

Regulation governing the attainment of doctoral degrees

MAASTRICHT UNIVERSITY 2003

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CHAPTER 1

GENERAL PROVISIONS

- Article 1 The terminology used in this regulation shall be interpreted as follows:
- a.* The Act: the Higher Education and Scientific Research Act (abbr. WHW; Law Gazette 1992, 593), which became effective on 1 September 1993, amended by the Modernisation of the University Administrative Organisation Act (Law Gazette 1997, 117), which became effective on 19 March 1997, and by the Act of 6 June 2002 (Law Gazette 2002, 303) in connection with the introduction of the Bachelor/Master structure in Higher Education;
 - b.* General Administrative Law (abbr. AWB; Law Gazette 1994, 1), which became effective on 1 January 1994;
 - c.* University: the Maastricht University;
 - d.* Faculty: the faculty of the university to which the topic of the dissertation properly belongs in terms of subject matter, as stipulated in Article 8, Paragraph 1;
 - e.* Dean: the Dean of the faculty;
 - f.* Board of Deans: the board of doctoral degrees, as meant in Article 9.10, Paragraph 1 of the Act;
 - g.* Rector: the official meant in Article 9.3, Paragraph 1 of the Act, also chairman of the Board of Deans;
 - h.* Professor: a professor, associate professor or ecclesiastical professor at a university;
 - i.* Study programme: a Master study as meant in Article 7.3a of the Act, or a post-initial Master study as meant in Article 7.3b of the Act, insofar as the study has been accredited on the basis of the Act;
 - j.* Doctoral candidate: the person who has access to the doctoral degree by virtue of Article 7.18, Paragraph 2 or 3 of the Act, and who has been admitted as such by the Board of Deans to the preparations for the doctoral degree;
 - k.* Supervisor: the professor appointed as such by the Board of Deans by virtue of Article 7.18, Paragraph 4 of the Act;
 - l.* Co-supervisor: the person who has been appointed by the Board of Deans to assist the supervisor in the supervision of the doctoral candidate;

- m.* Assessment Committee: the committee appointed by the Board of Deans, which decides whether the doctoral candidate has provided such proof of competence that he may be admitted to the degree procedure;
- n.* Supervisory Committee: the committee before whom the doctoral degree ceremony may take place;
- o.* Dissertation: the academic treatise in the form of a book, article, or electronic document, or a technological design as meant in Article 7.18, Paragraph 2, Section b of the Act;
- p.* Doctoral degree ceremony: the public defence of the dissertation on the basis of which the doctoral degree may be obtained;
- q.* Doctoral degree research: the scientific research that serves as the basis for the dissertation.

Article 2

1. Persons who may be admitted as candidates to the doctorate must comply with the following:
 - a.* having been awarded the degree of Master on the basis of Article 7.10a, Paragraphs 1, 2 or 3 of the Act;
 - b.* having written a dissertation or having created a technological design as proof of his/her competence to do research independently;
 - c.* having met all other requirements pursuant to or ensuing from the present regulation;
2. In special cases, the Board of Deans of the university, having received a well-reasoned request from the prospective candidate, has the right to admit any person to the examination who does not meet the requirements of Paragraph 1, Section a., but who demonstrates or has demonstrated sufficient knowledge in some other manner. Such a request must be submitted to the Board of Deans, accompanied by a recommendation by a professor of the university. Before the Board of Deans takes a decision, it shall consult the Dean of the faculty concerned and obtain further information on the educational qualifications and value of the applicant's diplomas.
3. Anyone who has already obtained a doctoral degree (or an equivalent degree, including a Ph.D.) cannot be admitted to the doctoral degree procedure at the university. The Board of Deans may grant exemption from this rule, if the person concerned wishes to obtain a doctoral degree on the basis of research done in a different field of science than the field of the previous doctoral degree research.

Article 3

1. Wherever these regulations speak of supervisor or co-supervisor and where more than one appointment has been made, this shall be read as supervisors or co-supervisors accordingly.
2. If the Rector of the university is appointed as supervisor or is part of the Assessment Committee, his or her tasks and competence as chairman of the Supervisory Committee shall be assumed by a former rector, dean or former dean, to be appointed by him or her.
3. All those present during meetings of the Assessment Committee, during the closed council of the Supervisory Committee, or during the meetings of the advisory committee as meant in Article 39, Paragraph 2, shall observe secrecy to anything discussed.

CHAPTER 2

THE DOCTORAL CANDIDATE

Article 4

1. At the start of his/her research project, the doctoral candidate should approach one or more supervisors and any co-supervisors for his or her research.

2. At his or her request, the doctoral candidate shall receive the written consent of a professor, including the latter's appointment as supervisor. The candidate shall also receive the written consent of an envisaged co-supervisor. Any refusal or provisional decision shall be submitted in writing, including the reasons that led to the decision.

3. Immediately after the decision referred to in Article 4, Paragraph 2 has been taken, the doctoral candidate should ask the Board of Deans to appoint the supervisor(s), submitting the written consent referred to in Article 4, Paragraph 2.

Preferably at the same time, the supervisor shall ask the Board of Deans to appoint the co-supervisor(s), submitting the written consent referred to in the last paragraph and in Article 15, Paragraphs 1 and 2.

4. The professor concerned and any co-supervisors shall be entitled to reconsider and revoke an earlier consent or approval; such should then be done in writing, stating the reasons for such a decision.

5. Within four weeks after receiving a request to that effect, the Board of Deans shall appoint the supervisor(s) and co-supervisor(s), and inform the doctoral candidate of such forthwith. If the Board of Deans appoints more than one supervisor, it shall also designate the primary supervisor, as referred to in Article 10, Paragraph 1.

6. The doctoral candidate has the right to appeal to the Board of Deans against the decisions stipulated in Paragraphs 2 and 4. The Board of Deans shall determine the matter in accordance with the provisions of Article 39, Paragraphs 2 to 5 inclusive.

- Article 5
1. After acceptance of the doctoral candidate's thesis, he or she shall submit a request to the Board of Deans for admission to the degree ceremony, specifying diplomas gained, as stipulated in Article 2, the topic and title of his or her thesis, the professor he or she wishes to be appointed as supervisor and the faculty that, in his or her view and that of the appointed supervisor, covers the topic of the doctoral research.
 2. A request, as meant in Paragraph 1, should also include the following details of the doctoral candidate:
 - a. surname and first name(s);
 - b. address;
 - c. place where and time when the examination was taken on the basis of which the diploma, referred to in Paragraph 1, was obtained.
 3. A request, as meant in Paragraph 1, must include a statement that the dissertation is the result of research either done by the doctoral candidate himself or herself, or to which the candidate made an essential contribution, as well as a statement that the research has not previously been used to obtain a doctoral or equivalent degree, including a Ph.D.
The request shall be submitted on the appropriate form, also signed by the appointed supervisor.

- Article 6
- The research upon which the dissertation is based, must meet the following requirements:
- a. the doctoral candidate shall have carried out the research independently or shall have made an essential contribution to it;
 - b. the research shall have been carried out in keeping with the code of conduct applying to professional activities in the field of science concerned;
 - c. if test subjects were involved in the research, such must have taken place with the explicit consent of the subjects concerned or of their legal representative(s) and, whenever appropriate, with the approval of the medical ethics assessment committee for the research protocol;
 - d. if experimental animals were involved in the research, such must have taken place in accordance with the regulations and with the approval of the university's Animal Experiments Commission.

Article 7

1. Joint research may serve as the basis for a joint dissertation for a maximum of two candidates, provided that the following conditions shall have been met:

a. each of the doctoral candidates shall have made a separate, clearly demarcated and sufficient contribution to the research, which is adequate for the purposes of a doctoral dissertation and to the satisfaction of the supervisor;

b. each of the doctoral candidates shall be specified as the author of a particular part of the dissertation, leaving intact the joint responsibility of the candidates for the internal coherence;

c. the dissertation should state the individual share that each of the candidates had in its creation;

d. each of the doctoral candidates should add the required number of propositions as meant in Article 22, Paragraph 4 to the dissertation;

2. In the case of a joint dissertation as meant in the previous paragraph, the procedures and rules of the present regulations apply to each doctoral candidate separately.

