

# LEIDEN UNIVERSITY PhD REGULATIONS 2024

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## Chapter 1. General

### Article 1. Definitions

1. The following definitions apply within these regulations:
  - a. **The Act:** the Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek, WHW).
  - b. **Confidential counsellor:** the person who has been appointed as the confidential counsellor for academic integrity by the Executive Board of the University or the LUMC;
  - c. **Co-supervisor:** an expert, appointed as such pursuant to these regulations, who holds a PhD, is not a professor with ius promovendi or a UHD with ius promovendi, and is entitled to use the title of Doctor in the Netherlands;
  - d. **Dean:** in these regulations, in their capacity as the (mandated) member of the Doctorate Board;
  - e. **Deputy Rector Magnificus:** the professor designated by or on behalf of the Rector Magnificus who acts as their substitute during the PhD defence ceremony (prorector);
  - f. **Dissertation:** a scientific treatise in the form of a book or a collection of articles, or an artistic outcome as specified in Article 3, under 1(b). In the case of doctorates in the Arts, the dissertation can take another form;
  - g. **Doctorate Board:** the Doctorate Board as referred to in Article 9.10 of the Act;
  - h. **Doctorate Committee:** the committee appointed by the Doctorate Board that decides whether the PhD candidate has shown proof of competence such that the PhD candidate may be allowed to defend their dissertation;
  - i. **Examining Committee:** the committee in whose presence the dissertation is publicly defended; its members include, among others, the members of the Doctorate Committee insofar as they are present;
  - j. **Faculty:** the Leiden University faculty as referred to in Article 9.1 of the Act that covers the field of study of the subject of the dissertation;
  - k. **Graduate School:** the unit within the faculty that is responsible for the PhD training;
  - l. **Joint degree:** a doctorate obtained after supervision by academics from at least two institutions and after one (or multiple) defence(s) of a dissertation in the presence of one (or multiple) joint Examining Committee(s). A joint degree can be obtained on an individual basis or within the framework of a programme that Leiden University has agreed with another university. As proof of obtaining this degree, the new PhD graduate is presented with either a single diploma or two paired diplomas. Paired diplomas contain an additional phrase, making reference to the joint supervision; these paired diplomas belong together and may not be used separately from each other.
  - m. **Non-scientific component of the dissertation:** the title page, the reverse of the title page, which lists the members of the Doctorate Committee, the publication details, the foreword and/or closing text (including any acknowledgments), the table of contents, the curriculum vitae of the PhD candidate, any other non-scientific additions or expressions, as well as the

- inner and outer covers, both front and back;
- n. **PhD defence:** the occasion on which the public defence of the dissertation and its propositions takes place and a doctorate degree may be conferred on the candidate;
  - o. **Professor:** for the purpose of being appointed as a member of a committee, professor (hoogleraar) is defined as: professors insofar as they still have *ius promovendi*;
  - p. **Propositions:** statements that the PhD candidate is prepared to defend with scientific arguments;
  - q. **Pro-rector:** the professor designated by or on behalf of the Rector Magnificus who acts as their substitute during the PhD defence ceremony (deputy RM);
  - r. **Supervisor:** a professor or UHD with *ius promovendi*<sup>1</sup> appointed at Leiden University, except in cases where these regulations state that a professor or UHD appointed at another Dutch university is eligible to act as supervisor;
  - s. **PhD candidate:** a person who wishes to obtain the doctorate degree and has been admitted by the Dean to the Graduate School;
  - t. **Rector Magnificus:** the University officer referred to in Article 9.3(1) of the Act, who is also the Chair of the Doctorate Board;
  - u. **Written statement:** this includes communications in *Converis*.
2. Wherever reference is made in these regulations to a professor, this term also includes a professor emeritus who in accordance with Article 9.19 of the Act is eligible to act as supervisor, an professor by special appointment at a Dutch university listed in the Act, and a professor at the Open University or at a foreign academic institution, in the latter case only in so far as being eligible to act as a supervisor by virtue of their appointment abroad, and only after the Doctorate Board has given its consent.
3. Wherever reference is made in these regulations to a supervisor or co-supervisor, the term should be read as the plural form in those instances where there is more than one supervisor or co-supervisor.

## Article 2. The doctorate

1. A doctorate can be obtained at Leiden University on the basis of a defence of the candidate's dissertation in the presence of the Doctorate Board or an Examining Committee appointed on behalf of this Board.
2. The doctorate is awarded by the Doctorate Board.
3. Under certain conditions, a joint degree can be obtained at Leiden University, as referred to in Article 7.18(6) of the Act, on the basis of a defence of the candidate's dissertation in the

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<sup>1</sup> There is a single, University-wide policy line (no differentiation between faculties or LUMC) regarding the *ius promovendi* for UHDs (senior lecturers / associate professors) and this relates to UHDs and – for the LUMC – the scientific researcher / teacher 14 appointed as an employee with the explicit job title *Associate Professor*. To enhance readability, only the term 'UHD' will henceforth be used in these PhD Regulations. The University's policy line can be found in Appendix E to these regulations.

presence of the Doctorate Board or an Examining Committee appointed on behalf of the Doctorate Board. The joint PhD is awarded by the Doctorate Board, together with a comparable body from the partner institution(s).

The arrangements about training and supervision in a PhD track intended for a joint degree can be set down in an agreement. There are two model agreements: one for arrangements relating to individual PhD candidates and one for arrangements relating to a programme of collaboration in the training and supervision of PhD candidates of both institutions.

Agreements for individual PhD candidates do not, in principle, require the approval of the Doctorate Board. However, programme agreements must always be submitted to the Doctorate Board for approval.

In the case of an individual agreement, the defence will in principle take place in Leiden. Reasoned requests to derogate from this rule can be addressed to the Doctorate Board. In the case of programme-based collaboration, arrangements will be made about the location(s) of the defence.

Leiden University cooperates with issuing either single or paired diplomas.

4. Persons who have already been awarded a doctorate degree will not be allowed to submit another dissertation. The Doctorate Board may make an exception if the content of the new dissertation covers an unrelated scientific field or for other compelling reasons.

