

DOCTORAL REGULATIONS of the UNIVERSITY OF TWENTE
- an English translation of the “Promotiereglement” approved by the Doctorate Board
of the UNIVERSITY OF TWENTE at its meeting on 2 November 1993.

(Note: In the event of any discrepancy between this and the original Dutch version, the latter shall be deemed to be authoritative.)

Chapter 1 General Definitions

SECTION 1 DEFINITIONS

UNIVERSITY

The University of Twente

THE DOCTORAL DEGREES BOARD

The Doctorate Board acting in its capacity as the body responsible for *promoties*. Wherever these regulations refer to 'the Doctorate Board', this should be read as 'the Doctorate Board' (cf. Section 9.21, Clause 4 of the Higher Education and Scientific Research Act, abbreviated as HESRA).

DOCTORAL CANDIDATE (*Promovendus*)

An individual who, by complying to the requirements of these regulations, is entitled to admission to the *promotie*.

PROMOTOR

A full university professor (HESRA, Section 7.18), appointed as a *promotor* by the Doctorate Board. A maximum of two *promotors* may be appointed.

ASSISTANT PROMOTOR

An Associate Professor or Doctor, who is knowledgeable about (part of) the research area covered by the dissertation (*proefschrift*) or scientific design (*proefontwerp*), and who has been appointed by the Doctorate Board to assist the *promotor*, at his request, in supervising the doctoral candidate in completing the dissertation/design.

REFEREE

A full Professor, Associate Professor or Doctor, appointed as a referee by the Doctorate Board on the grounds of his expertise to pass judgement on (part of) the dissertation/design. No more than two referees may be appointed.

GRADUATION COMMITTEE

The committee appointed by the Doctorate Board to decide if the doctoral candidate can be admitted to the defence of his dissertation/ design, and before which the defence takes place.

DISSERTATION (*Proefschrift*)

A scientific or scholarly treatise in book or article form.

SCIENTIFIC DESIGN (*Proefontwerp*)

An original and innovative technological design, created in a scientifically sound manner by manufacturing and/or assembling materials or by development by means of computer software.

PROPOSITIONS

Defensible claims that the doctoral candidate wishes to defend together with his dissertation/design.

PROMOTIE

The public defence of the dissertation/design and the (possible) award of the doctorate.

SECTION 2 OTHER PROVISIONS

1. The doctorate is conferred by the Doctorate Board.
2. The doctorate can only be obtained at the university and on the basis of the *promotie*.
3. Any (sub)discipline of science that the Doctorate Board considers to be within the province of the University may be the subject of a dissertation/design for the doctoral degree.
4. Admission to the *promotie* is granted to candidates who have
 - a. successfully passed the final examination of a first degree programme which has a study load of at least 168 credits, or ,in the case of programmes comprising more than 168 credits, passed an examination that concludes part of a programme of at least 168 credits
 - b. written a dissertation or produced a design, which indicates their ability to contribute to the independent pursuit of science, and
 - c. complied with the requirements set out in these doctoral regulationsIn exceptional cases, the Doctorate Board can admit to the *promotie* individuals who comply with requirements 4b and 4c, but not with 4a.
5. All those present at the discussions in the non-public meetings referred to in Chapters 7 and 8, as well as discussions during any appeal procedures that may arise, are bound to secrecy.
6. Wherever these regulations refer to 'the Rector Magnificus (RM)', this should be read as 'the Rector Magnificus or his deputy'.
7. All reference in these regulations to the masculine gender should be read as incorporating the feminine equivalent.

Chapter 2 The Doctoral Candidate

SECTION 3

1. A candidate wishing to obtain a doctorate should consult at his earliest convenience the professor who is most suited in his view to the task of supervising his research.
2. The doctoral candidate will receive a response from the professor to the candidate's request that the professor agree to appointment as *promotor*. This response, which will be given in writing, may take the form of a positive, negative or conditional decision, and will include the reasons for the decision.

SECTION 4

1. Within two months of receiving the professor's written approval the doctoral candidate must submit (a copy of) this written approval to the Doctorate Board together with a request for the appointment of the professor as *promotor*,
2. The request for the appointment of a *promotor* must be made on the prescribed form (see Annexure 5), and must include a statement of the subject matter of the dissertation/design and (a copy of) the certificate referred to in Section 2, Clause 4 of these regulations.

SECTION 5

The doctoral candidate must submit the dissertation/design (in full or in instalments) to his *promotor*, make the agreed amendments and subsequently submit the draft dissertation/design to the *promotor* for approval.

SECTION 6

The doctoral candidate must have undertaken the research project described in his dissertation independently, or have made a vital contribution to the research. The candidate is responsible for the dissertation as a contribution to science.

A design must also be developed independently by the doctoral candidate who is responsible for the associated scientific account.

SECTION 7

The doctoral candidate must refrain from making multiple copies of the dissertation/scientific account of the design until approval is granted by the Graduation Committee, and until the title page and its reverse side have been approved by the registry of the Doctorate Board.

