

Doctorate regulations of Radboud University

Regulations implementing Article 9 of the Structuurregeling of Radboud University adopted by a resolution of the Council of Deans at a meeting on 5 November 2013, and modified by a decision of the Council of Deans on 14 April 2015.

Introduction

This booklet contains the Doctorate regulations, the Guidelines that accompany the Doctorate regulations and an explanation of these regulations and guidelines.

The Doctorate regulations only cover the most important matters relating to the PhD supervisor, the PhD candidate and the actual conferral of the Doctorate. The Regulations are determined by the Council of Deans.

The Guidelines contain more detail regarding the application of the Doctorate regulations, for example regarding the number of copies of the thesis that must be provided. These Guidelines, which are prepared by the Chairman of the Council of Deans, are approved by the Council of Deans. The Chairman is empowered to take any further decisions that may be necessary to implement the guidelines and regulations.

The regulations and guidelines are published on the internet here:

www.ru.nl/phd/regulations. The same web page is also used by the Registrar to provide information on a range of practical matters relating to the preparation and public defence of the thesis, such as options for making audio recordings and the presence of a photographer.

Contents

Introduction

Doctorate regulations 47

1	General regulations	47
2	The doctoral thesis supervisor and co-supervisor	49
3	Manuscript Committee	50
4	Admission to the public defence of the thesis	52
5	The doctoral thesis	52
6	The public defence of the doctoral thesis	54
7	Joint and double doctorates	55
8	Cum laude regulations	56
9	The honorary doctorate (doctorate honoris causa)	57
10	Settlement of disputes	57
11	Final clause and transition regulations	57

Guidelines accompanying the Doctorate regulations of Radboud University 59

Explanations of specific articles in the Doctorate regulations 63

Appendices to the Doctorate regulations and related guidelines and explanations 69

1	Registration in Hora Est database	69
2	The thesis - Title page	70
3	Protocol for the public defence of the thesis	74
4	Protocol for an honorary doctorate (honoris causa)	79
5	Etiquette for the public defence of a thesis at Radboud University	80

Chapter 1 General regulations

Article 1 Terminology

In these regulations, the terms given below have the following meanings:

- a. **Act**
The Higher Education and Research Act;
- b. **Acting Rector Magnificus**
The Professor deputising for the Rector Magnificus during the doctoral graduation ceremony;
- c. **Chairman of the Council of Deans**
The Rector Magnificus of Radboud University;
- d. **Co-supervisor**
An expert holding a doctorate, appointed in this capacity pursuant to these regulations;
- e. **Doctoral graduation ceremony**
The public defence of the doctoral thesis and the conferral of the Doctorate;
- f. **Doctoral thesis**
An academic discourse in the form of a book, a collection of papers, or the documentation relating to a research design as described in Article 13 of these regulations;
- g. **Emeritus Professor**
A Professor who no longer holds a chair, because he or she has reached the age limit for employment in that function, or has been retired for health reasons or under the flexible retirement scheme;
- h. **Expert holding a doctorate**
A Dutch or foreign expert – not a Professor – who is entitled to bear the title of Doctor in the Netherlands;
- i. **In writing**
In these regulations, communications in writing are understood to include email messages;
- j. **PhD candidate**
A person who wishes to obtain the degree of Doctor;
- k. **Secretary of the Council of Deans**
The Registrar of Radboud University;
- l. **Structuurregeling**
The ‘structural regulations’ of Radboud University;
- m. **Supervisor (of a doctoral thesis)**
The Professor who, having supervised a candidate, is appointed as supervisor in relation to the approval and defence of the thesis, in accordance with these regulations (see Chapter 2);

n. **The Faculty concerned**

The Faculty covering the research area addressed by the thesis;

o. **University**

Radboud University.

Article 2 Doctoral regulations and guidelines for the public defence of the thesis

1. The Council of Deans determines the doctoral regulations.
2. The Chairman of the Council of Deans can draw up guidelines for the implementation of the doctoral regulations, which must be presented to the Council of Deans for approval.
3. Decisions to implement these regulations shall be taken by the Chairman of the Council of Deans.

Article 3 Enrolment requirements

1. The title of Doctor is awarded by the Council of Deans.
2. The public defence of a thesis is permitted for those who:
 - a. have obtained a Master's degree as defined under heading 1, 2, or 3 of Article 7:10a of the Act; and
 - b. have written a doctoral thesis as proof of their ability to conduct independent academic research, or have produced a research design as described in Article 13 of these regulations; and
 - c. meet all other requirements set forth in these regulations.
3. In special cases, the Council of Deans may admit individuals who meet the stipulations of the second paragraph under b) and c), but do not hold a Master's degree as defined in 2 a), to the public defence of a thesis. A request under this heading should be submitted to the Chairman of the Council of Deans, together with a recommendation from a Professor with an appointment at the University.
4. A person wishing to obtain a doctorate at the University shall ensure in good time that he or she satisfies the above requirements.

Article 4 Doctoral studies in Theology, for a qualification recognised by the Church

Without prejudice to the Special Rules referred to in Section 3.2.3 of the Statutes of the University of Nijmegen Foundation (Stichting Katholieke Universiteit), these regulations also apply to candidacy for a Doctorate in Theology as an academic discipline, which is intended to obtain a qualification recognised by the Church.