CHAPTER 3

THE SUPERVISOR

- Article 8
1. Upon receipt of the request from the doctoral candidate, as meant in Article 4, the Board of Deans shall appoint at least one professor as supervisor, with due observance of Article 9.19, Paragraph 3 of the Act.
 2. Eligible candidates for the position of supervisor include professors, extraordinary professors, or ecclesiastical professors at a university.
If a professor from a university abroad is appointed as supervisor, an additional professor from a Dutch university shall be appointed as primary supervisor.
 3. If a professor who has been appointed as supervisor is honourably discharged, acceptance of the dissertation must take place within five years after discharge.
 4. If the dissertation has not been accepted within five years after honourable discharge of the supervisor, the appointment shall be terminated and the Board of Deans, having consulted the doctoral candidate, shall appoint a new supervisor, unless - in the case of more than one supervisor having been appointed - it considers a new appointment unnecessary.
- Article 9
- If the research on which the dissertation is based takes place under the supervision of a particular professor, the latter shall as a rule be appointed as supervisor.
- Article 10
1. The primary supervisor is ultimately responsible for the supervision of the doctoral candidate during the writing of the latter's dissertation.
 2. Unless stated otherwise, the term "supervisor" in this document refers to the primary supervisor.
 3. The supervisor shall judge a manuscript presented to him/her on the basis of the points stipulated in Article 11.

- Article 11
1. The supervisor shall not decide on the request by a doctoral candidate for assessment of a thesis submitted until he/she has ascertained that the doctoral candidate has met the requirements stipulated in Article 6.
 2. In his/her assessment of the thesis, the supervisor shall in any event consider the following points:
 - a. the importance of the topic;
 - b. the importance and clear definition of the problem;
 - c. the originality of the approach;
 - d. the quality of scholarship in the organization, analysis and processing of the material;
 - e. the consistency in the methodology used in the analysis;
 - f. how the analysis of the material has yielded new insights and new ideas;
 - g. a critical confrontation between the conclusions of the doctoral candidate and existing theories and views;
 - h. a creative approach to the field of science dealt with in the dissertation;
 - i. balance in the structure of the dissertation and clarity of style;
 - j. self-imposed restriction in the volume of the text.
 3. The supervisor shall also assess whether the thesis meets the requirements set forth in Articles 22 to 25 inclusive.

- Article 12
1. The supervisor shall decide within two months after receipt of the final version of the manuscript whether it will be submitted to the Assessment Committee. The decision shall be either to submit the manuscript for assessment or to refuse submission for assessment. The reasons for refusal shall be explained.
 2. The supervisor may, if and insofar as the doctoral candidate agrees, postpone his or her decision.
 3. If the deadline referred to in Paragraph 1 is exceeded, the doctoral candidate may ask the Board of Deans to direct the supervisor to submit his/her decision on the thesis submitted by a certain date. The Board of Deans shall take a decision within 30 days after receipt of such a request.
 4. The supervisor shall inform the doctoral candidate in writing of his/her decision on the thesis submitted for assessment, sending copies of the assessment to any co-supervisor, the Dean and the Board of Deans.

Article 13 1. If the supervisor has refused to submit the thesis for assessment, the doctoral candidate may request the Board of Deans to appoint another supervisor.
2. The Board of Deans shall take a decision with regard to a request as meant in Paragraph 1, after consulting both the doctoral candidate and the supervisor.

Article 14 1. If several supervisors and co-supervisors have been appointed, they shall determine by mutual agreement, having consulted the doctoral candidate and in accordance with Article 10, Paragraph 1, on the division of tasks, which may be laid down in writing.
2. If several supervisors and co-supervisors have been appointed, they shall take a joint decision on the submission of the thesis for assessment, as meant in Article 12, Paragraph 1. Should they be unable to reach agreement, they shall inform the Board of Deans accordingly. The Board of Deans shall then take a decision, having consulted both the supervisors and the doctoral candidate.

CHAPTER 4

THE CO-SUPERVISOR

- Article 15
1. The Board of Deans may, at the request of the supervisor and having consulted the doctoral candidate, appoint one or more co-supervisors. The supervisor shall ascertain that the proposed co-supervisor is prepared to accept such an appointment. The number of supervisors and co-supervisors shall not exceed three for each degree procedures, unless the Board of Deans decides otherwise on the basis of a reasoned request from the Dean.
 2. A request as meant in Paragraph 1 may be made to the Board of Deans at any stage of the supervision, by intervention of the Dean, but preferably at the same time as the request referred to in Article 4, Paragraph 3.
 3. The co-supervisor has the right to withdraw by means of a reasoned argument in writing to the Board of Deans.
- Article 16
- Any person who has obtained a doctoral degree and possesses the necessary expertise in the field of science with which the dissertation is concerned, may be appointed as a co-supervisor, as long as he or she has not been actually involved in any part of the research, and is not a professor.
- Article 17
1. The co-supervisor shall, in consultation with the supervisor, give guidance with regard to the production of the dissertation.
 2. The supervisor shall give the co-supervisor time to give his or her views on the submission of the manuscript for assessment. The co-supervisor shall give his or her decision in writing. The supervisor shall attach this assessment to his/her report on the approval to the doctoral candidate, as referred to in Article 12, Paragraph 4.

CHAPTER 5

THE ASSESSMENT COMMITTEE

- Article 18
1. The supervisor shall make a proposal to the Dean of the faculty within which the degree is to be obtained, for the appointment of a professor of the university as chairman and also member of the Assessment Committee.
 2. The supervisor and the proposed chairman of the Assessment Committee shall jointly make a proposal to the Dean for the appointment of the other members of the Assessment Committee, subject to the provisions of Article 19, Paragraph 1. The proposed chairman of the Assessment Committee shall ascertain that the proposed members are prepared to join the Assessment Committee.
 3. Final appointment of the Assessment Committee shall be done by the Board of Deans, on the written proposal of the Dean of the faculty concerned.
- Article 19
1. The following may be appointed as members of the Assessment Committee.
 - a.* at least two and up to five professors attached to a Dutch or foreign university, or emeritus professors who are still authorized to supervise doctoral dissertations;
 - b.* at least one and up to two experts who have written dissertations and are sufficiently expert in the area covered by the topic of the thesis.
 2. The total number of members stipulated in Paragraph 1 under a and b, shall be at least three and no more than five, on the understanding that half or the majority of the Committee shall comprise the professors stipulated in Paragraph 1 under a. Furthermore, half or the majority of the members must be employed at the university.
 3. Neither a supervisor, nor a co-supervisor can be appointed as members of the Assessment Committee.

Article 20

1. Within four weeks of receipt of the thesis, the Assessment Committee shall decide whether the doctoral candidate has demonstrated his or her ability to carry out independent scholarly work by means of the thesis and that the thesis can be accepted as a doctoral dissertation and that he/she can be admitted to the degree ceremony. If the Assessment Committee has points of criticism with regard to the thesis, which is such that it would be possible to improve the thesis within a period of four weeks, then the Committee may decide to extend the period of approval by four weeks. In such case the chairman of the Committee shall consult with the supervisor.
2. The decision to admit the doctoral candidate to the degree ceremony shall be taken with or without the application of the provisions of Paragraph 1, second sentence, if the majority of the Committee with no more than one opposing vote accepts the thesis as a doctoral dissertation. The decision to admit the candidate shall be taken immediately after the period of four, or eight, weeks mentioned in Paragraph 1 has expired.
3. The Committee shall not include any recommendation for changes or additions to the thesis and shall not make any conditions relating to its decision to admit the doctoral candidate.
4. The decision of the Committee on the admission or rejection of the doctoral candidate to the degree, shall be made in writing by the chairman of the Committee to the (primary) supervisor, who will forthwith inform the candidate, the Board of Deans and the Dean of the faculty in writing.
5. Upon receipt of the decision to admit the doctoral candidate to the degree, the doctoral candidate shall decide, in consultation with the supervisor and the secretariat of the Board of Deans, on a date for the ceremony. Subsequently, the doctoral candidate shall propose a date to the Rector in the form of a draft of the dissertation's title page and its reverse side. The proposed date of the ceremony should be at least ten weeks after the signing of this proposal.
6. The Rector of the university shall set the place, the day and the hour of the ceremony and shall initial the draft of the title page by way of approval.

