

# **LEIDEN UNIVERSITY PhD REGULATIONS**

## **Chapter 1. General stipulations**

### **Article 1. Definitions**

1. Within these regulations the following definitions apply :
  - a. the Act: the Higher Education and Academic Research Act;
  - b. the faculty: the faculty of the University to which the discipline of the dissertation's subject belongs;
  - c. the dissertation: the scientific treatise in the form of a book or article , or a draft as specified in Article 3, paragraph 1, under b;
  - d. propositions: statements which the doctoral candidate is prepared to defend with scientific arguments;
  - e. preliminary and supplementary material of the dissertation: the title page and its reverse, foreword and/or closing text, table of contents, any pages with acknowledgements, dedication and/or motto, curriculum vitae, as well as front and back cover, both the inside and outside;
  - f. the doctoral defence: the meeting at which there is a public defence of the dissertation and the propositions, and at which the doctorate is awarded.
2. Wherever reference is made in these regulations to a full professor, this includes a professor emeritus who in accordance with Article 9.19 of the Act is eligible to act as supervisor, a professor by special appointment or an ecclesiastical professor attached to a Dutch university, a professor at the Open University or at a foreign academic institution, in the last case only in so far as he is eligible to act as a supervisor there by dint of his appointment in the foreign country.
3. Wherever reference is made in these regulations to a supervisor or co-supervisor, in those instances where there is more than one supervisor or co-supervisor, the term should be read as the plural form.
4. Wherever reference is made in these regulations using male gender terms, these should be read as female if referring to a woman..

### **Article 2. The doctorate**

1. At Leiden University, the doctorate can be obtained based on a defence of the dissertation in the presence of the Doctorate Board, or an Opposition Committee appointed by the Doctorate Board.
2. The doctorate is awarded by the Doctorate Board.
3. In the case of a PhD obtained at Leiden University and at another University based on the same dissertation, the doctoral defence should first take place at Leiden University.

### **Article 3. Admission to the PhD programme**

1. Those persons are eligible for admission to the PhD programme who:
  - a. in accordance with the Act, have obtained a master's degree, or who have passed the doctoral (*doctoraal*) examination at a government-funded or appointed Dutch university;
  - b. have written a thesis or prepared a draft as proof of competence in conducting scientific research independently;
  - c. have met the requirements stipulated elsewhere in these regulations.
2. In exceptional cases, the Dean of the relevant faculty may grant exemption on behalf of the Doctorate Board to candidates who do not meet the entry requirements as specified in the first paragraph, under a).

#### **Article 4. Exemption from academic requirements**

1. A request for exemption from the academic requirements as referred to in Article 3, paragraph 1, under a), may be submitted to the Dean of the relevant faculty using the appropriate form as determined by the Doctorate Board (appendix 1), and on submission of:
  - a. certified copies of the relevant diplomas and/or degree certificates,
  - b. an overview of courses followed by the candidate,
  - c. a copy of the passport page with details of identity, and
  - d. a statement by the supervisor saying he is willing to act as such, as referred to in Article 6, paragraph 2.
2. In the event the requested exemption cannot be granted based on the diplomas or degree certificates submitted, it may nonetheless be granted by the Dean on behalf of the Doctorate Board if it can be demonstrated to the satisfaction of the Dean that the applicant is considered capable of conducting independent scientific research. The applicant will be informed of the decision regarding exemption or the refusal thereof in writing.

#### **Article 5. Confidentiality**

Those present at the meetings of the PhD Committee and the Opposition Committee, as referred to in chapters 4, 5 and 6, or at a dispute procedure or at the procedure leading to the awarding of the predicate "cum laude", are obliged to treat the discussions held during such meetings as confidential.

### **Chapter 2. The supervisor and co-supervisor**

#### **Article 6. Appointment of the supervisor**

1. The PhD candidate discusses the field of the intended PhD research with the professor most suited to the area of the research and explores the possibility of the professor's acting as supervisor.
2. The professor who has been approached to act as supervisor sends the PhD candidate as soon as possible a written confirmation of either his consent or his

refusal to act as supervisor. A copy of this consent or refusal will be sent by the professor to the Dean of the relevant faculty.

