



Regulations governing the conferral of doctor's degrees 2008

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Technische Universiteit
Eindhoven
University of Technology

Where innovation starts

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Introduction

The following regulations governing the conferral of doctorate degrees were established on 23 June 2008 by the Doctorate Board of Eindhoven University of Technology, and will enter into force on 1 September 2008.

In case of questions or if anything is unclear, you are advised to consult the Bureau voor Promoties en Plechtigheden. Contact data may be found on the back cover of this brochure.

Chapter I: General provisions

Art. 1. In these regulations the following terms and definitions will apply:

university:	Eindhoven University of Technology;
department:	a Department of Eindhoven University of Technology;
candidate:	the person who by virtue of the provisions of Article 7.18, paragraph 2 or 3 or of Article 17a.18 of the Higher Education and Research Act (<i>Wet op het hoger onderwijs en wetenschappelijk onderzoek</i> ; hereinafter called WHW) is eligible to receive a doctor's degree;
professor:	a professor appointed at a Dutch university or the Open University or at a foreign university, including the former professor of the university who by virtue of Article 9.19, paragraph 3 WHW still has the right to act as a supervisor;
supervisor:	the professor or former professor appointed as such by the Doctorate Board with due observance of the provisions set out in Article 7.18, paragraphs 4 and 5 and Article 9.19, paragraph 3 of the WHW;
co-supervisor:	the person appointed as such by the Doctorate Board;
dissertation:	a scientific treatise on a particular topic, or a number of separate scientific treatises, some or all of which have already been made public;
technological design:	a design that has been produced through the application of appropriate theoretical knowledge and methods, accompanied by a scientific account and documentation;
doctorate board:	the board as referred to in Article 9.10 of the WHW.
dean:	the chairman of a Doctorate Board as referred to in Article 9.12 paragraph 2 of the WHW.
Bureau voor Promoties en Plechtigheden:	Office of Doctoral Presentations and Academic Ceremonies.

Art. 2. With respect to the subjects discussed at closed meetings as referred to in these regulations as well as to the subjects discussed during the resolution of disputes, as referred to in Chapter XI of these regulations, those present are bound to confidentiality.

Chapter II. Eligibility for the doctorate

- Art. 3.**
1. By virtue of Article 7.18 of the WHW, anyone to whom the degree of Master has been conferred on the basis of the successful completion of the final examination of a Master's program in university education, or of a Master's program in higher professional education designated as such by the Minister of Education, Culture and Science, or of an accredited advanced Master's program in university education or in higher professional education, is eligible to take a doctor's degree.
 2. Apart from the persons to whom the degree referred to in paragraph 1 has been conferred, Article 17a. 18 of the WHW provides that anyone who is
 - * in possession of a certificate testifying to the successful completion of a final examination connected with a program with a study load of at least 168 old credits or 240 ECTS credits, or,
 - * as regards programs with a study load of more than 168 old credits or 240 ECTS credits referred to in Article 7.4 paragraph 3 of the WHW, to the successful completion of a final examination concluding a part of the program amounting to at least 168 old credits or 240 ECTS credits, is eligible to take a doctor's degree.
 3. In special cases persons whose degree program differs from the program described above may be eligible to take a doctor's degree by obtaining a decision to grant an exemption from this program requirement from the Doctorate Board¹.
- Art. 4.**
1. The doctoral candidate must submit a request for permission to take a doctor's degree to the Doctorate Board. Upon the submission of the request the doctoral candidate must submit the certificate proving that the degree referred to in Article 3 paragraph 1 has been conferred, or the certificate referred to in Article 3 paragraph 2 or a certified copy thereof, or the proof of the decision to grant an exemption from the program requirement referred to in Article 3, paragraph 3.
 2. The doctoral candidate must support his request for permission to take a doctor's degree with a brief description of his work, the methods used for it and the results deemed relevant.

¹ For the relevant procedure see the "Brief commentary on the regulations governing the conferral of doctor's degrees".

3. In case of a double doctorate it must be indicated with the request for permission for which part of the dissertation or technological design which candidate is specifically responsible.
4. The request for permission to take a doctor's degree must be accompanied by the letter of intent of the professor(s) to act as supervisor(s). The supervisor(s) must also submit a proposal for the composition of the whole core committee as referred to in chapter III.

Art. 5.

