



UNIVERSITY OF AMSTERDAM



Doctorate Regulations 2020

of the University of Amsterdam

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Doctorate Regulations

of the University of Amsterdam

Established by the Doctorate Board
University of Amsterdam
Amsterdam, 11 June 2020

These Doctorate Regulations are a translation of the *Promotiereglement 2020 van de Universiteit van Amsterdam*. In the event of any discrepancy between them, the text of the Dutch original shall prevail.

Roadmap

Nr.	When?	Who?	What?	By whom?	Result?	How/why?
1.	Before start of the doctoral programme	Prospective supervisor	... establishes that the candidate does not hold a doctoral/PhD degree and is not in the process of preparing such a degree elsewhere ...	Enquiry with secretariat of the Doctorate Board	Second doctoral degree/ PhD from UvA is barred	Section 2 Conditions for admission to the doctoral programme Article 6
2.	Before start of the doctoral programme	Doctoral candidate	... meets the legal educational requirements? If not, he/she must submit a request for exemption to...	Doctorate Board (possibly via contact person faculty/institute/department)	If applicable: Decision on exemption from educational requirements	Form: Request for exemption from the educational requirements Section 2 Conditions for admission to the doctoral programme Article 7 and 8
3.	Before start of the doctoral programme	Doctoral candidate	... has the intention of realising a joint doctorate between UvA and a partner institution? Doctoral candidate and supervisor submit a request for a joint doctorate to ...	Doctorate Board	Permission and joint doctorate agreement should be signed by all parties within the first year of the doctoral programme	Section 11 Joint doctorate Article 40
4a.	Before start of the doctoral programme	Doctoral candidate	...submits a request for admission to the doctoral programme to the...	Dean (c.q. contact person faculty/institute/department)		Form: Request for admission to the doctoral programme Section 3 Admission to the doctoral programme Article 9, 10 and 11
4b.		Dean	...assesses and signs the request and submits it to the...	Doctorate Board	Decision on admission and appointment of (co)supervisor(s) by the Doctorate Board	Section 3 Admission to the doctoral programme Article 9, 10 and 11
5.	During the doctoral programme	Doctoral candidate and supervisor(s)	... prepare a manuscript according to their respective responsibilities ...			Section 4 Preparing the thesis manuscript Article 12-15
6a.	Approximately six months before desired doctoral defence date	Supervisor(s)	...submits a proposal for the composition of the Doctorate Committee to the...	Dean (c.q. contact person faculty/institute/department)		Section 6 Doctorate Committee Form: Proposal for the composition of the Doctorate Committee Article 18-20
6b.		Dean	...assesses and signs the proposal and submits it to the...	Doctorate Board	Decision on appointment of the Doctorate Committee by the Doctorate Board	Article 19.6
7.	After receiving decision on the appointment of the Doctorate Committee	Doctoral candidate	... receives information on the planning of the doctoral defence ceremony and reserves a date, after consulting the doctorate committee, and submits a definitive title to the ...	Office of the Beadle	Reservation of a doctoral defence ceremony date	See e-mail that is sent with the decision "Appointment Doctorate Committee" Article 32
8.		Office of the Beadle	... extracts a title page from the PhD registration system and sends it to the Dean and the Doctoral Candidate for a check and incorporation in the final thesis ...	Dean (c.q. contact person faculty/institute/department) and doctoral candidate	Adequate personal data and title in thesis, on certificate and in the PhD registration system.	

Nr.	When?	Who?	What?	By whom?	Result?	How/why?
9.		Doctoral candidate	...submits the definitive manuscript (but without a title page) along with an identical digital version, with all requisite elements as described in "Procedure from manuscript to doctoral thesis", for approval to the...	Supervisor(s)		See Procedure from manuscript to thesis
10.		Supervisor(s)	... sees to it that the manuscript fulfills the regulations and approves of the manuscript ...		Manuscript approved by supervisor(s) BEWARE: Hereafter, only strictly defined changes to the manuscript are allowed. See the aforementioned procedure.	Section 5 Approval of the thesis manuscript by the supervisor Article 16 and 17
11a.	No later than 14 weeks before the doctoral defence date	Supervisor(s)	...sends, after approval, the digital version of the manuscript for plagiarism check to...	Dean (c.q. contact person faculty/institute/department)		Article 17.4
11b.	No later than 14 weeks before the doctoral defence date	Supervisor(s)	...sends definitive thesis manuscript together with assessment form A to ...	Doctorate Committee		Assessment form A Article 16.4, 19.7 and 22.1
12.	No later than 6 weeks after the manuscript was sent to the Doctorate Committee	Dean (c.q. contact person faculty/institute/department)	...checks the definitive thesis manuscript for plagiarism and informs...	Supervisor(s)	Result of plagiarism check If all assessments are positive: proceed. Otherwise: follow-up under Dean's responsibility	Article 17.5 and 17.6
13.	No later than 6 weeks after the manuscript was sent to the Doctorate Committee	Doctorate Committee	...issues a decision on admission to the doctoral defence ceremony. The members submit their individual decisions via assessment form A to...	Dean (c.q. contact person faculty/institute/department) and Supervisor(s)	Decision by Doctorate Committee regarding admission to the doctoral defence ceremony	Section 7 Assessment of the thesis manuscript and admission to the thesis defence Article 21, 22, 25
14.	No later than 8 weeks before the doctoral defence date	Dean	... sends written agreement with admission to the doctoral defence to ...	Office of the Beadle	Approval to publish doctoral thesis	Article 25.3 and 32.3
15.		Office of the Beadle	...sets definitive doctoral defence date on the basis of the agreement of the dean and notifies the...	Doctoral candidate	Definitive scheduling of doctoral defence date by Office of the Beadle	Article 25.4
16.	In the meantime – guideline is 6-8 weeks before defence date	Doctoral candidate	... prepares the digital proof of the doctoral thesis and sends it, together with a complete overview of all changes carried out (when applicable), to...	Dean (c.q. contact person faculty/institute/department) and Supervisor(s)	Identical digital and paper version of the thesis	Article 24 See Procedure from manuscript to thesis
17.		Supervisor(s) and Dean (c.q. contact person faculty/institute/department)	...check whether corrections are admissible and notify....	Doctoral candidate		

Nr.	When?	Who?	What?	By whom?	Result?	How/why?
18.		Doctoral candidate	... multiplies the final thesis on paper.		Identical digital and printed versions of the thesis	Article 24 Section 9 Doctoral thesis Article 29-31
19.	No later than 6 weeks before the doctoral defence date	Doctoral candidate	...signs the License Agreement and submits this document to the...	University Library		License Agreement University Library Article 30.1
20.	No later than 4 weeks before the doctoral defence date	Doctoral candidate	...sends the final digital proof of the doctoral thesis to...	Dean (c.q. contact person faculty/institute/department) and Supervisor(s)		
21.	No later than 4 weeks before the doctoral defence date	Doctoral candidate	...submits 3 printed or copied sets of the doctoral thesis to, and agrees on instructions for the doctoral defence ceremony with the...	Office of the Beadle		Article 30.2 and 33.2 Practical information on the defence ceremony Section 10 Defence ceremony
22.		Doctoral candidate	...is responsible for the timely submission of the thesis, according to the relevant faculty regulations, to...	(Co)Supervisor(s) Doctorate Committee If applicable: Guest opponents		Article 30.5
23.	No later than 3 weeks before the doctoral defence date	Dean (c.q. contact person faculty/institute/department)	...sends the digital version of the thesis to...	University Library	Digital publication thesis	
24.		Supervisor(s)	...prepares the doctoral defence ceremony and arranges for guest opponents if necessary.			Article 33.1 and 35.6
25.	Doctoral defence date	Doctoral candidate	...defends the thesis at the doctoral defence ceremony...			Article 36 and 38
26.	Doctoral defence date	Doctorate Committee	...decides whether to confer the doctorate.		Conferral of the doctorate by the Doctorate Board	Articles 37 and 39



