Doctorate Regulations
2020
Hotze Mulder and Meta van Diest 26 November 2020
Contents

Introduction and rules (Hotze Mulder & Meta van Diest)

Why new doctorate regulations?

From Admission to Defence
Introduction and rules

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Rules

There will be time for questions (5 min.) after each part (10 min.).
Why new doctorate regulations?

Last doctorate regulations published in 2014. Substantial changes at that time; now: standardising standing practices.

Differences Doctorate Regulations and PhD Regulations

Doctorate Regulations apply university-wide.

PhD Regulations apply to the faculty and regard matters like training and supervision.
Admission

Admission at university level, at the start of the PhD.
• Not the same as admission to the research school!

Legal educational requirements: Dutch master’s degree or ‘old-style’ Dutch degree (NL: *doctoraaldiploma*). (Art. 7)
• No Dutch Master’s degree? → exemption request.

Tanja and Meta collect and check documentation. The Dean approves. The Doctorate Board decides.
Admission

Candidate receives email with instructions for admission after registering at the research school.

Candidate sends documentation as required on the form.
Admission

Candidate receives email with instructions for admission after registering at the research school.

Candidate sends a copy of their passport and a **certified** copy of their Master’s degree.

**Completely** fill in the admission form

- ‘Wet’ signatures are no longer required!
- **Do not** lock the PDF.
Admission

Most important changes:

• Second (or parallel) doctorate explicitly ruled out! (Art. 6)

• Further formalisation article on *Barred relationships*. New: exclusion of family members of and relationships between supervisor and co-supervisor. (Art. 4)

• Associate professors can be appointed as supervisor (so-called UHD2 only if they have successfully supervised two doctorates → Dean’s approval needed). (Art. 10.1)

• Anyone at a foreign university in a position comparable to that of an UvA associate professor (UHD) may be appointed as supervisor, but only if a supervisor affiliated to the UvA is appointed as well (was: co-supervisor). (Art. 10.2, 10.3)
Admission

- Right to act as supervisor extended to five years after appointment end date for associate professors with ius promovendi. (Art. 10.6)

- Manuscript approval by Doctorate Committee before lapsing ius promovendi supervisor (was: sending manuscript to Doctorate Committee). (Art. 10.6)

- Minimum of two supervisors. (Art. 10.4, 10.5, 11.1, 11.2)

- Admission decision valid for eight years. (Art. 9.12)
Joint Doctorate

Formal agreement with other university.
Substantial stay doctoral candidate at both universities.
Doctoral candidate is part of and participates in both academic communities.
External supervision is insufficient reason for a Joint Doctorate.

More information → Article 40.
**Manuscript**

Consists of a scientific treatise on a particular subject or a number of separate scientific papers that have been (partially) published. (Art. 15.1)

**Doctoral thesis consisting of articles**

Thesis manuscript contains section *Author Contributions* explaining how the articles relate to one another and what the contribution of the co-authors has been. (Art. 15.1, 15.4d, 16.5)
Manuscript

Doctoral candidate and (co)supervisor(s) receive instructions per email after submission of Doctorate Committee composition request.

Follow the procedure *From manuscript to doctoral thesis*.

Extra step
Manuscript check by Meta van Diest **before** sending manuscript to Doctorate Committee.
Manuscript

Dutch or English

• Any other language needs permission of the Dean and exemption from the Doctorate Board. (Art. 15.3)

• Supervisor(s) must be able to form a Doctorate Committee that complies with the Doctorate Regulations and whose members have sufficient ability in the language in question to assess the doctoral thesis. (Art. 15.3, 20.2)
Manuscript

No changes (other than those mentioned in *From manuscript to doctoral thesis*, mainly typos) can be made to the manuscript after submission to the Doctorate Committee. (Also see art. 16.4)

Check for plagiarism

Carried out once the manuscript has been submitted to the Doctorate Committee.