Chapter 2 The doctoral thesis supervisor and co-supervisor

Article 5 The doctoral thesis supervisor

1. A supervisor (in relation to the public defence) is appointed by the Dean, acting on behalf of the Council of Deans.
2. The following people are eligible for appointment as a supervisor:
 - a. Professors with an appointment at a Dutch university or a tertiary educational institute outside the Netherlands, and
 - b. Emeritus Professors and former Professors as defined in Article 39 of the Structuurregeling (Structural Regulations), who have the *ius promovendi* (i.e. the authority to supervise a doctoral candidate) at the time of the thesis defence.
3. When the thesis is ready, the candidate shall ask the Professor who supervised the research and/or the Professor under whose responsibility the relevant research has been conducted, to act as supervisor. The Professor concerned shall respond within one month and, if the answer is affirmative, the Professor shall ask the Dean to appoint him as supervisor.
4. The supervisor should preferably have a professorial appointment at the University. A Professor who has not been, or is no longer, attached to the University can only be named as sole supervisor with the prior approval of the Chairman of the Council of Deans. If two supervisors are appointed, at least one of them should be a Professor at the University.
5. The Chairman of the Council of Deans may, at the request of the Dean concerned, grant temporary *ius promovendi* for a thesis defence to an Emeritus Professor or a former Professor.
6. The Professor who has been asked to act as supervisor, or has been appointed supervisor, may – after consulting with the candidate – ask the Dean to appoint a co-supervisor.
7. In principle, no more than two supervisors may be appointed. The Dean may appoint a third supervisor, subject to the prior written approval of the Chairman of the Council of Deans. The supervisors and co-supervisors together shall not exceed four in number.

Article 6 The co-supervisor

1. Eligibility for appointment as a co-supervisor is limited to experts with a doctorate who are not Professors and who have contributed substantially to supervising the candidate's research and the thesis preparation. Unless the Chairman of the Council of Deans decides otherwise, an appointment as co-supervisor applies for the entire duration of the PhD programme, even if the co-supervisor is appointed Professor in the interim.
2. In principle, no more than two co-supervisors may be appointed. The Dean may appoint a third co-supervisor, subject to the prior written approval of the Chairman of the Council of Deans. The supervisors and co-supervisors together shall not exceed four in number.

Article 7 Formal appointment of supervisors

The candidate and the Secretary of the Council of Deans shall receive written notification of the appointment of the supervisors and co-supervisors, as set out in articles 5 and 6.

Chapter 3 Manuscript Committee

Article 8 Appointment of the Manuscript Committee

1. The supervisor shall inform the Dean of the faculty concerned that in his opinion the thesis satisfies the requirements for awarding a doctorate, and includes a request that a Manuscript Committee should be appointed.
2. After consulting with the supervisor and co-supervisor (where applicable), the Dean shall appoint a Manuscript Committee, with an uneven number of members. The Dean also appoints the Chairperson of this committee, who must be a Professor at the University, except where the Chairman of the Council of Deans agrees otherwise.
3. A majority of the Manuscript Committee shall be Professors. Emeritus Professors and experts who have doctorates may be appointed.
4. It is preferable that the Dean should appoint one committee member who is not linked to the University.
5. The supervisor and co-supervisor are not members of the Manuscript Committee.

Article 9 Copies of the manuscript

The supervisor is responsible for ensuring that all members of the Manuscript Committee receive a copy of the thesis in good time.

Article 10 Conclusion of the Manuscript Committee

1. Within five weeks of receiving the manuscript, the Manuscript Committee shall judge whether it satisfies the requirements for awarding the doctorate. In forming its judgement, the Manuscript Committee shall consider whether the thesis adds any new insight as compared to the results of the relevant academic discipline that have already been published and made generally available, and shall pay close attention to aspects such as:
 - a. the importance of the topic;
 - b. clear formulation of the research question;
 - c. the ordering, analysis and processing of the material and the preservation of data;
 - d. the methodology used;
 - e. critical comparisons between the candidate's conclusions and existing theories and concepts; and
 - f. a balanced structure and clear style.
2. The Manuscript Committee shall also determine whether the working methods used have been adequately documented and justified. The judgement of the Committee shall be determined by majority vote. The Committee provides a positive or negative judgement, backed by arguments, in which the specifications of paragraph 1 of this section are taken into account.
3. The Chairman of the Manuscript Committee shall notify the Dean of the faculty concerned and the supervisor of the Committee's findings, in writing. The Secretary of the Council of Deans receives a copy of this report.

Article 11 Approval of the manuscript

1. The supervisor approves the thesis if and when he or she has been informed in writing of
 - a. a positive judgement from the Manuscript Committee; or
 - b. a statement from the Dean or his deputy that agreement – as defined in paragraph 2 of this article – has been achieved; or
 - c. a positive ruling from the Chairman of the Council of Deans, as described in paragraph 3 of this article.
2. If the supervisor and the Manuscript Committee do not agree, the Dean shall seek a solution through consultations. If the Dean is the supervisor or a member of the Manuscript Committee, the Chairman of the Council of Deans shall, on request, appoint an independent Professor to replace the Dean.

3. If no agreement is reached after the intervention of the Dean or his locum tenens, the Chairman of the College of Deans shall make a decision.
4. The supervisor shall inform the candidate of the outcome in writing.

Chapter 4 Admission to the public defence of the thesis

Article 12 The public defence of the thesis

1. The candidate shall file a request to defend his or her doctoral thesis in public with the Secretary of the Council of Deans. This request should include the title of the thesis, the academic or scholarly field to which it relates, and the names of all supervisors and co-supervisors.
2. The Secretary of the Council of Deans shall confirm that all requirements have been satisfied. If this is the case, the date and time of the public defence shall be decided in consultation with the candidate and shall be confirmed in writing.
3. The Secretary of the Council of Deans shall then ask the Dean of the relevant faculty to nominate at least five members for the Doctoral Examination Board, at least eight weeks before the date of the defence.