General	Conditions	Admission	Preparation	Completion	Committee	Assessment
Cum laude	Thesis	Defence	Joint doctorate	Arbitration	Finally	Appendices

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1. General provisions

Article 1

Definitions

Act	<i>Wet op het hoger onderwijs en wetenschappelijk onderzoek</i> (WHW: the Netherlands Higher Education and Scientific Research Act)
co-supervisor	individual appointed by the Doctorate Board to assist the supervisor of the doctoral candidate in his/her work
Dean	the Dean of the faculty; in his/her capacity as chairperson of the Doctorate Committee. If applicable, his/her deputy, as appointed in accordance with Article 2, paragraph 4 of these Regulations
department	the department of a faculty within which the academic specialism falls to which the design of the thesis is ascribed
doctoral candidate	individual who, in accordance with Article 10 of these Regulations, has been admitted to the doctoral programme and whom the Doctorate Board has admitted in this capacity to prepare for a doctorate
doctoral research	the scientific research which forms the basis of the thesis
doctoral thesis	the academic discourse in the form of a monograph or articles, or the technological design, as referred to in Article 7.18, clause 2b of the Act; the work meets the requirements of these Regulations and has been approved as such by the Doctorate Committee
doctorate	the public defence of the doctoral thesis and the acquisition of the doctorate, as per these Regulations
Doctorate Board	the board as referred to in Section 9.10, clause 1 of the <i>Wet op het hoger onderwijs en wetenschappelijk onderzoek</i> (WHW: Higher Education and Scientific Research Act), and which is made up of the Rector Magnificus and Deans in accordance with the Universiteitsreglement
Doctorate Committee	the committee appointed by the Doctorate Board pursuant to Article 7.18, clause 4 of the Act, which determines whether the candidate shall be allowed to defend his/her thesis, and in the presence of which the defence ceremony will take place
faculty	the faculty within which the academic specialism falls to which the subject of the thesis is ascribed
ius promovendi	the right of a full professor or any other University employee who has been granted the title of Doctor or Doctor of Philosophy and who possesses, in the view of the Doctorate Board based on the relevant regulations adopted by the Doctorate Board, sufficient competence to act as a supervisor



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joint doctorate	a doctorate, as defined by the Act, Article 7.18, clause 6, acquired at the University and one or more other institutions in the Netherlands or abroad
learned discourse	a special admission procedure for applicants who do not meet the legal educational requirements
Office of the Beadle	the department of the Office of the Rector that organises academic award ceremonies
partner institution	institution that, together with the University, grants a doctorate on the basis of a public defence of the doctoral thesis
Regulations	the Doctorate Regulations, as stipulated in the Act (WHW) and in the Management and Administration Regulations
secretary	individual appointed as secretary to the Doctorate Board and who is part of the Bureau van de Rector
supervisor	person appointed to fulfil this role by the Doctorate Board pursuant to Section 7.18, paragraph 4 of the Act; he/she also acts as secretary to the Doctorate Committee
thesis manuscript	draft of the doctoral thesis which is submitted to the supervisor for approval and, provided approval is forthcoming, is submitted to the Doctorate Committee for assessment
University	University of Amsterdam in Amsterdam, the Netherlands

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

Article 2

Mandating and delegation of responsibilities

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



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

Article 3 Doctorate

1. At the University, a doctorate can be acquired on the basis of a doctoral defence in the presence of the Doctorate Board or the Doctorate Committee that has been appointed by the Doctorate Board.
2. The conferral of the doctorate is carried out by the Doctorate Board.
3. The degree thus obtained confers the title of Doctor or Doctor of Philosophy (PhD), which the doctor expresses, in connection with his or her own name, as dr. or PhD, as set down in the Act.

Article 4 Barred relationships

1. Family members of the candidate or other individuals whose relationship to the candidate could give rise to suspicions of partiality may not be appointed as supervisors, co-supervisors, voting members of the Doctorate Committee, guest experts, guest opponents, referees, or chairperson of the Doctorate Committee.
2. Family members of the supervisor or co-supervisor or other individuals whose relationship to the supervisor or co-supervisor could give rise to suspicions of partiality may not be appointed as supervisors, co-supervisors, voting members of the Doctorate Committee, guest experts, guest opponents, referees, or chairperson of the Doctorate Committee.

Article 5 Confidentiality

All individuals present at discussions that take place during closed meetings and during the deliberations of the Doctorate Committee as referred to in Sections 5 (Approval of the thesis manuscript by the supervisor), 7 (Assessment of the thesis manuscript and admission to the thesis defence), 8 (Cum laude), and 10 (Defence ceremony), as well as during all deliberations relating to the arbitration procedure referred to in Section 12 (Arbitration procedure), are obliged to uphold the confidentiality of these meetings.



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2. Conditions for admission to the doctoral programme

Article 6

Ban on second doctorate

Any individual who already holds a Dutch doctorate (or foreign equivalent such as a PhD) or who is working towards obtaining a similar degree elsewhere may not be admitted to a doctoral programme or thesis defence (doctorate), in accordance with Article 21, at the University.

Article 7

Legal educational requirements

1. In order to be admitted to the doctoral programme, individuals must either:
 - a. hold a Dutch Master's degree as stipulated in Section 7.10a, first, second and third paragraphs of the Act; or
 - b. be in possession of an 'old-style' Dutch degree – that is, they met, on or before 31 August 2002, the conditions referred to in Section 7.18, second paragraph, subparagraph a, which legally prevailed on 31 August 2002, and in accordance with this provision have successfully passed the final examination of a study programme as defined in the Act, with a study load of at least 168 old credits; or
 - c. with regard to the study programmes mentioned in Section 7.4, third paragraph of the Act, which legally prevailed on 31 August 2002, have successfully passed an examination indicating that a component of a study programme has been concluded that is/was worth at least 168 old credits.
2. In the case of individuals who do not hold a Dutch degree as specified in paragraph 1, the Doctorate Board may grant an exemption from the legal educational requirements specified in Article 8.

Article 8

Exemption from legal educational requirements

1. A request for an exemption from the legal educational requirements must be submitted to the Doctorate Board by means of the designated form, together with:
 - a. certified copies of the relevant degree certificates;
 - b. certified copies of overviews of course components completed and/or lists of marks;
 - c. a copy of a valid identity document – as referred to in the Compulsory Identification Act – that bears the applicant's full name, date of birth, place of birth and country of birth;
 - d. the name of the intended supervisor;
 - e. translations by a recognised translator of the documents referred to under a. and b., as specified on the form referred to in paragraph 1.
2. If the Doctorate Board adjudges that no exemption can be granted from the legal educational requirements on the basis of the diplomas or certificates provided, other means may be used to demonstrate to the satisfaction of the Doctorate Board that the individual concerned is capable of conducting independent scientific research. In such cases, the procedure to be followed is described in paragraphs 3 and 4.



