

# Doctorate Regulations

**Radboud University**

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## Chapter 1. General provisions

### Article 1.1. Basis and objective of the regulations

1. These regulations are based on Article 7.19, paragraph 1, of the Higher Education and Scientific Research Act (hereinafter: WHW).
2. In view of the provisions of Article 7.19, paragraph 1 of the WHW, these regulations govern:
  - a. the course of affairs with regard to the preparation of the PhD and with regard to the PhD defence ceremony itself, including the duties and authorities of everyone who is or may be involved in the PhD defence ceremony;
  - b. the provisions for the settlement of disputes that may arise in connection with the preparation of the PhD and the PhD defence itself; and
  - c. the course of events with regard to the joint doctorates.
3. In addition to the provisions of Article 7.19, paragraph 1 of the WHW, these regulations set out the rights and obligations of the PhD candidate with regard to the PhD track.

### Article 1.2. Scope

1. These regulations relate to the promotions as referred to in Chapter 7 of the WHW.
2. Without prejudice to the provisions of paragraph 1, the rules for conferring the degree of Doctor honoris causa are set out in Appendix I.

### Article 1.3. Definition of terms

1. The terms used in these regulations, which are also used in the WHW will have the same meaning as these terms have in the WHW, unless stated otherwise in paragraph 2.
2. In these regulations, the following terms are used:
  - a. professor by special appointment: the professor by special appointment as referred to in Title 4 of Chapter 9 of the WHW;
  - b. Doctorate Board: the Council of Deans as defined in paragraph 9 of the Radboud University Structural Regulations;
  - c. dean: the dean of one of the Radboud University faculties, in their capacity as member of the Doctorate Board;
  - d. doctorate: the Doctor or Doctor of Philosophy degree as defined in Article 7.18, paragraph 1 of the WHW;
  - e. external member: a person who is not employed or affiliated with Radboud University;
  - f. expert with a doctorate: a person that has been awarded a PhD;

- g. graduate school: an organisational unit housing the training and supervision of the PhD candidate;
  - h. ius promovendi: the right to act as a PhD supervisor as defined in Article 7.18, paragraph 4 of the WHW;
  - i. joint doctorate: a doctorate awarded by the university jointly with one or more Dutch or foreign institutions on the basis of Article 7.18, paragraph 6 of the WHW;
  - j. PhD track: the preparation of the PhD defence and the dissertation itself as referred to in Article 7.19, paragraph 1, under a, of the WHW;
  - k. PhD defence ceremony: an academic session during which the dissertation and, if applicable, the statements are defended and in which the doctoral degree is awarded after the doctorate has been conferred;
  - l. PhD candidate: a person enrolled for a PhD track as referred to in these regulations;
  - m. secretary of the Doctorate Board: the registrar of Radboud University;
  - n. university: a Dutch or international institution for higher education which, in accordance with Article 1.22 of the WHW, is authorised to bear the name of university in the Netherlands, and which also, in accordance with current regulations, has the right to award the doctorate;
  - o. chair of the Doctorate Board: the Rector Magnificus of Radboud University.
3. Where in these regulations reference is made to a PhD candidate, until the moment of enrolment in the PhD track, this means: prospective PhD candidate.
  4. Where in these regulations reference is made to PhD (co-)supervisor, in cases where more than one PhD (co-)supervisor has been appointed, the following is meant: PhD (co-)supervisors.
  5. Where in these regulations reference is made to a PhD (co-)supervisor, the following is also meant where appropriate: prospective PhD (co-)supervisor.
  6. Any reference in these regulations to professor also includes professors by special appointment. In these regulations, a professor is also understood to be a professor affiliated with a university as referred to in these regulations.

## Chapter 2. Duties and authorities

### Article 2.1. The Doctorate Board

1. The duties and authorities of the Doctorate Board follow from the WHW and are described therein.
2. Insofar as decisions have been taken on the basis of these regulations by:
  - a. the chair of the Doctorate Board;
  - b. the secretary of the Doctorate Board, and;
  - c. the dean;these decisions are made on behalf of the Doctorate Board.
3. Contrary to the provisions of paragraph 2 sub c, decisions, insofar as they would be taken by the dean on the basis of paragraph 2, are taken at the Radboud Graduate School of Education (RDA) by the chair of the RDA Executive Board.

### Article 2.2. The PhD supervisor

1. The PhD supervisor is responsible for the training and supervision of the PhD candidate during the PhD track.
2. In the performance of his or her task, the PhD supervisor is assisted by a supervision team as referred to in Article 3.9.

### Article 2.3. The Manuscript Committee

1. The Manuscript Committee is the body which, with due observance of the provisions of Article 3.16, decides in an objective and expert manner whether the PhD candidate has provided proof of competence to conduct independent academic research with his or her manuscript.
2. In addition to the task referred to in paragraph 1, the Manuscript Committee advises the dean, with due observance of the provisions of Article 3.17, whether or not to establish a Cum Laude Committee.

### Article 2.4. The Cum Laude Committee

The Cum Laude Committee is the body which, with due observance of the provisions of Article 3.21, decides objectively and expertly whether the thesis approved by the Manuscript Committee is of exceptional scientific quality.

### Article 2.5. The Doctoral Examination Board

The Doctoral Examination Board is the body which, with due observance of the provisions of Article 3.33, decides whether the doctorate and, where appropriate, whether the 'cum laude' distinction can be awarded.

## Chapter 3. The PhD track

### Section 1. Enrolment in the PhD track

Article 3.1. Enrolment in the PhD track and registration conditions

Anyone who wishes to obtain a PhD at Radboud University must register for the PhD track at Radboud University in accordance with the rules set out in this section.

Article 3.2. Enrolment condition: statement from provisional PhD supervisor

A prerequisite for enrolment is that a professor or other university staff member with the *ius promovendi* has declared himself/herself willing to act as a PhD supervisor.

Article 3.3. Enrolment condition: registration in PhD tracking system

1. In addition to the provisions of Article 3.2, a condition for enrolment is that the PhD candidate is registered by the dean in the Radboud University PhD tracking system, with due observance of the provisions of paragraph 2 et seq.
2. The PhD candidate is registered in one of the following categories according to the characteristics of the Association of Universities in the Netherlands (VSNU):
  - a. the employee PhD candidate;
  - b. the employed PhD candidate;
  - c. the scholarship PhD candidate;
  - d. the externally funded PhD candidate; or
  - e. the external PhD candidate.
3. The PhD candidate is registered with the most appropriate graduate school. In special cases, the PhD candidate can be registered with several graduate schools. For the implementation of the provisions of these regulations, the dean will in that case appoint one (staff member of the) graduate school for this purpose.
4. When the PhD candidate is registered, the dean checks whether
  - a. the PhD candidate meets the statutory educational requirement as intended in Article 7.18 WHW for access to the PhD track or, subject to the provisions of Article 3.4, is eligible for an exemption;
  - b. the chair of the Doctorate Board has provided consent for the commencement of this track, in accordance with the provisions in Article 3.5, in the case of a joint doctorate track.
5. When registering, the PhD candidate will provide information on whether

- a. the PhD candidate has previously commenced a PhD track in the context of a doctorate in the intended subject, and if yes, where;
- b. the PhD candidate has already obtained a PhD, and if yes, where and on what topic.