Article 21

1. On the basis of the responses received from the members of the Assessment Committee, as meant in Article 20, Paragraph 1, the chairman may propose to the members of the Committee that the distinction *cum laude* be added to the doctoral degree in due course.
2. The decision on a proposal as meant in Article 21, Paragraph 1, shall be taken by the Assessment Committee, with no more than one opposing vote (or one abstention). If the supervisor (after consultation with any co-supervisor) also agrees, the Chairman of the Assessment Committee shall contact the Rector of the university to ensure that one or two external authorities in the field of science concerned are consulted with regard to the intention to award the designation *cum laude*.
3. To be eligible for the designation *cum laude*, a dissertation must be of exceptionally high quality, which may be decided on the basis of the following criteria:
 - a. the dissertation formulates clear theoretical and normative basic principles;
 - b. to this end, the dissertation contains a thorough and exhaustive analysis of a particular scientific problem;
 - c. the dissertation places this analysis (and hence the problem) within a wider theoretical framework;
 - d. the dissertation shows that the doctoral candidate is able to transcend the boundaries of the field of science concerned and is not bound by its natural assumptions;
 - e. the dissertation must make a significant contribution to the academic debate, leading to new points of view or insights, and
 - f. the dissertation must be readable and accessible.
4. If the expert(s) consulted agree that awarding the designation *cum laude* would be justified, the Rector shall ensure that the members of the Supervisory Committee are informed of this proposal and advice before the ceremony.
5. The Supervisory Committee shall decide after the defence of the dissertation, by a written vote on the proposal after having taken the decision to grant the doctorate. The distinction shall be awarded if a majority of at least two thirds of the votes cast are in favour.

CHAPTER 6

THE DISSERTATION

- Article 22
1. The dissertation shall comprise either a scholarly thesis on a particular subject or a number of separate scholarly papers, all or some of which have already been published in the form of articles and which demonstrate sufficient mutual coherence.
 2. An article written by several authors may be accepted as part of the dissertation if, according to a written statement by the supervisor, the doctoral candidate made an essential contribution to the article.
 3. If the dissertation consists of a number of separate scholarly papers, the doctoral candidate shall write an introduction or a conclusion, in which he/she explains the relationship between the papers.
 4. A minimum of eight and a maximum of eleven propositions shall be appended to the dissertation. Four of these propositions must be related to the topic of the dissertation. Four other propositions must be related to the field of science of the doctoral candidate, but not the topic of the dissertation. Any other propositions need not have any relationship with either the topic of the dissertation or the candidate's field of science. The supervisor needs to agree with the propositions.
- Article 23
1. The dissertation and the propositions shall be written in Dutch or in English, or - with the approval of the Board of Deans - in another language.
 2. If the dissertation is written in Dutch, a translation of the title and a summary of the contents in English shall be appended. If the dissertation is written in English, at least the title and a summary of the contents in Dutch shall be appended.
 3. If the dissertation is written in a language other than Dutch or English, at least the title and a summary of the contents shall be translated into Dutch and English.

- Article 24
1. The dissertation shall comprise:
 - a.* a title page, conforming to example 8 in Chapter 11 of the model appended to the present regulations, stating the surname and first name(s) of the author;
 - b.* a table of contents;
 - c.* the required indices. If the supervisor has agreed that no subject index be included, the dissertation should have a detailed table of contents;
 - d.* an introduction, placing the research in the context of other related research at both national and international level;
 - e.* the scholarly dissertation;
 - f.* a general discussion, which includes a reasoned representation of the doctoral candidate's point of view in respect of the main topic, or the most important topics of his/her dissertation.
 2. The reverse of the title page shall only include the following details:
 - a.* the name of the supervisor;
 - b.* the names of any co-supervisors;
 - c.* the names of the members of the Assessment Committee;
 - d.* the names of organizations that made a financial contribution to the completion of the dissertation.
 3. With the explicit permission of the Board of Deans or the Rector of the university, additions can be made to the dissertation that lie outside the framework of scholarly dissertations in the strictest sense. Additions of a commercial nature are not permitted.

- Article 25
- The dissertation shall include a brief curriculum vitae of the doctoral candidate, including the following:
- a.* his or her date and place of birth;
 - b.* the period in which he/she completed pre-university or similar education;
 - c.* the period and the nature of the training received for the diploma, as referred to in Article 2;
 - d.* any comments made on the diplomas awarded;
 - e.* data in respect of any professional practice after completion of the training, referred to under *c*;
 - f.* the name of any institution (or comparable organization) in which research was carried out;
 - g.* other relevant information (such as academic awards for work carried out).

Article 26 1. The dissertation shall be printed, or if the nature of the dissertation does not prevent it, copied in some other way.
2. In the case of a joint dissertation, as meant in Article 7, the provisions of Articles 24 and 25 shall apply equally to each of the doctoral candidates.

Article 27 1. No later than three weeks before the date of the degree ceremony, the doctoral candidate shall submit 60 copies of the dissertation with the propositions to the secretariat of the Board of Deans. If the dissertation is not available in printed format, the doctoral candidate shall also supply the secretariat of the Board of Deans with a number of copies of the dissertation with the propositions in a suitable, printed form, to be used during the public session as meant in Article 30, Paragraph 1.
The doctoral candidate then receives a form that can be used to apply for a reimbursement, the amount of which shall be determined by the Board of Deans, as recompense for the copies placed at the disposal of the university.
2. The secretariat of the Board of Deans shall ensure timely dispatch of the dissertation and the propositions to:
a. the Dean of the faculty concerned;
b. the Chairman of the Assessment Committee.
c. the university library.
3. The doctoral candidate shall ensure timely dispatch of the dissertation and the propositions to members of the Supervisory Committee.

CHAPTER 7

THE SUPERVISORY COMMITTEE AND THE DEGREE CEREMONY

- Article 28
1. The degree ceremony shall take place before a Supervisory Committee instituted by the Board of Deans.
 2. The Supervisory Committee shall preferably comprise:
 - a. the members of the Assessment Committee, as stipulated in Article 19, Paragraph 1;
 - b. the supervisor and any co-supervisor;
 - c. one or more professors and members with doctorates, appointed by the Board of Deans as members of the Supervisory Committee, at the proposal of the supervisor;
 - d. those members stipulated under a, b, and c shall take part in the deliberations, stipulated in Article 31, Paragraph 3. The Board of Deans shall ensure that of the members taking part in the deliberations, as stipulated in Article 31, Paragraph 3, the majority consists of professors, excluding the Chairman and the supervisor. Of these professors, a majority must be appointed at the university. Recognized experts without doctoral degrees in the area of the dissertation topic may also, with the special permission of the Board of Deans, oppose the dissertation.
 3. The Rector shall be the Chairman of the Committee. He may be replaced by one of his predecessors or a (former) Dean.
 4. At the proposal of the Chairman, one of the members of the Supervisory Committee shall be appointed as committee secretary.

- Article 29
1. All members of the Supervisory Committee are authorized to make objections in order to oppose the thesis. The supervisor shall ensure that at least three members of the Supervisory Committee are prepared to make objections. The supervisor himself/herself shall not present any objections.
 2. Before commencement of the degree ceremony, in a closed meeting of the Supervisory Committee, the Chairman shall propose the sequence and the average time to be given for the objec-

tions (a written proposal for the sequence of the opposition opinions must be communicated to the Rector one week before the date of the ceremony).