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3. If no exemption can be granted on the basis of diplomas or certificates, the Dean may decide to appoint two professors. The two professors may not be involved in the proposed doctoral research. They shall determine, on the basis of a portfolio submitted by the candidate, whether or not they consider the individual concerned to be capable of carrying out independent research that can be concluded with a doctoral thesis. The professors will produce a written reasoned opinion for the Dean. If either or both professors are considering reaching a negative judgement, they may invite the candidate for a verbal 'learned discourse'.
4. If the Dean is in agreement with the opinion of the two professors, he/she will countersign the statements submitted by the professors and send them to the secretary of the Doctorate Board. If the appointed professors fail to come to a unanimous conclusion, or if the Dean has good cause to disagree with their opinion, the judgement of the Dean shall prevail.
5. The Doctorate Board will make a written decision to uphold the exemption from the legal educational requirements. A negative decision should include the reasons for this decision.
6. Any decision on the exemption to the educational requirements remains valid for eight years. The validity will be renewed if within this period the decision is followed by a further decision to admit the individual to the doctoral programme.



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3. Admission to the doctoral programme

Article 9

Request for admission to the doctoral programme and the appointment of a supervisor

1. Any person wishing to obtain a doctorate should approach a professor at the University possessing the relevant expertise, or any other employee with similar expertise who has the *ius promovendi*, to discuss their proposed doctoral research and the question of whether anyone is willing to act as their supervisor.
2. Once a professor has stated their willingness to act as a supervisor, the candidate should apply to the Dean of the faculty most appropriate to the subject field for admission to the doctoral programme, using the ‘Application for admission to the doctoral programme’ form, stipulated by the Doctorate Board. If the interpretation of the term ‘most appropriate faculty’ leads to any differences of opinion, the Doctorate Board will decide which faculty is the most appropriate.
3. A precondition for any request for admission to a doctoral programme is that the candidate meets the educational requirements set down in Article 7, paragraph 1, or has received a positive decision as referred to in Article 8, paragraph 3.
4. The request will be signed by the Dean of the faculty and forwarded to the Doctorate Board.
5. The Dean may decide that the request needs to be approved by the chairperson of the relevant department.
6. The request must be accompanied by a certified copy of documents proving that (the appropriate parts of) the educational programmes referred to in Article 7, paragraph 1a have been successfully completed or a copy of the positive decision referred to in Article 8, paragraph 5.
7. If no certified copy can be provided, the original certificate or diploma must be presented to the Dean of the faculty or another person appointed by him/her.
8. The request must be accompanied by a copy of a valid proof of identity – a document as referred to in the *Wet op de Identificatieplicht* (Compulsory Identification Act) – which bears the applicant’s full surname and all given names, date of birth, place of birth and country of birth.
9. Using the form provided, the application for admission to the doctoral programme must also include, to be signed by those concerned:
 - a. the statement of willingness by the requested supervisor (and co-supervisor);
 - b. a positive recommendation from the Dean regarding the preparation of the doctoral programme and the appointment of the supervisor and co-supervisor;
 - c. a statement that the candidate affirms to be truthful, in which he or she denies being in possession of a Dutch doctoral degree (or foreign equivalent) or preparing for a doctoral degree at any other university.
10. A negative recommendation regarding the request or the appointment of the (co-)supervisor will be issued by the Dean in writing and will include the grounds on which this decision is based.
11. Taking the Dean’s opinion into account, the Doctorate Board will make a decision on the request, and the appointment of the (co-)supervisor within one month of receiving the request. The doctoral candidate, the appointed persons, the Dean and the Office of the Beadle will be informed of this decision.



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12. A decision regarding admission to the doctoral programme will remain valid for eight years. The validity will be renewed if within this period the admission decision is followed by a further decision by the Doctorate Board to appoint a Doctorate Committee.

Article 10

Conditions for appointment of the supervisor

1. The Doctorate Board will appoint a professor from the University or another University employee who is in possession of the ius promovendi, as supervisor.
2. If the Dean proposes as a supervisor a professor who is affiliated to another university, a supervisor affiliated to the University of Amsterdam must also be appointed.
3. If the Dean wishes to appoint a professor who is affiliated to a foreign academic institution in addition to the one affiliated to the University of Amsterdam, the former should hold a position comparable to that of a full professor or associate professor (who is able to carry out the ius promovendi) at a Dutch university.
4. For any one doctoral thesis, no more than two supervisors may be appointed.
5. If the Dean proposes to appoint two supervisors, this meets the requirement set out in Article 11, paragraph 1, that at least one co-supervisor must be appointed.
6. Any supervisor appointed by the Doctorate Board in accordance with Article 9, paragraph 11 and Article 10, paragraph 1 shall retain the right to act as a supervisor for five years after any honourable termination of contract made after said appointment. In such cases, the approval of the thesis manuscript (by the Doctorate Committee) should take place within the fiveyear period.
7. If the manuscript has not been approved within the period referred to after the honourable termination of appointment of the supervisor, or if the supervisor is unable to carry out his/her duties as supervisor permanently or for a prolonged period, his/her appointment as supervisor will be revoked and the Doctorate Board, after consulting the doctoral candidate and receiving advice from the Dean, will appoint another supervisor, unless it is judged that a new supervisor is not needed, in cases where more than one supervisor was appointed to begin with.
8. The appointment of supervisors is subject to Article 4 (Barred relationships).

Article 11

Appointment of the co-supervisor

1. At the recommendation of the supervisor and after consulting the doctoral candidate (and in cases where Article 9, paragraph 5 is applicable, after consulting the chairperson of the department), the Dean will ask the Doctorate Board to appoint at least one co-supervisor in addition to the supervisor.
2. The obligation set out in paragraph 1 will also be fulfilled if the Dean asks the Doctorate Board to appoint a second supervisor.
3. The co-supervisor must be a full professor, an associate professor holding a doctorate or an assistant professor holding a doctorate, and must be affiliated to a university, or hold a position that is the foreign equivalent of one of these positions. If a reasoned proposal is submitted by the Dean, an expert may be appointed as a co-supervisor, provided that this individual holds a doctorate.



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4. For any one doctoral thesis, no more than two co-supervisors (as well as the maximum of two supervisors) may be appointed. A proposal to appoint a co-supervisor may also be submitted to the Doctorate Board at a later stage of the doctoral research, provided this relates to a genuinely supervisory role.
5. The appointment of co-supervisors is subject to Article 4 (Barred relationships).



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4. Preparing the thesis manuscript

Article 12

Responsibilities of the doctoral candidate

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

Article 13

Responsibilities of the supervisor

1. The supervisor is responsible for the acceptance of the thesis manuscript as a doctoral thesis. He/she shall ensure that the thesis meets the general requirements for a doctoral thesis as well as the requirements set out in these Regulations.
2. Where a proposal is made in accordance with Article 10 or Article 40, paragraph 6 to appoint more than one supervisor, the supervisors shall decide themselves which of them will assume which responsibilities after hearing the views of the doctoral candidate. If either of them or the doctoral candidate so wishes, these responsibilities can also be set down in writing, and ratified by the parties involved and by the Dean. The agreed division of responsibilities does not detract from the responsibility of each supervisor for the doctoral thesis as a whole.
3. The supervisor will guide the doctoral candidate in preparing the doctoral thesis. For this reason, any research that has not been conducted largely under the direct supervision of the supervisor cannot serve as the basis for a thesis. An exemption may be made from this provision in writing by the Dean. The Dean will inform the Doctorate Board of any such exemption.
4. He/she will read the thesis manuscript submitted to him/her and assess it against the requirements that he/she sets on the basis of his/her responsibility for the thesis as a basis for the conferral of a doctorate.
5. He/she will hold regular meetings with the doctoral candidate (and co-supervisor) about the changes and additions to be made to the thesis manuscript in his/her opinion.
6. The supervisor will monitor the use of language in the manuscript.
7. The guidance referred to in the third paragraph is also aimed at ensuring that the doctoral thesis is completed within the prescribed period.



