



Information for Doctoral candidates
In implementation of the Regulations governing the
conferral of doctor's degrees

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Introduction

For the organization of your defense ceremony at Eindhoven University of Technology (TU/e) you can inspect the Regulations governing the conferral of doctor's degrees (these are leading). A recent version of the regulations governing the conferral of doctor's degrees is available at Bureau PenP (Bureau voor Promoties en Plechtigheden, further in this brochure known as Bureau PenP).

A web version of the Regulations governing the conferral of doctor's degrees is available via www.tue.nl/promoties.

This information brochure provides you with a handle to understand the Regulations governing the conferral of doctor's degrees. It contains a sketch of matters to be dealt with in connection with the organization of your defense ceremony.

For questions about the Regulations governing the conferral of doctor's degrees, you can contact Bureau PenP.

Contact data

Office of Doctoral Presentations and Academic Ceremonies

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Defense ceremonies – General

Summary of the points to note

“The conferral of the degree of doctor” is the actual moment when the professor who acts as supervisor admits the doctoral candidate to the degree of doctor during the doctorate ceremony (after the defense by the doctoral candidate and deliberation by the Doctorate Committee). In common usage “doctorate” often refers to a doctoral research which leads to a dissertation or (documentation of a) technological design. The difference between a dissertation and a technological design is that the dissertation is a scientific treatise on a particular topic, or a number of separate scientific treatises, some or all of which have already been made public. A technological design is a design that has come into being through the application of appropriate theoretical knowledge and methods, accompanied by a scientific account and documentation. This documentation is often published in a form that is comparable to the dissertation.

The title obtained after a defense ceremony is that of doctor (dr.) and is the highest Dutch degree by which someone crowns his/her scientific study. The international variant is Doctor of Philosophy (PhD). Experience has shown that the use of PhD results in better recognition abroad.

The doctorate procedure is described extensively in the Regulations governing the conferral of doctor's degrees, available via Bureau PenP or via the web <http://www.tue.nl/promoties>. It is of the essence that the time schedule described in these Regulations should be followed closely. This schedule covers the last five months prior to the date of the defense ceremony. The Regulations also contain information about the requirements to be fulfilled by the members of the Doctorate Committee and the doctoral candidate. In addition, the Regulations also describe the protocol and the course of the defense ceremony. Below we have listed a number of points to note.

Eligibility for the doctorate and proposal for Doctorate Committee (form 1)

Eligibility for the doctorate is open to anyone who, in conformity with the Higher Education and Research Act [*Wet op het hoger onderwijs and wetenschappelijk onderzoek* (hereinafter called WHW)], is admissible to the defense ceremony. You may read more about this in the Regulations governing the conferral of doctor's degrees, Article 3. In special cases, persons with another program may be granted access to the doctorate program by means of a decision by the Doctorate Board to grant “exemption from the program requirement”. The procedure for “exemption from the program requirement” must first be completed (to be applied for with the examining board of your department) and only after this can form 1 “Request for permission to take a doctor's degree and proposal for Doctorate Committee” be submitted to Bureau PenP. Contact the examining board of your department in good time for more explanation about this procedure, such as the documents to be submitted, course etc.

On behalf of the Doctorate Board the Doctorate Committee to be appointed assesses the quality of the draft dissertation. The allocation of roles in the Doctorate Committee depends on the position of the relevant scientist and the organization and/or university with which he/she is affiliated. The Regulations governing the conferral of doctor's degrees sketch a number of possibilities and conditions for the Doctorate Committee (see Articles 6 thru 12).

Once a Doctorate Committee has been agreed with the supervisor (TU/e professor of associate professor-1)¹, form 1 can be completed. Both the doctoral candidate and the supervisor sign form 1 before, together with all appendices, it is submitted for signature to the dean of your department². After having ascertained the adequacy of the composition of the Doctorate Committee, the dean makes a positive recommendation by signing form 1 and initials all appendices (please make an appointment with the dean in good time). All these documents together (form 1 and all appendices) can subsequently be submitted to Bureau PenP (at least 5 months before the defense ceremony).

¹ By way of exception a non-TU/e professor may be allowed as 1st supervisor.
The Doctorate Board designates a 2nd supervisor of TU/e.

² The department at which the 1st supervisor works or the department of the 2nd supervisor if the 1st supervisor is not from TU/e.

