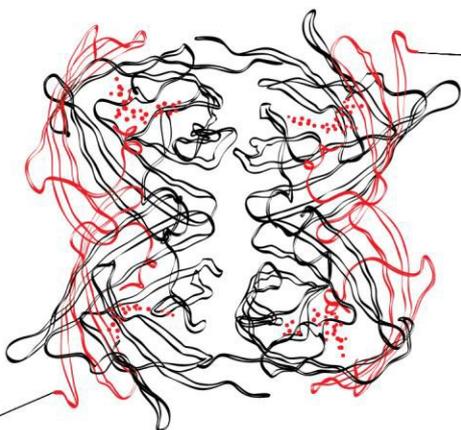
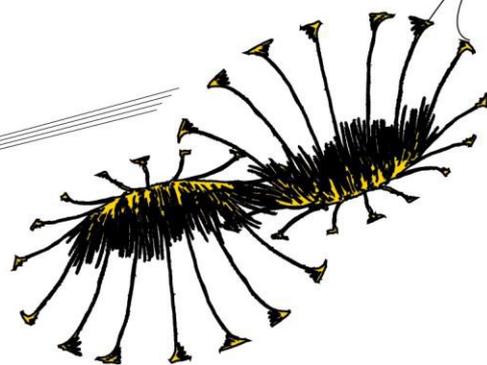




Translation of the  
DOCTORAL REGULATIONS  
UNIVERSITY OF TWENTE  
adopted by the Doctorate Board in  
the meeting of November 23rd 2016



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# Section 1

## Terms and definitions

### **ARTICLE 1 (TERMS AND DEFINITIONS)**

#### **UNIVERSITY**

The University of Twente

#### **DOCTORATE BOARD**

The Doctorate Board, which acts on matters concerning the conferral of doctoral degrees (c.f. Article 9.10 of the Higher Education and Research Act / *Wet op het hoger onderwijs en wetenschappelijk onderzoek* (WHW))

#### **DOCTORAL CANDIDATE**

The person who, on fulfilment of the requirements set in these Regulations, is entitled to be admitted to the doctoral degree defence and ceremony.

#### **SUPERVISOR**

A professor appointed as such by the Doctorate Board, allied to a University (Article 7.18, section 4, WHW).

#### **CO-SUPERVISOR**

Associate professor or doctoral graduate, who has expertise in (all or part of) the subject described in the dissertation and has been appointed by the Doctorate Board to assist the supervisor at his request in supervising the doctoral candidate in their completion of the dissertation.

#### **REFEREE**

A professor, associate professor or doctoral graduate, appointed by the Doctorate Board on the grounds of his expertise, to pass judgement on (all or part of) the dissertation.

#### **GRADUATION COMMITTEE**

The committee established by the Doctorate Board to decide whether the doctoral candidate may be admitted to defend his dissertation and to preside over the doctoral defence.

#### **DISSERTATION**

A scientific/academic treatise in the form of a book or articles.

#### **TECHNICAL DESIGN**

One or more original and innovative technical designs, developed in a way that is scientifically sound, through the processing and/or blending of raw materials or the development of software. All of this must be documented and accompanied by a scientific justification.

#### **PROPOSITIONS (Statements)**

Defensible arguments that the doctoral student wishes to defend along with the dissertation (see Articles 12 and 27 of these Regulations).

#### **DOCTORAL DEFENCE AND CEREMONY**

The public defence of the dissertation and the potential conferral of the doctorate.

#### **DOUBLE DOCTORAL DEGREE**

Earning a doctorate based on a single dissertation at the University of Twente and at one (or two) foreign institutions that have the statutory right to confer doctorates, involving two (or three) degrees and a joint diploma supplement.

**JOINT DOCTORATE**

Earning a doctorate based on a single dissertation at the University of Twente and at one (or two) other institutions that have the statutory right to confer doctorates, involving a single joint degree and a diploma supplement.

**PHD CHARTER**

Regulations for the teaching and research programme that results in a PhD degree, including provisions for registration, training and supervision.

**QUALIFIER**

An assessment in the second half of the first year of a doctorate programme, as described in the PhD Charter.

**TRAINING & SUPERVISION PLAN**

Training and supervision plan for a doctoral candidate, as described in the PhD Charter.

**TWENTE GRADUATE SCHOOL (TGS)**

The university unit that registers doctoral research, teaching and supervision, and that monitors progress and quality.

**DOCTORAL DEFENCE**

The moment at which the degree of doctor is conferred.

**DOCTORATE**

The academic degree as described in the Higher Education and Research Act.

## **ARTICLE 2 OTHER PROVISIONS**

1. The doctorate will be conferred by the Doctorate Board.
2. The doctorate may be obtained at the University based on the doctoral defence.
3. Any academic or scientific area that the Doctorate Board deems to be within the remit of the University can be the subject of a dissertation for a doctoral degree.
4. Admission to the doctoral defence is open to anyone who:
  - a. has been awarded the degree of Master in accordance with Article 7.10a, sections 1, 2 or 3 of the WHW;
  - b. has written a dissertation or prepared a technical design as proof of competence to practise science independently and
  - c. has fulfilled the requirements of these Doctoral Regulations.

In special cases, the Doctorate Board may grant admission to the doctoral defence to persons who comply with section 4(b), but not with sections 4a or 4c, if it can be demonstrated that they meet this requirement on other grounds.

5. With regard to that discussed in non-public meetings as referred to in Sections 7 and 8 and during the appeals procedure as referred to in Section 10, all those present are bound by a duty of confidentiality.
6. Any reference in these Regulations to the Rector Magnificus (RM) must be deemed to refer to: the Rector Magnificus or his deputy.
7. In the event that one or more of the positions referred to in these Regulations is (also) held by a woman, the use of the masculine pronouns must (also) be read as if they were the feminine equivalents.
8. Where these Regulations refer to a dissertation, read: dissertation or technical design or scientific justification.

## **Section 2**

### The Doctoral Candidate

#### ***ARTICLE 3***

Those who wish to earn a doctorate should contact the TGS as described in the PhD Charter to have themselves, their supervisor(s) and their co-supervisor(s) registered.

#### ***ARTICLE 4***

Once the qualifier has been successfully passed, the doctoral candidate should send a request to the Doctorate Board for the appointment of one or two supervisors and co-supervisors, up to a total of no more than three individuals.

#### ***ARTICLE 5***

The doctoral candidate will present the dissertation in its entirety or in parts to his supervisor, make the agreed amendments and then submit the dissertation to him for approval.

#### ***ARTICLE 6***

The doctoral candidate must have completed the research described in the dissertation independently or have made a substantial contribution to it. He is responsible for the dissertation as an academic/scientific work.

In the case of a technical design, this must also have been developed independently by the doctoral candidate. He is personally responsible for the accompanying scientific justification.

#### ***ARTICLE 7***

The doctoral candidate may not make copies of his dissertation without permission from the Graduation Committee and approval of the title page and its reverse by the Registry of the Doctorate Board.

## **ARTICLE 8**

In the case of joint research or a technical design developed jointly, the result may qualify as a joint dissertation or technical design produced by two people, providing that all of the following conditions are met:

- a. each of the authors has contributed an independent, definable contribution that is sufficient for the doctoral defence, all of this to the satisfaction of the supervisor;
- b. each of the authors accepts personal responsibility both for the designated part of the dissertation and the coherence of the dissertation as a whole;
- c. the dissertation must include details of the relative contribution made by each of the authors to its completion;
- d. each of the authors must append the required number of propositions (if this option is chosen) to the dissertation.