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Article 14

Duties of the co-supervisor

1. The duty of the co-supervisor is to assist the supervisor in guiding the doctoral candidate. This guidance will take place under the ultimate responsibility of the supervisor.
2. The supervisor and co-supervisor shall determine, in consultation with the doctoral candidate, how the co-supervisor will be involved in the regular meetings between the supervisor and the doctoral candidate referred to in Article 13, paragraph 5.
3. The co-supervisor will give his/her (concise) opinion of the thesis manuscript.
4. If the co-supervisor, unlike the supervisor, does not believe that the thesis manuscript merits approval, he/she may, if the supervisor approves the thesis manuscript in spite of this, be relieved of his/her duties by the Doctorate Board at his/her request.

Article 15

Content and length of thesis manuscript and doctoral thesis

1. The thesis manuscript consists of a scientific treatise on a particular subject or a number of separate scientific papers that have been published, in whole or in part, provided that these demonstrate sufficient coherence in relation to a particular subject. In the latter case, an additional section needs to be added to the individual papers which explains how they relate to one another and states the significance of each.
2. The length of the doctoral thesis should be limited to 70,000 words (excluding bibliography, references, and appendices). Exceptions may be made at the discretion of the Dean, on the basis of a reasoned proposal by the supervisor.
3. The doctoral thesis and any accompanying propositions are to be written in Dutch or in English. The supervisor may, with the approval of the Dean, ask the Doctorate Board for permission to use another language. This request must take explicit account of the possibility of appointing a Doctorate Committee that complies with the requirements of these Doctorate Regulations and whose members have sufficient ability in the language in question to be able to assess the doctoral thesis.
4. The doctoral manuscript that is submitted to the supervisor for final approval must be identical in form and content to the doctoral thesis submitted to the Doctorate Committee for assessment and public defence during the doctoral thesis defence ceremony. It should include the following elements:
 - a. a title page as supplied by the Office of the Beadle;
 - b. a table of contents;
 - c. an overview of the literature consulted;
 - d. if the doctoral thesis consists of articles or contains articles by multiple authors: a page with a complete reference list for each article with a list of authors for each article and an explanation of the relative contribution of the co-authors;
 - e. an explanation of how the research was funded, if applicable, as laid down in Article 29, paragraph 6;
 - f. a separate summary bearing the title of the thesis in the language in which it is written;
 - g. a separate summary bearing the title of the thesis, both in Dutch;
 - h. a separate summary bearing the title of the thesis, both in English.

An acknowledgements section is optional.



General	Conditions	Admission	Preparation	Completion	Committee	Assessment
Cum laude	Thesis	Defence	Joint doctorate	Arbitration	Finally	Appendices

5. Approval of the thesis manuscript by the supervisor

Article 16

Approval of the thesis manuscript

1. If the supervisor is of the opinion that the thesis manuscript meets the requirements of the Regulations and can be accepted as evidence of the ability to undertake scientific work independently, he/she will give his/her approval, after having taken note of the assessment of the co-supervisor where applicable.
2. If there is more than one supervisor, the supervisors will each approve the thesis manuscript separately.
3. The thesis manuscript can only be approved if it meets the guidelines set out in Article 15, and subject to the provisions of Article 17.
4. The implementation of changes to the thesis manuscript after it has been finally approved by the supervisor (but before it has been submitted to the Doctorate Committee for assessment) is only permitted with the express permission of the supervisor and co-supervisor, and will involve the repetition of the approval procedure by the supervisor and co-supervisor.
5. If the thesis manuscript includes articles that have been written by several authors, it is the duty of the supervisor to evaluate whether the doctoral candidate has made an independent contribution to the articles that is sufficient to warrant the conferral of the doctorate. If necessary, the supervisor will inform the Doctorate Committee of the manner in which the articles were written and what the contribution of the doctoral candidate was. As defined in Article 15, paragraph 5, the candidate is required to include a list of references in the thesis manuscript.
6. The supervisor and co-supervisor are required to provide their assessment of the thesis manuscript within such time as is consistent with the enabling of good progress towards the completion of the thesis and preparation of the doctorate.
7. The supervisor will notify the Dean and the candidate of his/her approval of the thesis in writing. Notice of refusals to grant approval must also be given in writing, and given to the Dean, the candidate, and the Doctorate Board, and should include the reasons for the refusal.
8. In cases where the thesis manuscript is rejected by the supervisor, the Dean may, after hearing the views of the doctoral candidate and the supervisor, ask the Doctorate Board to relieve the supervisor of his/her duties. In addition, the Dean can propose the appointment of a new supervisor, unless he/she believes, in cases where more than one supervisor had already been appointed, that the appointment of a new supervisor is not necessary.
If the Dean rules that another supervisor should be appointed but is unable to find a suitable candidate from within the University, he/she may request the Doctorate Board to revoke its decision to admit the candidate to the doctoral programme.
9. If the doctoral candidate believes that the thesis manuscript is ready but no decision on approval (or refusal) is forthcoming from the supervisor within a reasonable time, he/she may ask the supervisor in writing to approve the manuscript. The doctoral candidate is also to inform the Dean of this written request.
10. The response to the request referred to in paragraph 9 must be given within six weeks.



General	Conditions	Admission	Preparation	Completion	Committee	Assessment
Cum laude	Thesis	Defence	Joint doctorate	Arbitration	Finally	Appendices

Article 17

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

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



General	Conditions	Admission	Preparation	Completion	Committee	Assessment
Cum laude	Thesis	Defence	Joint doctorate	Arbitration	Finally	Appendices

6. Doctorate Committee

Article 18

Members of the Doctorate Committee

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

Article 19

Appointment of the voting members of the Doctorate Committee

1. As soon as the supervisor judges that his/her approval of the thesis manuscript will be forthcoming in the near future, the supervisor shall discuss the desired composition of the Doctorate Committee with the Dean.
2. The Dean may decide that the proposal for the composition of the Doctorate Committee, as detailed in the previous paragraph, may be approved by the department chairperson. In that case, the department chairperson shall sign the proposal for the composition of the Committee.
3. Prior to submitting a final proposal for the composition of the Doctorate Committee, the supervisor is to satisfy himself/herself of the willingness of the proposed members to accept membership of the Committee.
4. The Dean must then use the form specified by the Doctorate Board to submit the proposed composition of the Doctorate Committee to the Doctorate Board.
5. The proposal must have been submitted by the time that the Dean has been informed that the thesis manuscript has been approved by the supervisor (see Article 16, paragraph 7).
6. The Doctorate Board shall, within one month of receiving the proposal, appoint the Doctorate Committee by decision. The doctoral candidate, the members of the Committee, the Dean and the Office of the Beadle will all be informed of the appointment of the Doctorate Committee.
7. As soon as possible after the Doctorate Board has resolved to establish the Doctorate Committee, the supervisor will ensure that the members of the Committee are in possession of a copy of the thesis manuscript approved by him/her.
8. Decisions relating to the appointment of a Doctorate Committee remain valid for two years. If a doctoral degree is not successfully completed in this time, the Doctorate Committee is automatically disbanded and the appointment of the voting committee members is terminated.



