

International Institute of Social Studies



Rules & Regulations ISS PhD programme

The PhD Rules & Regulations describe the regulations that govern the PhD programme, and the facilities that ISS offers to PhD candidates. This document consists of 4 parts:

1. ERASMUS PROMOTION PROTOCOL

This document contains information about the admission requirements, the PhD defence procedure, the thesis, preparations for the defence ceremony and the day of the PhD defence for the EUR as a whole and provides the framework for ISS regulations. The latest version of these Doctoral regulations was adopted by the Doctorate Board of EUR on 4 March 2020. These regulations have come into effect on 1 October 2020.
2. ACADEMIC RULES AND REGULATIONS PHD PROGRAMME IN DEVELOPMENT STUDIES

This part describes the formal rights and obligations regarding the ISS PhD programme. A change in these rules is only possible if endorsed by IB and IC.
3. GUIDELINES AND PROCEDURES RDC

This part describes the RDC working procedures. Changes in these procedures need to be approved by the ISS Rector and do not need IC endorsement.
4. WELFARE & FACILITIES

This part contains ISS policies regarding welfare and facilities.

There are other, more general codes that are also important for PhD candidates:

- 1) Erasmus University Code
- 2) Information on the implementation of the EUR
- 3) Policy against unwanted conduct
- 4) Code of Conduct for Dutch Higher Education Institutes
- 5) Regulations on access to and use of ISS/EUR library services
- 6) Several nation-wide / world-wide codes of conduct.
- 7) ISS Rules

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PART 1: ERASMUS UNIVERSITY ROTTERDAM DOCTORAL REGULATIONS

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PART 1: ERASMUS UNIVERSITY ROTTERDAM DOCTORAL REGULATIONS

Chapter 1. General provisions

Article 1.1 Definitions

1) In these regulations and the provisions based on them, the following words are (also) defined as stated below:

Assessment Committee	the committee established by the Doctorate Board in accordance with Section 7.18, subsection 4 of the act, in conjunction with Chapter 6 of these regulations. This committee determines whether the PhD candidate can be admitted to the defence of his/her thesis;
BBR-EUR 2020	Erasmus University Rotterdam Administration and Management Regulations 2020;
co-supervisor	the person appointed by the Doctorate Board to assist the supervisor in supervising the PhD candidate;
Dean	the Dean of the faculty, referred to in Article 4.3 of BBR-EUR, the Vice-Dean of the Erasmus School of Health Policy & Management and the Rector of ISS, referred to in Article 7.3, paragraph 3 of BBR-EUR;
defence ceremony	the public defence of the thesis, based on which the doctorate can be awarded;
degree certificate	the degree associated with a successfully completed (doctoral) programme;
Doctoral Committee	the committee established by the Doctorate Board pursuant to Section 7.18, subsection 4 of the WHW, in conjunction with Chapter 7 of these regulations, in the presence of which the defence ceremony should be held; the doctoral committee encompasses the members of the assessment committee;
doctoral research	the academic research underlying the thesis;
Doctorate Board EUR	the Doctorate Board, referred to in Article 8.1, paragraph 1 of BBR-EUR; the Erasmus University Rotterdam;
Executive Board faculty	EUR's Executive Board, referred to in Article 2.2 of BBR-EUR; a EUR faculty, as referred to in Article 4.1 of BBR-EUR, or the ISS, referred to in Article 7.1 of BBR-EUR;
Graduate School	the Graduate School, as referred to in Article 6.1 of BBR-EUR;
Hora Finita	the online registration system for the doctoral programme's administrative procedure;
ius promovendi	the right to act as supervisor;
professor	the functionary, referred to in Section 9.19 of the WHW;
manuscript	a draft of the thesis;
PhD candidate	a person who has been admitted to the doctoral programme;
propositions	the assertions, referred to in Article 4.2 of these regulations, which the PhD candidate has compiled and wishes to defend during the defence ceremony;
Rector Magnificus	the functionary, referred to in Article 2.2, paragraph 1 of BBR-EUR;
regulations	2020 EUR Doctoral Regulations;
supervisor	the professor or associate professor who has ius promovendi appointed by the Doctorate Board to assist the PhD candidate in writing his/her thesis;
thesis	the scientific treatise set out in book form or one or more article(s) in a journal or technical design, as referred to in Section 7.18, subsection 2, under b of the WHW;
university	a Dutch or foreign institute of university education;
WHW	the Dutch Higher Education and Research act (abbreviated to 'WHW').

2) In these regulations, 'in writing' also refers to e-mail messages and data and forms in Hora Finita.

Article 1.2 Doctoral Regulations and Guidelines for the Doctoral Programme

- 1) The Doctorate Board adopts the doctoral regulations.
- 2) The Chair of the Doctorate Board can draw up guidelines for the implementation of the provisions of these doctoral regulations. These guidelines are subject to the Doctorate Board's approval.
- 3) Decisions to implement these regulations are made by the Chair of the Doctorate Board or by the mandatories appointed by him/her.

Article 1.3 The Doctorate

- 1) At the EUR, the doctorate can be obtained based on the doctoral programme, subject to these regulations.
- 2) Doctorates are awarded by the Doctorate Board.
- 3) The defence ceremony is held in the presence of a Doctoral Committee to be established by the Doctorate Board, unless the Doctorate Board decides that the defence ceremony is to be held in the presence of the Doctorate Board itself.
- 4) At the EUR, a joint degree (as referred to in Section 7.18, subsection 6 of the WHW) or double degree can be obtained under certain conditions. Unless the Chair of the Doctorate Board decides otherwise, the relevant agreements are laid down in an agreement between the institute(s) concerned and the PhD candidate before the start of the doctoral programme. This agreement is signed by the Chair of the Doctorate Board, the most appropriate Dean and the supervisor(s). The provisions of the Doctoral Regulations apply unless, with the Doctorate Board's consent, giving reasons, they are not applied. The substantive and qualitative provisions of these regulations must be complied with.
- 5) In principle, someone who has obtained a doctoral degree will not be re-admitted to the doctoral programme unless the programme falls within a substantially different academic discipline.

Article 1.4 Admission to the Doctorate

- 1) A person will be admitted to the doctoral programme if he/she:
 - a. has been awarded the master degree pursuant to Section 7.10a, subsection 1, 2 or 3 of the WHW;
 - b. has written a thesis to show that he/she is able to contribute to the independent pursuit of science; and
 - c. satisfies the other requirements set out in these regulations.
- 2) In special cases, the Doctorate Board can admit to the doctoral programme a person who complies with the provisions of paragraph 1, under b and c, but does not comply with the provisions of paragraph 1, under a.

Article 1.5 Doctorate Board

- 1) The Doctorate Board is made up of the Rector Magnificus, who is also the Chair, the deans of the faculties, the Vice-Dean of the Erasmus School of Health Policy & Management and the Rector of the ISS.
- 2) If the Rector Magnificus is absent, he/she will appoint a dean to act as Chair. The Chair represents the Doctorate Board at law and otherwise, both within and outside the EUR.
- 3) The deans of EUR's faculties form the Doctorate Board (Article 8.1, paragraph 1 of BBR-EUR).
- 4) The Doctorate Board's official secretariat is provided by EUR's General Management Directorate.
- 5) The Doctorate Board can delegate the exercise of the duties and powers set out in the WHW, BBR-EUR and these regulations to the Rector Magnificus, with the option to subdelegate them to another board member.
- 6) The Doctorate Board is authorised to amend or revoke a mandate and, under the terms of the mandate, subject to notification of the mandatory, to act or induce others to act.
- 7) The Rector Magnificus or a mandated member of the Doctorate Board is accountable to the Doctorate Board for the exercise of the duties and powers referred to in paragraph 1. He/she provides the Doctorate Board with the necessary information upon request or of his/her own accord.
- 8) The Dean can delegate the exercise of duties and powers set out in these regulations, in consultation with the Rector Magnificus, to a professor at the same faculty for a pre-determined period.
- 9) The Dean is authorised to amend or revoke the mandate, referred to in the preceding paragraph, at any time and, under the terms of the mandate, to act or to induce others to act.
- 10) The Dean informs the Doctorate Board and the mandatory immediately about any decisions to grant, amend or revoke a mandate.
- 11) The mandated professor is accountable to the Dean for the exercise of the duties and powers referred to in paragraph 4, and provides the Dean with the necessary information.

Article 1.6 Scope of these Regulations

These regulations apply to all doctoral degree ceremonies held at the EUR and, subject to Chapter 12, to doctoral degree ceremonies that, as a result of collaborations between EUR and other institutes of university education, are held elsewhere, in so far as no arrangements to the contrary were made when these collaborations were entered into.

Article 1.7 Obligation of Confidentiality

Persons present or involved in written communications regarding doctoral degree ceremonies and matters discussed at or relating to closed meetings, referred to in Chapters 6-8, and relating to written and spoken communications regarding the awarding of the 'cum laude' distinction, referred to in Chapter 9, and relating to the awarding of honorary doctorates, referred to in Chapter 11, and relating to written and spoken communications regarding the dispute settlement rules, referred to in Chapter 13, are bound to confidentiality.

Chapter 2. The PhD candidate**Article 2.1 Looking for a Supervisor**

- 1) The PhD candidate consults the professor or associate professor who has *ius promovendi* who he/she believes to be the most appropriate about his/her doctoral research.
- 2) If requested, a professor or associate professor who has *ius promovendi* will confirm to the PhD candidate in writing that he/she is prepared to be appointed as supervisor by the Doctorate Board. The intended supervisor gives a negative or conditional decision in writing, stating the reasons that led to this decision. The Dean signs the decision for approval.
- 3) If a dispute arises between the supervisor and the PhD candidate during the preparations for the defence ceremony, the dispute will be submitted to the Dean, who will try to mediate.

Article 2.2 Request to be Admitted to the Doctoral Programme

- 1) After the intended supervisor has indicated that he/she is prepared to supervise, the PhD candidate should submit a written request (in *Hora Finita*) to be admitted to the doctoral programme to the Doctorate Board, stating the name of the professor or associate professor who has *ius promovendi* whom he/she would like the Doctorate Board to appoint as supervisor.
The request should include the following information:
 - Surname and first names (as listed in the population register);
 - Place and date of birth;
 - Home address, post code and telephone number;
 - Work address, post code and telephone number;
 - Nationality;
 - The exam that serves as the basis for the intended doctoral programme;
 - Name of the institute where the exam referred to under 6 was taken;
 - The subject area in which the doctoral research is being carried out (if this is another faculty than the one from which the master degree was obtained, the reasons must be given);
 - Description of the subject of the doctoral research;
 - Proposed supervisor(s) and, if known, co-supervisor(s):
 - name, titles, faculty (the (first) supervisor must be affiliated with the EUR); at most three supervisors, stating the discipline;
 - The request should also include a statement from the supervisor referred to in Article 2.2, paragraph 2;
 - Language in which the thesis is written (if this is another language than Dutch, English, French or German, a substantiated request for permission needs to be submitted to the Doctorate Board);
 - Date on which the doctoral research started;
 - Place, date and signature of the PhD candidate, the signatures for approval of the supervisor(s) and, if known, the co-supervisor(s) and Dean of the faculty concerned.
- 2) If the request to be admitted to the doctoral programme is not based on the degree referred to in Article 1.4, paragraph 1, under a, obtained from the EUR, a certified copy of a degree certificate obtained from another institute, referred to in Article 1.4, paragraph 1, under a, and a copy of the passport with identity data must be submitted.

- 3) In special cases, the Doctorate Board can admit a person to the doctoral programme who does not comply with the provisions of Article 1.4, paragraph 1, under a.
In accordance with the implementing regulations set out in Appendix 1, a request for dispensation from the programme requirements needs to be submitted together with the request to be admitted to the doctoral programme.
- 4) If the subject of the doctoral research does not correspond with the subject area of the programme on which the request to be admitted is based, the Doctorate Board will only be able to give a decision on the request based on the PhD candidate's substantiated proposal.

Article 2.3 Training and supervision plan and Integrity Statement

- 1) The PhD candidate and the (co-)supervisors set out the Training and supervision plan within three months of the start of the doctoral programme. The Training and supervision plan sets out the supervisory duties, the division of duties and the extent of the personal supervision of the (co-)supervisors, the courses to be taken (including academic integrity), the assessment dates and progress reviews and the formal go/no-go decision points. The Dean must ensure that the plan is adopted and signed within the specified time.
- 2) The PhD candidate declares that he/she has read and understood EUR's current Integrity Code and the Netherlands Code of Conduct for Research Integrity of the Association of Universities in the Netherlands.

Article 2.4 Responsibility for the Thesis

- 1) The PhD candidate must ensure that the academic research described in the thesis was carried out independently or that an essential contribution was made to it. The PhD candidate is responsible for the thesis from a scientific viewpoint. He/she must comply with EUR's current Integrity Code and scientific integrity regulations.
- 2) If the academic research was carried out with other people, the research results can give rise to a joint thesis by two or three PhD candidates, provided that the following conditions are met:
 - a. each author makes an independent and clearly defined contribution that is sufficient to merit a doctorate, this to the supervisor's satisfaction;
 - b. each author takes personal responsibility for his/her individual contribution and for the whole;
 - c. the thesis sets out what contribution each author made to its realisation; and
 - d. each author adds the requisite number of propositions, referred to in Article 4.2, to the thesis.
- 3) In case of a joint thesis, as referred to in the preceding paragraph, the procedures and provisions of these regulations apply to each PhD candidate individually.
- 4) If a thesis is written by two or three persons, the defence ceremony is considered to constitute two or three separate defence ceremonies. The regulations regarding the defence, opposition and duration will then apply to each PhD candidate individually and the doctoral degree will be awarded in a single session, following the defence by the second or third PhD candidate. With regard to the duration, the Doctorate Board can decide otherwise if this seems appropriate.