Article 3.4. Educational requirement exemption

1. In exceptional cases where the PhD candidate does not meet the educational requirement as referred to in Article 7.18 WHW, but where it can be reasonably expected that they will comply within a reasonable amount of time, the chair of the Doctorate Board can grant a temporary exemption of the educational requirement.
2. In exceptional cases where the PhD candidate does not meet the educational requirement, and where they are also not expected to become compliant within a reasonable amount of time, the chair of the Doctorate Board can grant a permanent exemption of the educational requirement.
3. A request for exemption is submitted to the secretary of the Doctorate Board.

Article 3.5. Permission to commence a joint doctorate track

1. The chair of the Doctorate Board responds to the request by the PhD candidate to approve the commencement of a joint doctorate track.
2. The request as referred to in paragraph 1 will include:
  - a. a signed memorandum of understanding which establishes the joint resolutions in relation to collaboration;
  - b. a signed agreement between the collaborating universities in which the joint commitment relating to the execution of the provisions in these regulations is established;
  - c. an explanatory statement relating to the joint doctorate track, and the way in which the track is structured;
  - d. an explanatory statement relating to the partner(s) in the programme.
3. A request for permission is submitted to the secretary of the Doctorate Board.

Article 3.6. The PhD track enrolment date

The PhD candidate is enrolled in the PhD track on the day after the enrolment conditions have been met.

Article 3.7. Enrolment rights and obligations

1. The enrolment in the PhD track entitles the PhD candidate to:
  - a. access to the institutions and collections belonging to the institution, including at least the libraries, unless, in the opinion of the institution's board, the nature or significance of the research precludes access;

- b. the right to guidance from at least two individuals in the formulation of the dissertation.
2. Enrolment in the PhD track is not contingent on a monetary contribution. The necessary costs will be reimbursed in accordance with the provisions of the additional regulations in Appendix II.
3. By enrolling in the PhD track, the PhD candidate is obliged to adhere to the rules set by or in accordance with Radboud University's Regulations for Academic Integrity.
4. If applicable, the rights and obligations applicable in this provision apply without prejudice to the agreements laid down in the employment contract and the applicable Collective Labour Agreement (CAO).

#### Article 3.8. Termination of enrolment

1. The dean will terminate enrolment:
  - a. at the request of the PhD candidate;
  - b. once the doctorate has been conferred;
  - c. if the Manuscript Committee, with due observance of the provisions of section 4, has ruled that the proof of competence has not been delivered.

In such cases, enrolment will be terminated with effect from the following month.

2. At the request of the PhD supervisor or the employee designated by the graduate school, the dean can terminate the enrolment in the PhD track if:
  - a. the rules set by or in accordance with the Regulations for Academic Integrity have not been observed by the PhD candidate;
  - b. the PhD candidate has not complied with an obligation set down in the TSP while compliance with that obligation is a condition for continued enrolment in the PhD track.

In these cases, enrolment will be terminated immediately.

## **Section 2. Establishment TSP and composition supervision team**

#### Article 3.9. Setting up the supervision team

1. As soon as possible upon enrolment, but no later than within three months, the PhD supervisor will compose a supervision team to supervise the PhD candidate.
2. In the composition of the supervision team, the supervisor will take the following into account:
  - a. the supervision team consists of a minimum of two and a maximum of four people, including the supervisor;
  - b. at least two people in the supervision team are experts with a doctorate;
  - c. at least one member of the supervision team is affiliated with Radboud University as a scientist or otherwise as an employee;



- d. if the PhD supervisor is not affiliated with Radboud University, a second supervisor will always be appointed who is affiliated with the university, unless the chair of the Doctorate Board has decided upon request that the appointment of this second PhD supervisor is not necessary;
  - e. people whose relationship with the PhD candidate is such that they cannot be reasonably requested to provide supervision should not be appointed as a member of the supervision team.
3. If a member of the supervision team is a professor or an expert with an ius promovendi doctorate, he or she will fulfil the role of PhD supervisor in the supervision team. If a member of the supervision team is a PhD expert without an ius promovendi doctorate, he or she will fulfil the role of PhD co-supervisor. If a member of the supervision team is an expert with a doctorate, he or she will fulfil the role of daily supervisor.
4. If the composition of the supervision team changes after it has been established, this change will be recorded in the TSP, stating the reason.

#### Article 3.10. Training and Supervision Plan (TSP)

1. As soon as possible upon enrolment in the PhD track, but no later than within three months, the PhD candidate and the PhD supervisor will jointly draw up a TSP.
2. The TSP contains the agreements between the PhD candidate and the PhD supervisor with regard to the training and supervision during the PhD track.
3. Without prejudice to the relevant provisions of the applicable Collective Labour Agreement (CAO), the TSP contains at least:
  - a. the duration of the phase of the academic research and the preparation of the manuscript as referred to in paragraph 3;
  - b. the composition of the supervision team;
  - c. any obligations of the PhD candidate that are conditional for continued enrolment in the PhD track.
4. In addition to the provisions of paragraph 3, the dean may draw up further rules for each graduate school with regard to the content of the TSP. When drawing up these rules, the dean will observe the applicable Collective Labour Agreement (CAO).
5. The TSP can be jointly amended by the PhD candidate and the PhD supervisor.
6. The TSP, and any amendments thereto, requires the approval of an employee of the graduate school designated for that purpose by the dean and, upon approval, is stored there.

### **Section 3. Research and preparing a manuscript**

Article 3.11. Start of the research and preparing a manuscript

1. After the phase referred to in section 2, the phase of scientific research and preparation of the manuscript begins.
2. Scientific research and the preparation of a manuscript are conducted in one of the graduate schools of Radboud University or a comparable unit.

Article 3.12. Recording the scientific work in a manuscript

1. If the PhD supervisor is of the opinion that the PhD candidate, on the basis of their produced research and academic work, may be admitted to the defence of that work, the PhD supervisor will approve the work as a manuscript.
2. The PhD supervisor shall only accept the PhD candidate's academic work as a manuscript if:
  - a. the work has been checked for plagiarism. The PhD supervisor may request the opinion of Radboud University's Academic Integrity Committee during this audit, through an intervention of the Executive Board.
  - b. the justification as referred to in Article 4.5 demonstrates that the PhD candidate's research data management meets the current standards of the specific discipline.
3. The PhD supervisor sends the dean a copy of the decision referred to in paragraph 1 and requests the dean to establish a Manuscript Committee and appoint the members as quickly as possible. The PhD supervisor can nominate members.

Article 3.13. Appointing the PhD supervisor and co-supervisor

1. Once the PhD supervisor has approved the manuscript, the dean appoints the relevant members of the supervision team as PhD supervisor and, if applicable, as co-supervisor as soon as possible.
2. As the PhD supervisor, the dean appoints the person who is a professor as referred to in these regulations at the time of appointment. The dean may also appoint an Associate Professor to whom the ius promovendi has been awarded by the Doctorate Board as the PhD supervisor, with due observance of the further rules laid down in Appendix III.
3. The dean can appoint an expert with a doctorate as co-supervisor.