Planning the defense ceremony date

After submission of form 1 a date for the defense ceremony may be reserved (not mandatory, but advisable). As a rule the defense ceremony takes place at least 5 months after submission of form 1. The defense ceremony takes place in Lecture Hall 4 or 5 of the Auditorium and the standard time of commencement is 16.00 hours. Reservation is possible once all Committee members and the dean have approved the date and once form 1 has been submitted. Before that time, you can ask Bureau PenP for the available dates. The dates which you will then get are temporarily available; anyone who applies first, provided the conditions have been met, will be given the date. The procedure for planning a defense ceremony date is as follows:

Ask Bureau PenP by email for the available defense ceremony dates and consult on these with the Doctorate Committee (including the dean, who will be chairman). You can also agree on two dates with the Doctorate Committee; when a date is no longer available, you can fall back on the reserve date. That way you do not need to consult with the Committee again. When you have found a suitable defense ceremony date (all Committee members and the dean can attend) you contact Bureau PenP by e-mail. If the date is still available, Bureau PenP will reserve the date and confirm it to you (date, time and location).

Treatment of form 1

After an intrinsic check by Bureau PenP form 1 will be submitted to the Doctorate Board in the next meeting. The Board decides within one month (not counting the period from early July to mid-August) and informs the doctoral candidate and the Doctorate Committee of its decision by email. Form 2 is sent by email to the first supervisor.

Submission of draft dissertation to Doctorate Committee

The draft dissertation must have been submitted to the Doctorate Committee not later than 3 months before the defense ceremony for correction and/or approval. 3 months is the minimum period before the defense ceremony, but sooner is better, of course; this will give the Doctorate Committee more reading time (on average at least 6 weeks). The Doctorate Committee can approve the draft dissertation with provisos and make (a) suggestion(s) for amendments and/or additions to the text. Points to note may be: discuss with the supervisor who will approach the Doctorate Committee, agree an ultimate date with the Doctorate Committee, the form in which the Doctorate Committee gives feedback (by e-mail or letter) etc.

Approval of dissertation and admission to the defense ceremony (form 2)

The supervisor expresses his/her written approval of the dissertation via form 2 that has been sent to him/her. Not only does the supervisor sign the form, but he/she also completes a motivation for the *independent members* of the Doctorate Committee. The motivations of the independent members can also be added as appendices to form 2. Form 2 also concerns a request to the Doctorate Board for admission to the defense ceremony (establishment of the definitive defense ceremony (date, time and location), language of the defense etc.).

After the dean has ascertained a sufficiently motivated approval of the dissertation, he/she makes a positive recommendation. He/she signs form 2 and initials all appendices (please make an appointment with the dean in good time). All the documents (form 2 and all appendices) can subsequently be submitted by email/scan to Bureau PenP (not later than 6 weeks before the defense ceremony).

The dean will approve Form 2 on behalf of the Doctorate Board, unless in his opinion there are any details which require discussion in the Board. PenP informs the doctoral candidate and the Doctorate Committee of its decision by email.

Other items to be taken care of

The dissertation can be printed once form 2 has been submitted to Bureau PenP but after the Rector has approved the appendices; Bureau PenP passes on this approval to the doctoral candidate. The dissertation must appear in printed form not later than 1 month before the defense ceremony.

Further relevant guidelines may be found in the Regulations governing the conferral of doctor's degrees. Delays must always be reported in advance to Bureau PenP. Indeed, since you cannot observe the Regulations governing the conferral of doctor's degrees, you must notify and/or request this in advance. This goes for all provisions contained in the Regulations governing the conferral of doctor's degrees.

Other guidelines, if any (e.g. relating to the cover) can be obtained from the department (most probably from the financial department in connection with possible reimbursement regulations).

Other items to be taken care of include the drafting of theses (not mandatory, but if a choice for theses is made, then follow Article 17 of the Regulations governing the conferral of doctor's degrees), writing a public summary, distribution of the dissertation with the theses, if any, introduction to the chairman of the Doctorate Committee, the organization of the reception after the end of the defense ceremony session, the organization of the coffee and tea reception of special guests (e.g. family) prior to the defense ceremony, the planning of a technical tryout. Later in this brochure these items will be dealt with.

Procedure for exemption from program requirements

Assessment of previous education with respect to admission to the PhD program

Below is a short explanation of the procedure for “exemption from program requirements”. For more information, including on the procedure itself, you should contact the examining board of your faculty in a timely manner. The examining board is the body that handles the procedure “exemption from program requirements” for your application. Only after this procedure is finished can form 1 be submitted and will the Office of Doctoral Presentations and Academic Ceremonies become involved.

