

DOCTORATE REGULATIONS



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SECTION 01 GENERAL PROVISIONS

ARTICLE 1 DEFINITIONS

These Regulations assume the following definitions:

Act	The Higher Education and Research Act (WHW; <i>Wet op hogere onderwijs en wetenschappelijk onderzoek</i>)
Co-supervisor	The individual who, as an expert in (an area of) the field of the subject described in the dissertation, assists the supervisor in supervising the PhD candidate
College of Deans	The College of Deans as defined in the Management Regulations
Conferral of the doctorate	the conferring of the Doctor or Doctor of Philosophy degree
Dean	The Dean of the faculty within which the PhD trajectory (to the extent that it is regarding VU Amsterdam) is completed (unless it appears different from the context)
Degree supplement	Supplement attached to the doctoral certificate indicating the training components that have been successfully completed
Dissertation	The academic discourse based on which the title of Doctor or Doctor of Philosophy is awarded to the PhD candidate
Distinction Cum laude	Qualification to be awarded for the Doctor or Doctor of Philosophy degree if the dissertation is of excellent academic quality
Doctoral certificate	Written evidence that the Doctor or Doctor of Philosophy degree has been awarded to the PhD candidate
Doctorate Board	The Board that the College of Deans appoints in accordance with Article 7.18, paragraph 4 of the Act.
Double doctorate graduation	Obtaining two doctoral certificates, one at the University and one at a foreign institute of academic education, based on one and the same dissertation

EC	European credit (1 EC credit = 28 hours)
Faculty	The faculty within which the PhD trajectory (to the extent that it is the University) is completed (unless it appears different from the context)
<i>Ius promovendi</i>	The right to act as a supervisor
Joint doctorate graduation	Acquiring a single doctoral certificate from the University and from one or more Dutch or foreign institutions for academic education, based on one and the same dissertation
Management Regulations	VU Amsterdam's Management Regulations
PhD candidate	The individual who has been admitted to the PhD trajectory
PhD ceremony	the ceremony, comprising the public defence of the dissertation and the conferral of the doctorate
PhD trajectory	The process that leads to the PhD ceremony and conferral of the degree
Supervisor	The person who supervises the PhD candidate in the process culminating in a dissertation and performs the conferral of the doctorate.
Training and Supervision Plan	Agreements on the training and supervision that the PhD candidate is to receive during the PhD trajectory
University	Vrije Universiteit Amsterdam

In these Regulations, we use gender neutral job titles or designations of persons.

SECTION 02 ADMISSION TO THE PHD TRAJECTORY

ARTICLE 2

Based on the PhD candidate's successful public defence of their dissertation, they may be awarded the Doctor or Doctor of Philosophy degree. The Doctor or Doctor of Philosophy degree is conferred by or on behalf of the College of Deans. The PhD ceremony takes place in the presence of a Doctorate Board.

ARTICLE 3

In these Regulations, we usually refer to the singular *supervisor* or *co-supervisor*. In some cases there are several *supervisors* or *co-supervisors*.

ARTICLE 4

After the public defence of the dissertation, the Doctorate Board holds a closed meeting. The contents of the meeting are strictly confidential.

ARTICLE 5

PhD candidate, supervisor and co-supervisor must at all times observe the standards of academic integrity as formulated in the Netherlands Code of Conduct for Scientific Practice.

ARTICLE 6

1. The following persons cannot be supervisor, co-supervisors or members of the Doctorate Board:
 - a. the PhD candidate's partner;
 - b. someone who is related to the PhD candidate by blood or marriage in the first or second degree;
 - c. other persons who have a relationship with the PhD candidate that could be interpreted as a conflict of interest to the extent that independence and impartiality of the judgment may be called into question.
2. The partner of the supervisor or co-supervisor may not be appointed as a member of the Doctorate Board.

ARTICLE 7 CONDITIONS

1. Candidates are admitted to the PhD trajectory when:
 - a. in accordance with Article 7.10a, paragraphs 1, 2 and 3 of the Act, the candidate is in possession of a Master's degree or has successfully obtained an equivalent qualification from a foreign institute of higher education;
 - b. the candidate has met the additional conditions set by the faculty;
 - c. they have submitted an approved Training and Supervision Plan; and
 - d. they have agreed to adhere to the Netherlands Code of Conduct for Scientific Practice.
2. In exceptional cases, the College of Deans may admit candidates to the PhD trajectory who meet conditions 1b, 1c and 1d, but not 1a.
3. In exceptional cases, the College of Deans may admit candidates to the PhD trajectory who meet conditions 1a, 1c and 1d, but not 1b.
4. Candidates who are already in possession of the degree of Doctor or an equivalent qualification may not be admitted to the PhD trajectory, unless they intend to pursue a PhD based on a dissertation devoted to research in an academic domain that is different from the domain of their initial PhD.

ARTICLE 8 PROCEDURE

1. The prospective supervisor registers the PhD candidate with the Dean by using the designated system.
2. The prospective supervisor includes the following information:
 - a. the name and email address of the PhD candidate;
 - b. the name, email address and the professorship (or the area of expertise) of the proposed supervisor; and
 - c. if applicable: the name and the professorship (or the area of expertise) of the proposed co-supervisor.

