Doctorate Regulations
of Radboud University Nijmegen and guidelines for the public defence of the doctoral thesis

Radboud University Nijmegen
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Chapter 1 General regulations

Article 1
In these regulations, the terms given below have the following meanings:
• the university: Radboud University Nijmegen;
• faculty concerned: the faculty covering the research area addressed by the thesis;
• doctoral thesis supervisor (promotor): the professor(s) appointed in this capacity in accordance with Article 6 of these regulations;
• expert with a doctoral degree: A Dutch or foreign expert, who is not a professor, entitled to bear the title of doctor in the Netherlands;
• co-supervisor (co-promotor): expert(s) holding a doctor’s degree appointed in this capacity pursuant to Article 7 of these regulations;
• candidate for the degree of doctor (promovendus): the person who wishes to obtain the degree of doctor and therefore requests the appointment of a dissertation supervisor and admission to the public defence of the doctoral thesis;
• doctoral thesis (proefschrift): an academic discourse in the form of a book or collection of papers as referred to in Article 15 of these regulations;
• doctoral graduation ceremony (promotie): the public defence of the doctoral thesis and the conferral of the doctor’s degree;
• Acting Rector Magnificus: the professor (preferably the present or former Dean or Vice-Dean) replacing the Rector Magnificus as chairman of the Doctoral Examination Board during the public defence of the thesis;
• Chairman of the Council of Deans: the Rector Magnificus of Radboud University Nijmegen.
• Secretary of the Council of Deans: the Registrar of Radboud University Nijmegen.
• Act: the Higher Education and Research Act.

Article 2
1. The doctorate may be obtained from the university after the candidate’s successful public defence of the doctoral thesis.
2. The Council of Deans confers the doctorate.
3. Admitted to the public defence of a thesis are those who:
   a. possess a certificate that legally entitles them to be admitted;
   b. have written a doctoral thesis as proof of their ability to conduct independent academic research, and
   c. meet all other requirements set forth in these regulations.
4. In special cases, persons who meet the stipulations of the third paragraph under b and c, but not of those under a, may be admitted to the public defence of a thesis by the Council of Deans. The request thereto will be submitted to the chairman of the Council of Deans, together with a recommendation from a professor working at the university.

Article 3
These regulations also apply to the candidacy for a doctorate in theology, in so far as they do not deviate from the special regulations (Bijzondere Regelen) referred to in Article 3.2.3 of the statutes of the University of Nijmegen Foundation.

Article 4
The Council of Deans determines the guidelines for the public defence of the doctoral thesis.
Chapter 2 The candidate

Article 5
Those who wish to obtain a doctor’s degree from Radboud University Nijmegen should make sure that their previous education (Article 2, par. 3.a or 4) does not affect the assessment of their written application to the Council of Deans for admission to the public defence of the thesis. Thereupon they will request the professors under whose responsibility they conducted their research to act as their doctoral thesis supervisors.
Chapter 3  The doctoral thesis supervisor

Article 6

1. The professor referred to in Article 5 shall inform the candidate in writing whether or not the request to act as doctoral thesis supervisor will be honoured.

2. In case of a positive decision, the professor will request the Dean of his faculty to appoint him/her as supervisor and to inform the secretary of the Council of Deans about this appointment.

3. Professors who are employed by a Dutch university and/or institute of scientific education outside the Netherlands at the time the Doctoral Thesis Committee is being set up may be appointed as supervisors. Emeritus professors who have the ius promovendi (i.e. the authority to supervise a doctoral candidate) may also act as supervisors until five years after the date of their honourable discharge.

The ius promovendi of professors who have a temporary teaching and/or research remit, visiting professors and professors holding revolving professorships ceases upon termination of their appointment. Those acting as supervisors should have the ius promovendi up to and including the actual public defence of the doctoral thesis. If they do not, the Dean of the faculty concerned should request the Rector Magnificus to grant them the ius promovendi as a special privilege.

4. No more than two doctoral thesis supervisors may be appointed. As an exception, the Dean may appoint an additional supervisor after having received permission from the Rector Magnificus to do so.

5. The supervisor should preferably work as a professor at Radboud University Nijmegen. If two supervisors are appointed, at least one of them should work as a professor at Radboud University Nijmegen.

6. If the doctoral thesis was written under the supervision of a professor who has a temporary teaching and/or research remit, a visiting professor or a professor holding a revolving professorship, this professor will act as the first supervisor. The holder of the chair to which this professor is affiliated will act as the second supervisor.

7. A professor who has a temporary teaching and/or research remit, a visiting professor or a professor holding a revolving professorship who is not affiliated with Radboud University will need prior permission from the Rector Magnificus in order to be appointed first supervisor.
Chapter 4  The co-supervisor

Article 7

1. The supervisor may request the Dean to appoint a co-supervisor.
2. Experts with a doctor’s degree who have been involved in the preparation of the doctoral thesis may be appointed as co-supervisors.
3. A co-supervisor who is appointed professor in the period between the appointment as co-supervisor and the actual defence of the doctoral thesis (the awarding of the title of doctor) shall continue to act as co-supervisor.
4. No more than two co-supervisors may be appointed. As an exception, the Dean may appoint an additional co-supervisor after having received permission from the Rector Magnificus to do so.
5. The Dean shall inform the secretary of the Council of Deans about the appointment of the co-supervisor(s).
Chapter 5 The Doctoral Thesis Committee

Article 8
The intended doctoral thesis supervisor who is of the opinion that the text submitted fulfils the requirements for the awarding of the doctorate will give written notice of this opinion to the Dean of the faculty concerned and will, at the same time, request that a Doctoral Thesis Committee be formed.

Article 9
Upon receipt of this written notice, the Dean will appoint the intended supervisor and co-supervisor and, after consultation with the doctoral thesis supervisor, he will also appoint a Doctoral Thesis Committee.

Article 10
The Doctoral Thesis Committee consists of an odd number of members (i.e. at least three); as a rule, one of them will come from outside Radboud University Nijmegen. One of the members will act as chairman; the chairman shall be a professor at Radboud University Nijmegen. Professors and experts who themselves hold the title of doctor may be appointed as members of the Doctoral Thesis Committee; as a rule, the majority of the Doctoral Thesis Committee consists of professors. The doctoral thesis supervisor and co-supervisor may not be appointed to this Doctoral Thesis Committee.