SECTION 8

A joint research project or a joint design, may lead to a jointly conceived dissertation or a joint design by two doctoral candidates, provided that each of the following conditions is satisfied:

- a. each of the authors has made an independent, delimitable contribution that is sufficient, in the judgement of the *promotor*, for admission to the 'promotie'.
- b. each of the authors holds himself personally responsible, both for a specified part of the dissertation, and for the coherence of the dissertation as a whole.
- c. the contribution of each of the authors to the realisation of the dissertation/scientific account of the design is stated clearly in the document itself.
- d. each of the authors appends the required number of propositions to the dissertation or scientific account, if it is decided to exercise the option of including such propositions.

SECTION 9

In the case of a joint dissertation/design as contemplated in the preceding section, all procedures and prescriptions in these regulations shall be deemed to apply to each individual doctoral candidate.

SECTION 10

1. At least six months prior to the intended *promotie* date, the doctoral candidate must request admission to the *promotie* from the Doctorate Board, indicating the qualifying Certificate or Diploma obtained (see Section 2, Clause 4 of these regulations) as well as the subject matter of the dissertation/design.
2. To set the date for the *promotie*, the doctoral candidate must contact the registry of the Doctorate Board, who will set a provisional date by mutual agreement.
3. The provisional date will only be confirmed once the *promotor* has declared in writing (see the application form in Annexure 6) that the agreed date is feasible.

Chapter 3

The Dissertation

SECTION 11

1. The dissertation must consist either of a scientific treatise on a determined subject or a number of separate scientific articles which have all been publicised (in part or in full), provided that together they constitute a coherent contribution to the particular subject.
2. In the case of articles written by more than one author, only those articles that the *promotor* judges to be sufficiently attributable to the doctoral candidate can be accepted as *promotie* articles. (A written statement to this effect is required from the *promotor*.)
3. In cases where the dissertation includes articles that have been published previously, the period between the publication of these articles and the initiation of *promotie* procedures may not exceed five years, unless the Doctorate Board grants exemption from this requirement on the basis of a motivated proposal from the *promotor*.

SECTION 12

A maximum of ten scientific propositions may be appended to the dissertation/scientific account, of which no more than four may derive from work other than the dissertation/scientific account itself.

SECTION 13

1. The dissertation/scientific account (and any appended propositions) must be written in Dutch, English, French or German, or in another language approved by the Doctorate Board. A combination of languages is permitted.
2. In cases where the dissertation/scientific account is written in Dutch, a translation of its title and an abstract of its contents must be appended in English, French or German.
3. In cases where the dissertation/scientific account is written in a language other than Dutch, English, French or German, a title and an abstract in Dutch, and in one of English, French or German must be appended.

SECTION 14

The dissertation/scientific account must contain a title page according to the model prescribed by the Doctorate Board, a Table of Contents, and a bibliography of the literature consulted.

The inclusion of a brief curriculum vitae and an index is strongly recommended.

The reverse side of the title page must indicate only the names of the *promotor* and assistant *promotor*.

SECTION 15

1. The dissertation/scientific account must be printed, or reproduced in an alternative way on condition reasonable standards of legibility are met.
2. The doctoral candidate is responsible for ensuring that the design of the dissertation/scientific account is in keeping with prevailing conventions, and that it is produced in an easy-to-use format in stitched or brochure form.

SECTION 16

1. The doctoral candidate is required to make copies of the dissertation/scientific account available at no cost to:
 - a. each member of the Graduation Committee (a copy to each member)
 - b. the beadle (a maximum of 10 copies).
2. The doctoral candidate is also required to present 25 copies to the university librarian at cost price. (The cost price is calculated on the basis of the proportional share of the 25 copies taken against the cost of printing and binding the dissertation's entire edition.)
3. The librarian is entitled to resell any remaining copies of the dissertation/scientific account to a third party at the price paid by the University Library, increased by the cost of administration and postage, provided that if the dissertation is distributed commercially, the university library shall adopt the commercial price.

SECTION 17

The doctoral candidate must supply the librarian with an abstract of the dissertation/scientific account in English, approved by the *promotor*, as part of the "Agreement Form" for this to be published in "Dissertation Abstracts International". The librarian, through the registry of the Doctorate Board, will supply the candidate with an information folder that includes guidelines for the structure of this abstract.

Chapter 4

Regulations for the award of the degree "with distinction"

SECTION 18

1. The Doctorate Board may award the doctorate "with distinction" in cases where the doctoral candidate has displayed exceptional skill in independent scientific work
2. A proposal to grant a doctorate "with distinction" can be made either by the *promotor*, or a member of the Graduation Committee after consultation with the *promotor*. A written and motivated proposal to this effect must be submitted to the chairman of the Graduation Committee at least six weeks prior to the agreed date for the *promotie*.
3. Everyone involved in the "with distinction" procedure is obliged to observe strict confidentiality throughout the proceedings.

SECTION 19

The chairman of a Graduation Committee shall bring a proposal to grant a doctorate "with distinction" to the attention of the members of the committee as soon as possible after it is made.

