

## 2020 DOCTORAL REGULATIONS ERASMUS UNIVERSITY ROTTERDAM

Adopted by the Doctorate Board on 4 March 2020

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## Chapter 1      General Provisions

### Article 1.1    Definitions

1. In these regulations and the provisions based on them, the following words are (also) defined as stated below:

Assessment Committee	the committee established by the Doctorate Board in accordance with Section 7.18, subsection 4 of the act, in conjunction with Chapter 6 of these regulations. This committee determines whether the PhD candidate can be admitted to the defence of his/her thesis;
BBR-EUR 2020	Erasmus University Rotterdam Administration and Management Regulations 2020 ( <i>Beheers- en Bestuursreglement EUR</i> );
co-supervisor	the person appointed by the Doctorate Board to assist the supervisor in supervising the PhD candidate;
Dean	the Dean of the faculty, referred to in Article 4.3 of BBR-EUR, the Vice-Dean of the Erasmus School of Health Policy & Management and the Rector of ISS, referred to in Article 7.3, paragraph 3 of BBR-EUR;
defence ceremony	the public defence of the thesis, based on which the doctorate can be awarded;
Degree certificate	the degree associated with a successfully completed (doctoral) programme;
Doctoral Committee	the committee established by the Doctorate Board pursuant to Section 7.18, subsection 4 of the WHW, in conjunction with Chapter 7 of these regulations, in the presence of which the defence ceremony should be held; the doctoral committee encompasses the members of the assessment committee.
doctoral research	the academic research underlying the thesis;
Doctorate Board	the Doctorate Board, referred to in Article 8.1, paragraph 1 of BBR-EUR;

EUR	the Erasmus University Rotterdam;
Executive Board	EUR's Executive Board, referred to in Article 2.2 of BBR-EUR;
faculty	a EUR faculty, as referred to in Article 4.1 of BBR-EUR, or the ISS, referred to in Article 7.1 of BBR-EUR;
Graduate School	the Graduate School, as referred to in Article 6.1 of BBR-EUR;
Hora Finita	the online registration system for the doctoral programme's administrative procedure;
ius promovendi professor	the right to act as supervisor; the functionary, referred to in Section 9.19 of the WHW;
manuscript	a draft of the thesis;
PhD candidate	a person who has been admitted to the doctoral programme;
propositions	the assertions, referred to in Article 4.2 of these regulations, which the PhD candidate has compiled and wishes to defend during the defence ceremony;
Rector Magnificus	the functionary, referred to in Article 2.2, paragraph 1 of BBR-EUR;
regulations	2020 EUR Doctoral Regulations;
supervisor	the professor or associate professor who has <i>ius promovendi</i> appointed by the Doctorate Board to assist the PhD candidate in writing his/her thesis;
thesis	the scientific treatise set out in book form or one or more article(s) in a journal or technical design, as referred to in Section 7.18, subsection 2, under b of the WHW.
university	a Dutch or foreign institute of university education.
WHW	the Dutch Higher Education and Research act ( <i>Wet op Hoger Onderwijs en Onderzoek</i> , abbreviated to 'WHW')

2. In these regulations, 'in writing' also refers to e-mail messages and data and forms in Hora Finita.

### **Article 1.2 Doctoral Regulations and Guidelines for the Doctoral Programme**

1. The Doctorate Board adopts the doctoral regulations.
2. The Chair of the Doctorate Board can draw up guidelines for the implementation of the provisions of these doctoral regulations. These guidelines are subject to the Doctorate Board's approval.
3. Decisions to implement these regulations are made by the Chair of the Doctorate Board or by the mandatories appointed by him/her.

### **Article 1.3 The Doctorate**

1. At the EUR, the doctorate can be obtained based on the doctoral programme, subject to these regulations.
2. Doctorates are awarded by the Doctorate Board.
3. The defence ceremony is held in the presence of a Doctoral Committee to be established by the Doctorate Board, unless the Doctorate Board decides that the defence ceremony is to be held in the presence of the Doctorate Board itself.
4. At the EUR, a joint degree (as referred to in Section 7.18, subsection 6 of the WHW) or double degree can be obtained under certain conditions. Unless the Chair of the Doctorate Board decides otherwise, the relevant agreements are laid down in an agreement between the institutes concerned and the PhD candidate before the start of the doctoral programme. This agreement is signed by the Chair of the Doctorate Board, the most appropriate Dean and the supervisors. The provisions of the Doctoral Regulations apply unless, with the Doctorate Board's consent, giving reasons, they are not applied. The substantive and qualitative provisions of these regulations must be complied with.
5. In principle, someone who has obtained a doctoral degree will not be re-admitted to the doctoral programme unless the programme falls within a substantially different academic discipline.

### **Article 1.4 Admission to the Doctorate**

1. A person will be admitted to the Doctorate if he/she:
  - a. has been awarded the master degree pursuant to Section 7.10a, subsection 1, 2 or 3 of the WHW;
  - b. has written a thesis to show that he/she is able to contribute to the independent pursuit of science; and
  - c. satisfies the other requirements set out in these regulations.

2. In special cases, the Doctorate Board can admit to the doctoral programme a person who complies with the provisions of paragraph 1, under b and c, but does not comply with the provisions of paragraph 1, under a.

### **Article 1.5 Doctorate Board**

1. The Doctorate Board is made up of the Rector Magnificus, who is also the Chair, the deans of the faculties, the Vice-Dean of the Erasmus School of Health Policy & Management and the Rector of the ISS.
2. If the Rector Magnificus is absent, he/she will appoint a dean to act as Chair. The Chair represents the Doctorate Board at law and otherwise, both within and outside the EUR.
3. The deans of EUR's faculties form the Doctorate Board (Article 8.1, paragraph 1 of BBR-EUR).
4. The Doctorate Board's official secretariat is provided by EUR's General Management Directorate.
5. The Doctorate Board can delegate the exercise of the duties and powers set out in the WHW, BBR-EUR and these regulations to the Rector Magnificus, with the option to subdelegate them to another board member.
6. The Doctorate Board is authorised to amend or revoke a mandate and, under the terms of the mandate, subject to notification of the mandatory, to act or induce others to act.
7. The Rector Magnificus or a mandated member of the Doctorate Board is accountable to the Doctorate Board for the exercise of the duties and powers referred to in paragraph 1. He/she provides the Doctorate Board with the necessary information upon request or of his/her own accord.
8. The Dean can delegate the exercise of duties and powers set out in these regulations, in consultation with the Rector Magnificus, to a professor at the same faculty for a pre-determined period.
9. The Dean is authorised to amend or revoke the mandate, referred to in the preceding paragraph, at any time and, under the terms of the mandate, to act or to induce others to act.
10. The Dean informs the Doctorate Board and the mandatory immediately about any decisions to grant, amend or revoke a mandate.
11. The mandated professor is accountable to the Dean for the exercise of the duties and powers referred to in paragraph 4, and provides the Dean with the necessary information.

### **Article 1.6 Scope of These Regulations**

These regulations apply to all doctoral degree ceremonies held at the EUR and, subject to Chapter 12, to doctoral degree ceremonies that, as a result of collaborations between EUR and other institutes of university education, are held elsewhere, in so far as no arrangements to the contrary were made when these collaborations were entered into.

## Article 1.7 Obligation of Confidentiality

Those present or involved in written communications regarding doctoral degree ceremonies and matters discussed at or relating to closed meetings, referred to in Chapters 6-8, and relating to written and spoken communications regarding the awarding of the '*cum laude*' distinction, referred to in Chapter 9, and relating to the awarding of honorary doctorates, referred to in Chapter 11, and relating to written and spoken communications regarding the dispute settlement rules, referred to in Chapter 13, are bound to confidentiality.

## Chapter 2 The PhD candidate

### Article 2.1 Looking for a Supervisor

1. The PhD candidate consults the professor or associate professor who has *ius promovendi* who he/she believes to be the most appropriate for his/her doctoral research.
2. If requested, a professor or associate professor who has *ius promovendi* will confirm to the PhD candidate in writing that he/she is prepared to be appointed as supervisor by the Doctorate Board. The intended supervisor gives a negative or conditional decision in writing, stating the reasons that led to this decision. The Dean signs the decision for approval.
3. If a dispute arises between the supervisor and the PhD candidate during the preparations for the defence ceremony, the dispute will be submitted to the Dean, who will try to mediate.