Article 11
Every member of the Doctoral Thesis Committee should receive a copy of the manuscript from the doctoral thesis supervisor.

Article 12
1. The Doctoral Thesis Committee shall judge whether or not the thesis submitted to them fulfils the requirements for the awarding of the doctorate.
2. The chairman of the Doctoral Thesis Committee shall notify the Dean of the faculty and the doctoral thesis supervisor of the Committee’s opinion in writing within five weeks of receiving the manuscript.
3. The judgement of the Doctoral Thesis Committee shall be determined by a majority vote and shall be restricted to either a positive judgement or a well-argued negative judgement.

Article 13
1. If the supervisor receives a positive judgement from the Doctoral Thesis Committee, he will inform the candidate thereof in writing. The candidate shall attach this declaration to the request to be admitted to the public defence of the thesis.
2. If the supervisor and the Doctoral Thesis Committee do not agree, the dispute shall be referred to the Dean; when the latter is the supervisor or a member of the Doctoral Thesis Committee, the Rector Magnificus shall refer the dispute to another professor.
3. The Dean continues consultation until the differences have been resolved. If this cannot be accomplished, the regulation outlined below in paragraph 4 shall apply.
4. The doctoral thesis supervisor does not approve the manuscript until agreement has been reached with the Doctoral Thesis Committee. In case such an agreement cannot be reached, not even after mediation by the Dean, the Rector Magnificus shall take the decision.
Chapter 6 Admission to the public defence of the doctoral thesis

Article 14
The candidate for the degree of doctor shall file a request to defend the doctoral thesis in public with the Council of Deans. In this request, the candidate should mention the title of the doctoral thesis, the scientific or scholarly field to which it relates and the names of the supervisor and co-supervisor. This request must be accompanied by a declaration from the doctoral thesis supervisor, stating that the Doctoral Thesis Committee has approved the manuscript. Furthermore, a written statement from the Doctoral Thesis Committee, as referred to in the first paragraph of Article 13 of these regulations, shall be submitted.

The secretary of the Council of Deans shall check whether or not all requirements have been fulfilled. If all the requirements have been met, the date and hour of the public defence shall be set in consultation with the candidate, and shall be confirmed in writing by the secretary.

The secretary of the Council of Deans will submit to the Dean a written request for the formation of a Doctoral Examination Board for the purpose of the intended defence of the doctoral thesis.
Article 15
The doctoral thesis may be:
a. a single academic discourse in the form of a book. As an exception, this discourse may be the work of more than one author, in which case there will be a defence of the joint thesis (and it needs to be made clear which candidate is responsible for which input) or,
b. a collection of a number of separate academic discourses which should be accompanied by a general introduction and summary that have not been previously published. In case of multiple authorship of the discourses, the independent contribution of the candidate must be proved.

Article 16
1. The manuscript shall only be released for reproduction after a positive judgement on the manuscript has been passed in accordance with Article 13, par. 1.
2. The thesis shall be printed, unless the Rector Magnificus, on the grounds of a well-argued request, decides that another manner of reproduction is permitted.

Article 17
The contents and layout of the title page of the doctoral thesis shall be in conformity with the guidelines for the public defence of the doctoral thesis.

Article 18
1. The doctoral thesis should be written in Dutch, German, English, French or Spanish, or - with the approval of the Rector Magnificus - in some other language. The title page shall be in Dutch; a title page in English or in one of the above-mentioned languages may be added.
2. If the doctoral thesis is written in Dutch, a translation of the title and a summary of the contents in English should be appended. If so desired, a summary in some other language of choice may also be appended. If the doctoral thesis is not written in Dutch, a translation of the title and a summary of the contents in Dutch and in one of the languages mentioned in paragraph 1 should be appended.

Article 19
The doctoral thesis shall be printed or reproduced in some other manner, provided that the following conditions have been observed:
1. the proofs of the title page and the reverse side of the title page of the doctoral thesis should be approved by the secretary of the Council of Deans. For this purpose, the candidate should send a copy of this page to the secretary of the Council of Deans;
2. if an advertising page is included, the proof of this page should be approved by the Dean;
3. the proofs of the other parts of the thesis should be approved by the doctoral supervisor, who shall have taken into account all that is stated regarding the thesis in the guidelines;
4. the doctoral supervisor should inform the candidate in writing about the approval of the proofs.
Article 20
1. The guidelines for the public defence of the doctoral thesis state the number of copies that the candidate should place at the disposal of the secretary of the Council of Deans.
2. At least four weeks prior to the date of the public defence of the doctoral thesis, the candidate should supply the secretary of the Council of Deans with the correct number of copies of the doctoral thesis.
3. At least three weeks prior to the date of the public defence, a single copy of the doctoral thesis should be sent to the professors entitled to such a copy by the regulations set by the Council of Deans.
4. A copy of the doctoral thesis should be available from the secretary of the Council of Deans at least eight days prior to the public defence for examination by whoever might care to do so.
Chapter 8  The public defence of the doctoral thesis

Article 21
The secretary of the Council of Deans shall set the date and hour of the doctoral graduation ceremony and shall inform the professors at the university in time about this event.

Article 22
The defence of the doctoral thesis shall take place at a public meeting of the Council of Deans. The meeting shall be chaired by the Rector Magnificus, who may also choose to be replaced by an Acting Rector Magnificus on such an occasion. Pursuant to the provisions of Article 1, the Dean will be responsible for the appointment of an Acting Rector Magnificus. The public defence of the doctoral thesis shall be conducted in Dutch or English, unless the Rector Magnificus approves that it shall be conducted in some other language.