Article 2.5 Collaboration with the Supervisor

The PhD candidate submits the manuscript to the supervisor as a whole or in parts, agrees on changes with the supervisor and subsequently submits the changed manuscript to the supervisor for approval.

Chapter 3. The Supervisor and Co-supervisor

Article 3.1 Appointment as Supervisor(s) and Co-supervisor(s)

- 1) After receiving the request to be admitted to the doctoral programme, as referred to in Article 2.2, the Doctorate Board appoints two supervisors as soon as possible. This means that, in addition to a supervisor, a second supervisor or co-supervisor is appointed.
- 2) The supervisor is a professor at the EUR or an associate professor with a doctorate at the EUR to whom the Doctorate Board has granted *ius promovendi* according to the procedure set out in Appendix 2.
- 3) A professor at a Dutch or foreign university can also be appointed as supervisor. The first supervisor is affiliated with the EUR.
- 4) If no second supervisor is appointed, a co-supervisor will be appointed to ensure that the PhD candidate has at least two supervisors.
- 5) An expert employed by a university, not being a professor, who is actively involved in (part of) the subject described in the thesis and who is entitled to use the title 'Dr' in the Netherlands, can be appointed as supervisor.
- 6) The Doctorate Board can appoint three supervisors if these are from at least two different disciplines.
- 7) If a fourth supervisor is recommended, a substantiated request for this purpose must be submitted to the Doctorate Board. The Doctorate Board will base its decision on the recommendation of the most appropriate Dean.

- 8) In accordance with Section 7.18 of the WHW, professors of theology at a public university and professors occupying an endowed chair at a public university are considered as professors of these universities and can be appointed as supervisor.
- 9) The partner or close relatives of the PhD candidate up to fourth degree relatives and other persons whose relationship with the PhD candidate is such that, in the opinion of the Doctorate Board, they cannot reasonably be requested to give an opinion, are not considered for appointment as supervisor or co-supervisor.

Article 3.2 Job Description of the Supervisor(s) and Co-supervisor(s)

- 1) The (co-)supervisors are responsible for accepting the manuscript as thesis and ensure that the thesis satisfies the requirements that, according to generally accepted academic standards, are imposed on a thesis.
- 2) The (co-)supervisors determine their division of duties by agreement, after hearing the PhD candidate. This division of duties is set out in the Training and supervision plan (Article 2.3).
- 3) The (co-)supervisors assist the PhD candidate in writing the thesis and also ensure that the agreed or reasonable assessment dates are observed and discuss submitted drafts and the go/no-go decision points according to the Training and supervision plan.
- 4) The (co-)supervisors read the contents of the manuscript of the thesis, evaluate the submitted manuscript or parts thereof and assess it according to the requirements that a (co-)supervisor, based on the responsibility for the thesis, imposes on the conferral of a doctorate.
- 5) The (co-)supervisors can suggest that the PhD candidate make changes and/or additions to the manuscript. The PhD candidate follows these suggestions to the best of his/her ability.
- 6) The (co-)supervisor can only withdraw as (co-)supervisor in special circumstances, giving reasons. The (co-)supervisor should inform the PhD candidate, the other (co-)supervisors and the Dean about this immediately.

Article 3.3 Regulations Regarding Honourably Discharged Professors and Associate Professors who have ius promovendi

- 1) If a supervisor is honourably discharged after being appointed as supervisor, the thesis must be approved within five years of his/her discharge.
- 2) If the thesis was not approved within five years of the supervisor's honourable discharge, his/her appointment as supervisor will be terminated. After consulting the PhD candidate, the Doctorate Board will appoint another professor or associate professor who has ius promovendi as supervisor unless - if more than one supervisor was appointed - the Doctorate Board considers it unnecessary to appoint a new supervisor.
- 3) Honourably discharged professors or associate professors who have ius promovendi cannot be re-appointed as supervisor following their dismissal.

Chapter 4. The Thesis

Article 4.1 Conditions

- 1) The thesis must show that the PhD candidate is able to contribute to the independent pursuit of science.
- 2) The thesis can consist of:
 - a. a scientific treatise on a particular subject, or
 - b. a compilation of scholarly publications by the PhD candidate that have appeared or have yet to appear;
- 3) The term 'thesis' as used in these regulations is also understood to mean part of a thesis, as referred to in Article 2.4, paragraph 2 of these regulations and the provisions of Article 2.4, paragraphs 3, 4 and 5 need to be complied with.

Article 4.2 Propositions

- 1) Eleven propositions are added to the thesis. Five of these propositions relate to the content of the thesis and five do not relate to the content of the thesis and may not be related to the content of the thesis in any way. These ten propositions must be academically defensible. The eleventh proposition falls outside the scope of academic defensibility. Following the approval of the manuscript as thesis, referred to in Article 5.1, the PhD candidate submits the propositions as soon as possible to the supervisor.
- 2) The supervisor assesses the quality of the propositions and determines whether they are defensible.
- 3) The supervisor notifies the PhD candidate in writing whether he/she considers the propositions defensible and informs the Doctorate Board about this.

Article 4.3 Language

- 1) The thesis and its propositions are written in Dutch, English, French or German or, subject to the Doctorate Board's approval, in another language.
- 2) If the thesis is written in Dutch, it will be supplemented with a translation of the title and a summary of the content in English, French or German. If the thesis is written in English, French or German, it will be supplemented with a Dutch translation of the title and a summary of the content.
- 3) If a thesis is written in several languages, it will be supplemented with a translation of the title and a summary in an acceptable language as far as the Dutch texts are concerned. If this concerns non-Dutch texts, it will be supplemented with a translation of the title and a summary in Dutch.
- 4) If the thesis is written in a language other than Dutch, English, French or German, it will be supplemented with a translation of the title and a summary in Dutch and English, French or German.

Article 4.4 Content

- 1) The thesis should include:
 - a title page;
 - a Table of Contents;
 - an introduction outlining at least the problem definition of the thesis. The introduction should also clarify what the PhD candidate, the supervisors and other authors (if any) contributed;
 - a scientific evaluation;
 - the conclusion;
 - a summary and its translation;
 - if possible, a name and subject index and/or source index;
 - a curriculum vitae of the PhD candidate; and
 - the portfolio of the PhD candidate.
- 2) The propositions are inserted into the thesis on a separate sheet and also submitted digitally.
- 3) With regard to the thesis to obtain the doctorate based on doctoral research in a medical subject, the PhD candidate's curriculum vitae must show where the thesis was reworked and which departments collaborated in its realisation.
- 4) If desired, the PhD candidate can include a concise foreword.

Article 4.5 A Compilation of Scholarly Publications as Thesis

- 1) Article 4.4 applies mutatis mutandis to a thesis consisting of a compilation of scholarly publications that have appeared or have yet to appear. Their interrelationship is shown by an introduction and a summarising conclusion.
- 2) Scholarly publications will only be considered if the following conditions are met:
 - a. the publications must form a coherent whole and be published within a period of five years before submission of the thesis to the supervisor for assessment;
 - b. the journal in which the article was or will be published must satisfy generally accepted academic standards, this at the supervisor's discretion;
 - c. the supervisor must submit a written statement to the Assessment Committee showing that the PhD candidate's contribution forms an essential part of the research concerned; and
 - d. in order to obtain a doctorate based on doctoral research in a medical subject, a statement, as referred to under c, by the head of the institute where the doctoral research was carried out (if this is a different institute from that of the supervisor) also needs to be submitted.

Article 4.6 Form

- 1) The text of the thesis will be made available, at the PhD candidate's discretion, in printed or digital format.
- 2) EUR's University Library must in any case receive a digital version for inclusion in full in EUR's publications database.

Article 4.7 Reproduction and Submission of the Thesis

- 1) The Doctorate Board gives the PhD candidate permission to reproduce the thesis subsequent to the Assessment Committee's approval of the manuscript as thesis.
- 2) The PhD candidate should send the desired number of printed copies plus a digital version to the Beadle's Office as soon as possible after reproducing the thesis and the corresponding propositions, at most five weeks before the date of the defence ceremony. The Doctorate Board determines the number of paper copies that need to be submitted. It may stipulate different quantities for the various academic disciplines.
- 3) If the thesis is also to be published as a trade edition, the digital version should be supplemented with a copy of the contract with the publisher, in which the publisher consents to the publication of the digital version.

- 4) EUR's University Library will post the entire thesis on the internet as soon as possible, at most within three months of the defence ceremony. The Rector Magnificus can grant exemption from this obligation for compelling reasons.
- 5) With regard to the copies that were made available to EUR, an allowance for the costs can be requested.

Chapter 5. Supervisor's Assessment of the Manuscript as Thesis

Article 5.1 Supervisor's Assessment

- 1) If the supervisor believes that the manuscript satisfies the relevant academic requirements and gives an adequate indication of his/her ability to contribute to the independent pursuit of science, he/she will give his/her approval.
- 2) A reference check is carried out under the responsibility of the Dean of the faculty concerned. The report of the reference check is analysed by a faculty/Graduate School staff member appointed by the Dean.
- 3) If this analysis does not reveal anything out of the ordinary, the supervisor can give his/her final approval of the manuscript. All (co) supervisors If there is a co- need to give his/her approval.
- 4) If, while the manuscript is being assessed or at any other time during the doctoral programme, the PhD candidate is found to be guilty of plagiarism or other violations of academic integrity, the Doctorate Board can, on the recommendation of the Dean, decide to discontinue the programme. The Doctorate Board can also seek the opinion of EUR's Scientific Integrity Committee through the Executive Board.
- 5) The supervisor notifies the PhD candidate in writing of the final approval or withholding of approval and sends a copy of this to the Doctorate Board.

Article 5.2 Withholding Approval

- 1) If a supervisor withholds his/her approval of the manuscript as thesis, the PhD candidate can ask the Doctorate Board to appoint another supervisor.
- 2) The Doctorate Board will decide on the request referred to in paragraph 1 after hearing the PhD candidate and supervisor, unless - if more than one supervisor was appointed - the Doctorate Board considers it unnecessary to appoint a new supervisor.

Article 5.3 Time Limit

The supervisor must reply to a written request from the PhD candidate for approval of his/her manuscript as thesis within eight weeks. If he/she withholds approval, he/she must state the reasons.

Chapter 6. Assessment Committee

Article 6.1 Recommendation Regarding the Composition of the Assessment Committee

- 1) Following his/her approval of the thesis, the supervisor makes a recommendation regarding the composition of the Assessment Committee (in Hora Finita).
- 2) This recommendation should contain the following information:
 - name of the PhD candidate
 - title of the thesis
 - name of the fellow PhD candidate (if any)
 - composition of the Assessment Committee (names, addresses, e-mail addresses, titles, name and address of the institute)The following should be attached as appendices:
 - the thesis as approved by the supervisor
 - the title page and its reverse side for the Beadle's inspection
 - a summary and its translation
 - a curriculum vitae
 - a portfolio
 - the propositions that were approved by the supervisor
 - an analysis of the reference check
- 3) The Dean assesses the recommendation regarding the composition of the Assessment Committee.
- 4) The PhD candidate ensures that all Assessment Committee members receive a copy of the thesis.

Article 6.2 The Assessment Committee

- 1) The Doctorate Board establishes the Assessment Committee as soon as possible after receiving the documents referred to in Article 6.1.
- 2) The committee will be formed on the recommendation of the supervisor, following consultation with the Dean of the faculty that covers the subject (area) of the doctoral research. The supervisor satisfies himself/herself beforehand that the candidates are prepared to serve on the Assessment Committee.
- 3) The Assessment Committee is made up of three persons.
In case of a joint or double doctorate, the committee is made up of four persons. The (co-)supervisors do not form part of the Assessment Committee.
- 4) The majority of the members of the Assessment Committee are professors or have *ius promovendi*.
In case of a joint or double doctorate, at least three members should have *ius promovendi*.
- 5) The members of the Assessment Committee are experts on the subject of the thesis or part thereof. The Assessment Committee should draw as widely as possible from different areas of expertise.
- 6) At least one Assessment Committee member is not affiliated with the supervisor's work unit.
- 7) At least one Assessment Committee member is not affiliated with the EUR.
- 8) The Assessment Committee should be constituted as diversely as possible and should include at least one male and one female member.
- 9) As a rule, honourably discharged professors can serve on the Assessment Committee for up to five years following their honourable discharge.
- 10) An expert in the subject area concerned can, based on a substantiated request and following the Dean's approval, be appointed as Assessment Committee member. This expert should be an assistant professor and have a doctoral degree.
- 11) Assessment Committee members may not have co-authored one of the publications included in the thesis.
- 12) The partner or close relatives of the PhD candidate up to fourth grade relatives and other persons whose relationship with the PhD candidate is such that, in the opinion of the Doctorate Board, they cannot reasonably be requested to give an opinion, cannot be appointed as Assessment Committee member.
- 13) The Dean appoints one of the Assessment Committee members affiliated with the EUR as Chair.

Article 6.3 Assessments by the Assessment Committee

- 1) The Assessment Committee decides whether to admit the PhD candidate to the Doctorate defence within one month of its formation.
- 2) The Assessment Committee meets behind closed doors.
- 3) Each Assessment Committee member gives a substantive written response to the manuscript and an unconditional decision regarding the PhD candidate's admission.
- 4) The following points are taken into consideration:
 - a. The PhD candidate must have made an essential contribution to the doctoral research;
 - b. Adequacy of the list of relevant background literature;
 - c. Accuracy of the empirical components and analysis;
 - d. Adequate assessment of the thesis's contribution to the literature (current theories and conceptualisations);
 - e. Theoretical depth;
 - f. Structure and clarity of style and expression;
 - g. A short general assessment of and opinion on the admission; and
 - h. Placement of the research objectives and results in a social context;
 - i. The Assessment Committee members can suggest changes to the thesis.
- 5) The Chair ensures that the Assessment Committee members use the assessment form (Appendix 3) to submit their findings, stating reasons, and registers these in Hora Finita.
- 6) The supervisor can advise the PhD candidate to adopt any suggestions that the Assessment Committee members may have had. The supervisor informs the Assessment Committee members through the Chair regarding the extent to which their suggestions have been followed.
- 7) The resolution regarding admission is adopted by a majority of the votes cast.
- 8) The Chair of the Assessment Committee ensures that the Doctorate Board, the supervisor and the PhD candidate are notified immediately in writing and in confidence of the decision to grant or refuse admission.
- 9) If the PhD candidate is refused admission to the doctoral programme, the supervisor will consult the Dean of the faculty concerned. The supervisor can then ask the Doctorate Board to establish a new Assessment Committee. Members of the disbanded Assessment Committee can serve on this new committee.