1. The Doctorate Board decides within one month (not counting the period from the beginning of July until mid-August) after the submission of the request as referred to in Article 4. The decision is communicated in writing to the doctoral candidate, the supervisor(s) and the other members of the core committee.
2. If the approval of the request as referred to in Article 4 is withheld, this decision and the reasons for it will be communicated in writing with reference to the procedure for dispute resolution included in Chapter XI of these regulations.

Chapter III. The selection of the members of the core committee

- Art. 6.**
1. The Doctorate Board appoints a professor from the university as first supervisor after consultation with the candidate concerned. This appointment is made at the same time as the decision concerning the permission referred to in Article 5 of these regulations.
 2. If necessary the Doctorate Board will also appoint a second supervisor.
 3. The supervisor has the task of supervising the doctoral candidate until the completion of the dissertation or the technological design.
 4. If a professor from another university should be appointed as first supervisor by the Doctorate Board by way of exception, the Doctorate Board will appoint a professor from the university as second supervisor.
 5. The Department in which the first supervisor is employed, or the Department of the second supervisor if the first supervisor is not affiliated with the university², will be referred to as the relevant Department in these regulations.
 6. Former professors will retain the right to act as supervisor for five years after they have been honorably discharged.
- Art. 7.**
1. The Doctorate Board may appoint one or two co-supervisors. This appointment is made at the same time as the decision concerning the permission referred to in Article 5 of these regulations. If two supervisors are appointed, at most one co-supervisor may be appointed.
 2. Persons entitled to act as co-supervisor may be professors from the university, or researchers or design engineers (whether or not employed at the university), who are entitled to use the title of doctor and have expertise in the area on which the dissertation or technological design is focused.
 3. The co-supervisor has the task of assisting the supervisor(s) in supervising the doctoral candidate.

² The phrase “affiliated with the university” may also be understood to mean a professor formerly affiliated with the university (not longer than five years ago) but now employed at another university or enjoying the emeritus status.

- Art. 8.**
1. The Doctorate Board appoints another three or four members of the core committee, two of whom are from outside the university and one or two of whom from within the university. This appointment is made at the same time as the decision concerning the permission referred to in Article 5 of these regulations.
 2. The supervisor(s), the co-supervisor(s) if any and the three or four members referred to in paragraph 1 form the core committee.
 3. The first supervisor, or the second supervisor if the first supervisor is not affiliated with the university, proposes the core committee to the dean. The core committee assesses the quality of the proposed dissertation on behalf of the university. After the dean has satisfied himself of the adequacy of the composition of the core committee, he makes a positive recommendation.
 4. The core committee consists of at least five persons including a supervisor (from the university) without or with one or two co-supervisors or two supervisors (at least one of whom is from the university), without or with a co-supervisor, and three or four members.
 5. The table below states the possible compositions of the core committee.

Composition Core and Doctorate Committee in table form					
Supervisor(s)	1	1	1	2	2
Co-supervisor(s)	0	1	2	0	1
External members	2	2	2	2	2
TU/e member	2	1	1	1	1
Core Committee	5	5	6	5	6
Chairman	1	1	1	1	1
	6	6	7	6	7
Other members (optional), Including advisers	2	2	1	2	1

Chapter IV. Approval of the dissertation or technological design

Admission to the defense of the dissertation or technological design

- Art. 9.**
1. The doctoral candidate will send the text of the dissertation or the documentation of the technological design to the members of the core committee as soon as possible after receipt of the communication referred to in Article 5, paragraph 1.
 2. The members of the core committee may approve the text of the dissertation or the documentation of the technological design with reservation and make suggestions for amendments and/or additions to the text. If a suggestion for amendment and/or addition to the text is not taken over by the doctoral candidate, the dean of the relevant Department will consult with both parties.
 3. The first supervisor will provide the doctoral candidate, the dean of the relevant Department and the Doctorate Board with his written approval of the dissertation or technological design.
 4. The first supervisor reports explicitly on the opinion of the other members of the core committee at the time of the giving of the approval as referred to in paragraph 2.
 5. In case of a negative opinion of a member of the core committee this member cannot be removed from his membership on that ground. The safeguarding of the level of the doctorate entails that the relevant member will in such a case oppose the conferral of the doctor's degree and will forthwith notify the dean of the relevant Department accordingly.
 6. If one or more members of the core committee have a negative opinion about the manuscript, the decision of approval will be made in a meeting of the core committee presided by the dean of the relevant Department, by majority of the votes cast. Those members who cannot attend the meeting will cast their substantiated vote in writing to the chairman before the meeting. If the votes are equally divided, the permission will be deemed to have been denied.