Applicable circumstances

Frequently holders of a non-Dutch master's diploma wish to get their PhD at TU/e. In such a case the examining board of your faculty determines whether you have obtained a sufficient level of education to be able to start the PhD program (thus this procedure must be completed *before* the start of the PhD program). For this the examining board must obtain advice from other parties. For example, the student dean of the Education and Student Service Center is in charge of considering the degree appraisal. If the examining board subsequently makes a positive assessment during its meeting concerning the level of the previous education, then the examining board can decide to recommend the potential candidate to the Doctorate Board for exemption from the program requirements with the aim of obtaining a PhD. The examining board should submit a substantiated request (including the degree appraisal of the student dean) to the Doctorate Board. If the Doctorate Board decides to grant an exemption, the intended first supervisor will receive a message to this effect (with a copy of the message to the examining board). This message (or a copy of it) is one of the attachments to form 1 for a doctoral candidate who is *not* in possession of a Dutch master's degree. When submitting form 1, someone with a Dutch master's degree may show the original diploma or attach a certified copy of the diploma.

Presupposition

The doctoral candidate is not in possession of a Dutch master's degree comprising a total of at least 240 ECTS credits, and has found a professor within the faculty who is ready to act as first supervisor.

Procedure

1. *Before* the prospective doctoral candidate begins the PhD program, he or she should turn in the following documents to the examination board:
 - A *curriculum vitae* that includes an overview of all previous coursework;
 - Certified copies of all degrees obtained and the associated marks received (degrees in languages other than Dutch, German, or English must be accompanied by a translation prepared by a sworn translator);
 - A copy of identification
2. The examining board asks the secretary, if necessary, to judge whether the level of education is equivalent to a Dutch master's degree comprising at least 240 ECTS credits. The secretary can seek further guidance from the STU (diploma evaluation).
3. If the level of education is equivalent to a Dutch master's degree of at least 240 ECTS credits then the examining board can recommend the prospective doctoral candidate to the Doctorate Board for exemption from the program requirements without further assessment, with the aim of starting a PhD program (art. 7.18, clause 3, WHW).
4. If the level of education is equivalent to a Dutch master's diploma of at least 240 ECTS credits then the examining board calls upon the first supervisor for a written judgement of the scientific quality and content of the knowledge and experience that the candidate has thus far received in his/her professional or academic carrier.

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5. On the basis of the received information, the examining board can choose to reject the potential candidate, accept him or her, or accept him or her with additional requirements.
 6. In case of acceptance the examining board recommends the prospective doctoral candidate to the Doctorate Board for exemption from the program requirements with a view to earning a PhD.
 7. In case of admission with additional requirements, the examining board recommends the prospective doctoral candidate to the Doctorate Board for exemption from the program requirements with a view to earning a PhD after the candidate has met the set requirements.
 8. The first supervisor is informed in writing of the decision of the Doctorate Board.

Action program

Preparation for doctorate ceremonies in implementation of the doctorate regulations

Time	What	Who
At least 5 months in advance	<p>Complete form 1 and print appendices. Submit <u>everything</u> to the dean for signature and then submit everything by email/scan to Bureau PenP. Appendices to form 1 are:</p> <ul style="list-style-type: none"> • In case of a <u>Dutch diploma</u>: show certified copy or original diploma to the dean. • In case of a <u>foreign diploma</u>: copy of the letter "exemption from program requirement". Ask the supervisor for the letter. If this letter is absent, the first supervisor should immediately contact the examining board. • <u>Maximum 1 A-4 English description</u> of the research • Extensive curriculum vitae and list of publications. • In case of a double doctorate, add a copy of the contract. 	Doctoral candidate in cooperation with supervisor
After submission of form 1	<p>Find a date for the defense ceremony. See the website of the PhD office for available dates/times. Attune the dates with the committee <i>and the dean</i> (who will be chairman) and send an e-mail with the preferred date to m.j.w.mulder@tue.nl. Immediately thereafter: send an e-mail to department Bookmyspace bookmyspace@tue.nl for reservation of the reception location.</p> <p>DO NOT WAIT WITH FIXING A DATE UNTILL AFTER FORM 2 IS APPROVED.</p>	Doctoral candidate in cooperation with Bureau PenP and section Bookmyspace
	Form 1 is discussed by the Doctorate Board. Doctoral candidate and Committee members receive written notice by email. If a defense ceremony date has been reserved, it will be stated in the letter. The letter to the supervisor includes form 2.	The Board Bureau PenP Doctoral candidate
3 months in advance	Send the draft dissertation to the Doctorate Committee. First attune with supervisor and agree on ultimate date for the Committee to comment (within 6 weeks). Make a timely appointment with the supervisor for completion of form 2 (per Committee member the supervisor fills in a motivation of approx. 5 lines). Also make a timely appointment with the dean for the signing of form 2.	Doctoral candidate in cooperation with supervisor, Committee and dean
	<p>Contact the printer for planning the printing of the dissertation. The actual printing can take place after handing in form 2/receiving approval of the title page.</p> <p>The department may have guidelines about the printer to be contacted or about the cover of the dissertation (i.c.w. reimbursement regulations, check with the department). See further in this schedule for points to note regarding the printing planning.</p>	Doctoral candidate in cooperation with printer/ Printservice and department (financial department)
	Check if you have received the confirmation e-mail about booking the date. Without email there is no date booked!	Doctorate candidate
Not later than 6 weeks in advance	<p>Approval Doctorate Committee of draft dissertation has been gathered by the supervisor. Submit form 2 and all appendices (signed by supervisor and dean) by email/scan to Bureau PenP. Appendices to form 2 come from the dissertation:</p> <ul style="list-style-type: none"> • <u>Short CV/biography</u>; short in a narrative form or in a schedule. • <u>English summary</u> of the dissertation <u>with</u> the English title of the dissertation above the text. • <u>Title page</u> (front and back side) See www.tue.nl/promoties for the model title page. Adhere to the model title page of the Bureau PenP. • <u>Declaration TU/e Code of Scientific Conduct</u>. See www.tue.nl/promoties for the download 	Doctoral candidate in cooperation with supervisor, Committee and dean
	Faultless appendices are submitted to the Rector. After approval by the Rector, no more changes can be made. The approved appendices must be added to the dissertation in the same status as approved: they will appear in the dissertation exactly as they have been submitted. The Bureau PenP informs the doctoral candidate of the Rector's agreement as soon as possible.	Bureau PenP Doctoral candidate