### Article 3. Admission to the PhD defence

1. Persons eligible for admission to the PhD defence are those who:
  - a. in accordance with the Act, have been awarded a master's degree or have passed the *doctoraal* examination of a government-funded or -appointed Dutch university;
  - b. have written a dissertation and/or prepared an artistic outcome as proof of competence in independently conducting scientific research;
  - c. have successfully completed a training plan agreed with the PhD candidate at the start of the PhD track and funded by the institution, which meets the following requirements:
    - I. the plan covers the entire PhD track;
    - II. for employee PhD candidates and scholarship PhD candidates (not employed by Leiden University or the LUMC), the plan comprises at least:
      - i. 140 hours of academic training activities (specialisation-related training courses, attending conferences and suchlike)
      - ii. 140 hours of training activities in the area of transferable skills (such as giving presentations, academic English, time management, career orientation, entrepreneurship, teaching (a maximum of 20 hours may be included for this), obtaining the University Teaching Qualification

- (BKO) partial certificate), including at least one training course in the area of academic integrity
- iii. the Dean can impose additional requirements (for example, taking BROK (Basic Course on Regulations and Organisation for Clinical Investigators) courses);
  - III. for external PhD candidates and externally funded PhD candidates, the plan includes at least the Academic Integrity course and courses that are specified as compulsory for the faculty and/or institute;
  - IV. the plan leaves space for exemptions from specific parts of this obligation, after submission of a reasoned request; the exemption will be granted by the Dean on behalf of the Doctorate Board.
- The following stipulations are applicable in this regard:
- the contents of the training plan were agreed with the PhD candidate (stating any applicable exemptions) at the start of the PhD track and were set down in the training and supervision plan (the training and supervision plan is recorded in Converis GSM); the progress of the training and supervision plan is discussed in every annual interview;
  - the PhD candidate is always given the opportunity in good time to actually follow the elements of the training plan.

#### Article 4. Exemption from the education requirement

1. In exceptional cases, the Dean of the relevant faculty may, having received a written request to this effect and on behalf of the Doctorate Board, grant exemption from the education requirement referred to in Article 3, under 1(a) to persons who fail to meet this requirement.
2. A request for exemption from the education requirement referred to in Article 3, under 1(a) may be submitted to the Dean of the relevant faculty in accordance with the procedure (Appendix A) established by the Doctorate Board on presentation of a valid identity document and on submission of the following:
  - a. Certified copies of relevant diplomas and/or degree certificates,
  - b. An overview of the courses followed by the applicant, and
  - c. A statement by the proposed supervisor confirming that they are willing to act as supervisor, as referred to in Article 6.

This request for exemption must be made before an employment contract is concluded and the applicant is registered as a PhD candidate and/or before being admitted to the Graduate School.

3. If the requested exemption cannot be granted on the basis of the diplomas and degree certificates submitted by the applicant, 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 capable of conducting independent scientific research and, in the case of a PhD track in the Arts, that the applicant is capable of developing as a research-oriented artist.

4. The applicant is informed in writing of the Board's decision to grant or refuse to grant an exemption.

## Article 5. Confidentiality

1. Those present at the meetings of the Doctorate Committee and the Examining Committee as referred to in Chapters 5, 6 and 7, or at a dispute procedure or the procedure leading to the award of the predicate 'cum laude' (with distinction), are bound to confidentiality with respect to these meetings.

## Chapter 2. Procedure for admission to the PhD track

### Article 6. Wish to obtain a doctorate

1. A person who wishes to follow a PhD track with the aim of obtaining a doctorate can either reply to an advertisement for a paid position as an (employee) PhD candidate or, on their own initiative, can consult and reach agreement with the most appropriate professor or UHD with ius promovendi for the intended area of research, regarding the subject of the PhD research and the working title of the dissertation, and obtain a written statement of their willingness to act as supervisor.

### Article 7. Appointment of the supervisor

2. After receiving the written confirmation referred to in Article 6, the PhD candidate requests the Dean without delay to appoint the professor or UHD with ius promovendi in question as supervisor and also the second or co-supervisor. The request is submitted to the Dean in accordance with the procedure established by the Doctorate Board (in Converis) and includes a certified copy of the diploma or certificate demonstrating that the education requirement as referred to in Article 3, under 1(a) has been met, or a request to exempt the candidate from this requirement as referred to in Article 4, first paragraph. This request also includes the documents referred to in Article 4, second paragraph.
3. Once the Dean has established that the education requirement as referred to in Article 3, under 1(a) has been met, or the exemption as referred to in Article 4 has been granted, on behalf of the Doctorate Board, they appoint as supervisor the professors or UHD with ius promovendi who have indicated their willingness to act in this capacity (in Converis).
4. Professors holding a rotating chair and visiting professors are not usually appointed as

supervisors unless, in exceptional cases, the Doctorate Board decides otherwise. Emeritus professors who have been granted honourable discharge from the position of professor for health reasons, due to voluntary early retirement, or upon or after reaching the age limit for that position, as stipulated in the Collective Labour Agreement for Dutch Universities (caoNU), may no longer be appointed as a supervisor.

5. A member of the academic staff who also holds a chair or extraordinary chair elsewhere in the Netherlands will be considered for the purposes of this article as holding a chair in the relevant faculty at Leiden University.
6. The following persons are excluded from being appointed as 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 the candidate's work. Similarly, where a supervisor has been appointed, their partner or a blood relative or first- or second-degree relative will not be appointed as second supervisor.

#### Article 8. Admission to the Graduate School

1. As soon as the Dean has appointed a professor or UHD as the supervisor and, as the case may be, a second supervisor or co-supervisor, as referred to in Articles 7 and 11, the PhD candidate applies to the Graduate School for admission, using the form applicable for the relevant Graduate School (in Converis or otherwise) and submitting the documents requested therein.
2. The Graduate School is responsible for the training programme and can formulate guidelines in this regard.
3. The PhD candidate registers their progress in Converis.

#### Article 9. Start of the PhD track

1. A PhD track starts at the moment that the PhD candidate is admitted to the Graduate School, after submitting the application for this pursuant to Article 8, first paragraph.

### Chapter 3. The supervisor and co-supervisor

#### Article 10. Responsibilities of the supervisor

1. The supervisor guides the PhD candidate to the best of their ability in completing the dissertation. Within three months of their appointment (for external and externally funded PhD candidates: within six months of their start), the supervisor draws up the compulsory training



and supervision plan in consultation with the second and/or co-supervisor(s) and the PhD candidate and submits a copy of this plan to the Dean. This plan provides for regular consultation between supervisor and candidate as well as written reports of these consultations. The Dean may decide that the training and supervision plan should also include an independent supervision committee, whose task is to provide the PhD candidate with feedback and guidance, from a certain distance.