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- Art. 10.**
1. After the approval referred to in Article 9, paragraph 3 has been given, the Rector Magnificus determines the time and the place of the defense ceremony after consultation with the supervisor(s), the co-supervisor(s) if any and the doctoral candidate.
 2. The time of the ceremony referred to in paragraph 1 must be at last two months (not counting the period from the beginning of July until mid-August) after the date of the approval, referred to in Article 9, paragraph 3.
 3. Immediately after the approval, referred to in Article 9, paragraph 3, the title page and verso of the dissertation or the documentation of the technological design must be presented to the Rector Magnificus for approval; the English summary stating above the text the English title of the dissertation or of the technological design and the curriculum vitae of the doctoral candidate must also be delivered. The verso of the title page will state that the supervisor(s) have given their approval to the dissertation or technological design, and the name or names of the supervisor(s) and the name or names of the co-supervisor(s) if any.
After the approval has been given no alterations may be made to the contents or layout of the title page and the verso thereof.
 4. After the approval, referred to in Article 9, paragraph 3 and Article 10, paragraph 3 has been given, the dissertation or the documentation of the technological design may be reproduced.

Chapter V. The Doctorate Committee

- Art. 11.**
1. The proposal for the composition of the Doctorate Committee is submitted to the Doctorate Board by the first supervisor; the proposal must be approved by the dean of the relevant Department.
 2. The proposal referred to in paragraph 1 is submitted to the Doctorate Board at the same time as the notification of the approval of the dissertation or technological design as referred to in Article 9, paragraph 3.
 3. The Doctorate Board will decide within one month (not counting the period from the beginning of July until mid-August) after the proposal has been submitted. The supervisor(s), the other members of the Committee and the doctoral candidate will be notified in writing of the decision.
- Art. 12.**
1. The Doctorate Committee consists of:
 - a. the chairman, appointed pursuant to Article 13, paragraph 1;
 - b. the supervisor(s);
 - c. the co-supervisor(s);
 - d. the members, appointed pursuant to Article 8, paragraph 1;
 - e. one or two other members if necessary;
 - f. any advisers as referred to in Article 14.
 2. The persons referred to under a and b must be professors. The persons referred to under c may be professors or are entitled to bear the title of doctor. The persons referred to under d and e must:
 - * be professors at a university in the Netherlands or abroad;
 - * be either associate professors at a Dutch or foreign university;
 - * or not affiliated with a university, but be deemed otherwise sufficiently competent by the Doctorate Board to occupy a place in the Committee, such as Dr.habil. For the benefit of the appointment as members of the core committee or the Doctorate Committee of this so-called “expert” the first supervisor must submit a proposal stating reasons, as well as a curriculum vitae and a list of publications of the person involved. Until five years after their honorable discharge, professors can have a seat on the Committee referred to under d or e.
 3. At least half of the voting members of the core committee must be professors.

4. The persons referred to in paragraph 1 under a, b, d and e are voting members of the Committee. If a co-supervisor is a professor or associate professor at a Dutch university, he is also a voting member of the Committee. If he does not satisfy this condition, he is a member of the committee with an advisory voice. The total Doctorate Committee, including any advisers as referred to in Article 14, consists of at most 8 persons of whom at least 5 are voting members.
5. At least half of the persons from the Doctorate Committee, including any advisers as referred to in Article 14, must be employed at the university.
6. At the suggestion of the first supervisor and with the consent of the Rector Magnificus and the dean of the relevant Department the Doctorate Board may deviate from the provisions of paragraphs 4 and 5.

- Art. 13.**
1. The Rector Magnificus or the person appointed by the Doctorate Board is chairman of the Doctorate Committee.
 2. One of the members of the Doctorate Committee employed by the university, appointed by mutual agreement, will be secretary of the Doctorate Committee.

- Art. 14.**
1. The Doctorate Board may, at the suggestion of the first supervisor and at its own discretion, appoint advisers to the Doctorate Committee.
 2. In case advisers are appointed to the Doctorate Committee at the discretion of the Doctorate Board the first supervisor will be consulted in advance.
 3. The advisers take part in the deliberations of the Committee; they have an advisory voice therein.