SECTION 20

If the Graduation Committee does not include at least two members external to the University of Twente, the chairman, after consultation with the Dean of the Faculty concerned, will ask for the opinion of an external expert in the field. The expert selected will submit his opinion to the chairman who will convey this in writing to all members of the committee.

SECTION 21

Further deliberation about the possible award of the doctorate "with distinction" will take place when the Graduation Committee meets during the adjournment after the defence of the dissertation/scientific account. These deliberations will take into account the dissertation itself, any appended propositions, the defence, and the arguments advanced by the proposer and the expert consulted.

SECTION 22

1. At the end of these deliberations a secret ballot of the members of the Graduation Committee is held on the proposal to award the doctorate "with distinction". All members are required to vote either in favour or against. If an expert has been consulted, the Chairman will cast a secret ballot in advance on his behalf.
2. The proposal is deemed to have been rejected where more than one vote has been cast against it.
3. In all other cases, the proposal has been accepted.
4. If the committee votes to accept the proposal, the certificate will be endorsed with a statement that the degree has been awarded "with distinction".

SECTION 23

If the Chairman of the Graduation Committee believes that the likelihood of the degree being awarded "with distinction" is substantial, he shall give timely notice to the registrar (*pedel*) to prepare two certificates, one incorporating the "with distinction" statement and the other not. The certificate not awarded to the candidate will be destroyed without delay after the committee's deliberations.

Chapter 5 The *Promotor* and Assistant *Promotor*

THE PROMOTOR

SECTION 24

1. The Doctorate Board will appoint one or two *promotors* upon receiving a written request to that effect from the doctoral candidate. (See Section 11)
2. In cases where two *promotors* are appointed, each will be deemed to have the same powers and responsibilities. In such cases, the phrase "the *promotor*" should be read as "the *promotors*" throughout these regulations.
3. When the research underlying the dissertation/design has been carried out under the supervision of, or in conjunction with, a particular professor, that professor, as a rule, is appointed as the *promotor*.
4. If a professor from another university is appointed as *promotor*, the Doctorate Board will appoint a professor of the University of Twente as a second *promotor*.

SECTION 25

1. A *promotor* must be a full professor, associated with a Dutch university, the Open University, or a foreign institute of higher learning.
2. In cases where the professor appointed as *promotor* has been honourably discharged, the approval of the dissertation/design and its defence must take place within five years of this discharge.
3. If the approval of the dissertation/design is not effected within five years of this discharge, the professor's appointment as *promotor* will be retracted, and the Doctorate Board will appoint another *promotor*, except in cases where a second *promotor* has been appointed and a replacement for the first *promotor* is considered to be unnecessary.

SECTION 26

The *promotor* is responsible for the acceptance of the dissertation, and for ensuring that the dissertation meets generally accepted requirements.

SECTION 27

1. If the *promotor* is of the opinion that the dissertation meets these requirements and indicates the candidate's ability to contribute to the independent pursuit of science, he will approve the dissertation. In cases where an assistant *promotor* or referee has been appointed, the *promotor* will consider their opinions before passing judgement.
2. The *promotor* must inform the doctoral candidate, the Faculty Dean and the Doctorate Board of such approval, in writing, within two months of receiving the dissertation.

SECTION 28

As soon as possible after the approval referred to in Section 27, the doctoral candidate must submit any propositions he wishes to defend (see Section 12) to the *promotor*, who will assess if the propositions are sufficiently substantial and tenable.

THE ASSISTANT PROMOTOR

SECTION 29

1. The Doctorate Board may appoint an assistant *promotor* at the *promotor's* request, having considered the views of the doctoral candidate. The *promotor* is responsible for ascertaining whether the proposed assistant *promotor* is prepared to accept this appointment. The appointment of an assistant *promotor* will take place when the Graduation Committee (see Section 37, Clause 1) is constituted.

SECTION 30

1. An assistant *promotor* must be a full university professor or doctor who is knowledgeable about (part of) the subject matter covered by the dissertation/design. He is appointed by the Doctorate Board to assist the *promotor* (at the *promotor's* request) in supervising the doctoral candidate in the process of preparing the dissertation/design.
2. In exceptional cases an assistant *promotor* may be a person from an institution other than a university who holds a doctorate. A written and well-motivated proposal for such an appointment must be endorsed by the relevant Faculty Dean, and submitted to the Doctorate Board.

Chapter 6

The Referee

SECTION 31

At the suggestion of the *promotor*, and after consultation with the Faculty Dean, one or two experts may be appointed as referee(s) for a dissertation/design. This appointment takes place when the Graduation Committee is constituted. (see Section 37 Clause 1)

SECTION 32

A referee must be a university professor, a university lecturer or a doctor who is knowledgeable about (part of) the subject matter covered in the dissertation/design.

SECTION 33

1. The referee must not have been involved directly in the preparation of the dissertation/design.
2. The referee is required to assess whether the dissertation/design is of sufficient standard for it to be approved.
3. The referee must inform the *promotor* of his judgement.