### Article 2.2 Request to be Admitted to the Doctoral Programme

1. After the intended supervisor has indicated that he/she is prepared to supervise, the PhD candidate should submit a written request (in Hora Finita) to be admitted to the doctoral programme to the Doctorate Board, stating the name of the professor or associate professor who has *ius promovendi* and who he/she would like the Doctorate Board to appoint as supervisor.

The request should include the following information:

- surname and first names (as listed in the population register);
- place and date of birth;
- home address, post code and telephone number;
- work address, post code and telephone number;
- nationality;
- the exam that serves as the basis for the intended doctoral programme;
- name of the institute where the exam referred to under 6 was taken;
- the subject area in which the doctoral research is being carried out (if this is another faculty than the one from which the master degree was obtained, the reasons must be given);
- description of the subject of the doctoral research;
- proposed supervisor of supervisors and, if known, co-supervisor of co-supervisors:  
name, titles, faculty (the (first) supervisor must be affiliated with the EUR); at most three supervisors, stating the discipline;
- a statement from the supervisor of supervisors referred to in Article 2.2, paragraph 2;

- language in which the thesis is written (if this is another language than Dutch, English, French or German, a substantiated request for permission needs to be submitted to the Doctorate Board);
  - date on which the doctoral research started;
  - place, date and signature of the PhD candidate, the signatures for approval of the supervisor(s) and, if known, the co-supervisor(s) and Dean of the faculty concerned.
2. If the request to be admitted to the doctoral programme is not based on the degree referred to in Article 1.4, paragraph 1, under a, obtained from the EUR, a certified copy of a degree certificate obtained from another institute, referred to in Article 1.4, paragraph 1, under a, and a copy of the passport with identity data must be submitted.
  3. In special cases, the Doctorate Board can admit a person to the doctoral programme who does not comply with the provisions of Article 1.4, paragraph 1, under a.  
In accordance with the implementing regulations set out in Appendix 1, a request for dispensation from the programme requirements needs to be submitted together with the request to be admitted to the doctoral programme.
  4. If the subject of the doctoral research does not correspond with the subject area of the programme on which the request to be admitted is based, the Doctorate Board will only be able to give a decision on the request based on the PhD candidate's substantiated proposal.

### **Article 2.3 Training and supervision plan and Integrity Statement**

1. The PhD candidate and the (co-)supervisors set out the Training and supervision plan within three months of the start of the doctoral programme. The Training and supervision plan sets out the supervisory duties, the division of duties and the extent of the personal supervision of the (co-)supervisors, the courses to be taken (including academic integrity), the assessment dates and progress reviews and the formal go/no-go decision points. The Dean must ensure that the plan is adopted and signed within the specified time.
2. The PhD candidate declares that he/she has read and understood EUR's current Integrity Code and the Netherlands Code of Conduct for Research Integrity of the Association of Universities in the Netherlands.

### **Article 2.4 Responsibility for the Thesis**

1. The PhD candidate must ensure that the academic research described in the thesis was carried out independently or that an essential contribution was made to it. The PhD candidate is responsible for the thesis from a scientific viewpoint. He/she must comply with EUR's current Integrity Code and scientific integrity regulations.

2. If the academic research was carried out with other people, the research results can give rise to a joint thesis by two or three PhD candidates, provided that the following conditions are met:
  - a. Each author makes an independent and clearly defined contribution that is sufficient to merit a doctorate, this to the supervisor's satisfaction;
  - b. Each author takes personal responsibility for his/her individual contribution and for the whole;
  - c. The thesis sets out what contribution each author made to its realisation; and
  - d. Each author adds the requisite number of propositions, referred to in Article 4.2, to the thesis.
3. In case of a joint thesis, as referred to in the preceding paragraph, the procedures and provisions of these regulations apply to each PhD candidate individually.
4. If a thesis is written by two or three people, the defence ceremony is considered to constitute two or three separate defence ceremonies. The regulations regarding the defence, opposition and duration will then apply to each PhD candidate individually and the doctoral degree will be awarded in a single session, following the defence by the second or third PhD candidate. With regard to the duration, the Doctorate Board can decide otherwise if this seems appropriate.

#### **Article 2.5 Collaboration with the Supervisor**

The PhD candidate submits the manuscript to the supervisor as a whole or in parts, agrees on changes with the supervisor and subsequently submits the changed manuscript to the supervisor for approval.

## Chapter 3 The Supervisor and Co-supervisor

### Article 3.1 Appointment as Supervisor and Co-supervisor

1. After receiving the request to be admitted to the doctoral programme, as referred to in Article 2.2, the Doctorate Board appoints two supervisors as soon as possible. This means that, in addition to a supervisor, a second supervisor or co-supervisor is appointed.
2. The supervisor is a professor at the EUR or an associate professor with a doctorate at the EUR to whom the Doctorate Board has granted *ius promovendi* according to the procedure set out in Appendix 2.
3. A professor at a Dutch or foreign university can also be appointed as supervisor. The first supervisor is affiliated with the EUR.
4. If no second supervisor is appointed, a co-supervisor will be appointed to ensure that the PhD candidate has at least two supervisors.
5. An expert employed by a university, not being a professor, who is actively involved in at least part of the subject described in the thesis and who is entitled to use the title 'Dr' in the Netherlands, can be appointed as supervisor.
6. The Doctorate Board can appoint three supervisors if these are from at least two different disciplines.
7. If a fourth supervisor is recommended, a substantiated request for this purpose must be submitted to the Doctorate Board. The Doctorate Board will base its decision on the recommendation of the most appropriate Dean.
8. In accordance with Section 7.18 of the WHW, professors of theology at a public university and professors occupying an endowed chair at a public university are considered as professors of these universities and can be appointed as supervisor.
9. The partner or close relatives of the PhD candidate up to fourth degree relatives and other persons whose relationship with the PhD candidate is such that, in the opinion of the Doctorate Board, they cannot reasonably be requested to give an opinion, are not considered for appointment as supervisor or co-supervisor.

### Article 3.2 Job Description of the Supervisor and Co-supervisor

1. The (co-)supervisors are responsible for accepting the manuscript as thesis and ensure that the thesis satisfies the requirements that, according to generally accepted academic standards, are imposed on a thesis.
2. The (co-)supervisors determine their division of duties by agreement, after hearing the PhD candidate. This division of duties is set out in the Training and supervision plan (Article 2.3).
3. The (co-)supervisors assist the PhD candidate in writing the thesis and also ensure that the agreed or reasonable assessment dates are observed and discuss submitted drafts and the go/no-go decision points according to the Training and supervision plan.

4. The (co-)supervisors read the contents of the manuscript of the thesis, evaluate the submitted manuscript or parts thereof and assess it according to the requirements that a (co-)supervisor, based on the responsibility for the thesis, imposes on the conferral of a doctorate.
5. The (co-)supervisors can suggest that the PhD candidate make changes and/or additions to the manuscript. The PhD candidate follows these suggestions to the best of his/her ability.
6. The (co-)supervisor can only withdraw as (co-)supervisor in special circumstances, giving reasons. The (co-)supervisor should inform the PhD candidate, the other (co-)supervisors and the Dean about this immediately.

### **Article 3.3 Regulations Regarding Honourably Discharged Professors and Associate Professors who have *Ius Promovendi***

1. If a supervisor is honourably discharged after being appointed as supervisor, the thesis must be approved within five years of his/her discharge.
2. If the thesis was not approved within five years of the supervisor's honourable discharge, his/her appointment as supervisor will be terminated. After consulting the PhD candidate, the Doctorate Board will appoint another professor or associate professor who has *ius promovendi* as supervisor unless if more than one supervisor was appointed - the Doctorate Board considers it unnecessary to appoint a new supervisor.
3. Honourably discharged professors or associate professors who have *ius promovendi* cannot be re-appointed as supervisor following their dismissal.

## Chapter 4 The Thesis

### Article 4.1 Conditions

1. The thesis must show that the PhD candidate is able to contribute to the independent pursuit of science.
2. The thesis can consist of:
  - a. a scientific treatise on a particular subject, or
  - b. a compilation of scholarly publications by the PhD candidate that have appeared or have yet to appear,
3. The term 'thesis' as used in these regulations is also understood to mean part of a thesis, as referred to in Article 2.4, paragraph 2 of these regulations and the provisions of Article 2.4, paragraphs 3, 4 and 5 need to be complied with.