Chapter 5 The doctoral thesis

Article 13 The thesis

1. The thesis may be:
 - a. A scholarly discourse in the form of a book; or
 - b. A scholarly discourse in the form of a collection of articles; or
 - c. A research design produced on the basis of theoretical understandings and methods specific to the field, accompanied by an argumentation and documentation at an academic level.
2. The thesis must satisfy the requirements set out in these regulations, and must in every case include a description of, and argumentation for, the candidate's research approach.
3. A thesis as described in section one above may have multiple authors, in which case the candidate's independent input and contribution must be demonstrated.
4. A thesis in the form of a collection of articles should be accompanied by a general introduction and a summary of contents, written for the purpose (i.e., not previously published).

Article 14 Publication of the thesis

1. The thesis shall not be published until the supervisor has approved it, the request specified in Article 12 has been filed, and the date for the public defence of the thesis has been set.
2. The thesis shall be printed, unless the Chairman of the Council of Deans, in response to a request, has granted permission for reproduction in some other way.
3. In the case of a research design, the publication requirement applies only to the academic argumentation and documentation.

Article 15 Stipulations regarding publication

1. The contents and layout of the title page of the doctoral thesis shall be in conformity with the guidelines set by the Chairman of the Council of Deans.
2. Before the thesis is published:
 - a. the proofs of the title page and the reverse of the title page, and any advertisement page must be approved by the Secretary of the Council of Deans; and
 - b. the proofs of the remainder of the thesis must be approved by the supervisor.
3. The Secretary and the supervisor shall inform the candidate of their approval in writing.

Article 16 Propositions

The thesis may be accompanied by a separate sheet setting out between six and ten statements of propositions. The supervisor must approve these statements in advance. Where a proposition falls outside the supervisor's field and special area of expertise, he or she shall first consult suitable experts. A maximum of two propositions may, in the supervisor's opinion, be non-academic.

Article 17 Copies of the thesis to be provided

1. The Chairman of the Council of Deans shall determine how many copies are to be supplied.
2. At least four weeks prior to the date of the public defence of the doctoral thesis, the candidate should deliver the correct number of copies to the Secretary of the Council of Deans.
3. At least three weeks prior to the date of the public defence, the copies provided shall be sent to those Professors who, in the opinion of the Council of Deans, should receive a copy.
4. One copy of the doctoral thesis shall be available for examination at the office of the Secretary of the Council of Deans from at least eight days prior to the public defence.

5. A digital copy must be provided to the University's Central Library, so that it may be included in the University Repository. The Chairman of the College of Deans may on request allow a delay in this inclusion in the Repository, for a maximum of six months. In that case, a summary will be included in the Repository under embargo.

Chapter 6 The public defence of the doctoral thesis

Article 18 Announcement

The Secretary of the Council of Deans shall set the date and time of the graduation ceremony in which the candidate will defend his or her thesis, and announce the event in good time.

Article 19 The graduation ceremony

1. The defence of the doctoral thesis shall take place at an open meeting of the Council of Deans.
2. The Chairman of the Council of Deans may choose not to act as Chairman on this occasion, in which case the Dean shall nominate a replacement Chairman for the ceremony in good time.
3. The ceremony shall be conducted in Dutch or English. In exceptional cases, the Chairman of the Council of Deans may approve the use of another language.

Article 20 The Doctoral Examination Board

1. The candidate shall defend the thesis before a Doctoral Examination Board.
2. The members of the Doctoral Examination Board shall be Professors, Emeritus Professors, or experts who hold a doctorate.
3. Any Professor may ask, through the Dean of the faculty concerned, to be appointed to the Doctoral Examination Board.
4. The members of the Doctoral Examination Board shall be appointed by the Council of Deans, and shall include:
 - a. the Rector Magnificus (or Acting Rector Magnificus);
 - b. the supervisor and co-supervisors (if appointed); and
 - c. at least five other members, including the members of the Manuscript Committee.

A majority of the members of the Board should in principle be Professors.

5. The Secretary of the Council of Deans shall inform the members of the Doctoral Examination Board of their appointment, and shall inform the candidate.

6. The five or more Board members mentioned in 4(c), in particular, are expected to pose examination questions.
7. Professors, Emeritus Professors, former Professors, as defined in Article 39 of the Structuurregeling, and experts with a doctorate who are not members of the Doctoral Examination Board, but who would like to pose an examination question, should express this wish to the Dean concerned no later than two weeks before the defence of the doctoral thesis. The Dean can then inform the supervisor. If the Dean approves the request, he or she shall inform the person making the request, the supervisor and the Secretary of the Council of Deans.
8. The Doctoral Examination Board shall decide by majority vote whether to award the doctorate. The decision shall be taken in a closed meeting immediately after the defence of the thesis.

Chapter 7 Joint and double doctorates

Article 21 Joint doctorate

1. The Council of Deans may decide to award a doctorate jointly with one or more universities or foreign institutions, on the basis of a PhD programme as specified in the sixth paragraph of Article 7:18 of the Act. Unless the Chairman of the Council of Deans decides otherwise, the relevant agreements shall be laid down prior to the PhD programme in an agreement between the institutions concerned, to be signed by the Chairman of the Council of Deans and the candidate.
2. The Doctoral Degree Certificate must comply with relevant provisions in the Guidelines for Implementing Joint Doctoral Degrees.