Chapter 7 The Graduation Committee

SECTION 34

1. As soon as possible after receipt of the *promotor's* approval (see Section 27.2), the Doctorate Board will proceed to constitute a Graduation Committee.
2. The *promotor*, after consultation with the relevant Faculty Dean, is required to submit a proposal for the Committee's composition (using the prescribed form in Appendix 7). The *promotor* is responsible for ascertaining whether the proposed candidates are willing to serve on the Committee.

SECTION 35

1. The Committee shall consist of at least the following members:
 - * A Chairman
 - * A Secretary
 - * The *Promotor*
 - * Two full Professors associated with the University of Twente. One of these two professors may be substituted with a university lecturer, provided that the provisions of Clause 4 are observed
 - * One full Professor from another institute of higher learning

The Committee's membership may be supplemented by a maximum of four additional members. These must be drawn from one or more of the following categories.

- * A second *promotor*
 - * An assistant *promotor*
 - * One or two referees
 - * Professors or lecturers from within the university
 - * Professors or lecturers from another Dutch University, the Open University or a foreign institute of higher learning
 - * A special expert from outside the university sector
2. The Rector Magnificus or a deputy appointed by him will chair the Committee.
 3. The relevant Faculty Dean will act as the Committee's Secretary.
 4. The Graduation Committee must include at least four full professors excluding its Chairman and Secretary.
 5. A special expert appointed to the committee must hold a doctorate and have been involved in the preparation of the dissertation/design. The *promotor(s)* and the relevant Faculty Dean must submit a written request for such an appointment, which demonstrates that the expert functions at an academic level at least equivalent to that of a University lecturer. A list of the individual's recent publications must be included in the proposal.
 6. All members of the Graduation Committee have the right to vote.

SECTION 36

1. As soon as possible, but no later than 6 weeks after the members have been appointed, the Graduation Committee will assess whether the dissertation/design is sufficient proof of the candidate's ability to contribute to the independent pursuit of science for the candidate to be admitted

to the public defence of the dissertation/design.

2. The Graduation Committee will not make recommendations for amendments or additions to the dissertation/design, and may not attach conditions to that effect to its decision on the admission of the candidate to the public defence.
3. The Graduation Committee will reach its decision on the basis of majority vote. If there is an equal division, the candidate will be considered to have been refused admission to the defence. The Secretary to the Graduation Committee will determine the decision of the committee on the basis of the written judgement each Committee member is required to submit to him.
4. The Secretary of the Committee is required to notify the doctoral candidate, the *promotor* and the Doctorate Board immediately in writing of the decision to grant or refuse the candidate admission to the defence.

Chapter 8

The *Promotie*

SECTION 37

The *promotie* will take place in public before the Graduation Committee appointed by the Doctorate Board at a location, day and time determined by the Rector Magnificus.

SECTION 38

1. The doctoral candidate will defend the dissertation/design and appended propositions (if any) for 45 minutes against the objections raised by the Graduation Committee
2. Professors, lecturers and doctors present at the *promotie* may also participate in the opposition, provided they have submitted a written request to the Rector Magnificus at least one week prior to the *promotie*, and have obtained his permission to do so.
3. In cases where the dissertation/design was written/developed by two candidates, it is defended by each of them separately in terms of Clauses 1 and 2 above.
4. The opposition and defence will be conducted in Dutch or, subject to the approval of the Rector Magnificus, in another language.

SECTION 39

The decision on whether the doctorate should be awarded is made by the Graduation Committee in a closed meeting after the adjournment of the public session at the conclusion of the defence.

SECTION 40

Once the committee has reached its decision, the public session will be reopened by the Rector Magnificus, who will announce the decision and invite the *promotor* to speak.

SECTION 41

1. The new doctor will be presented with a certificate, in Dutch, as evidence of the award of the doctorate. The certificate will bear the signatures of the Rector Magnificus, the Secretary, and those members of the Graduation Committee as are present and will be validated by the seal of the University.
2. An English translation of the text of the certificate, signed by the secretary to the Doctorate Board, will be appended to the certificate.
3. In special circumstances, the Doctorate Board may allow a statement to be included on the certificate to the effect that the research was undertaken at, or in co-operation with, another(international) scientific institution(s).

Chapter 9
The Honorary Doctorate

SECTION 42

1. The Doctorate Board has the authority, on the recommendation of the University Board, to award the honorary doctorate to natural persons, on the grounds of outstanding merit. (Section 7.19, Clause 2, HESRA)
2. The Doctorate Board has separate procedures for considering proposals for the award of honorary doctorates.

Chapter 10

The resolution of disputes

SECTION 43

If a dispute arises during the preparation of the dissertation/design, which involves one or more of the *promotor*, a referee, the assistant *promotor* and the doctoral candidate, or in cases where the *promotor* does not approve the dissertation/design, the Dean of the relevant Faculty will offer to mediate.