3. The PhD candidate supplies the following information and documents via the designated system:
 - a. the Training and Supervision Plan;
 - b. the nature of the degree or equivalent qualification as referred to in Article 7, paragraph 1a of these Regulations and a certified copy of this document;
 - c. the subject of the dissertation;
 - d. the signed copy of the Netherlands Code of Conduct for Scientific Practice.
4. If it is the intention that the proposed PhD trajectory will be completed within a different faculty than the faculty where the prospective supervisor holds their position, then the documents as referred to in Article 8, paragraph 1, must be submitted to the Dean of the other relevant faculty.
5. The Training and Supervision Plan will be assessed in a manner to be determined by the faculty. If the Dean approves the plan, the proposal for the PhD trajectory will be submitted to the College of Deans.
6. The Dean may authorize the director of a Graduate School to assume responsibility for the provisions in paragraph 5.
7. The College of Deans decides whether or not to admit the prospective PhD candidate to the PhD trajectory. The College of Deans also decides on the appointment of the supervisor and the co-supervisor; in this decision the College observes the provisions in Section 03 of these Regulations. The prospective PhD candidate, the supervisor and the co-supervisor (where applicable) receive notification of this decision.

SECTION 03 THE SUPERVISOR AND THE CO-SUPERVISOR

ARTICLE 9 *IUS PROMOVENDI*

1. In accordance with the Management Regulations, during their professorship and, provided they have been discharged honourably, for five years after the end of their professorship, Full Professors or Professors occupying an endowed chair have *ius promovendi*. In addition, the College of Deans can grant *ius promovendi* to other members of staff of the University on the basis of this article.
2. *Ius promovendi* is awarded to persons who have obtained a doctorate and who, in the opinion of the College of Deans, are competent to act as supervisors.
3. On behalf of the College of Deans, a Dean can grant *ius promovendi* to an Associate Professor of their own faculty. The Dean evaluates the competence of the staff member concerned in relation to the criteria set by the College of Deans for this purpose.
4. If the Dean decides not to grant *ius promovendi* to an Associate Professor, the Associate Professor can still request the College of Deans to be granted *ius promovendi*. The Associate Professor must substantiate this request. Once the Dean in question has also given their account, the College of Deans will make a decision on the request.
5. Whether the requirement set out in paragraph 2 has been satisfied can also be determined by the College of Deans on the basis of a request, as described in Article 10, paragraph 6.
6. *Ius promovendi* of an employee who is not a Full Professor ends once their contract at the University ends.

ARTICLE 10 APPOINTMENT OF THE SUPERVISOR

1. The College of Deans will appoint a University employee or a professor occupying an endowed chair as supervisor.
2. The College of Deans will appoint a second supervisor for each PhD candidate: a supervisor or a co-supervisor.
3. Notwithstanding the provisions of paragraph 1, the College of Deans may appoint a staff member from another Dutch university or a foreign institution for academic higher education as the supervisor. The college can also appoint a Professor occupying an endowed chair at these institutions as supervisor. In all these cases, the College of Deans will appoint a University employee or a Professor occupying an endowed chair as second supervisor.
4. The Dean makes the proposal to appoint a supervisor or a co-supervisor. The Dean first consults a substantial number of Professors from the faculty. Professors will be selected based on a rule that is part of the Regulations mentioned in Article 38, paragraph 2.
5. Supervisors must be Full Professors or otherwise have been granted *ius promovendi*. Co-supervisors must be Professors and/or hold a PhD.
6. In the event that a Dean wishes to appoint as supervisor a staff member who holds a doctorate but has not yet been granted *ius promovendi*, the Dean will propose to the College of Deans that *ius promovendi* be granted to the relevant staff member. When submitting their request for admission to the PhD trajectory, the Dean will include a motivation on the basis of which they deem it appropriate to grant the individual *ius promovendi*.

7. No more than two supervisors may be appointed per PhD candidate. If more than one supervisor has been appointed, the supervisors independently determine the categorization of duties. The first person they consult on this is the PhD candidate.
8. As soon as it becomes clear that the supervisor is unlikely to have *ius promovendi* at the time the PhD candidate will defend their dissertation, the College of Deans, having consulted the PhD candidate and the Dean, nominates another supervisor in their place, unless the College of Deans deems a new appointment to be unnecessary because more than one supervisor has already been appointed. In such cases, the College can appoint the previous supervisor as co-supervisor.

ARTICLE 11 THE SUPERVISOR'S DUTIES

1. The supervisor will be responsible for the supervision of the PhD candidate and must ensure that the PhD candidate conducts their research independently.
2. During the period of supervision and while the PhD candidate is preparing their dissertation, the supervisor and PhD candidate will consult at least once a year or as many times as agreed in the Training and Supervision Plan.
3. If the supervisor thinks that changes to the manuscript are needed, they will discuss this with the Doctoral candidate and any co-supervisor.
4. The supervision referred to paragraphs 2 and 3 is partly aimed at ensuring that the dissertation is finalized by the deadline as stipulated in the Training and Supervision Plan and that the dissertation meets the requirements set by these Regulations.