General	Conditions	Admission	Preparation	Completion	Committee	Assessment
Cum laude	Thesis	Defence	Joint doctorate	Arbitration	Finally	Appendices

Article 20

Requirements for the composition of the Doctorate Committee

1. In addition to the supervisor (and co-supervisor), the Doctorate Committee consists of at least five and at most seven voting members, unless the Dean explains in a written proposal that a number larger than seven is reasonably necessary.
2. Given the provisions of Article 15, paragraph 3, concerning the acceptability of a thesis in a language other than Dutch or English, account must be taken of the requirement that the members of the Doctorate Committee should have sufficient ability in the language of the doctoral thesis to be able to assess it.
3. The majority of voting members of the Doctorate Committee shall consist of full professors, or foreign equivalent, and other University employees in possession of the ius promovendi. Other members shall be holders of a doctorate. A professor whose appointment has been terminated honourably will count as a professor for the purposes of this Article.
4. The members of the Committee shall be experts in the subject area discussed in the manuscript or some part of it. The voting members of the Committee may not have been involved in the daily supervision of the candidate.
5. The Dean ensures that the composition of Doctorate Committee is as diverse as possible.
6. At least half of the voting Committee members must be affiliated to the University. On the basis of a reasoned proposal submitted by the Dean, the Doctorate Board may waive this requirement. Any professor whose contract with the University has been honourably terminated shall be deemed to be affiliated to the University if he/she does not hold the position of professor elsewhere.
7. At least one voting member of the Committee must be a full professor appointed at the University, with a primary appointment at the faculty at which the doctorate will be conferred. On the basis of a reasoned proposal submitted by the Dean, the Doctorate Board may waive this requirement, subject to the condition that at least one voting member of the Doctorate Committee is affiliated to the University.
8. At least one voting member of the Doctorate Committee must be a professor (or foreign equivalent) affiliated to an institution other than the University.
9. If the doctoral thesis consists (partly) of articles that have been written in the name of several authors, the co-authors of these articles may only make up a minority of the (voting) members of the Doctorate Committee.
10. Article 4 (Barred relationships) shall also apply to the composition of the Doctorate Committee.
11. The Committee members appointed by the Doctorate Board are not at liberty to withdraw from their membership of the Committee. In the event of compelling personal circumstances and after consultation with the supervisor and the Dean, a Committee member may address a written request to the Doctorate Board, asking to be relieved of his/her responsibilities. In such cases, the Dean must establish whether the composition of the Doctorate Committee will still meet the requirements set out in these Regulations. If necessary, the Doctorate Board, acting on proposal from the Dean in consultation with the supervisor, shall appoint a new Committee member.



General	Conditions	Admission	Preparation	Completion	Committee	Assessment
Cum laude	Thesis	Defence	Joint doctorate	Arbitration	Finally	Appendices

7. Assessment of the thesis manuscript and admission to the thesis defence

Article 21

Admission to the thesis defence (doctorate)

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

Article 22

Assessment of the thesis manuscript

1. The thesis manuscript shall be submitted for assessment by the Doctorate Committee no later than fourteen weeks before the intended date of the defence ceremony, but not before a decision has been made appointing the Doctorate Committee as defined in Article 19, and the requirements specified in Articles 15 and 17 of these Regulations have been met, and after the thesis manuscript has been approved by supervisor and co-supervisor, as defined in Article 16.
2. No later than six weeks after the members of the Doctorate Committee have received the thesis manuscript, the Committee shall decide whether the candidate has, by means of the text presented, demonstrated his/her ability to undertake independent scientific work and whether he/she may therefore be admitted to the thesis defence.
3. When assessing the thesis manuscript, the Doctorate Committee members must apply the requirements that are generally applied in the relevant discipline, as specified in Appendix A. The following factors shall be taken into account:
 - a. The clarity and relevance of the problem definition and the research question;
 - b. The robustness of the methods used and the soundness of the methodology used in the analysis;
 - c. The balance in the structure of the thesis and clarity of style and wording;
 - d. The extent to which the research contributes towards progress and renewal of academic research;
 - e. The degree of critical reflection and the contribution of the research to the field.

Article 23

Vote by the Doctorate Committee

1. The members of the Doctorate Committee shall, no later than eight weeks before the defence ceremony, submit their votes in writing to the Dean (in his capacity as the formal chairperson of the Doctorate Committee) and the supervisor, explaining the reasons for their vote, regardless of whether this is for or against. They shall use Appendix A to do this, as specified by the Doctorate Board.



General	Conditions	Admission	Preparation	Completion	Committee	Assessment
Cum laude	Thesis	Defence	Joint doctorate	Arbitration	Finally	Appendices

2. The chairperson shall convene a meeting of the Committee within fourteen days after the end of the six-week period referred to in Article 22, paragraph 2 if a member has delivered a negative assessment of the thesis manuscript, or if a Committee member requests such a meeting. At this meeting, after the assessments have been discussed, a written vote shall be held. The reasoned votes are to be cast using Appendix A. For the voting procedure, the provisions of Article 23, paragraph 4 shall apply by analogy.
3. The members of the Doctorate Committee shall not make any recommendations to the doctoral candidate for changes or additions to the doctoral thesis. Furthermore, the Doctorate Committee shall not attach any conditions to its decision on admission to the thesis defence.
4. The decision on admission to the thesis defence shall be made by majority vote among the voting members. If the votes are tied, this will be deemed a refusal of admission. It is only possible to vote for or against; blank votes and abstentions are not permitted.
5. A member of the Doctorate Committee shall only vote to refuse admission to the thesis defence in the event of significant objections to the content, length or scientific quality of the thesis manuscript. If the opinion of the Doctorate Committee is negative, the grounds on which the doctoral candidate is refused admission to the thesis defence shall be communicated in writing to the doctoral candidate, the Dean and the Doctorate Board. On the basis of the reasons given for the refusal, the doctoral candidate and the supervisor can assess whether the manuscript can be revised or supplemented.
6. In the event of a refusal of admission to the defence ceremony as referred to in paragraph 5, the doctoral candidate must submit his/her revised thesis manuscript to the supervisor within one year of said refusal by the Doctorate Committee, with due regard for the provisions in Articles 16 and 17. If the Dean believes there is good reason to do so, he/she may decide that a different period should apply within which the doctoral candidate submits his/her thesis manuscript to the supervisor. The supervisor should approve the thesis manuscript (as stipulated in Article 16) before submitting it to the same Doctorate Committee. The chairperson shall convene one more meeting of the Doctorate Committee at the request of the supervisor to assess the revised thesis manuscript. This second assessment shall be subject to paragraphs 1 to 5 of this article.
7. If a member of the Doctorate Committee does not consider the quality of the thesis manuscript to be adequate for admission to the thesis defence ceremony, he/she cannot be dismissed from the Doctorate Committee on those grounds.

Article 24

Duplication of the doctoral thesis

The candidate is not to make duplicates of his/her doctoral thesis until after the Dean has given his/her agreement to proceed with publication according to the procedure referred to in Article 25, paragraph 3.

Article 25

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

1. The members of the Doctorate Committee shall issue their assessment of the thesis manuscript to the Dean and the supervisor, based on Appendix A of these Regulations.
2. If the Doctorate Committee has decided that the candidate may be admitted to the thesis defence and has given permission for the thesis to be published, the supervisor shall, as secretary of the Committee, immediately inform the Dean and the doctoral candidate of this in writing.