3. Upon receipt of this confirmation as referred to in paragraph 2, the PhD candidate requests the Dean to appoint the professor concerned as supervisor. The request is submitted to the Dean using the appropriate form as specified by the Doctorate Board (appendix 2) and should include certified copies of the certificates which demonstrate that the academic requirements as referred to in Article 3, paragraph 1 under a, have been met. Otherwise it should include a request for exemption as referred to in Article 3, paragraph 2, together with the documents as referred to in Article 4, paragraph 1.
4. Once the Dean has determined that the academic requirements as referred to in Article 3, paragraph 1 under a), have been met, or the exemption as referred to in Article 3, paragraph 2, has been granted, on behalf of the Doctorate Board he appoints as supervisor the professor who has declared himself willing to act as such. The Dean notifies in writing the professor, the PhD candidate and the Doctorate Board of the appointment.
5. At the request of the PhD candidate, and on behalf of the Doctorate Board, the Dean may appoint as supervisor a second or, in very exceptional cases, a third professor in addition to the supervisor as referred to in paragraph 4, either from the faculty or outside. The division of tasks, as determined by the supervisors and following conferral with the PhD candidate, is set out in a document, copies of which are sent to the PhD candidate and to the Dean. This division of tasks does not affect the responsibility of each of the supervisors for the dissertation as a whole.
6. Professors holding a rotating chair or visiting professors are not usually appointed as supervisors unless, in exceptional cases, the Doctorate Board decides otherwise.
7. A member of the faculty's academic staff, who holds a chair or an endowed chair elsewhere in the Netherlands, is for the purposes of these regulations considered to hold a chair in the faculty.
8. The following persons are excluded from being appointed supervisor: the partner of the PhD candidate, a blood relative or first or second-degree relative of the candidate, or other persons whose relationship to the candidate precludes them from assessing said candidate.

#### **Article 7. Tasks of the supervisor**

1. The supervisor guides the PhD candidate to the best of his ability in completing the dissertation. The supervisor draws up a supervision plan in discussion with the PhD candidate within six weeks of his appointment and sends a copy to the Dean. This plan provides for regular consultation between supervisor and candidate as well as a written report thereof.
2. The supervisor ensures that:

- a. the PhD research is conducted according to the rules of conduct for academic practice within the University and according to the rules of conduct and/or the professional code which applies to professional conduct for the relevant academic field;
  - b. should the PhD research necessitate research on or with human subjects, the PhD research is conducted with the consent of the parties involved or with the consent of a representative appointed by those parties.
  - c. in so far as the PhD research involves laboratory animals, the appropriate rules will be observed, and
  - d. in so far as the PhD research or part of the research is funded by third parties, as few restrictions as possible are imposed on the research, and, if limitations are imposed on freedom of publication of data and results of the research, these limitations do not contravene academic freedom.
3. The PhD candidate submits the manuscript of the dissertation to the supervisor, either as a whole or in sections. The supervisor reads the submitted manuscript or the sections thereof and checks that the manuscript or the parts thereof meet the requirements for a dissertation leading to a PhD title.
  4. The supervisor may make suggestions for additions and/or alterations after conferring with the PhD candidate and any other persons involved with the dissertation.
  5. The PhD candidate makes the agreed alterations to the manuscript and subsequently submits the manuscript as a whole to the supervisor for approval.

#### **Article 8. Appointing the co-supervisor**

1. On behalf of the Doctorate Board, the Dean may appoint a co-supervisor if so requested by the supervisor and following consultation with the PhD candidate. The supervisor ascertains that the proposed co-supervisor is willing to act as such. The request may be submitted to the Dean at any stage of the PhD research.
2. In the case of one supervisor, the number of co-supervisors is limited to two, and in the case of two or more supervisors, the number of co-supervisors is limited to one.
3. Persons may be appointed as co-supervisors who are Dutch or foreign experts holding a PhD degree, and who are entitled to use the title of 'doctor' in the Netherlands, but who are not appointed as professor. Such experts should be actively involved with the subject or part of the subject as described in the dissertation. The provisions of Article 6, paragraph 8, apply equally here.
4. Should a co-supervisor not accept the appointment, he will advise the Dean of his reasons.