Chapter VI. The dissertation or technological design and the theses

- Art. 15.**
1. The dissertation may consist of a scientific treatise on a particular topic, or a number of separate scientific treatises, some or all of which have already been made public.
 2. A technological design is understood to mean a design that has come into being through the application of appropriate theoretical knowledge and methods, accompanied by a scientific account and documentation. The technological design must make an original contribution to the further development of existing scientific knowledge.
 3. If the dissertation or technological design consists of a number of separate scientific treatises, or constituent designs, the following requirements must be satisfied:
 - a. The various scientific treatises or constituent designs must all relate in an adequately coherent manner to a particular topic and be accompanied by a summary chapter.
 - b. If one or more of the treatises or constituent designs has/have been written or developed by several authors, it must be indicated which portions are based on the actual contribution of the doctoral candidate.
 4. The dissertation or technological design must be accompanied by:
 - a. a short curriculum vitae;
 - b. a summary in English approved by the first supervisor, stating above the text the English title of the dissertation or of the technological design;
 - c. the title page, approved by the Rector Magnificus.
- Art. 16.**
1. A joint research or design can lead to a joint dissertation or technological design of two candidates, provided the following conditions are satisfied:
 - a. each doctoral candidate has made an independent, distinct contribution adequate for the doctor's degree, to the satisfaction of each of the candidates' supervisor(s);
 - b. each doctoral candidate takes personal responsibility, both for an identifiable portion of the dissertation or technological design and for the coherence of the whole;

- c. an introduction to the dissertation or the documentation of the technological design indicates for which portion of the dissertation or technological design each doctoral candidate is particularly responsible;
 - d. the statement on the verso of the title page referred to in Article 10, paragraph 3 is indicated for each of the doctoral candidates;
 - e. each doctoral candidate adds the required number of theses to the dissertation or technological design if it is decided to add theses.
2. In case of a joint dissertation or technological design as referred to in the previous paragraph the procedures and requirements of these regulations apply to each doctoral candidate separately.
 3. When, in the situation described above, the defense of the dissertation or technological design takes place in a single session, and the composition of the Doctorate Committee of both doctoral candidates is identical, this is known as a “double doctorate.” (See for the adjusted protocol under “Protocol defense ceremony”)

- Art. 17.**
1. Theses may be added to the dissertation or technological design. If theses are added, at least six of these must not be related to the topic of the dissertation or technological design, apart from the theses about the dissertation. Four of these theses must be of a technical-intrinsic nature and two of a general social nature. Theses must express the opinion of the doctoral candidate and therefore must not be a mere quotation.
 2. The contents of theses must be such that it is possible to discuss them with the Doctorate Committee.
 3. The theses must include references to relevant literature or acknowledgements wherever possible.
 4. After the first supervisor has supplied a statement that he considers the theses defensible, the doctoral candidate will send his theses (through the Bureau voor Promoties en Plechtigheden) to the Rector Magnificus for approval at least six weeks prior to the date of the defense ceremony. The Rector Magnificus will ensure that the theses are not unnecessarily offensive to persons or groups of persons and that they cannot damage the reputation of the university.

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- Art. 18.** The dissertation or the documentation of the technological design and the accompanying theses are written in Dutch, English, French or German or, with permission from the Doctorate Board, in another language. In all cases an English translation of the title and a summary of the contents in English will be added to this, stating above the text the English title of the dissertation or of the technological design.
- Art. 19.** The dissertation or the documentation of the technological design must be printed³.
- Art. 20.** It is not permitted to include any advertisements in the dissertation or the documentation of the technological design.
- Art. 21.** The dissertation or the documentation of the technological design may include suitably discreet acknowledgements; this must be discussed with the first supervisor.

³ For the conditions pertaining to this, please contact the Bureau voor Promoties en Plechtigheden.

Chapter VII. The distribution of the dissertation or the documentation of the technological design

- Art. 22.**
1. The printed version of the dissertation or the documentation of the technological design and the theses, if any, must be sent to the chairman of the Doctorate Committee and to each of the members of the Doctorate Committee at least four weeks prior to the date of the defense ceremony; if this requirement is not satisfied, the date of the defense ceremony may be postponed at the discretion of the Rector Magnificus.
 2. The doctoral candidate must also take care of the further distribution of the dissertation or of the documentation of the technological design with due respect for the relevant guidelines⁴.

⁴ See also the “Brief commentary on the regulations governing the conferral of doctor’s degrees”.