## **Section 4. Manuscript assessment by the Manuscript Committee**

### Article 3.14. Setting up the Manuscript Committee

1. After the PhD supervisor and, where applicable, the co-supervisor are appointed, the dean sets up a Manuscript Committee and appoints its members.
2. During the composition of the Manuscript Committee and the appointment of its members, the dean will ensure that the Manuscript Committee will be able to make an objective and expert decision. The dean observes the following:
  - a. A Manuscript Committee consists of three or five members, including a chair.
  - b. The majority of the Manuscript Committee consists of professors.
  - c. All members of the Manuscript Committee are experts with a doctorate, unless stated otherwise by the chair of the Doctorate Board.
  - d. The chair of the Manuscript Committee is employed as a professor at Radboud University.
  - e. At least one member of the Manuscript Committee – with a composition of at least two and at most five members – is an external member.
  - f. The Manuscript Committee has a balanced and, if possible, diverse composition.
  - g. Members of the supervision team are not eligible for appointment.
3. During the composition of the Manuscript Committee, the dean will verify, in light of the relationships and interests of the individual members, that all of the members of the Manuscript Committee are individually capable to decide without undue pressure or influence. A person who is co-author of an article that forms part of the manuscript will not be appointed, unless, in the opinion of the dean, the appointment of that person is required due to the expert composition of the committee and the dean has ascertained that an independent opinion from the Manuscript Committee with the appointment of this person is not in question.
4. The dean notifies the members of the Manuscript Committee in writing of their appointment.
5. The dean informs the PhD candidate and the PhD supervisor about the establishment of the Manuscript Committee and the appointment of the members of that committee.
6. The dean may provide guidelines and instructions to the members of the Manuscript Committee in the framework of these regulations. The members of the Manuscript Committee supply the requested information to the dean.
7. If a member of the Manuscript Committee resigns as a member in the interim, the dean will arrange his or her replacement. The chair of the Doctorate Board will be informed of the replacement, stating the reason for resignation.

Article 3.15. Forwarding the manuscript to the Manuscript Committee

1. After the establishment of the Manuscript Committee, the PhD candidate will ensure that all members of the established Manuscript Committee receive a copy of the manuscript as approved by the PhD supervisor in a timely fashion.
2. If the results of the manuscript are partly based on research data, then the Manuscript Committee will in principle be given access to the research data. In situations where, in the opinion of the PhD supervisor, it is not feasible to provide access for all of the members of the Manuscript Committee, access will be provided for at least the chair of the Manuscript Committee. At the request of the PhD supervisor, the chair of the Doctorate Board may, in very exceptional cases and only for compelling reasons, decide that the chair of the Manuscript Committee will not be granted access to the research data either.

Article 3.16. Decision-making in the Manuscript Committee – manuscript assessment

1. No later than five weeks after receipt of the manuscript, the Manuscript Committee will decide on the proof of competence to conduct independent scholarship as referred to in Article 2.3.
2. The Manuscript Committee takes its decisions based on majority voting.
3. The proof of competence is provided when each of the following assessment criteria has been passed:
  - a. The problem definition is clear and well-defined.
  - b. The manuscript demonstrates that the PhD candidate has familiarised themselves and has worked with the principles and methodologies of international scientific practice and theory formation, methods and studies of the relevant discipline.
  - c. The structure, analysis, and incorporation of the material are correct.
  - d. The methodology was adequately chosen and implemented.
  - e. The results have been achieved in a transparent manner and the research data management is adequate in accordance with the standard applicable in the relevant discipline.
  - f. The manuscript contributes to new insights and/or perspectives in the relevant discipline.
  - g. It involves a critical confrontation between the conclusions drawn and existing insights or perspectives.
  - h. There is a clear relationship between the problem definition, the theoretical framework, the methodology, the result, the conclusion, and the discussion.
  - i. The manuscript has an orderly structure.
  - j. The manuscript has a clear style that befits the academic discipline.

If proof of competence has been provided in the opinion of the Manuscript Committee, the manuscript has been established as a dissertation.

4. The chair of the Doctorate Board may supplement the assessment criteria referred to in paragraph 2 if the dean considers it necessary to set these additional assessment criteria within the relevant discipline. In that case, the additional assessment criteria will be added as an appendix to these regulations.
5. Each member of the Manuscript Committee shall use the assessment form in Appendix IV for the assessment.
6. The decision of the Manuscript Committee includes a synthesis of the assessments by the committee members prepared by the chair of the Manuscript Committee.
7. The completed assessment forms are attached with the decision. Notwithstanding this, the chair of the Manuscript Committee may decide not to attach the completed assessment forms.
8. The chair of the Manuscript Committee informs the dean in writing of the decision by the Manuscript Committee. Upon receipt, the dean forwards the decision to the PhD candidate and the PhD supervisor, as well as to the secretary of the Doctorate Board.

Article 3.17. Decision-making process of the Manuscript Committee – Advice for establishment of the Cum Laude Committee

1. In addition to the provisions of Article 3.16, the Manuscript Committee advises on the establishment of a Cum Laude Committee.
2. It is recommended to set up a Cum Laude Committee if, in the opinion of the Manuscript Committee, the adopted thesis is among the best five to ten percent of theses in the relevant field.
3. The Manuscript Committee offers advice based on majority voting.
4. Each member of the Manuscript Committee shall use the assessment form in Appendix V for this advice.
5. The advice of the Manuscript Committee includes a synthesis of the assessments by the committee members prepared by the chair of the Manuscript Committee.
6. The completed assessment forms are attached with the advice. Notwithstanding this, the chair of the Manuscript Committee may decide not to attach the completed assessment forms.
7. The chair of the Manuscript Committee informs the dean in writing of the advice of the Manuscript Committee. Upon receipt, the dean forwards the advice to the PhD supervisor, as well as to the secretary of the Doctorate Board. The advice remains secret for the PhD candidate.

Article 3.18. Re-examination

If the Manuscript Committee has ruled on the basis of Article 3.16 that the proof of competence cannot be provided, the PhD candidate will be given the opportunity once to make adjustments to the manuscript within a period set by the Manuscript Committee and to review the manuscript, with due observance of the provisions of Article 3.12, to be submitted once again to the Manuscript Committee for assessment.

## **Section 5. PhD thesis appraisal process of the Cum Laude Committee**

Article 3.19. Establishment of the Cum Laude Committee and appointment of members

1. If the Manuscript Committee has recommended the establishment of a Cum Laude Committee on the basis of Article 3.17, the dean will set up a Cum Laude Committee as soon as possible after receiving the advice and shall appoint the members.
2. A Cum Laude Committee consists of three members, including a chair.
3. When establishing the Cum Laude Committee and appointing its members, the dean will ensure that the Cum Laude Committee will be able to provide an objective and expert recommendation. The dean observes the following:
  - a. The chair of the Manuscript Committee is also the chair of the Cum Laude Committee;
  - b. The members of the Cum Laude Committee are all professors and experts in the field of science to which the thesis relates.
  - c. The two members of the Cum Laude Committee still to be appointed are external members.
  - d. The Cum Laude Committee has a balanced and, if possible, diverse composition.
  - e. Members of the supervision team and, with the exception of the chair, members of the Manuscript Committee are not eligible for appointment.
4. During the composition of the Cum Laude Committee, the dean will verify, in light of the relationships and interests of the individual members, that all of the members of the Cum Laude Committee are individually capable to decide without undue pressure or influence. Persons who are co-authors of an article that forms part of the manuscript will not be appointed, unless, in the opinion of the dean, such an appointment is strictly necessary due to the expert composition of the committee.
5. If a member of the Cum Laude Committee resigns as a member in the interim, the dean will arrange his or her replacement. The chair of the Doctorate Board will be informed of the replacement, stating the reason for resignation.