Article 23
1. The candidate shall defend the thesis before a Doctoral Examination Board.
2. After the candidate has filed the request in accordance with the regulations set out in Article 14, the secretary of the Council of Deans shall request the Dean of the faculty concerned to nominate at least five professors and experts with a doctor’s degree for membership of the Doctoral Examination Board and to do so no later than eight weeks before the defence of the doctoral thesis. The majority of the Doctoral Examination Board will consist of professors.
3. Any professor at Radboud University Nijmegen or some other university may request, through the secretary of the Council of Deans, to be appointed to the Doctoral Examination Board.
4. The members of the Doctoral Examination Board shall be appointed by the Council of Deans.
5. The Doctoral Examination Board shall consist of the Rector Magnificus (or his replacement), the doctoral thesis supervisor, the co-supervisor (if appointed) and at least five other members.
6. The secretary of the Council of Deans shall inform the members of the Doctoral Examination Board of their appointment.
7. With the exception of the Rector Magnificus (or his replacement) and the supervisor and co-supervisor, the members of the Doctoral Examination Board shall have the opportunity to pose examination questions.
8. Professors and experts with a doctor’s degree who would like to pose an examination question, but are not members of the Doctoral Examination Board, should express this wish to the doctoral thesis supervisor no later than two weeks before the defence of the doctoral thesis. The Dean can then inform the secretary of the Council of Deans of their participation at least two weeks before the meeting. These professors and experts shall not be part of the Doctoral Examination Board, unless appointed as such by the Council of Deans.
9. The Doctoral Examination Board shall decide whether or not to award the doctorate. The deliberations of the Doctoral Examination Board shall take place in a closed session immediately after the defence of the thesis. The decision shall be made by majority of votes.
Chapter 9  Cum laude regulations

Article 24
1. If the doctoral thesis supervisor and/or the Doctoral Thesis Committee are of the opinion that, by national and international standards, a thesis is of excellent academic quality, they may put forth a substantiated recommendation to award a doctorate with the distinction cum laude.
2. This recommendation should be made no later than six weeks prior to the day of the public defence of the doctoral thesis. The recommendation should be addressed in writing to the Rector Magnificus.

Article 25
As soon as the recommendation referred to in Article 24 has been received by the Rector Magnificus, he will request that the Dean of the faculty concerned appoint a committee of inquiry (Cum Laude Committee).

Article 26
1. The Cum Laude Committee consists of the members of the Doctoral Thesis Committee and two professors from outside Radboud University Nijmegen.
2. The chairman of the Cum Laude Committee will be a professor from Radboud University Nijmegen.

Article 27
1. On the basis of a majority of votes, the Cum Laude Committee shall present to the Rector Magnificus a well-motivated opinion in writing on the recommendation to award the doctorate with the distinction cum laude and will do so no later than one week prior to the public defence of the doctoral thesis, sending a copy to the Dean of the faculty concerned.
2. If a positive recommendation is given, the Dean shall notify the members of the Doctoral Examination Board immediately in strict confidence.
3. During the deliberations as referred to in Article 23, a decision shall be made with regard to the potential recommendation to award the distinction cum laude. The members of the Doctoral Examination Board and the Cum Laude Committee participate in these deliberations.
4. The recommendation is accepted unless more than one member votes against the recommendation.
5. If the recommendation is accepted, the distinction cum laude is added to the diploma.
Chapter 10 The honorary doctorate (doctorate honoris causa)

Article 28
1. Given an extremely outstanding achievement in the practice of academic research, the Council of Deans may decide to award an honorary doctorate. In exceptional circumstances services to society may prevail.
2. Honorary doctorates are normally only awarded at the university’s foundation day (Dies Natalis). In exceptional cases, they may also be awarded in the interim periods, at special academic sessions.
3. The nomination and its preparation take place in secret.
4. After the Council of Deans has decided to take a nomination into consideration, the Rector Magnificus shall hear the Council of Deans with regard to this intention.
Chapter 11  Dispute regulations

Article 29
In the event that a dispute should arise 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 Council of Deans shall then decide.
Chapter 12 Final regulations

Article 30
If the present regulations do not appear to apply the Council of Deans decides.

Article 31
The Council of Deans is authorized to delegate responsibility to the Rector Magnificus.

Article 32
The present regulations should be referred to as the Doctorate Regulations of Radboud University Nijmegen.

Article 33
These Doctorate Regulations are effective as of 1 September 2006.
Guidelines
for the public defence of the doctoral thesis
I The procedure

1. THE CANDIDATE
(Article 5 of the Doctorate Regulations of Radboud University Nijmegen)

Those who wish to obtain the degree of doctor from Radboud University Nijmegen should check in time whether or not their prior education fulfils the requirements as set out in Article 2, par. 3 under a. When in doubt, they should contact (in writing) the chairman of the Council of Deans (the Rector Magnificus), Comeniuslaan 4, 6525 HP Nijmegen, and submit their diplomas. Requests to be admitted to the public defence of a doctoral thesis by virtue of paragraph 4 of Article 2 shall be processed by the Council of Deans only after a professor has been found willing to supervise the doctoral research, and the candidate can be admitted.

2. APPOINTMENT OF THE DOCTORAL THESIS SUPERVISOR AND CO-SUPERVISOR
(Articles 6 and 7 of the Doctorate Regulations of Radboud University Nijmegen)

• The doctoral thesis supervisor(s) and co-supervisor(s) may request to be appointed at the same time by the Dean. This request should be submitted together with the request for the formation of a Doctoral Thesis Committee. The Dean will inform the secretary of the Council of Deans about this appointment.
• No more than two doctoral thesis supervisors and two co-supervisors may be appointed. As an exception, the Dean may appoint three supervisors and/or three co-supervisors up to a maximum of five, after having received permission from the Rector Magnificus to do so.

3. DOCTORAL THESIS COMMITTEE
(Article 10 of the Doctorate Regulations of Radboud University Nijmegen)

The Doctoral Thesis Committee consists of an odd number of members (at least three). Generally the majority of the members are not from the organizational unit to which the doctoral thesis supervisor and co-supervisor belong. One of the members acts as chairman. The chairman is a professor at Radboud University Nijmegen.

4. REQUEST TO DEFEND THE DOCTORAL THESIS
(Article 14 of the Doctorate Regulations of Radboud University Nijmegen)

• The candidate for the degree of doctor files a request to defend the doctoral thesis with the secretary of the Council of Deans at least 4 months prior to the desired defence date using the appropriate application form (see Appendix 1, page 40).
• The candidate files this request after the manuscript has been approved by the doctoral thesis supervisor and the Doctoral Thesis Committee.

