

## Radboudumc rules composition Manuscript Committee ([link](#))

### Doctorate regulations

The [Doctorate regulations of the Radboud University](#) describe the rules for the composition of 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.

*Note: Not all Manuscript Committee members have to be full professors. If the manuscript committee consists of three members, two members must be full professors and the third member can be an expert with a PhD degree, not being a full professor.*

- d. The chair of the Manuscript Committee is employed as a professor at Radboud University.
- e. At least one member of the Manuscript Committee – and with a composition of five at least two members – is an external member.

*Note: an external member is a person who is not employed or affiliated with Radboud University.*

- f. The Manuscript Committee has a balanced and, if possible, diverse composition.

*Note: Think about diversity in e.g., gender and seniority.*

- 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.

*Note: Radboudumc practices that co-authors of an article that forms part of the manuscript can never be part of the Manuscript Committee (see “Radboudumc additional rules”).*

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.

### **Radboudumc additional rules**

In order to avoid any appearance of a conflict of interest, we maintain the following additional rules within Radboudumc:

The members of the Manuscript Committee are:

1. Not directly involved in the scientific work included in the thesis
2. Not involved in any ongoing collaboration on the topic of the PhD thesis with the thesis (co)supervisors
3. Not from the same departments as the thesis (co)supervisors

### **Flow manuscript submission via Hora Finita**

Via Hora Finita automatic emails with requests for actions will be sent to the persons involved. [Hora Finita tutorials](#) are available for these different steps.

1. PhD candidates finish their manuscript and upload the manuscript (see [PhD thesis guidelines](#)), after verbal approval of the PhD (co-)supervisors, to Hora Finita.
2. The PhD supervisor is asked to assess the manuscript. The supervisor is asked to:
  - a. motivate why the PhD thesis meets the [PhD thesis guidelines](#).
  - b. assess that the PhD candidate's research data management meets the current standards of the specific discipline.
  - c. check the manuscript for plagiarism. For this purpose, a similarity report, generated by the program iThenticate by colleagues at Radboud University, will be sent to the promotor via e-mail. Questions about the working method or the program can be sent to [Horafinita@radboudumc.nl](mailto:Horafinita@radboudumc.nl) or the RU helpdesk via [ithenticate@ru.nl](mailto:ithenticate@ru.nl). There are also several short manuals available on [RadboudNet](#) that explain how to use the program.
3. After the assessment, the PhD supervisor is asked to propose members for the Manuscript Committee via Hora Finita. These members should be asked personally before proposing them via Hora Finita.
4. The Manuscript Committee members will do their assessment via Hora Finita.