## **ARTICLE 9**

In the case of a joint dissertation as referred to in the previous article, all the procedures and provisions in these Regulations will apply separately for each doctoral candidate.

## **Article 10**

1. After the manuscript has been approved by the supervisor(s) (Articles 26 and 27) and the teaching programme as described in the training and supervision plan (including any exemptions) has been approved by the Director of the TGS (about six months before the intended date doctoral defence), the doctoral candidate should contact the Registry of the Doctorate Board. The candidate must provide the title of his dissertation. A date for the defence ceremony will be agreed.
2. This date cannot be made definitive until the supervisor has issued a written declaration (see Annex) that the agreed date is feasible.
3. If the ceremony is cancelled, then a waiting period of six months must be observed before a new date may be set. The Dean of the Faculty concerned may, on behalf of the supervisor, submit a reasoned request to the Doctorate Board to deviate from this waiting period.

# Section 3

## The Dissertation

### **ARTICLE 11**

1. The dissertation will consist either of a scientific/academic treatise on a specific subject or a number of separate scientific/academic treatises which have already been published in their entirety or in part, on the condition that, in combination, they constitute a coherent contribution to the specific subject.
2. If one or more articles has been written by several authors, only those articles will be accepted for the doctoral defence that can, according to a written statement from the supervisor, be sufficiently attributed to the doctoral candidate.
3. If the dissertation contains articles that have already been published, the period of time between the publication of these articles and the instigation of the doctoral procedure must not exceed five years, unless the Doctorate Board approves an exemption from this condition on the basis of a motivated proposal from the supervisor.

### **ARTICLE 12**

A maximum of ten propositions may be appended to the dissertation, of which:  
up to four propositions relate to the dissertation,  
at least four propositions of an academic/scientific nature relate to one or several subjects and  
a maximum of two general propositions.

### **ARTICLE 13**

1. The dissertation and any appended propositions may be written in Dutch, English, French or German or in another language, at the discretion of the Doctorate Board. A combination of languages is permitted.
2. If the dissertation is written in Dutch, a translation of the title and an abstract must be appended in English, French or German.  
If the dissertation is written in English, French or German, a translation of the title and an abstract must be appended in Dutch.
3. If the dissertation is written in any language other than Dutch, English, French or German, the title and an abstract in Dutch together with a translation of the title and an abstract in English, French or German must be appended to it.

### **ARTICLE 14**

The dissertation must include a title page in accordance with the model prescribed by the Doctorate Board, a contents list and a references list.

The inclusion of a brief curriculum vitae and, where possible, an index is also recommended.

The reverse side of the title page must only include a statement indicating that the supervisor(s) and any co-supervisor(s) have approved the dissertation, together with details of the copyright holder and the year in which copyright was granted and, where relevant, the ISBN.

## **ARTICLE 15**

1. The dissertation may be printed or reproduced in another way, providing that reasonable standards of legibility are met.
2. The doctoral candidate must ensure that the design of the dissertation is in line with prevailing conventions. It must be produced in a convenient format in a stitched or brochure form.

## **ARTICLE 16**

The doctoral candidate must provide a number of copies of the dissertation, free of charge, as indicated below:

- a. one copy for each member of the Graduation Committee;
- b. 12 copies for the Beadle;
- c. two copies for the Director of the University Library.

## **ARTICLE 17**

1. Responsibilities of the doctoral candidate for providing the dissertation and further information to the University Librarian.

The doctoral candidate must make provisions to enable the University Librarian to announce the publication and existence of the dissertation on a wide scale and to distribute and make available the text of the dissertation, including information on the availability of the underlying data. For this purpose, the University Librarian must receive the following from the doctoral candidate at least two weeks before the doctoral defence ceremony:

- a. the two copies of the printed version of the dissertation referred to in Article 16c, together with two copies of the propositions that relate to the dissertation (if applicable);
  - b. the full text of the dissertation in electronic form;
  - c. the right to make the version in electronic form referred to in b available to third parties (copyright remains with the doctoral candidate);
  - d. a declaration specifying the location and availability of the underlying data of the research in a trusted repository, taking legal regulations, and any third party contractual obligations into account.
2. Distribution by the University Librarian of the dissertation and related information.

The University Librarian is responsible for the following:

- a. including the biographical information relating to the dissertation in the Dutch Central Catalogue (NCC) and in the University Library online catalogue;
- b. including one copy of the dissertation in the Dutch Publications Depot collection of the National Library of the Netherlands;
- c. including one printed copy of the dissertation in the University Library collection;
- d. enabling universal access to the electronic text of the dissertation by submitting the complete text of the version referred to in Article 17, paragraph 1b to UT publications, the digital archive for the University of Twente's scientific and academic output;

## Section 4

### 'With Distinction' (*met Lof*) Regulations

#### **ARTICLE 18**

1. If a doctoral candidate has demonstrated exceptional competence in the independent practice of science, the Doctorate Board can award the doctorate 'with distinction' ('*met Lof*' in Dutch).
2. The proposal to award the doctorate 'with distinction' may be made by the supervisor, or by a member of the Graduation Committee, after consultation with the supervisor. A written proposal to this effect, with reasons, must be submitted to the Dean of the Faculty at least six weeks before the scheduled date of the doctoral defence.
3. All those involved must observe the strictest confidence throughout the entire 'with distinction' procedure.

#### **ARTICLE 19**

The Chair of the Graduation Committee must inform its members as soon as possible of the proposal to confer a doctorate 'with distinction'.

For this purpose, the Chair will enlist the services of the Registry of the Doctorate Board.

#### **ARTICLE 20**

During the adjournment of the session of the Graduation Committee following the defence of the dissertation, there will be further deliberations on whether the doctorate should be awarded 'with distinction'. This will involve an assessment of the dissertation, any appended propositions and the defence, together with the arguments submitted by the proposer(s) .

#### **ARTICLE 21**

1. A secret written ballot will be held by the members of the Graduation Committee and the Dean of the Faculty concerned on the awarding of the doctorate 'with distinction'; the only choice on the ballot will be to vote for or against the proposal.
2. The proposal will be rejected if more than one vote is cast against it.
3. In all other cases, the proposal will be accepted.
4. The certificate will then be endorsed with the statement 'with distinction'.

#### **ARTICLE 22**

If there is a significant likelihood that the doctorate will be awarded 'with distinction', the Chair of the Graduation Committee must inform the Beadle of this fact in good time. Two degree certificates will then be prepared for signing, one with the statement 'with distinction' and one without. The unused degree certificate will be destroyed immediately after deliberations are complete.

# Section 5

## The Supervisor and the Co-supervisor

### THE SUPERVISOR

#### **ARTICLE 23**

1. After passing the qualifier assessment (Article 4), one or two supervisors will be appointed by the Doctorate Board at the request of the doctoral candidate.
2. If two supervisors have been appointed, they will have the same powers and responsibilities. In such cases, the term 'the supervisor' as used in these Regulations must be read to mean 'the supervisors'.
3. If the research underlying a dissertation has been completed under the supervision or in consultation with a specific professor, this professor will, as a rule, be appointed as the supervisor. This also applies mutatis mutandis to the technical design.
4. If a professor from another university is appointed as the supervisor, a professor from the University of Twente will be appointed as the second supervisor.

#### **ARTICLE 24**

1. A supervisor must be a professor, allied to one of the Dutch universities, the Open University or a foreign institution for academic education that has a statutory right to confer doctorates.
2. If a professor appointed as supervisor is honourably discharged after his appointment, the approval of the dissertation and its defence must take place within five years of this discharge.
3. If the dissertation has not been approved within five years after the discharge of the supervisor, the appointment will lapse and the Doctorate Board will appoint an alternate supervisor, after consulting the doctoral candidate, unless a second supervisor has already been appointed and a new appointment is no longer deemed necessary.