Chapter 7. The Doctoral Committee

Article 7.1 Composition

- 1) The Doctorate Board establishes the Doctoral Committee as soon as possible after receiving the decision referred to in Article 6.3, paragraph 8. The defence ceremony is then held in the presence of this committee.
- 2) The Doctoral Committee is made up of the Assessment Committee members. On the recommendation of the supervisor, following consultation with the Dean of the faculty that covers the subject (area) of the doctoral research, the Doctorate Board is supplemented by at least two other members. The supervisor satisfies himself/herself beforehand that the candidates are prepared to serve on the Doctoral Committee.
- 3) The Doctoral Committee members are (associate) professors affiliated with a university.
- 4) The majority of the committee members are professors or have *ius promovendi*.
- 5) The committee members are experts on the subject of the thesis or part thereof. The Doctoral Committee should draw as widely as possible from different areas of expertise.
- 6) At least one member is not connected with the supervisor's work unit.
- 7) At least one committee member is not affiliated with the EUR.
- 8) The committee should be constituted as diversely as possible. This means that the Doctoral Committee should include at least two male and two female members.
- 9) An expert in the subject area of the thesis or part thereof can, based on a substantiated request and following the Dean's approval, be appointed as committee member. This expert should be an assistant professor and have a doctoral degree.
- 10) The partner or close relatives of the PhD candidate up to fourth degree relatives and other persons whose relationship with the PhD candidate is such that, in the opinion of the Doctorate Board, they cannot reasonably be requested to give an opinion, cannot be appointed as Doctoral Committee member.

Article 7.2 Chairmanship of the Doctoral Committee

- 1) The Doctoral Committee is chaired by the Rector Magnificus or his/her substitute. The Chair does not form part of the Doctoral Committee.
- 2) The Chair has an advisory vote. However, if the votes are equally divided, he/she has a deciding vote.

Article 7.3 Expert

At the supervisor's request, the Doctorate Board can admit persons to the defence ceremony who are entitled to use the title of 'Dr' in the Netherlands and are experts in (part of) the subject area of the thesis; they have an advisory vote in the deliberations regarding the conferral of the doctorate and, if the committee passes a resolution for this purpose, take part in the opposition.

Article 7.4 Participation in the Opposition

Between six and eight persons take part in the opposition during the defence ceremony.

Article 7.5 Summoning the Doctoral Committee Members

The Rector Magnificus summons the Doctoral Committee members for a closed meeting well in advance of the defence ceremony.

Article 7.6 Requirements regarding the Attendance of Doctoral Committee Members

- 1) If, due to circumstances, a Doctoral Committee member cannot attend the meeting or defence ceremony, the supervisor should promptly arrange a replacement if the number of members no longer satisfies the requirements set out in Article 7.1, paragraph 2.
- 2) The requirements set out in Article 7.1 apply. The supervisor must inform the Doctorate Board about this no later than 48 hours before the start of the defence ceremony, except for *force majeure*.

Chapter 8. The Defence Ceremony

Article 8.1 Date, Time and Place

- 1) After receiving notification of admission to the doctoral programme referred to in Article 6.2, paragraph 4, the PhD candidate should submit a proposal for the date of the defence ceremony to the Beadle's Office as soon as possible.

- 2) The Beadle's Office determines the date, time and place of the defence ceremony on the recommendation of the PhD candidate, following consultation with the supervisor.
- 3) Appendix 4 applies to the defence ceremony.

Article 8.2 Public Nature

Notwithstanding Article 1.6, the defence ceremony is held in public.

Article 8.3 The Defence of the Thesis

- 1) The defence ceremony, including the defence of the thesis, is held in Dutch or English or, subject to the consent of the Rector Magnificus, in another language. A request to use another language should be submitted to the Beadle's Office at least three weeks before the date of the defence ceremony.
- 2) The PhD candidate starts his/her defence by giving an explanation of his/her research in no more than 15 minutes. The PhD candidate should consult his/her supervisor about this well in advance. The introduction should set out what was researched and why and what conclusions were drawn.
- 3) Audiovisual aids can be used to support the explanation.
- 4) The PhD candidate is expected to dispel the Doctoral Committee's reservations during his/her defence of his/her thesis and propositions.
- 5) The defence ends one hour after the start of the public ceremony. The Chair closes the ceremony.

Article 8.4 Decision

- 1) Following the close of the ceremony, the Doctoral Committee decides on the conferral of the doctorate during a closed meeting on behalf of the Doctorate Board.
- 2) The Assessment Committee's decision referred to in Article 6.3, paragraph 1, and the PhD candidate's defence of his/her thesis, are taken into consideration in the decision regarding the conferral of the doctorate.
- 3) If necessary, the matter is voted on by roll call at the request of one of the committee members. If the votes are equally divided, the Chair has the deciding vote.

Chapter 9. Cum Laude

Article 9.1 Recommendation to Award a 'Cum Laude' Distinction

- 1) If a PhD candidate shows an exceptional ability to contribute to the independent pursuit of science, the Doctoral Committee can award the doctorate with a 'cum laude' distinction on behalf of the Doctorate Board. As a rule, this distinction can only be awarded if the thesis ranks among the top 5% of theses in the subject area concerned.
- 2) A recommendation to award the doctorate with the 'cum laude' distinction should be submitted in confidence by at least two Assessment Committee members, together with the supervisor(s) written consent. A written and substantiated request should be submitted to the Rector Magnificus in confidence at least seven weeks before the date of the defence ceremony.
- 3) The Assessment Committee and the supervisor(s) nominate two or three external examiners who have a doctoral degree and are experts in the subject area of the doctoral research. These examiners may not have published with the PhD candidate and do not form part of the Doctoral Committee. The request should include the curriculum vitae of each examiner. The Dean of the most appropriate faculty decides on the prospective examiners. The Rector Magnificus then appoints the examiners. The external examiners submit their written recommendation in confidence to the Beadle's Office within three weeks of their appointment.

Article 9.2 Decision to Award the 'Cum Laude' Distinction

- 1) The Rector Magnificus informs the Doctoral Committee members confidentially and as soon as possible about the recommendation and the recommendations of the external examiners.
- 2) With regard to the recommendation to award the 'cum laude' distinction, the Doctoral Committee takes the following into consideration: especially whether it is ranked among the top 5% of theses in the area concerned.
 - a. the meaning and level of originality of the question and methods
 - b. the scientific and technical level of the work;
 - c. the opinion of the external examiners;
 - d. the quality of the defence;
 - e. contributions by others; and
 - f. language and style.

- 3) During the discussion referred to in Article 8.4, paragraph 1 regarding the recommendation to award the doctorate, the voting members of the Doctoral Committee vote (in the absence of the supervisor(s)) by secret ballot on whether or not to award the 'cum laude' distinction. They can only vote for or against the recommendation. The recommendation is rejected if more than one vote is cast against. In all other cases, the recommendation is adopted. The Rector Magnificus abstains from voting.

Chapter 10. Degree Certificate

Article 10.1 Degree Certificate

- 1) As evidence of the conferral of the doctorate, the doctor receives a degree certificate in Latin signed by the Rector Magnificus or his/her substitute, the supervisor and the Doctoral Committee members.
- 2) If the doctorate is awarded with the 'cum laude' distinction, this is stated on the certificate.

Chapter 11. The Honorary Doctorate

Article 11.1 Authority to Award the Honorary Doctorate

The Doctorate Board can award natural persons an honorary doctorate for their exceptional achievements in the pursuit of science at the EUR or their exceptional services to the community.

Article 11.2 Procedure

- 1) The Dean of the most appropriate faculty can, on the recommendation made to the Doctorate Board, if possible together with a suggestion to appoint a supervisor, make a recommendation to award an honorary doctorate.
- 2) A confidential written recommendation, together with an extensive explanation, a curriculum vitae and a publications list, is sent to the Rector Magnificus, who forwards the recommendation to the Doctorate Board.
- 3) If the Doctorate Board intends to follow the recommendation, the Executive Board is heard on the recommendation.
- 4) The Doctorate Board makes a decision, taking into account the views of the Executive Board regarding the conferral of the honorary doctorate. If it decides to award an honorary doctorate, it also appoints one or two professors as supervisor.
- 5) The Executive Board, the Dean concerned, the supervisor and the PhD candidate are informed about the decision referred to in paragraph 4 in writing and in confidence.
- 6) Subject to special circumstances, an honorary doctorate is not awarded to persons who do not personally attend the defence ceremony referred to in Article 11.4, paragraph 1.
- 7) The decision will not be announced until the PhD candidate declares that he/she will accept the honorary doctorate and will personally attend the defence ceremony referred to in Article 11.4, paragraph 1, subject to Article 11.4, paragraph 6.

Article 11.3 Decorations

The honorary doctor receives a degree certificate, signed by the Rector Magnificus, the Doctorate Board members and the supervisor(s), through the supervisor(s). He/she also receives a cape with a clasp.

Article 11.4 Presentation of the Decorations

- 1) The decorations associated with the conferral of the honorary doctorate are presented during an extraordinary open session of the Doctorate Board: the honorary degree ceremony.
- 2) On behalf of the Doctorate Board, the Rector Magnificus invites interested parties to attend this session.

Chapter 12. Joint Doctorate and Double Doctorate

Article 12.1. Definitions

The EUR and one or more (foreign) institutes of university education can make arrangements for the joint conferral of a joint or double doctorate based on a thesis that complies with the provisions of this chapter.

Article 12.2 Approval of the Doctorate Board

If one or more faculties set up a programme that leads to a joint or double doctorate, the programme is subject to the Doctorate Board's prior approval in the form of a signed agreement (the model agreement included in Appendix 6).

Article 12.3 Doctoral Research

- 1) The doctoral research and the resulting thesis should be the outcome of one or more research programmes jointly set up by EUR and one or more institutes referred to in Article 12, paragraph 2. The forms of instruction and research programmes are implemented as much as possible in consultation with the other Dutch or foreign partner institute(s).
- 2) The doctoral research and thesis should have an international dimension.
- 3) The PhD candidate should stay for at least six months with the partner institute(s) in order to take courses or do research for his/her thesis.

Article 12.4 The Thesis

- 1) Notwithstanding this chapter, the thesis should comply with these regulations.
- 2) If the thesis is written in Dutch, it should be supplemented with an extensive summary in English, French or German.

Article 12.5 The Doctoral Committee

The Assessment Committee and Doctoral Committee referred to in Chapters 6 and 7 of these regulations should include at least one member from each institute.

Article 12.6 The Defence Ceremony

The defence ceremony is held - wholly or in part - in the language of at least one of the countries where the foreign institutes of university education referred to in Article 12.1 are based.

Article 12.7 The Degree Certificate

The degree certificate referred to in Chapter 10 is also awarded on behalf of the institutes referred to in Article 12.1.

Chapter 13. Dispute Settlement Rules

Article 13.1 Disputes

- 1) Disputes that, pursuant to other (legal) provisions, cannot be submitted to a competent body for arbitration are heard in accordance with this article.
- 2) The Doctorate Board makes a decision - on the recommendation of the Rector Magnificus - regarding the manner in which and the period within which the dispute will be tried to be resolved.

Chapter 14. Final and Transitional Provisions

Article 14.1 Exceptions

- 1) In situations for which these regulations do not provide and where there is disagreement regarding the interpretation of their provisions, the Doctorate Board will decide.
- 2) In exceptional circumstances, the Doctorate Board can, on the recommendation of the Rector Magnificus, depart from the regulations.
- 3) Requests to depart from the regulations need to be substantiated and submitted in writing to the Doctorate Board.

Article 14.2 Postponement of the Defence Ceremony

If these regulations are not complied with, the Rector Magnificus is authorised to postpone the defence ceremony until a date to be determined by him/her.

Article 14.3 Implementation Procedure and Management Regulations

Unless otherwise provided in these regulations, all documents relating to (the preparations for) the defence ceremony that need to be presented to the Doctorate Board and Rector Magnificus are submitted to the Secretary of the Doctorate Board via Hora Finita. These regulations are administered by the Secretary of the Doctorate Board.

Article 14.4 Detailed Guidelines

Faculties and Graduate Schools can adopt detailed guidelines for the implementation of these regulations. These guidelines need to be approved by the most appropriate Dean(s) and submitted to the Doctorate Board for a decision before they come into effect.

Article 14.6 Publication

These regulations are posted on EUR's website.

Article 14.7 Translation

These regulations have been translated into English. In the event of any conflict between the English and Dutch versions, the Dutch version will prevail.

Article 14.8 Entry into Force

- 1) These regulations come into effect on 1 October 2020.
- 2) Previous versions of the doctoral regulations are revoked.
- 3) Unless the Doctorate Board provides otherwise, all current requests to be admitted to the doctoral programme will be brought into line with these regulations on the day they come into effect.