ARTICLE 12 APPOINTMENT AND DUTIES OF THE CO-SUPERVISOR

1. On the advice of the Dean, the College of Deans may appoint one or, if necessary, two co-supervisors. The Dean discusses with those involved whether they are willing to become co-supervisors.
2. The Dean proposes the appointment of a co-supervisor after having consulted the supervisor and other Professors, as set out in Article 10, paragraph 4.
3. The co-supervisor has expertise in (an area of) the subject of the dissertation and assists the supervisor in supervising the PhD candidate and assesses the quality of the dissertation, making this assessment known to the supervisor.
4. The supervisor and co-supervisor will consult with the PhD candidate on the co-supervisor's involvement in the periodic consultation between the supervisor and the PhD candidate as referred to in Article 11, paragraph 2.

SECTION 04 THE DOCTORATE BOARD

ARTICLE 13 COMPOSITION

1. On behalf of the College of Deans, the Dean appoints the members of the Doctorate Board for every PhD trajectory. This is done on the basis of a reasoned proposal submitted by the supervisor, after they have approved the dissertation.
2. For the appointment of the members of the Doctorate Board, the Dean requires the consent of the Professors, as referred to in Article 10, paragraph 4.
3. The Dean is also authorized to dismiss the members of the Doctorate Board from their duties.
4. The supervisor convenes the Doctorate Board and enquires if the individuals concerned are prepared to become members of the Doctorate Board.
5. The Doctorate Board has at least five members, including at least one man and one woman. At least one member (and no more than two members) must also be associated with the faculty, and no more than one of these members must be a member of the supervisor's work unit. At least two members of the Board are affiliated with an university other than the university that is to confer the degree (including double degrees). These external members may not have co-authored articles that are included in the PhD candidate's dissertation. Exceptions can be made for special cases, following a reasoned proposal made by the supervisor and following written consent from the Dean. A condition is that a maximum of one member of the Doctorate Board is co-author of a maximum of one article that is included in the dissertation.
6. The members of the Doctorate Board are Full Professors and/or have obtained a PhD or Doctorate. At least two committee members are Full Professors and the majority have *ius promovendi*.
7. On the reasoned proposal of the supervisor, the Dean may decide to add as an advisor a board member without a PhD or Doctorate, for example an expert in the arts, from the business community or from civic organizations.
8. The Doctorate Board will be chaired by a Full Professor who is affiliated with the University or another staff member of the University who has *ius promovendi*, or a Professor occupying an endowed chair at the University. The Dean appoints the chair. After the decision to admit a candidate to the PhD defence, the chair is relieved of their duties.
9. The supervisor and co-supervisor may not be members of the Doctorate Board.

SECTION 05 THE TRAINING PROGRAMME

ARTICLE 14 SCOPE AND CONTENT

1. In consultation with the supervisor, the PhD candidate must record the content of the training programme in the Training and Supervision Plan. The training programme consists of at least 30 EC.
2. The training programme at least contains a component that discusses current insights and regulations regarding academic integrity and, where relevant, includes a component on current scientific methods and techniques for research. The training and Supervision Plan always includes the PhD trajectory's planning with options for go/no go decisions at any given time. The plan also states which graduate school, research institute, or institute the prospective PhD candidate is affiliated with.
3. The Dean is responsible for providing a training programme of sufficient quality and for ensuring that the candidate has sufficient time and resources to complete this programme.
4. The Dean may grant exemptions for parts of the training programme, provided that the way in which the PhD candidate has already met the final attainment levels of the relevant parts is indicated.
5. The Dean can authorize the director of the Graduate School to perform the tasks mentioned in paragraph 4.

ARTICLE 15 ASSESSMENT OF TRAINING

1. After the supervisor has approved the dissertation, the PhD candidate is expected to submit a request to the faculty to issue the degree supplement.
2. The programme will be assessed in the manner established by the Faculty Board. The Dean will inform the supervisor of the results of the assessment; the supervisor in turn informs the PhD candidate.
3. The Dean ensures that the degree supplement is created and handed to the PhD candidate.
4. The Dean may authorize the Graduate School to assume responsibility for the tasks outlined in paragraphs 1, 2 and 3.

SECTION 06 THE DISSERTATION

ARTICLE 16 CONDITIONS

1. The dissertation must demonstrate that the PhD candidate is capable of independently carrying out academic research.
2. The dissertation may consist of:
 - a. a scientific monograph on a specific subject; or
 - b. a collection of a number of separate scientific articles. The articles have all been published (in whole or in part). These articles must demonstrate sufficient cohesion;
 - c. a monograph (a) or collection of articles (b) combined with an artistic and/or technological component that forms an integrated part of the dissertation and is important for knowledge development.
3. A faculty may set additional rules relating to the dissertation, which are part of the Regulations set out in Article 38, paragraph 2. The dissertation must be consistent with this guideline.
4. The dissertation may not contain any material that is *contra Deum aut bonos mores* (against God or good morals).
5. If the dissertation consists of a collection of articles, the PhD candidate describes their mutual cohesion in an introductory or concluding chapter.
6. If the dissertation consists of a collection of articles with several authors, the PhD candidate sufficiently demonstrates their independent contribution to each article.