#### **ARTICLE 25**

The supervisor is responsible for the acceptance of the dissertation. He must also ensure that the dissertation meets the generally accepted requirements.

## **ARTICLE 26**

1. If the supervisor judges that the dissertation meets the appropriate conditions and may be deemed as proof of the candidate's ability to independently practice science, he will grant his approval to the dissertation, having first familiarized himself with the judgement of any co-supervisor(s) and referee(s).
2. The supervisor shall decide on approving the dissertation within two months of receiving it, and he shall inform the doctoral candidate and the Dean of the Faculty of his decision. Subsequently, a request for a date for the defence ceremony shall be submitted to the Doctorate Board (see Article 10 and Annex).

## **ARTICLE 27**

As soon as possible following the approval referred to in Article 26, the doctoral candidate must submit any propositions as referred to in Article 12 for assessment by the supervisor. The supervisor will assess whether the propositions are sufficiently substantial and defensible.

## **THE CO-SUPERVISOR**

## **ARTICLE 28**

At the request of the supervisor, and following a hearing with the doctoral candidate, the Doctorate Board may appoint one or two co-supervisors. The supervisor shall ensure that the proposed co-supervisor is willing and able to act in the envisaged capacity. This appointment takes place after the qualifier assessment has been passed (see Article 4).

## **ARTICLE 29**

1. A co-supervisor may be an associate professor or doctoral graduate who has expertise in (part of) the subject described in the dissertation and has been appointed by the Doctorate Board to assist the supervisor at his request in supervising the doctoral candidate in the completion of the dissertation.
2. In exceptional circumstances, the co-supervisor may originate from an institution other than a university. In such cases, the co-supervisor must hold a doctorate. A motivated, written proposal for the appointment must be submitted to the Doctorate Board, and the appointment must be endorsed by the Dean of the Faculty concerned.

## **Section 6**

### The Referee

#### **ARTICLE 30**

Having consulted the Dean of the Faculty, the Doctorate Board may appoint one or two referees proposed by the supervisor for the doctoral defence. This appointment will take place at the time of the establishment of the Graduation Committee referred to in Article 34.

#### **ARTICLE 31**

A referee must be a professor, an associate professor or a holder of a doctorate, with expertise in the area of (part of) the dissertation.

#### **ARTICLE 32**

1. The referee must not be directly involved in the realization of the dissertation.
2. The task of the referee is to assess whether the level of the dissertation is such that it justifies approval.
3. The referee will notify the supervisor of his assessment.

# Section 7

## The Graduation Committee

### ARTICLE 33

1. As soon as possible after receiving the approval from the supervisor as referred to in Article 26, section 2, the Doctorate Board will proceed to establish a Graduation Committee.
2. The Committee will be formed in the light of the supervisor's proposal (see Annex), **upon approval of the Dean of the Faculty concerned**. The supervisor will ascertain whether the candidates are willing to accept membership on the Committee and will be able to attend on the day of the doctoral defence.

### ARTICLE 34

1. The Committee will always comprise the following members:
  - Chair
  - Secretary
  - PhD supervisor
  - Two professors from the University of Twente, who are not one of the supervisors or co-supervisors. One of the two professors may be replaced by an associate professor, providing that the conditions of paragraph 5 of this Article have been met.
  - Two professors from other institutions for scientific education that have the right to confer doctorates, preferably one from abroad. One of the two professors may be replaced by an associate professor or equivalent, providing that the conditions of paragraph 5 of this Article have been met.

The Committee may comprise up to a maximum of ten individuals. These additional Committee members must fall into one or more of the following categories:

- a second supervisor
  - one or two co-supervisors
  - one or two referees
  - professors or associate professors from within the University
  - professors or associate professors from another Dutch university, the Open University or foreign academic institution
  - a special expert from outside the university world.
2. It is possible to appoint a maximum of one supervisor and two co-supervisors or two supervisors and one co-supervisor.
  3. The Rector Magnificus or a deputy designated by him will serve as the Chair.
  4. The Dean of the Faculty concerned will serve as Secretary of the Committee. One person may assume the duties of both the Chair and the Secretary.
  5. The Committee must include at least four professors, excluding the Chair and Secretary.

6. The special expert must hold a doctorate and must have been involved in the realization of the dissertation. The supervisor(s) and the Dean of the Faculty concerned must submit a written request for the appointment of this expert. This request must demonstrate that the expert operates on a level that is at least comparable to that of an associate professor. This request will also include a list of recent publications by the individual concerned.
7. All members of the Graduation Committee are eligible to vote, with the exception of the supervisor(s) and co-supervisor(s).
8. Committee members may not withdraw for reasons other than illness or force majeure.
9. The members of the Graduation Committee may not be related in any way to the doctoral candidate.

### **ARTICLE 35**

1. As soon as possible, but not more than 6 weeks after the receipt of the draft dissertation, the Graduation Committee will issue its judgement on whether the dissertation has provided sufficient proof of the ability to independently practice science in order to enable the doctoral candidate to be admitted to defend his dissertation. The form included in Annex 5 is used for this purpose.
2. If any members of the Graduation Committee make recommendations for changes or additions to the dissertation, then the supervisor shall decide whether the changes or additions are of such magnitude that the other Committee members should be informed.
3. The Graduation Committee will vote in writing on the admission of the doctoral candidate to the defence. If one member of the Graduation Committee gives a negative judgement, all Committee members will be notified of this by the Chair and there will be consultation between that member and the supervisor. If these consultations do not result in a solution, the Chair will present the criticism to the other Committee members with the request that they indicate whether it is necessary to postpone the defence. If the other Committee members indicate that they do not deem this to be necessary, the defence will continue as scheduled and the member with serious objections will be requested to discuss the matter with the candidate during the defence. If, after the defence, the Committee member concerned cannot agree to the awarding of the doctorate, despite the Committee having decided by majority vote to do so, he may abstain from signing the diploma.
4. If two or more members of the Graduation Committee give a negative judgement, a decision will be made to adjourn the procedure, following consultations between the Chair of the Graduation Committee and the supervisor. Following significant revision of the dissertation, the procedure for establishing the Graduation Committee may be restarted.
5. The Secretary of the Committee will ensure that an immediate written announcement is made of the admission or refusal to the doctoral candidate, the supervisor and the Doctorate Board.

## **Section 8**

### The doctoral defence

#### **ARTICLE 36**

The doctoral defence is held in public in the presence of the Graduation Committee appointed by the Doctorate Board at a location, date and time to be determined by the Rector Magnificus.

#### **ARTICLE 37**

1. The doctoral candidate will defend the dissertation and any appended propositions for 45 minutes against the objections of the Graduation Committee appointed by the Doctorate Board.
2. If one of the members of the Graduation Committee is unable to attend, and the Committee meets the conditions stipulated in Article 34, this member will not be replaced. The Rector Magnificus shall decide in other cases. If a Committee member is unable to attend yet submits written questions, the Chair may decide whether the questions will be posed during the defence.
3. Other holders of doctorates, associate professors or professors attending the doctoral defence may also participate in the opposition, providing that they have submitted a written request to that effect to the Rector Magnificus at the latest one week prior to the doctoral defence and have obtained his permission to participate in the opposition.
4. If the dissertation has been written by two people, it will be defended by each of them separately based on that stipulated in paragraphs 1 and 2.
5. The opposition and the defence will take place in Dutch or in English, or in another language, at the discretion of the Rector Magnificus.
6. The Chair may give permission for one Committee member not to be physically present at the ceremony, but to participate remotely in deliberations and questioning the candidate by audio-visual means.