### Article 4.2 Propositions

1. Eleven propositions are added to the thesis. Five of these propositions relate to the content of the thesis and five do not relate to the content of the thesis and may not be related to the content of the thesis in any way. These ten propositions must be academically defensible. The eleventh proposition falls outside the scope of academic defensibility. Following the approval of the manuscript as thesis, referred to in Article 5.1, the PhD candidate submits the propositions as soon as possible to the supervisor.
2. The supervisor assesses the quality of the propositions and determines whether they are defensible.
3. The supervisor notifies the PhD candidate in writing whether he/she considers the propositions defensible and informs the Doctorate Board.

### Article 4.3 Language

1. The thesis and its propositions are written in Dutch, English, French or German or, subject to the Doctorate Board's approval, in another language.
2. If the thesis is written in Dutch, it will be supplemented with a translation of the title and a summary of the content in English, French or German. If the thesis is written in English, French or German, it will be supplemented with a Dutch translation of the title and a summary of the content.
3. If a thesis is written in several languages, it will be supplemented with a translation of the title and a summary in an acceptable language as far as the Dutch texts are concerned. If this concerns non-Dutch texts, it will be supplemented with a translation of the title and a summary in Dutch.
4. If the thesis is written in a language other than Dutch, English, French or German, it will be supplemented with a translation of the title and a summary in Dutch and English, French or German.

## Article 4.4 Content

1. The thesis should include:
  - a title page;
  - a table of contents;
  - an introduction outlining at least the problem definition of the thesis. The introduction should also clarify what the PhD candidate, the supervisors and other authors (if any) contributed;
  - a scientific evaluation;
  - the conclusion;
  - a summary and its translation;
  - if possible, a name and subject index and/or source index;
  - a curriculum vitae of the PhD candidate;
  - the portfolio of the PhD candidate.
2. The propositions are inserted into the thesis on a separate sheet and also submitted digitally.
3. With regard to the thesis to obtain the doctorate based on doctoral research in a medical subject, the PhD candidate's curriculum vitae must show where the thesis was reworked and which departments collaborated in its realisation.
4. If desired, the PhD candidate can include a concise foreword.

## Article 4.5 A Compilation of Scholarly Publications as a Thesis

1. Article 4.4 applies mutatis mutandis to a thesis consisting of a compilation of scholarly publications that have appeared or have yet to appear. Their interrelationship is shown by an introduction and a summarising conclusion.
2. Scholarly publications will only be considered if the following conditions are met:
  - a. the publications must form a coherent whole and be published within a period of five years before submission of the thesis to the supervisor for assessment;
  - b. the journal in which the article was or will be published must satisfy generally accepted academic standards, at the supervisor's discretion;
  - c. the supervisor must submit a written statement to the Assessment Committee showing that the PhD candidate's contribution forms an essential part of the research concerned;
  - d. in order to obtain a doctorate based on doctoral research in a medical subject, a statement, as referred to under c, by the head of the institute where the doctoral research was carried out (if this is a different institute from that of the supervisor) also needs to be submitted.

## Article 4.6 Form

1. The text of the thesis will be made available, at the PhD candidate's discretion, in printed or digital format.

2. EUR's University Library must in any case receive a digital version for inclusion in full in EUR's publications database.

#### **Article 4.7    Reproduction and Submission of the Thesis**

1. The Doctorate Board gives the PhD candidate permission to reproduce the thesis subsequent to the Assessment Committee's approval of the manuscript as thesis.
2. The PhD candidate should send the desired number of printed copies plus a digital version to the Beadle's Office as soon as possible after reproducing the thesis and the corresponding propositions, at most five weeks before the date of the defence ceremony. The Doctorate Board determines the number of paper copies that need to be submitted. It may stipulate different quantities for the various academic disciplines.
3. If the thesis is also to be published as a trade edition, the digital version should be supplemented with a copy of the contract with the publisher, in which the publisher consents to the publication of the digital version.
4. EUR's University Library will post the entire thesis on the internet as soon as possible, at most within three months of the defence ceremony. The Rector Magnificus can grant exemption from this obligation for compelling reasons.
5. With regard to the copies that were made available to EUR, an allowance for the costs can be requested.

## Chapter 5 Supervisor's Assessment of the Manuscript as a Thesis

### Article 5.1 Supervisor's Assessment

1. If the supervisor believes that the manuscript satisfies the relevant academic requirements and gives an adequate indication of the candidate's ability to contribute to the independent pursuit of science, he/she will give his/her approval.
2. A reference check is carried out under the responsibility of the Dean of the faculty concerned. The report of the reference check is analysed by a faculty/Graduate School staff member appointed by the Dean.
3. If this analysis does not reveal anything out of the ordinary, the supervisor can give his/her final approval of the manuscript. All (co) supervisors If there is a co- need to give his/her approval.
4. If, while the manuscript is being assessed or at any other time during the doctoral programme, the PhD candidate is found to be guilty of plagiarism or other violations of academic integrity, the Doctorate Board can, on the recommendation of the Dean, decide to discontinue the programme. The Doctorate Board can also seek the opinion of EUR's Scientific Integrity Committee through the Executive Board.
5. The supervisor notifies the PhD candidate in writing of the final approval or withholding of approval and sends a copy of this to the Doctorate Board.

### Article 5.2 Withholding Approval

1. If a supervisor withholds his/her approval of the manuscript as thesis, the PhD candidate can ask the Doctorate Board to appoint another supervisor.
2. The Doctorate Board will decide on the request referred to in paragraph 1 after hearing the PhD candidate and supervisor, unless - if more than one supervisor was appointed - the Doctorate Board considers it unnecessary to appoint a new supervisor.

### Article 5.3 Time Limit

The supervisor must reply to a written request from the PhD candidate for approval of his/her manuscript as thesis within eight weeks. If he/she withholds approval, he/she must state the reasons.

## Chapter 6 Assessment Committee

### Article 6.1 Recommendation Regarding the Composition of the Assessment Committee

1. Following approval of the thesis, the supervisor makes a recommendation regarding the composition of the Assessment Committee (in Hora Finita).
2. This recommendation should contain the following information:
  - name of the PhD candidate
  - title of the thesis
  - name of the fellow PhD candidate (if any)
  - composition of the Assessment Committee (names, addresses, e-mail addresses, titles, name and address of institutes)

The following should be attached as appendices:

- the thesis as approved by the supervisor;
  - the title page and its reverse side for the Beadle's inspection;
  - a summary and its translation;
  - a curriculum vitae;
  - a portfolio;
  - the propositions that were approved by the supervisor;
  - an analysis of the reference check.
3. The Dean assesses the recommendation regarding the composition of the Assessment Committee.
  4. The PhD candidate ensures that all Assessment Committee members receive a copy of the thesis.

### Article 6.2 The Assessment Committee

1. The Doctorate Board establishes the Assessment Committee as soon as possible after receiving the documents referred to in Article 6.1.
2. The committee will be formed on the recommendation of the supervisor, following consultation with the Dean of the faculty that covers the subject (area) of the doctoral research. The supervisor makes sure beforehand that the candidates are prepared to serve on the Assessment Committee.
3. The Assessment Committee is made up of three people.  
In case of a joint or double doctorate, the committee is made up of four people.  
The (co-)supervisors do not form part of the Assessment Committee.
4. The majority of the members of the Assessment Committee are professors or have *ius promovendi*. In case of a joint or double doctorate, at least three members should have *ius promovendi*.
5. The members of the Assessment Committee are experts on the subject of the thesis or part thereof. The Assessment Committee should be composed as widely as possible from different areas of expertise.

6. At least one Assessment Committee member should not be affiliated with the supervisor's work unit.
7. At least one Assessment Committee member should not be affiliated with the EUR.
8. The Assessment Committee should be constituted as diversely as possible and should include at least one male and one female member.
9. As a rule, honourably discharged professors can serve on the Assessment Committee for up to five years following their honourable discharge.
10. An expert in the subject area concerned can, based on a substantiated request and following the Dean's approval, be appointed as Assessment Committee member. This expert should be an assistant professor and have a doctoral degree.
11. Assessment Committee members may not have co-authored one of the publications included in the thesis.
12. The partner or close relatives of the PhD candidate up to fourth grade relatives and other persons whose relationship with the PhD candidate is such that, in the opinion of the Doctorate Board, they cannot reasonably be requested to give an opinion, cannot be appointed as Assessment Committee member.
13. The Dean appoints one of the Assessment Committee members affiliated with the EUR as Chair.