SECTION 44

1. If this mediation does not lead to the resolution of the dispute within a six week period, the most appropriate party may refer the matter to the Rector Magnificus in his capacity as a member of the Executive Board.
2. The Rector Magnificus may mediate himself, or refer the matter to the Doctorate Board, requesting it to instate an arbitration board.

SECTION 45

The arbitration board will consist of three individuals; one member appointed by each of the two parties to the dispute, and a third member, appointed jointly by these two parties.

SECTION 46

The arbitration board will consult with all parties involved and must report its advice to the Doctorate Board in the prescribed manner within 4 weeks. This advice must take into account the specific responsibilities of the *promotor* and the interests of the doctoral candidate.

SECTION 47

1. The Doctorate Board is required to make a decision on the dispute within six weeks. This decision may only be deviated from on compelling grounds.
2. The parties involved will be informed of the decision and the reasons for it.

SECTION 48

In cases where the *promotor* does not approve the dissertation/design, the Doctorate Board may appoint another *promotor* at the doctoral candidate's request, having heard the *promotor*, unless the Committee deems a new appointment unnecessary as two *promotors* had already been appointed.

Chapter 11
Final and Transitional provisions

ARTICLE 49

1. In situations not provided for in these regulations, or where any part of these regulations may be open to varying interpretations, the decision shall rest with the Doctorate Board.
2. In special cases the Doctorate Board may grant permission to deviate from the provisions of these regulations. A motivated written request for such a concession must always be submitted.

ARTICLE 50

These regulations take effect from 1 September 1993 and replace all earlier doctoral regulations

Annexes

Annex 1

Key legal provisions

Section 7.18 HESRA. Doctorate degrees, access to and procedure of *promotie*

1. A doctor's degree may be obtained at a university as well as the Open University, on account of the *promotie*.
2. Admission to the defence is awarded to whomever
 - a. has successfully passed the final examination as part of a doctorate programme with a study load of at least 168 credits, or else, where programmes of over 168 credits are concerned, has passed an examination that concludes part of a programme of at least 168 credits.
 - b. as proof of his ability to contribute to the independent pursuit of science, has written a dissertation or produced a technological test design, and
 - c. complied to the requirements stated in the doctorate regulations as referred to in Section 7.19.
3. In special cases the Graduation Committee can grant individuals who meet the requirements stated under Clause 2b and 2c, but do not meet the requirements stated under Clause 2a.
4. The awarding of the doctor's degree is carried out by the Doctorate Board.
5. For each *promotie*, the Board appoints a full university professor as *promotor*. The *promotie* takes place before this Board or a Committee to be composed from full professors and other individuals whom it judges to dispose of sufficient competence to sit on the Committee with due regard for the doctorate regulations referred to in Section 7.19.
6. For the application of Clause 5, ecclesiastical professors at a public university and professors occupying an endowed chair are counted among a university's full professors.

Section 7.19 Doctorate regulations

1. With due regard for that which has been regulated by this Act, the Doctorate Board determines the doctorate regulations. The doctorate regulations regulate:
 - a. the procedure concerning the preparation of the *promotie* and concerning the *promotie* itself, including the tasks and competencies of each individual that is or may be involved in the *promotie*, and
 - b. the provisions concerning the settlement of disputes that may arise with respect to the preparation of the *promotie* and the *promotie* itself.
2. On the recommendation of the institution's Board, the Graduation Committee is entitled to award natural persons a doctorate with distinction on the basis of outstanding scientific merit.

Article 7.22 HESRA

1. Whoever has earned the doctor's degree on account of the *promotie*, as referred to under Section 7.18, is entitled to carry the title of doctor.
2. The title of doctor is exclusively used by those entitled to its use on account of Clause 1.
3. The title of doctor, abbreviated to dr., is placed in front of one's name.

Annex 2 Explanation

SECTIONS 2 AND 10

Admission to the *promotie*:

In most cases, admission to the *promotie* should pose no problems as you hold a certificate associated with a programme of at least 168 credits, as defined under the HESRA.

Of course the corresponding certificate/diplomas awarded under the predecessors of HESRA validate admission as well.

Admission is granted by the Chair of the Doctorate Board

Should you be in any doubt if the available diploma/certificate warrants admission to the *promotie*, it is advisable to verify this as early as possible (e.g. when the appointment is made). Information can be obtained from the Faculty Desk or the student councillor desk or from the Registry of the Doctorate Board.

SECTIONS 7 AND 14

The **format** of the title page is mandatory. Both its face and reverse must conform exclusively to the example enclosed in the regulations. The **text** and **punctuation** are also prescribed. Both its face and reverse are to be checked by the Registry of the Doctorate Board. The Registry must be contacted in time.

SECTION 10 CLAUSES 2 AND 3

Setting a date. If the term of completion of the dissertation/test design is clear, a date can be agreed with the Doctorate Board' Registry. As a rule, this can be arranged 6 months prior to the ceremony. The date can only be made final once Application Form B, fully filled out, has been returned to the Registry. It is important that the *promotor* states on the form that the agreed date is attainable.