2. The supervisor is responsible for ensuring that:
  - a. The PhD candidate participates in the compulsory training programme drawn up for them;
  - b. The PhD research is conducted in accordance with the Netherlands Code of Conduct for Research Integrity and the code of conduct and/or the professional code that applies to professional conduct in the relevant academic field;
  - c. If the PhD research necessitates research on and/or with human subjects, this research is conducted with the consent of the parties involved or with the consent of a representative appointed by those parties, and in accordance with the applicable regulations;
  - d. In so far as the PhD research involves laboratory animals, bodily tissues and/or personal data, the appropriate rules are observed;
  - e. 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. If limitations are imposed on the freedom of publication of data and results from the research, these limitations may not conflict with academic freedom; and
  - f. The manuscript is checked for plagiarism before it is submitted to the Doctorate Committee.
3. The PhD candidate submits the manuscript of the dissertation to the supervisor(s), either in its complete form or in chapters. The supervisor reads the manuscript or chapters submitted and verifies that the manuscript or sections satisfy the requirements for a dissertation leading to the award of a doctorate degree. If the manuscript is submitted in sections, the supervisor retains the right to deliver a separate assessment of the manuscript as a whole.
4. The supervisor may make suggestions for additions and/or alterations after conferring with the PhD candidate and any other persons involved in the PhD track.
5. The PhD candidate incorporates the agreed alterations in the manuscript and subsequently submits the manuscript as a whole to the supervisor for approval.

#### Article 11. Appointment of the second or co-supervisor

1. To ensure that the PhD candidate has more than one supervisor, the Dean, on behalf of the Doctorate Board, appoints a second supervisor or co-supervisor from the same or another faculty, in addition to the supervisor referred to in Article 7. The PhD candidate and the second and/or co-supervisors must agree with these appointments. In exceptional cases, the Doctorate Board, at the request of the Dean, may appoint a third supervisor. Each supervisor remains individually responsible for the quality of the dissertation as a whole, independently of the

division of tasks among the supervisors. The request to appoint a co-supervisor may be submitted to the Dean at any stage of the PhD track.

2. If there is one supervisor, there may be no more than two co-supervisors, and if there are two or more supervisors, there may be only one co-supervisor. Only in the case of a joint degree the Doctorate Board may, at the request of the Dean, decide otherwise.
3. Persons may be appointed as co-supervisors who are Dutch or foreign key experts holding a PhD degree, who are not appointed professors, but are actively involved in research on the topic (or an aspect of the topic) covered in the dissertation, and are entitled to use the title of 'Doctor' in the Netherlands. In the case of a dissertation in the Arts, a person who does not hold a PhD degree but is a key expert on the topic may also be appointed co-supervisor.
4. The following persons are excluded from being appointed co-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 the candidate's work. Similarly, the partner or a blood relative or first- or second-degree relative of the supervisor may not be appointed as co-supervisor.
5. If a co-supervisor does not accept the appointment, they will inform the Dean of their reasons for this.

#### Article 12. Responsibilities of the co-supervisor

1. The co-supervisor(s) is/are responsible, together with the supervisor(s), for guiding the PhD candidate.
2. In consultation with the PhD candidate and the second and/or co-supervisor(s), the supervisor determines the manner in which the second and/or co-supervisor(s) will be involved in the regular consultations between the supervisor and PhD candidate, and includes these agreements in the training and supervision plan.

#### Article 13. Approval of the manuscript as a dissertation

1. The supervisor is responsible for the approval of the manuscript as a dissertation. They are responsible for ensuring that the dissertation meets the standards that generally apply to dissertations. In particular, and without prejudice to the responsibility of the PhD candidate in this respect, as stated in Article 16, they ascertain using in any case the software made available for this purpose by the University that the manuscript does not contain any form of plagiarism and in every other respect meets the applicable code of conduct on academic practice.
2. Before approving the manuscript as a dissertation, the supervisor assesses the submitted text with particular regard to the requirements stated under Articles 16 to 18, paying particular

attention to the following points:

- a. The importance of the topic;
  - b. The importance of the research question and the precision 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 the analysis;
  - e. The soundness of the methodology used for the 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 field of study treated in the manuscript;
  - h. The extent to which the manuscript is based on research independently conducted by the PhD candidate or research to which they have made an essential contribution;
  - i. Demonstrated restraint, with regard to the length of the text;
  - j. A balanced structure in the manuscript and clarity of style.
3. Within six weeks of receiving the manuscript, the supervisor decides whether they approve the dissertation, unless the PhD candidate agrees to an alternative deadline. If this term is exceeded, the PhD candidate is entitled to request the Dean to ensure that the supervisor communicates the decision regarding approval of the dissertation before a given date.
  4. If, in the opinion of the supervisor, the manuscript meets the required standards and qualifies as proof of competence in conducting independent research, the supervisor approves the manuscript. The supervisor may not give approval until the second and/or co-supervisor has/have given their consent. If the supervisor, second supervisor and/or co-supervisor fail to grant their approval, they must specify the reasons for non-approval. If there are doubts about the quality of the dissertation, the Dean can submit the manuscript to the Doctorate Board.
  5. The supervisor notifies the Dean of whether they approve or reject the manuscript as a dissertation in accordance with the procedure established by the Doctorate Board (in Converis).
  6. If the supervisor fails to approve 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 that there are two or more supervisors, the Dean considers a new appointment to be unnecessary.
  7. In the case of a dissertation in the Arts, before approving the manuscript, the supervisor assesses whether, in addition to the dissertation, there is also artistic work as referred to in Article 16, seventh paragraph.

#### Article 14. Resignation of the professor appointed as supervisor

1. If a professor or UHD with ius promovendi who has been appointed as supervisor is honourably discharged, on the grounds of emeritus status or for other reasons, subsequent to their 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 decide to extend this period.

2. A professor appointed as supervisor who is no longer affiliated to Leiden University as a result of their appointment at another university retains the right to act as supervisor at Leiden University for a period of five years. In exceptional cases, the Doctorate Board may decide to extend this period.
3. If the dissertation has not been approved within the period, whether or not it has been extended, as referred to in the first and second paragraphs, 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 considers a new appointment to be unnecessary.
4. If the supervisor is no longer able or willing to act in this capacity, the Dean may withdraw, on behalf of the Doctorate Board, the appointment referred to in Article 7. In this case another professor may be appointed as supervisor in accordance with the procedure outlined in Article 7.