#### **Article 9: Tasks of the co-supervisor**

1. It is the task of the co-supervisor to assist the supervisor in guiding the PhD candidate.

2. After conferring with the PhD candidate, the supervisor and the co-supervisor determine how the co-supervisor will be involved in the regular consultations between the supervisor and the PhD candidate.
3. The co-supervisor submits a summarised assessment of the manuscript to the supervisor in writing.
4. Should the co-supervisor, unlike the supervisor, be of the opinion that the manuscript should not be approved, and the supervisor nonetheless approves the manuscript, the co-supervisor may be relieved of his duties at his own request by the Dean on behalf of the Doctorate Board.

#### **Article 10: Approval of the manuscript as dissertation**

1. The supervisor is responsible for the manuscript being accepted as a dissertation. He ensures that the dissertation meets the standards that can in general be applied to a dissertation.
2. Before approving the manuscript as a dissertation, the supervisor assesses the text submitted with particular regard to the requirements stated under Articles 13 to 17, paying particular attention to the following points:
  - a. the importance of the subject;
  - b. the importance of the research question and preciseness with which it is defined;
  - c. the academic standard of the structure, the analysis and the treatment of the material;
  - d. the derivation of new insights and views from this analysis;
  - e. the soundness of the methodology used for this analysis;
  - f. evidence of a critical confrontation of the author's own conclusions with existing theories or views;
  - g. evidence of a creative approach to the academic field treated in the manuscript;
  - h. demonstrated restraint, with regard to the scope of the text;
  - i. a balanced structure in the manuscript and clarity of style.
3. If in the opinion of the supervisor, the manuscript meets the required standards and qualifies as proof of competence of independent research, the supervisor will then give his approval. If a co-supervisor has been appointed, the supervisor may not give his approval, before he has been informed of the assessment of the co-supervisor.
4. The supervisor informs the PhD candidate that he approves or refuses approval of the manuscript as a dissertation by means of the appropriate form set by the Doctorate Board (appendix 3). He submits a copy of this form to the Dean. The decision for approval of the manuscript as a dissertation should be made within six weeks after submission of the manuscript and, in the event approval is refused, should include the reasons for this.

5. In the event the supervisor refuses approval of the manuscript as a dissertation, the Dean may, at the request of the PhD candidate and on behalf of the Doctorate Board, appoint another supervisor, after conferring with both the candidate and the supervisor, unless, in the event there are two or more supervisors, the Dean judges a new appointment to be unnecessary.

#### **Article 11. Resignation of the professor appointed as supervisor**

1. If a professor who has been appointed as supervisor is honourably discharged on the grounds of emeritus status or otherwise, subsequent to his appointment as supervisor, the approval of the manuscript as a dissertation should take place within five years of the resignation. In exceptional cases the Doctorate Board may extend this period.
2. If the approval of the dissertation has not been given within the period, whether or not the period has been extended, as referred to in paragraph 1, the appointment of the supervisor lapses and the Dean appoints another supervisor, unless, in the event that there are two or more supervisors, the Dean judges a new appointment to be unnecessary.

#### **Article 12. Propositions**

1. As soon as possible after the approval as referred to in Article 10, the PhD candidate submits to the supervisor at least four propositions relating to the subject of the dissertation, at least four scientific propositions relating to the field of the subject of the dissertation, and at most four propositions on one or more subjects of the candidate's choice.
2. It must be possible to defend the propositions with scientific arguments.
3. The supervisor informs the PhD candidate whether the propositions in his opinion meet the required standards as referred to in the first and second paragraphs. In the affirmative case, the supervisor sends the texts of the propositions and his assessment of them to the Dean, who may, if he wishes, test them himself against the required standards.