#### **ARTICLE 38**

The decision on the awarding of the doctorate will be taken by the Graduation Committee in a closed session after the adjournment of the public session.

#### **ARTICLE 39**

After reconvening the session, the Rector Magnificus will announce the result of the deliberations referred to in the previous article and invite the supervisor to speak.

#### **ARTICLE 40**

1. As evidence of the award of the doctorate, the successful candidate will receive a certificate in English or Dutch, signed by the Rector Magnificus, the Secretary and members of the Graduation Committee present, and validated by the seal of the University of Twente.

2. In case the certificate is in Dutch, a statement in English containing a translation of its text will be appended to the certificate. The statement will be signed by the Rector Magnificus.
3. In special cases, the Doctorate Board may permit a statement to be included on the certificate indicating that the research was conducted at or in alliance with other (international) academic institutions.

#### **ARTICLE 41**

1. A double doctoral degree is possible if a request is submitted to the TGS before the start, and a formal agreement is entered into with one or two foreign universities. The agreement must contain provisions regarding the location of the defence ceremony, the alignment of the universities' regulations regarding doctorates, the composition of the Graduation Committee, the supervisors and the supervision of the doctoral candidate. These details must be in full compliance with the stipulations of these Regulations. The reverse side of the title page to be approved by the Registrar of the Doctorate Board must include the name of the foreign university/universities. The candidate will receive two (or three) diploma certificates and a joint diploma supplement.
2. In the case of a joint doctorate, a joint doctorate supervision agreement will be concluded prior to the start based on an existing joint doctorate consortium agreement with one or two (foreign) university/universities. The joint doctorate consortium agreement must specify how the universities' regulations for doctorates are aligned. The supervision agreement will include details on the location of the defence ceremony, the composition of the Graduation Committee, who the supervisors are and how the supervision of the candidate is to be structured. These details must be in full compliance with the stipulations of these Regulations. The reverse side of the title page to be approved by the Registry of the Doctorate Board must include the name of the foreign university/universities. The doctoral candidate will receive one diploma certificate in English with supplement signed by the members of the Graduation Committee, including the representatives from the institutions involved.

## **Section 9**

### The Honorary Doctorate

#### **ARTICLE 42**

1. The Doctorate Board is entitled, on the recommendation of the University Board, to award the honorary doctorate to natural persons on the grounds of outstanding merit (Article 7.19, section 2, WHW).
2. The Doctorate Board will determine in a separate procedure the way in which the recommendation referred to in paragraph 1 will be made, taking due account of that stipulated above.

# **Section 10**

## Disputes regulation

### ***ARTICLE 43***

The PhD Charter regulation shall apply if any dispute arises during the preparation of the dissertation involving one or more of the following persons: supervisor, referee, co-supervisor, doctoral candidate. If the supervisor withholds approval of the dissertation or if a dispute arises following the supervisor's approval of the dissertation, then Articles 44 to 48 shall apply.

### ***ARTICLE 44***

1. The Dean of the Faculty concerned will mediate. If the mediation has not resulted in agreement within a six-week period, either party may refer the matter to the Rector Magnificus in his capacity as a member of the Executive Board.
2. The Rector Magnificus may take responsibility for the mediation himself or place the matter in the hands of the Doctorate Board, requesting the establishment of a disputes committee.

### ***ARTICLE 45***

This committee will consist of three persons, including one member representing each party and a third member appointed by these two members.

### ***ARTICLE 46***

The committee will consult with all parties involved and issue its recommendation in the prescribed manner to the Doctorate Board within four weeks. This recommendation will take account of the specific responsibility of the supervisor and the interests of the doctoral candidate.

### ***ARTICLE 47***

1. The Doctorate Board will take its decision on the dispute within six weeks and will only deviate from the recommendation for compelling reasons.
2. All parties involved will be notified of the decision and the reasons for it.

### ***ARTICLE 48***

In the event that the supervisor refuses to approve the dissertation, the Doctorate Board may, at the request of the doctoral candidate and having consulted the latter and the supervisor, appoint an alternative supervisor unless the Board does not deem a new appointment necessary in cases in which there are two supervisors.

# Section 11

## Final and transitional provisions

### **ARTICLE 49**

1. In cases not covered by these Regulations or where any article may be interpreted in different ways, the Doctorate Board will have the final decision.
2. In exceptional cases, the Doctorate Board may authorize departures from that stipulated in these Regulations. A request to this effect must be submitted in writing and must always include reasons.

### **ARTICLE 50**

These revised Doctoral Regulations entered into force on 1 January 2017 for all doctoral candidates at the university. The PhD Charter applies to all doctoral candidates who started their programme on or after 1 January 2014.

The following transitional arrangement applies for candidates who started their doctoral programme before 1<sup>st</sup> January 2014 and concerns Articles that have been amended as a result of the introduction of the PhD Charter and registration at the TGS. The specific Articles are as follows: Articles 3, 4, 10, 23, 28 and 43.

Article 3 (registration with the TGS) is not required for candidates graduating before 2018. The qualifier assessment (Article 4; 23 paragraphs 1 and 28) is not required.

Article 10 with regard to the teaching program is not mandatory. However, existing obligations (e.g. stemming from the Collective Labour Agreement, a funding body, or as part of a TGS cluster / programme) remain in full force and effect.

Article 43 (disputes regulation) makes a distinction between disputes arising in the time before or after the approval of the manuscript of the dissertation, and refers to the PhD Charter respectively the articles 44 - 48 of these Doctoral Regulations.

# ANNEX 1

## Important legal provisions

### ***Higher education and Scientific Research Act (WHW)***

#### **Article 7.18. Conferral of the degree of Doctor; admission and organization of the doctoral defence**

1. The Doctorate Board of a university, the Open University or a faith-based university is authorized to confer the degree of Doctor on the basis of the doctoral defence.
2. Admission to the doctoral defence is open to anyone who:
  - a. has been awarded the degree of Master in accordance with Article 7.10a, sections 1, 2 or 3 of the WHW;
  - b. has written a dissertation or prepared a technical design as proof of competence to practise science independently, and
  - c. fulfils the requirements laid down in the Doctoral Regulations referred to in Article 7.19.
3. In special cases, the Doctorate Board may grant persons who comply with subsection 2(b) and (c), but not with subsection 2(a), admission to the doctoral defence.
4. For each doctoral defence, the Doctorate Board appoints as supervisor a professor of a university, a faith-based university or the Open University. The doctoral defence will take place in the presence of this Board or of a committee, assembled by the Board from professors and other persons who it believes to have sufficient competence to sit on the committee with due observance of the Doctoral Regulations referred to in Article 7.19.
5. For the application of subsection 4, endowed professors at a public university will be deemed to be professors of that university
6. An institution may award the degree of Doctor based on a doctoral defence in alliance with one or more Dutch or foreign institutions. Subsections 1 to 5 apply mutatis mutandis. The institutions may agree separate arrangements with regard to the execution of that stipulated in the Doctoral Regulations.