## Article 15. Propositions

1. As soon as possible after the approval as referred to in Article 13, 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 least one and at most four propositions on one or more societal subjects of the candidate's choice. The maximum number of propositions is twelve.
2. The propositions must be concise, may not consist solely of a quotation and must always include an original contribution by the candidate, and must be such that they can be defended with scientific arguments.
3. The supervisor(s) and co-supervisor(s) verify whether the propositions meet the requirements set out in the first and second paragraphs and inform the PhD candidate accordingly. If they consider that the propositions meet the requirements, the supervisor sends the text of the propositions and their assessment of them to the Dean, together with the other elements of the non-scientific component (see Article 19). The Dean verifies that they meet the relevant standards. Propositions are only accepted once they have been approved by the supervisor and the Dean.
4. The propositions are not an integral part of the dissertation and are supplied separately.

## Chapter 4. The dissertation

### Article 16. Nature, content and scope of the dissertation

1. The dissertation describes research conducted independently by the PhD candidate or research to which the candidate has made an essential contribution. The PhD candidate is responsible for the dissertation as a scientific contribution. The PhD candidate has primary responsibility for ensuring that the dissertation does not contain any form of plagiarism and that it in every other respect meets the applicable code of conduct on academic practice.
2. The dissertation consists of either a scientific treatise on a specific subject in book form, or a collection of separate scientific treatises that have already been published, 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 they are related in terms of content. In this case, the relationship should be explained in an introductory chapter and/or a concluding summary. The Dean can set further guidelines regarding the number of articles and requirements relating to authorship and the explanation thereof.
3. The PhD candidate must ensure that no copyrights of third parties are infringed.
4. If one or more articles have been written by more than one author, only those articles are accepted as part of the dissertation that can be ascribed primarily to the PhD candidate.
5. There are no university-wide rules for the minimum number of articles that a dissertation may contain. The supervisor discusses the possibility of obtaining a doctorate on the basis of articles during the formulation and annual discussion of the training and supervision plan, and on those occasions explains what the PhD candidate can expect in terms of requirements in this regard within the field.
6. If previously published articles are incorporated into the dissertation, the period of time between the publication of these articles and the completion of the manuscript may not exceed five years. The Dean, acting on behalf of the Doctorate Board, may grant an exemption from this requirement in response to a reasoned request by the supervisor.
7. In the case of a dissertation in the form of a collection of scientific treatises as referred to in this article, Article 19, fourth paragraph, applies to each treatise separately.
8. In the case of a dissertation in the Arts, the PhD candidate produces, in conjunction with a dissertation, artistic work of high quality – in the form of, for example, concerts, exhibitions, performances, master classes and events. This is assessed by the Doctorate Committee and also plays a part in the final assessment of the proof of competence.
9. In principle, the dissertation should not exceed 100,000 words. On behalf of the Doctorate Board and at the written request of the supervisor, the Dean may allow this limit to be exceeded

and may grant the Doctorate Committee more time to make the assessment.

#### Article 17. Dissertation by more than one author

1. In the case of joint research by two PhD candidates, the results of the research may lead to a joint dissertation, provided that the following conditions are met:
  - a. Each of the authors has made an independent, demarcated contribution that is considered sufficient for obtaining a PhD degree;
  - 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. An indication is given in the dissertation of the role each of the authors has played in the realisation of the dissertation; and
  - d. Each of the authors adds the required number of propositions to the dissertation.
2. If a dissertation is written jointly, the foreword or table of contents should clearly state the role each candidate has played in the realisation of the dissertation and for which particular parts of the dissertation they bear specific responsibility.
3. In the case of a joint dissertation, the procedures and rules of these regulations apply to each candidate separately.

#### Article 18. Dutch or other languages

1. The dissertation and the accompanying propositions are written either in Dutch or in English, or, with the permission of the Dean on behalf of the Doctorate Board, in another language.
2. As a rule, the dissertation contains summaries in Dutch and English. If the dissertation is written in Dutch, a translation of the title and a summary of the contents in English should be included. If the dissertation is written in English, a translation of the title and a summary of the contents in Dutch should be included.
3. If, with the permission of the Doctorate Board, the dissertation is written in another language than Dutch or English, a translation of the title and a summary of the contents should be included in both Dutch and English.
4. If the dissertation contains parts in another language (for example, quotations), a translation must also always be given in Dutch, English, French, or German.

#### Article 19. Non-scientific component

1. The dissertation contains a title page stating the given names and family name of the author as registered in the Civil Register, as well as, optionally, their year of birth. It also contains a table

of contents and the necessary indexes.

2. In all cases, the names of the supervisor(s), the co-supervisor(s) and the members of the Doctorate Committee should appear on the reverse of the title page, together with their positions and their titles and initials. If the Committee members are not appointed at Leiden University, their affiliation should also be included.
3. The institution that has financially supported or enabled the realisation of the dissertation must be mentioned at the foot of the page referred to in the second paragraph.
4. With the restraint customary for acknowledgments in international academic literature, those persons may be thanked who have been involved in some way in the realisation of the dissertation, by mentioning them in the foreword or closing text of the dissertation. The foreword or closing text is written in a style that is appropriate for the nature of the defence ceremony, and is no more than 800 words in length.
5. A brief curriculum vitae of the author is included at the end of the dissertation. This curriculum vitae should specify the following:
  - a. Year and place of birth (optionally)
  - b. The period during which the candidate followed their pre-university education or its equivalent and the relevant institution
  - c. Any qualifications pertaining to the diplomas obtained
  - d. The elements of the training programme that was followed during the PhD track.
  - e. Details of professional activities following the completion of the candidate's academic education, and
  - f. If appropriate, the institute at which the PhD research was conducted.
6. The dissertation, including the non-scientific component, may not contain any form of advertising.
7. The non-scientific component, consisting of the title page of the dissertation and its reverse, the foreword or closing text, the propositions and the curriculum vitae, are subject to approval by the supervisor and the Dean. The title page is also subject to approval by the beadle. As soon as possible after the notification of the date of the PhD defence, the candidate submits the non-scientific component for approval. Duplication is not permitted until this approval has been granted.

## Article 20. Publication of the dissertation

1. The manuscript of the dissertation is printed or, if its nature does not allow this, made by other means.
2. The PhD candidate is only allowed to duplicate the dissertation once the Doctorate Committee has decided that they are allowed to defend it and it has been established under Article 26 that

the candidate has been admitted to the defence.