After completion of the application form (including the signature of the doctoral thesis supervisor), the candidate must file the form in person with the secretary of the Council of Deans (the Registrar). The candidate should make an appointment for this. A date for the public defence of the doctoral thesis will then be set in consultation with the secretary of the Council of Deans.
5. APPOINTMENT OF THE DOCTORAL EXAMINATION BOARD
(Article 23 of the Doctorate Regulations of Radboud University Nijmegen)

After receipt of the request to defend the doctoral thesis, the secretary of the Council of Deans requests the Dean of the faculty concerned to nominate persons for membership of the Doctoral Examination Board. He also informs the professors at the university of the intended defence of the doctoral thesis through a monthly agenda. They may request to be appointed as members of the Doctoral Examination Board. One week prior to the defence date, all those concerned receive a message with regard to the final composition of the Doctoral Examination Board. The candidate defends the doctoral thesis in a public meeting before the Doctoral Examination Board.

6. DECISION TO AWARD THE DOCTORATE

After the defence of the doctoral thesis, the Doctoral Examination Board decides on behalf of the Council of Deans whether or not to award the doctorate. In general, the approval of the doctoral thesis by the doctoral thesis supervisor and the Doctoral Thesis Committee is sufficient for the awarding of the doctorate. However, the Doctoral Examination Board may intervene despite this approval when serious objections arise, and when consequently it comes to the conclusion that the doctorate should not be awarded.
II The doctoral thesis

1. LANGUAGE OF THE DOCTORAL THESIS

The doctoral thesis should be written in Dutch, English, French, Spanish or German or - with the approval of the Rector Magnificus - some other language. If the doctoral thesis is written in Dutch, a translation of the title and a summary of the contents in English should be appended. If so desired, a summary in another language may also be appended. If the doctoral thesis is not written in Dutch, a translation of the title and a summary of the contents in Dutch and in one of the above-mentioned languages should be appended. The title page shall always be in Dutch; a title page in one of the above-mentioned languages may be added.

2. APPRAISAL OF THE MANUSCRIPT AND POSSIBLE CUM LAUDE REQUEST

2.1 The following points should be taken into account during the appraisal of the manuscript:
• The significance of the subject.
• The degree of independence with which the candidate has conducted the research described in the doctoral thesis.
• A clear definition and statement of the problem.
• The scientific level of the design, analysis and processing of the material.
• The generation of new insights and new views from the analysis of the material.
• The soundness of the methodology used in the analysis of the material.
• The presence of a creative approach to the field discussed in the doctoral thesis.
• The proven self-restraint in drawing up the text.
• The balanced structure of the doctoral thesis and clarity of style.

2.2 In addition to the points mentioned in 2.1, a request to award the doctorate with the distinction cum laude shall be judged on such aspects as:
• excellent scientific quality and high level of originality measured by national and international standards;
• demonstrable added value for the discipline in terms of theoretical development and essentially new insights;
• high degree of independence in conducting the research;
• excellent written presentation;
• excellent defence.

3. PRINTING OF THE DOCTORAL THESIS

3.1 The manuscript

The manuscript shall be printed after it has been approved by the doctoral thesis supervisor and the Doctoral Thesis Committee. Furthermore, the following guidelines apply:
The title page (see Appendix 2)
The title page of the doctoral thesis should appear as follows:

a. the title,
b. subtitle, if any,
c. an academic essay in ........,
d. the following text:
   Doctoral thesis to obtain the degree of doctor from Radboud University Nijmegen, on
   the authority of the Rector, (name..............), according to the decision of the Council
   of Deans to be defended in public on .........day, .. ......... 20.., at precisely ..... hours by
   ........ (full first name(s) followed by surname) born in ............. on .. .......

e. at the bottom of the page: the name of the publisher and place of publication.
   A sample title page has been included as an appendix on page 43.

It is only in very exceptional cases that a candidate is allowed to state on the title page that
the doctoral thesis is the result of collaboration with a renowned research institute; in
these cases, a request thereto should be submitted to the Dean.

Reverse of title page
The name of the doctoral thesis supervisor should be mentioned on the reverse of the title
page. If more than one doctoral thesis supervisor has been appointed, the order of the
names should indicate which of the professors was most involved in the preparation of the
doc toral thesis. If a co-supervisor has been appointed, his/her name should also be men-
tioned on the reverse of the title page; if more than one co-supervisor has been appointed,
the order of the names should once again indicate which of the co-supervisors was most
involved in the preparation of the doctoral thesis. If the doctoral thesis supervisor(s) or
co-supervisors come from elsewhere, the university with which they are affiliated should
be mentioned. The names of the members of the Doctoral Thesis Committee should also
be mentioned on the reverse of the title page. If a member of the Doctoral Thesis
Committee comes from elsewhere, the university or institute which he or she is affiliated
with should also be mentioned.

Curriculum vitae
The candidate’s concise curriculum vitae should be included on the last page of the doc-
toral thesis.

Acknowledgements
The people and organizations that have contributed ideas or have lent financial assistance-
to the creation of the doctoral thesis or a portion thereof may be mentioned:
• in a foreword or on the reverse side of the title page (if the contribution concerns the
  entire doctoral thesis);
• in a footnote on the first page of the relevant section (if the contribution concerns only
  a specific section of the doctoral thesis).
**Advertising**

At most two sides of one page of the doctoral thesis may be supplied with text presented in a commercial manner by a sponsor. This text should be formulated in such a manner that it does not detract from the academic character of the doctoral thesis, does not in any way damage the image of Radboud University Nijmegen and does not conflict with what is generally considered to be good taste.

Photographic or other portrayals of people are not allowed.

The advertising page may not be included in the scientific corpus. It may exclusively be inserted at the back of the doctoral thesis after the page containing the candidate’s curriculum vitae. The proofs of the advertisement should, prior to the printing of the doctoral thesis, be presented to the Dean of the faculty concerned for approval by the candidate. Prior to approving the proofs, the Dean checks the text for admissibility.