### **Chapter 3. The dissertation**

#### **Article 13. Character, content and size of the dissertation**

1. The dissertation is the description of the research conducted independently by the PhD candidate or of research to which the candidate has made an essential contribution. The PhD candidate is also responsible, or jointly responsible, for the dissertation as a scientific work.
2. The dissertation consists of either a scientific treatise on a specific subject in book form, or a collection of separate scientific treatises which have already been made public, or have been accepted by the editors of the relevant journal, or have been submitted to the editors. The dissertation may also consist of a combination of both options, provided that there is a connection as to content. In

this case, the connection should be explained in an introductory chapter and/or a concluding summary.

3. If one or more articles have been written by more than one author, only those articles are accepted as part of the dissertation, which can primarily be ascribed to the PhD candidate.
4. If previously published articles have been incorporated into the dissertation, the time span between on the one hand the publication of these articles and on the other hand the start of the doctorate procedure as referred to in Article 6 should not be more than five years, unless the Doctorate Board grants an exemption from this requirement at the well-reasoned request of the PhD candidate.
5. In the case of a dissertation taking the form of a combination of scientific treatises as referred to in this chapter, article 16, paragraph 4, applies to each treatise separately.
6. In principle, the dissertation should not exceed 100,000 words. On behalf of the Doctorate Board, the Dean may allow this limit to be exceeded at the written request of the PhD candidate.

#### **Article 14. Dissertation by more than one author**

1. In the case of joint research by two or more PhD candidates, the results of the research may lead to a joint dissertation, provided that the following conditions have been met.
  - a. Each of the authors has made an independent, demarcated contribution sufficient for a PhD.
  - b. Each of the authors bears separate responsibility, both for a designated part of the dissertation, and for the coherence of the whole dissertation.
  - c. In the dissertation an indication is given of the role each of the authors has played in the accomplishment of the dissertation.
  - d. Each of the authors adds the required number of propositions to the dissertation.
2. If a dissertation is written jointly, the foreword should clearly state the role each candidate has played in the accomplishment of the dissertation and for which particular parts of the dissertation he bears responsibility.
3. In the case of a joint dissertation, the procedures and rules of these regulations apply to each candidate separately.
4. The number of candidates bearing responsibility for a jointly written dissertation should not be more than three.

#### **Article 15. Dutch or other languages**

1. The dissertation and the attached propositions are written either in Dutch, or in English, French or German, or in another language with permission of the Doctorate Board.

2. If the dissertation is written in Dutch, a translation of the title into English, French or German should be attached, as well as a summary of the contents in these languages. If the dissertation is written in English, French or German, at least a translation of the title into Dutch and a summary of the contents in that language should be attached, as well as a translation of the title into English, French and German and a summary of the contents in those languages.
3. If, with the permission of the Doctorate Board, the dissertation is written in any other language than Dutch, English, French or German, at least a translation of the title into Dutch and a summary of the contents in that language should be attached, as well as a translation of the title into English, French and German and a summary of the contents in those languages.

#### **Article 16. Title page and acknowledgements**

1. The dissertation should contain a title page stating the given names and family name of the author as registered at the Register Office, as well as an index and the required registers.
2. In all cases, the names of the supervisor, the co-supervisor and the other members of the PhD Committee are stated on the reverse of the title page together with their functions.
3. If so required and with the restraint customary for acknowledgements in international scientific literature, the institution which has financially supported or facilitated the dissertation may be mentioned at the foot of the page as referred to in paragraph 2.
4. With the restraint customary for acknowledgements in international scientific literature, those persons may be thanked who have been involved in any way in the assessment of the dissertation, by mentioning them in the opening or closing sections of the dissertation.

#### **Article 17. Curriculum vitae**

1. A brief curriculum vitae of the author should be included at the end of the dissertation.
2. This curriculum vitae should state:
  - a. date of birth,
  - b. place of birth,
  - c. the period of pre-university education or its equivalent and the institutions where this was followed,
  - d. any qualifications pertaining to the diplomas obtained,
  - e. details of professional duties after completing the academic education, and
  - f. if appropriate, the institute at which the PhD research was conducted.