3. The manuscript is printed in a convenient format and submitted as a single volume, unless the material requires an alternative presentation, in which case this will be determined by the Dean.
4. If a dissertation is written jointly it may, subject to the approval of the Doctorate Board, be produced as a single volume, provided that each of the authors meets the requirements specified in Article 17.
5. The supervisor is responsible for ensuring that the Dean receives the non-scientific component of the dissertation and the propositions in good time.
6. The non-scientific component of the dissertation and the propositions may only be duplicated once the Dean has given their approval.
7. If a dissertation will be published, in full or in part, in a commercial edition, the commercial edition may not be published before the doctorate has been awarded.

#### Article 21. Distribution of printed copies and digital version of the dissertation

1. At least three weeks before the date of the defence, the PhD candidate submits the number of copies of the dissertation (including the propositions) determined by the beadle to the beadle's office and the number of copies determined by the Dean to the Dean. The candidate is also responsible for distributing copies of the dissertation to the members of the Examining Committee as referred to in Article 28. In addition, the candidate delivers two copies to the University Library. The PhD candidate also submits the dissertation in digital form to the University Library, in the format specified by the librarian, for inclusion in the Institutional Repository (IR) of Leiden 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 a temporary embargo, which can relate in particular to as yet unpublished articles. To grant this licence, the PhD candidate is obliged to sign the standard licensing agreement as drawn up by the Executive Board (College van Bestuur) (Appendix B). This agreement includes a fee for the PhD candidate. The duration of the potential embargo referred to in the first sentence of this paragraph will be determined by mutual consent between the candidate and the University. If no agreement is reached regarding the duration of the temporary embargo, the matter will be decided in all reasonableness by the Doctorate Board.
4. In the case of a defence in the Arts, the public performance or presentation as part of the dissertation takes place, in the presence of the Doctorate Committee, no more than ten days



before the public defence of the manuscript.

## Artikel 22. Lay talk

1. Immediately preceding the defence, the PhD candidate gives a lay talk. The lay talk is a simple, concise presentation in which the candidate speaks about the PhD research, where possible also focusing on its societal relevance or impact.
2. The lay talk is given in either Dutch or English, or, with the approval of the Dean on behalf of the Doctorate Board, in another language.
3. The lay talk is not part of the defence, is given in the absence of the Examining Committee and is not assessed.

## Chapter 5. The Doctorate Committee

### Article 23. Appointment of the Doctorate Committee

1. Within three weeks after receiving the supervisor's approval of the manuscript as a dissertation, as referred to in Article 13, the Dean, on behalf of the Doctorate Board and at the request of the supervisor, appoints a Doctorate Committee in line with the procedure established by the Doctorate Board (in Converis).
2. The request referred to in the first paragraph is accompanied by a proposal by the supervisor regarding the composition of the Doctorate Committee (in Converis). Prior to submitting this proposal, the supervisor ascertains that the persons concerned are prepared to act as members of the Doctorate Committee. In this proposal, the supervisor indicates the extent to which the proposed members have been involved in the research and/or the realisation of the dissertation. Where appropriate the supervisor includes a list of publications of the envisaged members, insofar as these publications are part of the conducted PhD research. This list will also indicate the order of the authors.

### Article 24. Composition of the Doctorate Committee

1. The Dean is the Chair and a member of the Doctorate Committee. The Dean may appoint a professor as a substitute, and will do so in those cases where the Dean acts as supervisor. In addition to the Chair, the Committee includes four or five other members. One of these members, a Leiden professor or UHD with ius promovendi, is appointed by the Dean as the

Secretary of the Committee.

2. The other members referred to in the first paragraph may be professors whose ius promovendi has not yet expired at the time of the defence, or other members of the academic staff with a doctorate degree affiliated to a Dutch or foreign non-industrial and non-commercial institute for academic research or education. In the case of a dissertation in the Arts, key experts in the field who do not hold a doctorate degree may also be appointed members.
3. The other members of the Committee will be experts in the subject of the dissertation or in an aspect of the subject. The majority of the members of the Committee will be professors. At least two members of the Committee should not be involved in the realisation of the dissertation and at least two members of the Committee should not be appointed at the same Faculty. The Committee includes at least one male and at least one female member.
4. The supervisor(s) and co-supervisor(s) are not members of the Doctorate Committee. Nor may the following persons be appointed members of the Committee: 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 the candidate. The following persons may also not be appointed members of the Committee: the partner of the supervisor or co-supervisor or a committee member, a blood relative or first- or second-degree relative of the supervisor or co-supervisor or a committee member or other persons whose relationship to the supervisor or co-supervisor or a committee member precludes them from assessing the dissertation.

## Article 25. Decision of the Doctorate Committee

1. After the manuscript has been definitively established and checked for plagiarism, it is sent by the Secretary to the members of the Doctorate Committee.
2. Having received a reasoned request, the supervisor gives the members of the Committee access to the (empirical) data on which the research is based. If the supervisor is of the opinion that there is a reason not to accede to this request, the Dean will make a decision on this.
3. Within six weeks of receiving the dissertation, each of the members, except the chairperson, responds in writing to the Secretary regarding the question of whether the PhD candidate has provided sufficient evidence in the dissertation of competence in conducting independent scientific research to be allowed to defend their dissertation. In the case of a dissertation in the Arts, the Doctorate Committee is also responsible for assessing the competence of the PhD candidate as an independent research-oriented artist, as evidenced by the presented artistic work. The assessment of the dissertation will be substantiated with reference to the criteria listed in Article 13, second paragraph, of the present regulations; a standard form is available for the formulation of the assessment. The assessment as 'allowable' is given without reservation. However, together with the assessment as 'allowable', the members of the

Doctorate Committee may make suggestions for modifications to the dissertation.