SECTION 13

As a rule, the dissertation will be written in a single language. However in case there is question of an anthology of scientific treatises (articles), it is allowable for one or more articles to be written in a different language.

SECTION 16

The dissertation/scientific accounts to be perused by the Doctorate Board (10 copies) are returned to the new doctor after the *promotie* ceremony.

SECTION 35

In composing the graduation committee, the following matters should be observed:

- * First compose the skeleton committee [6 members]
- * Then supplement to a total of 10 individuals at the maximum. **Take note: there are "only" 45 minutes to pose questions!**

- * The opportunity to include a special expert in the Committee is intended for people from the business sector who were intensively involved in the preparation of the dissertation/test design. The content of Clause 5 is essential. The request at issue is forwarded to the Registry simultaneously with the form.

SECTION 38

1st: 13.15
 2nd: 15.00
 3rd: 16.45

Prior to this, a brief, 15-minute introductory talk may be made. The following timetable may be serve as a guideline:

Timetable for `promoties`

Activity	First	Second	Third <i>promotie</i>
Introductory talk	13.00	14.45	16.30
Start of defense	13.15	15.00	16.45
End of defense	14.00	15.40	17.30
Start of reception	14.30	16.15	18.00
End of <i>promotie</i>	14.30	16.15	18.00
Location reception	Canteen, BB building	Canteen, BB building	hall

SECTION 41

An explanatory statement is made, in English only, signed by the Secretary to the Doctorate Board and validated by a university stamp.

Annex 3 Instructions for the doctoral candidate

- * The doctoral candidate is to collect an information folder at the Doctorate Board' registry¹. This folder contains a number of standard application forms (including library forms) which are to be used for this procedure.
- * At least six months prior to the intended date of *promotie* the doctoral candidate is to arrange a (provisional) *promotie* date, in conformity with the statements under Section 10.
- * As early as possible upon completing the draft dissertation/test design and the instatement of the Graduation Committee, the doctoral candidate hands each of its members as well as its Chairman and Secretary a copy of the dissertation/scientific account.
- * For the abstract of the dissertation/scientific account in Section 17 for the use of an international documentation and information system you are to:
 - * send the DAI agreement form to the library in time (as soon as the dissertations have been distributed);
 - * request the ISBN number for dissertations in Culemborg (see the directions for the use of ISBN numbers for dissertations).
- * **The dissertation/scientific account may only be multiplied once the Graduation Committee through the Secretary has granted approval to that effect.**
- * The dissertation/scientific account must contain a title page, the text of which must be in keeping with the form as shown in the Annexes. **The doctoral candidate is to submit this title page to the Registry of the Doctorate Board for approval before it goes to print! The Registry of the Doctorate Board is located in the BB-building, room 638, phonenumber (489)2025/2007. The reverse of the title page may only bear the names of the *promotor* and assistant *promotor*. Colophon/CIP information or info on subsidising institutions etc. is **not** allowable on the reverse.**
- * Two weeks at the latest prior to the *promotie* ceremony presents 10 copies of his dissertation/scientific account to the Beadle (BB-building, phonenumber 2613/4183, Gerrit Keizer).
- * The University Librarian is entitled to order a maximum of 25 copies of the dissertation/scientific account at full cost price. You are to contact the library (ext. 2060) on this matter.
- * As a preliminary to the defence of the dissertation/test design, the doctoral candidate may give a brief fifteen-minute introduction to his dissertation/test design for the audience to be better equipped to follow the *promotie*.
In case the doctoral candidate wishes to avail himself of this opportunity, he is to make his wish known to the Registry of the Doctorate Board **approx. 6 weeks prior** to the date of *promotie*.
- * The Beadle is the factual organizer of the *promotie* ceremony. The doctoral candidate is to contact him in time concerning the entire course of affairs connected with the ceremony (every morning from 9.30 - 12.30, Phone (489)2613).
- * Following the *promotie* a reception may be given; for the arrangements of such please contact the Dienst Restauratieve Voorzieningen (Catering Service) at the 'Bastille' (Phone (489)2395 / (489)8003).
- * In connection with a press release the doctoral candidate is to contact the Afdeling Voorlichting en

¹ The Doctorate Board Registry is located in the 'BB' building Room 638. Phone: (0)53-4892025/2007.

Externe Betrekkingen (Information and Public Relations Dept.) who will take care of such (Phone (489)2211).

- * The doctoral candidate is expected to introduce himself to the Chairman of the Graduation Committee approx. one week prior to the *promotie*.
- * The attire of the doctoral candidate and any assistants is expected to be in accordance with the value the university attaches to this ceremony.
- * The Doctoral candidate makes use of the following terms of address:

Chairman of the Graduation committee (the Rector Magnificus or his deputy)	Mr (Mister) Rector
<i>promotor(s)</i>	Highly learned Promotor
Opposing professors	Highly learned opponent
Opposing non-professors	My learned opponent
- * In case the doctoral candidate has elected to append propositions to the dissertation, a (dated) insert must state the name of the doctoral candidate and the title of the dissertation/test design. A calling card indicating the doctoral candidate's name, home address and phone number is inserted in the dissertation/scientific account. It also states the date and venue of the *promotie* ceremony and reception. For further information, a map of the University grounds may be obtained from the Registry of the Doctorate Board.
- * The University does not grant reimbursements for the *promotie* ceremony. Faculties may grant a refund, though. Please consult the relevant Faculty; see also Section 16.