General	Conditions	Admission	Preparation	Completion	Committee	Assessment
Cum laude	Thesis	Defence	Joint doctorate	Arbitration	Finally	Appendices

3. The Dean confirms in writing his/her agreement with the findings of the plagiarism check (as stipulated in Article 17, paragraph 5) and admission to the defence ceremony (as stipulated in paragraph 2) and submits this to the Office of the Beadle and gives a copy to the doctoral candidate.
4. The Office of the Beadle will convert the reserved doctorate conferral date into a confirmed date, as referred to in Article 32, paragraph 3, and shall notify the doctoral candidate.

Article 26

New information

1. If, after the approval of the thesis has been granted by the supervisor or Doctorate Committee, new information comes to light that, if it had been available at the time of said approval, could have affected the decision to admit the doctoral candidate to the doctoral thesis defence ceremony, the individual in possession of said information must disclose it immediately to the supervisor, the Dean, and the Doctorate Board.
2. The Dean will consult the Doctorate Board on which measures should be taken. If the Doctorate Board deems it necessary, the defence ceremony may be postponed temporarily and/or the Doctorate Committee may be adjusted at the proposal of the Dean.
3. The Dean may, in consultation with the supervisor, appoint a full professor or associate professor to extend the Doctorate Committee and is then to inform the Doctorate Board of this appointment. He/she shall ensure that if the Committee is enlarged, the majority of full professors and other University employees in possession of the ius promovendi, as prescribed by Article 20, paragraph 3, is maintained.
4. Notwithstanding paragraph 3, if the Doctorate Board harbours reasonable doubts concerning the quality of the assessment of the doctoral thesis by the Doctorate Committee, the Doctorate Board may revoke the assessment and proceed to appoint a new Doctorate Committee.
5. The Dean shall immediately inform the doctoral candidate of the facts.
6. The Dean shall convene a meeting of the Doctorate Committee as soon as possible, but within two weeks, to discuss the situation.
7. The Doctorate Committee will hear the views of the doctoral candidate and then decide whether the public defence of the doctoral thesis can proceed.
8. If, at this meeting, it transpires that half or a majority of the voting members of the Doctorate Committee are opposed to admission to the thesis defence, the Dean shall request that the defence ceremony be cancelled.



General	Conditions	Admission	Preparation	Completion	Committee	Assessment
Cum laude	Thesis	Defence	Joint doctorate	Arbitration	Finally	Appendices

8. Cum laude

Article 27

Cum laude classification procedure

1. When giving their assessment of a doctoral thesis, based on the specifications in Appendix A, each individual member of the Doctorate Committee shall state whether they believe the thesis merits a 'cum laude' classification. The 'cum laude' classification may be granted if the doctoral candidate has shown that he/she has achieved an exceptional level of competence vis-à-vis the criteria referred to in Article 22, paragraph 3, and in Appendix A.
2. Taking the assessments based on the specifications in Appendix A into consideration, the supervisor and co-supervisor may propose to the Dean, no later than eight weeks before the date of the conferral ceremony, that the 'cum laude' classification be awarded.
3. The supervisor will submit a detailed reasoned proposal to the Dean no later than eight weeks before the date of the defence ceremony, explaining why a 'cum laude' distinction is merited. This must be accompanied by a motivated list by the supervisor of at least four independent external referees. If the Dean believes there is good reason to do so, he/she may decide not to continue the procedure for awarding a cum laude.
4. The referees proposed by the supervisor must be full professors, associate professors who hold a doctorate, assistant professors who hold a doctorate, or the foreign equivalents thereof. Another expert may be appointed as a referee if a reasoned proposal to this effect is submitted, provided that he/she holds a doctorate.
A supplementary requirement regarding the proposed referees is that they must be experts in the field of the thesis, and not affiliated with the University. Article 4 (Barred relationships) shall also apply to the referees. Preferably, at least two of the referees appointed should be from abroad.
5. Of the list of at least four referees, the Dean will choose two, at least one of whom should preferably be from abroad. The Dean may reject the proposed referees and ask the supervisor to make a new proposal. The choice of referees will remain confidential. The Dean will inform the Doctorate Board of the appointment of the two external referees.
6. The Dean is to ensure that the two referees receive all the relevant information (but not the nomination by the supervisor) and a copy of the manuscript in a timely manner. The two referees shall submit a motivated recommendation in writing to the Dean no later than four weeks before the defence ceremony. The advice of the referees shall be disclosed only to the Dean.
7. If one or both referees give a negative advice, the possibility of a 'cum laude' distinction will lapse. If both referees recommend a 'cum laude' distinction, the cum laude procedure can be continued. The Dean will then consult the Doctorate Committee on the cum laude proposal immediately.
8. The voting members of the Doctorate Committee shall decide whether, in principle, the 'cum laude' distinction can be granted.



General	Conditions	Admission	Preparation	Completion	Committee	Assessment
Cum laude	Thesis	Defence	Joint doctorate	Arbitration	Finally	Appendices

9. The Dean may consult the Doctorate Committee confidentially by convening a session of the Committee or by consulting the members in writing. If a meeting is convened, any members who are unable to attend must submit their votes to the Dean in writing, together with a written motivation, before the meeting. If the Committee members are consulted in writing, the members shall submit their votes to the Dean no later than two weeks prior to the defence ceremony, together with a written motivation.
10. Of the voting members of the Doctorate Committee, a maximum of one may vote against the granting of the ‘cum laude’ distinction. It is only possible to vote for or against; blank votes and abstentions are not permitted. If more than one member votes against, the proposal shall be deemed rejected. If the vote is positive and the Committee intends to grant the ‘cum laude’ distinction, the Dean, with a view to preparing the certificate, shall inform the Office of the Beadle of this immediately.

Article 28

Award of cum laude

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



General	Conditions	Admission	Preparation	Completion	Committee	Assessment
Cum laude	Thesis	Defence	Joint doctorate	Arbitration	Finally	Appendices

9. Doctoral thesis

Article 29

Form of the thesis

1. The doctoral candidate is responsible for the design of the doctoral thesis and for ensuring that it complies with all the provisions contained in this section.
2. The design of the thesis should be based on a text form that can be reproduced both by photocopying/printing and electronically. Other information carriers may be used for supplementary explanatory sections and appendices.
3. The doctoral thesis shall be produced in a convenient bound format (using adhesive, sown, or spiral bound) and submitted as a single composite form.
4. The supervisor shall ensure that the physical design of the doctoral thesis complies with the standards associated with the University and the subject field.
5. It is not permitted to include advertisements in the doctoral thesis, nor to insert these as supplementary sheets inside the doctoral thesis.
6. Financial support from third parties must be acknowledged in the doctoral thesis, in accordance with Article 15, paragraph 4. This must be done by including an extra page at the front of the thesis, bearing the following text: 'the research for/publication of this doctoral thesis received financial assistance from ...'.
7. The foreword to the doctoral thesis may make reference to the existence of a commercial version or the preparations for one.
8. The doctoral candidate may add a set of propositions to the doctoral thesis. These propositions do not form part of the thesis and should be submitted as supplementary sheets. The number of propositions should be at least six and no more than eleven, and at least six of them should relate to the academic field of study of the faculty. The propositions must be approved by the supervisor.