Article 14.9 Short Title

- 1) These regulations are referred to as: 2020 EUR Doctoral Regulations.
- 2) The citation title is abbreviated to: 2020 EUR DR

Appendix 1 Admission to the Doctoral Programme Implementing Regulations, as referred to in Article 1.4, paragraph 2

Article 1 Admission to the Doctoral Programme based on Dutch Degree Certificates

- 1) The prospective PhD candidate must show the Doctorate Board that he/she is able to carry out independent academic research and is likely to complete a thesis.
- 2) The prospective PhD candidate must back up his/her request as much as possible with degree certificates, (scholarly) publications, letters of reference from past employers and written statements from academics and the (intended) supervisor.
- 3) A request for admission, together with all relevant information, should be sent well in advance to the Secretary of the Doctorate Board, who forwards the request to the Dean of the most appropriate faculty for advice.
- 4) The Dean establishes an Advisory Committee consisting of two professors who use the submitted documents to determine whether the candidate is able to carry out independent research that can be completed with a thesis. If necessary, these professors hear the requester. The Advisory Committee makes a substantiated written recommendation to the Dean. This may include the recommendation to eliminate any identified deficiencies.
- 5) The Dean then makes a recommendation and sends it to the Secretary of the Doctorate Board with the request to give a final opinion on the Doctorate Board's behalf.
- 6) The Doctorate Board informs the requester of its decision in writing, stating reasons, within eight weeks. If the Doctorate Board cannot make a decision within eight weeks, it should inform the requester about this, stating a reasonable period within which a decision can be expected.
- 7) If the final opinion is positive, the requester will provisionally be admitted to the doctoral programme. If the final opinion is negative, the requester will not be admitted to the doctoral programme.
- 8) Chapter 13 of the Doctoral Regulations applies *mutatis mutandis*.
- 9) After the Doctorate Board has given its decision, stating that the requester will provisionally be admitted to the doctoral programme, the doctoral regulations will apply.

Article 2 Admission to the Doctoral Programme based on Foreign Degree Certificates

- 1) The prospective PhD candidate must show the Doctorate Board that he/she is able to carry out independent academic research and is likely to complete a thesis.
- 2) The prospective PhD candidate must back up his/her request as much as possible with degree certificates, (scholarly) publications, letters of reference from past employers and written statements from academics and the (intended) supervisor.
- 3) The prospective PhD candidate should send his/her written request to be provisionally admitted to the doctoral programme, together with any available supporting documents, to EUR's Admissions Office within the specified time. The Admissions Office compares the non-Dutch pre-university education with the Dutch standard and draws up a report based on this comparison.
- 4) If the non-Dutch pre-university education cannot be compared with the Dutch standard, the report will be sent to the Secretary of the Doctorate Board. In accordance with Article 1, paragraphs 3, 4 and 5, a detailed recommendation is made.
- 5) The Admissions Office uses the recommendation to submit a draft decision for the Doctorate Board's decision-making process.
- 6) The Doctorate Board makes a reasoned written decision and informs the requester about this. If the final opinion is positive, the requester will provisionally be admitted to the doctoral programme. If the final opinion is negative, the requester will not be admitted to the doctoral programme.
- 7) Chapter 13 of the Doctoral Regulations applies *mutatis mutandis*.
- 8) After the decision to provisionally admit the requester to the doctoral programme, the doctoral regulations will apply.

Appendix 2: Ius Promovendi Policy for Associate Professors

Pursuant to the WHW, the Doctorate Board can grant *ius promovendi* to 'a professor or, if he/she has been awarded the degree of Doctor or Doctor of Philosophy, another staff member of a university, a university based on religious or philosophical principles or an Open University who, in the opinion of the Doctorate Board, is sufficiently qualified to act as supervisor'.

The Doctorate Board has made the following arrangements for granting *ius promovendi* to non-professors:

Assessment Framework

- The intended supervisor is appointed as Associate Professor at the EUR.
- The intended supervisor is both a good supervisor and a good researcher.

Guidelines for the assessment:

- a. Has the intended supervisor successfully acted at least three times as co-supervisor, or as day-to-day supervisor at the EUR or another university? The subject area concerned should be taken into account.
- b. Were the supervised doctoral programmes completed within the nominal time period, i.e. the nominal number of years (3 or 4) + a maximum of 2 years, or in less time than the faculty average? Other factors that determine the duration of the research should be taken into account here.
- c. Did the intended supervisor receive positive assessments over the last three years during P&D interviews in terms of the supervision of PhD candidates, whereby his/her supervisory duties as co-supervisor were positively assessed by supervisors?
- d. Were external funds allocated to the intended supervisor and/or is he/she the principal investigator/coordinator of a relevant grant/project (e.g. ERC Consolidator Grant, ERC Advanced Grant, Vici)?
- e. Is the intended supervisor being groomed for the position of Professor? Is he/she on a tenure track? Does he/she satisfy the applicable (discipline-specific) criteria?
- f. Did the intended supervisor receive a very good assessment for research during the last three P&D interviews?
- g. Does the intended supervisor play a leading role in the subject area? This can be shown by e.g. well-cited articles in quality journals or books published with good publishers and the assessments of three external examiners from the associate professor's subject area.

Procedure:

- A recommendation to grant *ius promovendi* to an associate professor is made to the Dean of the faculty concerned;
- The Dean uses the above-mentioned (discipline-specific) assessment framework to determine whether the associate professor is sufficiently qualified to act as supervisor;
- The Dean can ask a Standing Committee on Science or a similar committee for advice;
- The Dean liaises with the professor who is responsible for the subject area concerned;
- If the Dean so decides, he/she will submit a substantiated request to the Doctorate Board;
- The Doctorate Board decides whether to grant *ius promovendi*;
- In principle, the Doctorate Board grants *ius promovendi* to the associate professor for an indefinite period. In accordance with the doctoral regulations, one supervisor is appointed per defence ceremony.

Detailed Guidelines per Faculty

The Dean can adopt detailed guidelines for the assessment framework and establish an internal procedure. These must be submitted to the Doctorate Board for approval.

Appendix 3: Assessment Committee Assessment Form

*Dear members of the Assessment Committee,
Thank you for your willingness to evaluate this thesis.*

- The promotor will receive your evaluation (as filled in in Hora Finita) anonymized.
- If you would mark the thesis 'unacceptable', your suggestions for a major revision will be forwarded to the promotor;
- If you are of the opinion the thesis is acceptable the timeframe does not allow for major revisions. You can come up with remarks such as some errors or inconsistencies and your suggestions for textual corrections will be forwarded to the promotor. The promotor then has the right to decide, together with the PhD candidate, whether or not to follow your suggestions.

Requirements for the degree of doctor

In order to be awarded the degree of doctor at EUR, the PhD candidate must have demonstrated the capability of:

- The PhD candidate must have made an essential contribution to the doctoral research;
- Adequacy of the list of relevant background literature;
- Accuracy of the empirical components and analysis;
- Adequate assessment of the thesis's contribution to the literature (current theories and concepts);
- Theoretical depth;
- Structure and clarity of style and expression;
- Placement of the research objectives and research results in a societal context;

User instructions

Please evaluate the PhD thesis by filling in the form in Hora Finita:

1. Originality of the research

Grade: unacceptable / acceptable / satisfactory / good / very good / excellent
Reason for evaluation (25-100 words)

2. Scientific quality of the research chapters

Grade: unacceptable / acceptable / satisfactory / good / very good / excellent
Reason for evaluation (25-100 words)

3. Reflection on the research as shown in the Introduction and General discussion

Grade: unacceptable / acceptable / satisfactory / good / very good / excellent
Reason for evaluation (25-100 words)

4. Quality of written presentation

Grade: unacceptable / acceptable / satisfactory / good / very good / excellent
Reason for evaluation (25-100 words)

5. Overall Assessment (based on the above evaluation categories 1 – 4)

Grade: unacceptable / acceptable / satisfactory / good / very good / excellent
Reason for evaluation (25-100 words)

The PhD candidate will be allowed to defend the thesis if most (2 out of 3) of the assessment committee votes positive.

In case of a negative ('no') decision, please provide your arguments for that qualification. The anonymized evaluation form will be forwarded to the candidate's promotor with the request to let the candidate improve the manuscript.

In case qualifications are 'excellent' for all, or nearly all of the above criteria, this is an indication that this PhD thesis may be considered for the distinction 'cum laude'.

The PhD thesis should belong to the top 5% of the PhD thesis in this area.

NB: After the oral defence, the committee will be asked to comment on the quality of the defence. At that point the final decision whether or not to award 'cum laude' is made by voting.

Appendix 4: Protocol, Publicity and Reception

Once every 14 days the Beadle organises a meeting in which the protocol is explained to PhD candidates.

The protocol is summarised below.

The defence ceremony is held in public before the Doctoral Committee established by the Doctorate Board, at the time specified when the PhD candidate was admitted to the defence ceremony.

In principle, the defence ceremonies are held in the *senaatszaal* of EUR's Woudestein complex or in the Prof. Andries Queridozaal of the Erasmus MC.

The Doctoral Committee holds consultations prior to the defence ceremony.

The Chair, the supervisor(s), the members and the guests of the Doctoral Committee should wear the clothes dictated by protocol during the defence ceremony:

- Professors: cap and gown
 - Women: dark clothes, black shoes
 - Men: dark clothes, black shoes, white shirt and a tie.
- Other committee members:
 - Women: dark clothes, black shoes
 - Men: dark clothes, black shoes, white shirt and a tie.

External professors are asked to wear their own cap and gown. EUR makes a limited number of caps and gowns available for professors.

PhD candidates should also wear suitable festive clothes. Men: preferably a dress suit with a white waistcoat and white bow-tie; Women: clothes (in subdued colours) that are appropriate for the occasion.

Thirty minutes before the start of the ceremony a room is made available to the PhD candidate to which he/she and the paranympths can retire to prepare for the ceremony. If necessary, they can change their clothes in this room, the so-called 'Sweat Room'.

A few minutes before the start of the ceremony, the Beadle collects the PhD candidate and the paranympths from the 'Sweat Room' and takes them to the auditorium. Order: Beadle, first paranympth, PhD candidate, second paranympth. If desired, the first paranympth carries the thesis, a writing pad and a pen for making notes and any literature that the PhD candidate may want to consult during the exchange of views. The PhD candidate stands behind the lectern and the paranympths seat themselves to the left and right of the lectern.

The Beadle then leads the Chair and Doctoral Committee members to the room, possibly followed by the other professors in gowns.

The defence ceremony starts with a 15-minute discourse by the PhD candidate during which he/she explains the object and outcome of his/her research to the audience. This is attended by the Doctoral Committee.

This discourse is followed by questioning of the PhD candidate by the Doctoral Committee about his/her thesis and the corresponding propositions. The Rector or his/her substitute acts as Chair.

The order of questioning is determined during the preliminary consultations. The rule is that the committee members from outside the EUR are first given the floor, followed by those from Rotterdam. The (co-)supervisors are last in line. The discussion is a businesslike academic discussion. The audience should keep quiet.

In principle, the working language is Dutch. However, if one or more Doctoral Committee members doesn't speak Dutch, English is the predominant language. A request for this purpose should be submitted to the Beadle's Office no later than 3 weeks before the date of the defence ceremony.

The various participants should be addressed as follows:

Chair:	'Mister Rector Magnificus' 'mister Rector Magnificus'
Supervisor:	'Highly Learned Supervisor' 'highly learned promotor'
Co-supervisor:	'Very Learned Opponent' 'very learned opponent'
Professors:	'Highly Learned Opponent' 'highly learned opponent'
Other committee members and experts:	'Very Learned Opponent' 'very learned opponent'
PhD candidate:	'Dear Candidate' 'dear candidate'.

Exactly 45 minutes after the start of the questioning, the Beadle enters the room and calls out 'hora est'. The person who has the floor at that point should stop. The Chair will then adjourn the meeting for deliberations by the Doctoral Committee.

The Doctoral Committee and the other people in the cortège leave the room, preceded by the Beadle. The latter attend the meeting of the Doctoral Committee as observers, unless the Chair decides on the spot that it is to be a closed meeting.

The decision on the conferral of the doctorate is taken at this meeting. In case of a recommendation to award the doctoral degree with the 'cum laude' distinction, written votes will be cast. All the committee members sign the degree certificate at the end of the meeting.

The PhD candidate and paranymphs are asked to sit down in front of the committee table and wait for the committee's return. The PhD candidate sits slightly in front of the paranymphs, who sit to his/her left and right.

When the committee returns, the Chair re-opens the meeting and allows the supervisor to present the degree certificate to the PhD candidate. This is followed by a short, personal speech (laudation) by the supervisor or co-supervisor. The Chair then closes the meeting.

The cortège is the first to leave the room, preceded by the Beadle.

The doctor and his/her partner and paranymphs are then led out of the room.

The Doctoral Committee is first in line to offer congratulations, followed by the other guests who attended the defence ceremony (if the reception is held at the university).

Publicity

The Department of Marketing & Communications provides the necessary publicity services. An application form can be obtained from the Beadle's Office.

Reception

It is possible to hold a reception at the end of the defence ceremony.

Appendix 5. Model Title Page and its Reverse Side for the Thesis

- The layout of the title page is at the PhD candidate's discretion;
- This does not apply to the bold text;
- In accordance with the regulations, the PhD candidate should fill in the italicized text;
- The words in the Dutch title of the thesis are written in lower case, with the exception of the first word and names (if any);
- The words in the heading of the English title are capitalized; no capital letters are used in the subtitle.

Title of the thesis
subtitle (if any)

Translation of the title in Dutch
translation of the subtitle in Dutch (if any)

Thesis

**to obtain the doctoral degree at the
Erasmus University Rotterdam
upon the authority of the
Rector Magnificus**

Name

**and in accordance with the decision of the Doctorate Board.
The public defence will take place on**

....day dd....mm....20....at.....

*the name of the PhD candidate; his/her first names should be written in full
born in place of birth and country of birth (if this is not the Netherlands)*

[INSERT EUR LOGO]

The EUR logo is available on: <https://my.eur.nl/nl/node/20844>

Only the following is stated on the reverse side of the title page:

Doctoral Committee

Supervisor(s):

the name(s) of the supervisor(s) (initials and full title, without stating the name of the university)

Other members: *(only state the names of the members of the subcommittee)*

.....
.....
.....