Time	What	Who
	Dissertation can be printed. <u>Schedule in printing planning</u> : approval for the printing of the dissertation will be given within approx. 1 week + apply for ISBN number with the library (ask library for guidelines and duration) + submit final version dissertation at such a timely moment that dissertation is ready (for dispatch) 1 month before the defense ceremony.	Doctoral candidate
Immediately after that	PenP informs the doctoral candidate and the committee about approval on the Form 2.	
	Send to IEC (the university library) at iec.digitaal@tue.nl <ul style="list-style-type: none"> The pdf of the dissertation. If the file is too big for e-mail, please send a download link. Signed Statement of addition to Library Signed Approval from dean for Embargo (if applicable) 	Doctoral candidate
	Send to Science Information Officers of CEC at nieuws@tue.nl <ul style="list-style-type: none"> Draft public summary Image for public summary (landscape) 	Doctoral candidate
6 weeks in advance	Submit propositions to Bureau PenP (not mandatory! , see Article 17 for guidelines), add the <u>supervisor's approval</u> to the theses and <u>indicate</u> which theses from outside the dissertation are of a scientific-technical nature and which ones of a general social nature.	Doctoral candidate in cooperation with supervisor
Immediately after that	Bureau PenP submits the theses to the Rector and informs doctoral candidate. Print theses and dispatch along with the dissertation.	Bureau PenP Doctoral candidate
Not later than 4 weeks in advance	Send dissertation (and theses) digitally to the doctorate Committee and the Information Expertise Centre (iec.digitaal@tue.nl)	Doctoral candidate
	Science Information Officer of CEC contacts candidate for editing of public summary	CEC, candidate
Not later than 2 weeks in advance	Send dissertation (and theses, if applicable) in hard copy to: <ul style="list-style-type: none"> Doctorate committee Bureau PenP: one copy, Atlas, reception desk, floor 0. Cursor: one copy, AUD 2.15a IEC: two copies, library information desk at MetaForum or via internal mail MF 0.152 	Doctoral candidate
	Introduction to chairman, discuss protocol. For protocol and dress code: see Regulations, page 30.	Doctoral candidate and chairman
	Arrange reception: in case of a reception in an assigned reception location: complete reception form and <u>submit directly to the caterer</u> . If reception elsewhere: arrange reception with the location manager, report this to department Bookmyspace i.c.w. cancellation reservation of the reception room assigned earlier.	Doctoral candidate
	Plan technical tryout, e-mail bookmyspace@tue.nl . Also for questions about the equipment and hall (facilities).	Doctoral candidate
	Prepare dress for defense ceremony session. For survey of dress rentals: see later in this information brochure.	Doctoral candidate
3 weeks in advance	If applicable, submit written motivation for "opposing from the hall" via the Bureau PenP (Regulations governing the conferral of doctor's degrees Article 23).	Supervisor
2/3 weeks after the ceremony	Bureau PenP will send an email to the new doctor for dispatch of the ceremony photos.	Bureau PenP

Forms

Form 1, form 2 and further guidelines for the submission thereof

Form 1

Form 1 concerns the “Request for permission to take a doctor’s degree and proposal for Doctorate Committee”. This form must have been submitted not later than 5 months before the desired date of the defense ceremony with Bureau PenP by email/scan. This is inclusive of all appendices (initialed by the dean), signatures of the doctoral candidate, signature of the supervisor(s) *and* signature of the dean. Only forms that have been fully completed and that contain a correct proposal for the Doctorate Committee can be submitted to the Doctorate Board.