#### **Article 18. Execution of the dissertation**

1. The dissertation should be printed or, if the nature of the dissertation so allows, duplicated by other means.

2. The PhD candidate is only allowed to duplicate the dissertation after the PhD Committee has decided that he may be allowed to defend it and it has been established under Article 23 that he has been admitted to the defence.
3. The dissertation should be produced in a convenient size and submitted as a single volume, unless the material requires a different presentation, this last only with the approval of the Dean.
4. If a dissertation is written jointly, it may, with the approval of the Doctorate Board, be produced as a single volume, provided that each of the authors meets the required standards.
5. The preliminary and closing pages of the dissertation may only be duplicated after the Dean has given his approval.
6. The supervisor ensures that the Dean receives the preliminary and closing pages of the dissertation and the propositions in good time.
7. The dissertation and the preliminary and closing pages may not contain any advertising material.

#### **Article 19. Distribution of printed copies and digital version of the dissertation**

1. At least three weeks before the time of the defence, the PhD candidate delivers ten copies of the dissertation and the theses to the beadle's office and ten copies to the Dean for the benefit of the Opposition Committee as referred to in Article 25. In addition, the candidate delivers five copies to the University Library. Furthermore, he submits the dissertation in digital form to the University Library, in a manner to be further specified by the University librarian, for the benefit of the Institutional Repository (IR) of the University.
2. A copy of the dissertation and the propositions is deposited at the beadle's office for public inspection for a period of at least two weeks before the defence.
3. At least three weeks before the date of the defence, the PhD candidate licenses the University for non-exclusive publication in digital form, if necessary with an embargo. To grant this licence the PhD candidate is obliged to sign the standard licensing contract as drawn up by the Doctorate Board (appendix 4). This contract provides for an allowance for the candidate. The period of a possible embargo, as referred to in the first sentence of this paragraph, is determined in mutual consent by the candidate and the University. If no agreement is reached on the period of the temporary embargo, the matter will be decided in all fairness by the Doctorate Board.

### **Chapter 4. The PhD Committee**

#### **Article 20. Appointment of the PhD Committee**

1. Within three weeks at the most after receiving the supervisor's approval of the manuscript as a dissertation, as referred to in Article 10, and after being informed

about the propositions as referred to in Article 12, the Dean, on behalf of the Doctorate Board and at the request of the supervisor, appoints a PhD Committee.

2. The request as referred to in paragraph 1 is accompanied by the proposal of the supervisor for the composition of the PhD Committee. Before submitting this proposal, the supervisor ascertains that the persons involved are prepared to accept membership of the PhD Committee.
3. The supervisor includes with his proposal sufficient copies of the dissertation for distribution among the members of the PhD Committee.

#### **Article 21. Composition of the PhD Committee**

1. The Dean, or a professor appointed by him as substitute, is the chairman of the PhD Committee, as well as a member of this committee. The supervisor and any co-supervisor are members of the committee by virtue of their function. In addition to the chairman, the supervisor and any co-supervisor, the committee has at least three other members.
2. Professors may be appointed as other members, as referred to in paragraph one, in so far as the defence of the dissertation takes place before the term of their *ius promovendi* expires, as may other academic staff who hold a doctor's degree and who are connected with a Dutch or foreign institute for academic education.
3. These other members of the committee are in any event experts in the subject of the dissertation or any part thereof. The professors form the majority of the committee. At least one member of the committee have not been involved with the realisation of the dissertation and at least one member is not appointed at Leiden University. Those persons as referred to in Article 6, paragraph 8, are excluded from appointment.
4. The chairman may call a meeting of the PhD Committee, either on his own account or if required to do so. The supervisor acts as secretary of the committee.