The candidate must send a copy of the approved text to the secretary of the Council of Deans. Prior to the printing of the doctoral thesis, the candidate shall ensure that:

- the texts on the front and reverse sides of the title page have been approved by the secretary of the Council of Deans;
- the proofs of the advertising page, if included, have been approved by the Dean;
- the proofs of the remainder of the doctoral thesis have been approved by the doctoral thesis supervisor.

**3.2 ISBN**

An ISBN (International Standard Book Number) is usually included in the doctoral thesis. Such a number may be applied for on www.isbn.nl.

**3.3 Number of copies of the doctoral thesis**

**Electronic version**

If the candidate wants to deliver an electronic version of the doctoral thesis to the secretariat of the University Library Nijmegen (UBN), he should do so no later than two months prior to the defence of the doctoral thesis. The UBN will then provide the secretariat of the Council of Deans with the statement of agreement. The electronic version will be published on the World Wide Web on or shortly after the day on which the doctoral thesis is defended. The statement of agreement should in any case have reached the secretariat of the Council of Deans before the candidate delivers the printed copies to him. Information about the procedure for electronic versions can be obtained from the secretariat of the Council of Deans.

**Printed copies**

Depending on whether or not an electronic version is being published, the candidate will deliver either 45 or 35 copies of the printed doctoral thesis in person to the secretary of the Council of Deans no later than four weeks prior to the doctoral thesis defence.
Only in case it is deemed necessary for the quality of the doctoral thesis, and only after the Rector has granted his express permission to do so, an exception may be made with regard to the number of copies to be delivered. The candidate should first make an appointment with the secretary of the Council of Deans before delivering the copies. The secretary of the Council of Deans sends copies to the Rector, some of the professors of the faculty concerned and to other people involved. The candidate sends copies to the members of the Doctoral Examination Board (in addition to the above-mentioned copies to be delivered).

5 copies will be for the University Library (UBN), provided that the candidate possesses a declaration from the UBN, stating that he has presented an adequate electronic version. If the candidate does not possess such a declaration, he is obliged to deliver 15 copies of the doctoral thesis for use by the UBN.

The University Library keeps a number of copies in its possession and sends the remaining copies to those scientific libraries with which it maintains exchange relations both inside and outside the Netherlands.

3.4 **Copyright**

The candidate should see to it that all of the copyright regulations have been adhered to.

3.5 **Allowance for printing costs**

The candidate shall receive from the secretary of the Council of Deans a written statement concerning the number of copies that have been submitted to the secretary. To receive an allowance for printing costs, this statement must be handed in at the faculty office of the faculty concerned (or in the case of a doctoral thesis in Medical Sciences: to the Division Manager).

The above-mentioned bodies will make a reimbursement arrangement in accordance with the applicable regulations.

4. **OTHER REGULATIONS REGARDING THE DOCTORAL THESIS**

4.1 **A doctoral thesis based on articles**

A collection of scientific or scholarly discourses, of which some or all have been published, may serve as the doctoral thesis provided that they demonstrate a sufficient degree of cohesion with regard to a particular subject. The discourses may not be out of date and should be accompanied by a general introduction and summary that have not been previously published. It should be apparent from the discourses that the candidate is capable of performing independent academic research. If the discourses have been written by more than one author, the Doctoral Thesis Committee should satisfy itself that the independent academic contribution of the candidate has been sufficiently substantial.

4.2 **Defence of a doctoral thesis prepared by two or more candidates**

If two people are writing a single doctoral thesis together and also wish to defend it together in public, they should contact the secretary of the Council of Deans at an early stage.
4.3 Defence of the doctoral thesis in the context of institutional cooperation

Defence of the doctoral thesis on the basis of a cooperative arrangement between Radboud University Nijmegen and a foreign institution for scientific education can only take place after the Rector Magnificus has given his permission thereto in writing. Should there be such cooperation between Radboud University Nijmegen and another institution for scientific education, the venue for the defence of the doctoral thesis will then be determined no later than one year following the commencement of the research period. If the defence is to take place at Radboud University Nijmegen, these doctorate regulations shall apply in full. The certificate from the other institution for scientific education will be attached to the doctoral diploma, reflecting this cooperation. In very exceptional cases in which it is required to derogate from the above-mentioned arrangement, the Rector Magnificus shall decide.
III  The doctoral graduation ceremony

1. OFFICIAL LANGUAGE AT THE DOCTORAL GRADUATION CEREMONY

The official language at the doctoral graduation ceremony shall be Dutch or English. If the defence will be in English, the secretary must be notified in writing at least two weeks prior to the date of the defence of the doctoral thesis. A request to defend the doctoral thesis in another language should be filed with the Rector no later than three weeks prior to the defence of the doctoral thesis. Approval shall only be granted when it is clear that those involved in the public defence of the doctoral thesis (doctoral thesis supervisor, Doctoral Thesis Committee, Doctoral Examination Board) are in a position to evaluate the doctoral thesis adequately and that an intelligible discussion at the public session is guaranteed.

2. DRESS CODE FOR THE CEREMONY

At the public academic sessions of Radboud University Nijmegen, the following dress code applies:

For the members of the Doctoral Examination Board:
- professors in gowns;
- others in clothing corresponding to academic attire, preferably in black and white.

For the candidate and the defence assistants:
- males in dress suits or other clothing appropriate to the occasion;
- females in suits or other clothing appropriate to the occasion.

3. PROTOCOL FOR THE CEREMONY

3.1 Directions for the candidate for the degree of doctor

The candidate should stand in front of the podium, with the two defence assistants (paranimfen) at his/her side, at the moment when the professors and the other members of the Doctoral Examination Board (the experts with a doctor's degree) enter the auditorium.

3.1.2 As soon as the professors and other experts indicated above have taken their seats, the candidate moves behind the lectern. Thereafter the Rector Magnificus (or his replacement) will open the meeting with prayer and give the floor to the candidate.

The candidate then recites the following opening words:

"With the permission of the Council of Deans and in order to obtain the degree of doctor from Radboud University Nijmegen, I would like to defend in public my doctoral thesis entitled ................., an academic essay in ................." The candidate then provides a summary of the content of the doctoral thesis which is not to exceed 10 minutes. The summary is closed with the following words: "Having presented this summary of my doctoral thesis, I return the floor to the Rector."