If present:

Co-supervisor(s):

the name(s) of the co-supervisor(s) (initials and full title, without stating the name of the university).

Please note: the titles are given as follows:

- Prof. mr. dr.
- Prof. dr. ing.
- Prof. dr. ir.
- Prof. dr.
- Prof. mr.
- Dr.
- Mr. dr.
- Dr. ing.
- MSc or MA is written after the name of the person concerned.

Appendix 6 Model Agreement Joint/Double Doctorate

AGREEMENT FOR A JOINT DOCTORATE

Between:

The Erasmus University Rotterdam (hereinafter also referred to as 'EUR'), a legal entity governed by public law with registered offices at Rotterdam, the Netherlands, registered at the Netherlands Chambers of Commerce under number 24495550, with premises at Burgemeester Oudlaan 50, 3062 PA Rotterdam, hereby legally represented by the Rector Magnificus, Prof. R.C.M.E. Engels;

and

The University of (hereinafter also referred to as: '[...]'), a legal entity governed by public law with registered offices at [town/city], [country], registered at the [...] Chambers of Commerce under number [...], with premises at [address], hereby legally represented by the Rector Magnificus [...];

[more Partner Universities]

hereinafter also referred to separately as '**Partner University**' and jointly as '**Partner Universities**'.

and

[Candidate]

Considerations

Hereby the Partner Universities agree to jointly supervise doctoral research which – upon successful completion – will lead to a jointly awarded PhD qualification; a Joint Doctorate.

[more considerations...]

The Partner Universities hereby agree as follows:

Article 1 Definitions

Agreement:	This agreement for a Joint Doctorate;
Candidate:	a person who is enrolled in the Doctorate Programme and is registered in all Partner Universities;
Defence Ceremony:	the public defence of the doctoral thesis on the basis of which the Candidate may be admitted to the degree of Doctor;
Degree Certificate:	the diploma awarded for successfully completing of the Doctorate Programme;
Doctoral Committee:	the inner and the plenary committee before which the Defence Ceremony must take place;
Doctorate Board:	the Doctorate Board as referred to in the Doctoral Regulations;
Doctorate Programme:	joint research program in which the doctoral research and supervision take place;

Doctoral Regulations:	the Erasmus University Rotterdam Doctoral Regulations 2015 ¹ and the doctoral regulations of the Partner Institution(s);
Inner Doctoral Committee:	the committee established by the Doctorate Board of the partner(s) that decides whether the PhD candidate may be allowed to defend his or her thesis;
Joint Doctorate:	a jointly supervised doctoral research which – upon successful completion – will lead to a jointly awarded PhD qualification;
Supervisor:	(promotor) the professor appointed by the Doctorate Boards in accordance with the provisions of the Doctoral Regulations.

Article 2 Agreement

2.1 This Agreement is conducted under the provisions of:

For the EUR:

- (i) Article 7.18, sub 6 of the Higher Education and Scientific Research Act (WHW);
- (ii) The Doctoral Regulations;

For (Partner University)

- (i)
- (ii)

2.2 In the event of contradictory stipulations, the Doctoral Regulations of the home university shall apply.

2.3 Partner Universities agree, in accordance with the applicable laws, rules and the respective Doctoral Regulations in force in each of their respective countries, to jointly organise the supervision of the doctoral research within the Doctorate Programme of [name and surname of the Candidate].

2.4 The Candidate is enrolled in the Doctorate Programme: [name program], and title of the thesis is: [title thesis].

Article 3 Period

The period for researching and writing the thesis shall be [...] years / [...] months, commencing from [date and year]. Where necessary, such term can be prolonged in accordance with the rules in force at both of the Partner Universities.

Article 4 Obligation of the Partner Universities

Partner Universities undertake to notify each other of all the information and documentation useful for the purposes of organising the Joint Doctorate.

Article 5 Candidates rights and responsibilities

5.1 The Candidate shall be registered at both Partner Universities and shall pay the normal registration fees, if applicable, to [name other Partner University] and be exempted from such fees at EUR.

5.2 The Candidate shall observe the rules and customs of the Partner Universities.

5.3 The Candidate undertakes all steps necessary in order to arrange due health insurance, insurance cover against physical injuries and civil liability during his/her stay at each Partner University.

5.4 Information about social security, (health) insurances and visa will be provided by the Partner Universities to the Candidate.

Article 6 Joint supervision

6.1 The Partner Universities agree that they shall be jointly responsible for the educational programme of the PhD candidate and the supervision of his/her doctoral research and thesis.

¹ See: <https://www.eur.nl/onderzoek/bureau-van-de-pedel/promotie/promotiereglement>

- 6.2 Candidate is coached and tutored by the following Supervisors:
Professor.... [name], thesis Supervisor at EUR;
Professor [name], thesis Supervisor at [name other Partner University].
- 6.3 The Supervisors will jointly be involved in the continuing assessment of the Candidate's work in progress and will fully carry out their responsibilities in accordance with the rules and requirements of their respective Partner Universities. Where any such rules and requirements between the Partner Universities are in conflict, the Supervisors will negotiate a compromise suitable to both Partner Universities regulations.

Article 7 Location of the research

The thesis shall be researched and written in alternating periods (more or less of equal length) at both Partner Universities. The duration of such periods shall be fixed by agreement between the two thesis Supervisors (at least 6 months of the overall duration of the doctorate at both Partner Universities).

Article 8 Approval of the thesis

The approval of both thesis Supervisors will be in writing, after which the thesis can be sent to the Inner Doctoral Committee, according to the Doctoral Regulations and the Other Doctor Regulations.

Article 9 The Doctoral Committee

- 9.1 The Inner Doctoral Committee shall be appointed by both Partner Universities and shall comprise at least five members, including the two thesis Supervisors, according to the Doctoral Regulations of both Partner Universities.
- 9.2 The plenary Doctoral Committee shall be composed by the Inner Doctoral Committee and will be extended with at least 2 members according to the Doctoral Regulations of both Partner Universities.

Article 10 Language of the thesis

- 10.1 The thesis shall be written in English, French, German or Dutch.
- 10.2 In case the thesis is written in English, French or German, a summary of the doctoral thesis is to be provided in Dutch.
- 10.3 In case the thesis is written in French or German, a summary of the doctoral thesis is to be provided in English and Dutch.
- 10.4 In case the thesis is written in Dutch, a summary of the doctoral thesis is to be provided in English.

Article 11 Defence Ceremony

- 11.1 The public defence of the doctoral thesis shall be in Dutch or any other language agreed upon as stipulated in the Doctoral Regulations.
- 11.2 The public defence of the doctoral thesis is to take place at EUR and is duly recognised by both Partner Universities. The Candidate may also take part at the graduation ceremony at [name other Partner University].

Article 12 Degree Certificate

The Partner Universities shall confer a Joint Doctoral Degree as proof of obtainment of the doctorate. They shall each present a Degree Certificate to the Candidate or a joint Degree Certificate. The international joint supervision and cooperation of the Partner Universities shall be indicated on the Degree Certificate. If two Degree Certificates are presented, they jointly refer to a single deed, and this shall be indicated on both documents.

Article 13 Award of the degree

- 13.1 The Candidate shall be conferred the legal degree of Doctor after the public oral defence.
- 13.2 The EUR will award a doctorate. The University of [name] will award a doctorate in [....].

Article 14 Intellectual Property and copyrights

- 14.1 Arrangements to safeguard and divide any intellectual property generated as a result of this Agreement meet the Rules of Intellectual Property of both Partner Universities.
- 14.2 With respect to copyrights, the results of the research performed by the Candidate will be available to the Partner Universities signing the present Agreement. The copyright of the thesis itself lies with the Candidate or the Partner University, depending on the Rules of Intellectual Property of the Partner University.

- 14.3 In some cases due to specificity of the research, a different regulation will be specified in an agreement between the Partner Universities and the Candidate.

Article 15 Personal data of the Candidate(s)

- 15.1 Both/all Partner Universities in this Agreement have a responsibility to ensure that the Personal Data of the Candidate(s) that will be subject to Data Processing are accurate and up-to-date, and will be well protected as required under Regulation (EU) 2016/679 of the European Parliament and the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation, 'GDPR').
- 15.2 Every Partner University has a responsibility to inform the Candidate as follows:
- the purposes for which the Partner University will store and process the personal data: the Partner Universities need to Process the Personal Data in order to perform [educational and] administrative purposes and responsibilities to the Candidate(s) and others;
 - that the Data Processing will take place during [...];
 - that in the fulfilment of the collegiate responsibilities of the Partner Universities and purposes, Personal Data collected by the Partner Universities may be shared with [...];
 - that the Partner Universities may disclose the Personal Data to other bodies outside of the Partner University in order to fulfil its aforementioned responsibilities and purposes. Such bodies include but are not limited to: [...].
- 15.3 For the transfer of Personal Data outside the European Economic Area where countries either have no data protection legislation, or have different data protection or privacy regimes and so may not always protect Personal Data of the Candidate(s) to the same standard as within the European Economic Area, the Partner Universities will take additional measures, such as, but not limited to, the use of the Model contracts for the transfer of personal data to third countries of the European Parliament and of the Council concerning the processing of personal data and the protection of privacy².
- 15.4 When data processing is outsourced to a third party, a separate Data Processing Agreement which is in compliance with the GDPR must be signed between a Partner University/the Partner Universities and the relevant third party.³

Article 16 Disputes and applicable law

- 16.1 The Agreement shall be in every respect understood and operated as an Agreement made in the Netherlands and according to Dutch Law.
- 16.2 In the event an issue arises that is not covered by this Agreement, the Partners shall make all reasonable efforts to settle disputes in an amicable way or find a solution through consultation.
- 16.3 Any disputes that remain unsolved shall be heard exclusively by the competent court in Rotterdam, The Netherlands.

Article 17 Validity of the Agreement

- 17.1 This Agreement is drawn up in [...] originals (two per Partner University and one for the Candidate), which have binding legal force.
- 17.2 This Agreement shall be effective as and from the date of its execution by the authorised representative of each Partner University and shall be valid until the thesis will be orally defended.
- 17.3 In the event that the Candidate does not register in one or other of the contracting Partners, renounces in writing or is not authorised to continue researching and writing the thesis by virtue of a decision made by one of the two thesis Supervisors, the Agreement with that Candidate is instantly terminated.
- 17.4 This Agreement can be modified or terminated by mutual consent of the Partner Universities with at least 12 months advanced by written notice. Arrangements will be made for the Candidate to complete the research.
- 17.5 This Agreement can be terminated by the Candidate [under the condition that ..].

² See: https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/model-contracts-transfer-personal-data-third-countries_en

³ Please contact: privacy@eur.nl or legal.advice@eur.nl .

Article 18 Appendices

18.1 All the appendices are an integral part of this Agreement.

18.2 The following appendices are added:

- Doctoral Regulations 2020
- ...
- ...
- ...

Rector Magnificus EUR Prof..... [name] Signature Date.... Prof. [name]	...[position] ... [University] Prof..... [name] Signature Date... Prof. [name]
Dean < <i>faculty</i> > EUR [signature] Date.... Prof. [name] [position] [signature] Date... Prof. [name]
Supervisor < <i>dept</i> > EUR [signature] Date....	Supervisor [position] [signature] Date....
Candidate [name] [signature] Date	

**PART 2:
RULES & REGULATIONS ON THE ISS DOCTORATE PROGRAMME**

The EUR Doctoral Regulations in Part 1 apply to ISS as part of EUR and govern among others the whole public defence procedure. In this part, additional rules and regulations are presented that are specific for ISS, concerning the PhD research journey.

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PART 2: RULES & REGULATIONS ON THE ISS DOCTORATE PROGRAMME

The EUR Doctoral Regulations apply to ISS as part of EUR. In this part, additional rules and regulations are presented that are specific for ISS, concerning the PhD research journey.

Chapter 1. General regulations

Article 1.1 Terms and definitions

- 1) Where the terms used in these Regulations are also used in the Dutch Higher Education and Research Act [*Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek* (hereinafter "WHW")] they bear the same meaning as the terms used in the Act.
- 2) The following terms used in these Rules & Regulations on the ISS PhD programme shall bear the corresponding meaning:

Assessors	Experts in a specific field who are asked for their advice.
Beadle	The Beadle's Office undertakes and supervises the PhD defence ceremony procedure on behalf of the Rector of Erasmus University Rotterdam. The Beadle is the Master of Academic Ceremonies for the PhD Degree Awarding Ceremony.
CERES	The Dutch Research School for Resource Studies for Development with which ISS is affiliated.
Course	A separate component of the PhD Programme (in pursuance of Article 7.3 of the WHW). An overview of obligatory and optional courses will be indicated in the Training and Supervisory Plan (TSP).
Date of Registration	The date on which the official EUR account is created, and the central EUR services will be available for the PhD candidate.
Deputy Rector Research Affairs	The ISS Institute Board member responsible for all ISS research activities.
EC (European Credit)	A unit expressing the study load for candidates; 1 EC = 28 hours of study. An EC encompasses classroom contact hours as well as hours spent on self-study, group work and preparation for assessment
EGSH	The Graduate School of Erasmus University in which ISS participates.
EUR	Erasmus University Rotterdam which holds the right to issue the PhD Degree.
Full Doctoral Committee	The Committee examining the dissertation manuscript and whose members participate in the Public Defence of the dissertation as examiners, according to the EUR Doctoral Regulations, chapter 7 (used to be called Plenary Doctoral Committee).
Hora Finita	The online registration system for the administrative procedures of the Doctoral programme.
Institute Board (IB)	The Institute Board of the ISS consisting of the Rector and her/his Deputies.
Institute Council (IC)	The Institute Council of ISS, the representative body (<i>medezeggenschapsorgaan</i>) of the Institute's staff and students. It has the right of approval, to advice, to be heard, to inform on all matters specifically related to the Institute and to the competences delegated to the ISS Rector, including matters provided for under the Dutch Law on Higher Education (WHW) and the Erasmus University Rotterdam Rules and Regulations (BBR-EUR).
ISS	International Institute of Social Studies.
Ius Promovendi	The authority to take end responsibility for the supervision of a PhD candidate and for the conferring of the doctoral degree.
Journey leader PhD	The journey leader PhD oversees the whole PhD process, advises on improving the PhD processes from a tactical perspective and integrates new policy developments.
MA	Master of Arts.
Non-resident PhD	A PhD researcher who, while in the PhD Trajectory, is not based in the Netherlands during the non-fieldwork period. The RDC decides on the admission of applicants as non-resident PhD candidates.
OSIRIS	The system that EUR uses to administer courses and course results.
PhD candidate	Candidate duly admitted to and registered for the ISS PhD Program to enrol in (parts of) courses and/or to participate in the examinations and assessments of the PhD Program. The definition of PhD candidates also includes the PhD experiment students.
PhD Experiment student	PhDs who are accepted in the framework of the " <i>Experiment Promotiestudent</i> " and receive a fellowship form the EUR. These PhDs have an official status as "student".