ARTICLE 17 JOINT DISSERTATION

1. In the case of joint research conducted by two or three PhD candidates, the results of this research may be expressed in a joint dissertation. In that case, the following conditions must be met:
 - a. The supervisor has determined that each of the authors has made an independent, clearly identifiable contribution which merits the award of a doctorate.
 - b. Each of the authors will bear personal responsibility both for a clearly identifiable part of the dissertation and for the coherence of the dissertation as a whole.
 - c. The dissertation clearly states the part played by each of the authors in the production of the dissertation.
2. In the case of a joint dissertation, the supervisor submits to the Dean a written declaration regarding the contribution of each of the authors. The Dean forwards this declaration to the College of Deans. This statement has been signed by the supervisor and by all authors.
3. In the case of a joint dissertation, the procedures and rules laid down in these Regulations will apply to each PhD candidate individually.

ARTICLE 18 LANGUAGE

1. The dissertation will be written in Dutch, English, French or German. Approval for writing the dissertation in another language must be requested from the College of Deans.
2. If the dissertation is written in Dutch, then a summary in Dutch and an English translation of the title and summary of the contents will be appended to the dissertation.
3. If the dissertation is written in English, then an English summary of the contents must be appended to the dissertation.

4. If the dissertation is written in a language other than Dutch or English, then an English translation of the title and summary of the contents must be appended to the dissertation.

ARTICLE 19 TITLE PAGE

1. The dissertation must contain a title page according to the model stipulated by the College of Deans. The Rector Magnificus must approve this title page before printed copies are made of the dissertation. This provision also applies to double doctorates and joint doctorates (see Articles 33 and 34).
2. The name of the supervisor and co-supervisor (where applicable) must be stated on the page following the title page of the dissertation. The members and advisors of the Doctorate Board as referred to in Article 13 are also included on that page.
3. In cases where the PhD research was partly made possible with support from outside the University, this may be mentioned on the page referred to in paragraph 2. Permission from the Dean is required.

ARTICLE 20 COPIES

1. Responsibility for copying and distributing the dissertation lies with the PhD candidate.
2. The PhD candidate decides whether the dissertation is printed or reproduced in a similar way. A condition here is that the result must meet requirements of reasonable legibility.
3. The dissertation will be published in a conveniently-sized format and in glue-bound or spiral-bound form, or with a stitched binding.
4. The PhD candidate will submit an electronic version of the dissertation, in its final form and layout, at least six weeks prior to the PhD ceremony. The director of the University Library determines how this happens.

5. The PhD candidate will submit a prescribed number of copies of the dissertation, as described in paragraph 2 and 3, to the Beadle of the University at least five weeks prior to the PhD ceremony for the Rector Magnificus, the Dean and the University Library.
6. The University Library publishes a digital version of the dissertation at least four weeks prior to the PhD ceremony. In cases where the dissertation or part of the dissertation is subject to a publishing embargo, the electronic publication of the dissertation will be restricted to those parts of the dissertation that are not subject to a publishing embargo and to the cover, the title page, the table of contents and the summary of the dissertation in English and, if available, in Dutch. Any other parts of the dissertation are published at the moment the embargo is lifted.
7. With a view to publishing an electronic version of the dissertation, as stated in paragraph 4, the following conditions apply:
 - a. At least six weeks prior to the PhD ceremony, the PhD candidate must provide the University with a licence for the non-exclusive publication of the dissertation in electronic form, if necessary with a temporary publication embargo.
 - b. With regard to the provision of this licence, the PhD candidate is obliged to sign the standard licensing agreement drawn up by the Executive Board.
 - c. Based on the license agreement, the PhD candidate is entitled to reimbursement for the provision of the dissertation as described in paragraphs 4 and 5.

SECTION 07 THE ASSESSMENT OF THE DISSERTATION

ARTICLE 21 FINAL ATTAINMENT LEVELS

The manuscript must show the following:

- a. The PhD candidate has contributed to extending the frontiers of knowledge by conducting substantial and independent research that withstands the rigours of peer review.
- b. The PhD candidate has demonstrated a systematic understanding of a substantial domain of knowledge and is competent in the skills and methodology needed for conducting research in this domain of knowledge.
- c. The PhD candidate has demonstrated the ability to design, develop, implement and modify a substantial research project.
- d. The PhD candidate has demonstrated the ability to critically analyse, evaluate and synthesize new and complex ideas.
- e. The PhD candidate has demonstrated the ability to debate with peers from their field of knowledge and the wider scientific community regarding their specific field of expertise.

ARTICLE 22 ASSESSMENT BY THE SUPERVISOR AND CO-SUPERVISOR

1. The dissertation will be subject to the assessment of the supervisor and co-supervisor (where applicable).
2. The supervisor will assess the dissertation based on the requirements set by the faculty and the requirements put forth in these Regulations. The supervisor will take the assessment of the co-supervisor (where applicable) into account when assessing the dissertation.
3. If the supervisor and co-supervisor (where applicable) are satisfied that the dissertation meets all requirements, then they will approve the dissertation.
4. The supervisor will immediately notify the Dean and the PhD candidate in writing of the result of the assessment of the dissertation discussed in the previous paragraph.

ARTICLE 23 ASSESSMENT BY THE DOCTORATE BOARD

1. The supervisor will provide the Doctorate Board with a reasoned proposal in which they set out why they feel that the manuscript satisfies the final attainment levels as referred to in Article 21 of these Regulations.
2. The supervisor has had no contact with Doctorate Board members or advisors about the manuscript.
3. The Doctorate Board assesses the manuscript qualitatively as a whole, based on the research question agreed by the supervisor and the PhD candidate. The Doctorate Board will assess the manuscript based on the final attainment levels as referred to in Article 21. The members and any advisors will inform the chair of the reasoned assessment. They may add suggestions and/or recommendations to their judgments.