After the dean has ascertained among other things that the Doctorate Committee has an adequate composition, he makes a positive recommendation by signing form 1. In the absence of the dean the vice-dean can sign form 1 on behalf of the dean (whether this is possible depends, of course, on agreements between the dean and the vice-dean). In that case please send a copy of the form and the appendices to the dean (the defense ceremony date, if any, must also be attuned with the dean i.c.w. chairmanship).

Appendices to form 1 are:

- In case of a Dutch diploma: show the original doctoral or Master’s diploma to the dean and to Bureau PenP or hand in a certified copy.
- In case of a foreign or different diploma: copy of the letter “exemption from the program requirement”. Ask the supervisor about this letter. If the supervisor does not have this letter, immediately contact the examining board for the state of affairs.
- 1 A-4 English description of the doctoral research, methods used, results deemed relevant.
- Extensive CV and list of publications of the doctoral candidate.

If an external expert (not affiliated with a university) is proposed or a member who is employed by a university but who is not a professor or associate professor, an extra appendix must be submitted: a reasoned request from the supervisor, bearing the agreement of the dean, and the CV and the list of publications of the relevant proposed member of the Doctorate Committee. For the composition of the Doctorate Committee, the Regulations governing the conferral of doctor’s degrees can be consulted, inter alia Articles 6 thru 12. Also inspect Article 12, which gives four possible compositions of the Doctorate Committee in the form of a table.

In form 1 these are represented as well.

Form 2

Form 2 is personal and will be sent to the supervisor along with the letter “admission to defense ceremony” (with reference to submission of form 1). Form 2 is not a standard form and it is not available on-line as it contains personal information.

Form 2 concerns “Approval of dissertation and admission to the defense ceremony”. This form with all appendices must first be signed by the supervisor(s) and then by the dean. New in comparison with the 2015 Regulations governing the conferral of doctor’s degrees, is that the supervisor fills in a motivation for only the independent members of the committee, or the supervisor adds the motivations as appendices to form 2.

When the supervisor signs form 2 he/she states that he/she has decided to allow the doctoral candidate to defend the dissertation and has given permission for its reproduction. The supervisor is already in possession of the approval of the Doctorate Committee on the draft dissertation. Also has the supervisor agreed with the Doctorate Committee which amendments/corrections must be carried through etc.

The dean oversees that the motivation is enclosed and/or satisfactory and if duly convinced. When this is the case, the dean signs form 2 initials on the form that he has seen the appendices and approved them. In the absence of the dean the vice-dean can sign form 1 on behalf of the dean, of course when the dean and vice-dean have agreed this with each other. Please be extra alert to this and of course in case of signing by the vice-dean, please send a copy of the signed form and the appendices to the dean. In any case the defense date must be attuned with the dean (so not the vice-dean) because of the chairmanship and/or deputy chairmanship.

Form 2 must subsequently be submitted to Bureau PenP by email/scan not later than 6 weeks before the defense ceremony, including the motivation by the supervisor for the independent members, signature of the supervisor(s) and signature of the dean and including the appendices.

The dean will approve Form 2 on behalf of the Doctorate Board, unless in his opinion there are any details which require discussion in the Board.

So form 2 according to the regulations 2017 does not have to be discussed in the Doctorate Board meeting!

Appendices to form 2 (= mandatory appendices to the dissertation) are:

1. A **short CV/biography**; short in a narrative form or in a schedule.
2. An **English summary** with the English title of the dissertation and the word 'summary' above the text.
3. The **title page** (front and reverse of title page in conformity with the model of Bureau PenP). The dissertation cannot be printed until the Rector has given his approval on the title page. The doctoral candidate will be notified a.s.a.p. by Bureau PenP.
4. The **declaration** concerning the TU/e Code of Scientific Conduct.

You can find all templates of the appendices here: [Appendices Form 2](#)

The appendices to form 2 must subsequently be added to the dissertation in the same status as approved by the Rector Magnificus. No changes are allowed.