Article 3.20. Forwarding thesis to the Cum Laude Committee

1. After the establishment of the Cum Laude Committee, the chair of the Manuscript Committee will ensure that all members of the established Cum Laude Committee receive a copy of the manuscript established by the Manuscript Committee in a timely fashion.
2. If the results of the thesis are partly based on research data, then the Cum Laude Committee will in principle be given access to the research data. In situations where, in the opinion of the PhD supervisor, it is not feasible to provide access for all of the Cum Laude Committee members, access will be provided at least to the chair of the Cum Laude Committee. At the request of the PhD supervisor, the chair of the

Doctorate Board may, in very exceptional cases and only for compelling reasons, decide that the chair of the Manuscript Committee will not be granted access to the research data either.

Article 3.21. Decision-making process of the Cum Laude Committee

1. The Cum Laude Committee decides on the level of the thesis' scientific quality no later than five weeks of receipt of the thesis.
2. The dissertation is of excellent scientific quality if at least one of the following assessment criteria is assessed as exceptionally high and the other two criteria as high:
  - a. the quality of the research;
  - b. the (potential) impact of the work;
  - c. the originality of the work.
3. The Cum Laude Committee takes its decisions based on majority voting.
4. The chair of the Doctorate Board may supplement the assessment criteria referred to in paragraphs 2 and 3 if the dean considers it necessary to set these additional assessment criteria within the relevant discipline. In that case, the additional rules will be added as an appendix to these regulations.
5. Each member of the Cum Laude Committee shall use the assessment form in Appendix VI for the assessment.
6. The decision of the Cum Laude Committee includes a synthesis of the assessments by the committee members prepared by the chair of the Manuscript Committee.
7. The completed assessment forms are attached with the decision. Notwithstanding this, the chair of the Manuscript Committee may decide not to attach the completed assessment forms.
8. The chair of the Cum Laude Committee informs the dean in writing of the decision by the Cum Laude Committee. Upon receipt, the dean forwards the decision to the secretary of the Doctorate Board. The decision remains secret for the PhD candidate.

## **Section 6. Preparation of the doctoral defence ceremony**

Article 3.22. Determining the PhD graduation date

1. As soon as possible after the doctoral thesis has been approved, the PhD graduation date will be determined at the request of the PhD candidate by the secretary of the Doctorate Board.
2. The PhD graduation date must be determined before the Doctoral Examination Board is established and the members of the committee are appointed.
3. The date of the thesis defence will be confirmed in writing. The dean will receive a transcript of this.

Article 3.23. Request for access to the thesis defence

1. As soon as possible after the manuscript has been approved as a dissertation, the PhD candidate, submitting a proof of the dissertation, requests the secretary of the Doctorate Board to be admitted to the thesis defence as referred to in Article 7.18 of the WHW.
2. The secretary of the Doctorate Board will provide access to the PhD if
  - a. the PhD candidate is registered for the PhD track with due observance of the provisions of these regulations;
  - b. the PhD candidate meets the statutory educational requirement as referred to in Article 7.18 or, with due observance of the provisions of Article 3.4, is released from that educational requirement;
  - c. the dissertation has been adopted by the Manuscript Committee with due observance of the provisions of these regulations;
  - d. the statements, if applicable, have been approved by the supervisor with due observance of the provisions of these regulations;
  - e. the proof of the PhD thesis complies with the formal requirements as referred to in these regulations.

Article 3.24. Printing the PhD thesis

1. After the PhD candidate is granted access to the doctorate, the PhD candidate will ensure that the PhD thesis is printed, unless the chair of the Doctorate Board has granted permission to publish the PhD thesis in an alternative way.
2. The PhD candidate is responsible for ensuring the PhD thesis is printed in a timely fashion.

Article 3.25. Setting up the Doctoral Examination Board

1. The chair of the Doctorate Board appoints the Doctoral Examination Board no later than five weeks before the date of the PhD ceremony and appoints the members.
2. The Doctoral Examination Board consists of a minimum of seven and a maximum of eleven members.
3. Members of the Doctoral Examination Board include:
  - a. the chair of the Doctorate Board;
  - b. the members of the Manuscript Committee;
  - c. the (co-)supervisor(s).
4. In addition to the members referred to in paragraph 3, the chair of the Doctorate Board appoints at least one external member to the Doctoral Examination Board.
5. During the composition of the Doctoral Examination Board and the appointment of its members, the chair of the Doctorate Board will ensure that the Doctoral Examination Board:



- a. is composed of at least two external members (not including the chair and (co)supervisor).  
Members of the Cum Laude Committee cannot be appointed as external members.
  - b. consists primarily of professors and
  - c. has a balanced and, if possible, diverse composition.
6. With the exception of the PhD (co-)supervisor, all members of the Doctoral Examination Board can act as opponents during the PhD defence ceremony.
7. The chair of the Doctorate Board acts as chair of the Doctoral Examination Board. In his absence or inability to attend, the chair of the Doctorate Board is replaced by the dean and, if not available, by another professor, appointed by the chair of the Doctorate Board.
8. After establishing the Doctoral Examination Board, the secretary of the Doctorate Board will inform the members of the Doctoral Examination Board of their appointment. The secretary of the Doctorate Board will also inform the PhD candidate about the establishment of the committee and the appointment of the members.

Article 3.26. Dispatch, submission and inclusion of the thesis in the repository

1. After the Doctorate Board has been established and the dissertation has been printed, the PhD candidate will ensure that all members of the Doctorate Board receive a copy of the printed dissertation as soon as possible. The PhD candidate informs the dean of the dispatch of the dissertation to the Doctorate Board.
2. The PhD candidate will deliver ten copies of the printed dissertation to the secretary of the Doctorate Board no later than four weeks prior to the PhD graduation date.
3. If the results of the manuscript are partly based on research data, then the Doctoral Examination Board may, on request, have access to the research data. Article 3.15, paragraph 2 shall apply mutatis mutandis.
4. A digital copy of the dissertation will need to be submitted to the central University Library with a view of including it in the repository of Radboud University. Upon request by the PhD candidate, the chair of the Doctorate Board can determine that the inclusion in the repository is postponed by six months at most. In that case, the full text of the PhD thesis will be included in the repository under embargo.
5. A request as referred to in paragraph 3 is submitted to the secretary of the Doctorate Board.