### **Article 6.3 Assessments by the Assessment Committee**

1. The Assessment Committee decides whether to admit the PhD candidate to the Doctorate defence within one month of its formation.
2. The Assessment Committee meets behind closed doors.
3. Each Assessment Committee member gives a substantive written response to the manuscript and an unconditional decision regarding the PhD candidate's admission.
4. The following points are taken into consideration:
  - a. an essential contribution to the doctoral research by the doctoral candidate;
  - b. adequacy of the list of relevant background literature;
  - c. accuracy of the empirical components and analysis;
  - d. adequate assessment of the thesis's contribution to the literature (current theories and conceptualisations);
  - e. theoretical depth;
  - f. structure and clarity of style and expression;
  - g. a short general assessment of and opinion on the admission;
  - h. placement of the research objectives and results in a social context;
  - i. the Assessment Committee members can suggest changes to the thesis.
5. The Chair ensures that the Assessment Committee members use the assessment form (Appendix 3) to submit their findings, stating reasons, and registers these in Hora Finita.
6. The supervisor can advise the PhD candidate to adopt any suggestions that the Assessment Committee members may have made. The supervisor informs the

Assessment Committee members through the Chair regarding the extent to which their suggestions have been followed.

7. The resolution regarding admission is adopted by a majority of the votes cast.
8. The Chair of the Assessment Committee ensures that the Doctorate Board, the supervisor and the PhD candidate are notified immediately in writing and in confidence of the decision to grant or refuse admission to the defence.
9. If the PhD candidate is refused admission to the defence, the supervisor will consult the Dean of the faculty concerned. The supervisor can then ask the Doctorate Board to establish a new Assessment Committee. Members of the disbanded Assessment Committee can serve on this new committee.

## Chapter 7 The Doctoral Committee

### Article 7.1 Composition

1. The Doctorate Board establishes the Doctoral Committee as soon as possible after receiving the decision referred to in Article 6.3, paragraph 8. The defence ceremony is then held in the presence of this committee.
2. The Doctoral Committee is made up of the Assessment Committee members. On the recommendation of the supervisor, following consultation with the Dean of the faculty that covers the subject area of the doctoral research, the Doctorate Board is supplemented by at least two other members. The supervisor satisfies himself/herself beforehand that the candidates are prepared to serve on the Doctoral Committee.
3. The Doctoral Committee members are professors or associate professors affiliated with a university.
4. The majority of the committee members are professors or have *ius promovendi*.
5. The committee members are experts on the subject of the thesis or part thereof. The Doctoral Committee should be composed as widely as possible from different areas of expertise.
6. At least one member is not connected with the supervisor's work unit.
7. At least one committee member is not affiliated with the EUR.
8. The committee should be constituted as diversely as possible. This means that the Doctoral Committee should include at least two male and two female members.
9. An expert in the subject area of the thesis or part thereof can, based on a substantiated request and following the Dean's approval, be appointed as committee member. This expert should be an assistant professor and have a doctoral degree.
10. The partner or close relatives of the PhD candidate up to fourth degree relatives and other whose relationship with the PhD candidate is such that, in the opinion of the Doctorate Board, they cannot reasonably be requested to give an opinion, cannot be appointed as Doctoral Committee member.

### Article 7.2 Chairmanship of the Doctoral Committee

1. The Doctoral Committee is chaired by the Rector Magnificus or his/her substitute. The Chair does not form part of the Doctoral Committee.
2. The Chair has an advisory vote. However, if the votes are equally divided, he/she has a deciding vote.

### Article 7.3 Expert

At the supervisor's request, the Doctorate Board can admit people to the defence ceremony who are entitled to use the title of 'Dr' in the Netherlands and are experts in at least part of the subject area of the thesis. They are not part of the Doctoral Committee but they have an advisory vote in the deliberations regarding the conferral

of the doctorate and, if the committee passes a resolution for this purpose, take part in the opposition.

#### **Article 7.4 Participation in the Opposition**

Between six and eight people take part in the opposition during the defence ceremony.

#### **Article 7.5 Summoning the Doctoral Committee Members**

The Rector Magnificus summons the Doctoral Committee members for a closed meeting well in advance of the defence ceremony.

#### **Article 7.6 Requirements Regarding the Attendance of Doctoral Committee Members**

1. If, due to circumstances, a Doctoral Committee member cannot attend the meeting or defence ceremony, the supervisor should promptly arrange a replacement if the number of members no longer satisfies the requirements set out in Article 7.1, paragraph 2.
2. The requirements set out in Article 7.1 apply. The supervisor must inform the Doctorate Board about this no later than 48 hours before the start of the defence ceremony, except for *force majeure*.

## Chapter 8 The Defence Ceremony

### Article 8.1 Date, Time and Place

1. After receiving notification of admission to the doctoral programme referred to in Article 6.2, paragraph 4, the PhD candidate should submit a proposal for the date of the defence ceremony to the Beadle's Office as soon as possible.
2. The Beadle's Office determines the date, time and place of the defence ceremony on the recommendation of the PhD candidate, following consultation with the supervisor.
3. Appendix 4 applies to the defence ceremony.

### Article 8.2 Public Nature

Notwithstanding Article 1.6, the defence ceremony is held in public.

### Article 8.3 The Defence of the Thesis

1. The defence ceremony, including the defence of the thesis, is held in Dutch or English or, subject to the consent of the Rector Magnificus, in another language. A request to use another language should be submitted to the Beadle's Office at least three weeks before the date of the defence ceremony.
2. The PhD candidate starts his/her defence by giving an explanation of his/her research in no more than 15 minutes. The PhD candidate should consult his/her supervisor about this well in advance. The introduction should set out what was researched and why and what conclusions were drawn.
3. Audiovisual aids can be used to support the explanation.
4. The PhD candidate is expected to dispel any reservations of the Doctoral Committee during his/her defence of his/her thesis and propositions.
5. The defence ends one hour after the start of the public ceremony. The Chair closes the ceremony.

### Article 8.4 Decision

1. Following the close of the ceremony, the Doctoral Committee decides on the conferral of the doctorate during a closed meeting on behalf of the Doctorate Board.
2. The Assessment Committee's decision referred to in Article 6.3, paragraph 1, and the PhD candidate's defence of his/her thesis, are taken into consideration in the decision regarding the conferral of the doctorate.
3. If necessary, the matter is voted on by roll call at the request of one of the committee members. If the votes are equally divided, the Chair has the deciding vote.

## Chapter 9 *Cum Laude*

### Article 9.1 Recommendation to Award a 'Cum Laude' Distinction

1. If a PhD candidate shows an exceptional ability to contribute to the independent pursuit of science, the Doctoral Committee can award the doctorate with a '*cum laude*' distinction on behalf of the Doctorate Board. As a rule, this distinction can only be awarded if the thesis ranks among the top 5% of theses in the subject area concerned.
2. A recommendation to award the doctorate with the '*cum laude*' distinction should be submitted in confidence by at least two Assessment Committee members, together with the supervisor or supervisors written consent. A written and substantiated request should be submitted to the Rector Magnificus in confidence at least seven weeks before the date of the defence ceremony.
3. The Assessment Committee and the supervisor or supervisors nominate two or three external examiners who have a doctoral degree and are experts in the subject area of the doctoral research. These examiners must not have published with the PhD candidate and do not form part of the Doctoral Committee. The request should include the curriculum vitae of each examiner. The Dean of the most appropriate faculty decides on the prospective examiners. The Rector Magnificus then appoints the examiners. The external examiners submit their written recommendation in confidence to the Beadle's Office within three weeks of their appointment.