#### **Article 22. Decision of the PhD Committee**

1. Within six weeks of receiving the dissertation, the PhD Committee replies in writing to the supervisor on the question of whether the PhD candidate has by means of his dissertation provided sufficient evidence of competence in conducting independent scientific research that he may be allowed to defend his dissertation.
2. The members of the PhD Committee may make suggestions for modifications to the dissertation. The supervisor may advise the PhD candidate on whether or not to adopt these suggestions
3. The decision of the committee to allow the candidate to defend his dissertation is reached with a majority of the votes. If the votes are equally divided, the candidate is deemed to have been refused for the defence of his dissertation.

4. The supervisor is responsible for informing the PhD candidate immediately in writing of the decision of the committee to allow or to refuse to allow the candidate to defend the dissertation. The supervisor uses the appropriate form for this purpose drawn up by the Doctorate Board (appendix 5) and sends a copy to the Dean.

## **Chapter 5. The defence**

### **Article 23. Decision on approval for public defence**

1. As soon as possible after receipt of a copy of the decision by the PhD Committee that the candidate may be allowed to defend his dissertation, the Dean determines on behalf of the Doctorate Board whether the candidate is allowed a defence under Article 3. He immediately informs the PhD candidate, the supervisor, the beadle, and the Doctorate Board of the result using the appropriate form drawn up by the Doctorate Board (appendix 6).
2. The PhD candidate applies to the beadle for the defence of the dissertation using the appropriate form drawn up by the Doctorate Board (appendix 7).

### **Article 24. Date and time of the defence**

1. The date of the defence is determined by the Rector Magnificus or on his behalf by the beadle after consultation with the supervisor, the PhD candidate and the Dean. The date is not settled until it has been determined, under Article 23, paragraph one, that the PhD candidate is indeed allowed to defend his dissertation. The preferences of the PhD candidate for certain dates will be taken into account as much as possible.
2. If a dissertation is written jointly, each of the authors defends the dissertation separately, if possible, on the same day at consecutive times.
3. The editing of the title page of the dissertation and its reverse should be approved by the beadle. As soon as possible after the date of the defence has been determined, the PhD candidate submits two copies of the title page to the beadle, requests his approval, and delays duplication of the title page until this approval has been given.
4. In consultation with the Rector Magnificus, the beadle is responsible for informing the community of the Leiden University of the forthcoming defence.

### **Article 25. Opposition Committee.**

1. The defence takes place in the presence of the Opposition Committee, unless the Doctorate Board has decided that it will take place in the presence of the Doctorate Board itself. In this case, the following stipulations of this chapter as well as those in chapter 6 will apply accordingly as much as possible.
2. The Rector Magnificus is chairman of the Opposition Committee as well as a member. He may appoint as his substitute a rector or former rector, a dean or

former dean of one of the University faculties, or any other professor appointed by the Doctorate Board, provided these have the *ius promovendi*.

3. Apart from the chairman, the Opposition Committee consists of at least six members. It is composed of the members of the PhD Committee present for the defence supplemented with professors or experts holding a doctor's degree. The professors should be in the majority. The majority of the committee members should also be appointed at Leiden University. The provisions of article 6, paragraph 8, apply.
4. On behalf of the Doctorate Board, the Dean determines the composition of the Opposition Committee, taking into account the stipulations of paragraphs 2 and 3 of this Article, and informs the PhD candidate, the supervisor, and the beadle thereof in writing.
5. The Dean is both member and secretary of the committee. He may appoint as his substitute a faculty professor.

#### **Article 26. Opposition and defence**

1. Before the defence starts, the chairman determines the order and length of time of the objections. The supervisor in any case has the right to voice objections and will be given the opportunity to do so at the start or at the conclusion of the defence, according to his preference.
2. The supervisor ensures that a sufficient number of members of the Opposition Committee have declared themselves willing to voice objections. All members of the Opposition Committee have the right to raise objections.
3. Other persons may also raise objections through the intercession of the supervisor and with the approval of the Rector Magnificus. Those persons qualify who hold a doctor's degree and are experts in the field of the dissertation's subject. In exceptional cases, persons may also be considered who do not hold a doctor's degree, but who have recognised expertise in the subject of the defence. A request to this end should be submitted to the Doctorate Board not later than four weeks before the defence.
4. After his opening words, the chairman invites the opponents to voice their objections, as far as possible in the designated order.
5. Both the raising of objections and the defence take place *ex tempore* in Dutch or English and may be supported by written notes and/or quotations. If another language is used, this should be notified to the Doctorate Board, who then ensures that the committee present for the defence contains a sufficient number of members with a command of the language used.
6. The chairman ensures that the opposition does not take up a disproportionate part of the time available for the discussion.