Article 3.27. Sending the dissertation around and inspection

1. The secretary of the Doctorate Board shall ensure that the copies of the dissertation submitted by the PhD candidate are sent to those who are eligible, having heard or considered the instructions of the chair of the Doctorate Board, at least three weeks prior to the date of the PhD defence ceremony.
2. One copy of the dissertation is available for inspection at the office of the secretary of the Doctorate Board for at least two weeks prior to the date of the PhD defence ceremony.

Article 3.28. Appointing additional opponents

1. Experts with a doctorate who are not part of the Doctoral Examination Board but who nevertheless desire to oppose during the PhD defence ceremony can submit a request to that effect to the chair of the Doctorate Board. The request must be submitted to the secretary of the Doctorate Board no later than two weeks before the PhD defence ceremony, with a copy of the request sent to the PhD candidate and the PhD supervisor.
2. If the request as referred to in paragraph 1 is granted, the secretary of the Doctorate Board will inform the one submitting the request, the dean and the PhD candidate and the PhD supervisor.

Article 3.29. Location of the PhD defence ceremony

1. The PhD defence ceremony will take place on the campus of Radboud University in Nijmegen, unless the chair of the Doctorate Board has determined, upon request, that the PhD defence ceremony will take place elsewhere.
2. If the defence takes place elsewhere, the provisions in these regulations still fully apply.
3. A request as referred to in paragraph 1 is submitted to the secretary of the Doctorate Board.

## **Section 7. Defence, conferring and awarding**

Article 3.30. Preparatory meeting of the Doctoral Examination Board and establishing the order of oppositions

In a meeting of the Doctoral Examination Board prior to the PhD defence ceremony, the chair of the Doctoral Examination Board determines the sequence and duration of the oppositions.

Article 3.31. PhD thesis defence

1. The defence of the PhD thesis will take place during the PhD defence ceremony in front of the Doctoral Examination Board.
2. The PhD defence ceremony is public.
3. The PhD defence ceremony is chaired by the chair of the Doctorate Board and follows the rules included in a protocol. The protocol is included to these regulations as Appendix VII.

Article 3.32. Doctoral Examination Board consideration

1. After the conclusion of the defence of the PhD thesis, the Doctoral Examination Board will assemble for a consideration in a closed meeting.
2. During the deliberation, the PhD supervisor can be asked for information about the course of the scientific research and about the (personal) qualities of the PhD candidate during the decision-making.

3. No report is made of the deliberations.

#### Article 3.33. Doctoral Examination Board decision-making process

1. After the deliberation, the Doctoral Examination Board decides on the basis of the opinion of the Manuscript Committee, the information provided by the PhD supervisor during the deliberation and after having heard and seen the way in which the PhD candidate has defended the dissertation, whether the doctorate can be awarded.
2. If the Cum Laude Committee has taken a positive decision, the Doctoral Examination Board will decide on the basis of the assessment of the Cum Laude Committee, the information provided by the PhD supervisor during the deliberation and after having heard and seen how the PhD candidate has defended the dissertation, whether the 'cum laude' distinction may be awarded.
3. The Doctoral Examination Board takes its decisions based on majority voting. If the vote results in a draw, the chair of the Doctoral Examination Board will break the tie.
4. Only the members of the Doctoral Examination Board who attended the defence of the dissertation have the right to vote, unless the chair of the Doctoral Examination Board has decided otherwise in advance.
5. The votes of the Doctoral Examination Board are registered in the public PhD register by the secretary of the Doctorate Board.

#### Article 3.34. Awarding a doctorate

1. After the vote, the Doctoral Examination Board awards the doctorate and, if applicable, the distinction.
2. The doctorate is awarded by the Doctoral Examination Board on behalf of the Doctorate Board.

#### Article 3.35. Signing the degree

1. To provide proof that the doctorate was awarded, the degree will be signed after the doctorate is awarded.
2. The chair of the Doctorate Board and the PhD (co-)supervisor sign the doctoral degree.
3. If the 'cum laude' distinction was awarded, the distinction will also be noted on the doctoral degree.

#### Article 3.36. Announcement of the decision

After the consideration, the chair of the Doctorate Board will reopen the PhD defence ceremony, and will announce the decision in relation to awarding the doctorate and, where applicable, the distinction.

#### Article 3.37. Presentation of the doctoral degree

If and after the doctorate has been conferred, the PhD supervisor, on the instructions of the chair of the Doctorate Board, awards the doctoral degree to the PhD candidate.

## **Section 8. Repealing a doctorate**

Article 3.38. Repealing the doctorate due to academic fraud

1. If, at any time after the doctorate has been awarded, it is established that a violation of academic integrity as referred to in Radboud University's Regulations for Academic Integrity has taken place with regard to the dissertation, the Doctorate Board may, after receiving advice from the dean, motivate a decision to withdraw the doctorate.
2. Prior to a decision as referred to in paragraph 1, the Doctorate Board may request the opinion of Radboud University's Scientific Integrity Committee, through an intervention of the Executive Board.

## **Chapter 4. The PhD thesis**

### **Section 1. General rules relating to the PhD thesis**

Article 4.1. The PhD thesis

1. The PhD thesis is a treatise consisting of:
  - a. an academic component; and
  - b. a non-academic component.
2. The PhD thesis must comply with the rules set out in this chapter.

Article 4.2. Language of the PhD thesis and language-specific components

1. The PhD thesis will be written in Dutch or in English.
2. If the PhD thesis is written in Dutch, it needs to include a translation of the title and a summary of the content in English. A supplemental summary in a different language is permitted.
3. If the PhD thesis is written in English, it must include at least a summary in Dutch.
4. The title page needs to always be in Dutch, regardless of the language of the PhD thesis title.
5. The summary referred to in paragraphs 2 and 3 is short and concise and contains a maximum of 350-400 words.
6. After written permission from the chair of the Doctorate Board, an exception can be made to the language requirements referred to in paragraphs 1 to 5.

### **Section 2. Form requirements for the academic part**

Article 4.3. Design of the academic part

1. The academic part consists of:
  - a. a scholarly discourse, or
  - b. a scholarly discourse in the form of a collection; or
  - c. a test design.
2. If the PhD thesis consist of a scholarly discourse in the form of a collection or a test design, then the PhD thesis will be accompanied by a previously unpublished introduction to and a critical reflection on the articles as a whole.

#### Article 4.4. PhD thesis with multiple authors

If the thesis, or a part thereof, is created by multiple authors the essential and independent academic contribution and input of the PhD candidate needs to be explicitly demonstrated by means of a report that is part of the dissertation.

#### Article 4.5. Description of research data management

1. If the PhD thesis is based on research data, the PhD thesis will include a description of the research data management.
2. The description will at least address the method of processing, storing, and making available of the research data as referred to in paragraph 1.
3. The description will need to demonstrate that the research data management complies with the standards of the relevant discipline.