### Article 9.2 Decision to Award the '*Cum Laude*' Distinction

1. The Rector Magnificus informs the Doctoral Committee members confidentially and as soon as possible about the recommendation and the recommendations of the external examiners.
2. With regard to the recommendation to award the '*cum laude*' distinction, the Doctoral Committee takes the following into consideration: especially whether it is ranked among the top 5% of theses in the area concerned.
  - a. the meaning and level of originality of the question and methods
  - b. the scientific and technical level of the work;
  - c. the opinion of the external examiners;
  - d. the quality of the defence;
  - e. contributions by others;
  - f. language and style.
3. During the discussion referred to in Article 8.4, paragraph 1 regarding the recommendation to award the doctorate, the voting members of the Doctoral Committee vote (in the absence of the supervisor or supervisors) by secret ballot on whether or not to award the '*cum laude*' distinction. They can only vote for or against the recommendation. The recommendation is rejected if more than one

vote is cast against. In all other cases, the recommendation is adopted. The Rector Magnificus abstains from voting.

## Chapter 10 Degree Certificate

### Article 10.1 Degree Certificate

1. As evidence of the conferral of the doctorate, the doctor receives a degree certificate in Latin signed by the Rector Magnificus or his/her substitute, the supervisor and the Doctoral Committee members.
2. If the doctorate is awarded with the '*cum laude*' distinction, this is stated on the certificate.

## Chapter 11 The Honorary Doctorate

### Article 11.1 Authority to Award the Honorary Doctorate

The Doctorate Board can award a person an honorary doctorate for exceptional achievements in the pursuit of science at the EUR or their exceptional services to the community.

### Article 11.2 Procedure

1. The Dean of the most appropriate faculty can, on the recommendation made to the Doctorate Board, if possible together with a suggestion to appoint a supervisor, make a recommendation to award an honorary doctorate.
2. A confidential written recommendation, together with an extensive explanation, a curriculum vitae and a publications list, is sent to the Rector Magnificus, who forwards the recommendation to the Doctorate Board.
3. If the Doctorate Board intends to follow the recommendation, the Executive Board is heard on the recommendation.
4. The Doctorate Board makes a decision, taking into account the views of the Executive Board regarding the conferral of the honorary doctorate. If it decides to award an honorary doctorate, it also appoints one or two professors as supervisor.
5. The Executive Board, the Dean concerned, the supervisor and the PhD candidate are informed about the decision referred to in paragraph 4 in writing and in confidence.
6. Subject to special circumstances, an honorary doctorate is not awarded to those who do not personally attend the defence ceremony referred to in Article 11.4, paragraph 1.
7. The decision will not be announced until the PhD candidate declares that he/she will accept the honorary doctorate and will personally attend the defence ceremony referred to in Article 11.4, paragraph 1, subject to Article 11.4, paragraph 6.

### Article 11.3 Decorations

The honorary doctor receives a degree certificate, signed by the Rector Magnificus, the Doctorate Board members and the supervisor or supervisors, through the supervisor or supervisors. He/she also receives a cape with a clasp.

### Article 11.4 Presentation of the Decorations

1. The decorations associated with the conferral of the honorary doctorate are presented during an extraordinary open session of the Doctorate Board: the honorary degree ceremony.
2. On behalf of the Doctorate Board, the Rector Magnificus invites interested parties to attend this session.

## Chapter 12 Joint Doctorate and Double Doctorate

### Article 12.1. Definitions

The EUR and one or more institutes of university education (including foreign) can make arrangements for the joint conferral of a joint or double doctorate based on a thesis that complies with the provisions of this chapter.

### Article 12.2 Approval of the Doctorate Board

If one or more faculties set up a programme that leads to a joint or double doctorate, the programme is subject to the Doctorate Board's prior approval in the form of a signed agreement (the model agreement included in Appendix 6).

### Article 12.3 Doctoral Research

1. The doctoral research and the resulting thesis should be the outcome of one or more research programmes jointly set up by EUR and one or more institutes referred to in Article 12, paragraph 2. The forms of instruction and research programmes are implemented as much as possible in consultation with the other Dutch or foreign partner institutes.
2. The doctoral research and thesis should have an international dimension.
3. The PhD candidate should stay for at least six months with the partner institute in order to take courses or conduct research for his/her thesis.

### Article 12.4 The Thesis

1. Notwithstanding this chapter, the thesis should comply with these regulations.
2. If the thesis is written in Dutch, it should be supplemented with an extensive summary in English, French or German.

### Article 12.5 The Doctoral Committee

The Assessment Committee and Doctoral Committee referred to in Chapters 6 and 7 of these regulations should include at least one member from each institute.

### Article 12.6 The Defence Ceremony

The defence ceremony is held - wholly or in part - in the language of at least one of the countries where the foreign institutes of university education referred to in Article 12.1 are based.

### Article 12.7 The Degree Certificate

The degree certificate referred to in Chapter 10 is also awarded on behalf of the institutes referred to in Article 12.1.

## Chapter 13 Dispute Settlement Rules

### Article 13.1 Disputes

1. Disputes that, pursuant to other (legal) provisions, cannot be submitted to a competent body for arbitration are heard in accordance with this article.
2. The Doctorate Board makes a decision - on the recommendation of the Rector Magnificus - regarding the manner and the period within which the dispute will be tried to be resolved.

## Chapter 14 Final and Transitional Provisions

### Article 14.1 Exceptions

1. In situations for which these regulations do not provide and where there is disagreement regarding the interpretation of their provisions, the Doctorate Board will decide.
2. In exceptional circumstances, the Doctorate Board can, on the recommendation of the Rector Magnificus, depart from the regulations.
3. Requests to depart from the regulations need to be substantiated and submitted in writing to the Doctorate Board.

### Article 14.2 Postponement of the Defence Ceremony

If these regulations are not complied with, the Rector Magnificus is authorised to postpone the defence ceremony until a date to be determined by him/her.

### Article 14.3 Implementation Procedure and Management Regulations

1. Unless otherwise provided in these regulations, all documents relating to (the preparations for) the defence ceremony that need to be presented to the Doctorate Board and Rector Magnificus are submitted to the Secretary of the Doctorate Board via Hora Finita.
2. These regulations are administered by the Secretary of the Doctorate Board.

### Article 14.4 Detailed Guidelines

Faculties and Graduate Schools can adopt detailed guidelines for the implementation of these regulations. These guidelines need to be approved by the most appropriate Dean and submitted to the Doctorate Board for a decision before they come into effect.

### Article 14.6 Publication

These regulations are posted on EUR's website.

### Article 14.7 Translation

These regulations have been translated into English. In the event of any conflict between the English and Dutch versions, the Dutch version will prevail.

### Article 14.8 Entry into Force

1. These regulations come into effect on 1 October 2020.
2. Previous versions of the doctoral regulations are revoked.
3. Unless the Doctorate Board provides otherwise, all current requests to be admitted to the doctoral programme will be brought into line with these regulations on the day they come into effect.

#### Article 14.9 Short Title

1. These regulations are referred to as: 2020 EUR Doctoral Regulations.
2. The citation title is abbreviated to: 2020 EUR DR

## Appendix 1 Admission to the Doctoral Programme Implementing Regulations, as referred to in Article 1.4, Paragraph 2

### Article 1 Admission to the Doctoral Programme based on Dutch Degree Certificates

1. The prospective PhD candidate must show the Doctorate Board that he/she is able to carry out independent academic research and is likely to complete a thesis.
2. The prospective PhD candidate must back up his/her request as much as possible with degree certificates, (scholarly) publications, letters of reference from past employers and written statements from academics and the (intended) supervisor.
3. A request for admission, together with all relevant information, should be sent well in advance to the Secretary of the Doctorate Board, who forwards the request to the Dean of the most appropriate faculty for advice.
4. The Dean establishes an Advisory Committee consisting of two professors who use the submitted documents to determine whether the candidate is able to carry out independent research that can be completed with a thesis. If necessary, these professors hear the requester. The Advisory Committee makes a substantiated written recommendation to the Dean. This may include the recommendation to eliminate any identified deficiencies.
5. The Dean then makes a recommendation and sends it to the Secretary of the Doctorate Board with the request to give a final opinion on the Doctorate Board's behalf.
6. The Doctorate Board informs the requester of its decision in writing, stating reasons, within eight weeks. If the Doctorate Board cannot make a decision within eight weeks, it should inform the requester about this, stating a reasonable period within which a decision can be expected.
7. If the final opinion is positive, the requester will provisionally be admitted to the doctoral programme. If the final opinion is negative, the requester will not be admitted to the doctoral programme.
8. Chapter 13 of the Doctoral Regulations applies *mutatis mutandis*.
9. After the Doctorate Board has given its decision, stating that the requester will provisionally be admitted to the doctoral programme, the doctoral regulations will apply.