Further guidelines for the submission of forms 1

The Doctorate Board meets on Mondays, once every two weeks except for the period from the beginning of July until mid-August. Forms 1 submitted to Bureau PenP on preceding Tuesdays (before 12.00 hours), are discussed in the next meeting of the Doctorate Board. Provided, of course, the forms have been completed correctly and the proposal for the Doctorate Committee is in conformity with the Regulations governing the conferral of doctor's degrees. The Doctorate Board decides within one month (not counting the period from the beginning of July until mid-August) after submission of the form. The decision will be notified in writing to the doctoral candidate, the supervisor(s) and the other members of the Committee.

Check www.tue.nl/promoties for the most recent meeting dates of the Doctorate Board.

Information Expertise Center

Additional information relating the IEC

Not later than 4 weeks in advance of the graduation a pdf of the dissertation must be supplied to the Information Expertise Center. Two hard copies have to be supplied at least two weeks in advance of the graduation.

Normally, the content of dissertations is open to the public in general. All dissertations are added to the collection of the library. Hard copies of recent dissertations are available for review in the printed collection. Open access to the digital version is, as standard procedure, offered via the TU/e Repository <http://repository.tue.nl/>

Presenting results of scientific research to the world community in this way is of great value to TU/e. You benefit from easy traceability and accessibility of your dissertation via the Internet.

Delivery of dissertations to the Information Expertise Center

The doctoral graduate is to supply:

1. pdf of dissertation at IEC.digitaal@tue.nl. If the file is too big for e-mail, please send a download link
2. signed Statement of addition to Library and signed Approval from dean for Embargo (if applicable), both at IEC.digitaal@tue.nl. Doctoral graduate retains copyright.
3. 2 hard copies of dissertation. If dissertation is to appear as a commercial edition only, 3 copies are to be supplied.

Sign and submit '*Statement of addition of dissertation to library collection and TU/e Repository*'

At the same time as delivering the digital version of the dissertation to the Information Expertise Center, the doctoral graduate is to submit a signed statement giving permission for addition to the printed library collection and to the TU/e Repository.

All dissertations are made available to the public in general, unless the doctoral graduate has obtained prior permission from the dean of his/her department to deviate from the standard procedure.

Valid reasons for placing a temporary embargo on a dissertation may be:

- Certain chapters are still to be published as journal articles
- A patent is to be applied for based on research described in the dissertation
- The dissertation is to be published as a commercial edition

The form '*Approval from dean for dissertation embargo*' is to be completed and signed by the dean in consultation with the doctoral graduate. The completed and signed form shall be sent to IEC at IEC.digitaal@tue.nl

In highly exceptional cases a doctoral student may wish for an embargo for reasons other than those listed above. Substantive arguments must then be put forward to the rector to obtain his/her approval.

Dissertation publication procedure and download form

For latest information on the publication procedure go to the website:

<http://intranet.tue.nl/dissertation> (campus only)

Communications Expertise Center (CEC)

Additional information concerning the public summary

Writing a public summary is part of the completion of PhD-projects at TU/e since 2017. It serves to open up the results of PhD-research to larger audiences, among which journalists and the general audience.

The doctoral candidate should write the public summary of maximum 600 words before submitting form 2. Guidelines, examples and a template for writing a public summary can be found at www.tue.nl/promoties. The candidate sends the summary to the science information officers of CEC, via nieuws@tue.nl. They will contact the doctoral candidate in order to jointly do editing, if necessary, and make sure the text is comprehensible and accessible.

The final version of the summary will be published on the TU/e website, in the overview of PhD defenses. CEC draws the attention of journalists to this overview, and targets journalists directly with summaries. The summary will also be available online via the library.

It is helpful if the candidate also supplies a picture. This may be a picture of the candidate, or a crucial part or result of the research. The picture will be included in the online overview of PhD's, in landscape orientation and in quite small size. Therefore the content of the picture should be recognizable even in small size.

Writing a public summary is not a prerequisite for graduation, but the university appreciates it very much if you do write one.

Previously, the candidates at the department of Mechanical Engineering were obliged to write a 'societal summary', which was part of the PhD-dissertation itself. The public summary replaces the societal summary. The public summary is not included in the dissertation.

General guidelines for defense ceremonies from A to Z

Additional information relating to the preparation of defense ceremonies

Acknowledgements

The dissertation or technological design may contain a limited number of acknowledgements. Advertisements are not permitted; logos of research institutes are, provided this is done in a modest fashion and in "black and white" and provided they are included as acknowledgements.

Cancellation of defense ceremony date

If you want to cancel your defense ceremony date, you will communicate this to Bureau PenP (cancellation reservation doctorate reception location) and to the department Bookmyspace (cancellation reservation reception location). Naturally you will inform your supervisor and the Committee members and dean (chairman).