4. Within 30 days of receipt of the dissertation, the chair of the Doctorate Board will inform the Dean about its findings. This assessment will be accompanied by a reasoned assessment from each individual board member and advisor. The Dean may extend the time period referred to by a single additional period of 30 days.
5. In the event that all members of the Doctorate Board conclude that the manuscript meets the final attainment levels referred to in Article 21, the chair will give the Dean a positive recommendation on the manuscript on behalf of the Board.
6. In the event that one or more members of the Doctorate Board believe that the manuscript does not meet the final attainment levels referred to in Article 21, the chair will ensure that there is a mutual exchange of opinions within the Board. Once this has taken place, the chair decides whether it's necessary for the PhD candidate to make adjustments to the manuscript, or whether the manuscript including the recommendation should be presented to the Dean. In the event that adjustments have to be made, the chair will assess whether the PhD candidate will be able to adjust the manuscript in the short term in such a way that, in the eyes of all members, the manuscript meets the final attainment levels:
 - a. if this is the case, then the chair on behalf of the Doctorate Board will provide the PhD candidate with the opportunity to modify the manuscript within 60 days - after receipt of the modified manuscript paragraph 4 applies again;
 - b. if this is not the case, the chair will report to the Dean on the situation that has arisen.

ARTICLE 24 DECISION ON THE MANUSCRIPT

1. After receipt of the report from the chair of the Doctorate Board, the Dean will decide to approve or reject the manuscript.
2. The following applies to the decision as intended in paragraph 1:
 - a. if one member of the Doctorate Board is of the opinion that the manuscript does not meet the final attainment levels as described in Article 21, but the other members disagree, then the Dean can only approve the manuscript with supporting arguments;
 - b. if two members of the Doctorate Board are of the opinion that the manuscript does not meet the final attainment levels as described in Article 21, but the other members disagree, then the Dean can only approve the manuscript with supporting arguments and after consultation with the College of Deans and stating compelling reasons that justify this decision;
 - c. if more than two members of the Doctorate Board are of the opinion that the manuscript does not meet the final attainment levels as described in Article 21, then the Dean may not approve the manuscript.
3. If the Dean does not approve the manuscript, then the PhD candidate has the opportunity to submit a revised version of the manuscript within a period to be determined by the Dean unless the Dean has compelling reasons to believe that the PhD candidate will be unable to submit a revised manuscript that meets the final attainment levels within this period. In the latter case, the Dean decides to end the PhD trajectory.
4. A revised manuscript is assessed as described in Article 23. The Dean then decides whether the revised manuscript should be approved or rejected. If the Dean rejects a revised manuscript, the PhD trajectory is terminated.

SECTION 08 THE PHD CEREMONY

ARTICLE 25 PROCEDURE FOR ADMISSION TO THE DEFENCE OF THE DISSERTATION

The Dean decides to admit the PhD candidate to the defence after approval of the manuscript if the PhD candidate has also:

- a. received the degree supplement as described in Article 15; and
- b. met all other requirements set out in these Regulations.

ARTICLE 26 FORM

1. The PhD ceremony will take place in public, in the presence of the Doctorate Board.
2. The public meeting of the College of Deans during which the PhD ceremony will take place will be chaired by the Rector Magnificus. The Rector Magnificus can be replaced as chair by one of the following persons:
 - a. a (former) member of the College of Deans;
 - b. the faculty's Deputy Dean;
 - c. a Full Professor who is chair of a department of the faculty; or
 - d. after permission from the Board of Deans: a Full Professor or an Emeritus Professor at the faculty.
3. The time and place of the PhD ceremony will be determined by or on behalf of the Rector Magnificus in consultation with the supervisor, the Dean and the PhD candidate.
4. The College of Deans will determine the protocol for the public session. The College of Deans will also determine the protocol prior to and after the public defence, as well as the official announcement of the conferral of the doctorate.
5. If some members of the Doctorate Board are unable to attend the PhD ceremony, then the Chair will appoint replacement members where possible. On the day of the PhD ceremony, these new members will replace the absent members. The composition of the Doctorate Board must still comply with Article 13, paragraph 5.

ARTICLE 27 THE DEFENCE

1. For a period of one hour, the dissertation will be defended by the PhD candidate against objections raised by the Doctorate Board and other persons who have received permission from the Rector Magnificus to take part in the opposition. After consultation with the Doctoral candidate, the chairman of the meeting can give the Doctoral candidate the opportunity to present a summary of the research the dissertation is based upon, for a maximum of 10 minutes.
2. Dutch, English, French or German is spoken during the defence. Another language is possible if the Rector Magnificus gives permission.
3. The supervisor will wear a ceremonial cap and gown for the defence. This also applies if the supervisor is not a Full Professor.

ARTICLE 28 MEETINGS OF THE DOCTORATE BOARD DURING THE PHD CEREMONY

1. The Doctorate Board meets in a closed session both before and after the defence.
2. The following people take part in the closed meetings of the Doctorate Board:
 - a. the members of the Doctorate Board;
 - b. the advisor as referred to in Article 13, paragraph 7;
 - c. those authorized by the Rector Magnificus to participate in the opposition;
 - d. the supervisor and the co-supervisor;
 - e. any Full Professors at the University who wish to take part.
3. Only the members of the Doctorate Board have voting rights in the meetings. The other participants in the meeting have an advisory vote.
4. The meetings will be chaired by the chair of the public meeting of the College of Deans during which the PhD ceremony will take place.