4. The Secretary collects the assessments and suggestions of each of the other members of the Committee and forwards them, once each member has given their assessment, to the Chair and the other members of the Committee.
5. Within a week of receiving these assessments and suggestions, a member may, through the intermediary of the Secretary, request the Chair to call a meeting of the Doctorate Committee. The Chair may also decide to call a meeting on their own initiative. If a meeting has been requested, the Chair will convene a meeting as soon as possible, and preside over this meeting. The supervisor(s) and co- supervisor(s) do not attend this meeting, and do not maintain any direct contact with the members of the Committee.
6. If no such meeting takes place, the Secretary informs the supervisor in writing of the individual assessments and suggestions.
7. The supervisor may advise the PhD candidate on whether to adopt the suggestions of the Committee members. Following a consultation with the PhD candidate, the supervisor informs the Chair and the other members of the Committee, through the intermediary of the Secretary, of the extent to which the suggestions in question will be adopted. If the dissertation is substantially revised, the revised version is then submitted to the Committee. In that case, the Chair establishes an appropriate time limit for the assessment of the revised version. A correction procedure of this kind is permitted only once.
8. The decision of the Committee to allow the candidate to defend their dissertation is reached by a majority of votes. If a Committee member has serious objections, they can ask the Dean to discharge them from the Committee. If there is more than one vote against, a meeting of the Committee will be called. In the case of a tie, the candidate is deemed to have been refused for the defence of their dissertation.
9. In consultation with the supervisor, the Secretary informs the Dean, in accordance with the procedure established by the Doctorate Board (in Converis), immediately and in writing of the decision of the Committee referred to in the seventh paragraph to allow or refuse to allow the candidate to defend their dissertation. Copies are sent to the supervisor. In the case of a refusal, the reasons for this decision are stated.
10. If the majority of the Committee consider that the manuscript cannot be defended, the supervisor, in consultation with the PhD candidate, has three months in which to make a modification proposal. If the majority of the Committee do not agree with the modification proposal, the Dean can decide to dissolve the Committee. If the modification proposal is accepted by the majority of the Committee, a revised manuscript will again be submitted to the Committee within a year.
11. If at any point in the assessment of the dissertation by the Doctorate Committee it becomes apparent that the dissertation exhibits signs of plagiarism or any other form of academic fraud, this must be notified immediately to the Dean. The Doctorate Board may decide, at the request

of the Dean, to temporarily suspend the doctorate procedure. In this context, the Doctorate Board may seek the advice, through the intermediary of the Executive Board, of the Academic Integrity Committee.

## Chapter 6. The defence

### Article 26. Decision regarding approval for public defence

1. As soon as possible after receipt of a copy of the Doctorate Committee's decision that the candidate may be allowed to defend their dissertation, the Dean determines on behalf of the Doctorate Board whether the candidate is allowed to defend their dissertation, in conformity with the requirements of Article 3. The Dean communicates their findings immediately to the PhD candidate, the supervisor, the beadle and the Doctorate Board, in accordance with the procedure established by the Doctorate Board (Appendix C).
2. In the case of a dissertation in the Arts, the Dean determines on behalf of the Doctorate Board whether, in accordance with Article 3, the PhD candidate can provisionally be allowed to defend their dissertation on the basis of the assessment by the supervisor as referred to in Article 13. The Dean communicates the findings immediately to the PhD candidate, the supervisor, the beadle and the Doctorate Board, in accordance with the procedure established by the Doctorate Board. If the Doctorate Committee later decides that that candidate is not allowed to defend their dissertation, the provisional decision to grant the candidate a defence will be reversed.
3. The PhD candidate applies to the beadle for the defence of their dissertation, in accordance with the procedure established by the Doctorate Board (Appendix F in Converis).

### Article 27. Date and time of the defence

1. The date and time of the defence are determined by the Rector Magnificus or on their behalf by the beadle, following consultation with the supervisor, the PhD candidate and the Dean. This date and time will not be determined until it has been decided, under Article 26, first paragraph, that the PhD candidate is indeed allowed to defend their dissertation. The preferences of the candidate with regard to the date are taken into account as far 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. In consultation with the Rector Magnificus, the beadle is responsible for informing the Leiden University community of the forthcoming defence.

## Article 28. Examining Committee

1. The defence takes place in the presence of the Examining Committee, unless the Doctorate Board has decided that it is to take place in the presence of the Doctorate Board itself. In that case, the following provisions of this chapter, as well as those of Chapter 7, apply accordingly as far as possible.
2. The Rector Magnificus is both Chair and member of the Examining Committee and may appoint a Pro-rector as a substitute.
3. Pro-rectors are appointed by the Doctorate Board on the recommendation of a Dean. Pro-rectors must be professors or emeritus professors of Leiden University. They are appointed for a period of five years and can be reappointed no more than twice. If necessary they will be granted *ius promovendi* for the purpose and the duration of performing their tasks at the PhD defence ceremony.
4. The Dean is both Secretary and member of the Committee and may appoint as a substitute another professor or UHD with *ius promovendi* from the Faculty.
5. Apart from the Chair, the Examining Committee consists of at least four members. It comprises, in addition to the Chair, the members of the Doctorate Committee present at the defence, and also professors or experts holding a doctorate degree, or in the case of a dissertation in the Arts, key experts who do not hold a doctorate degree. The majority of the members of the Committee should be professors. In addition, the majority of the Committee members should be appointed at Leiden University. The Committee includes at least one male and at least one female member.
6. The supervisor(s) and co-supervisor(s) are not members of the Examining Committee. Nor may the following persons be appointed members of the Examining Committee: 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 the candidate. The following persons may also not be appointed members of the Committee: the partner of the supervisor or co-supervisor or a committee member, a blood relative or first- or second-degree relative of the supervisor or co-supervisor or a committee member or other persons whose relationship to the supervisor or co-supervisor or a committee member precludes them from assessing the dissertation.
7. On behalf of the Doctorate Board, the Dean determines the composition of the Examining Committee, on the basis of the proposal submitted by the supervisor (in Converis), and subject to the requirements set out above, and communicates this in writing to the PhD candidate, the supervisor and the beadle.

## Article 29. Opposition and defence

1. Before the start of the defence, the Chair determines the sequence and length of time of the

objections, on the recommendation of the supervisor.

2. The supervisor is responsible for ensuring that a sufficient number of members of the Examining Committee have indicated their willingness to voice objections. All members of the Examining Committee have the right to voice objections. The supervisor also has the right to voice objections and is given the opportunity to do so at the start or at the conclusion of the defence, according to their preference.
3. Persons who are not members of the Examining Committee may also voice objections, through the intermediary of the supervisor and with the approval of the Rector Magnificus. In order to qualify for this, the person in question must hold a doctorate degree and be an expert in the subject of the dissertation. In exceptional cases, with the permission of the Doctorate Board, persons who do not hold a doctorate degree but who do have key expertise in the subject area of the dissertation may also be allowed to raise objections. A request to this effect should be submitted to the Doctorate Board no later than four weeks before the defence.
4. After the opening words, the Chair 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*, preferably in Dutch and/or in English, and with the possible support of written notes and/or quotations. If another language will be used, this fact is communicated to the Dean, who in turn immediately notifies the Doctorate Board. The Doctorate Board then ensures that a sufficient number of the Committee members present for the defence have a command of the language in question.
6. The Chair ensures that the opposition does not take up a disproportionate share of the time allotted for the discussion.
7. The defence concludes one academic hour (i.e. 45 minutes) after it has started, unless the Chair decides otherwise. The end of the defence is announced by the beadle with the words 'Hora est'.
8. In the case of a dissertation in the Arts, the supervisor ensures that prior to the public defence the Examining Committee has viewed the candidate's artistic work, as referred to in Article 16, in the presence of the candidate. In the course of this viewing, the supervisor ensures that there is an opportunity for a discussion to take place between the Examining Committee and the candidate.