#### Article 4.6. Statements

1. A separate sheet can be added to the PhD thesis, with at least six and at most twelve statements. The PhD candidate is prepared to defend these statements with academic arguments.
2. Statements
  - a. relate to (the field of) the topic of the PhD thesis; and
  - b. comprise their own additions to the subject matter; and
  - c. are defensible with academic arguments.
3. The statements need to be approved by the PhD supervisor in advance. The PhD supervisor will test whether the statements comply with the requirements as referred to in paragraph 1. Before granting the requested approval, the PhD supervisor will consult with experts in cases where the statements are beyond their own academic field and specialism.
4. In addition to the provisions in paragraph 1, a maximum of two additional statements can be included that relate to topics outside the academic field that the PhD thesis relates to.

### **Section 3. Form requirements for the non-academic component**

#### Article 4.7. Non-academic component

1. The non-academic component of the PhD thesis consists of at least the title page, a table of contents, and the curriculum vitae.
2. The non-academic component of the PhD thesis can include an acknowledgement.
3. The chair of the Doctorate Board can supplement the formal requirements for the non-academic part of the dissertation, if such an additional formal requirement is deemed necessary within the relevant

discipline by the dean. In that case, the additional requirement will be added as an appendix to these regulations.

Article 4.8. Title page

1. The PhD thesis contains a title page, consisting of a front side and a back side.
2. The content and design of the title page are in line with the models in Appendices VIII and IX.

Article 4.9. Curriculum vitae

1. In the PhD thesis, a short curriculum vitae of the PhD candidate is included at the back.
2. The curriculum vitae can include an overview of the educational programmes participated in during the PhD track.

Article 4.10. Acknowledgments

1. Persons and institutions who have contributed in any way to the realisation of the dissertation, other than the academic contribution referred to in Article 4.4, can be thanked for that contribution
  - a) in a preface, on the back of the title page or in an acknowledgement at the back of the PhD thesis where the contributions concern the whole of the PhD thesis; or
  - b) in a footnote on the first page of the relevant component if it relates to contribution to a specific component.
2. The acknowledgment is in all cases short and succinct, and needs to be phrased in such a way that it does not detract from the academic character of the PhD thesis.

Article 4.11. Advertising or sponsorships

Advertising or sponsorships linked to the dissertation is not permitted.

## Chapter 5. Disputes and legal protection

### Article 5.1. Scope

The provisions in this chapter do not apply to legal status disputes.

### Article 5.2. Objections and appeals

1. A stakeholder can object to decisions taken on the basis of these regulations by submitting a written and substantiated notice of objection to the secretary of the Doctorate Board within six weeks after he/she were notified of the decision.
2. The chair of the Doctorate Board will establish an advisory committee within four weeks after receiving an objection.
3. The advisory committee consists of two members of the Doctorate Board and a chair who is not a member of and does not make any decisions on behalf of the Doctorate Board. The members of the advisory committee were not involved with the PhD track to which the decision relates.
4. The advisory committee acts in accordance with the provisions of Article 7.13 of the Dutch General Administrative Law Act (Awb). The advisory committee can hear the stakeholders and is authorised to collect all information necessary to adequately carry out its duties.
5. The advisory committee will submit a written recommendation to the Doctorate Board within four weeks. The recommendation will include a report of the hearing.
6. Within four weeks after receiving the recommendation, but in any case within ten weeks after receiving the objection, the Doctorate Board will communicate its written and substantiated response to the objection to the person submitting the objection and other stakeholders in the appeal proceedings.
7. A stakeholder can lodge an appeal with the Court in relation to the decision as referred to in paragraph 6 within six weeks after the decision was communicated to the person submitting the objection. The chair of the Doctorate Board will in that case represent the Doctorate Board in court.

### Article 5.3. Complaints

1. Notwithstanding the provisions in Article 5.2, a PhD candidate may, in observance of these regulations, submit a complaint to the chair of the Doctorate Board relating to any conduct or negligence that directly impacted on their interests. If another regulation or facility within Radboud University already provides for the handling of the complaint, the chair of the Doctorate Board will not deal with the complaint.
2. The dean will mediate in cases where a complaint has been lodged pursuant to paragraph 1.
3. Where the mediation as referred to in paragraph 2 does not lead to agreement, the chair of the Doctorate Board will provide a substantiated recommendation in relation to the merits of the complaint. The chair of the Doctorate Board can also provide specific advice in his or her recommendation.



## **Chapter 6. Confidentiality and privacy**

### Article 6.1. Confidentiality

Those present at meetings of the Manuscript Committee, the Cum Laude Committee, and the Doctoral Examination Board, as well as the appeals procedure have a confidentiality obligation with regard to what has been discussed.

### Article 6.2. Privacy

The personal details provided in the context of these regulations will be processed in a proper and careful manner in accordance with the applicable laws and regulations. More information about the way in which Radboud University processes data is provided on the dedicated webpage.

## **Chapter 7. Transitional arrangements**

Article 7.1. Transitional law for advanced PhD programmes

The Doctorate Regulations 2014 as established by decision of the Doctorate Board on 5 November 2013 and amended by decision of the Doctorate Board on 14 April 2015 will continue to apply to PhD programmes for which the Manuscript Committee, as referred to in Article 8 was established before 1 September 2021.

Article 7.2. Transitional law for advanced PhD programmes

1. For PhD programmes that started before 1 September 2021 but for which no Manuscript Committee as referred to in Article 8 of the Doctorate Regulations 2014 has been set up by that date, the decisions taken before the aforementioned date will, on the basis of the Doctorate Regulations 2014, remain in force.
2. The mandatory sequence of the provisions of section 1 and / or 2 of Chapter 3 does not apply to PhD programmes as referred to in paragraph 1.
3. In addition to the provisions of paragraph 2, the chair of the Doctorate Board may, on request, decide that one or more provisions from section 1 and/or 2 of Chapter 3 do not apply to the PhD programmes referred to in paragraph 1.
4. A request as referred to in paragraph 3 is submitted to the secretary of the Doctorate Board.

Article 7.3. Transitional law for dispute settlement

Disputes brought before the entry into force of these regulations will be handled with due observance of Article 26 of the Doctorate Regulations 2014.

## **Chapter 8. Final Provisions**

### Article 8.1. Safety net clause

In all cases not adequately provided for in these regulations, the decision lies with the Doctorate Board.

### Article 8.2. Establishment and amendments

1. These regulations are established by the Doctorate Board.
2. The chair of the Doctorate Board is authorised to supplement or amend the additional regulations in the Appendices attached to these regulations in the interim.

### Article 8.3. Citation and publication

1. These regulations can be cited as the Doctorate Regulations of Radboud University 2021.
2. The secretary of the Doctorate Board ensures appropriate publication of these regulations as well as any amendments in the interim.

### Article 8.4. Entry into force

These regulations enter into force on 1 September 2021, and will at that point replace the Doctorate Regulations of Radboud University 2014 and its accompanying guidelines.

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As established by the Doctorate Board on 11 November 2020 and subsequently amended on 6 April 2021.