If you don’t hear from us, all is well!
Manuscript

Most important changes:

• Research that has not been conducted largely under the direct supervision of the supervisor cannot serve as the basis for a thesis (exemption possible through Dean). (Art. 13.3)

• Title page will be provided by Office of the Beadle when booking a provisional defence date. (Art. 15.4a)

• Maximum length 70,000 words (new: excl. bibliography and appendices) (Art. 15.2)
  • Exemptions at discretion of the Dean (was: supervisor). First contact Meta van Diest.
  • Faculty of Humanities: no exemption needed for manuscript with length between 70,000 and 100,000 words.
  • > 100,000 words? Argumentation cannot be based on nature Humanities research.
Most important changes printed manuscript:

- Doctoral candidate provides three printed copies of the manuscript to the Office of the Beadle (was: twelve). (Art. 30.2)
- Dean receives two printed copies of the manuscript, sent to Tanja Rijstenbil. (Art. 30.5)
- (Co)supervisor(s), members of the Doctorate Committee, guest opponents receive digital copies. Chairperson receives printed copy through Dean.
Doctorate Committee

Proposal Doctorate Committee by supervisor **before** asking committee members. (Art. 19.1)
- Per email to Meta van Diest. Faculty of Humanities does **not** use the provided form.

Doctorate Committee complies to Doctorate Regulations? (Art. 20)
- 5-7 members.
- Majority professor or associate professor with ius promovendi, other members hold doctorate.
- Minimum of 50% UvA.
- Minimum of one full professor with primary position at faculty of Humanities.
- Minimum of one full professor affiliated to institution other than UvA.
- Maximum of 50% of members are co-author.
- As diverse as possible.
**Doctorate Committee**

After positive outcome consultation Doctorate Committee composition → supervisor asks prospective members.

All members have accepted membership? → supervisor informs Meta van Diest. Dean sends proposed composition request to the Doctorate Board. (Art. 19.3-4)

Doctorate Boards sends its decision to the doctoral candidate. Office of the Beadle informs the doctoral candidate on the next steps, including booking a defence date.
Doctorate Committee

Most important changes:

- Decision on appointment of Doctorate Committee remains valid for two years (was: one year). (Art 10.8)
- UvA associate professors with ius promovendi included in count for Doctorate Committee as full professors. (Art. 20.3)
Assessment by Doctorate Committee

Supervisors consult Meta van Diest on date for submission to Doctorate Committee.
Supervisors receive assessment form and instructions.

Assessment deadline: **six weeks** after receiving the manuscript.

Supervisor reminds Doctorate Committee members close to the deadline. After the deadline has passed, Meta van Diest will send a reminder.
Assessment by Doctorate Committee

Most important changes:

• New assessment form (appendix A)
Assessment by Doctorate Committee

Most important changes:

• Five assessment criteria (was: seven).
• Changes to assessment criteria. (Art. 22.3)
Assessment by Doctorate Committee

Doctorate Committee decides whether doctoral candidate may be admitted to the thesis defence. (Art. 22.2)

Members Doctorate Committee vote in writing using the assessment form. (Art 23.1)
In case of a negative assessment (or if requested by a member) → meeting including a new written vote. (Art. 23.2)

Only possible to vote for or against. (Art. 23.4)

No conditions can be attached to either a vote for or against. (Art. 23.3)

Refusal admission to the defence only in the event of significant objections to the content, length or scientific quality of the thesis manuscript. (Art. 23.5)

Revised manuscript submitted and assessed within one year. (Art. 23.6)
Assessment by Doctorate Committee

Most important changes:

• Supervisors no longer sign the title page. Dean signs new form Admission to the defence (NL: *Toelating tot de verdediging*). (Art. 25.3)
Cum laude procedure

Cum laude: doctoral candidate has shown that he/she has achieved an exceptional level of competence on all five assessment criteria (was: majority of criteria). (Art. 27.1)

- Supervisor consults Meta van Diest.
- Dean assesses the support for cum laude in the written assessments of the Doctorate Committee.
Transitional phase

All doctoral candidates are subject to the new Doctorate Regulations 2020. Decisions that have been made, remain valid.