3. In cases as stipulated in Article 7, the defence shall be by each doctoral candidate separately where possible on the same day, so that one can follow the other.

Article 30

1. The degree ceremony shall take place during an public session, in general in the auditorium of the university.
2. The language to be used during the degree ceremony is Dutch or English. Opposition and defence can only be carried out in another language by way of exception and with permission of the Rector.
3. A separate protocol contains regulations regarding clothing, precedence in the procession of the members of the Supervisory Committee and other opposing speakers, the doctoral candidate and his/her assistants, the mode in which they are to be addressed and also further directives for formulations pursuant to Article 33.

Article 31

1. After the opening address, the Chairman shall request the doctoral candidate to give a summary of his/her dissertation in 10-15 minutes (possibly with the use of visual aids). Subsequently, the Chairman gives the floor to opposing speakers and to the doctoral candidate to reply to each opposing speech.
2. The Chairman regulates the sequence in such a way that the doctoral candidate has the opportunity to answer after each opposing speaker.
3. In principle, the session shall be terminated approximately one hour after commencement. The beadle will use the words *Hora est* to indicate that the time for opposition and defence has elapsed. The doctoral committee then withdraws for private deliberation.

Article 32

1. In the deliberations, as stipulated in Article 31, Paragraph 3, the members of the Supervisory Committee will pass their judge-

ment on the research underlying the degree, on the dissertation and on the defence.

2. After the supervisor and any co-supervisor(s) have also given their opinions, the committee decides whether or not to award the degree of Doctor.

3. If any of the members of the Supervisory Committee requires such, a separate vote shall be taken on the decision. Each member of the committee has one vote (See Article 28, Paragraph 2). If the votes are balanced, the doctorate shall be awarded.

4. If the doctorate is to be awarded, all members of the Supervisory Committee shall sign the certificate; the Chairman and the Secretary of the committee as well as the supervisor, shall add their capacity. The distinction, as stipulated in Article 21, is appended to the certificate.

Article 33

1. After conclusion of the internal deliberations, the Chairman reopens the session of the Supervisory Committee and announces the decision.

2. If the doctorate is awarded, the supervisor at the charge of the Chairman shall invest the doctoral candidate with the insignia and hand over the diploma referred to in Article 32, Paragraph 4. If the distinction *cum laude* is attached to the doctorate, the supervisor shall announce such.

3. Thereafter, the supervisor, or, with permission of the Chairman of the committee, the co-supervisor, gives an assessment of the dissertation and possibly of the scholarly qualities of the graduate. He/she may also add some personal comments at this point.

CHAPTER 8

THE DEGREE OF DOCTOR *HONORIS CAUSA*

- Article 34 The degree of doctor *honoris causa* can be awarded to:
- a.* a person who has carried out research which has shown to be of special importance for the practice of science at the university or for science in general;
 - b.* a person who has, directly or indirectly, made an extraordinary contribution to university education and research, in scientific, cultural or social terms.
- Article 35 1. If the Board of Deans has the intention to accept the proposal of a faculty board of the university for the award of an honorary doctorate, the Board of Deans shall consult the Executive Board. Subsequently, the Board of Deans will submit this proposal to the university board in confidence.
2. Upon receipt of the points of view expressed by the university board, the Board of Deans shall decide on the award of the degree of doctor *honoris causa*.
- Article 36 1. If the Board of Deans decides to award an honorary doctorate, it shall at the same time appoint one or more professors of the university as supervisor(s).
2. A confidential communication of the decision shall be made to the doctoral candidate, the supervisor and the council of the faculty involved.
3. The decision shall not be made public before the doctoral candidate has stated that he/she will accept the honorary doctorate.

Article 37

1. The award of an honorary doctorate shall take place in a special public session of the Board of Deans.
2. The supervisor, at the request of the Rector, shall invest the doctoral candidate with the insignia and shall express words of praise and appreciation.
3. As a mark of the distinction awarded, the honorary doctor shall receive the hood and a diploma, in accordance with the model drawn up in Appendix 3, signed by the Rector of the university, the Dean of the faculty and the supervisor.

CHAPTER 9

ARBITRATION CLAUSE

- Article 38
1. The Dean shall, at the request of the first supplicant, agree to act as an intermediary:
 - a.* if, during the preparation of the dissertation a disagreement arises between the supervisor and co-supervisor, between the supervisor and the doctoral candidate, or between the co-supervisor and the doctoral candidate;
 - b.* if a dispute arises among the supervisors, the supervisor and the co-supervisor, or between the (co-)supervisor and the doctoral candidate concerning the approval of the thesis;
 - c.* if the Assessment Committee refuses the candidate access to the defence ceremony.
 2. If the Dean is himself a member of the Assessment Committee, the Board of Deans shall appoint a professor as an intermediary.
 3. The intermediary shall in any event hear the parties to the dispute, in order to achieve an amicable solution. His findings and reasoned conclusions shall be specified in a report, which he shall discuss with the parties. The report and a written summary of the discussions shall be communicated by him to the parties and the Board of Deans.
- Article 39
1. If the assistance of the intermediary does not lead to an agreement within four weeks, either or both of the parties may apply to the Board of Deans in writing, with a request for arbitration.
 2. Within a period of four weeks after receipt of a communication as stipulated in the first paragraph, the Board of Deans shall appoint a committee that shall give advice in the matter of the dispute. The committee shall comprise three professors who have not been involved in the preparation of the dissertation.
 3. The committee as stipulated in the second paragraph shall in any event consult all those involved and is authorized to consult experts. The committee shall then draw up a written report of its findings.

4. Within eight weeks after its institution, the committee referred to in the second paragraph shall present its advice to the Board of Deans in the form of a reasoned draft decision, submitting the report as stipulated in the third paragraph.
5. The Board of Deans shall arbitrate the dispute within a period of four weeks after receipt of the advice referred to in the fourth paragraph. The decision of the Board of Deans shall be communicated forthwith in writing to all those involved. If the decision deviates from the advice as stipulated in the fourth paragraph, the advice, accompanied by the grounds upon which deviation was made, shall be communicated to all involved and to the committee referred to in the second paragraph.
6. The provisions of the General Administrative Law apply.

CHAPTER 10

CONCLUDING AND TRANSITIONAL PROVISIONS

- Article 40 In all cases not provided for in the present regulation, and in the case of a difference of opinion regarding the interpretation of any part of the regulation, a decision shall be taken by the Board of Deans.
- Article 41 **1.** The Board of Deans may transfer the exercise of its authority to its Chairman in the cases specified in Articles 8, 13, 15, 18, and 23, first paragraph, Article 24, third paragraph, Article 28, second paragraph, and Article 29, third paragraph. The Chairman is authorized to appoint one or more persons who shall exercise authority in his stead.
2. The Rector may transfer the powers vested in him, as specified in Article 20, Paragraph 6, and Article 37, to one or more persons to be appointed by him.
- Article 42 **1.** In cases not provided for in the present regulations, the provisions of the second paragraph shall apply forthwith.
2. Anyone who – on or before 31 August 2002 - met the condition stipulated in Article 7.18, Paragraph 2 under a. of the Act, as the condition was phrased on 31 August 2002, shall be regarded as equal to those who meet the condition stipulated in Article 2, Paragraph 1, under a. of the present regulation.
3. Anyone who is registered for a study that is scheduled for discontinuation as meant in Article 17a.6 of the Act, or for a study as meant in Article 17a.7 of the Act, and who meets the condition meant in Article 7.18, Paragraph 2, under a. of the Act, as this condition was phrased on 31 August 2002, shall be regarded as equal to those who meet the condition as meant in Article 2, Paragraph 1, under a. of the present regulation.