## **Appendix I. Further regulations for granting honoris causa doctorate**

- (1) The Doctorate Board is authorised to confer the degree of Doctor honoris causa (hereinafter: honorary doctorate).
- (2) At Radboud University, the Doctorate Board may confer university or faculty honorary doctorates.
- (3) The Executive Board will take the initiative to award a university honorary doctorate.
- (4) The dean, in his/her position as head of the faculty, will take the initiative to award a faculty honorary doctorate.
- (5) After a nomination, the Doctorate Board will establish a committee which will provide recommendations to the Doctorate Board about the nomination.
- (6) The nomination and preparation for the award are strictly confidential.
- (7) The honoris causa doctorate is awarded during the celebration of the Dies Natalis at Radboud University. In exceptional cases, the Doctorate Board may decide to award the doctorate at other times, during a special academic ceremony.
- (8) As a rule, one university and/or one faculty honorary doctorate is conferred on the occasion of a regular Dies Natalis. On the occasion of an anniversary year at Radboud University, one university and three faculty honorary doctorates will generally be awarded.

## **Appendix II. Further regulations relating to the reimbursement of unavoidable costs of PhD graduation**

- (1) Upon request, the PhD candidate will be reimbursed for the necessary costs for the PhD defence ceremony. The allowance is paid by the staff member of the graduate school appointed by the dean.
- (2) The compensation is a maximum of € 2,200. The compensation shall never be higher than the costs incurred by the PhD candidate.
- (3) The compensation must be applied for within six months after the costs have been incurred.
- (4) The following must be submitted with the request for reimbursement of the printing costs:
  - the invoice showing the amount of the printing costs of the dissertation;
  - a statement signed by or on behalf of the secretary of the Doctorate Board that he or she has received the prescribed number of copies of the dissertation;
  - a confirmation issued by a University Library repository that the digital version of the dissertation has been submitted in accordance with the Doctorate Regulations;
  - a completed declaration form. The declaration form can be found at: <http://www.ru.nl/cif/cfa/formulieren/declaraties/> or a declaration form specifically available for PhD candidates of the UMC (PIL or PNIL form) can be obtained from the secretarial office of the supervisor's department.

## Appendix III. Further regulations relating to the awarding of ius promovendi to an Associate Professor

When awarding the ius promovendi to an Associate Professor, the following principles, the following procedure and the following criteria for award apply:

### (1) Principles

When awarding the ius promovendi to an Associate Professor, the following principles apply:

- i. In principle, the Doctorate Board confers the ius promovendi to the Associate Professor for an undefined period.
- ii. An Associate Professor's ius promovendi lapses upon termination of employment.
- iii. Wearing a toga is still only permitted for professors.

### (2) Procedure

When awarding the ius promovendi to an Associate Professor, the following procedure is followed:

- i. The dean will propose an Associate Professor as candidate PhD supervisor to the Doctorate Board via the secretary of the Doctorate Board. The nomination is (where possible) submitted prior to the commencement or at least within the first three months of the PhD track. The nomination from the dean must at least contain:
  - a (substantiated) positive recommendation from the professor in the relevant field to Radboud University (max. 1 A4);
  - a (substantiated) assessment of the competences of the candidate PhD supervisor (see the 'criteria' section below) (max. 2 A4)
- ii. The Doctorate Board determines whether the candidate PhD supervisor is eligible for the ius promovendi using the proposal submitted.
- iii. The Doctorate Board makes a decision about granting the ius promovendi and informs the relevant parties about that decision.

### (3) Criteria for granting the ius promovendi

The dean will support the nomination using competence criteria. These demonstrate that the candidate (I) is a good researcher and (II) a good supervisor. The following traits are examples of these:

- i. Characteristics of a good researcher in the field may be:
  - The candidate PhD supervisor is currently in the promotion process to become a professor, is in a tenure track, or meets the applicable (domain-specific) criteria for these. For example, this criterion can be satisfied by means of career agreements within the tenure track.

- The candidate PhD supervisor is the principal investigator/coordinator of an important grant/project, such as an ERC Consolidator Grant, ERC Advanced Grant, Vici, or something comparable.
  - The candidate PhD supervisor has published appealing and well-cited publications in the field.
- ii. Characteristics of a good supervisor in the field may be:
- The candidate PhD supervisor has already been a successful PhD co-supervisor several times. The number of times may vary by discipline, faculty, and university.
  - The PhD graduations where the candidate PhD supervisor was involved as co-supervisor were completed according to schedule.
  - P&D interviews indicate that supervisors have assessed the completed supervision by the candidate supervisor in the co-supervisor role as good.

## Appendix IV. MC appraisal form – manuscript assessment

Appraisal form 'formulating PhD thesis'	
Title of manuscript:	PhD candidate:
Supervisor:	Co-supervisor:
Members of the Manuscript Committee:	
<b>a. The problem definition is clear and well-defined.</b>	
<i>Rating scale:</i> <input type="radio"/> Unsatisfactory <input type="radio"/> Satisfactory	<i>Explanation:</i>
<b>b. The manuscript demonstrates that the PhD candidate has familiarised themselves and has worked with the principles and methodologies of international scientific practice and theory formation, methods and studies of the relevant discipline.</b>	
<i>Rating scale:</i> <input type="radio"/> Unsatisfactory <input type="radio"/> Satisfactory	<i>Explanation:</i>
<b>c. The structure, analysis, and incorporation of the material are correct.</b>	
<i>Rating scale:</i> <input type="radio"/> Unsatisfactory <input type="radio"/> Satisfactory	<i>Explanation:</i>
<b>d. The methodology was adequately chosen and implemented.</b>	
<i>Rating scale:</i> <input type="radio"/> Unsatisfactory <input type="radio"/> Satisfactory	<i>Explanation:</i>



<b>e. The results have been achieved in a transparent manner and the research data management is adequate in accordance with the standard applicable in the relevant discipline.</b>	
<i>Rating scale:</i> <input type="radio"/> Unsatisfactory <input type="radio"/> Satisfactory	<i>Explanation:</i>
<b>f. The manuscript contributes to new insights and/or perspectives in the relevant discipline.</b>	
<i>Rating scale:</i> <input type="radio"/> Unsatisfactory <input type="radio"/> Satisfactory	<i>Explanation:</i>
<b>g. It involves a critical confrontation between the conclusions drawn and existing insights or perspectives.</b>	
<i>Rating scale:</i> <input type="radio"/> Unsatisfactory <input type="radio"/> Satisfactory	<i>Explanation:</i>
<b>h. There is a clear relationship between the problem definition, the theoretical framework, the methodology, the result, the conclusion, and the discussion.</b>	
<i>Rating scale:</i> <input type="radio"/> Unsatisfactory <input type="radio"/> Satisfactory	<i>Explanation:</i>
<b>i The manuscript has an orderly structure.</b>	
<i>Rating scale:</i> <input type="radio"/> Unsatisfactory <input type="radio"/> Satisfactory	<i>Explanation:</i>
<b>j The manuscript has a clear style that fits in the academic discipline.</b>	
<i>Rating scale:</i> <input type="radio"/> Unsatisfactory	<i>Explanation:</i>

O Satisfactory	
----------------	--

## Appendix V. MC appraisal form – establishment of the Cum Laude Committee

Appraisal form 'Advice for establishment of the Cum Laude Committee'	
Title of manuscript:	PhD candidate:
Supervisor:	Co-supervisor:
Members of the Manuscript Committee:	
<b>1. The manuscript is one of the best 5% to 10% in the relevant discipline</b>	
<i>Rating scale:</i> <input type="radio"/> Yes <input type="radio"/> No	<i>Explanation:</i>