5. The supervisor will act as the secretary in these meetings. In exceptional circumstances, another member of the Doctorate Board may be appointed as secretary by the chair.
6. The Dean, in consultation with the supervisor, will ensure that at least five members are present at the meeting, of whom at least three are members of the Doctorate Board.
7. On behalf of the College of Deans, the Doctorate Board decides during the meeting after the defence whether the degree Doctor or Doctor of Philosophy should be conferred. The decision regarding the conferral of the Doctor or Doctor of Philosophy degree will be made by a simple majority vote among those attending the meeting, with due regard for the PhD candidate's defence of their dissertation.

ARTICLE 29 CONFERRAL OF THE DOCTORATE

1. Following the closed meeting, the chair will reopen the public session and announce the results of the deliberations.
2. If it has been decided to award the PhD candidate a Doctor or Doctor of Philosophy degree, the supervisor will perform the conferral of the doctorate, using the official pronouncement for conferral of the doctorate, and then present the doctoral certificate to the PhD candidate.
3. The supervisor will then address the PhD candidate. If the chair gives permission, the co-supervisor can speak instead of the supervisor.

ARTICLE 30 DOCTORAL CERTIFICATE

1. A doctoral certificate is written evidence that the PhD candidate has been awarded a Doctor or Doctor of Philosophy degree. The doctoral certificate is in Latin, signed by the Rector Magnificus and the supervisor, and bears the seal of the University.
2. In addition to the supervisor, the certificate may also be signed by the co-supervisor (where applicable).
3. In the event that the Doctorate or Doctor of philosophy is conferred with the distinction Cum laude, this will be included on the doctoral certificate.

SECTION 09 THE DISTINCTION CUM LAUDE

ARTICLE 31 PROCEDURE FOR AWARDING THE DISTINCTION

1. If the Doctoral candidate has demonstrated outstanding competence in the dissertation, then the distinction Cum laude may be awarded. To this end, the supervisor or co-supervisor must submit a written and detailed request to the Dean at least 60 days prior to the PhD ceremony. Every member of the Doctorate Board can also submit this type of request. The same 60-day period applies.
2. If the Dean has received a request to grant the Cum laude distinction, they will submit the request to the Doctorate Board for advice as soon as possible.
3. The Doctorate Board will then respond in writing within 14 days, informing the Dean of its recommendation regarding the distinction Cum laude. If there is more than one vote against in the Doctorate Board, the Board will advise against granting the distinction.
4. If the Doctorate Board is in favour of conferring the distinction Cum laude, then the Dean will immediately appoint two external referees.

5. The referees must be Full Professors or Associate Professors, and experts in the field of the dissertation. The referees may not be members of the Doctorate Board.
6. The referees will be asked to submit their recommendations to the Dean in confidence.
7. The Dean will submit the request for the distinction Cum laude to the closed meeting of the Doctorate Board prior to the defence. During the meeting, a copy of the request and the Board's recommendations will be distributed to all attendees, with the exception of Professors who are not Full Professors associated with the faculty (as stated in Article 28, paragraph 2e).

ARTICLE 32 DECISION ON CONFERRAL

On behalf of the College of Deans, the Doctorate Board decides during the meeting after the defence whether the distinction *Cum laude* should be conferred. The distinction *Cum laude* is not awarded if more than one of the persons entitled to vote in the meeting votes against.

SECTION 10 DOUBLE DOCTORATE AND JOINT DOCTORATE

ARTICLE 33 THE DOUBLE DOCTORATE TRAJECTORY AND DOUBLE DOCTORATE GRADUATION

1. A double doctorate trajectory at the University may only take place with the prior written permission of the Rector Magnificus. The Rector Magnificus may attach conditions to the agreement between the institutions involved.
2. A request for a double doctorate trajectory must be submitted in writing to the Rector Magnificus by the supervisor and the Dean as part of the PhD candidate's Training and Supervision Plan. The request must demonstrate that the dissertation is written in the context of a joint research programme based on a formal partnership agreement between institutions.
3. The request for a double doctorate trajectory must be drawn up in accordance with a model developed for this purpose.
4. All requirements that apply to PhD trajectories also apply to a double doctorate trajectory at the University. In addition, the following requirements apply:
 - a. The PhD candidate may carry out the research under the supervision of a supervisor from the University and a supervisor from each partner institution in the partnership.
 - b. The dissertation must be approved by the VU Doctorate Board and the Doctorate Board (or equivalent) of the partner institution.
 - c. The defence of the dissertation at the University and the defence at the partner institution must both take place within a period of 120 days.