### ***Higher education and Scientific Research Act (WHW)***

#### **Article 7.19. Doctoral Regulations; honorary doctorate**

1. The Doctorate Board will adopt Doctoral Regulations with due observance of the provisions laid down in this regard in this Act. The following issues will be regulated by these Regulations:
  - a. the procedure concerning the preparation of the doctoral defence and concerning the doctoral defence itself, including the duties and powers of anyone that is or may be involved in the doctoral defence,
  - b. the provisions regarding the settlement of disputes that may arise in relation to the preparation of the doctoral defence and the doctoral defence itself, and
  - c. where appropriate, the procedure relating to Article 7.18, paragraph 6.
2. The Doctorate Board is authorized, on the recommendation of the Executive Board of the institution, to award the degree of honorary doctorate to individuals for outstanding merit.

***Higher education and Scientific Research Act (WHW)***

**Article 7.22. Degree of Doctor**

1. Anyone who has been awarded the degree of Doctor on the basis of the doctoral defence referred to in Article 7.18 or Article 7.19, paragraph 2 is entitled to use the degree in his name.
2. Anyone entitled, in accordance with the previous subsection, to use the degree referred to therein in his own name is also entitled to carry the title of Doctor.
3. The degree referred to in the first subsection will be designated as D, written after the name. The title referred to in the second subsection is placed before the name, abbreviated to Dr.
4. The individual concerned will choose between including the degree in his own name, as referred to in the first subsection and carrying the title, as referred to in the second subsection.

# ANNEX 2

## Explanatory notes

### **ARTICLE 2 AND ARTICLE 10**

Admission to the doctoral defence:

Anyone who has been awarded the degree of Master in accordance with Article 7.10a, paragraphs 1, 2 or 3 of the WHW may be admitted to the doctoral defence.

Equivalent certificates/diplomas awarded in accordance with legislation preceding the WHW will of course also provide admission.

Any assessment will be made by the Chair of the Doctorate Board.

**In the case of doubt as to whether the diploma/certificate available accords admission to the doctoral defence, the issue must be investigated as soon as possible (for example at the time of the appointment) and must be finalized at the time of the qualifier. For further information, see the '*Procedure met betrekking tot toelating tot de promotie van studenten die niet beschikken over een daartoe strekkend Nederlands diploma*' [Procedure for the admission of doctoral students not in possession of the relevant Dutch diploma] (reference PR07/004/SB), adopted by the Doctorate Board, January 2007. Further information is also available from the Faculty Office and the Registry of the Doctorate Board.**

### **ARTICLE 7 AND ARTICLE 14**

There is a prescribed format for the title page. Both the front and the reverse must follow the same format as the example included in the Regulations. The text to be included and punctuation have also been prescribed. The title page and reverse must be checked by the Registry of the Doctorate Board. The Registry must be contacted in good time.

### **ARTICLE 10, PARAGRAPHS 2 AND 3**

Setting a date. It is possible to agree a date with the Registry of the Doctorate Board if the time in which the dissertation will be completed is clear. Generally, the date can be agreed six months in advance. The final date can only be set, however, once the doctoral defence ceremony date request form has been completed and submitted to the Registrar through the ProDoc doctoral candidate registration system. The supervisor must state on this form that the agreed date is feasible.

### **ARTICLE 13**

In principle, the dissertation will be written in a single language. However, if it includes a combination of academic treatises (articles), it is permitted for one or more articles to have been written in a different language.

## **ARTICLE 16**

The dissertations provided to the Beadle (12 copies) will be returned to the graduate following the completion of the doctoral defence ceremony.

## **ARTICLE 17**

The data underlying your PhD thesis should be archived in a trusted data repository, like 3TU.Datacentrum and DANS. This should be done in accordance with the data policy of the faculty and as specified in the data management plan that is part of the training and supervision plan (T&SP). The trusted data repositories have a data seal of approval (<https://assessment.datasealofapproval.org/>).

The persistent identifier of the publication (in UTpublications) to which the data sets are to be linked, will be added to the metadata in the data repository. The other way around the persistent identifier (DOI) of the archived data sets are added to the metadata in the publication repository. For questions and support contact your Library & Archive information specialist in the faculty. This policy is now in the implementation phase, and will be adopted per faculty.

## **ARTICLE 24**

Assistant professors have a limited right to confer doctorates: they may only confer doctorates on candidates subject to agreements made in the relevant assistant professor's tenure track. In the case of other professors, specific agreements can be made upon their appointment.

## **ARTICLE 34**

When establishing the Graduation Committee, the following must be taken into account: Begin by establishing the core committee (five persons, the Dean serves as Chair and Secretary). This can then be supplemented up to a maximum of ten people.

**Remember that there are only 45 minutes in which to ask questions!**

The option of including a special expert in the committee is intended for individuals from the business community who have been intensely involved in the development of the dissertation. That stipulated in paragraph 5 is of central importance. The request concerned is sent to the Registry at the same time as the form.

## **ARTICLE 35**

In the past, it was customary for Committee members to withdraw if they could not agree to the candidate being admitted. This resulted in the undesirable situation of the Committee being modified in such a way as to ensure that everyone ultimately consented. It is more prudent to engage in discussion with the doctoral candidate, after which the member in question is still free to refrain from consenting. In such cases, it must be clear that the Committee member concerned is the only one to have serious objections.

## **ARTICLE 37**

If one of the members of the Graduation Committee is unable to attend, and the Committee meets the conditions stipulated in Article 34, this member will not be replaced. In all other cases, the Chair of the Doctorate Board will decide.

The supervisor will ask questions in the place of the member unable to attend. For this purpose, that member is requested to send his questions to the supervisor.

If circumstances are such that the size of the Committee present is too limited (in the view of the Dean) in order to form a worthy opposition, the Dean is free to make provisions, for example by inviting another professor or associate professor to pose questions. Although this person is not part of the Committee, he may take a position on the podium and the answers to his questions may be taken into account in the deliberations. However, this person will not be entitled to vote in the decision to award the title of Doctor.

A maximum of three doctoral defence ceremonies may be held in one afternoon.

Before the ceremony, there is an option to give a brief introduction/explanation. Duration: 12 minutes  
Further information with regard to timing, etc. can be obtained from the Registry of the Doctoral Board.

Doctoral defence ceremonies schedule			
	1 <sup>st</sup> defence	2 <sup>nd</sup> defence	3 <sup>rd</sup> defence
Introductory talk	12:30	14:30	16:30
Start of defence	12:45	14:45	16:45
End of defence	13:30	15:30	17:30
End of ceremony	14:00	16:00	18:00
Reception venue	<i>Coordinated with Reservations Office</i>		

#### **ARTICLE 40**

The doctoral candidate may indicate his preference to the Doctorate Board for a Dutch or English certificate. In case the doctoral candidate does not indicate a preference, the certificate will be prepared in English.

If applicable, namely for candidates who started after 1-1-2014, the doctoral certificate will be accompanied by a TGS education certificate.

# ANNEX 3

## Instructions for the doctoral candidate

- The doctoral candidate must collect an information folder from the Registry of the Doctorate Board<sup>1</sup> in good time. This folder includes a number of standard application forms (including the library application form), to be used in the procedure.
- At least six months before the intended date of the doctoral defence, the doctoral candidate must agree a date for the doctoral defence with the Registry of the Doctorate Board, in accordance with that stipulated in Article 10.
- As soon as possible after the draft dissertation has been completed and the Graduation Committee has been established, the doctoral candidate must furnish each of its members with one copy of the draft dissertation.
- With regard to the abstract of the dissertation/scientific justification referred to in Article 17 of the Doctoral Regulations for the purposes of an international documentation and information system, candidates must:
  - o submit a copy of the title page of the dissertation, together with a summary in English approved by the supervisor (for guidelines, see information folder) to the University Library at least two weeks before the doctoral defence ceremony, together with two copies of the dissertation and the propositions;
  - o apply online for the ISBN number for dissertations: <https://www.utwente.nl/lisa/diensten/catalogus/publiceren/>Further information is available on the University Library website or at InfoUB, e-mail: InfoUB@utwente.nl, tel. (053 - 489) 2777.
- It is not permitted to make reproductions of the dissertation without permission from the Secretary of the Graduation Committee.
- The dissertation must include a title page, the text of which must correspond with the model included in the Annexes.