Then the Rector Magnificus (or his replacement) gives the floor consecutively to the members of the Doctoral Examination Board. The candidate responds to each member of the Doctoral Examination Board. All members of the Doctoral Examination Board are addressed as 'Honoured Sir/Madam' by the candidate.
3.1.3 One hour after the commencement of the public meeting, the Registrar (secretary of the Council of Deans) enters the auditorium and utters the phrase ‘hora est’. The Rector then requests that the candidate recite the closing formula.

The candidate recites:

“Having defended my doctoral thesis to the best of my ability, I would like to thank the Rector, and my supervisor(s), as well as all those who have honoured this ceremony with their presence.”

After the recitation of this phrase, the Rector adjourns the meeting.

The candidate remains standing behind the lectern until the members of the Doctoral Examination Board have left the auditorium.

3.1.4 The candidate should stand in front of the podium again at the moment when the members of the Doctoral Examination Board return from their deliberations. As soon as they have taken their seats, the candidate moves behind the lectern.

The Rector stands to announce the decision of the Doctoral Examination Board, which is taken in the name of the Council of Deans.

If the doctorate is awarded, the Rector requests that the doctoral thesis supervisor reads out the formula for awarding the degree of doctor. The doctoral thesis supervisor stands to read the formula and presents the doctoral diploma to the new doctor. This presentation takes place in the middle of the podium.

The new doctor receives the doctoral diploma and moves back behind the lectern.

Thereupon he is addressed by the doctoral thesis supervisor.

After the supervisor’s speech, the Rector congratulates the new doctor on behalf of the Council of Deans.

Thereupon the members of the Doctoral Examination Board and the other professors rise. The Rector closes the meeting with prayer.

3.2 Directions for the Rector and the doctoral thesis supervisor

• When the Rector Magnificus acts as chairman, read ‘RectorMagnificus’ wherever it says ‘Rector’.

• Candidates are addressed as ‘Respected Candidate’.

3.2.1 The meeting is chaired by the Rector, who may be:

• the Dean of the faculty concerned;
• the Dean of another faculty;
• some other professor appointed by the Dean of the faculty concerned;
• an emeritus professor who has the ius promovendi.

Fifteen minutes before the public meeting, in a meeting with the Doctoral Examination Board, the Rector arranges for the order and duration of the individual examination questions in consultation with the doctoral thesis supervisor.
3.2.2 After the professors and the other members of the Doctoral Examination Board have taken their places on the podium, the Rector opens the meeting with the following formula: “Spiritus Sancti gratia illuminet sensus et corda nostra.”

After the professors have taken their seats, the Rector says: “I now give the floor to the candidate for the degree of doctor.”

The candidate then recites the opening formula and provides a summary of the content of the doctoral thesis, which is not to exceed 10 minutes. The Rector then gives the floor to a member of the Doctoral Examination Board using the following phrase: “I now give the floor to Professor ..........” or “I now give the floor to .........” The candidate responds to each examination question.

3.2.3 The Rector sees to it that the time allowed for each of the examination questions is not exceeded.

3.2.4 After the conclusion of the defence has been announced by the Registrar (pedel) with the phrase “hora est”, the Rector closes the defence with the words: “The defence is hereby concluded. I give the floor once again to the candidate.”

The candidate then recites the closing formula and thereupon the Rector adjourns the public meeting.

The Doctoral Examination Board retreats for their deliberations.

3.2.5 During the deliberations, the Rector gives the floor consecutively to:

- the doctoral thesis supervisor;
- the co-supervisor;
- the members of the Cum Laude Committee should there be a recommendation to award the doctorate with distinction (see Article 24 of the Doctorate Regulations of Radboud University Nijmegen);
- the members of the Doctoral Examination Board.

If the question is whether or not to award the doctorate with the distinction cum laude, the Doctoral Examination Board is expanded to include the members of the Cum Laude Committee. The distinction cum laude can only be awarded with a valid positive recommendation from the Cum Laude Committee. The Doctoral Examination Board can disagree with this positive recommendation. (See also Guidelines II.2.2, appraisal of requests to award the doctorate with the distinction cum laude.)

3.2.6 After the members of the Doctoral Examination Board have concluded their deliberations and returned to the auditorium, the Rector stands (cap on his/her head) to announce the decision of the Council of Deans using the following formula: “The Council of Deans of Radboud University Nijmegen has decided to award you the degree of

* *We pray that the Holy Spirit enlighten our mind and heart.*
doctor. I invite Professor……..., appointed by the Council of Deans of Radboud University Nijmegen to be your doctoral thesis supervisor, to discharge the task assigned to him.”

3.2.7 The doctoral thesis supervisor then stands and recites 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, ........, born in........, the title of doctor in the field of........... (and - when applicable -“with the distinction cum laude for special achievement”) from Radboud University Nijmegen and all of the rights associated by law or common practice with this doctorate. As proof thereof I present you with this doctoral diploma, signed by the Rector and the doctoral thesis supervisor(s) and co-supervisor(s), and adorned with the Great Seal of the university.”

3.2.8 The doctoral thesis supervisor then proceeds to the middle of the podium to present the doctoral diploma to the new doctor who comes forward to meet the doctoral thesis supervisor. Thereafter the new doctor once again moves back behind the lectern. The doctoral thesis supervisor returns to his position on the podium and delivers his eulogy (which is not to exceed 8 minutes).

3.2.9 Hereafter the Rector congratulates the doctor and his/her family on behalf of the Council of Deans and closes the ceremony with the words:
“Gratias tibi agimus, omnipotens Deus, pro omnibus beneficiis tuis. Qui vivis et regnas per omnia saecula saeculorum.”

3.2.10 Preceded by the Registrar (pedel), the professors and the other experts proceed out of the auditorium with the new doctor in the following order: the Rector, the new doctor, the doctoral supervisor(s), the co-supervisor(s), the professors and the experts with a doctor’s degree.