Changing clothes

It is recommended to change clothes beforehand (at home). The university does not have a separate changing room. Alternatives may be: toilets Auditorium, reception rooms (if available), Togakamer (to be left not later than 1 hour before the defense ceremony i.c.w. arrival of beadle and Committee members).

Coffee and tea reception guests

The Doctorate Board offers all doctoral candidates a coffee and tea reception for 15 guests prior to the defense ceremony session, from 15.15-15.45 hours (in case of a defense ceremony at 16.00 hours), in one of the reception rooms (to the right of the Senate Hall). The Committee members do not have to be included in the maximum number of 15; they have their own room (committee room 4 or 5). Please contact Bureau PenP in good time for the proper location of the coffee and tea reception.

Correspondence address and changes of address

The correspondence address (internal and external) can be stated via form 1. At first instance correspondence will be sent to the internal TU/e address. For any changes of address you will inform Bureau PenP. This also applies to changes of address of your Committee members.

Different location for defense ceremony

Defense ceremonies are scheduled in Lecture Hall 4 or 5 of the Auditorium. By way of exception a defense ceremony can take place in the Blauwe Zaal (provided one of the committee rooms is available; extra costs for the Blauwe Zaal approx. €500) or in the Filmzaal of the Zwarte Doos (provided Filmzaal, Lounge *and* hall 1.03 are available, no extra costs but considerable other facilities, room for 90 persons). For the different locations prior permission from the supervisor and the dean must be obtained. Bureau PenP then submits the request to the Rector and after his approval it can be checked with Bureau PenP whether the different location is available.

Dispatch of dissertation

In addition to the dispatch of the digital dissertation to the members of the Doctorate Committee (not later than 1 month before the defense ceremony), the doctoral candidate must also supply the dissertation to:

- Bureau PenP (1 hard copy **by internal mail, reception desk Atlas**, 2 weeks before the ceremony)
- The university library (pdf at the latest 4 weeks before the ceremony, 2 hard copies at the latest 2 weeks before the ceremony)
- Cursor (1 hard copy at the latest 2 weeks before the ceremony)
- The department of the candidate (ask at department if this is required)

Digital files can be supplied via the upload form at the Promotions website (www.tue.nl/phd)

Dress and protocol

The protocol takes place with or without 2 seconds (to be indicated on form 2). Besides, the dress code for Committee members is stated in the Regulations governing the conferral of doctor's degrees beginning on page 30. The Committee members are also informed about this in writing.

Dress code for the doctoral candidate and seconds is: ladies wear a dark woman's suit, white blouse and good shoes. Gentlemen wear a dress suit and, of course, good shoes.

Any participants in the ceremony who are not from the Netherlands may also wear the attire that would be appropriate on a comparable occasion in their own countries to the defense ceremony at TU/e. So if it can be shown that a normal suit can be worn during a defense ceremony in their own (foreign) country, this will also be allowed during a defense ceremony at TU/e. Check this in the relevant country and also discuss it with the chairman during the introductory talk.

Ethical paragraph

The Doctorate Board has promised the Minister of Education, Culture and Science that it will ask candidates to include an ethical paragraph in the dissertation when test animals have been used for the doctoral research. The ethical paragraph can be added as an appendix to form 2, which will be submitted to the Rector by Bureau PenP.

Formal dress rentals

- Allers Speciaalzaak, <http://www.allersspeciaalzaak.nl/>
Hertogstraat 10, 5611 PB Eindhoven, telephone number 040-2111143
- La Variété Kledingverhuur, <http://www.la-variete.nl/>
Croy 12, 5653 LD Eindhoven, telephone number 040-2551096
- Chantilly, Vestdijk 151, 5611 CB Eindhoven, telephone number 040-2574650 / 040-2123418.

Introduction to chairman

It is customary for the doctoral candidate to introduce himself/herself to the chairman, especially if you have not met yet or in order to discuss the protocol. This can be done via a short informal talk. The chairman can give you a further explanation about the (dress code) protocol, the course of the defense ceremony session, forms of address etc., if you have any questions left after reading the Regulations governing the conferral of doctor's degrees.

Photographer

The Doctorate Board offers doctoral candidates a photo reportage (photos will be from the moment of entering the hall until the presentation of the diploma). The photographer is hired via Bureau PenP. After receipt of the photos (approx. 14 days after the defense ceremony) Bureau PenP will contact you; the photos, a gift, can from that time be collected from Bureau PenP and/or sent to your address.