**Before having the title page printed, the doctoral candidate must submit it for approval to the Registry of the Doctorate Board. The reverse of the title page must only include the names of the supervisor(s) and co-supervisor(s), the copyright holder and the year in which copyright was obtained along with, if issued, the ISBN.**

It is not permitted to include a list of credits/CIP data or information about institutions issuing grants on this page.
- At least two weeks before the doctoral defence ceremony, the doctoral candidate must provide the Beadle with 12 copies of the dissertation/scientific justification. The candidate must also make an appointment for an interview with the Beadle, during which the Beadle and the candidate will discuss the procedure for the defence ceremony.
- At least two weeks before the doctoral defence ceremony, the doctoral candidate must deliver two copies of the dissertation/scientific justification, together with an electronic version of the dissertation and the Agreement Form with abstract and title page referred to in Article 17.1 to the document processing department in the University Library (telephone number: 053 4892777).

<sup>1</sup>) the Registry of the Doctorate Board is located in the Vleugel building.

- Before the defence of the dissertation begins, the doctoral candidate may, 15 minutes before the start of the ceremony, provide a brief introduction lasting up to 12 minutes about his dissertation in order to enable the public to follow the process more easily. If the doctoral candidate wishes to take advantage of this opportunity, he must notify the Registry of the Doctorate Board approximately **6 weeks before the date of the doctoral defence**.
- The Beadle is responsible for the final organization of the doctoral defence ceremony. The doctoral candidate should contact him in good time for information about the whole procedure relating to the ceremony (telephone number: 053 4892613 / 053 4895899).
- After the doctoral defence, a reception can be held; to organize this, please contact the Reservations Office (telephone number: 053 4892395).
- Doctoral research often provides a good opportunity for press coverage. The Communication department will be happy to advise and support doctoral candidates in this area, for example by compiling a press release and contacting relevant media. For an initial investigation of the news value of the research, the doctoral candidate can contact a member of academic communications staff (telephone number: 053 4892212).
- The doctoral candidate is expected to introduce himself to the Chair of the Graduation Committee at least one week prior to the doctoral defence ceremony.
- It is expected that the attire of the doctoral candidate and any accompanying paranympths reflect the value attributed to the ceremony by the University. The doctoral candidate must therefore wear a formal tailcoat and accompanying paranympths must wear morning suits. Female doctoral candidates must wear appropriate clothing in grey/black/blue. International doctoral candidates may wear traditional dress from their country of origin during the defence ceremony.

- The doctoral candidate must use the following forms of address:

*In case the ceremony is to take place in the Dutch language:*

De voorzitter van de promotiecommissie (de Rector Magnificus of zijn plaatsvervanger)	Meneer de Rector
Promotor(en)	Hooggeachte Promotor
Hoogleraren die opponeren	Hooggeleerde Opponent
Gepromoveerde leden / gasten	Zeergeleerde Opponent
Overige gasten	Geachte Opponent

*In case the ceremony is to take place in the English language:*

The Chair of the Graduation Committee (the Rector Magnificus or his deputy)	Mister Rector
Supervisor(s) Supervisor	Highly learned
Professors in the opposition Opponent	Highly learned
Members / guests with a PhD Opponent	My learned
Other guests	Dear Opponent

- If propositions have been added to the dissertation, then a dated inlay sheet is to be included that shows the propositions, the doctoral candidate's name and the title of the dissertation/technical design.  
The dissertation/scientific justification is to include a card containing the doctoral candidate's name, home address and telephone number. The card is also to indicate the date and location of the defence ceremony and the reception.
- The University provides no funding for the defence ceremony. Faculties may provide an allowance toward the expenses incurred. The relevant faculty should be consulted on this matter. Also see Article 16.

# **ANNEX 4**

Text of title page of dissertation (models)

- MODEL 1 (LEFT ALIGNED)
- MODEL 2 (CENTRED)

TITLE OF DISSERTATION  
(in capital letters)

DISSERTATION

to obtain the degree of doctor  
at the University of Twente, on the authority of  
the Rector Magnificus, prof.dr. ....,  
on account of the decision of the graduation committee,  
to be publicly defended  
on Wednesday / Thursday / Friday .....

at .....

by

.....(full name)

born on.....

in .....

**Note: The reverse side of the title page must only include a statement indicating that the supervisor(s) and the co-supervisor(s) have approved the dissertation/technical design, together with details of the copyright holder and the year in which copyright was granted and, where relevant, the ISBN.**

TITLE OF DISSERTATION  
(in capital letters)

DISSERTATION

to obtain  
the degree of doctor at the University of Twente,  
on the authority of the rector magnificus  
Prof.dr.  
on account of the decision of the graduation committee,  
to be publicly defended  
on Wednesday / Thursday / Friday .....at.....

by

.....(full name)

born on.....

in .....

**Note: The reverse side of the title page must only include a statement indicating that the supervisor(s) and the co-supervisor(s) have approved the dissertation, together with details of the copyright holder and the year in which copyright was granted and, where relevant, the ISBN.**

# **ANNEX 5**

## Examples of Forms

- APPOINTMENT OF SUPERVISOR
- DATE OF DEFENCE CEREMONY
- COMPOSITION OF GRADUATION COMMITTEE
- DISSERTATION EVALUATION FORM (FOR COMMITTEE MEMBERS)

The original forms are included in the information folder.

**APPLICATION FORM FOR THE APPOINTMENT OF PHD SUPERVISORS**

The undersigned,  
 SURNAME : .....

FIRST NAMES (in full) : .....

BORN ON : ..... IN: .....

CURRENT ADDRESS : .....  
(including postcode and town/city)  
 FACULTY : ..... INSTITUTE: .....

TEL. NO. (PRIVATE) : ..... TEL. NO. (WORK) : .....

E-mail address : .....

who, on ..... successfully completed the Master's  
 examination in: .....

at the ....., in .....

requests that:

Title and name:..... Title and name: .....

Department and faculty: ..... Department and faculty: .....

.....  
(signature) (signature)

be appointed as his/her PhD supervisor(s), and the PhD supervisor(s) request that:  
 ..... and .....

.....  
 (title, name, department and faculty) be appointed as co-supervisor(s).

(N.B. The sum of PhD supervisors and co-supervisors should not be more than 3)

THE PROVISIONAL TITLE OF THE DISSERTATION/TECHNICAL DESIGN IS:  
 .....  
 .....

....., 20.....  
(signature) (town/city) (date)

**Please note: For the defence of dissertations by candidates who started before 1-1-2014 the old protocol is still valid, these candidates did not have a qualifier, and follow the entire protocol as previously customary.**

NOTE: Candidates who started after 1-1-2014 forward the completed and signed form, together with their Master degree and if necessary diploma validation of a foreign degree, after a successful qualifier via the departmental secretariat to the faculty bureau, where it will be forwarded to the Doctorate Board. For candidates who started before 1-1-2014 the old ruling is still valid, these candidates did not have a qualifier and follow the protocol as previously known.

APPLICATION FORM FOR DOCTORAL DEFENCE CEREMONY DATE

Candidate's name: .....