ARTICLE 34 THE JOINT DOCTORAL TRAJECTORY AND THE JOINT DOCTORAL GRADUATION

1. A joint doctorate trajectory at the University may only take place with the prior written permission of the Rector Magnificus. The Rector Magnificus may attach conditions to the agreement concluded between the institutions involved.
2. A request for a joint doctorate trajectory must be submitted in writing to the Rector Magnificus by the supervisor and the Dean as part of the PhD candidate's Training and Supervision Plan. The request must demonstrate that the dissertation is to be prepared within the context of a formal partnership between the two universities concerned and as part of a joint research programme.
3. The request for a joint doctorate trajectory must be drawn up in accordance with a model developed for this purpose.
4. The PhD candidate may carry out the research under the supervision of a supervisor from the University and a supervisor from the institution that is part of the partnership.
5. The joint doctorate is subject to the rules and regulations of the institution where the dissertation is to be defended.
6. The degree of Doctor or Doctor of Philosophy will be conferred by the College of Deans, together with the equivalent body from the partner institution.

SECTION 11 PROBLEMS AND DISPUTES

ARTICLE 35 PROBLEMS

[Please note: the entry into force of Article 35 is suspended until the approval of the Works Council on the second paragraph has been obtained.]

1. A supervisor who believes that a PhD candidate, due to insufficient commitment or ability, or for any other reason, will not be able to complete their PhD trajectory is always required to report their findings to the PhD candidate and the Dean. The same applies if the supervisor believes that the PhD trajectory will take an unacceptably long time. After receiving the report, the Dean confers with the supervisor, any co-supervisors, the PhD candidate and the Full Professors mentioned in Article 10, paragraph 4. The Dean is then able to make a reasoned decision to:
 - a. request the supervisor to continue the PhD trajectory, if necessary with any additional measures to appease the concerns of the supervisor;
 - b. request the College of Deans to appoint another supervisor; or
 - c. terminate the PhD trajectory.
2. A PhD candidate who holds the opinion that they will be unable to complete their PhD trajectory due to issues with supervision or that completing the PhD trajectory will take an unacceptably long time must report this to the supervisor and to the Dean. After receiving the report, the Dean confers with the supervisor, any co-supervisors, the PhD candidate and the Full Professors mentioned in Article 10, paragraph 4. The Dean is then able to make a reasoned decision to:
 - a. instruct the supervisor or co-supervisor to continue the PhD trajectory; or
 - b. request the College of Deans to appoint another supervisor or co-supervisor.
3. A PhD candidate who wishes to terminate their PhD trajectory informs the supervisor and the Dean. The Dean subsequently terminates the PhD trajectory.

4. In the event that a supervisor refuses to approve the dissertation, the College of Deans may decide to appoint another supervisor. This is determined by the College of Deans in consultation with the Dean, the supervisor, any co-supervisors and the Full Professors mentioned in Article 10, paragraph 4.
5. If, based on this article, a request has been submitted to the College of Deans to appoint another supervisor, both the Dean and the PhD candidate may make suggestions. If the College of Deans is unable to find a suitable person willing to take over the role of supervisor, the Dean will decide to terminate the PhD trajectory.

ARTICLE 36 DISPUTES PROCEDURE

1. The Dean will act as a mediator in the event of a dispute during the PhD trajectory or with regard to the approval of the manuscript.
2. If the mediation does not lead to a resolution within eight days, then any of the parties involved may refer the case to the College of Deans with a clearly defined request.
3. The College of Deans will establish a committee to advise on the dispute. The committee consists of three Full Professors who are not involved in the PhD trajectory.
4. The committee hears the parties involved and may consult experts. The committee then issues a fully substantiated recommendation to the College of Deans in writing, which is to be formulated as a draft decision. This will happen no later than 60 days after receipt of the request referred to in paragraph 2.
5. Once the College of Deans has received the recommendation, it will reach a decision on the dispute within 30 days. The College informs the parties involved about this decision.
6. If required, the College of Deans may extend the period referred to in paragraphs 4 and 5 by a single additional period of 30 days if there is an urgent reason for this.

SECTION 12 THE DEGREE OF DOCTOR HONORIS CAUSA

ARTICLE 37

1. The College of Deans will make its decision concerning the conferral of an honorary doctorate (*doctor honoris causa*) in accordance with Article 27, paragraph 5 of the VU Management Regulations, on the basis of a nomination by a Dean. This decision will be made after the College of Deans has conferred on the matter with the Executive Board.
2. The candidate nominated by the Dean for the award of the degree of *doctor honoris causa* must meet one or more of the criteria listed below:
 - a. The candidate delivers scientific achievements without formal academic recognition, which should be reflected in publications that are generally regarded as being of high quality.
 - b. The candidate is involved in multidisciplinary academic research, which should be reflected in publications that are generally regarded as being of high quality, in lectures by invitation at international scientific meetings and at scientific institutes.
 - c. The candidate performs activities with clear social and/or cultural significance fitting for the special character of the University or that express the particular character of the University. The candidate meets this condition, which should be verifiable both verbally and in writing or in another verifiable way.
3. Persons who have previously received an honorary doctorate will not be eligible again. The College of Deans can make an exception if, in the opinion of the College, the circumstances give cause for this.
4. The College of Deans determines where and when the honorary ceremony for the Doctor honoris causa degree will take place.

SECTION 13 FINAL AND TRANSITIONAL PROVISIONS

ARTICLE 38

1. In cases not covered by these Regulations or in cases where a given article is open to various interpretations, the final decision will rest with the College of Deans.
2. The Dean has the authority to impose additional rules with regard to the PhD trajectory after consulting the Full Professors of the faculty. The College of Deans must approve these rules.