Annex 4
Text of title page dissertation/scientific account (example 1)

TITLE OF DISSERTATION
(in capital letters)

DISSERTATION

**TO OBTAIN THE DOCTOR'S DEGREE AT THE UNIVERSITY OF TWENTE, UNDER THE AUTHORITY
OF THE RECTOR MAGNIFICUS, PROF.,
ON ACCOUNT OF THE DECISION OF THE GRADUATION COMMITTEE,
TO BE PUBLICLY DEFENDED
ON THURSDAY / FRIDAY AT 13.15 / 15.00 /16.45.**

by

.....
born on.....

in.....

**NB The reverse of the title page may ONLY state that the promotor(s) and assistant promotor
has/have approved the dissertation/scientific account.**

Annex 4 (ctd.)

Text of title page of dissertation/scientific account (example 2)

**TITLE OF DISSERTATION
(in capital letters)**

DISSERTATION

**TO OBTAIN THE DOCTOR'S DEGREE AT THE UNIVERSITY OF TWENTE, ON THE AUTHORITY OF
THE RECTOR MAGNIFICUS, PROF.,
ON ACCOUNT OF THE DECISION OF THE GRADUATION COMMITTEE,
TO BE PUBLICLY DEFENDED
ON THURSDAY / FRIDAY AT 13.15 / 15.00 /16.45.**

by

.....

born on.....

in.....

NB The reverse of the title page may ONLY state that the promotor(s) and assistant promotor has/have approved the dissertation/scientific account.

Annex 5
Form specimens

- * APPOINTMENT PROMOTOR
- * DATE OF *PROMOTIE*
- * COMPOSITION OF GRADUATION COMMITTEE

The original forms are included in the information folder



APPOINTMENT AS *PROMOTOR*

To: the Doctorate Board of the University of Twente

THE UNDERSIGNED,
LAST NAME :
FIRST NAMES (in full) :
DATE OF BIRTH: (DDMMYY) :
PLACE :
CURRENT ADDRESS :
FACULTY :
HOME PHONE NUMBER : BUSINESS PHONE.....

having successfully passed the final exam on (DDMMYY).....
in the discipline of:, requests to appoint

..... and

AS HIS/HER *PROMOTOR(S)*

THE TITLE OF THE DISSERTATION/TEST DESIGN RUNS AS FOLLOWS:

.....
.....

....., 19..
(Signature) (Place) (Date)

Enclose certificate of final examination and written approval of *promotor(s)*.

APPLICATION FORM FOR DATE OF PROMOTIE

Name of Doctoral Candidate
Faculty
Home phone number
Business phone
would like to obtain the doctor's degree on:
.....
(Day) (Month) (Year)

at ° 13.15 hrs ° 15.00 hrs ° 16.45 hrs

The *promotors*

..... and

concur and declare that the above date is indeed attainable.

.....
(*promotor's* Signature)

.....
(*promotor's* Signature)

.....
(Signature Doctoral candidate) (Place) 19..... (Date)

Upon agreeing a provisional date with the Registry of the Doctorate Board, this form has to be returned to the Registry, fully filled out and signed. Both the doctoral candidate and the *promotors* are to check thoroughly that the scheduled date is indeed attainable. The consequence of any delay will be that it will take months before a new date can be set. Others may be let down as well: once a date has been allotted, it cannot normally be used by others.

ANNEX 6

PROTOCOL FOR THE *PROMOTIE* CEREMONY

ATTIRE

As concerns the attire of committee members:

- * professors wear a robe and cap
- * non-professors wear jackets

MEETING OF GRADUATION COMMITTEE

At 13.00, 14.45 or 16.00 hrs the Chairman calls the meeting to order. He arranges which professors, university lecturers and non-committee members will oppose.

HALL

In case the doctoral candidate delivers an introduction, this will commence at 13.00, 14.45 or 16.30 hrs.

The doctoral candidate, any assistants and those opponents who are not committee members are seated in the front row in the hall. The **beadle** shows the doctoral candidate and any assistants to their seats at 13.15, 15.00 or 16.45 sharp.

CEREMONY

The Graduation Committee proceed to the hall down the centre aisle, headed by the beadle.

After the committee have seated themselves and the professors have doffed their caps, the **chairman** calls the session to order. Thereupon he requests the doctoral candidate to take position behind the lectern and calls the first opponent to speak.

The **doctoral candidate** is then called to respond. Thereafter, the chairman gives the floor to the other opponents in the order agreed beforehand. The opponent dons his cap as he speaks and keeps it on as the doctoral candidate is responding to the question. As soon as the chairman has ascertained that the answer was satisfactory, the opponent doffs his cap.