Faculty/Institute .....

would like to have his/her  
doctoral defence ceremony on .....  
(day) (month) (year)

at  12.45  14.45  16.45

**The supervisors**  
Title and name, department, faculty

.....

**and**  
Title and name, department, faculty

.....

**hereby agree and declare that the above date is feasible.**

The Supervisors also state that if one or more articles in the doctoral dissertation/technical design have been written by several authors, they can be sufficiently attributed to the candidate (Article 11.2 of the Doctoral Regulations)

.....  
(signature of supervisor)

.....  
(signature of supervisor)

....., 20 .....

(signature of candidate) (town/city) (date)

This form must be completed, signed and returned to the Registry of the Doctorate Board once a provisional date has been agreed with the Registry. Both the doctoral candidate and the supervisor(s) must be sure that the scheduled date is feasible. Postponement will result in a new date being set at least six months later. It may also inconvenience others since, once issued, a date cannot generally be reallocated.

Composition of the Graduation Committee		
Doctoral candidate:		
Faculty:		
Date of doctoral defence ceremony:		
Time:	<input type="checkbox"/> 12.45	<input type="checkbox"/> 14.45 <input type="checkbox"/> 16.45
Title of the dissertation:		
Approved by supervisor(s):		
Manuscript sent to members on:		
Propositions:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Waaier Building/Room 4	Prof. G. Berkhoff	
Composition of the Graduation Committee		
Basic committee		
Role:	Name:	Univ./Faculty
Chairperson/secretary:		
PhD Supervisor:		
Internal member:		UT/
Internal member:		UT/
External member:		
External member:		
Additional		
PhD Supervisor / Co-supervisor*:		
Co-supervisor:		
Referee:		
Referee:		
Professor/associate professor:		
Professor/associate professor:		
Special expert:		
Signature:		
Supervisor:	Supervisor:	Dean:

\* please indicate

The Basic Committee must have at least 6 but no more than 10 members (Dean is Chairperson and Secretary). Please include individuals' titles, indicating whether they are professors or associate professors. Please provide information on the special expert. Addresses of external members should also be included (on the reverse of the form). Do not forget to sign the form.

<b>Title and Name:</b>	<b>E-mail:</b>	<b>Address (external members):</b>
Chairperson/secretary:		
PhD Supervisor:		
Internal member:		
Internal member:		
External member:		
External member:		
<b>Additional</b>		
PhD Supervisor / Co-supervisor*:		
Co-supervisor:		
Referee:		
Referee:		
Professor/associate professor:		
Professor/associate professor:		
Special expert:		

\* please indicate

## Dissertation Evaluation Form -for members of the examining committee-

---

Please evaluate the quality of the dissertation taking the following criteria into account, where appropriate:

- Choice of topic and relevant research areas
- Command of relevant literature
- Adequacy of the research approach and methodology for the given problem(s)
- Quality of the research data and their analysis
- Quality of the conclusions in the context of the original problem statement, and the data/evidence that is presented.

### ***Criteria and Qualifications for the PhD Degree:***

**The holder of the doctorate can:**

1. work as an independent scientist by:
  - a. formulating relevant research questions;
  - b. carrying out original scientific research;
  - c. publishing in leading journals, or producing a design.
2. relate his/her research to the relevant scientific discipline(s) in question and the wider scientific context.
3. relate his/her research and its results to the wider social context.

This evaluation will be made available to the acting deputy Rector Magnificus, and will, in principle, be used only as background information for committee discussions regarding the qualifications of the candidate. Should the nature of the feedback be relevant for the further examination procedure, e.g. in the case of especially positive or negative comments, then this information will also be communicated to the supervisor.

---

Name of the PhD Candidate : Mr / Ms .....

Planned Date of Graduation : ....., year: .....

Title of the Dissertation: : .....

### **Conclusion**

*The undersigned recommends that the candidate can defend the thesis:*

**yes / no**

Would you please elaborate upon your evaluation with reference to the above mentioned criteria in the box below. Please add extra pages if needed. In case you would like to suggest that certain limited corrections should be made in the final manuscript, please specify.

In order to monitor the quality of research at the University of Twente, we would like to acquire more information. We ask for your cooperation by answering the following question.

*The undersigned considers this dissertation to rank in the top 5% of the research in the relevant scientific field:*

**yes / no**

If yes, would you please explain your reasons. Please add extra pages if needed.

**Please note:**

In the closed session after the oral defence the committee will also be asked to comment on the quality of the defence.

---

**Name of the Committee Member** : .....

**Chair / Function** : .....

**Date** : .....

**Signature** : ..... \*

*\* No signature required when submitted per email.*

---

**Please send the completed form to the office of the Dean of the Faculty.**

# ANNEX 6

## Protocol for the Doctoral Defence Ceremony

### CLOTHING REGULATIONS

During the doctoral defence ceremony, the Chair, the supervisor, the members and guests of the Graduation Committee will wear the attire described by protocol.

Professors: gown and cap, and

- women: gown, cap, grey or black clothing, white blouse, black shoes;
- men: gown, cap, dark suit, white shirt and grey tie, black shoes;

Non-professors and guests:

- women: preferably dark suit with jacket and white blouse;
- Men: dark suit or coat with black vest<sup>1</sup>, white shirt and grey tie, black shoes.

Professors from other institutions are invited to wear their own cap and gown. The University also has a limited number of caps and gowns available for professors.

See Annex 3 (*Instructions for the doctoral candidate*) for the rules governing the attire of doctoral candidates and any accompanying paranymphs.

### GRADUATION COMMITTEE SESSION

At 12:30, 14:30 and 16:30, the Chair will convene the session of the Graduation Committee in the meeting room. He will arrange which professors, associate professors and non-committee members will oppose and in what order.

### HALL

If the doctoral candidate is presenting an introduction, this will start at 12:30, 14:30 or 16:30.

The doctoral candidate, any accompanying paranymphs and the opponents who are not members of the Graduation Committee will be seated in the front row of the hall. The Beadle will escort the doctoral candidate and the paranymphs to their seats.

### CEREMONY

The Graduation Committee proceeds to the hall, preceded by the Beadle (taking the central aisle towards the podium).

After the committee have taken their seats and the professors have removed their caps, the Chair opens the public session. He then asks the doctoral candidate, accompanied by the paranymphs, to take position behind the lectern and invites the first opponent to speak.

The doctoral candidate is then called to respond. The Chair then gives the floor to the other opponents in the order agreed in advance. The opponent who is speaking dons his cap and keeps it on, even while the doctoral candidate is responding to the question. As soon as the response is sufficient and the Chair ascertains that this is the case, the opponent again removes his cap.

The Beadle announces that the time has elapsed.

The Chair invites the doctoral candidate to return to his seat in the hall and says: "The committee will proceed to the Chamber". He then adjourns the meeting. The committee members don their caps and leave the hall.

<sup>1</sup>) Associate professors, (senior) lecturers and readers from foreign universities are permitted to wear the gown and cap from their own university.

## **SESSION**

After the committee has decided to award the degree of Doctor, the Beadle prepares the certificate and this is then signed by the Chair, the Secretary and all members of the Committee.

## **HALL**

The Committee then proceeds back to the hall, preceded by the Beadle, with the Secretary carrying the doctoral certificate, and if applicable the education certificate, in the folder intended for that purpose. Everyone takes a seat. Professors keep on their caps. The Chair opens the session, and invites the doctoral candidate onto the podium.