PhD Programme	A coherent set of training, research and publication activities which aim at obtaining the Doctorate degree.
PhD Support Office	Administrative staff, supporting the PhD Programme and the Academic Ceremonies.
PhD Wiki	The place on the intranet where ISS has assembled all relevant information for PhD candidates and supervisors ⁴ . This includes rules and regulations of EUR, ISS and RDC, details of the implementations of such rules and regulations that Wiki entries provide, and other relevant information.
Public Defence	The PhD graduation ceremony (<i>promotie</i>), holding the public examination of a dissertation and the conferral of the doctorate.
Registration period	The maximum time for finalising the PhD Programme (10 years).
Research Degrees Committee (RDC)	The committee responsible for the monitoring of the PhD Programme, The competencies and the composition of the RDC are described in Article 2.
Research Group	The intellectual base for researchers and PhD candidates.
Research programme	All ISS research is clustered in one research programme: Global Development and Social Justice.
Study Load	The hours of classroom contact plus the hours for self-study, assignments, group work and preparation for assessments.
Study period	The time period during which a PhD candidate has the right to enrol in courses, supervision, conduct research under the auspices of ISS supervisors and use of ISS designated facilities and premises. The study period is set in accordance with Article 6 of these Rules and Regulations.
Training and Supervision Plan (TSP)	A formal plan for the study, research, teaching and other activities agreed by the Supervisory Team and the PhD candidate, and approved by the RDC. The signed TSP will be stored in the system that EUR uses for administering research output and monitoring PhD progress.

Article 1.2 Responsibility for the ISS PhD programme

- 1) The Rector is responsible for the quality of the ISS research and PhD programmes and takes the necessary measures to:
 - a) nurture an enabling environment for research quality and productivity;
 - b) support post-doctoral and PhD researchers' career development in coordination with the RDC;
 - c) stimulate the Research Programmes to obtain externally funded research projects;
 - d) ensure the availability of PhD supervision capacity.
- 2) The Deputy Rector for Research Affairs is responsible for:
 - a) developing and maintaining the coherence of the research agenda within and outside the Institute, in cooperation with the Research Group Coordinators;
 - b) ISS-wide implementation and updating of the ISS Research Policy and any measures deemed important for the execution of Institute level research plans;
 - c) supporting quality publication and access to research funding;
 - d) ensuring, in coordination with the Rector, the availability of PhD supervision capacity;
 - e) ensuring the availability of necessary information for the annual report on activities of the research groups;
 - f) preparing the RQA and the self-assessment.

Article 1.3 The Research Degrees Committee (RDC)

- 1) The Research Degrees Committee is mandated by the ISS Rector to:
 - a) decide on admission and rejection of applications to the PhD Programme;
 - b) take all decisions necessary to guarantee the quality of the ISS PhD Programme, including periodical review and evaluation of its output;
 - c) advise the Deputy Rector Research Affairs on the content of the PhD Programme;
 - d) allocate fellowships to eligible PhD candidates who have been admitted to the PhD Programme, if ISS has a role in the allocation;
 - e) monitoring the availability and suitability of course offerings for PhD candidates;
 - f) mediates between PhD candidates and/or supervisors, if so requested;
 - g) arrange the quality assurance of the PhD programme;
 - h) act as Examination Board for the PhD programme, including Go-/No-go decision on the draft design seminar or de-registrations due to lack of progress.
- 2) The Research Degrees Committee is composed of three members of the ISS academic staff. The members of the Research Degrees Committee are full Professors or Associate Professors appointed by the Institute. The Chair is a full Professor. Members of the Research Degrees Committee are appointed by the Institute Board upon nomination by the Deputy Rector Research Affairs, on advice of the Institute Council.
- 3) The RDC aims to make decisions based on consensus. Members of the Research Degrees Committee serve for a period of three years and may be reappointed once.

⁴ <https://my.eur.nl/en/iss-employee/services-0/phd-support>

- 4) Two representatives elected by the ISS PhD candidates are added to the RDC. The representatives receive all RDC information, except documentation pertaining to individual staff and / or PhD candidates, and information that is protected by General Data Protection Regulation (GDPR) legislation.
- 5) The Research Degrees Committee may adopt its own rules of procedure to be approved by the ISS Rector. The RDC Procedures are published in Part 3 of this document.
- 6) RDC members are available for consultation on supervision and other matters related to the PhD Programme, both for PhD candidates and supervisors.
- 7) The Deputy Rector Research Affairs, the institute director and the Journey Leader PhD receive a standing invitation to all meetings and other activities organised by the Research Degrees Committee.
- 8) The Research Degrees Committee presents an annual report of its activities to the ISS Rector, the Deputy Rector Research Affairs and the Institute Council.
- 9) The Rector, Deputy Rector Research Affairs, the PhD Journey Leader and the Chair RDC meet at least twice a year to discuss issues relating to the performance and quality of the PhD programme.

Article 1.4 The PhD Support office (PSO)

- 1) The PhD Support Office (PSO) is the first point of contact for all PhD candidates, Supervisory Teams and staff (psos@iss.nl).
- 2) The PhD Support Office also organises the Public Defence ceremony at ISS once the PhD candidate has successfully completed the PhD Programme.
- 3) The PhD Support Office avails the services of a PhD advisor. The PhD advisor provides advice and information on any socially related aspect and non-academic/research related issues which could affect the well-being of the PhD-candidate and therefore directly or indirectly influence the PhD trajectory.

Chapter 2. Admission Procedure

Article 2.1 Admission Requirements

- 1) ISS eligibility criteria to its ISS PhD Programme are specified on the website (LINK TO INTERNET). The main elements are:
 - a) An academic master's degree in one of the Social Sciences or equivalent
 - b) An average grade of at least class 2.1, B+ or equivalent for the degree
 - c) A research proposal, judged to be sufficient by the RDC
 - d) The applicant's CV.
 - e) Good command of English, both oral and written communication, which for many countries includes the proof of a TOEFL/IELTS test (Minimum scores required are IELTS: 7.0 overall for the Academic Test; TOEFL PBT: 600; TOEFL CBT: 250; TOEFL IBT: 100).
 - f) Three references testifying the applicant's ability to undertake PhD research.
 - g. Details on these elements, including details on the format of the proposal, are specified on the website.
- 2) Every prospective PhD candidate has to apply via the online application system, including PhD candidates who have been offered an employment contract.
- 3) The ultimate decision of admission into the PhD Programme remains with RDC. Grant holders can hold a pre-selection round (e.g. based on a more limited set of requirements) and encourage only those applicants they deem 'acceptable' to file in a formal application. Any diversion from this in terms of selection procedure or application requirements needs to be authorized by the RDC.
- 4) An admission letter for the PhD programme will have a validity of two years. The admission letter will specify the envisaged Doctoral dissertation supervisor (promotor).
- 5) In case of non-admission, the applicant may appeal within 30 days after rejection to the ISS Rector whose decision shall be final.

Article 2.2 Registration for the PhD Programme

- 1) Within the validity of the admission letter, the PhD candidate must register for the programme.
- 2) As part of the registration procedure the PhD candidate has to sign a financial statement, specifying the financial consequences of the registration, including a one-off registration fee at the start of the programme and the amount of the tuition fee (if applicable). Both amounts as well as the regulations and conditions will be clearly specified in the admission letter as well as on the website.
- 3) PhD candidates can either be registered as an EUR employee, in case they receive an employment contract, or as non-salaried staff (PhD candidates with a fellowship, PhD candidates with an employment contract with another organisation or self-funding PhD candidates), in which case they will receive a EUR-Hospitality agreement ("*Gastvrijheidsovereenkomst*"; GVO). The registration period starts on the date that the EUR account is created via the employment contract or the GVO by central EUR services.
- 4) With this EUR account the PhD candidate has to finalise the registration via the EUR Hora Finita system, which is the EUR PhD-on-line tracking system.
- 5) The registration period in the PhD Programme is the period during which the PhD candidate has the right to submit and defend a dissertation. The Public Defence shall only occur within the period of registration. The registration period shall not exceed 10 (ten) calendar years from the date of registration, unless the Rector has agreed in writing to an extension of the registration period.

- 6) The nominal duration of the study period is 4 (four) years for full time PhD candidates, starting from the date of registration, and six years for part time PhD candidates.

Chapter 3. PhD Programme

Article 3.1 Learning objectives

- 1) It is the primary duty of the PhD candidate to undertake PhD research, and to submit written evidence of this research to the Supervisory Team.
- 2) Detailed arrangements are specified by the RDC (Part 3). All information will be available on the website⁵.
- 3) To be able to defend their thesis researchers should:
 - a) have demonstrated a systematic understanding of the interdisciplinary field of development studies and mastery of the skills and methods associated with this field;
 - b) have demonstrated the ability to conceive, design, implement and adapt a substantial process of research with scholarly integrity;
 - c) have made a contribution through original research that extends the frontier of knowledge by developing a substantial body of work, some of which merits national and international refereed publication;
 - d) be capable of critical analysis, evaluation and synthesis of new and complex ideas;
 - e) be able to communicate with their peers, the larger scholarly community and with society in general about their areas of expertise;
 - f) have demonstrated the ability to cooperate with other researchers in a team;
 - g) promote, within academic and professional contexts, technical, social and cultural advancement in a knowledge-based society;
 - h) uphold the ethos of good scientific research and apply in all their scientific activities the principles of scrupulousness, reliability, verifiability, impartiality and independence.

Article 3.2 Supervision

- 1) Every PhD candidate will have at least two (co)supervisors. The first supervisor (promotor) is always a Professor or an Associate Professor with an *lus promovendi* at ISS; the second supervisor could be either Professor, Associate Professor or Assistant Professor at ISS, or at another EUR Faculty or recognised university in the Netherlands or abroad. A third (co)supervisor can be appointed. In cases where the promotor only formally acts as first supervisor but has no agreed role in the daily supervision ("umbrella promotor"), two co-supervisors may be appointed.
- 2) The tasks of the Supervisory Team is to:
 - a) advise the candidate on the formulation of the dissertation outline and on elaboration of the research design; guide the candidate into the meta-language of 'conceptual frameworks', 'inductive and deductive', 'hypotheses', etc.; help to establish boundaries and gaps;
 - b) secure consistent and timely communication with the candidate. This requires realistic expectation management about the feasibility of deadlines, research goals, interaction, and guidance on time management;
 - c) advise on necessary coursework and research activities of the candidate. If, according to the PhD candidate and the supervisory team no or less coursework is required, the supervisor can send an elaborated request to the RDC (via the PhD Support Office) to waive (part of) the coursework;
 - d) respond with comments within 2 weeks of receiving the documents submitted by the candidate on the agreed deadline; or, if this is not feasible, within a timeframe that was commonly agreed beforehand.
 - e) advise the candidate about the form of the thesis: as a monograph, or based on articles;
 - f) guide the candidate on ethical issues, professionalism and integrity;
 - g) advise the candidate in the preparation of presentations in seminars, conferences and Public Defence;
 - h) advise and support the candidate on research activities;
 - i) attend the PhD seminars given by the candidate;
 - j) guide candidates in the preparation of the monitoring seminars (or their alternatives), and the Public Defence;
 - k) discuss with the candidates their career development and bring career opportunities to their attention;
 - l) perform administrative tasks in relation to the TSP, seminars, monitoring progress meetings and the defence in Hora Finita.

Article 3.3 Training and Supervision Plan

- 1) Within three months after registration in the PhD Programme via Hora Finita, the PhD candidate and the Doctoral Dissertation Supervisor shall formulate a Training and Supervision Plan (TSP) in the Hora Finita system, in which the educational programme of the PhD candidate is formalised.
- 2) The Training and Supervision Plan contains agreements on:
 - a) the complete supervision team (within the specifications mentioned in Part 1);
 - b) training activities and coursework of the PhD candidate, including obligatory coursework;

⁵ <https://my.eur.nl/en/iss-employee/services-0/phd-support>

- c) deadlines for the monitoring seminars, specified in Part 3, and the Public Defence;
 - d) teaching, research, and other engagements of the PhD candidate, if applicable;
 - e) waiver agreements, if applicable;
 - f) the supervision timeline and agreements on supervision arrangements;
 - g) the division of labour of the Supervisory Team.
- 3) The RDC has to approve the TSP. Once approved, the TSP as a document outlines the rights and obligations of the PhD candidate and the Doctoral Dissertation Supervisors. Major changes in the TSP, like a shift of supervisors, or a shift from a full time to a part time study programme⁶ will have to be endorsed by the RDC.