Chapter VIII. The defense ceremony

- Art. 23.**
1. The defense ceremony takes place in public in the presence of the Doctorate Committee as referred to in Article 12.
 2. Anyone who wishes to oppose the candidate who is not on the Doctorate Committee must, at least three weeks prior to the date of the defense ceremony, submit a written request to that effect to the Rector Magnificus, stating the subject of the question or stating the reasons for doing so.
 3. An opponent as referred to in paragraph 2 must have a doctor's degree.
 4. The Rector Magnificus will inform the person who has submitted the request referred to in paragraph 2, whether permission will be granted or not.
- Art. 24.**
- The Rector Magnificus, his deputy or the person appointed by the Doctorate Board will chair the public session in which the dissertation or technological design and any theses are defended. The chairman will also determine the order in which the appropriate persons will oppose the candidate. The session will begin with a presentation of approximately 10 minutes by the doctoral candidate, after which the members and any advisers to the Doctorate Committee will oppose first (approximately 10 minutes each) and subsequently, if time permits, the (co-)supervisors.
- Art. 25.**
1. The defense ceremony will end one hour after the commencement of the public session. The defense ceremony will take place in Dutch, English, French or German.
 2. If the dissertation or technological design has been prepared by more than one person, the defense will be conducted by each of them in accordance with the provisions of the first paragraph.
- Art. 26.**
1. After suspension of the public session the Doctorate Committee will, on behalf of the Doctorate Board, take the decision on conferring the doctor's degree in a closed meeting.
 2. The decision on conferring the doctor's degree will be taken with due observance of the decision of the core committee as referred to in Article 9 and the defense of the dissertation or technological design and any theses by the doctoral candidate, by vote if necessary. If the votes are equally divided, the doctor's degree will not be conferred.

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- Art. 27.**
1. After reopening the public session the chairman will announce the decision as referred to in Article 26 paragraph 2 to the doctoral candidate.
 2. As proof that the doctor's degree has been conferred the candidate will receive a certificate drafted in Dutch, signed by the (acting) Rector Magnificus, the supervisor(s) and the co-supervisor(s) if any.
 3. At the request of the candidate a declaration can be provided drafted in English, German or French, stating that the relevant candidate has received the doctor's degree at the university, and listing the (co-)supervisor(s), the title of the dissertation or technological design and the date of the defense ceremony.

Chapter IX. The Cum Laude arrangement

- Art. 28.**
1. In the written approval of the dissertation or technological design referred to in Article 9 paragraph 3 the first supervisor may, on behalf and with the consent of the other members of the core committee, propose, in writing and stating reasons, to award the doctorate Cum Laude. The doctoral research conducted must be of exceptionally high quality and must have been conducted with an exceptional degree of independence. This proposal, drafted in English, must include the names of four experts, not belonging to the Doctorate Committee, who may be approached to give their assessment of the doctoral research.
 2. The Cum Laude Committee will be consulted about such a proposal. This committee is chaired by the Rector Magnificus and further comprises six professors from the university, appointed for a term of four years by the Doctorate Board. The members may be reappointed only once.
 3. The Cum Laude Committee checks the proposals for the following criteria:
 - * is there a clearly set goal and how is that goal attained yes or no;
 - * is there evidently a matter of innovative research;
 - * has the text been written clearly and to the point;
 - * what is the doctoral candidate's own contribution to the dissertation or technological design;
 - * what impact will the dissertation or technological design have on the field of study;
 - * does the dissertation present an excellent analysis.Further it is of importance whether there have been any publications in leading journals and whether the doctorate has been wound up within the term set for it.
 4. The Cum Laude Committee must approve the proposal, with at most one dissenting vote, or it will be rejected. No abstentions are permitted.
 5. The decision of the Cum Laude Committee will be brought to the notice of the members of the relevant Doctorate Committee not later than one week before the defense ceremony.

6. After the defense ceremony has ended the Doctorate Committee will decide by ballot on the proposal to award Cum Laude, this being after the decision to confer the doctor's degree has been taken. In the voting procedure about the Cum Laude there can be one dissenting vote at the most. No abstentions are permitted.
7. All persons involved must observe strict confidentiality in the entire procedure.
8. If there is a possibility of the degree being conferred Cum Laude, two certificates will be prepared, one with and one without the designation Cum Laude. The unused certificate will be destroyed immediately after the deliberations.

The detailed procedure is available on the internet:
www.tue.nl/promoties.