Standing up, the Chair addresses the doctoral candidate as follows:  
(all the others remain seated)

“THE DOCTORATE BOARD OF THE UNIVERSITY OF TWENTE, REPRESENTED BY US, HAS EXAMINED YOUR DISSERTATION/TECHNICAL DESIGN (AND THE PROPOSITIONS ACCOMPANYING IT) AND HAS HEARD YOUR DEFENCE;  
IN ACCORDANCE WITH ARTICLE 7.18 OF THE HIGHER EDUCATION AND SCIENTIFIC RESEARCH ACT, THE DOCTORATE BOARD HAS DECIDED TO CONFER UPON YOU THE DEGREE OF DOCTOR. I CALL ON THE (FIRST) SUPERVISOR TO PERFORM THE TASK WITH WHICH HE HAS BEEN CHARGED.”

The members of the Committee stand up.

The supervisor speaks:

“UNDER THE AUTHORITY ASSIGNED TO US BY LAW AND ON BEHALF OF THE DOCTORATE BOARD, I GRANT YOU ..... THE DEGREE OF DOCTOR AND ALL THE RIGHTS THAT ARE ATTACHED TO THIS DEGREE. AS EVIDENCE OF THIS,  
I PRESENT YOU WITH THIS DIPLOMA, SIGNED BY THE RECTOR MAGNIFICUS, THE SECRETARY OF THE GRADUATION COMMITTEE AND MEMBERS OF THE COMMITTEE, VALIDATED WITH THE SEAL OF THE UNIVERSITY OF TWENTE.”

The Chair speaks:

“DEAR LEARNED DR (...NAME...) LET ME BE THE FIRST TO CONGRATULATE YOU ON BEHALF OF THE UNIVERSITY WITH YOUR ACQUIRED DIGNITY. FROM NOW ON YOU HAVE THE RIGHT TO USE THE TITLE OF DOCTOR. THIS TITLE IMPLIES THAT SOCIETY CAN RELY ON THE QUALITY OF YOUR JUDGEMENT, THAT YOU WILL ACT WITH INTEGRITY AND TRANSPARENCY, AND THAT YOU WILL COMMUNICATE INDEPENDENTLY ABOUT THE RESULTS AND THE SOCIAL RELEVANCE OF YOUR WORK. VALUE THE DOCTORALIS AS AN HONORABLE DISTINCTION AND A WELL-DESERVED PREROGATIVE, BUT ALWAYS REMEMBER THE OBLIGATIONS IMPOSED BY IT, TOWARDS THE SCIENTIFIC COMMUNITY AND SOCIETY.”

The members of the Committee, with the exception of the supervisor, take their seats.

There then follows a brief congratulatory speech by the supervisor, adapted in line with the circumstances.

The Chair asks the new doctor and his paranympths to take their seat in the hall and closes the session.

The Committee, the new doctor, his paranympths and close relatives leave the lecture hall using the central aisle..

# ANNEX 7

## English texts for Chair and Supervisor

### Engelse tekst voorzitter:

The Doctorate Board of the University of Twente, represented by us, has examined your dissertation (and the propositions (statements) accompanying it) and has heard your defence.

The Doctorate Board has decided, in accordance with Article 7.18 of the Law of Higher Education and Scientific Research, to confer upon you the degree of Doctor. I request the Supervisor to perform the task with which he has been charged.

*Het College voor Promoties van de Universiteit Twente, door ons vertegenwoordigd, heeft kennis genomen van uw proefschrift (met de stellingen) en heeft uw verdediging gehoord.*

*Het College voor Promoties heeft besloten krachtens artikel 7.18 van de Wet op het Hoger Onderwijs en het Wetenschappelijk Onderzoek u de graad van Doctor te verlenen. Ik verzoek de (eerste) promotor zich van de hem opgedragen taak te kwijten.*

### Engelse tekst Promotor:

Under the authority assigned to us by law and on behalf of the Doctorate Board, I grant you .....(name) the degree of Doctor and all the rights that are attached to this degree.

As evidence of this I present to you this diploma, signed by the Rector Magnificus, the Secretary of the Graduation Committee and members of the committee, validated with the seal of the University of Twente.

*Uit kracht van de bevoegdheid ons toegekend door de wet en namens het College voor Promoties, bevorder ik u .....(naam) tot Doctor en verleen u de rechten die verbonden zijn aan de doctorstitel. Ten bewijze hiervan overhandig ik u het diploma, ondertekend door de Rector Magnificus, de secretaris van de promotiecommissie en leden van de commissie, bekrachtigd met het zegel van de Universiteit Twente.*

### Engelse tekst voorzitter:

“Dear learned dr (...name...)

Let me be the first to congratulate you on behalf of the university with your acquired dignity.

From now on you have the right to use the title of doctor.

This title implies that society can rely on the quality of your judgement,

that you will act with integrity and transparency,

and that you will communicate independently about the results and the social relevance of your work.

Value the doctoralis as an honorable distinction and a well-deserved prerogative,

but always remember the obligations imposed by it,

towards the scientific community and society.”

“Zeergeleerde dr (...naam...)

*Mag ik de eerste zijn die u namens de universiteit feliciteert met de behaalde waardigheid. U hebt vanaf nu het recht de doctorstitel te dragen. Uw doctorstitel betekent dat de samenleving op de kwaliteit van uw oordeel kan vertrouwen, dat u integer en transparant handelt en dat U onafhankelijk communiceert over de resultaten en de maatschappelijke relevantie van Uw werk. Waardeer de doctorstitel als een eervolle onderscheiding en een welverdiend voorrecht, maar vergeet daarbij nooit de plicht die zij U oplegt, jegens wetenschap en de samenleving.*

*Ik heb gezegd.”*

TRANSLATION OF THE DOCTORAL DIPLOMA:

**<Name>**

born in ..... <place>, on .....<date>

to the degree of Doctor,  
(pursuant to “de Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek”  
(the Higher Education and Scientific Research Act), Articles 7.18 and 7.22)

having heard the defence on .....<date> of the dissertation

entitled:

**<Title>**

Chair of the Doctorate Board,

.....<signature>

Enschede, <date>

## ANNEX 8

### Approximate Timetable

TIME	IMPLEMENTATION	TASK
Upon appointment or agreement	doctoral candidate	Consult with most suitable professor(s) on becoming supervisor(s).
Following qualifier assessment (see PhD Charter Art. 16.a7 or 16.b2)	doctoral candidate	Request the Doctorate Board to appoint supervisor(s) – Form. Please note: For the defence of dissertations by candidates who started before 1-1-2014 the old protocol is still valid, these candidates did not have a qualifier, and follow the entire protocol as previously customary (minus 6 months).
6 months prior	doctoral candidate	Submit draft dissertation to supervisor(s) for approval.
6 months prior	doctoral candidate	Request defence ceremony date (by phone) from the Registrar of the Doctorate Board.
4 months prior	PhD supervisor	Written proposal to Doctorate Board for establishing Graduation Committee – Form.
3 months prior	Doctorate Board	Establish Graduation Committee
3 months prior	doctoral candidate	Submit dissertation (draft) to members.
3 months prior	doctoral candidate	Request ISBN number – Form.
1½ months later	committee members	Admission to doctoral defence ceremony. Secretary of the Graduation Committee gives notice to the Doctorate Board.
Immediately following	doctoral candidate	Approval of dissertation title page by Registrar of Doctorate Board.
Immediately following	secretary	Permission to copy dissertation.
Immediately following	doctoral candidate	Submit Forms to library.
Immediately following, but no later than 10 days prior to ceremony	doctoral candidate	Copies to library and to the beadle. Interview with the Chair and the beadle.
Doctoral defence and ceremony		