ARTICLE 39

The College of Deans is responsible for amendments to these Regulations and decides by simple majority.

ARTICLE 40

If the application to be admitted to the PhD trajectory is dated before 1 January 2015, the College of Deans may allow deviations from these Regulations for the PhD trajectory in question. In such cases, any actions taken must be in compliance with the Regulations in force between 1 April 2010 and 1 April 2015. In addition, there must be urgent reasons to deviate from the Regulations.

ARTICLE 41

These Regulations entered into force on 1 September 2002 and were last amended on 1 July 2019.

PROCEDURAL REGULATIONS



1. An application for admission to the PhD trajectory is submitted once a PhD candidate has commenced employment, but no later than one month after the date of commencement of employment.
2. If a member of staff at the University is approached to act as a supervisor for an aspiring PhD candidate who will not enter into employment with VU Amsterdam in that capacity, the following directive applies: once it is clear that the project in question is of genuine academic value and the prospective supervisor has assessed the candidate as being capable of completing a dissertation of sufficient quality, admission to the PhD trajectory should be applied for using the designated system.
3. In the case of an application for admission to the PhD trajectory under Article 7, paragraph 1, the following documents are to be submitted in the designated system:
 - a. a copy of an identity document that is legally valid in the Netherlands;
 - b. a certified copy of the diploma as referred to in Article 7, paragraph 1a;
 - c. a certified diploma supplement.

If the documents referred to in a) and b) are not in Dutch, English, French or German, then they must be accompanied by a certified translation in one of these languages.

4. In the case of an application for admission to the PhD trajectory under Article 78, paragraph 3, the following are to be submitted via the designated system:
 - a. certified copies of relevant diplomas;
 - b. certified summaries of the curriculum components taken, or a certified diploma supplement;
 - c. a copy of an identity document that is legally valid in the Netherlands;

5. If these documents are not in Dutch, English, French or German, then they must be accompanied by a certified translation in one of these languages. The College of Deans will inform the candidate in writing of the decision regarding admission to the PhD trajectory and sends copies to the Dean, the supervisor and the co-supervisor of the faculty.
6. The College of Deans has set criteria that are intended to show whether a candidate for the position of Associate Professor is competent to act as a supervisor. The Dean assesses this competence on the basis of the following criteria:
 - a. The prospective supervisor is an excellent researcher, as evidenced by the positive assessment and recognition by peers, such as grants for externally funded research or the assessment of the application for this as 'excellent', or multiple peer-reviewed publications of excellent scientific quality.
 - b. The prospective supervisor is an excellent supervisor, as evidenced by at least two successfully completed PhD trajectories that they have supervised in the formal role of co-supervisor.

7. Notwithstanding the provisions of Article 10, paragraph 7, and Article 12, paragraph 1, in exceptional circumstances and on the reasoned proposal by the Dean, the College of Deans may decide to appoint a third supervisor or co-supervisor. Under no circumstances may there be more than four supervisors or co-supervisors per PhD candidate.

8. With regard to the provisions of Article 14, the training components may vary from specialist courses to participation in seminars and conferences, and activities and/or courses to enhance the PhD candidate's transferable skills. A minimum number of credits has been determined for the compulsory component academic integrity (2 credits) and conferences (1 credit for conference attendance, 2 credits for conference attendance with paper and/or presentation).
9. Agreements with the Beadle on the date and time for the PhD ceremony can only be made once the Dean has approved the manuscript as referred to in Article 24. As a rule, the public defence will begin at 09:45, 11:45, 13:45 or 15:45.
10. The degree of Doctor of Philosophy is stated as standard on the certificate (*Philosophiæ Doctor*). If desired, the PhD candidate can choose to state the degree of Doctor. When submitting the title page in the appropriate system, this choice is required.
11. Professors at the University, professors from other universities and those taking part in the closed session may join the procession. The supervisors must wear the ceremonial cap and gown. Co-supervisors and opponents who are not professors are required to wear dark clothing in keeping with the occasion.
12. During the PhD ceremony, a PhD candidate is required to wear evening dress (white tie) or other clothing in keeping with the occasion. Appropriate clothing can also be understood to mean appropriate traditional clothing from the country of the PhD candidate. The PhD candidate conforms to the judgment of the Beadle whether certain clothing is deemed appropriate for the occasion.

13. The PhD candidate may be assisted by two ceremonial assistants (*paranimfen*). The ceremonial assistants are required to observe the same dress code as the PhD candidate. If the PhD ceremony is held in the auditorium, the PhD candidate may dispense with the support of ceremonial assistants if they so wish.
14. The PhD ceremony, and in particular the defence of the dissertation, is open to individuals of eight years of age and older. The PhD candidate must mention this age limit on any invitations they send.
15. PhD ceremonies will be listed on the University's website and in the weekly press newsletter (schedule for PhD ceremonies). The Professors at the University receive a monthly schedule from the College of Deans in which all PhD ceremonies are listed.
16. If the PhD candidate intends to acknowledge support for their doctoral research that came from outside the University, then this may only be done in writing, in consultation with the supervisor and with the permission of the Doctorate Board. Statements of a commercial nature are not allowed in the dissertation.
17. In the case of the conferral of a double doctorate as referred to in Article 33, a reference to the partner institution that is party to the double doctorate will be included on the front of the doctoral certificate.