### Article 30. Decision on awarding the doctorate

1. The Examining Committee withdraws to consider the defence in a closed meeting, together with the supervisor(s) and co-supervisor(s).
2. The Chair invites the supervisor to report on the academic performance of the PhD candidate,

in order to make an assessment of the dissertation and its defence and to make a proposal regarding the awarding of the doctorate. In the case of a dissertation in the Arts, the supervisor also makes an assessment of the candidate's artistic work. If so wished, the members of the Examining Committee may also make a contribution.

3. The Examining Committee, on behalf of the Doctorate Board, decides on the award of the doctorate, taking into account the decision of the Doctorate Committee and the candidate's defence of the dissertation. If necessary, this decision is taken by means of a vote among the members of the Examining Committee. The supervisor(s) and co-supervisor(s) are not allowed to vote. If, in very unusual cases, such a vote takes place, the Secretary records the conduct thereof. If the votes are tied or the Examining Committee's assessment is negative, the decision on whether to award the doctorate will be made by the Doctorate Board within six weeks.
4. If the doctorate is awarded, the certificate, drawn up in Latin, is signed, together with its English translation, by the Chair and the Secretary of the Committee, as well as by the supervisor(s) and co-supervisor(s), in the presence of the Examining Committee. The name of the candidate is in accordance with the information recorded in the Municipal Personal Records Database (BRP) or comparable sources. The addition of the predicate referred to in Article 33 shall be specified on the diploma.
5. If the certificate is lost, the English translation will be issued. A new certificate in Latin can only be issued in the event of a change in name or gender (in line with Article 4, fourth paragraph, Article 7, first paragraph and Article 28b, second paragraph of Book 1 of the Civil Code of the Netherlands) and on condition that the original certificate is surrendered.

### Article 31. Reopening of the meeting and awarding of the doctorate

1. After the adjournment, the Examining Committee returns and the Chair reopens the meeting.
2. The Chair announces the results of the deliberation. If the doctorate to be awarded merits the predicate 'cum laude' (with distinction), the Chair makes an announcement to this effect.
3. If the Committee has decided to grant the doctorate, the Chair then requests the supervisor to award the candidate their new honours, and the supervisor carries out this task. If there is more than one appointed supervisor, this task is carried out by a supervisor appointed at the Faculty.
4. As proof of the conferral of the doctorate, the newly appointed Doctor is presented with the diploma referred to in Article 30, fourth paragraph.
5. The supervisor or, with the approval of the Chair of the Committee, another member of the Committee, addresses the graduate as Doctor, and reminds them of the responsibilities to science and society inherent in their newly acquired title. The supervisor or a co-supervisor, according to choice, then gives an assessment of the dissertation and, if so wished, the academic qualities of the graduate and may add a personal message of a few words.

6. Finally, the Chair congratulates the PhD graduate on behalf of the University community and concludes the ceremony.
7. If the decision is made not to award the doctorate, or if the votes are tied, the Chair informs the candidate accordingly and indicates that the Doctorate Board will take a decision regarding the further course of action within five working days. At this point, it is not possible for the votes to be tied or the negative assessment to be given on the basis of the dissertation's content, because this has already been thoroughly assessed; however, this could be possible if, for example, a serious suspicion of fraud arises during the defence, which has not previously been discovered, or if the PhD candidate remains silent during the defence.

#### Article 32. Withdrawal of the doctorate due to academic fraud

1. If at any point after the award of the doctorate, it becomes apparent that the dissertation exhibits signs of plagiarism or another form of academic fraud, the Doctorate Board may, on behalf of the Dean, decide to withdraw the doctorate. In this context, the Doctorate Board may seek the advice, through the intermediary of the Executive Board, of the Academic Integrity Committee.

### Chapter 7. The award of a doctorate 'cum laude'

#### Article 33. The award of a doctorate 'cum laude'

1. If the PhD candidate has demonstrated exceptional abilities in their dissertation, the doctorate can be awarded the predicate of 'cum laude' (with distinction). As a rule, this predicate is only awarded if the dissertation can be considered, in view of the criteria listed in Article 13, second paragraph, of these regulations, to be among the top 5% of the dissertations in the relevant field of study. The procedure for awarding this predicate must be initiated at least ten weeks before the date of the defence of the dissertation (Appendix D).
2. The award of a doctorate with the 'cum laude' predicate is based on the proposal of the supervisor or of one of the members of the Doctorate Committee. Proposals must be submitted confidentially and in writing, stating the reasons, to the Secretary of the Doctorate Committee. The Secretary first receives the assessments of the members of the Doctorate Committee regarding the manuscript, and only after this consults them and the supervisor about the proposal to award the 'cum laude' predicate. They all reply in writing, stating their reasons. If they all consent, the Secretary communicates this to the Dean, also sending all the written statements.
3. Following a positive decision by the Doctorate Committee, the Dean, in consultation with, where



appropriate, the Academic Director of the relevant Institute, asks two independent, internationally renowned experts in the field to assess the dissertation. The 'cum laude' predicate will only be awarded if both of these referees are of the opinion that the dissertation is among the very best dissertations in the relevant field of research.

4. If the expert's decision is positive, the Dean seeks the advice, in confidence, of the faculty professors. If this consultation results in serious objections, the Dean acts accordingly.
5. If all the conditions have been met, the Dean informs the Secretary of the Doctorate Committee and the beadle, no later than three weeks before the defence date, that the Dean proposes that the Examining Committee awards the 'cum laude' predicate. The Secretary of the Doctorate Committee then informs the supervisor and the members of the Examining Committee of this proposal.
6. The decision regarding the proposal to award a doctorate with the 'cum laude' predicate is made during the closed part of the defence ceremony, as referred to in Article 30. The Chair ascertains that the regulations have been complied with. The decision is preferably taken unanimously, but in any event with a majority of votes. In the case of a tie, no 'cum laude' predicate is awarded. The Secretary records the conduct of the vote.

## Chapter 8. The honorary doctorate

### Article 34. The honorary doctorate

1. The Doctorate Board is entitled to confer an honorary doctorate on Dutch or foreign persons in recognition of outstanding services, at the proposal of a Faculty Board and having consulted 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 33, 40 and 41 of these Regulations are not applicable.