The **registrar** announces at 14.30, 16.15 or 18.00 that time is up. The **chairman** invites the doctoral candidate to return to his seat in the hall and announces: 'The Committee will proceed to the chamber', whereupon he adjourns the session. The committee members don their caps and the committee leave the hall.

SESSION

After the committee has decided to award the doctor's degree, the certificate, prepared by the Registrar, is signed by the chairman, the secretary to the committee and all its members.

HALL

The **Commission** proceeds to the Hall, headed by the Beadle. The Secretary holds the certificate in the appropriate folder. Everyone sits down. The Professors keep their caps on. The **Chairman** reopens the session and invites the doctoral candidate on the dais.

Standing up, the **Chairman** addresses the Doctorate candidate as follows:
(all others remain seated)

‘THE GRADUATION COMMITTEE OF THE UNIVERSITY OF TWENTE, REPRESENTED BY US, HAS TAKEN NOTE OF YOUR DISSERTATION/SCIENTIFIC ACCOUNT (WITH THE PROPOSITIONS ACCOMPANYING IT) AND HAS HEARD YOUR DEFENCE; UNDER THE AUTHORITY OF SECTION 7.18 OF THE HIGHER EDUCATION AND RESEARCH ACT, THE DOCTORATE BOARD HAS DECIDED TO ADMIT YOU TO THE DOCTOR'S DEGREE. I REQUEST THE (FIRST) *PROMOTOR* TO ACQUIT HIMSELF OF THE TASK HE HAS BEEN CHARGED WITH.’

The members of the committee all rise.

The *promotor* speaks:

UNDER THE AUTHORITY THE LAW CONFERS ON US AND ON BEHALF ON THE GRADUATION COMMITTEE, I GRANT YOU,, THE DOCTOR'S DEGREE AND CONFER ON YOU THE RIGHTS ASSOCIATED WITH THIS DEGREE. AS EVIDENCE OF THIS I PRESENT YOU THE CERTIFICATE, SIGNED BY THE RECTOR MAGNIFICUS, THE SECRETARY TO THE GRADUATION COMMITTEE AND ALL MEMBERS OF THE COMMITTEE AND VALIDATED WITH THE SEAL OF THE UNIVERSITY OF TWENTE.

The members of the committee sit down, except for the *promotor*.

What follows is a short congratulatory speech by the *promotor*, to be phrased in keeping with the circumstances at hand. Thereafter the Chair congratulates the young doctor on behalf of the University, whereupon he asks him to sit in the hall and closes the session.

The committee leave the hall down the centre aisle.

HALL

The **committee** proceeds to the hall, headed by the **Registrar**, the secretary has the certificate in the folder.

Translation of the Doctorate Certificate

< University logo >

UNIVERSITY OF TWENTE
University for Technology and Social Science

The Doctorate Board of the University of Twente
under legal authority admits

<Name>

Members of the

admits {name}

born at {place}, on (date)

to the degree of Doctor,

having heard the defence of the thesis and the propositions accompanying it)
entitled:

{Title}

Members of the	<i>Promotor</i>	Rector Magnificus	Graduation Committee
(signatures)		(signature)	<signature>

The Secretary of the Doctorate Board
Prof.dr. W. E. van der Linden

ROUGH TIMETABLE

TIME	REALIZATION	TASK
as early as possible	Doctoral candidate	collect information folder with forms and regulations at the Registry Doctorate Board
as early as possible	Doctoral candidate	consult appropriate professor(s) concerning <i>promotorship</i>
as early as possible	Doctoral candidate	Request Doctorate Board to appoint <i>promotor(s)</i> . Form: see folder
as soon as possible thereupon	<i>Promotor</i>	written approval or rejection of request
minus 6 months	Doctoral candidate	Request (by phone) provisional date of <i>promotie</i> to Registry Doctorate Board
minus 5 months	Doctoral candidate	Submit draft dissertation and propositions to <i>promotor(s)</i> for approval
as early as possible thereupon, but two months upon receipt ultimately	<i>Promotor</i>	Inform Doctorate Board, Faculty Dean and doctoral candidate of approval of dissertation and propositions
minus 4 months	<i>Promotor</i>	Written proposal to Doctorate Board to instate graduate committee. Form: see folder
minus 3 months	ouncil of Deans	instate Graduation Committee
minus 3 months	Doctoral candidate	dispatch (draft) dissertation to Committee members
minus 3 months	Doctoral candidate	Request ISBN number. See form in folder
six weeks thereafter	Commissioners	Approve/reject admission to <i>promotie</i> . Secretary to Graduation Committee informs Doctorate Board
immediately thereafter	Doctoral candidate	approve title page of dissertation. Interview with Beadle.
Immediately thereafter	Secretary	approve multiplication of dissertation
immediately	Doctoral candidate	return forms to library
immediately ultimately 10 days prior to ceremony	Doctoral candidate	copies to library and registry Doctorate Board. Optional: interview with Chairman

<i>Promotie ceremony</i>		
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