### Article 2 Admission to the Doctoral Programme Based on Foreign Degree Certificates

1. The prospective PhD candidate must show the Doctorate Board that he/she is able to carry out independent academic research and is likely to complete a thesis.

2. The prospective PhD candidate must back up his/her request as much as possible with degree certificates, (scholarly) publications, letters of reference from past employers and written statements from academics and the (intended) supervisor.
3. The prospective PhD candidate should send his/her written request to be provisionally admitted to the doctoral programme, together with any available supporting documents, to EUR's Admissions Office within the specified time. The Admissions Office compares the non-Dutch pre-university education with the Dutch standard and draws up a report based on this comparison.
4. If the non-Dutch pre-university education cannot be compared with the Dutch standard, the report will be sent to the Secretary of the Doctorate Board. In accordance with Article 1, paragraphs 3, 4 and 5, a detailed recommendation is made.
5. The Admissions Office uses the recommendation to submit a draft decision for the Doctorate Board's decision-making process.
6. The Doctorate Board makes a reasoned written decision and informs the requester about this. If the final opinion is positive, the requester will provisionally be admitted to the doctoral programme. If the final opinion is negative, the requester will not be admitted to the doctoral programme.
7. Chapter 13 of the Doctoral Regulations applies *mutatis mutandis*.
8. After the decision to provisionally admit the requester to the doctoral programme, the doctoral regulations will apply.

## Appendix 2: *Ius Promovendi* Policy for Associate Professors

Pursuant to the WHW, the Doctorate Board can grant *ius promovendi* to 'a professor or, if he/she has been awarded the degree of Doctor or Doctor of Philosophy, another staff member of a university, a university based on religious or philosophical principles or an Open University who, in the opinion of the Doctorate Board, is sufficiently qualified to act as supervisor'.

The Doctorate Board has made the following arrangements for granting *ius promovendi* to non-professors:

### Assessment Framework

- The intended supervisor is appointed as associate professor at the EUR.
- The intended supervisor is both a good supervisor and a good researcher.

### Guidelines for the assessment:

- a. Has the intended supervisor successfully acted at least three times as co-supervisor, or as a day-to-day supervisor at the EUR or another university? The subject area concerned should be taken into account.
- b. Were the supervised doctoral programmes completed within the nominal time period, i.e. the nominal number of years (three or four) plus a maximum of two years, or in less time than the faculty average? Other factors that determine the duration of the research should be taken into account here.
- c. Did the intended supervisor receive positive assessments over the last three years during P&D interviews in terms of the supervision of PhD candidates, whereby his/her supervisory duties as co-supervisor were positively assessed by supervisors?
- d. Were external funds allocated to the intended supervisor and/or is he/she the principal investigator or coordinator of a relevant grant or project (e.g. ERC Consolidator Grant, ERC Advanced Grant, Vici)?
- e. Is the intended supervisor being groomed for the position of professor? Is he/she on a tenure track? Does he/she satisfy the applicable (discipline-specific) criteria?
- f. Did the intended supervisor receive a very good assessment for research during the last three P&D interviews?
- g. Does the intended supervisor play a leading role in the subject area? This can be shown by well-cited articles in quality journals for example or books published with respected publishers and the assessments of three external examiners from the associate professor's subject area.

**Procedure:**

- A recommendation to grant *ius promovendi* to an associate professor is made to the Dean of the faculty concerned;
- The Dean uses the above-mentioned (discipline-specific) assessment framework to determine whether the associate professor is sufficiently qualified to act as supervisor;
- The Dean can ask a Standing Committee on Science or a similar committee for advice;
- The Dean liaises with the professor who is responsible for the subject area concerned;
- If the Dean so decides, he/she will submit a substantiated request to the Doctorate Board;
- The Doctorate Board decides whether to grant *ius promovendi*;
- In principle, the Doctorate Board grants *ius promovendi* to the associate professor for an indefinite period. In accordance with the doctoral regulations, one supervisor is appointed per defence ceremony.

**Detailed Guidelines per Faculty**

The Dean can adopt detailed guidelines for the assessment framework and establish an internal procedure. These must be submitted to the Doctorate Board for approval.

## Appendix 3: Assessment Committee Assessment Form

*Dear members of the Assessment Committee,  
Thank you for your willingness to evaluate this thesis.*

The promotor will receive your evaluation (as filled in in Hora Finita) anonymized. If you mark the thesis 'unacceptable', your suggestions for a major revision will be forwarded to the promotor;

If you are of the opinion the thesis is acceptable the timeframe does not allow for major revisions. You can come up with remarks such as some errors or inconsistencies and your suggestions for textual corrections will be forwarded to the promotor. The promotor then has the right to decide, together with the PhD candidate, whether or not to follow your suggestions.

Requirements for the degree of doctor

In order to be awarded the degree of doctor at EUR, the PhD candidate must have demonstrated the capability of:

- making a personal, essential contribution to the doctoral research;
- conducting the adequacy of the list of relevant background literature;
- accuracy of the empirical components and analysis;
- adequate evaluation of the contribution of the thesis to the literature (current theories and concepts);
- showing theoretical depth;
- placing the research objectives and research results in a societal context;
- showing structure and clarity of style and expression.

User instructions

Please evaluate the PhD thesis by filling in the form in Hora Finita:

1. Originality of the research

Grade: unacceptable / acceptable / satisfactory / good / very good / excellent

Reason for evaluation (25-100 words)

2. Scientific quality of the research chapters

Grade: unacceptable / acceptable / satisfactory / good / very good / excellent

Reason for evaluation (25-100 words)

3. Reflection on the research as shown in the Introduction and General discussion

Grade: unacceptable / acceptable / satisfactory / good / very good / excellent

Reason for evaluation (25-100 words)

4. Quality of written presentation

Grade: unacceptable / acceptable / satisfactory / good / very good / excellent

Reason for evaluation (25-100 words)

5. Overall Assessment (based on the above evaluation categories 1 – 4)

Grade: unacceptable / acceptable / satisfactory / good / very good / excellent

Reason for evaluation (25-100 words)

The PhD candidate will be allowed to defend the thesis if most (2 out of 3) of the assessment committee votes positive.

In case of a negative ('no') decision, please provide your arguments for that qualification. The anonymized evaluation form will be forwarded to the candidate's promotor with the request to let the candidate improve the manuscript.

In case qualifications are 'excellent' for all, or nearly all of the above criteria, this is an indication that this PhD thesis may be considered for the distinction 'cum laude'.

The PhD thesis should belong to the top 5% of the PhD thesis in this area.

NB: After the oral defence, the committee will be asked to comment on the quality of the defence. At that point the final decision whether or not to award 'cum laude' is made by voting.

## Appendix 4 Protocol, Publicity and Reception

Once every 14 days the Beadle organises a meeting in which the protocol is explained to PhD candidates.

The protocol is summarised below.

The defence ceremony is held in public before the Doctoral Committee established by the Doctorate Board, at the time specified when the PhD candidate was admitted to the defence ceremony.

In principle, the defence ceremonies are held in the *senatszaal* (senate hall) of EUR's Woudestein campus or in the Professor Andries Querido room of the Erasmus MC.

The Doctoral Committee holds consultations prior to the defence ceremony.

The Chair, the supervisor(s), the members and the guests of the Doctoral Committee should wear the clothes dictated by protocol during the defence ceremony:

- Professors: cap and gown
  - women: dark clothes, black shoes
  - men: dark clothes, black shoes, white shirt and a tie.
- Other committee members:
  - women: dark clothes, black shoes
  - men: dark clothes, black shoes, white shirt and a tie.

External professors are asked to wear their own cap and gown. EUR makes a limited number of caps and gowns available for professors.

PhD candidates should also wear suitable formal clothes. Men: preferably a dress suit with a white waistcoat and white bow-tie; Women: clothes (in subdued colours) that are appropriate for the occasion.

Thirty minutes before the start of the ceremony a room is made available to the PhD candidate to which he/she and the paranympths can retire to prepare for the ceremony. If necessary, they can change their clothes in this room, the so-called 'sweat room' (*sweet kamertje*).