Article 30

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

1. No less than six weeks before the defence ceremony, the doctoral candidate will grant the University permission to publish the doctoral thesis in digital form and on a non-exclusive basis, if necessary with a temporary embargo. This permission shall be granted by signing the standard license agreement used by the University Library. By so doing, the doctoral candidate also confirms that the paper and electronic versions are identical in terms of content, notwithstanding the provisions of Article 17, paragraph 3. The doctoral candidate shall provide a summary, in accordance with instructions from the University Library. The doctoral candidate retains copyright over his/her work, as stipulated by Article 31.
2. No later than four weeks before the defence ceremony, the doctoral candidate shall provide three printed or copied versions of his/her doctoral thesis to the Office of the Beadle.



General	Conditions	Admission	Preparation	Completion	Committee	Assessment
Cum laude	Thesis	Defence	Joint doctorate	Arbitration	Finally	Appendices

3. If any doctoral candidate does not meet the obligations detailed in the preceding paragraphs on time, the Doctorate Board may decide that the defence ceremony will not proceed on the planned date.
4. The Office of the Beadle will ensure the timely submission of the thesis to:
 - the University Library (one copy);
 - the Press Office (one copy).
5. No later than four weeks before the defence ceremony, the candidate will send a paper or electronic version – to be decided by the Dean – of the thesis to:
 - the Dean;
 - the chairperson of the doctoral thesis defence ceremony, through the Dean;
 - the supervisor(s) and where relevant the co-supervisor(s);
 - the voting members of the Doctorate Committee; any guest opponents.

Article 31 Intellectual property rights

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



General	Conditions	Admission	Preparation	Completion	Committee	Assessment
Cum laude	Thesis	Defence	Joint doctorate	Arbitration	Finally	Appendices

10. Defence ceremony

Article 32

Reservation and definitive setting of date of doctoral thesis defence ceremony

1. After the Doctorate Board has made a decision on the setting up of the Doctorate Committee, the doctoral candidate may contact the Office of the Beadle to discuss reserving a date for the defence ceremony.
2. The time and place of the defence ceremony will be determined by the doctoral candidate and the Office of the Beadle, in consultation with the supervisor, co-supervisor (where relevant), and after consulting the members of the Doctorate Committee. The defence ceremony will take place at a location determined by the Doctorate Board of the University.
3. No later than eight weeks before the reserved date for the defence ceremony, the Dean will convert the reservation into a definitive date. For this to occur, the Dean must first have followed the procedure described in Article 25 for admission to the defence ceremony and the signing of the declaration of agreement.
4. If the agreement by the Dean is not submitted to the Office of the Beadle on time, the Doctorate Board may decide that the reserved date for the defence ceremony will lapse.

Article 33

Preparations for the defence ceremony

1. The supervisor shall make preparations for the defence ceremony.
2. The Office of the Beadle will ensure that the doctoral candidate is informed of general procedures relating to the ceremony.
3. The supervisor shall wear a gown while fulfilling his/her duties.

Article 34

Exposé

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



General	Conditions	Admission	Preparation	Completion	Committee	Assessment
Cum laude	Thesis	Defence	Joint doctorate	Arbitration	Finally	Appendices

Article 35

Defence ceremony and attendance requirements for members of the Doctorate Committee

1. The ceremony will take place in public, in the presence of the Doctorate Committee.
2. The Rector Magnificus shall, by virtue of his/her position, be the chairperson during the doctoral thesis defence ceremony. As a rule, the Dean will act on his/her behalf. In the event of the Dean being unable to attend, he/she shall authorise a deputy from the same faculty. This deputy should be an emeritus or full professor, or an employee in possession of the ius promovendi. The chairperson shall wear a gown while fulfilling his/her duties.
3. If the Dean or his/her representative is also the supervisor, co-supervisor or a voting member of the Committee, the Dean shall nominate a replacement from his/her faculty who is not involved in the defence ceremony or the Doctorate Committee, to act on his/her behalf as chairperson.
4. The supervisor(s) and co-supervisor(s) are all required to attend the ceremony, situations of force majeure excepted.
5. The chairperson may, if he/she so wishes and after consulting with the supervisor, invite experts other than the appointed members of the Doctorate Committee as guests of the Doctorate Committee to participate in the exchange of views referred to in Article 36. These guest experts must also be holders of a doctorate and will have an advisory vote during the discussions referred to in Article 37. The appointment of guest experts is subject to Article 4 (Barred relationships).
6. At least five of the voting members of the Doctorate Committee must be in attendance at the defence ceremony. If the number of voting members of the Doctorate Committee present at the defence ceremony is less than five, the supervisor will invite one or more guest opponents with the result that the number of voting members and guest opponents together is at least five. The guest opponents must also be holders of a doctorate; they have an advisory vote during the discussions referred to in Article 37. The appointment of guest opponents is subject to Article 4 (Barred relationships). The supervisor shall ensure that the majority of voting members and guest opponents present consists of full professors and University employees in possession of the ius promovendi.

Article 36

Opposition and defence

1. The exchange of views during the ceremony may, with the agreement of the chairperson and after consultation with the supervisor, begin with an opposition from the audience, which, together with the defence, shall take no longer than five minutes. Thereafter some or all of the members of the Doctorate Committee, the guest experts and the guest opponents may speak in the order specified by the chairperson on subjects that the supervisor will be informed of in advance. The supervisor shall ensure that any co-authors do not act as opponents regarding those parts of the thesis that they have co-authored. The supervisor shall notify the members of the Committee, the guest experts and the guest opponents prior to the ceremony of the order in which they will be heard.
2. The chairperson shall determine, after consultation with the supervisor, together with the guest experts and guest opponents, how many minutes each will have to express his/her opposition.



General	Conditions	Admission	Preparation	Completion	Committee	Assessment
Cum laude	Thesis	Defence	Joint doctorate	Arbitration	Finally	Appendices

3. The language used for the opposition and the defence will be Dutch. With the permission of the chairperson of the ceremony, the opposition and/or defence may be conducted in English. If defence in another language is deemed acceptable, permission should first have been obtained for this from the Doctorate Board, unless this concerns the language in which the doctoral thesis has been written and for which permission has already been granted by the Doctorate Board under Article 15, paragraph 3. The formulas for the doctoral candidate, supervisor, and chairperson shall in all cases be expressed in Dutch or English.
4. The total duration of exposé, opposition and defence is one hour. When the words ‘hora est’ are pronounced, the opponent currently speaking will conclude as concisely as possible. In any case, a brief defence will follow. The doctoral candidate will conclude with the text prescribed in Appendix B.

Article 37

The decision on the conferral of the doctorate

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

Article 38

Re-opening the session and closing the session

1. After its deliberations, the Committee shall return and the chairperson shall re-open the session.
2. In accordance with the formula included in Appendix C, the chairperson shall announce that a decision has been made to confer a doctorate to the doctoral candidate. The chairperson will then allow the supervisor to speak; the supervisor shall confer the doctorate on the doctoral candidate by making the statement in Appendix D.
3. When pronouncing these words, the supervisor may also add a personal address to the doctoral candidate.



General	Conditions	Admission	Preparation	Completion	Committee	Assessment
Cum laude	Thesis	Defence	Joint doctorate	Arbitration	Finally	Appendices

4. If a co-supervisor has played an important role in assisting the doctoral candidate in preparing the doctoral thesis, the personal address to the doctoral candidate referred to in the previous paragraph may also be given in full or in part by the co-supervisor.
5. The chairperson will then close the ceremony according to the formula.