Article 22 Double doctorate

1. The award of a doctorate based on cooperation between the University and a foreign tertiary institution requires the written approval of the Chairman of the Council of Deans.
2. In the case of a doctoral programme that involves cooperation with other institutions, the university at which the thesis will be defended must be decided no later than one year after the start of the programme. If the defence is to take place at Radboud University, all the provisions of these regulations shall apply.
3. In the case of a double doctorate, a certificate from the other institution, to be attached to the Doctoral Certificate, acknowledges the partnership between the institutions.

Chapter 8 Cum laude regulations

Article 23 Nomination and the Cum Laude Committee

1. If the doctoral thesis demonstrates excellent academic quality, by national and international standards, the supervisor or the Manuscript Committee may submit an argumentation and recommendation to the Dean – up to six weeks before the date of the public defence – that the doctorate should be awarded with the distinction Cum Laude.
2. The Dean shall appoint a Cum Laude Committee, consisting of:
 - a. The members of the Manuscript Committee; and
 - b. At least two Professors from other universities.
3. The Dean shall appoint a Professor, who should in principle be from Radboud University, as Chairman of the Cum Laude Committee.
4. The Dean shall inform the Chairman and Secretary of the Council of Deans as to the appointment and membership of the Cum Laude Committee.
5. If the Dean does not share the opinion of the supervisor or Manuscript Committee (see paragraph 1), a proposal for a definitive decision may be presented to the Chairman of the Council of Deans.

Article 24 Recommendation and decision

1. On the basis of a majority vote, the Cum Laude Committee shall present to the Chairman of the Council of Deans a well-motivated recommendation no later than two weeks prior to the public defence of the doctoral thesis, sending a copy to the Dean, the Secretary of the Council of Deans, and the supervisor.
2. The Dean shall immediately inform the members of the Doctoral Examination Board who are not members of the Cum Laude Committee, in strict confidence, what the Committee has recommended.
3. The definitive decision to award the doctorate Cum Laude, with its underlying argumentation, shall be formulated by the members of the Doctoral Examination Board and the Cum Laude Committee in the closed meeting immediately after the defence of the thesis, as mentioned in Article 20, paragraph 8. The recommendation is accepted unless more than one member votes against the recommendation.
4. If the recommendation is accepted, the distinction Cum Laude is added to the diploma.

Chapter 9 The honorary doctorate (doctorate honoris causa)

Article 25 Procedure for the award of an honorary doctorate

1. The Council of Deans may decide to award an honorary doctorate in recognition of an extremely outstanding achievement in the practice of academic research or for extremely outstanding services to society.
2. Honorary doctorates are normally only awarded at the Dies Natalis. In exceptional cases, they may also be awarded at other times, at a special Academic session.
3. The nomination and the preparation for awarding the doctorate are strictly confidential.
4. The Board of Governors must approve the decision of the Council of Deans.

Chapter 10 Settlement of disputes

Article 26 Settlement of disputes

In the event of a dispute prior to or during the public defence of the doctoral thesis, the Dean of the faculty concerned shall mediate. If such mediation does not lead to agreement, the Chairman of the Council of Deans shall decide.

Chapter 11 Final clause and transition regulations

Article 27 Exceptional situations

In all cases not adequately provided for in these regulations, the Chairman of the Council of Deans shall decide.

Article 28 Citation

These regulations should be cited as the Doctorate regulations of Radboud University.

Article 29 Date of commencement

These Doctorate Regulations, which are effective as of 1 January 2014, replace and rescind the previous doctorate regulation and the accompanying guidelines.

Article 30 Transition clause

Where the date of the graduation ceremony has been decided prior to 1 January 2014, the stipulations of the old Doctorate regulations will apply. If the date of the graduation ceremony is decided after 1 January 2014, these updated regulations will apply.

Guidelines

accompanying the Doctorate regulations

Prepared by the Chairman of the Council of Deans and approved by the Council of Deans on April 14, 2015

1 PhD supervisor and co-supervisor (Article 5 up to and including Article 7 Doctorate regulations)

Appointment at their own request

Supervisors and co-supervisors are appointed by the Dean at their own request. The supervisors and any co-supervisors for a thesis should preferably be appointed at the same time. The PhD candidate and the Secretary of the Council of Deans will be informed of this appointment.

Appointment of those without a professional appointment

If an expert or other person assisting with the supervision is not a Professor, he or she is designated as a co-supervisor.

Appointment of a PhD supervisor at the Radboud Graduate School of Education

The procedure for appointing a PhD supervisor, initiating the Manuscript Committee and nomination as a member of the Doctoral Examination Board, as set out in the Doctorate Regulations and these Guidelines, also apply to the defence of theses at the Radboud Graduate School of Education, in as much as the powers with regard to PhD programmes within this partnership are already held jointly by the Deans of the participating faculties. Moreover, so long as the Chairman of the Board of the Radboud Graduate School of Education is also Dean of one of the Faculties of Radboud University, PhDs at the Radboud Graduate School of Education can be conducted under the authority of that Dean, acting on behalf of the other participating Deans.

2 The Manuscript Committee (Article 8 Doctorate regulations)

The request to appoint a PhD supervisor (for the public defence) is made along with the request to appoint a Manuscript Committee. The Manuscript Committee has at least three members, and in any case an uneven number of members, a majority of whom are from an organisational unit (section, department, etc.) other

than the units of the PhD supervisor and any co-supervisors. The Dean creates the Manuscript Committee and appoints its members.