A few minutes before the start of the ceremony, the Beadle collects the PhD candidate and the paranympths from the 'sweat room' and takes them to the auditorium. Order: Beadle, first paranympth, PhD candidate, second paranympth. If desired, the first paranympth carries the thesis, a writing pad and a pen for making notes and any literature that the PhD candidate may want to consult during the exchange of views. The PhD candidate stands behind the lectern and the paranympths are seated to the left and right of the lectern.

The Beadle then leads the Chair and Doctoral Committee members to the room, possibly followed by the other professors in gowns.

The defence ceremony starts with a 15-minute discourse by the PhD candidate during which he/she explains the object and outcome of his/her research to the audience. This is attended by the Doctoral Committee.

This discourse is followed by questioning of the PhD candidate by the Doctoral Committee about his/her thesis and the corresponding propositions. The Rector or his/her substitute acts as Chair.

The order of questioning is determined during the preliminary consultations. The rule is that the committee members from outside the EUR are first given the floor, followed by those from Rotterdam. The supervisors or co-supervisors are last in line. The discussion is a businesslike academic discussion. The audience should remain silent.

In principle, the working language is Dutch. However, if one or more Doctoral Committee members don't speak Dutch, English is the predominant language. A request for this purpose should be submitted to the Beadle's Office no later than three weeks before the date of the defence ceremony.

The various participants should be addressed as follows:

Chair:	'Mister Rector Magnificus'
Supervisor:	'Highly Learned Supervisor'
Co-supervisor:	'Very Learned Opponent'
Professors:	'Highly Learned Opponent'
Other committee members and experts:	'Very Learned Opponent'
PhD candidate:	'Dear Candidate'

Exactly 45 minutes after the start of the questioning, the Beadle enters the room and calls out 'hora est'. The person who has the floor at that point should stop. The Chair will then adjourn the meeting for deliberations by the Doctoral Committee.

The Doctoral Committee and the other people in the cortège leave the room, preceded by the Beadle. The others attend the meeting of the Doctoral Committee as observers, unless the Chair decides on the spot that it is to be a closed meeting.

The decision on the conferral of the doctorate is taken at this meeting. In case of a recommendation to award the doctoral degree with the '*cum laude*' distinction, written votes will be cast. All the committee members sign the degree certificate at the end of the meeting.

The PhD candidate and paranympths are asked to sit down in front of the committee table and wait for the committee's return. The PhD candidate sits slightly in front of the paranympths, who sit to his/her left and right.

When the committee returns, the Chair re-opens the meeting and allows the supervisor to present the degree certificate to the PhD candidate. This is followed by a short, personal speech (laudation) by the supervisor or co-supervisor. The Chair then closes the meeting.

The cortège is the first to leave the room, preceded by the Beadle.

The doctor and his/her partner and paranympths are then led out of the room.

The Doctoral Committee is first in line to offer congratulations, followed by the other guests who attended the defence ceremony (if the reception is held at the university).

### **Publicity**

The Department of Marketing & Communications provides the necessary publicity services. An application form can be obtained from the Beadle's Office.

### **Reception**

It is possible to hold a reception at the end of the defence ceremony.

## Appendix 5 Model Title Page and its Reverse Side for the Thesis

- The layout of the title page is at the PhD candidate's discretion;
- This does not apply to the bold text;
- In accordance with the regulations, the PhD candidate should fill in the italicised text;
- The words in the Dutch title of the thesis are written in lower case, with the exception of the first word and names (if any);
- The words in the heading of the English title are capitalised; no capital letters are used in the subtitle.

*Title of the thesis*  
*subtitle (if any)*

*Translation of the title in Dutch*  
*translation of the subtitle in Dutch (if any)*

**Thesis**

**to obtain the doctoral degree at the  
Erasmus University Rotterdam  
upon the authority of the  
Rector Magnificus**

*Name*

**and in accordance with the decision of the Doctorate Board.  
The public defence will take place on**

*....day dd....mm....20....at.....*

*the name of the PhD candidate; first names should be written in full  
born in place of birth and country of birth (if this is not the Netherlands)*

**[INSERT EUR LOGO]<sup>1</sup>**

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<sup>1</sup> Of ISS logo indien van toepassing

The EUR logo is available on: <https://my.eur.nl/nl/node/20844>  
Only the following is stated on the reverse side of the title page:

## Doctoral Committee

### Supervisor or supervisors:

*the names of the supervisors (initials and full title, without stating the name of the university)*

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

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

If present:

### Co-supervisor(s):

*the names of the co-supervisor (initials and full title, without stating the name of the university).*

Please note: the titles are given as follows:

- Prof. mr. dr.
- Prof. dr. ing.
- Prof. dr. ir.
- Prof. dr.
- Prof. mr.
- Dr.
- Mr. dr.
- Dr. ing.
- MSc or MA is written after the name of the person concerned.

## Appendix 6 Model Agreement Joint/Double Doctorate

### AGREEMENT FOR A JOINT DOCTORATE

Between:

The Erasmus University Rotterdam (hereinafter also referred to as 'EUR'), a legal entity governed by public law with registered offices at Rotterdam, the Netherlands, registered at the Netherlands Chamber of Commerce under number 24495550, with premises at Burgemeester Oudlaan 50, 3062 PA Rotterdam, hereby legally represented by the Rector Magnificus, Prof. R. C. M. E. Engels;

and

The ..... University of ..... (hereinafter also referred to as: '[...]'), a legal entity governed by public law with registered offices at [town/city], [country], registered at the [...] Chamber of Commerce under number [...], with premises at [address], hereby legally represented by the Rector Magnificus [...];

[more Partner Universities]

hereinafter also referred to separately as '**Partner University**' and jointly as '**Partner Universities**'.

and

[Candidate], hereinafter referred to as the PhD candidate

#### Joint / Double Doctorate

Hereby the Partner Universities agree to jointly supervise doctoral research which – upon successful completion – will lead to a jointly awarded PhD qualification; a Joint / Double Doctorate degree.

[more considerations...]

#### Definitions

Agreement

This Agreement for a joint / double doctorate

Assessment Committee

The committee established by the Doctorate Board in accordance with Section 7.18, subsection 4 of the Dutch Higher Education and Research Act, determining whether the PhD candidate can be admitted to the defence of his/her thesis

Candidate (PhD candidate)	A person who is enrolled in the doctorate programme and is registered in all Partner Universities
Defence ceremony	The public defence of the doctoral dissertation on the basis of which the candidate may be admitted to the degree of Doctor
Degree certificate	The degree associated with a successfully completed (doctoral) programme
Doctoral Committee	The committee established by the Doctorate Board pursuant to Section 7.18, subsection 4 of the Dutch Higher Education and Research Act, in the presence of which the defence ceremony should be held; the doctoral committee encompasses the members of the assessment committee.
Doctorate Board	The Doctorate Board as referred to in Article 14 of the Erasmus University's Doctoral regulations;
Doctorate programme	Joint research programme in which the doctoral research and supervision take place
Doctoral regulations	The 2020 Erasmus University Rotterdam Doctoral regulations and the Doctoral regulations of the Partner University or Partner Universities
Double / Joint Doctorate	A jointly supervised doctoral research which – upon successful completion – will lead to a jointly awarded PhD qualification
Partner Universities	Universities that agreed to cooperate in the Joint / Double Doctorate of the candidate
Supervisor (promotor)	The Professor or associate professor who has ius promovendi, appointed by the Doctorate Board to assist the PhD candidate in writing his/her thesis
Thesis	The scientific treatise set out in book form or one or more article(s) in a journal or technical design, as referred to in Section 7.18 of the Dutch Higher Education and Research Act

## Agreement

1. This Agreement is conducted under the provisions of:
  - For the EUR:
    - Article 7.18, subsection 6 of the Higher Education and Research Act (WHW);
    - The 2020 EUR Doctoral regulations.
  - For ..... (Partner University)
    - ....
    - ....
2. In the event of contradictory stipulations, the Doctoral regulations of the home university shall apply.
3. Partner Universities agree, in accordance with the applicable laws, rules and the respective Doctoral regulations in force in each of their respective countries, to jointly organise the supervision of the doctoral research within the Doctorate Programme of .... [name and surname of the candidate].
4. The candidate is enrolled in the Doctorate Programme: .... [name programme], and title of the thesis is: .... [title thesis].