Article 39 Certificate

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



General	Conditions	Admission	Preparation	Completion	Committee	Assessment
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11. Joint doctorate

Article 40

Joint doctorate

1. At the University, a joint doctorate can be awarded on the basis of the defence of a doctoral thesis in the presence of the Doctorate Board or the Doctorate Committee appointed by the Doctorate Board.
2. The conferral of the doctorate shall be carried out by the Doctorate Board, together with a comparable body within the partner institution(s).
3. Joint doctorates are undertaken in accordance with these Doctorate Regulations. Any deviations from the Regulations and any other agreements shall be set down in a collaboration agreement between the University and one or more partner institutions.
4. A joint doctorate at the University can only be obtained after the conclusion of the aforementioned written collaboration agreement, in which the Rector Magnificus, in his/her capacity as chairperson of the Doctorate Board, may mandate additional agreements with the partner institution(s). For this purpose, the intended supervisor and the Dean of the faculty in which the supervisor is appointed must submit a written reasoned request for a joint doctorate to the Doctorate Board.
5. This request will include an explanation of the content and composition of the programme for the joint doctorate, and will demonstrate that the doctoral thesis will be prepared by means of a partnership with the partner(s). The joint doctorate partners will make a substantial contribution to the doctoral programme.
6. In the case of a joint doctorate, the doctoral candidate will conduct the research under the responsibility of a supervisor at the University and a supervisor (or the foreign equivalent thereof) from each partner institution with which the partnership referred to in the previous paragraph has been made. This shall not affect the responsibilities of each individual supervisor for the doctoral thesis as a whole.
7. With regard to joint doctorates, no more than two supervisors may be appointed, with the exception of joint doctorates where there are more than two partner institutions.
8. The joint doctorate will, as far as possible, proceed in accordance with the relevant regulations of the partner institutions.
9. In the case of joint doctorates, the doctoral thesis shall be assessed by a Doctorate Committee – as meant by Article 18 – formed in consultation with the partner(s). One of the supervisors on this Committee will be from the University. The Doctorate Committee will be appointed in accordance with the regulations set down in Article 20.
10. At the start of the joint doctorate programme, the location of the defence ceremony will be set down in the collaboration agreement referred to in paragraph 3. For the defence ceremony, the rules of the partner institution at which the ceremony will take place will be respected as far as possible.
11. As proof of the conferral of a joint doctorate, the candidate will receive a certificate. The form of this certificate will be determined in consultation with the partner(s).



General	Conditions	Admission	Preparation	Completion	Committee	Assessment
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12. Arbitration procedure

Article 41

Mediation by the Dean

If, during the preparations or the final approval of the thesis manuscript, any dispute should arise between supervisor, co-supervisor and/or the doctoral candidate, and a mutually agreed resolution cannot be found, any of these parties may submit a reasoned written and dated request to the Dean to mediate. The Dean will hear the parties involved, investigate whether an amicable settlement is possible, and will inform the parties of the result of his/her mediation.

Article 42

Advisory committee

If this mediation does not lead to an agreement within six weeks, any of the parties may, no later than six weeks after the end of said period, approach the Doctorate Board in writing, with a description of the background to the case, and including the date.

In some cases, the Doctorate Board may grant a one-time extension to the six-week mediation period by the Dean of a further six weeks, at the request of any of the parties.

The Doctorate Board will establish an independent three-member advisory committee as quickly as possible, but within four weeks, to consider the matter. The Dean shall nominate two people who are not involved in the doctoral programme. The appellant shall appoint one individual. If the appellant declines to appoint anyone, the Dean shall appoint a third person who is not involved in the doctoral programme. The advisory committee shall nominate one of its members as the chairperson. The Doctorate Board shall appoint a secretary who will assist the advisory committee in its work, but who will not form part of the committee.

Article 43

Decision by the Doctorate Board

The committee referred to above shall hear the case in compliance with the general principles for reasonable dispute resolution. The committee will hear all those concerned and may also consult experts. Within eight weeks, it will issue a recommendation to the Doctorate Board in the form of a reasoned draft decision. This recommendation shall take account of the specific responsibilities of the supervisor, the co-supervisor (where relevant) and the interests of the candidate. In some cases, the Doctorate Board may extend the deadline by four weeks, once only.

The final decision of the Doctorate Board shall be communicated to all those involved within two weeks. A decision that deviates from the recommendation issued shall, together with the reasons why this is the case, be communicated to those concerned together with the recommendation.



General	Conditions	Admission	Preparation	Completion	Committee	Assessment
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13. Final and transitional provisions

Article 44

1. In the event of circumstances not foreseen in these Regulations or if any Article is liable to different interpretations, the Doctorate Board shall have the power of decision.
2. The Doctorate Board may in exceptional cases, at the proposal of the Rector Magnificus, decide to deviate from a provision or to render a provision inapplicable if applying that provision would be clearly inequitable, while taking into consideration the provisions of all applicable legislation. A request for an exemption from a provision must be justified in writing and submitted to the Doctorate Board.
3. With regard to decisions taken by the Doctorate Board within the framework set out in these Regulations, the provisions of the *Algemene wet bestuursrecht* (Awb: General Administrative Law Act) shall apply by analogy unless otherwise specified.
4. If particular regulations or appeal procedures apply within the University, these shall have priority and the Doctorate Board shall not have decision-making authority. The competencies described in section 12 do not apply to legal disputes between the University and its employees.

Article 45

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

Article 46

In the event of any flagrant breach of any of the provisions of the Doctorate Regulations, the Dean may decide to take appropriate measures that could include a postponement or cancellation of the doctorate.

Article 47

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

Article 48

These Doctorate Regulations shall enter into force on 1 September 2020, on which date the Doctorate Regulations of the University of Amsterdam 2014 shall cease to be effective.

These Regulations were laid down by the Doctorate Board of the University of Amsterdam during a session held on 11 June 2020.



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Appendix A (front side)

Doctoral thesis assessment form and admission to the doctoral thesis defence

Vote cast:

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

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

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

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

Explanation:

Information on submissions (to be completed by supervisor or contact person):

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Please note the instructions for completing this form; both sides of the form should be completed **in full** and sent by email **no later than** [...day...] [...date...] to [...name of faculty contact person...], [...email address of contact person...] with a copy to the supervisor [...email address of supervisor].

Criteria

In assessing the thesis manuscript, Committee members should administer the requirements that are applicable in the relevant discipline. The following criteria play a role in this assessment. You are requested to separately consider each criterion against which the doctoral thesis is to be assessed. For any other instructions, please see the letter you received from the supervisor before you were appointed as a Doctorate Committee member.



General	Conditions	Admission	Preparation	Completion	Committee	Assessment
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Appendix A (reverse side)

Doctoral thesis assessment form and admission to the doctoral thesis defence (please complete in full)

	Excellent	Very good	Good	Satisfactory	Unsatisfactory
The clarity and relevance of the problem definition and the research question; <i>Explanation:</i>					
The robustness of the methods used and the soundness of the methodology used in the analysis; <i>Explanation:</i>					
The balance in the structure of the thesis and clarity of style and wording; <i>Explanation:</i>					
The extent to which the research contributes towards progress and renewal of academic research; <i>Explanation:</i>					
The degree of critical reflection and the contribution of the research to the field. <i>Explanation:</i>					
Do you believe that this doctoral thesis should qualify for the distinction 'cum laude'?	Yes/No				
If so, can you attest that the doctoral thesis is among the best 5% of all doctoral theses that you have read in the relevant field of study?	Yes/No				
<i>Explanation:</i>					