## Appendix VI. Appraisal form of the Cum Laude Committee

Appraisal form 'Cum laude'	
Title of manuscript:	PhD candidate:
Supervisor:	Co-supervisor:
Members of the Manuscript Committee:	
<b>a. The quality of the research is:</b>	
<i>Appraisal:</i> <input type="radio"/> Low <input type="radio"/> Average <input type="radio"/> High <input type="radio"/> Exceptionally high	<i>Explanation:</i>
<b>b. The (potential) impact of the work is:</b>	
<i>Appraisal:</i> <input type="radio"/> Low <input type="radio"/> Average <input type="radio"/> High <input type="radio"/> Exceptionally high	<i>Explanation:</i>
<b>c. The originality of the work is:</b>	
<i>Appraisal:</i> <input type="radio"/> Low <input type="radio"/> Average <input type="radio"/> High <input type="radio"/> Exceptionally high	<i>Explanation:</i>

## Appendix VII. PhD defence ceremony and deliberation protocol

- (1) Before the dignitaries enter the room where the ceremony will be held, the PhD candidate will stand in front of the podium, accompanied by two attendants ('paranymphs').
- (2) The members of the Doctoral Examination Board will enter the room.
- (3) When the members of the Doctoral Examination Board are standing in their respective places in the corona, the PhD candidate will move to stand behind the lectern.
- (4) The chair of the Doctoral Examination Board will then open the session with the words:  
*In accordance with the customs of this university, I will open this academic ceremony with a prayer: Spiritus Sancti gratia illuminet sensus et corda nostra (May the grace of the Holy Spirit illuminate our senses and our hearts).*  
  
*Please be seated.*  
*I welcome you to the public defence of the thesis of ....*  
*My name is ...., and I am here today as the representative of the Rector Magnificus.*
- (5) After the members of the Doctoral Examination Board take their seats, the Rector says:  
*I now turn the floor over to the PhD candidate.*
- (6) The PhD candidate reads out the following opening words:  
*With the permission of the Doctorate Board, and in order to obtain the degree of Doctor at Radboud University Nijmegen, I would like to defend in public my doctoral thesis, entitled.....*
- (7) The PhD candidate will then present a summary, lasting no more than ten minutes, of the contents of their thesis. He or she concludes the summary with the words:  
*Having presented this summary of my thesis, I return the floor to you, Rector.*
- (8) The Rector then thanks the candidate, gives a short explanation of how a PhD track eventually leads to the public defence, and then turns the floor over to the opponents in turn to present their questions. The respective invitations begin with a short introduction of the person concerned, for the benefit of the public, followed by the sentence:

*I now turn the floor over to Professor .....*

*or*

*I now turn the floor over to .....*

- (9) The (acting) chair of the Doctorate Board will then let the opponents speak. The PhD candidate will give a response after each opposition. In their response, the PhD candidate will address the opposing professors and other opponents with 'my learned opponent' or 'my esteemed opponent' respectively. The PhD supervisor will be addressed as 'learned supervisor'. The PhD candidate is addressed as 'esteemed PhD candidate'.
- (10) The PhD candidate will give a response after each opposition.
- (11) The Rector will ensure that the opponents do not exceed the time allocated to them.
- (12) One hour after the beginning of the public ceremony, the secretary of the Doctorate Board enters the hall to announce the end of the defence and says:  
*Hora Est*
- (13) The chair will immediately follow this with the words:  
*The defence is hereby concluded. I will return the floor to the PhD candidate for the final time.*
- (14) The PhD candidate then replies:  
*Having defended my doctoral thesis to the best of my ability, I thank the Rector, and you, my esteemed supervisor(s) and co-supervisor(s), and all who have honoured this ceremony by their presence.*
- (15) After the concluding formula is spoken by the PhD candidate, the chair will suspend the proceedings of the public defence with the words:  
*The Doctoral Examination Board will retreat for its deliberations.*
- (16) The (acting) chair will then conclude the ceremony. The PhD candidate will remain standing behind the lectern until the Doctoral Examination Board has left the room.

- (17) The PhD candidate ensures that he or she is standing in front of the podium when the Doctoral Examination Board returns from its deliberation. When the members of the Doctoral Examination Board and other professors are standing in their respective places in the corona, the PhD candidate will move to stand behind the lectern.
- (18) The Doctoral Examination Board will remain standing in the corona after their return from deliberation.
- (19) The (acting) chair of the Doctoral Examination Board will announce the decision taken by the Doctoral Examination Board on behalf of the Doctorate Board in regard to awarding the doctorate by uttering the following sentence:  
*On behalf of the Doctorate Board of Radboud University, we have decided to award you the degree of Doctor. I hereby ask the supervisor Professor ..... to carry out the task assigned to him or her.*
- (20) The PhD supervisor, who is still standing, will then pronounce the following formula:  
*In the name of the Lord. With the power entrusted by law to the Doctorate Board, I hereby confer upon you ..... (name), born in ..... (place of birth), the title of Doctor (or where applicable, ... for an exceptional achievement the title of cum laude) from Radboud University Nijmegen,*  
  
*to which are attached all the associated legal and customary rights and duties with respect to academia and society.*  
  
*As proof thereof I present you with this doctoral diploma, signed by the chair and the doctoral thesis supervisor(s) and co-supervisor(s).*
- (21) The PhD supervisor will then present the diploma to the PhD candidate. The presentation will take place in the middle of the podium.
- (22) The new Doctor will receive the doctoral diploma, and will return to stand behind the lectern.
- (23) After the presentation, the Doctoral Examination Board will sit down, and the PhD (co-)supervisor will address the new Doctor while standing (the *laudatio*).
- (24) After the *laudatio*, the (acting) chair of the Doctoral Examination Board will congratulate the new Doctor on behalf of the Doctorate Board.

- (25) The chair will then ask everyone to stand, and concludes the ceremony with a prayer:

*Gratias tibi agimus, omnipotens Deus, pro omnibus beneficiis tuis. Qui vivis et regnas per omnia saecula saeculorum.*

*(Almighty God, who lives and reigns throughout all ages, we thank you for all your benefactions).*

- (26) With the secretary of the Doctorate Board leading, the professors and experts with a doctorate leave the room with the new Doctor. The order of the procession is as follows: secretary, new Doctor, chair, PhD supervisor, co-supervisor, other board members.



## Appendix VIII. Model Title page PhD thesis front

**[Title]**

[Subtitle (if applicable)]

Dissertation to obtain the degree of doctor  
at Radboud University Nijmegen  
on the authority of Rector Magnificus J.H.J.M. van Krieken,  
according to a decision of the Doctorate Board  
to be publicly defended on

[date, month, year],

At exactly [time]

by

[first names, in full, followed by the surname]

born on [date, month, year]

in [place of birth]

## Appendix IX. Model Title page PhD thesis back

PhD supervisor: [Name of supervisor(s)]

If applicable: PhD co-supervisor: [Name of co-supervisor(s)]

Manuscript Committee

[Names of the Manuscript Committee members]

[At the foot of the page: the name of the publisher and the place of publication]