## Period

The period for researching and writing the thesis shall be [...] years / [...] months, commencing on .... [date and year]. Where necessary, such term can be prolonged in accordance with the rules in force at both of the Partner Universities.

### **Obligation of the Partner Universities**

Partner Universities undertake to notify each other of all the information and documentation useful for the purposes of organising the Joint Doctorate.

### **Candidate rights and responsibilities**

1. The candidate shall be registered at both Partner Universities and shall pay the normal registration fees, if applicable, to .... [name other Partner University] and be exempted from such fees at EUR.
2. The candidate shall observe the rules and customs of the Partner Universities.
3. The candidate will take all steps necessary in order to arrange due health insurance, insurance cover against physical injuries and civil liability during his/her stay at each Partner University.
4. Information about social security, health insurance and visa will be provided by the Partner Universities to the candidate.

### **Joint supervision**

1. The Partner Universities agree that they shall be jointly responsible for the educational programme of the Doctoral candidate and the supervision of his/her doctoral research and thesis.
2. The candidate is coached and tutored by the following supervisors:
  - Professor.... [name], thesis supervisor at EUR;
  - Professor .... [name], thesis supervisor at .... [name of other Partner University].
3. The supervisors will be jointly involved in the continuing assessment of the candidate's work in progress and will carry out their responsibilities fully in accordance with the rules and requirements of their respective Partner Universities. Where any such rules and requirements between the Partner Universities are in conflict, the supervisors will negotiate a compromise suitable to both Partner University regulations.

### **Location of the research**

The thesis shall be researched and written in alternating periods (more or less of equal length) at both Partner Universities. The duration of such periods shall be fixed by agreement between the two thesis supervisors (at least six months of the overall duration of the doctorate at both Partner Universities).

### **Approval of the thesis**

The approval of both thesis supervisors will be in writing, after which the thesis manuscript can be sent to the Assessment Committee, according to the Doctoral regulations of the Partner Universities.

### **The Doctoral Committee**

1. The Assessment Committee shall be appointed by both Partner Universities and shall comprise four members, not including the two thesis supervisors, according to the Doctoral regulations of both Partner Universities.
2. The plenary Doctoral Committee shall be composed of the Assessment Committee and will be extended with at least two members according to the Doctoral regulations of both Partner Universities.

### Language of the thesis

1. The thesis shall be written in English, French, German or Dutch.
2. In case the thesis is written in English, French or German, a summary of the doctoral thesis is to be provided in Dutch.
3. In case the thesis is written in French or German, a summary of the doctoral thesis is to be provided in English and Dutch.
4. In case the thesis is written in Dutch, a summary of the doctoral thesis is to be provided in English.

### Defence ceremony

1. The public defence of the doctoral thesis shall be in Dutch or English or any other language agreed upon as stipulated in the Doctoral regulations.
2. The public defence of the doctoral thesis is to take place at EUR and is duly recognised by both Partner Universities. The candidate may also take part at the graduation ceremony at .... [name other Partner University].

### Degree certificate

The Partner Universities shall confer a Joint Doctoral Degree as proof of obtaining the doctorate. They shall each present a Degree Certificate to the candidate or a joint Degree Certificate. The international joint supervision and cooperation of the Partner Universities shall be indicated on the Degree Certificate. If two Degree Certificates are presented they jointly refer to a single deed, and this shall be indicated on both documents.

### Award of the degree

1. The candidate shall be conferred the legal degree of Doctor after the public oral defence.
2. The EUR will award a doctorate. The University of .... [name] will award a doctorate in [...].

### Intellectual property and copyrights

1. Arrangements to safeguard and divide any intellectual property generated as a result of this Agreement meet the Rules of Intellectual Property of both Partner Universities.
2. With respect to copyrights, the results of the research performed by the candidate will be available to the Partner Universities signing the present Agreement. The copyright of the thesis itself lies with the candidate or the Partner University, depending on the Rules of Intellectual Property of the Partner University.

3. In some cases due to specificity of the research, a different regulation will be specified in an agreement between the Partner Universities and the candidate.

#### Personal data of the candidate

1. All Partner Universities in this Agreement have a responsibility to ensure that the personal data of each candidate that will be subject to data processing are accurate and up to date, and will be well protected as required under Regulation (EU) 2016/679 of the European Parliament and the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation, GDPR).
2. Every Partner University has a responsibility to inform the candidate as follows:
  - the purposes for which the Partner University will store and process the personal data: the Partner Universities need to process the personal data in order to perform [educational and] administrative purposes and responsibilities to the candidate and others;
  - that the data processing will take place during [...];
  - that in the fulfilment of the collegiate responsibilities of the Partner Universities and purposes, personal data collected by the Partner Universities may be shared with [...];
  - that the Partner Universities may disclose the personal data to other bodies outside the Partner University in order to fulfil its aforementioned responsibilities and purposes; such bodies include but are not limited to: [...];
3. For the transfer of personal data outside the European Economic Area where countries either have no data protection legislation, or have different data protection or privacy regimes and so may not always protect personal data of the candidate to the same standard as within the European Economic Area, the Partner Universities will take additional measures, such as, but not limited to, the use of the model contracts for the transfer of personal data to third countries of the European Parliament and the Council concerning the processing of personal data and the protection of privacy<sup>2</sup>.
4. When data processing is outsourced to a third party, a separate data processing agreement which is in compliance with the GDPR must be signed between the Partner University and the relevant third party<sup>3</sup>.

#### Disputes and applicable law

1. The Agreement shall be in every respect understood and operated as an Agreement made in the Netherlands and according to Dutch law.
2. In the event an issue arises that is not covered by this Agreement, the Partners shall make all reasonable efforts to settle disputes in an amicable way or find a solution through consultation.
3. Any disputes that remain unsolved shall be heard exclusively by the competent court in Rotterdam, the Netherlands.

<sup>2</sup> See: [https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/model-contracts-transfer-personal-data-third-countries\\_en](https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/model-contracts-transfer-personal-data-third-countries_en)

<sup>3</sup> Please contact: [privacy@eur.nl](mailto:privacy@eur.nl) or [legal.advice@eur.nl](mailto:legal.advice@eur.nl) .

### Validity of the Agreement

1. This Agreement is drawn up in [...] originals (two per Partner University and one for the candidate), which have binding legal force.
2. This Agreement shall be effective as and from the date of its execution by the authorised representative of each Partner University and shall be valid until the thesis will be orally defended.
3. In the event that the candidate does not register with one or other of the contracting Partners, renounces in writing or is not authorised to continue researching and writing the thesis by virtue of a decision made by one of the two thesis supervisors, the Agreement with that candidate is instantly terminated.
4. This Agreement can be modified or terminated by mutual consent of the Partner Universities with at least 12 months advance written notice. Arrangements will be made for the candidate to complete the research.
5. This Agreement can be terminated by the candidate in agreement with EUR and considering the vested interests of the Partner Universities and the candidate.

### Appendices

1. All the appendices are an integral part of this Agreement.
2. The following appendices are added:
  - Standard Contractual Clauses
  - Article 7.18, sub 6 of the Dutch Higher Education and Research Act
  - EUR 2020 Doctoral regulations
  - ...
  - ...
  - ...

<p>Rector Magnificus EUR Professor .....[name]</p> <p>Signature</p> <p>Date....</p>	<p>...[position] ...[Partner University] Professor .....[name]</p> <p>Signature</p> <p>Date....</p>
<p>Dean [Faculty] EUR Professor ....[name]</p> <p>Signature</p> <p>Date....</p>	<p>...[position] ...[Partner University] Professor ....[name]</p> <p>Signature</p> <p>Date....</p>
<p>Supervisor [department/faculty] EUR Professor ....[name]</p> <p>Signature</p> <p>Date....</p>	<p>Supervisor [Partner University] Professor ....[name]</p> <p>Signature</p> <p>Date....</p>
<p>PhD candidate ....[name]</p>	

Signature Date....	
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These 2020 EUR Doctoral Regulations are a translation in English of the 'PROMOTIEREGLEMENT 2020 ERASMUS UNIVERSITEIT ROTTERDAM'. The Dutch text shall prevail in the event of conflict.