7. The defence is concluded one academic hour after it started, barring a different decision by the chairman. The end of the defence is announced by the beadle with the words "Hora est".

#### **Article 27. Decision on the awarding of the doctorate**

1. The Opposition Committee adjourns for deliberation in a closed meeting.
2. The chairman invites the supervisor to report on the academic performance of the PhD candidate, in order to give an assessment of the dissertation and its defence, and to make a proposal regarding the awarding of the doctorate. If requested, other persons may also make a contribution.
3. The decision on the awarding of the doctorate is taken on behalf of the Doctorate Board, bearing in mind the decision of the PhD Committee and the candidate's defence of the dissertation, and is taken by means of a vote, if necessary. Should the votes be equally divided, then the decision on the awarding of the doctorate is taken by the Doctorate Board itself.
4. If the doctorate is awarded, the certificate, drawn up in Latin, as well as its translation into English, are signed both by the chairman and the secretary of the committee, and by the supervisor or supervisors, and the co-supervisor or co-supervisors in the presence of the Opposition Committee.

#### **Article 28. Reopening of the meeting and awarding of the doctorate**

1. After the adjournment, the committee returns and the chairman reopens the meeting.
2. The chairman announces the results of the meeting. He also announces whether the awarding of the doctorate merits the predicate "with distinction" ("*cum laude*")
3. The chairman then requests the supervisor to award the candidate his new honours. In the case of more than one supervisor, this task is acquitted by the supervisor of the faculty.
4. After the ceremony, the supervisor or another member of the committee, subject to approval of the chairman, gives an assessment of the dissertation and the academic capabilities of the PhD candidate, if so desired. A few words of recognition may be added.
5. Finally, the chairman congratulates the PhD candidate on behalf of the University community and concludes the defence ceremony.
6. As proof of the doctorate having been obtained, the new doctor receives the certificate, as referred to in Article 27, paragraph four. The inclusion of the predicate as referred to in Article 29, paragraph three, is noted on the certificate.

### **Chapter 6. The award of PhD 'with distinction'**

#### **Article 29. The award of PhD 'with distinction'**

1. If the PhD candidate has demonstrated exceptional abilities in his dissertation, the PhD can be awarded with the predicate: 'with distinction' (*cum laude*). In general this predicate can only be awarded if the dissertation can be considered to be among the very best dissertations in the relevant scientific field.
2. Awarding the PhD with the predicate 'with distinction' takes place at the proposal of the PhD Committee or one of its members. The proposal is made according to the terms of the relevant regulation (appendix 8) adopted by the Doctorate Board and in any event requires the approval of the PhD supervisor. The procedure to award the predicate 'with distinction' should be initiated at least ten weeks before the defence of the dissertation.
3. The decision regarding a proposal for awarding the PhD with the predicate 'with distinction' is made during the non-public part of the PhD ceremony, as referred to in article 27. The chairman will ensure that the regulation has been complied with. The decision is taken with a general majority of votes. If the votes are equally divided, the award will not be made.

## **Chapter 7. The honorary doctorate**

### **Article 30. The honorary doctorate**

1. The Doctorate Board is entitled to confer the honorary doctorate on Dutch or foreign persons in recognition of outstanding services, at the proposal of the Faculty Board and with the approval of the Executive Board.
2. The conferral of the honorary doctorate is made with due regard to the following stipulations. Articles 2 to 4, 6 to 29, 36 and 37 are not applicable.