3 Arrangements for the thesis defence (Article 12 Doctorate regulations)

Once the Manuscript Committee has approved the thesis, the PhD candidate must propose a date for the public defence and award ceremony to the office of the Registrar. After consultations, the Secretary of the Council of Deans fixes the date for the ceremony.

4 The thesis (Article 13 up to and including Article 17 Doctorate regulations)

Multiple authors

If the thesis has multiple authors, the Manuscript Committee must assure itself that the PhD candidate has made an independent scientific contribution to it, of sufficient substance.

Language of the thesis

The thesis may be written in Dutch, German, English, French or Spanish. Other languages may only be used if the Chairman of the Council of Deans has given written permission for this.

The title page

The title page must always be in Dutch, whatever language is used in the thesis, and must correspond exactly to the example in Appendix 2. A translation of the title page in one of the languages mentioned above may be added.

Summary of the thesis

If the thesis is written in Dutch, an English summary should be added. A supplementary summary in another language is permitted. If the thesis is written in a language other than Dutch, summaries of the content in Dutch and at least one of the languages named above should be included.

Curriculum vitae

The last page of the thesis should include short curriculum vitae of the PhD candidate.

Advertisement

Up to two pages of the thesis may contain a sponsor's commercial presentation, in text form. The text may not harm or detract from the academic character of the thesis or the image of the University, and may not depart from good taste. Photographs or other images of people are not permitted. The advertising page or pages may not be included in the academic body of the work. It may only be placed at the back of the thesis, after the page containing the curriculum vitae of the PhD candidate.

Acknowledgements

Persons and institutions that have provided material or intellectual assistance during the writing and preparation of all or part of the thesis may be mentioned:

- if their contribution related to the whole thesis, in a Preface, on the back of the title page or in an acknowledgement at the end of the thesis, or
- if their contribution has related to one section, in a footnote on the first page of that section.

Number of copies required

The PhD candidate must submit 15 copies of the thesis at least four weeks before the public defence. The candidate must also provide one copy to each of the members of the Doctoral Examination Board.

5 The public defence

(Article 18 up to and including Article 20 Doctorate regulations)

Language of the ceremony

The ceremony will be conducted in either Dutch or English. If English is to be the language, the Secretary of the Council of Deans must be informed of this at least 14 days before the date for the public defence. The protocol that governs the ceremony is included in these Guidelines as Appendix 3.

The decision to award a doctorate

As a rule, approval by the PhD supervisor and the Manuscript Committee is decisive for the award of the doctorate. However the Doctoral Examination Board can decide otherwise, if very serious objections arise that lead it to think that the doctorate should not be awarded.

Procedure of the Doctoral Examination Board

Only members of the Doctoral Examination Board who are present at the public defence of the thesis can vote on the award of a doctorate, unless the Chairman of the Council of Deans has previously decided otherwise.

6 Final clause and transition regulations (Article 27 Doctorate regulations)

Hardship clause

The revised regulations came into effect on January 1, 2014, and have governed all PhD award ceremonies, the date for which was determined before 1 January 2014. If a PhD candidate is inordinately disadvantaged by the changes, the Chairman of the Council of Deans can come to an appropriate solution, relying on the hardship clause in Article 27.

Explanations of specific articles in the Doctorate regulations

Article 3 Enrolment requirements

A person wishing to obtain a doctorate at Radboud University must confirm, in good time, that his or her previous educational qualifications satisfy the requirements in Article 3 of the Doctorate Regulations, paragraph 2, under (a). In the case of previous educational qualifications from other countries, the Student Affairs Office can help to verify their equivalent value in the Dutch system. In exceptional cases, the Council of Deans may allow enrolment where not all legal requirements regarding previous education have been met, but this should not be taken for granted. Once a PhD candidate has been registered in the Hora Est database, a determination is made as to whether the person concerned complies with the requirements of Art. 3 and can be admitted to the PhD programme.

Article 5 PhD Supervisor

In the Doctoral Regulations, the Council of Deans authorises the Dean to appoint the PhD supervisor, without implying that this becomes the exclusive right of the Dean.

In principle, the person appointed as the PhD supervisor (for the PhD award process) will be a professor who has contributed substantially to the guidance and supervision of the PhD research and the preparation of the thesis. Normally speaking, the professor who has supervised the research or under whose responsibility the research was conducted will act as supervisor.

Ius promovendi (authorisation to supervise a doctoral candidate)

A professor intending to act as a PhD supervisor must have the *ius promovendi*, at least at the time when the manuscript is approved.

Former Professors have this right for five years after the end of their contract, provided that the contract termination was with honour. Retired Professors (Professors emeritus) also have this authority during the first five years after the end of their appointment. A professor who voluntarily accepts another position may no longer use the title 'professor,' but retains the *ius promovendi* for five years. In line with the relevant provisions in the Higher Education and Research Act, a Special Professor also has the *ius promovendi* for five years after the end of his or her appointment.

In exceptional cases, the Chairman of the Council of Deans may extend the *ius promovendi* beyond the five-year period indicated above.

Number of supervisors

The maximum number of supervisors and co-supervisors has been set at four, for the present. If a Dean requests the appointment of a third PhD supervisor, his or her contribution must be explicitly indicated in the Dean's request.

Article 6 Co-supervisor

Eligibility for appointment as a co-supervisor is limited in principle to experts with a doctorate who are not professors and who have contributed substantially to supervising the candidate's research and the thesis preparation. If the co-supervisor is then later appointed as a Professor, he will continue as co-supervisor until the time the doctorate is obtained. The Chairman of the Council of Deans may make an exception to this rule.