4. PHOTOGRAPHING, FILMING, AUDIOTAPING, ETC.

In order to record the doctoral graduation ceremony on film or tape for private purposes, permission must first be obtained from the secretary of the Council of Deans.
In order to record for radio or television, written permission must first be obtained from the Rector Magnificus.
During his/her summary (which is not to exceed 10 minutes), the candidate may use audio-visual equipment. During the defence, the use of such equipment will only be allowed when deemed necessary for the defence of the doctoral thesis. The secretary of the Council of Deans should be contacted beforehand in such a case.

5. RECEPTION

The University Auditorium provides space for receptions. Further information may be obtained from the secretary of the Council of Deans.

* Almighty God, who lives and reigns for ever and ever, we thank you for all your benefactions.”
At Radboud University Nijmegen, honorary doctorates are in principle only awarded on Foundation Day. No more than three honorary doctorates can be awarded per lustrum. Each Dean is entitled to submit a proposal that is carried by his/her faculty. The Council of Deans appoints a committee that advises the Council as to the priority of the proposals. After the Rector has heard the Council of Deans, the Council shall take a decision. In addition, one university honorary doctorate may be awarded at the initiative of the Rector Magnificus.

The protocol for the ceremony
The Rector introduces the honorary doctoral award ceremony with the following words:

“Having considered the recommendation of the Board of the Faculty of ………. and having heard the University Board, the Council of Deans has decided to award the honorary doctorate to………. I invite Professor………., appointed by the Council of Deans, to discharge the task assigned to him.”

“In the name of the Lord. With the power entrusted by law to the Council of Deans, I hereby confer upon you, ………, an honorary doctorate in ………. from Radboud University Nijmegen and all of the rights associated by law or common practice with this doctorate. As proof thereof I present you with this doctoral diploma, signed by the Rector and the doctoral supervisor, and adorned with the Great Seal of the university, and I drape you with this cappa which is the symbol of the honorary doctorate awarded to you.”

As a rule, the Rector Magnificus acts as the honorary doctoral supervisor during the awarding of a university honorary doctorate.
V Publicity regarding the public defence and the doctoral thesis

The university’s Communication Unit coordinates the publicity regarding the public defence and the doctoral thesis. In connection with the preparations for that publicity, the candidate for the degree of doctor is requested to fill in a questionnaire. Further information can be obtained from the Communication Unit, Comeniuslaan 6, Nijmegen, tel. +31 24 3612230.
VI  Inquiries

The above is based on the Doctorate Regulations of Radboud University Nijmegen and the further decisions taken by the Council of Deans. Further inquiries should be addressed to the secretary of the Council of Deans, Nico G.H. Bouwman LL.M. (Pedel) or one of his assistants, Comeniuslaan 2 (Aula), Nijmegen, tel. +31 24 3612156 / +31 24 3612184 / +31 24 3615968, fax +31 24 3567956. E-mail: promoties@ru.nl.
Appendices
APPLICATION TO DEFEND A DOCTORAL THESIS

The undersigned requests permission to defend a doctoral thesis at Radboud University Nijmegen and to have the professor(s) and/or experts with a doctor’s degree under whose guidance the doctoral thesis has been prepared officially appointed as supervisor(s) and/or co-supervisor(s).

Please use block letters and write clearly.

Last and first names of the applicant:

Date of birth: Place of birth:

Address:

Postcode and city/town:

Telephone number: Fax:

Work address:

Postcode and city/town:

Telephone number: Fax:

E-mail:

Degrees obtained:

(copies of diplomas attached)

Title (and subtitle) of the doctoral thesis:

regarding the field of:

Public defence date:

The doctoral thesis is defended in Dutch/English (delete where not applicable) or in another language, namely:

(for other languages, you require the Rector Magnificus’s permission!)
Professor(s) and expert(s) with a doctor's degree under whose guidance the doctoral thesis has been prepared:

### Supervisor(s)

- **Professor**
  - Professor at (name of faculty or, if not affiliated with Radboud University Nijmegen, name of university):
    - Home or work address/internal post number:
    - Telephone number:
    - Postcode and city/town:

- **Professor**
  - Professor at (name of faculty or, if not affiliated with Radboud University Nijmegen, name of university):
    - Home or work address/internal post number:
    - Telephone number:
    - Postcode and city/town:

- **Professor**
  - Professor at (name of faculty or, if not affiliated with Radboud University Nijmegen, name of university):
    - Home or work address/internal post number:
    - Telephone number:
    - Postcode and city/town:

### Co-supervisor(s)

- **Dr.**
  - Expert holding a doctor's degree from (name of faculty or, if not affiliated with Radboud University Nijmegen, name of university):
    - Home or work address/internal post number:
    - Telephone number:
    - Postcode and city/town:
• Dr.
Expert holding a doctor's degree from (name of faculty or, if not affiliated with Radboud University Nijmegen, name of university):

Home or work address/internal post number:
Telephone number:
Postcode and city/town:

• Dr.
Expert holding a doctor's degree from (name of faculty or, if not affiliated with Radboud University Nijmegen, name of university):

Home or work address/internal post number:
Telephone number:
Postcode and city/town:

Commercial edition: yes/no Publisher/printer:

Date: Signature of applicant:

DECLARATION OF APPROVAL BY THE DOCTORAL THESIS COMMITTEE
(to be filled in by the supervisor/one of the supervisors)

I, supervisor of:

hereby declare that the thesis was approved on:
(enclose statement from the Doctoral Thesis Committee)

Date: Signature supervisor:

1 This form must be filed with the secretary of the Council of Deans, Mr. N.G.H. Bouwman or one of his assistants. An appointment should be made for this purpose: ring +31 24 3612156 / 3612184 / 3615968.
2 See Chapter 1, Article 2, paragraphs 3 and 4, of the Doctorate Regulations.
3 Faculty disciplines (Theology; Philosophy; Arts; Law; Medical Sciences; Social Sciences; Natural Sciences, Mathematics and Computer Science; Management Sciences; Religious Studies).
4 Upon submission of this form, the date of the public defence will be set in consultation with the secretary of the Council of Deans.
Appendix 2

Sample title page (Dutch version)

Title:

Subtitle:

Een wetenschappelijke proeve op het gebied van*

Proefschrift

ter verkrijging van de graad van doctor
aan de Radboud Universiteit Nijmegen
op gezag van de rector magnificus (naam..............),
volgens besluit van het College van Decanen
in het openbaar te verdedigen op** ....

om ***...........

doorn

.................****

egeboren op ..............
te .................

