following documents.

- Authenticated copies of **all** the higher education qualifications you have obtained, together with authenticated copies of all course transcripts. Only official transcripts issued by the institution are accepted.
- Authenticated copies of the translations of all the above documents if the originals are in a language other than Dutch, English, French, German, Spanish or Italian. These translations must either have been issued by the institution itself or have been prepared by a sworn translator.
- A photocopy of the page(s) from a valid official identity document (e.g. passport, Dutch residence permit) showing your full name and place, country and date of birth. If your name in this document differs from that on your educational qualifications, you must also provide official proof of the change of name, such as a marriage certificate, an amended birth certificate or a deed poll.
- If your educational qualifications alone may not be sufficient to justify your admission, you should also submit a curriculum vitae describing and documenting your professional career, research experience, publications and so on.

* To prevent fraud, original documents must be authenticated by either the issuing institution, a notary or a duly authorised officer of a Dutch local authority. As proof of authentication, the documents must bear an official stamp and signature. Please note that the Doctorate Board is unable to return any such documents, even if you withdraw your application or after it has been accepted.