CHAPTER 11

TIMETABLE AND MODEL LETTERS

At the start of the doctoral research	See model letter[*]
If applicable: submit a request for exemption	1
Finding supervisor(s) and co-supervisor(s)	—
Acceptance by supervisor(s) and co-supervisor(s)	—
Request by doctoral candidate to appoint the supervisor(s)	2
Request by supervisor(s) to appoint co-supervisor(s)	3
No later than 5 months before the degree ceremony	
Approval by supervisor(s) of the dissertation	—
Request for admission to the degree ceremony, submitted to the Board of Deans, also including the original of the certificate that provides access to the degree ceremony	4
Acceptance of the thesis, as well as proposal to the Dean for the composition of the Assessment Committee	5
No later than 4½ months before the degree ceremony	
Proposal by the Dean to the Board of Deans for the composition of the Assessment Committee	6
Appointment of the Assessment Committee by the Chairman of the Board of Deans	—
Members of the Assessment Committee receive the thesis from the supervisor/doctoral candidate	—

* See the separate insert (Appendix 5) for the Internet address where the model letters can be downloaded.

No later than 3 months before the degree ceremony	See model letter **
Statement by the Assessment Committee regarding the defence of the dissertation	7
Setting the date for the degree ceremony with the secretariat of the Board of Deans	—
Submitting the title page and reverse of the title page to the secretariat of the Board of Deans	8
Approval of the propositions by supervisor(s)	9
Confirmation of admission to the degree ceremony, stating the time	10
Printing the dissertation	—
No later than 3 weeks before the degree ceremony	
Proposal by the supervisor(s) for the composition of the Supervisory Committee	11
Sending dissertations to the members of the Supervisory Committee	—
Submitting 40 copies of the dissertation to the secretariat of the Board of Deans (including the propositions)	—
Applying for reimbursement for the 40 copies submitted	12
Discussing the scenario for the degree ceremony (use of any visual aids, reception, names and addresses of assistants, etc.)	—
No later than 1 week before the degree ceremony	
Submission by the supervisor(s) of a proposal for the sequence of the members of the opposition to the Rector	—
Sending the scenario	—

** See the separate insert (Appendix 5) for the Internet address where the model letters can be downloaded.

Model letter 1

To: Board of Deans
From: Doctoral candidate

Request for exemption as meant in Article 2, Section 2 of the Doctoral Degree Regulation

Name applicant:
First names:

Home address:

Postal code + city
Telephone:
E-mail address:

Work address:

Postal code + city:
Telephone:

requests to be exempted from the requirement of having a diploma from a Master study in higher education, or from a study in higher education with a study load of at least 168 credits, in accordance with the Higher Education and Scientific Research Act as it was before or on 31 August 2002, with regard to admission to the doctoral degree ceremony, as meant in Art. 7.18, Paragraph 3, of the Higher Education and Scientific Research Act, on the basis of the data below.

Diplomas obtained from institute(s) /course(s) of higher education

Name institute:
Study:
Date of diploma*:

Name institute:
Study:

* Please enclose copies of diploma(s) obtained

Date of diploma **:

Other studies completed, diploma(s) or certificate(s) obtained

Name institute:

Study:

Date of diploma **:

Name institute:

Study:

Date of diploma **:

Description of work experience insofar as relevant in view of the doctoral degree:

.
.
.

Description of the subject matter or field dealt with in the proposed dissertation:

.
.
.

Signature applicant: Date:

The undersigned

Senior lecturer at the Faculty of.

hereby declares that the knowledge and experience of the applicant described above constitute a sufficient basis for the preparation of a dissertation by the applicant.

Signature Date:

You are requested to personally hand in this application to the Board of Deans secretariat; please also bring the original certificates.

** Please enclose copies of diploma(s) obtained

Model letter 2

To: Board of Deans
From: Doctoral candidate

Request for the appointment of a supervisor

Name applicant: First names:
Home address:
Postal code + city: Telephone:
Work address:
Postal code + city: Telephone:
E-mail address:

Diplomas obtained*:

Name institute:
Date of diploma:
Study/Course/Degree programme (Open University):
.
Title:
If not in possession of a diploma as referred to under in Article 2, Paragraph 1,
under a., exemption*
granted by the Board of Deans, dated:

Subject of the dissertation:
.

Requests the appointment of supervisor**:

Primary supervisor:

Professor:
Senior lecturer of the Faculty of:
and, in the event of not being of the Maastricht University,
also the university:

* A copy of the diploma or the exemption must be included with the application
** The total number of supervisors and any co-supervisors shall be no more than three for any doctorate. The primary supervisor shall have final responsibility for assisting the doctoral candidate in the creation of the thesis.

Department/special appointment:
Work address:
Postal code + city:

Secondary supervisor:

Professor:
Senior lecturer of the Faculty
and, in the event of not being of the Maastricht University,
also the university:
Department/special appointment:
Work address:
Postal code + city:

Signature of the applicant: Date:
Primary supervisor. Date:
Secondary supervisor Date:

Model letter 3

To: Board of Deans
From: The Supervisor

Request for the appointment of a co-supervisor

Professor:
Department:
Work address:
Postal code + city:
Telephone, private: Work:
(Appointed as) supervisor of:

Subject of the dissertation:

Requests the appointment as co-supervisor* of:

Name:
Department/position/status:
Work address:
Postal code + city:
Telephone, private: Work:
Obtained the degree of Doctor on (date):
Signature supervisor: Date:
Signature co-supervisor: Date:

This request may be submitted to the Board of Deans at any stage of the supervision process, by intervention of the Dean, but preferably at the same time as the request for the appointment of the supervisor(s).

* The total number of supervisors and any co-supervisors shall be no more than three for any doctorate.

Model letter 4

To: Board of Deans
From: Doctoral candidate

Request for admission to the doctoral degree ceremony at the Maastricht University

Name applicant:

First names:

Private address:

Postal code + city:

Telephone:

E-mail address:

Work address:

Postal code + city:

Telephone:

Diplomas obtained*:

Name institute:

Date of diploma:

Study/Course/Degree programme (Open University):

.

Title:

If not in possession of a diploma as referred to under in Article 2, Paragraph 1, under a. of the Regulation Governing the Attainment of Doctoral Degrees, exemption* granted by the Board of Deans, dated:

Topic of the dissertation:

Field of science:

of the faculty of:

Title of the dissertation:

Supervisor(s):

Primary supervisor:

Professor:

* A copy of the diploma or the exemption must be included with the application.

Senior lecturer of the Faculty of:
and, in the event of not being of the Maastricht University,
also the university:
Department/special appointment:
Work address:
Postal code + city:
E-mail address:

Secondary supervisor:

Professor:
Senior lecturer of the Faculty of:
and, in the event of not being of the Maastricht University,
also the university:
Department/special appointment:
Work address:
Postal code + city:
E-mail address:

Requests to be admitted to the doctoral degree ceremony;
Declares that the thesis is the result of scientific research carried out by
himself/herself independently, or to which he/she has made an essential
contribution;
Declares that the research has not been used before to obtain the degree of
Doctor or an equivalent of such, including a Ph.D. degree.

Signature applicant: Date:

Signature of approval by the supervisor(s)

Primary supervisor. Date:
Secondary supervisor Date:

You are asked to submit this application in person to the secretariat of the
Board of Deans.

Please also bring the following original diplomas or certificates:

- A diploma from a Master degree programme in higher education, to which the degree of Master has been attached pursuant to Article 7.10a, Paragraph 1, 2 or 3 of the Higher Education and Scientific Research Act;
- A 'Doctoraal' diploma from a Dutch university;
- A diploma from a four-year study of higher professional education (full-time or equivalent evening or part-time study) obtained before or on 31 August 2002;
- An equivalent diploma to the above, obtained at the Open University.