Chapter X. Conferral of a double doctorate

- Art. 29.** Pursuant to an agreement concluded between the university and a foreign university a doctoral candidate may take a doctor's degree at each of the two universities. The conditions under which such a doctorate can take place are further regulated in this agreement.
- Art. 30.** The conditions as referred to in Article 29 concern the following items in any case:
- * the research is conducted under the responsibility of two supervisors, one in each country;
 - * the dissertation or technological design is defended first at the university before a mixed Doctorate Committee, proportionally composed of members on behalf of the two universities; if desired by the foreign university, a second defense ceremony can take place there; the Rector Magnificus can (under certain conditions) give permission to deviate from this rule;
 - * the dissertation or technological design is written in English;
 - * the preparation time for the dissertation or technological design is divided proportionally between the two universities in alternating periods; deviations from this are permitted only if the reasons therefore are stated.
- Art. 31.** In so far as the agreement referred to in Article 29 does not provide otherwise, the double doctorate will take place at the university pursuant to the provisions of the university regulations governing the conferral of doctor's degrees.
- Art. 32.** As proof that the doctor's degree has been conferred on the basis of a double doctorate the certificate referred to in Article 27 will include a declaration that the dissertation or technological design has been completed in cooperation with the other university.

Chapter XI. Dispute resolution

- Art. 33.**
1. If during the preparation for the defense ceremony a dispute arises that cannot be resolved by mutual consultation, the dean of the relevant Department will serve as mediator at the request of one of the parties. If the dean is a member of the core committee his deputy will perform this task.
 2. The dean of the relevant Department will notify, in writing, all parties concerned of his recommendation as soon as possible, but within one month.
 3. If this mediation does not result in agreement within one month, one party or both parties may turn to the Rector Magnificus, in writing.
- Art. 34.**
1. The Rector Magnificus will turn the matter over to the Doctorate Board, requesting that they set up an appeals committee.
 2. The appeals committee consists of at least three professors, one of whom will be appointed by each party, and either the Rector Magnificus, or a member of the Doctorate Board.
 3. The committee may be expanded if the Rector Magnificus deems this necessary.
- Art. 35.**
1. The appeals committee will hear all persons involved and will issue a recommendation to the Doctorate Board in the form of a draft decision stating reasons. This draft decision must take into account the interests of the doctoral candidate and the responsibility that the (co-)supervisor(s) and the dean carry by virtue of their duties.
 2. The Doctorate Board may only deviate from the recommendation of the appeals committee for weighty reasons.
 3. The Doctorate Board will notify the parties of its reasoned decision.



Chapter XII. Transitional and final provisions

- Art. 36.** In cases not provided for by these regulations, the matter shall be decided by the (acting) Rector Magnificus.
- Art. 37.** These regulations have been adopted in the meeting of the Doctorate Board, which was held on 23 June 2008.

Schedule for preparation for defense ceremonies

Time	Action/decision	By	Article
Well in advance	Request for exemption from the program requirement for candidates with a foreign previous education and request for a decision on the principle for candidates with a higher professional education (HBO) diploma	Doctoral candidate/ intended supervisor	3.2
At least six months before the desired date of the ceremony	File request for permission (form I):	Doctoral candidate/ Supervisor	4.1
	* Description of the research including methods used		4.2
	* Letter of intent supervisor		4.4
	Proposal composition core committee		4.4
Soon after that	Notification of decision of permission	Rector	5.1
At least two months before the desired date of the ceremony	Core committee approves dissertation or technological design and first supervisor proposes Doctorate Committee (form II and attachments)	Supervisor	9.3 and 11.1
	If applicable proposal Cum Laude	Supervisor	28.1
	Definitive date ceremony fixed	Rector	10.1
	Approval of title page + verso of dissertation or technological design	Rector	10.3
At least six weeks before the date of the ceremony	Confirmation of approval composition Doctorate Committee	Rector	11.3
	Have theses, if any, approved	Doctoral candidate	17.4

Time	Action/decision	By	Article
At least four weeks before the definitive date of the ceremony	Sending dissertation/documentation technological design and theses, if any, to members of Doctorate Committee, others and library	Doctoral candidate	22.1 and 22.2
One week before the date of the ceremony	Sending decision Cum Laude Committee to members of Doctorate Committee	Rector	28.5

Brief commentary on the regulations governing the conferral of doctor's degrees

The TU/e regulations governing the conferral of doctor's degrees are based on the statutory provisions of the WHW.

Under the WHW, eligibility to act as supervisor accrues either to a professor of a Dutch university or of the Open University or to a professor of a foreign university or to a professor occupying an endowed chair. Former professors may also act as supervisor within five years after they have been honorably discharged. Former professors retain the right for five years to act as voting members of the committee (WHW Art. 9.19, para. 3). After that their voting membership is granted only in exceptional cases.