Article 8 to 11 The manuscript committee

The Dean appoints the Manuscript Committee at the request of the PhD supervisor, once the PhD supervisor has provisionally approved the manuscript. The PhD supervisor and co-supervisor are not members of the Manuscript Committee. The Manuscript Committee determines whether the thesis meets the requirements for awarding a doctorate. Article 10 describes the criteria that the thesis must satisfy. The Dean and the PhD supervisor are informed of the Committee's evaluation. If the Manuscript Committee gives the green light, the supervisor can approve the manuscript. If the supervisor and the Manuscript Committee do not agree, the Dean shall initiate consultations to find a solution.

Article 13 The thesis

In conformity with current legislation on this point, this article recognizes that not only a scholarly discourse in the form of a book or a collection of articles, but also an experimental design, may be an acceptable form for a PhD thesis.

Article 14 Publication of the thesis

Publication can only be initiated after the PhD supervisor has given definitive approval of the thesis. Publication must comply with Article 15. In the case of an experimental design, the stipulations regarding publication apply in an analogous way to the academic argumentation for, and documentation of, the design.

Article 15 Stipulations regarding publication

The guidelines for the title page are determined by the Council of Deans.

Article 17 Copies of the thesis to be provided

Reimbursement of printing costs

The Secretary of the Council of Deans provides the PhD candidate with a written declaration stating how many copies the candidate has delivered to the Secretary. This declaration, together with the confirmation of receipt from the UB repository, can be submitted to the Faculty Office for a contribution towards the printing costs. The Dean will ensure that the reimbursement is approved in accordance with the relevant regulations.

The University repository

The PhD candidate is required to provide a digital version of the manuscript to the University Library one month before the public defence of the thesis, for inclusion in the repository. The electronic version will be made accessible on the internet on or shortly after the date of the public defence. A description of the procedure for the electronic version can be found at www.ru.nl/ubn. The PhD candidate will receive a confirmation that the electronic version has been received.

Article 18 Announcement

About one week before the public defence of the thesis, all those involved will be informed of the definitive composition of the Doctoral Examination Board. The PhD candidate defends the thesis in an open meeting, in the presence of the Doctoral Examination Board.

Article 19 The graduation ceremony

Languages

The Rector Magnificus will authorise the use of another language if he is sufficiently assured that there will be a meaningful discussion during the public defence.

Audiovisual resources

The PhD candidate may use audiovisual aids during his or her presentation of a summary of the thesis at the beginning of the ceremony. Other than this, aids are only permitted during the ceremony in so far as they are necessary for the defence. The PhD candidate can submit a request regarding such aids to the Secretary of the Council of Deans.

Photographs, video or audio recording

Permission from the Secretary of the Council of Deans is required for the taking of photographs, and for video and audio recordings, during the ceremony, where these are intended for private use.

Written permission from the Rector Magnificus is required for recordings intended for use on radio or television.

Presence of children at the public defence ceremony

Children up to 8 years old may not attend an academic ceremony.

Article 20 and 23 Doctoral Examination Board and Cum-Laude Committee

The Doctoral Examination Board consists of the Rector Magnificus, the PhD supervisors and the members of the Manuscript Committee, and may include other members. The majority of the Doctoral Examination Board will be Professors, including retired and former Professors.

If consideration is being given to awarding cum laude for the doctorate, a Cum Laude Committee will be appointed, consisting of the members of the Manuscript Committee and two professors from other universities. The proposal to appoint this committee is submitted to the Dean, (Articles 23 and 24).

The criteria for deciding whether the thesis demonstrates excellent academic qualities, by national and international criteria, will include:

- demonstrable added value for the subject area in the sense of the development of theory and substantially new insights;
- the research has been conducted with a high degree of independence; and
- an excellent written presentation and defence.

Article 21 and 22 Joint degree and double degree

In the case of a joint degree, a distinction must be made between the joint award of the degree and the form of the doctoral diploma. The participating universities may wish to award a single joint doctorate, or each may award its own doctorate (a double doctorate). Even in the case of a single joint doctorate, the PhD candidate may receive separate diplomas from each of the participating universities, providing that the partnership between the universities is shown on each diploma. The Chairman of the Council of Deans must approve the design of the diplomas.

Article 25 Procedure for the award of an honorary doctorate

On the day commemorating the University's foundation (the Dies Natalis), honorary doctorates may be awarded. These are of two types: 'university' and 'faculty' doctorates. As a rule, on a regular Dies Natalis, only one university or faculty honorary doctorate is awarded, whereas to mark the quinquennial celebrations, one university and three faculty honorary doctorates are awarded. The Rector

Magnificus takes the initiative for the award of a university honorary doctorate. Each Dean, acting on behalf of the Board of that Faculty, is entitled to put forward one candidate for a faculty honorary doctorate. The Council of Deans appoints a committee to advise on the proposals, and its decision is passed to the Board of Governors for approval.

Appendix 1 Registration in the Hora Est database

The records pertaining to doctoral defence ceremonies are maintained using the Hora Est database.

A doctoral candidate should register in this system as soon as possible by contacting the relevant Faculty Office.

The faculty addresses for the Hora Est system can be found at:

<http://www.ru.nl/phd/phd-related-affairs/registration/>

Appendix 2a Title page, Dutch version of title page - front

(Note: English theses must also include a Dutch title page)

Title

Subtitle (optional)

Proefschrift ter verkrijging van de graad van doctor
aan de Radboud Universiteit Nijmegen
op gezag van de rector magnificus prof. dr. J.H.J.M. van Krieken,
volgens besluit van het college van decanen
in het openbaar te verdedigen op

.....,

om uur precies *

door

..... **

geboren op***

te ****

At the foot of the page: the name of the publisher and the place of publication.