Chapter 4. Embedding in ISS Research programme

Article 4.1 Research Group Participation

- 1) The main objective of the Research Groups is to conduct research, disseminate knowledge and ensure research excellence, coherence, vitality and social impact in development and development-related issues. The research groups establish an internal way of working that is conducive to the participation of all group members.
- 2) ISS PhD Researchers
 - a) are members of the ISS research community;
 - b) are organizationally embedded and registered in one research group (normally the same research group as the first supervisor) and may be affiliated to other research groups.
- 3) PhD researchers can switch membership of research groups, subject to the approval of their Promotor, the RDC and the Research Group Coordinators involved.
- 4) A PhD researcher whose promotor changes Research Programmes will remain in the original Research Programme, unless it is to the benefit of her/his research to become a member of the Research Programme to which the Promotor transfers. The Promotor, the RDC and the Research Programme Leaders involved need to give their approval for any such transfer.
- 5) In case of disagreement on the outcome of the processes described under clauses 3 and 4 of this Article, the Rector has the final say in line with her/his 'duty of care' in relation to the PhD researchers.

Chapter 5. Public Defence

Article 5.1 Public Defence at ISS

- 1) ISS follows the EUR Doctoral Regulations (see part 1).
- 2) The Public Defence ceremony of ISS PhD candidates will take place in ISS, The Hague.
- 3) The ISS Beadle is part of the PhD Support Office. The ISS Beadle is responsible for the preparation, organization, proceedings and guarding the protocol. The ISS Beadle will guide the candidate and the supervisors.
- 4) PhD candidate and the committee members will receive from the Beadle, prior to the defence, a detailed guide or "protocol" for the Public Defence programme.
- 5) It is not permitted for guests to walk through the auditorium to take photographs during the ceremony, as this may disturb the PhD candidate and the PhD committee. Before, during and after the ceremony, a professional photographer will take some photographs. These photographs will be sent to the graduate shortly after the ceremony has taken place (digital and a selection in hard copy). There are no costs involved for the candidate.
- 6) In light of the solemn nature of the ceremony, children under the age of 7 years are not allowed during the first part of the ceremony.

Article 5.2 Distinction

- 1) The examining committee will only decide on a distinction for the top 5% ("cum laude") if
 - a) The work has resulted in significant scholarly insight, which contains new and original research, or studied methods that were independently developed and executed by the doctoral candidate, or
 - b) It is an empirical or experimental work containing new valuable scholarly insight, which was achieved upon the basis of an independently developed experimental design and independently developed research methods, and exhibits a high degree of originality, or
 - c) The work that has led to new valuable scholarly insight because of the analytical issue. This was made possible because of a new and original approach or a complex theoretical model, which was developed and cogently presented by the doctoral candidate.
- 2) Promotor(s) and candidate will only be able to see those parts of evaluation reports of the committee members that are submitted in the "Suggestions" field in Hora Finita. Otherwise, comments can be shared on request with the promotor(s) and the candidate **after the** Defence, as these are useful for future publications, but only if the committee member concerned has given permission to do this.

⁶ Even if the PhD candidate shifts from a full time to a part time programme or vice versa, the original registration in HF regarding the construction, will not change, due to national agreements with regard to data collection and benchmarking.

Chapter 6. Concluding Articles

Article 6.1 Suspension and Deregistration

- 1) A PhD candidate can be deregistered
 - a) On own request;
 - b) On the basis of lack of progress and/or insufficient results in the monitoring seminars;
 - c) When the 10 – years registration period has expired;
 - d) On the basis of serious academic misconduct, like severe plagiarism;
 - e) On the basis of violating the ISS Rules and Regulations.
- 2) It is possible for the PhD candidate to re-register, except for cases where deregistration was based on insufficient results or academic misconduct.
In case of re-registration ISS cannot be held responsible if visa cannot be provided.

Article 6.2 Certificate of Attendance

In case a PhD candidate is unable to fulfil the requirements for the PhD Degree, the PhD candidate receives an overview of activities as registered in the Hora Finita system.

Article 6.3 Mediation and Right to Appeal

- 1) In any situation provided for in these Rules and Regulations, or not provided for inadvertently/ unambiguously, or which has an unreasonable outcome, a decision will be taken by or on behalf of the ISS Rector, after the Rector has consulted the RDC, including the PhD representatives, insofar this will not be in conflict with GDPR regulations.
- 2) PhD candidates can appeal to the ISS Rector against any decision by the RDC. An appeal to the ISS Rector is made in writing within 30 days of the decision concerned. The ISS Rector decides on the appeal within 30 days of receiving the appeal. When the ISS Rector considers the appeal valid, the case is referred back to the respective body.
- 3) No appeal is considered after the PhD candidate has received the Doctorate Degree.
- 4) The decision of the ISS Rector on appeals is final.

Article 6.4 Amendments of the Rules on the ISS Doctorate Programme

- 1) Formalisation and Amendments to these Rules and Regulations on the PhD Programme are determined by the ISS Institute Board, after consultation with the RDC and the Institute Council.
- 2) Any Amendment to these Rules and Regulations shall not affect retrospectively any prior decision undertaken by the RDC and/or ISS Rector, if such an amendment is to the disadvantage of the PhD candidate.

Article 6.5 Entry into effect of the Rules on the ISS Doctorate Programme

These rules are implemented with immediate effect. PhD candidates who are of the opinion that they are negatively affected by the adoption of new versions of these Rules and Regulations, have the right to appeal to the ISS Rector.

PART 3: RULES & REGULATIONS OF THE RDC

Part 3 concerns the regulations of the Research Degree Committee that is responsible for the implementation of the PhD programme. They provide details on the procedures and seminars that are part of the PhD journey. The mandate of the RDC is regulated in Part 2, art 1.3. The RDC may adopt its own rules of procedure (which have to be approved by the ISS Rector).

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PART 3: RULES & REGULATIONS OF THE RDC

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In addition to the rules and regulations, the RDC has set up a PhD Wiki on the intranet of ISS, that assembles all the relevant information for PhD candidates and supervisors. This includes rules and regulations of EUR, ISS and RDC, and details of the implementation. The Wiki also provides information related to Dutch law, insurances and other issues that are relevant for PhD candidates. The PhD office coordinates the inclusion of external information for the Wiki that may help PhD candidates on their journey. Internal information will only be included when based on approved policies. The RDC maintains responsibility for the Wiki. The date on which the Wiki page concerned has last been updated will always be specified on the page. PhD candidates will be informed of updates through email. For these mailings, the ISS/EUR email addresses will be used.

Chapter 1. Application and registration

Article 1.1 Application and registration procedure

- 1) Every prospective PhD candidate has to apply via the online application system, including PhD candidates who have been offered an employment contract.
- 2) The RDC handles applications as follows.
 - a) The ISS admission office checks the admissibility of the PhD applications on the basis of the formal requirements;
 - b) For admissible applications, the RDC assesses the academic quality of the research proposal of all applicants. The criteria for assessing PhD proposals through internal review are:
 - o Quality of the proposed theoretical framework and methodology;
 - o Quality of the literature review, style of writing and bibliography;
 - o Suitability for the ISS research agenda;
 - o Overall quality of the applicant (MA quality, professional background, publications);
 - o Quality of recommendation letters;
 - o Feasibility of the study within 4 years for a full time programme or 6 years for a part-time programme;
 - c) If the proposal is accepted by the responsible RDC member, the RDC requests ISS staff, in the fields of expertise concerned, to give a detailed assessment of the applications, and the quality of the applicant. The RDC may use any other means necessary to reach a definite conclusion on the application;
 - d) The RDC will decide favourably on admission to the PhD Programme after:
 - o having received a positive advice from assessors knowledgeable in the field of the proposal and the PhD candidate's competencies;
 - o having found at least one member of ISS staff, qualified according to the requirements in Part 1 and Part 2, willing to act as Doctoral Dissertation Supervisor for the PhD candidate concerned.
 - e) As soon as the RDC has decided on the applicant's admission to the PhD Programme, it informs the applicant.
 - f) Within the validity of the admission letter, the PhD candidate must register for the programme. Registration is only possible after a feasibility check of the financial underpinning of the PhD journey by the RDC.
 - g) Hora Finita is the online tracking system for the PhD trajectory. More information is specified on the website. The system supports the three sub-processes of a PhD trajectory:
 - o Registration: admission and registration of a candidate to a PhD track.
 - o Monitoring: conducting research, progress interviews, training and supervision plan (TSP), obtained European Credits (EC), etc.
 - o Public Defence.

Chapter 2. Supervision

Article 2.1 Supervision

- 1) In case the supervisory team and/or the candidate, in mutual consultation, conclude that additional expertise is needed, a proposal can be sent to the RDC to, temporarily if possible, add an additional promotor or co-promotor to the supervisory team.
- 2) If any member of the Supervisory Team no longer considers the role as workable, this member has the right to ask the RDC in writing to be replaced in the Team.
- 3) If any PhD candidate considers that one or more members of the Supervisory Team is no longer appropriate for the purpose of supervision, they have the right to ask the RDC in writing to arrange for another composition of the team. Reasons for change of a Supervisory Team member may include lack of (timely) response by the team member, major disagreements within the team or between the team and the PhD candidate about the direction of research, or other professional or personal considerations.
- 4) The RDC examines the written request on this matter and decides about it within a period of no more than 30 days after receiving the request. The RDC makes sure that the decision does not affect negatively the judgement of the work completed by the PhD candidate before the moment of change in the Supervisory Team.
- 5) Members of the Supervisory Team, as well as the PhD candidate have the right to appeal against decisions of the RDC to the ISS Rector within 30 days

Chapter 3. Training and Supervisory Plan

Article 3.1 PhD Programme

- 1) The PhD Programme contains the following elements:
 - a) Onboarding (introduction programme);
 - b) Research;
 - c) Coursework;
 - d) Fieldwork;
 - e) Monitoring seminars (specified in part 2);
 - f) Writing of a dissertation;
 - g) Involvement in Public Engagements and other activities;
 - h) Involvement in teaching, if possible;
 - i) Efforts for research uptake and valorisation of findings;
 - j) The Public Defence of the Dissertation and the awarding of the Degree (regulated in the EUR Doctoral Regulations, Part 1).
- 2) The RDC has specified the timeline for full time and part time PhD programmes as follows

Start: Registration date	Full time = 4 years = 1,0 fte	Part time = 6 years = 0,67 fte
Onboarding (introduction programme)	Month 1	Month 1
Training and Supervision Plan- ready for approval	Month 3	Month 3
Progress Meeting 1	Month 10	Month 12
Dissertation Design Seminar + performance review (go / no go)	Month 12	Month 18
Fieldwork		
Progress Meeting 2	Month 24	Month 24
Mid- Term Seminar	Month 28	Month 36
Progress Meeting 3	Month 36	Month 36
Progress Meeting 4	n.a.	Month 48
Progress Meeting 5	n.a.	Month 60
Full Draft Seminar	Month 43	Month 66
Public Defence	Month 48	Month 72
Exit Meeting	Month 48	Month 72

- 3) The separate parts of the PhD programme as well as the meetings and seminars will be planned in a Training and Supervisory Plan (TSP), that can be built in the Hora Finita system.
- 4) RDC will decide on the TSP as soon as it has been finalised in Hora Finita⁷.
- 5) When the TSP is approved the PhD Support Office will enrol the PhD candidates in those courses and workshops mentioned in the TSP that are organized by ISS and CERES. PhD candidates have to register themselves for EGSH courses and workshops.

⁷ <https://my.eur.nl/en/iss-employee/services-0/phd-support/programme/training-and-supervisory-plan>

Article 3.2 Coursework

- 1) PhD candidates should select a balanced individual study plan together with their Supervisory team, In general the coursework will encompass 32 EC but it is possible for the supervisory team to make a substantiated request to waive part of this.
- 2) Part of the coursework is obligatory. This will be clearly specified in the TSP form.
- 3) Coursework for ISS PhDs is offered by:
 - a) Erasmus University graduate school of social sciences and humanities (EGSH):
 - b) ISS:
 - c) The Research School CERES
 - d) Other universities and research schools.
- 4) Coursework under 3 a), b) and c) will be specified on the website.
- 5) Coursework fees for EGSH and CERES courses will be paid by ISS.
- 6) Travel costs for EGSH courses in Rotterdam and for CERES courses by public transport will be refunded (from home address or ISS v.v. whichever is cheapest).
- 7) In case the supervisory team is of the opinion that training is needed in an area that is not covered by ISS, EGSH or CERES, the supervisory team has to make a substantiated request to the RDC including a full estimation of the costs concerned. An agreement about the payment of fees and travel costs (from either research group budget or PhD budget) has to be provided before the TSP can be approved.
- 8) A certificate or confirmation of every successfully completed assignment or course has to be uploaded in Hora Finita.

Article 3.3 Progress meeting (yearly)

- 1) Each year an evaluation moment shall take place between the PhD candidate and the supervisory team or daily supervisor. Preferably the progress meeting takes place in person, but on-line platforms and email are alternatives.
- 2) A Progress Meeting Form will be provided to keep track of the progress made, to address possible concerns, to make arrangements for the near future, set goals for the next year as well as other related subjects.
- 3) The form must be signed by the candidate and the supervisor(s) (or one supervisor on behalf of the team) and uploaded in Hora Finita. When concerns are flagged, the outcome of the progress meeting will be shared with the RDC.
- 4) In case there are issues that cannot be resolved or comfortably discussed between the supervisory team and the PhD candidate, it is recommended to contact a member of the RDC, the PhD advisor, the Diversity Team or one of the Confidential Counselors.