The Doctorate Board appoints at most one person as "expert" (i.e. a member who is not a professor or an associate professor) to a committee. This expert must hold a doctor's degree. The expert must always come from outside the university community. Assistant professors cannot be appointed as "expert"; if it is deemed desirable to give an assistant professor a position in a Doctorate Committee, appointment as co-supervisor or as adviser may be considered.

Others who are not eligible to join the Doctorate Committee and who have clear expertise in (a part of) the area covered by the dissertation or technological design may also be eligible to serve as adviser.

If a supervisor not affiliated with the university (guest supervisor) is appointed, the Doctorate Board appoints a professor from inside the university as second supervisor who may inter alia lend assistance to the doctorate procedure of this institution.

The dissertation or technological design is not officially definitive until the core committee has made the decision referred to in Article 9, paragraphs 3 and 4. It is of the greatest importance that all parties involved in the procedure observe the deadlines laid down in it. The schedule accompanying these regulations may be helpful in keeping track of these deadlines.

The most important decisions involved in the process are:

- * the decision of the Doctorate Board to grant permission to take a doctor's degree, as well as the appointment by this Board of the supervisor(s) and co-supervisor(s), and the appointment of the three additional members of the prospective core committee;
- * the approval by the supervisor(s) of the dissertation or technological design and acceptance of it as proof of the candidate's ability to work independently in

the relevant scientific field, as well as the decision by the supervisor(s) to allow the doctoral candidate to defend his/her views on the basis of the dissertation or technological design;

- * the conferral of the doctor's degree or the doctor's degree Cum Laude by the Doctorate Board, after the defense of the dissertation or technological design and any theses in the presence of the Doctorate Committee, consisting of at least 5 voting members.

In this connection it is important to note that Article 22.1 entitles the Rector Magnificus at his own discretion to move the date of the defense ceremony if the final version of the dissertation or the documentation of the technological design is not sent to all members of the Doctorate Committee in time.

Article 3, paragraph 3 deals with the decision to grant exemption from the program requirement. In such cases the Doctorate Board is advised by the relevant final or Master's examining board. This board may, if it so desires, seek the (preliminary) advice of the Secretary of the Admissions Committee and/or, through that Secretary, of the NUFFIC. The Doctorate Board has authorized the Rector Magnificus to take the relevant decisions.

It should be noted that persons educated outside the Netherlands whose educational background would not make them eligible to take a doctor's degree in their own country, will in general not be admitted to the university. In highly exceptional cases (involving an education in or outside the Netherlands) the Rector Magnificus is authorized by the Doctorate Board to appoint a small committee that will make a preliminary judgment as to whether admission may be justified. The final decision on such matters will be made by the Doctorate Board. In such cases the Doctorate Board will hear the examining board of the relevant Department.

Persons who hold a Dutch higher professional education (hbo) diploma are advised to request "admission in principle" well in advance, preferably before the actual start of the doctoral research or technological design. The point of departure in such a case is that under the WHW someone with an hbo diploma may in principle be eligible to take a doctor's degree. In that context it is important that the candidate should have enough experience with scientific research to complete the doctor's degree program successfully. On the basis of the candidate's curriculum vitae, a list of publications and a recommendation of the intended supervisor the feasibility of this admission may be assessed in advance.

Article 22.2 (distribution of the dissertation or documentation of the technological design) deals with the applicable conditions. In summary, copies should go to the following persons or places:

- * the Doctorate Committee;
- * Department (number to be determined in consultation with the supervisor);
- * library: 3 copies (to be used for exchange between libraries);
- * 3 copies for the Bureau voor Promoties en Plechtigheden;
- * 2 copies for press briefing;
- * digital version dissertation for the library (only with the permission of the doctoral candidate).

For information regarding ISBN-number for dissertations, see www.tue.nl/promoties.

Confidential business information may be included in a confidential appendix to the dissertation or technological design. This confidential appendix does not form part of the formal dissertation or technological design and is not the subject of the deliberations in the core committee or the Doctorate Committee. Consequently it is not considered in the assessment of the dissertation or technological design.

It is allowed to include the logos of scientific organizations and/or research schools in the dissertation, provided that they are modest in size and in black and white.

Protocol defense ceremony

The protocol takes place with or without two seconds being present.

1. Dress

Professors:

ladies: cap and gown, white blouse, black skirt, black shoes;

gentlemen: cap and gown, dark suit, white shirt, grey tie, black shoes.

Non-professors:

ladies: a dark woman's suit, white blouse;

gentlemen: dark suit or morning coat, white shirt;

beadle: cap and gown, grey tie.

Doctoral candidate and seconds:

ladies: a dark woman's suit; white blouse

gentlemen: dress suit.