### Article 35. Grounds for conferring the honorary doctorate

1. The honorary doctorate can be conferred:
  - a. On persons who have conducted research that has been demonstrated to be of exceptional significance for the University or for science in general;
  - b. On persons who have carried out activities in the academic, cultural or social sphere that 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: 'Praesidium Libertatis'.

### Article 36. Proposal by the Faculty Board

1. The Board of the most relevant faculty, having consulted the faculty Research Committee, can then decide to propose the conferral of an honorary doctorate to the Doctorate Board. This decision is based on a well-reasoned proposal addressed to the Faculty Board that contains information regarding the demonstrable academic relationship between the submitter(s) of the proposal and the proposed candidate, and if possible a suggestion for the appointment of a supervisor.
2. This proposal is addressed confidentially and in writing to the Rector Magnificus in their capacity as Chair of the Doctorate Board and includes a reasoned argument indicating why the University should confer this honorary doctorate, as well as the proposal referred to in the first paragraph.

### Article 37. Consideration by the Executive Board

1. If the Doctorate Board intends to adopt the proposal, the Board submits the proposal to the Executive Board for consideration.
2. Having received the response from the Executive Board, the Doctorate Board takes a decision regarding the conferral of the honorary doctorate.

### Article 38. Decision to confer the honorary doctorate

1. If the Doctorate Board resolves to confer the honorary doctorate, the Board also appoints one of the University's professors as supervisor.
2. The decision is communicated confidentially to the candidate, the supervisor and the Board of the relevant faculty.
3. The decision is not made public until the candidate has confirmed their intention to accept the honorary doctorate.

### Article 39. Conferral of the honorary doctorate

1. The conferral of the honorary doctorate takes place in the course of a public PhD ceremony. The Rector Magnificus issues invitations to the ceremony on behalf of the Doctorate Board.
2. The Rector Magnificus introduces the award ceremony and asks the supervisor to confer the

award on the candidate, which task the supervisor proceeds to do with an address expressing praise and esteem.

3. The honorary doctor is then invited to speak. 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.
4. As evidence of the newly conferred honour, the honorary doctor receives the associated regalia and a certificate in Latin, signed by the Rector Magnificus and the Dean of the relevant faculty, and by the supervisor.
5. The Rector Magnificus then brings the ceremony to a close.

## Chapter 9. Disputes procedure

### Article 40. Mediation by the Dean

1. At the request of either party, the Dean provides mediation:
  - a. if a dispute arises during the preparation of the dissertation between the supervisor and the co-supervisor, the supervisor and the PhD candidate or the co-supervisor and the PhD candidate;
  - b. if a dispute arises concerning the approval of the manuscript between two supervisors, the supervisor and the co-supervisor, the supervisor and the PhD candidate or the co-supervisor and the PhD candidate;
  - c. if the Doctorate Committee cannot decide on whether to allow the defence of the manuscript.
2. If the Dean is a member of the Doctorate Committee, the Doctorate Board will appoint a professor as the mediator.
3. The mediator in any event hears each of the parties involved in the dispute, with the aim of reaching an amicable solution. The mediator writes up their findings and reasoned conclusions in a report, and discusses this with the parties. The report and the written summary of that discussion are sent to the parties and the Doctorate Board.
4. If the provided mediation does not result in agreement within four weeks, one or both of the parties can contact the Doctorate Board in writing within the period stated in the second paragraph of Article 41.
5. In the case of a dispute in which the PhD candidate is involved, the PhD candidate is informed that the University has a confidential counsellor, whose assistance can be requested.

## Article 41. Objection and appeal to the Doctorate Board

1. If a dispute arises with respect to a decision pursuant to these regulations that was taken by or on behalf of the Doctorate Board, the party concerned can submit a letter of objection to the Doctorate Board. The letter of objection must be submitted within six weeks after the decision was notified to the party concerned.
2. If the dispute relates to a decision pursuant to these regulations that was not taken by or on behalf of the Doctorate Board, the party concerned can submit a letter of appeal to the Doctorate Board within six weeks after mediation by the Dean, as described in Article 40.
3. Within four weeks after receiving the letters referred to in the first and second paragraphs, the Doctorate Board will appoint an advisory committee, which will advise it in the matter of the submitted dispute. The committee will consist of three professors who were not involved in the preparation of the dissertation.
4. The committee referred to in the third paragraph in any event hears all the parties concerned and is authorised to consult experts. It produces a written report of this.
5. Within eight weeks after its appointment, the committee referred to in the third paragraph issues advice to the Doctorate Board in the form of a reasoned draft decision, appending the report referred to in the fourth paragraph.
6. The Doctorate Board decides on the dispute within four weeks after receiving the advice referred to in the fifth paragraph. The decision of the Doctorate Board is communicated immediately in writing to all the parties concerned. If the decision differs from the advice referred to in the fifth paragraph, that advice will be provided to the parties concerned and to the committee referred to in the third paragraph, with statement of the reasons for differing from that advice.

## Chapter 10. Transitional and final provisions

### Article 42. Interpretation

1. In the event of a difference of opinion as to the interpretation of one or more articles in these regulations and in cases for which these regulations do not provide, the Doctorate Board will decide.

### Article 43. Official title

1. These regulations may be cited as the “Leiden University PhD Regulations 2024”.

### Article 44. Effective date

1. These regulations enter into effect on 1 September 2024.

### Article 45. Withdrawal of previous regulations

1. The Leiden University PhD Regulations 2021 will be withdrawn.
2. As of 1 September 2024, the 2024 PhD Regulations of Leiden University will apply to all doctorates for which the manuscript has not yet been approved by the supervisor at that time; the requirement stated in Article 3.1c is only applicable for PhD candidates who started their PhD track on or after 1 January 2024 (demonstrated by a declaration of admission to the Graduate School). In exceptional cases, a substantiated request for dispensation can be submitted to the Doctorate Board via the Dean.

The Leiden University PhD Regulations 2024 were adopted on 4 July 2024 by the Doctorate Board of this University, in accordance with Article 7.19 of the Higher Education and Research Act.

### List of appendices

- A: PhD candidate to Dean requesting exemption from educational requirements
- B: Licence agreement
- C: Dean to PhD candidate granting permission to defend
- D: Cum laude regulations
- E: Ius promovendi for UHDs
- F: Registration at the Beadle’s Office
- G: Registration and upload of the dissertation for the University Library