(name of the publisher, if applicable)

Reverse side of the title page:

• Promotor(es): (for a supervisor from elsewhere, state the university).
• Copromotor(es): (for a co-supervisor from elsewhere, state the university).
• Names of the members of the Doctoral Thesis Committee (for members from elsewhere, state the university).

* Faculty discipline
** 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.
Sample title page (English version)

Title:

Subtitle:

An academic essay in.........*

Doctoral thesis
to obtain the degree of doctor
from Radboud University Nijmegen
on the authority of the Rector Magnificus, (name),
according to the decision of the Council of Deans
to be defended in public on .......... day, .. ...... 20.. **
at ........ hours***
by
...................****
born in ............
on............

(name of the publisher, if applicable)

Reverse side of the title page:

• Promotor(es): (for a supervisor from elsewhere, state the university).
• Copromotor(es): (for a co-supervisor from elsewhere, state the university).
• Names of the members of the Doctoral Thesis Committee (for members from elsewhere, state the university).

* Faculty discipline
** 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.
# Appendix 3

## Order of procedures for obtaining the doctorate

<table>
<thead>
<tr>
<th>Action</th>
<th>Actor</th>
<th>Chapter, Art.</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>Contact the Registrar in writing or by telephone to obtain the Doctorate Regulations of the Radboud University Nijmegen</td>
<td>Candidate</td>
</tr>
<tr>
<td>01</td>
<td>Deliver manuscript to intended supervisor for approval</td>
<td>Candidate</td>
</tr>
<tr>
<td>02</td>
<td>Notify Dean of the faculty concerned of manuscript approval</td>
<td>Intended supervisor</td>
</tr>
<tr>
<td>03</td>
<td>Compose Doctoral Thesis Committee in consultation with supervisor</td>
<td>Faculty Dean</td>
</tr>
<tr>
<td>04</td>
<td>Appoint members of the Doctoral Thesis Committee</td>
<td>Faculty Dean</td>
</tr>
<tr>
<td>05</td>
<td>Deliver manuscript to members of the Thesis Committee</td>
<td>Supervisor</td>
</tr>
<tr>
<td>06</td>
<td>Notify intended supervisor and Dean of the faculty concerned of manuscript approval</td>
<td>Chair Thesis Committee</td>
</tr>
<tr>
<td>07</td>
<td>Notify candidate in writing of manuscript approval</td>
<td>Supervisor</td>
</tr>
<tr>
<td>08</td>
<td>Make appointment with the Registrar to deliver request to defend the doctoral thesis and set a defence date</td>
<td>Candidate</td>
</tr>
<tr>
<td>09</td>
<td>Request the Dean of the faculty concerned to appoint the Examination Board</td>
<td>Registrar</td>
</tr>
<tr>
<td>10</td>
<td>Propose members for the Examination Board to the Dean of the faculty concerned</td>
<td>Intended supervisor</td>
</tr>
<tr>
<td>11</td>
<td>Notify Registrar of Examination Board membership (no later than 8 weeks prior to the defence)</td>
<td>Faculty Dean</td>
</tr>
<tr>
<td>Action</td>
<td>Actor</td>
<td>Chapter, Art.</td>
</tr>
<tr>
<td>--------</td>
<td>-------</td>
<td>--------------</td>
</tr>
<tr>
<td>12. Appoint members of the Examination Board (including supervisor(s) and co-supervisors; all members of the Examination Board receive their invitation forthwith)</td>
<td>Council of Deans/ Registrar</td>
<td>Ch. 8, Art.23.4, 23.5, 23.6</td>
</tr>
<tr>
<td>13. Sends proofs of title page and reverse side to the Registrar no later than 8 weeks prior to the defence.</td>
<td>Candidate</td>
<td>Ch. 7, Art. 19.1</td>
</tr>
<tr>
<td>14. Deliver corrected proofs of manuscript to supervisor</td>
<td>Candidate</td>
<td>Ch. 7, Art. 19.3</td>
</tr>
<tr>
<td>15. Notify candidate of approval of corrected manuscript proofs</td>
<td>Supervisor</td>
<td>Ch. 7, Art. 19.3</td>
</tr>
<tr>
<td>16. Electronic version to University Library</td>
<td>Candidate</td>
<td>Guideline II.3.3</td>
</tr>
<tr>
<td>17. Deliver doctoral thesis to printer/publisher</td>
<td>Candidate</td>
<td></td>
</tr>
<tr>
<td>18. Make appointment with Registrar to deliver 35 copies of the doctoral thesis (four weeks prior to the defence) with statement of agreement from UBN regarding electronic version. Deliver 45 if no statement of agreement re electronic version</td>
<td>Candidate</td>
<td>Guideline II.3.3</td>
</tr>
<tr>
<td>19. Recommend cum laude in writing to the Rector Magnificus (no later than six weeks prior to the defence)</td>
<td>Supervisor</td>
<td>Ch. 9, Art. 24</td>
</tr>
<tr>
<td>20. Request appointment of a Cum Laude Committee</td>
<td>Rector Magnificus</td>
<td>Ch. 9, Art. 25</td>
</tr>
<tr>
<td>21. Appoint a Cum Laude Committee</td>
<td>Faculty Dean</td>
<td>Ch. 9, Art. 25</td>
</tr>
<tr>
<td>Action</td>
<td>Actor</td>
<td>Chapter, Art.</td>
</tr>
<tr>
<td>--------</td>
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<td>--------------</td>
</tr>
<tr>
<td>22</td>
<td>Positive or negative recommendation regarding cum laude to the Rector Magnificus, with a copy to the secretary of the Council of Deans (no later than one week prior to the defence)</td>
<td>Cum Laude Committee</td>
</tr>
<tr>
<td>23</td>
<td>If a positive recommendation is made regarding cum laude, notify the Examination Board in secret</td>
<td>Dean</td>
</tr>
<tr>
<td>24</td>
<td>Notify candidate of final composition of Examination Board one week before the defence</td>
<td>Registrar</td>
</tr>
</tbody>
</table>