N.B. Any participants in the ceremony who are not from the Netherlands may also wear the attire that would be appropriate on a comparable occasion in their own countries.

2. Audio and video recordings

Audio and video recording is permitted during the defense ceremony, as long as it is not disturbing (i.e. do not walk around, except during the presentation of the degree).

3. Overview of the ceremony

a. **Twenty minutes** before the session commences:

the Doctorate Committee meets in either Committee Room 4 (level -1) for a ceremony in Collegezaal 4, or Committee Room 5 (level -1) for a ceremony in Collegezaal 5 of the Auditorium.

The chairman determines the order in which the members and any others will oppose the candidate.

b. The beadle seats any seconds accompanying the doctoral candidate behind the doctoral candidate.

For anyone opposing from the hall, places are also reserved in the first row.

- c. Just before the session commences:
the Committee, preceded by the beadle, proceeds in the following order to the hall where the defense ceremony will take place: chairman and secretary, supervisor(s), co-supervisor(s) if any and the other members etc.
The doctoral candidate, any seconds and all others present will rise when the Doctorate Committee enters the hall.
- d. The chairman of the Doctorate Committee opens the session. He asks the doctoral candidate to take his or her place behind the lectern. The seconds proceed to their places, diagonally behind the doctoral candidate.
The doctoral candidate first gets the opportunity to give a summary account of his/her doctoral research (10 minutes at most).
The chairman of the Doctorate Committee gives the floor alternately to an opponent (who expresses reservations or asks a question) and to the doctoral candidate (who answers the opponent).
The doctoral candidate addresses the opponents as follows:
“highly learned opponent” (professor), “most learned opponent” (non-professor).
The supervisor and co-supervisor are addressed as follows by the doctoral candidate:
“highly learned supervisor” and “most learned co-supervisor” respectively.
The members of the Doctorate Committee address the doctoral candidate as “esteemed doctoral candidate”.
- e. After an hour the beadle announces, “Hora est”.
The chairman of the Doctorate Committee asks the doctoral candidate to take a seat in the hall and announces that the Committee will retire to deliberate further, whereupon the Committee leaves the hall.
- f. After their deliberations are complete the Committee, preceded by the beadle, returns to the hall in the following order: chairman and secretary, supervisor(s), co-supervisor(s) if any and the other members etc.
- g. The chairman of the Doctorate Committee reopens the meeting and asks the doctoral candidate to stand before the table. The seconds stand on either side of the doctoral candidate. The chairman of the Doctorate Committee announces that the Doctorate Board has decided to confer the doctor’s degree upon the candidate, Cum Laude or otherwise.

- h. The (first) supervisor confers the doctor's degree upon the candidate. The Committee and the people in the hall sit; the first supervisor, the "young" doctor and any seconds stand. The (first) supervisor delivers a short address.
- i. The chairman of the Doctorate Committee congratulates the "young" doctor in the name of the Doctorate Board and draws attention to the rights and duties associated with the title of doctor. The (first) supervisor has taken a seat. Only the "young" doctor and any seconds remain standing. After this the chairman of the Doctorate Committee asks the "young" doctor and any seconds to take a seat in the hall. The session is closed by the chairman of the Doctorate Committee when the "young" doctor sits down again.
- j. The Doctorate Committee leaves the hall, preceded by the beadle. The beadle then returns to fetch the "young" doctor.

4. Overview of the ceremony for a double doctorate

The session for a double doctorate including deliberations will take somewhat longer than two hours. These ceremonies must commence at 15.00 hours.

At 14.30 hours the Committee will hold its preliminary meeting; the duration of this is approximately a half hour.

At 15.00 hours there will be a summary account of the doctoral research; each candidate will speak for five minutes, in succession.

At 15.10 hours the first doctoral candidate's defense begins. This goes on for forty-five minutes (the other doctoral candidate takes a seat in the front row).

At 15.55 hours the beadle announces the end of the first defense. The chairman of the Doctorate Committee invites the first doctoral candidate to take a seat in the front row and invites the second doctoral candidate to take his/her place behind the lectern. The duration of this defense is also forty-five minutes.

If desired, the session may be suspended briefly between the defenses of the first and second candidates.

At 16.40 hours the beadle announces, "Hora est". The chairman of the Doctorate Committee asks the second doctoral candidate to take a seat in the hall and announces that the Committee will retire to deliberate further (for twenty to thirty minutes).

At approximately 17.00 hours the "young" doctors are addressed.



Information

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