- * Day and date, for example, 'Woensdag, 4 juli 2007
- ** Time, to be understood as 'precisely hours'
- *** Full first name(s) followed by the last name
- **** Place of birth

Appendix 2a Dutch version of title page - back

the reverse of the title page shall include:

The name of the PhD supervisor(s) (promotor(en))

The names of the co-supervisors (copromotoren)

When a PhD supervisor or co-supervisor is not based at Radboud University, the University or other institution to which they are attached must be stated.

The members of the Manuscript Committee (manuscriptcommissie)

When a member of the Manuscript Committee is not based at Radboud University, the University or other institution to which they are attached must be stated.

The title page may state that the thesis has been prepared in partnership with a research institute. Where this is relevant, a proposal must be presented to the Dean.

Appendix 2b Title page, English version

Title

Subtitle (optional)

Doctoral thesis

to obtain the degree of doctor
from Radboud University Nijmegen
on the authority of the Rector Magnificus prof. dr. J.H.J.M. van Krieken,
according to the decision of the Council of Deans
to be defended in public on day,20.. *

.....,

at hours **

by

..... ***

born in ****

on

At the foot of the page: the name of the publisher and the place of publication.

- * Day and date, for example, 'Wednesday, 4 July 2007
- ** Time, to be understood as 'precisely hours'
- *** Full first name(s) followed by the last name
- **** Place of birth

Appendix 2b Title leaf, verso, English version

The reverse of the title page shall include:

The name of the PhD supervisor (or supervisors)

The names of the co-supervisors

When a PhD supervisor or co-supervisor is not based at Radboud University, the University or other institution to which they are attached must be stated.

The members of the Manuscript Committee

When a member of the Manuscript Committee is not based at Radboud University, the University or other institution to which they are attached must be stated.

The title page may state that the thesis has been prepared in partnership with a research institute. Where this is relevant, a proposal must be presented to the Dean.

Appendix 3 Protocol for the public defence of the thesis

Before the ceremony

In a meeting of the Doctoral Examination Board, which is held twenty minutes before the public ceremony, the Rector– after consulting with the PhD supervisor – determines the order in which opponents will ask their questions and the time allocated to each.

Instructions for the PhD candidate

Before the dignitaries enter the room where the ceremony will be held, the PhD candidate will be standing in front of the podium, accompanied by two attendants ('paranymphs').

Once the members of the Doctoral Examination Board and any other professors are standing at their places, the PhD candidate moves to his or her place behind the lectern. The Rector, standing, then opens the session with a prayer and invites the PhD candidate to speak. He or she then reads the following:

"With the permission of the Council of Deans, and in order to obtain the degree of Doctor at Radboud University Nijmegen, I would like to defend in public my doctoral thesis, entitled....."

The candidate then presents a summary lasting **no more than ten minutes** of the contents of the thesis and concludes with the words:

"Having presented this summary of my thesis, I return the floor to you, Rector."

The Rector then gives the floor to the 'opponents,' who ask their questions.

The PhD candidate replies after each question, addressing the person who has posed the question as 'honoured sir/madam.'

- One hour after the beginning of the public ceremony, the Registrar enters the room and announces 'Hora Est.'

The Rector then asks the PhD candidate to read the closing formula, which is:

"Having defended my doctoral thesis to the best of my ability, I thank the Rector, and you, my supervisor(s) and co-supervisor(s), and all who have honoured this ceremony by their presence."

The Rector then suspends the proceedings.

The candidate remains standing behind the lectern until the Doctoral Examination Board has left the room.

The candidate must be standing in front of the podium before the Doctoral Examination Board returns from its consultations. When the members of the Doctoral Examination Board and the other professors are standing in their places, the candidate goes to stand behind the lectern. The Rector announces the decision that the Doctoral Examination Board has taken, on behalf of the Council of Deans, i.e. to award the doctorate or not.

The Rector requests the PhD supervisor to implement this decision. The supervisor, standing, pronounces the formula that confers the doctorate and hands over the doctoral certificate. This is done in the centre of the podium.

The new Doctor receives the certificate and returns to stand behind the lectern. The Doctoral Examination Board then sits and the new Doctor, who is still standing, is addressed by the PhD supervisor or co-supervisor (the laudatio). After the laudatio, the Rector congratulates the new Doctor on behalf of the Council of Deans.

The Doctoral Examination Board and the other professors then stand and the Rector closes the proceedings with a prayer.

Instructions for the Rector and the PhD Supervisor

The meeting is chaired by an Rector. This person may be:

- the Rector Magnificus;
- the Dean of the relevant Faculty;
- the Dean of another Faculty;
- a Professor or Professor Emeritus nominated by the Dean of the faculty involved.

When the Professors and other members of the Doctoral Examination Board are standing in their places in the auditorium, the Rector opens the proceedings as follows:

In accordance with the customs of this University, I will open this 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 ofNN. My name isXY.

I am here today in my role as Rector Magnificus /as the representative of the Rector Magnificus.

The members of the Board take their seats, and the Rector says:

I now give the floor to Mrs/Mr(PhD candidate).

The PhD candidate pronounces the opening formula and presents a summary, lasting no more than ten minutes, of the contents of his or her thesis.

The Rector then thanks the candidate, gives a short explanation of how a PhD programme eventually leads to the public defence, and then invites each of the opponents in turn to present their questions. In each case, this invitation begins with a short introduction of the person concerned, for the benefit of the public, followed by the formula:

I now give the floor to Professor.....

or I now give the floor to.....