Article 3.4 Fieldwork

- 1) PhD candidates may only start with the fieldwork after having obtained positive advice from the RDC on the Dissertation Design Seminar and a letter of approval from the Research Ethics Committee. Exceptions are possible if the nature of the research does not require fieldwork for the collection of empirical data. The Supervisory Team then requests the RDC in writing to exempt the PhD candidate from the fieldwork requirement.
- 2) The supervisory team decides, in consultation with the PhD candidate, if a field supervisor is needed.
- 3) PhD candidates themselves are responsible for all practical issues concerning fieldwork, including the validity of visa and registration in the municipality. Relevant information shall be provided on the website⁸:
- 4) ISS will prepare PhD researchers for safety and security issues, in case they do fieldwork, including offering specific training in Safety and Security.
- 5) By registering the period for fieldwork via the prescribed format, the PhD candidate will be covered by the EUR travel insurance This does not replace basic health insurance. There may be restrictions for the travel insurance; these are spelt out on the website⁹:
- 6) Limited fieldwork costs may be refunded. The regulations differ per category (employed PhD candidates, experiment-PhD- students, fellowship PhD candidates and self-financed PhD candidates). Actual overviews will be shared in the PhD Wiki.

Article 3.5 Monitoring seminars

- 1) The ISS PhD Programme has three important seminars for PhD candidates.
 - a) Dissertation Design Seminar (DDS), including a Go/No-go decision;
 - b) Mid Term Seminar (MTS)
 - c) Full Draft Seminar (FDS)
- 2) In the rare case that the supervisory team and the PhD candidate have reasons not to have a DDS, permission needs to be requested from the RDC.

⁸ <https://my.eur.nl/en/iss-employee/services-0/phd-support/programme/fieldwork>

⁹ <https://my.eur.nl/en/iss-employee/services-0/phd-support/financial-matters/travel-insurance>

- 3) In case the supervisory team and the PhD candidate have reasons not to have a MTS, the promotor can send a substantiated request for a waiver to the RDC.
- 4) In case the supervisory team and the PhD candidate have reasons not to have a FDS, permission needs to be requested from the RDC.

Chapter 4. The monitoring seminars

Article 4.1 Dissertation Design Seminar (DDS)

- 1) The Research Degree Committee (RDC) assesses the PhD candidate's capacity to continue the PhD programme in the Dissertation Design seminar.
- 2) The full procedure is described in a step-by-step guide <https://my.eur.nl/en/iss-employee/services-0/phd-support/programme/monitoring-seminars/dissertation-design-seminar>
- 3) PhD candidates need to hand in:
 - a) A detailed dissertation design, abstract included. This will be checked through Turnitin, the text-matching software. The result will be sent to the supervisor for a check and explanation to the RDC.
 - b) A single-authored, chapter length paper. This will be checked through Turnitin, the text-matching software. The promotor has the responsibility to provide a comment on the scan to the RDC.
 - c) Letter of approval / recommendations of the Ethics Committee. The approval procedure is specified on the website¹⁰.
 - d) Suggestion of names for the discussants at the seminar (one senior external discussant, one senior internal discussant and one peer discussant)
 - e) A date and time when all the committee members and supervisors are available
- 4) PhD candidates must have completed their web-profile before the date of the DDS. The DDS committee is composed as follows:
 - a) internal discussant who has a doctorate with expertise on the subject;
 - b) one external discussant who has a doctorate with expertise on the subject;
 - c) one peer discussant.
 - d) The discussants submit their written comments on the seminar documents well in advance of the seminar to the Chair. These comments will be looked into during the seminar
- 5) After the seminar the Chair writes a report in which the advice is elaborated: pass, conditional pass, redo or fail, if applicable how to elaborate the recommendations of the Ethics Committee and final recommendations. The RDC decides on the basis of the comments and the report on the progress of the PhD candidate.
- 6) If the RDC decides that the PhD candidate's performance in the coursework and/or the Dissertation Design Seminar is insufficient, it may:
 - a) prescribe repeated or additional coursework;
 - b) ask for additions and/or modifications
 - c) call for a new Dissertation Design seminar;
 - d) decide to discontinue the PhD journey.
- 7) The RDC informs both the supervisory team and the PhD candidate in writing about the continuation, conditional continuation or discontinuation of the PhD programme, possible recommendations and inquires on the date of start of the fieldwork, and possible fieldwork advisor.
- 8) The outcome of the DDS seminar will be logged in the Hora Finita system.

Article 4.2 Mid Term Seminar (MTS)

- 1) The PhD researcher presents the findings in the Mid Term Seminar (called MTS) after the fieldwork. A step-by-step guide is provided on the intranet¹¹.
- 2) Details about the MTS will be registered in Hora Finita
- 3) After the seminar, the MTS report is written by the supervisor and should:
 - a) mention where, when and at what kind of an was the presentation given, plus the title of the presentation
 - b) give a summary of the feedback received
 - c) indicate how the presentation has demonstrated the progress made since the DDS in terms of one or more of the following areas:
 - o data collection
 - o methodology
 - o conceptual analysis
 - o preliminary empirical analysis.

¹⁰ <https://my.eur.nl/en/iss-employee/committees-boards/research-ethics-committee>

¹¹ <https://my.eur.nl/en/iss-employee/services-0/phd-support/programme/monitoring-seminars/mid-term-seminar>

Article 4.3 Full Draft Seminar (FDS)

- 1) Details concerning the Full Dissertation Seminar are provided via a step-by step guide on the intranet¹².
- 2) It is the responsibility of the supervisory team to consider the appropriate timing of the FDS seminar and select the committee.
- 3) The FDS committee provides advice and feedback on the thesis but does not examine the thesis
- 4) The FDS committee is composed as follows:
 - a) one external discussant, who has a doctorate with expertise on the subject
 - b) one internal discussant, who has a doctorate with expertise on the subject
 - c) one PhD peer discussant.
- 5) The members of the FDS committee may not be part of the Doctoral Sub Committee. However, provided they fulfil the conditions as outlined in the EUR Rules and Regulations they may be invited to be part of the Full Doctoral Committee.
- 6) It is the responsibility of the supervisory team to monitor how the PhD candidate incorporates the feedback from the FDS seminar, and it is the discretion of the supervisory team to decide that the manuscript is ready to be submitted for examination (to the Doctoral Sub Committee).
- 7) After the seminar the Chair convenes a meeting with the discussants in order to receive advice and feedback on the full draft and sends within 1 month after the FDS a report to RDC.

Chapter 5. Additional issues

Article 5.1 Language editing

- 1) Various tools are available for candidates to improve the language of their manuscript. These include possibilities such as "academic writing", language courses, individual coaching by an ISS staff member, and online tools.
- 2) The promotor decides if, when (before or after Full Draft Seminar (FDS)) and how often (before and after FDS) a manuscript shall be edited. Interim editing may be necessary, for example when PhD candidates want to publish an article. The procedure is described in the PhD Wiki on the intranet, as well as the possible financial contribution from ISS¹³.
- 3) In cases where additional support is needed and/or there is a need to deviate from the rules, the supervisory team may make an argued case to the coordinator of the PhD Support Office who decides after consulting the Deputy Rector Research.

Article 5.2 Exit meeting

- 1) Shortly after the defence the chair of the RDC will meet (in person or via video-call) with the graduate to evaluate the PhD programme.
- 2) The purpose of this interview is:
 - a) What highs and lows did the candidate experience during the programme?
 - b) What are the areas of improvement that the candidate deems necessary?
 - c) What expectations are there for a continued association between ISS and the candidate after graduation?

Article 5.3 Mediation

- 1) On request of one of the parties involved, the RDC shall mediate:
 - a) any dispute concerning approval of the draft dissertation which may arise between the members of the Supervisory Team, or between the Doctoral Dissertation Supervisor(s) or supervisor(s) and the PhD candidate
 - b) any dispute within the Supervisory Team or between the Supervisory Team and the PhD candidate, which may arise during the preparation of a dissertation;

¹² <https://my.eur.nl/en/iss-employee/services-0/phd-support/programme/monitoring-seminars/full-draft-seminar>.

¹³ <https://my.eur.nl/en/iss-employee/services-0/phd-support/public-defence/language-editing>

**PART 4
NON-ACADEMIC SUPPORT (FACILITIES, WELFARE & PRACTICAL ISSUES)**

Non-academic support is the responsibility of the Institute Director. The Institute Director will have bi-annual meetings with the PhD council to discuss developments and meet in between when necessary.

Within boundaries of regulations and resources, ISS aims to provide the same level of support to all its PhD candidates, wherever possible, regardless of the specific PhD construction (like employed staff, PhD experiment student, self-funded PhD candidate). In case there is a need for specific individual support, PhD candidates are encouraged to seek assistance from the PhD support Office and/or the RDC.

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1. Facilities

2. Every PhD candidate who is admitted to the ISS PhD programme needs to have a formal relation with the Erasmus University Rotterdam; this will be either a labour contract or a hospitality agreement; see part 2.
3. This provides candidates with a valid formal relation with Erasmus University Rotterdam (EUR), which is also a requirement for a visa and IND. This relation is formalised with a STAFF ERNA account. This account gives PhD candidates access to
 - a) An ISS/EUR email address;
 - b) Computer-facilities in the ISS building;
 - c) Eduroam wifi - in almost every Higher Education institute in the world;
 - d) Access to EUR/ISS intranet;
 - e) Specific computer programmes and software;
 - f) Printing facilities at EUR;
 - g) Library information services¹⁴ ;
 - h) Coffee/tea in the ISS building;
 - i) Office space¹⁵;
 - j) Storage Space.
4. The PhD Support Office will support in prolongation of hospitality agreements, if necessary.

2. Housing

- 1) ISS will advise PhD candidates on finding housing. Although ISS cannot guarantee housing for PhD candidates, PhD candidates can apply for student housing. For new PhD candidates, rooms are usually available from January to June. Families are not allowed in the student housing. ISS works with one or more external house owners that may have rooms on offer for the ISS community. For more information regarding this topic visit the Housing page¹⁶.
- 2) ISS will liaise on an ongoing basis with the PhD community on an adequate housing policy.

3. Welfare support

PhD candidates who experience issues that have an effect on their PhD trajectory (i.e. mental health and well-being related matters, difficulties settling in a new country, relational issues with students, staff, experiencing undesired behavior, etc) can contact the PhD advisor¹⁷, one of the ISS confidential counselors¹⁸, an EUR psychologist¹⁹ and/or a Confidential Counselor²⁰, this last site has full information on confidential counsellors²¹ and includes a flowchart as well²². A total overview of support offered by the EUR to PhD candidates is presented on the website²³.

14 <https://my.eur.nl/en/iss-employee/services-0/phd-support/facilities/library-and-research-support>;

15 <https://my.eur.nl/en/iss-employee/services-0/phd-support/facilities/office-space>

16 <https://my.eur.nl/en/iss-employee/services-0/phd-support/welfare/housing>

17 <https://my.eur.nl/en/iss-employee/services-0/phd-support/welfare/phd-advisor>

18 <https://my.eur.nl/en/iss/media/2018-09-issroadmapsept2018>

19 <https://my.eur.nl/en/eur-employee/hr/safe-and-healthy-work-environment/psychologist-phds>

20 <https://my.eur.nl/en/eur-employee/hr/safe-and-healthy-work-environment/unwanted-conduct/confidential-counsellor>

21 <https://my.eur.nl/en/iss-employee/media/124279>

22 <https://my.eur.nl/en/eur-employee/hr/safe-and-healthy-work-environment/unwanted-conduct/what-can-you-do-case->

4. Unwanted behavior

EUR has codes of conduct addressing unwanted/undesirable behavior (i.e. sexual harassment, bullying, discrimination, aggression, violence etc.). If the code is not followed, the PhD advisor can serve as a first point of contact. The PhD advisor can provide a listening ear (confidential), inform the PhD candidate on the options for internal and external professional support and/or inform the PhD candidate on follow-up by making a (formal) complaint – if desired by the candidate. EUR has presented a roadmap on how to respond in a case of unwanted behavior²⁴. The ISS Counselling team presents a “roadmap” more specifically for ISS²⁵:

5. Insurance

- 1) During the stay in the Netherlands PhD candidates must have an adequate health insurance²⁶.
- 2) PhD researchers, who are travelling in relation to their PhD, can be covered under the Hienfeld travel insurance. This will be arranged via the PhD Support Office²⁷. Be aware that this is not replacing the normal/basic health insurance.
- 3) For other issues related to safety and security, please also check the HR International Mobility website²⁸.

6. Cost and reimbursements

More information on the (partial) refund by ISS of specific costs can be found at the website²⁹. The conditions may differ per category of PhD candidates. The VSNU flowchart to determine the category – tailored to the ISS/EUR - is shown below.

7. Funding the PhD

- 1) ISS is not a funding institute. ISS provides a list of possible grant providers where (prospective) PhD candidates can seek to obtain a grant³⁰.
- 2) In general, the possibilities to work inside the Netherlands are quite limited for non-European citizens³¹.

[unwanted-conduct](#)

23 <https://my.eur.nl/en/iss-employee/media/2019-06-overviewphdsupporteur>

24 https://my.eur.nl/system/files/2019-05/Flowchart_undesirable_behaviour.pdf

25 <https://my.eur.nl/en/iss/media/2018-09-issroadmapsept2018>

26 <https://my.eur.nl/en/iss-employee/services-0/phd-support/financial-matters/health-insurance>

27 <https://my.eur.nl/en/iss-employee/services-0/phd-support/introduction/phd-support-office>

28 <https://my.eur.nl/en/eur-employee/hr/international-mobility/safety-and-security-abroad>

29 <https://my.eur.nl/en/iss-employee/services-0/phd-support/financial-matters/costs-and-reimbursement>

30 <https://my.eur.nl/en/iss-employee/services-0/phd-support/financial-matters/fundraising>

31 <https://www.eur.nl/en/working/international-staff-eur/visa-and-work-permit/work-permit-ttw>.

Flowchart for classifying EUR/ Erasmus MC PhD candidates in VSNU categories