Model letter 5

To: Dean of the Faculty of

From: The Supervisor(s) and intended Chairman of the Assessment Committee

C.c.: Board of Deans

Acceptance of manuscript and proposal for the composition of the Assessment Committee

The undersigned:

1.:

2.:

Appointed as supervisor(s) of:

Home address:

Postal code + city

Telephone, private: Work:

He/she/they also declare(s) that the Doctoral candidate has made a vital contribution to the following articles that constitute part of the manuscript: (Note: complete only for those articles in the manuscript which the Doctoral candidate has written himself/herself.)

The undersigned supervisor(s) as mentioned above propose(s) that the following be appointed as a member of the Assessment Committee*

Prof./Dr.:

Special appointment:

Address:

Postal code + city:

E-mail address:

* The Committee consists of at least three members and no more than five members

Prof./Dr.:
Special appointment:
Address:
Postal code + city:
E-mail address:

Prof./Dr.:
Special appointment:
Address:
Postal code + city:
E-mail address:

Prof./Dr.:
Special appointment:
Address:
Postal code + city:
E-mail address:

and also propose as chairman and member of the Assessment Committee:
Professor:

Signature(s) of the supervisor(s):

1.: Date:
2.: Date:
3.: Date:

Model letter 6

To: Board of Deans
From: Prof.
Dean of the Faculty of
C.c.: Supervisor(s) and envisaged Chairman of the Assessment Committee

Date:
Having consulted the supervisor(s), Prof.
and the envisaged Chairman of the Assessment Committee, Prof.
. I would like to propose the following as members
of the Assessment Committee for the dissertation of.

- 1*
- 2*
- 3*
- 4*

**I would like to propose that the following be appointed as Chairman of the
Assessment
Committee:**
.

Kind regards,

Prof
Dean of the Faculty of

* Name, special appointment/status, institute: for external members, please also add their full address, including postal code

Model letter 7

To: Board of Deans
From: Supervisor(s)
C.c.: Doctoral candidate, Dean of the Faculty

Statement of the Assessment Committee concerning the defence of the dissertation*

The Assessment Committee, appointed by a decision of the Board of Deans of
(date):
to assess the thesis entitled:
.....
from:
hereby declares that the author should/should not be admitted to the defence
of this manuscript as a dissertation.

On behalf of the Committee:

Signature of the supervisor: Date:.....
Signature of the chairman: Date:

* Please enclose the written assessment by all members with the present statement.

Model text 8a

(title page of dissertation)

TITLE OF THE DISSERTATION

Subtitle of the dissertation

DISSERTATION

to obtain the degree of Doctor at
the Maastricht University,
on the authority of the Rector Magnificus,
Prof
in accordance with the decision of the Board of Deans,
to be defended in public
on. day. (date+month) 20. (year), at. hours

by

(all first names) (last name)

Model text 8b

(reverse of title page)

Supervisor(s):

Prof.dr. H.A.J. Struijker Boudier

Prof.dr R.S. Reneman

Co-supervisor:

Dr. L.M.A.B. Van Bortel

Assessment Committee* :

Prof.dr. P.W. de Leeuw (voorzitter)

Dr. J. Britton (University of Nottingham, United Kingdom)**

Prof.dr. J. de Haan

Prof.dr. J. Kleinjans

Dr. B. Rijcken (Rijksuniversiteit Groningen)

* Please list the members of the Assessment Committee in alphabetical order, after the Chairman.

** In the case of the supervisor, co-supervisor and committee members from elsewhere, add the name of their institute.

The reverse of the title page may also contain a list of institutions and/or organisations that contributed financially to the creation of the thesis.

Model letter 9

From: Supervisor(s)
To: Board of Deans
C.c. Doctoral candidate

Date:
Pursuant to Article 22 of the Regulation Governing the Attainment of Doctoral Degrees, has submitted to me the propositions* belonging to the dissertation entitled
.

Having consulted the Doctoral candidate, I would like to inform you that I regard the present propositions defensible.

The supervisor,
Prof.

* Article 22, Paragraph 4 of the Regulation Governing the Attainment of Doctoral Degrees states that at least 8 and no more than 11 propositions be added to the dissertation. Four propositions shall relate to the subject matter of the dissertation. Four propositions shall relate to the subject field of the Doctoral candidate, but excluding the topic of the dissertation. Any other propositions need not be related to the topic of the dissertation or the subject field of the Doctoral candidate

Model letter 10

To: Doctoral candidate
From: Board of Deans
C.c.: Supervisor(s) and Dean of the faculty

In accordance with the Regulation Governing the Attainment of Doctoral Degrees,
the Board of Deans has received the following documents relating to the dissertation (title) and the corresponding propositions:

- a) the positive assessment by the Assessment Committee regarding the manuscript.
- b) the positive assessment by the supervisor regarding the defensibility of the propositions:

Subsequently, the Rector has accepted the draft title page submitted by the doctoral candidate to the secretariat of the Board of Deans, determining that the location, date and time of the degree ceremony shall be:
the Auditorium(day), (date and time).

The doctoral candidate may proceed and make multiple copies of the dissertation.

On behalf of the Board of Deans,
Prof. Chairman

Model letter 11

From: Supervisor(s)
To: Board of Deans

In accordance with the Regulation Governing the Attainment of Doctoral Degrees, the degree ceremony of shall take place on (date) before a Supervisory Committee appointed by the Board of Deans.

To ensure that the Committee has a sufficient number of members present during the degree ceremony, I would like to add to the existing Assessment committee, consisting of:

- committee member 1:
- committee member 2:
- committee member 3:
- committee member 4:
- committee member 5:

the following names:
.
.

To complete the list of members, the names of external members of the Supervisory Committee are listed below, including their function/special appointment and full address (including postal code and e-mail address):

.
.

The supervisor,
Prof.

Model letter 12

From: Board of Deans
To: Doctoral candidate

In its meeting of 12 May 2003, the Board of Deans has decided that with immediate effect the additional printing expenses for the 40 copies of the dissertation to be submitted to the Maastricht University shall be compensated for by a payment of € 0.06 for each printed page.

Name:
Address:
Bank account no.:
Social/fiscal no.:
Date of degree ceremony:
Title of dissertation:
.
No. of printed pages:

Amount (no. of pages x 40 x € 0.06):

Date of submission to Board of Deans:

Signature:

(To be completed by the Board of Deans)

Date received:

Charge to Board of Deans budget, no.:

Agreed by Board of Deans:

Signature:

APPENDIX 1

Texts spoken during the degree ceremony

Rector or chairman:

‘This session has been opened’ .
‘Dear candidate,
the Board of Deans of Maastricht University is giving you the opportunity to defend your dissertation in public.
I call upon the first opponent.’
(.....)



‘The exchange of views will be continued by.....’



After the ‘hora est’ by the beadle:

‘Sir/Madam, the time to defend your dissertation is over. The committee will now retire for deliberations. I invite you and your company to await the results of these deliberations in this room.’



After the committee has returned:

‘The session has been resumed.’
Dear candidate, this committee, appointed by the Board of Deans, has taken note of your dissertation and has heard your defence.
The committee has decided to grant you the degree of doctor.
I now call upon the supervisor, to bestow the honours in the appropriate fashion.’

Or

‘Dear candidate, the committee present here, having examined the quality of your dissertation and the way in which you have defended it, having approved of both, and considering the results of previous examinations taken by you, has decided to grant you the degree of doctor.

I call upon the supervisor’.

Supervisor:

‘On the basis of the powers vested in us by law, and in accordance with the decision of the Supervisory Committee present here, I hereby grant you,..... (first name and last name of the candidate) the degree of doctor, (and because of your special merits, with distinction) with all the rights and duties towards science and society associated with this by law and custom. As witness whereof, I hereby give you the certificate, duly signed by the rector, the secretary and the other members of the committee, and by the supervisor, and adorned by the Great Seal of the university’.

Speech by the supervisor or co-supervisor:

(.....)



Rector or chairman:

‘Dear Doctor,
also on behalf of the Board of Deans, I congratulate you with the honour you have acquired.
I hereby declare this ceremony to be ended’.