The doctoral candidate will be addressed as:

‘Esteemed candidate.’

The candidate will give a response after each opponent has posed his or her question. The Rector will ensure that the opponents do not exceed the time allocated to them. When the end of the defence is announced by the Beadle, with the words ‘*hora est*,’ the Rector concludes that part of the proceedings with the words: *The defence is hereby concluded. I invite the candidate to read the closing formula.*

The candidate then reads the closing formula, and the Rector suspends the proceedings of the public defence with the words:

The Doctoral Examination Board retreats for its deliberations.

In the consultations of the Examination Board, the Rector will invite the following to speak in turn:

- The PhD supervisor;
- The co-supervisor;
- If there is a proposal that the degree should be awarded cum laude, the members of the Cum Laude Committee (see Article 23 of the Regulations);
- The members of the Doctoral Examination Board.

If a cum laude award is to be considered, the members of the Cum Laude Committee join the Doctoral Examination Board for the consultations. A doctorate may not be awarded cum laude if more than one member of the Doctoral Examination Board opposes it.

The consultations are to take no more than 15 minutes.

When they return to the auditorium, the members of the Doctoral Examination Board are to remain standing. The Rector then announces the decision of the Council of Deans in the following words:

The Council of Deans of Radboud University has decided to award you the degree of Doctor. I ask Professor..... to carry out the task assigned to him/her.

The PhD supervisor, who is still standing, pronounces the following formula:

In the name of the Lord. With the power entrusted by law to the Council of Deans, I hereby confer upon you (name), born in (place of birth), the title of Doctor 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 Rector and the doctoral thesis supervisor(s) and co-supervisor(s).

The Supervisor then leaves his or her place, takes the doctoral certificate from the Beadle, and presents it to the new Doctor, who is standing in the middle of the podium.

The new Doctor returns to stand behind the lectern. The PhD supervisor returns to his place and all take their seats. The PhD supervisor or co-supervisor (standing) delivers a laudatio, lasting no longer than eight minutes.

The Rector then congratulates the new Doctor and his or her family on behalf of the Council of Deans. He then asks 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).

With the Beadle leading, the professors and experts with a doctorate, and the new Doctor, leave the auditorium in procession in the following order: Beadle, new Doctor, Rector, PhD supervisor, co-supervisor, members of the Doctoral Examination Board.

Appendix 4 The protocol for an honorary doctorate (honoris causa)

On the day commemorating the University's foundation (the Dies Natalis), honorary doctorates may be awarded. These are awarded at two levels: 'university' and 'faculty' honorary doctorates.

The protocol for the ceremony

The Rector Magnificus introduces the award of an honorary doctorate with the words:

Ladies and Gentlemen,

As you all know, today we are conferring an honorary doctorate to Professor X. Professor X, I'd like to invite you and professor Y (your honorary promotor) to come forward.

May I ask all of you to please rise.

Having heard the University Board, the Council of Deans has decided to award an honorary doctorate to Professor X.

In the name of the Lord and with the power entrusted by law to the Council of Deans, I hereby confer upon you, Professor X an honorary doctorate 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 Rector and honorary promotor, adorned with the Great Seal of the university.

Professor Y and I will drape you with the cappa which is the symbol of the honorary doctorate awarded to you.

When a 'university' honorary doctorate is awarded, the Rector Magnificus will generally act as honorary promotor.

Appendix 5 Etiquette for the Public Defence of a thesis at Radboud University

Dress code for the proceedings

The following dress code applies for the public defence of a thesis at Radboud University.

Members of the Doctoral Examination Board and other professors participating in the ceremonial entry:

- for professors: gown;
- for non-professors: clothing suited to the occasion. This means the clothing must match with the colours black and white as much as possible.

PhD candidate and attendants:

- men: dress suit or suit, shirt and tie and/or traditional clothing.
No casual clothing or footwear.
- women: clothing suited to the occasion and/or traditional clothing.
No casual clothing or footwear.

Forms of address

The formal 'you' is to be used, in languages in which this exists.

The PhD candidate will address the Professors posing questions as 'honoured sir/madam'.

The PhD supervisor is addressed as 'honoured sir / madam'.

The PhD candidate is addressed as 'dear candidate'.

Directions for the Rector

The Rector removes his or her cap, and opens the proceedings, standing, with the specified prayer. He or she then invites all to be seated.

- The Rector explains that the PhD supervisor or supervisors and co-supervisors will not put questions to the candidate.
- The Rector introduces each opponent, stating his or her institutional link, position, and field of study.
- The Rector ensures that the time allocated for opponents to ask their questions is not exceeded.
- When the doctoral certificate has been presented to the new Doctor, the Rector invites all present to be seated.
- The Rector announces the speaker who will deliver the laudatio, or plaudit.
- The Rector congratulates the new Doctor on behalf of the Council of Deans, asks those present to stand, and concludes the proceedings with the specified prayer.

Directions for the opponents

Twenty minutes before the public proceedings, the Rector, after consulting with the PhD supervisor, determines the order in which opponents will ask their questions and the time allocated to each.

- Opponents generally ask no more than two questions.
- Opponents are requested not to indicate their opinion of the thesis during the defence.
- Opponents who are not associated with the RU are given the first opportunity, after the members of the Manuscript Committee, to ask questions.

Contact

Further information is available from the Secretary of the Council of Deans (the Office of the Beadle): **N.G.H. Bouwman LL.M**

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