### **Article 31. Grounds for conferring the honorary doctorate**

The honorary doctorate can be conferred:

- a. on persons who have conducted research which has been demonstrated to be of exceptional significance for the University or for academia in general;
- b. on persons who in an academic, cultural or social perspective have carried out activities which have advanced academic teaching and research in an exceptional manner;
- c. in highly exceptional cases and only at the proposal of the Rector Magnificus, on persons who through their work have made an exceptional contribution to upholding the motto of the University: 'Bastion of Liberty'.

### **Article 32. Proposal by the Faculty Board**

1. The Board of a relevant faculty, having gained the approval of the faculty Research Committee, may decide to propose to the Doctorate Board the conferral of an honorary doctorate. This will be on the basis of a well-substantiated proposal addressed to the Faculty Board, which proposal should contain information on the demonstrable scientific relationship between the

submitter(s) of the proposal and the proposed candidate, and if possible a suggestion for the appointment of a supervisor.

2. A proposal will be addressed in writing and in confidence to the Rector Magnificus in his position as chairman of the Doctorate Board and should be accompanied by a reasoned argument indicating why the honorary doctorate from the University is desirable, and also by the proposal referred to in paragraph 1.

#### **Article 33. Consideration by the Executive Board**

1. If the Doctorate Board intends to adopt the proposal, the Board will submit the proposal to the Executive Board for consideration.
2. Once the response by the Executive Board has been received, the Doctorate Board will reach a decision on the honorary doctorate.

#### **Article 34. Decision to confer the honorary doctorate**

1. If the Doctorate Board resolves to confer the honorary doctorate, the Board will appoint one of the University's professors as supervisor.
2. The decision will be made known in confidence to the candidate, the supervisor and the board of the relevant faculty.
3. The decision will not be made public before the candidate has confirmed his intention to accept the honorary doctorate.

#### **Article 35. Conferral of the honorary doctorate**

1. The conferral of the honorary doctorate takes place during a public PhD ceremony. The Rector Magnificus issues the invitations for the ceremony on behalf of the Doctorate Board.
2. The Rector Magnificus introduces the doctorate and charges the supervisor to confer the title on the candidate, which task the supervisor fulfils with an address expressing praise and esteem.
3. The honorary doctor then speaks. If more than one honorary doctorate is conferred during a ceremony, the Rector Magnificus may agree that one honorary doctor speaks on behalf of all the honorary doctors.
3. As evidence of the newly conferred honour, the honorary doctor receives a gown and a certificate in Latin, signed by the Rector Magnificus and the Dean of the relevant faculty, and by the supervisor.
4. The Rector Magnificus then brings the ceremony to a close.

### **Chapter 8. Disputes procedure**

#### **Article 36. Mediation by the Dean**

1. If a dispute arises during the preparation for or as a result of the decision regarding the approval of the manuscript as dissertation or with regard to the defensibility of the propositions, the Dean will act as mediator, at the request of either of the parties concerned.
2. The Dean should in any event be one of the parties involved in resolving the dispute.
3. Paragraphs 1 and 2 do not apply if the dispute relates to a decision pursuant to this regulation taken by the Doctorate Board or by the Dean on behalf of this Board.

#### **Article 37. Decision of the Doctorate Board**

1. Before reaching a decision on the appeal or objection, the Board gives the parties involved in the dispute, and the Dean, the opportunity to present their case in person.
2. The Doctorate Board may take advice from a committee set up by the Board for this purpose.
3. The decision of the Doctorate Board will immediately be notified to all parties concerned.

### **Chapter 9. Transitional and concluding stipulations**

#### **Article 38. Interpretation**

In the event of a difference of opinion as to the interpretation of one or more articles of this regulation and in any eventualities for which this regulation does not provide, the final decision rests with the Doctorate Board.

#### **Article 39. Official title**

This regulation can be referred to as the Leiden University PhD Regulation 2008.

#### **Article 40. Effective date**

This regulation takes effect from 1 September 2008.

#### **Article 41. Withdrawal of previous regulation**

1. The Leiden University PhD Regulation 2004 will be withdrawn.
2. The Doctorate Board may in special cases determine that the stipulations of the Leiden University PhD Regulation 2004 may continue to apply to dissertations to be defended after 1 September 2008.