APPENDIX 2

Instructions for Candidates

1. At the start of the doctoral research

If applicable (see Article 2 of the Regulation Governing the Attainment of Doctoral Degrees), admission to the degree ceremony should be applied for by means of Model Letter 4. The doctoral candidate should use Model Letter 2 to ask the Board of Deans to appoint the supervisor(s).

If necessary, Model Letter 3 is used to ask for the appointment of the co-supervisor(s)

2. Date of the ceremony

After the thesis has been accepted by the Assessment Committee, which must have been done at least three months before the planned date of the ceremony, this date can be provisionally reserved with the secretariat of the Board of Deans. In doing so, take account of the following conditions.

Sessions may take place on the following days: Wednesday, Thursday or Friday, at 12:00, 14:00 or 16:00 hours.

The secretariat of the Board of Deans knows whether a particular date has already been reserved for an inaugural lecture or farewell lecture.

The date and time will be officially set by the Rector's signature on the draft title page. After this, changes can only be made in very special circumstances.

Note: the time of commencement will be strictly adhered to.

3. The title page of the dissertation

The formal external and internal requirements of the dissertation are described in Chapters 6 and 11 of the Regulation Governing the Attainment of Doctoral Degrees. To obtain the Rector's approval of the title page, candidates must submit a copy (preferably a printer's proof or master print) to the secretariat of the Board of Deans at least three months prior to the date of the ceremony.

Candidates are advised to add an ISB number to the dissertation. This number ensures that the dissertation is registered both nationally and internationally, and is brought to the attention of potential readers. Publications carrying an ISB number are listed in the Boekblad and appear in the national bibliography (Brinkman). If the dissertation is published as part of a fund or series, the ISB number will be applied for by the publisher of the dissertation. If the candidate is the publisher of the dissertation, he/she must contact the printer or the ISBN Bureau in Culemborg to obtain the ISB number.

4. Reverse of the title page (see Model text 8a)

This only lists the names of

- » the (co-)supervisor(s) and the name of the institution where such person(s) work(s),
- » the Assessment Committee, and
- » any institutions that have provided financial support for the research and/or the dissertation. One of the copies submitted must be signed by the supervisor.

5. Additions of a non-scientific nature

With the express permission of the Board of Deans or the Rector, the dissertation may include additions which lie outside the scope of a scholarly treatise in the strictest sense of the term (Article 24, Paragraph 3 of the Regulation Governing the Attainment of Doctoral Degrees). Additions of a commercial nature shall not be allowed.

6. Reception and address

Dissertations shall include a card containing the name, the private address and the telephone number of the candidate, as well as an announcement concerning the reception.

A map of the town centre (including the locations of car parks) can also be added.

7. Number of copies

At least four weeks before the date of the ceremony, the secretariat of the Board of Deans must have received: 40 copies of the dissertation, being:

- » 30 copies for internal distribution to (amongst others) the Information Department and for use during the ceremony;

» 10 copies for the university library to comply with its exchange obligations vis-à-vis other university libraries.

8. Compensation of printing costs and subsidies

See Form 12 in Chapter 11: compensation for 40 copies at € 0.06 per printed page.

9. Other means of duplication

Unless stated otherwise above, other means of duplication accepted by the Board of Deans will be considered equal to printing with regard to the application of the above.

10. Introductory meeting

At the request of the chairman, candidates may be asked to meet the chairman of the degree ceremony beforehand (see Article 28, Paragraph 3 of the Regulation Governing the Attainment of Doctoral Degrees).

Approximately four weeks before the date of the ceremony, the secretariat of the Board of Deans may be asked who will chair the ceremony.

11. Preparatory discussion for the degree ceremony

At the request of the doctoral candidate, the beadle may go through the stages of the ceremony with the candidate, including the use of audiovisual aids.

12. Public nature, admission and reservation of seats

The degree ceremony will take place in the auditorium and is open to the public. The auditorium seats up to 240 persons. The chairman of the degree ceremony may restrict or refuse entrance to the auditorium, if such is required in the interest of order or public safety.

Children under the age of 6 may not be present during the defence of the dissertation.

13. Audio recording, photographs, and film/video recording

At the request of the candidate, the chairman of the degree ceremony may grant the candidate permission to make an audio recording (or to have such made) for private purposes (i.e. not for

publicity purposes), for example by means of an audio cassette recorder.

No photographs or film/video recordings may be made during the defence.

No objections shall be made to the taking of photographs, film/video recordings after the defence, during the announcement of the decision of the Assessment Committee, during the presentation of the certificate, or during the reception.

14. Clothing

It will be appreciated if the clothing is in accordance with the importance that the university attaches to this ceremony.

15. Press Release

Doctoral degree ceremonies are announced in the university's academic events agenda that is published every month on the UM website and sent to the various media. The agenda is sent to the regional and national press: newspapers, magazines, journals, radio and television. In addition to factual information, such as the date, the name of the candidate and the title of the dissertation, the information also includes a brief outline of the dissertation. A few weeks before the degree ceremony, the candidate will be asked to provide a brief summary (of up to 100 words) of the dissertation. The summary must be intelligible for a person not familiar with the subject field. The emphasis should be on the main conclusions of the research or the practical effects of such. It is advisable to consult the supervisor with regard to this issue.

The PR Office may draft a more elaborate press release on the basis of the outline. The purpose of such press releases is to stress to the media the social relevance of certain research projects. In such cases the PR Office will contact the doctoral candidate.

16. Radio and television

Radio or television recordings may be made with the prior written consent of the Rector. The latter's permission is also required for the installation of audio recording equipment in the auditorium by public media. Such permission must be requested from the Rector at least three working days before the ceremony. Under special circumstances, this term may be shorter.

APPENDIX 3

The Higher Education and Scientific Research Act

- Article 7.3a **Bachelor and Master studies**
1. University education distinguishes the following studies:
 - a.* Bachelor studies, and
 - b.* Master studies, following Bachelor studies as meant under a.
 2. Higher professional education distinguishes the following studies:
 - a.* Bachelor studies, and
 - b.* Master studies indicated as such by the Minister for Education.
 3. A decree as meant under Paragraph 2, under b., shall be taken only if training is not or not sufficiently provided and preservation of such training is required by:
 - a.* the importance of preservation of an effective training programme, and
 - b.* a clear social need.
- Article 7.3b **Post-initial Master studies**
- In addition to the studies referred to under Article 7.3a, higher education also distinguishes the following studies:
- a.* Post-initial Master studies in university education, and
 - b.* Post-initial Master studies in higher professional education.
- Article 7.10a **Awarding of degrees**
1. The Board of the institute shall grant the degree of Bachelor or the degree of Master to anyone who has successfully completed the final examination of a Bachelor study in university education, or the final examination in a Master study in university education. Depending on the discipline in which the successfully completed final examination for a Bachelor study, or the successfully completed final examination for a Master study was

taken, the words “of Arts” or “of Science” will be added to the title.

2. The Board of the institute shall grant the degree of Bachelor or the degree of Master to anyone who has successfully completed the final examination of a Bachelor study in higher professional education, or the final examination of a Master study in higher professional education, respectively.

3. The Board of the legal entity as meant in Article 5a.1, Paragraph 2, shall grant the degree of Master to anyone who has successfully completed the final examination of a Master study as meant in Article 7.3b, under a. or b.

4. The Board of the institution or the Board of the legal entity referred to in Paragraph 3, shall add to the title an indication of the field of science or the professional field to which the degree refers.

Article 7.18

Granting the degree of Doctor, admission to and structure of the degree ceremony

1. The doctoral degree board of a university or of the Open University has the authority to grant the degree of Doctor on the basis of the doctoral degree ceremony.

2. Those who wish to be admitted as candidates to the doctoral examination must meet the following requirements:

a. having obtained the degree of Master on the basis of Article 7.10a, Paragraph 1, 2, or 3;

b. to have demonstrated the ability to do independent scholarly work by writing a dissertation or completing a draft version, and

c. to have met other requirements as set in the Regulation meant in Article 7.19.