Reception

While not obligatory, it is customary to hold a reception after the defense ceremony session has ended. After fixation of the defense ceremony date by Bureau PenP, the doctoral candidate can apply for a reception location with the department Bookmyspace, e-mail bookmyspace@tue.nl. If the reception is to take place in one of the allotted locations, the catering will be provided by the regular TU/e caterer (it is not permitted to bring your own snacks and drinks). The request for a reception is made via a reception form and the formula used is "price per person, per hour". The reception form can be found on the website www.tue.nl/promoties. The reception form must be submitted directly to the caterer approx. 1 month before the defense ceremony. The number of guests may be changed until 1 week prior to the defense ceremony by communicating this to the caterer. Unless there are any further changes, an invoice will be sent for the originally stated number of guests. Different catering desires can also be discussed with the caterer for a tailor-made offer. Experience has shown that this results in a slight increase in the price per guest, because it concerns tailor-made work.

The reception form is an agreement between the candidate and caterer. After the reception an invoice will be sent (usually not later than 1 month after the defense ceremony). It is possible to pay the reception costs in cash; you must ask the caterer about this in advance. In certain exceptional cases you will receive a financial reimbursement from the department. This can be indicated on the reception form stating the cost center number including the approval of the first supervisor and/or main bearer of the cost center number.

Note: If there is no reception or if the reception takes place elsewhere (e.g. Zwarte Doos or University Club or city center) the doctoral candidate will take care of this further. In addition, the candidate will inform the department Bookmyspace in order to cancel the reception location reserved earlier.

Technical tryout

For a technical tryout of the 10-minute presentation (talk for laymen) you can contact the department Bookmyspace, bookmyspace@tue.nl (actual technical test several days prior to the defense ceremony). Please contact them in good time; the halls are also reserved for other purposes.

Theses with dissertations and/or technological designs

The intention of the theses with a dissertation or technological design is for the doctoral candidate to demonstrate on the basis of a number of subjects that his/her scientific knowledge has a certain scope and is not limited to the sometimes specialized work of his/her dissertation or technological design. The candidate can do so on the basis of the following subjects:

- Offshoots and perspectives of the dissertation or technological design itself
- Ancillary results, which actually do not belong in the dissertation or technological design itself
- Observations about the literature (indicate faults, suggest shortcuts)
- Observations about neighboring disciplines, for example with reference to methods used
- Statements about expected developments, which cannot yet be demonstrated strictly.

In the concluding theses the candidate is given the opportunity to let his/her wisdom shine on subjects of a widely divergent nature. In this context it is desirable that the contents and/or the form have/has a somewhat surprising, sometimes paradoxical, if not provocative nature. Such a thesis is also known as a mock thesis.

In order to prevent the candidate from identifying his/her inspiration for his/her theses too closely with the subject of his/her dissertation or technological design, there is a requirement that at least 6 theses should be supplied which do not relate to the subject of the dissertation. Four of these theses must be of a technical-intrinsic nature and two of a general social nature. The theses must, if possible, be accompanied by references to relevant literature or acknowledgements.

It is not compulsory to draft theses. If the inclusion of theses is decided on, they must be submitted to Bureau PenP not later than 6 weeks prior to the date of the defense ceremony, for approval by the Rector. In this case, Article 17 of the regulations governing the conferral of doctor's degrees must be observed and the theses must (on the first page) bear the signature of the supervisor (approval can also be sent to Bureau PenP by e-mail). In addition, it must be indicated on the first page of the theses which theses not relating to the dissertation: are of a technical-intrinsic nature (at least 4) and which theses not relating to the dissertation are of a general social nature (at least 2).

After their approval by the Rector the doctoral candidate is notified as soon as possible by Bureau PenP. The theses can be printed and distributed along with the dissertation.

Travel and accommodation expenses of Committee members

The reimbursement for travel and accommodation expenses of Committee members is a departmental matter. It is customary for the first supervisor to take care of this.

Video conference

Sometimes it is impossible for a Committee member to attend the defense ceremony session. TU/e has the option to hold a video conference with the relevant Committee member. Do bear in mind that the costs connected with this are rather high, approx. €1800,-. If it is decided to hold a video conference, this will be done by means of the equipment of the department Bookmyspace and in collaboration with the service employees.

Connections via Skype and such are not permitted due to the poor quality of the connection.

The procedure is as follows: the first supervisor submits a reasoned request (addressed to the Rector) with Bureau PenP in which he also mentions the agreement of the dean. In addition, the supervisor in his request mentions the cost center number to which the extra costs may be booked and the supervisor makes a proposal for a way to warrant the technical quality of the defense ceremony session.