3. In special circumstances, the Board may admit candidates who comply with Paragraph 2 under b and c, but who do not meet the requirement under a.

4. The Board shall appoint a professor from a university to act as supervisor. The doctoral degree ceremony shall take place in the presence of this Board or of a committee, composed by the Board from professors or other persons deemed to have the necessary qualities to sit on this committee, respecting the Regulation as meant in Article 7.19.

5. For the application of Paragraph 4, professors of Theology at a public university and the associate professors at a public university shall be regarded as a professor of such a university.

- Article 7.19 **Regulation Governing the Attainment of Doctoral Degrees; honorary doctorates**
1. With due regard for the applicable legal stipulations, the doctoral degree board shall set up a Regulation governing the attainment of doctoral degrees. This Regulation governs the following procedures:
- a.* the procedure regarding the preparations for the degree ceremony and regarding the ceremony itself, including the tasks and responsibilities of all those who are or may be involved in the degree ceremony, and
- b.* the provisions for the settlement of any disagreement which may arise with regard to the preparation for the degree ceremony or the ceremony itself.
2. The doctoral degree board has the right to award the degree of Honorary Doctor to natural persons who have been nominated for such a degree by the Board of the institute because of their exceptional scholarly performance.
-
- Article 7.22 **Degree of Doctor**
1. Anyone who has been granted the degree of Doctor on the basis of the doctoral degree ceremony referred to in Article 7.18, or according to Article 7.19, Paragraph 2, shall be entitled to express such in a title added to one's name.
2. Anyone who is entitled to express the degree referred to in Paragraph 1 by an addition to one's name, shall also be entitled to use the title of Doctor.
3. The title referred to in Paragraph 2, abbreviated to Dr., is placed before one's name.
4. The person involved shall make a choice between expressing the degree in one's own name, as referred to in Paragraph 1, or using the title, as referred to in Paragraph 2.
-
- Article 9.3 **Composition of the Executive Board; legal position of members**
1. The Executive Board shall consist of no more than three members, including the Rector of the university.
-
- Article 9.10 **Doctoral degree board**
1. A university has a doctoral degree board. The members of the doctoral degree board consist of professors.

2. The doctoral degree board consults the Executive Board on the granting of doctoral degrees, as referred to in Article 7.19, Paragraph 2.
3. The administrative and management regulations specify the tasks, the composition and the appointment procedure of the doctoral degree board in detail.

Article 9.19 **Rights and Responsibilities of Professors**

1. The university's staff includes at least the professors. The appointment letter specifies the field of science in which the professor shall carry out his/her research and education tasks.
2. With due consideration to the authority of the Board of the study programme, as referred to in Article 9.17, professors are first and foremost responsible for the scientific development of the field for which they have been appointed and for education in this field.
3. Honourably discharged professors retain the right to act as supervisors for a period of five years after their discharge.
4. Professors are entitled to use the title of Professor. Former professors who have been honourably discharged for health reasons, voluntary early retirement, or upon reaching the statutory age for retirement from public service, retain this title.

Article 9.52 **Professors of Theology**

3. Article 9.19, Paragraphs 3 and 4 apply to Professors of Theology.

Transitional provisions

Article 17a.6 **Study programmes being discontinued**

1. If the board of an institution, as referred to in Article 17a.2 or Article 17a.2b, has applied the second paragraph of those articles, it will maintain the study programme in university education until such a time when the students and external students registered for the study programme are able to complete the study at the same institute or a different institute within a reasonable period of time.
2. As from the study year meant in Article 17a.2, Paragraph 2, no more students or external students shall be registered for the first time in the first year of the study programme concerned in university education.

3. The provisions of this Act and the executive regulations based on it, as they were on 31 August 2002, shall continue to apply to a study referred to in this article and to its registered students and external students.

4. Contrary to Paragraph 3, the regulations of the Educational Inspectorate Act apply to supervision of a study programme referred to in that paragraph.

Article 17a.7 **Continuation of existing undivided study programmes in university education**

1. Until a time set by Royal Decree, funded or designated universities or the Open University may provide study programmes referred to in Article 7.3, as this article was phrased on 31 August 2002, insofar as those study programmes were included in the programmes offered by that institution on 31 August 2002. The time specified in the Royal Decree referred to in the first sentence, shall be 1 September of any one year. The Royal Decree shall be accepted and published before 1 September of the year preceding the time set by the decree.

2. The study programmes meant in the first paragraph, include the study programmes that were introduced and registered in the Central Register of Study Programmes in Higher Education, or were submitted in time for inclusion in this register.

3. As of the time set by the Royal Decree referred to in Paragraph 1, no more students or external students shall be registered for the first time for the first year of a study programme as meant in this article.

Article 17a.18 **Admission to the degree ceremony for those who have an “old style” diploma**

Those who – on or before 31 August 2002 - complied with the condition referred to in Article 7.18, Paragraph 2, under a., as the condition was phrased on 31 August 2002, shall be considered as being equal to those who comply with the condition referred to in Article 7.18, Paragraph 2, under a.

Article 7.18

Paragraph 2, under a., as it was phrased on 31-08-2002

2. Admission to the doctoral degree ceremony is granted to anyone who:

a. has successfully completed the final examination of a study programme with a study load of no fewer than 168 credits, or, with respect to the study programmes referred to in Article 7.4, Paragraph 3, has successfully completed an examination that closes a part of the study programme that represents no fewer than 168 credits.

APPENDIX 4

Note on the Regulation Governing the Attainment of Doctoral Degrees

- Article 2 The education of candidates who previously studied abroad will also be examined by the Board of Deans, who may consult NUFFIC. If such a candidate asks for supervision during his or her dissertation research, it is advisable to evaluate such a candidate's previous education at an early stage. The secretariat of the Board of Deans will only accept such requests if a supervisor has been found who is prepared to supervise the dissertation research, provided the candidate can be admitted.
- Article 8 If two supervisors are present during the degree ceremony, a distinction shall be made between the primary supervisor and the secondary supervisor. The primary supervisor shall have been responsible for the larger share of the supervision, and will be responsible for the proper handling of the procedures relating to the degree ceremony. The primary supervisor shall be mentioned first in the dissertation.
- Article 19 Members of the Assessment Committee must be sufficiently independent from both the (co-)supervisor and the candidate.
- Article 20 The members of the Assessment Committee may accept a thesis, reject it, or indicate that they would like to see minor changes being made, which changes will be communicated to the supervisor by the chairman of the Assessment Committee. If such changes should be made, the dissertation will not be accepted until after the Assessment Committee has accepted the changes

made. The members of the Assessment Committee do not have the right to withhold an evaluation of the dissertation.

- Article 21 Part of the task of the chairman of the Assessment Committee during the assessment of the manuscript is to evaluate whether a request should be submitted to award the dissertation with the distinction *cum laude*. If such is deemed to be the case, or if such a request is made by other members of the committee, the chairman shall submit this request to the other members of the Assessment Committee.
- Article 28 The Supervisory Committee shall consist of those professors and experts with a doctor's degree whose names have been reported to the Board of Deans at least 7 days before the ceremony. Other professors and experts may be part of the circle, but have no voting right in the Supervisory Committee.
- Article 30 During the degree ceremony, the candidate and his/her assistants shall wear appropriate attire, gentlemen preferably wearing a dress suit, and ladies wearing town dress or other suitable dress. The professors are invited to also adapt their attire to suit the occasion.
- Article 31 During the degree ceremony, there should not be any extensive expression of gratitude or appreciation of the dissertation. The ceremony must have the character of a serious defence of the dissertation.
- Article 33 The formula to be spoken by the chairman of the Supervisory Committee and by the supervisor, as included in the protocol of the degree ceremonies, shall always be in Dutch. If the language used during the degree ceremony is a foreign language, a translation of the formula may be spoken after the Dutch text.

