

# PhD Regulations

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## I. General Regulations

### Article 1.1 Definition of Terms

In these regulations the following definitions apply:

Act / WHW	Higher Education and Research Act: <i>Wet op het Hoger onderwijs en Wetenschappelijk onderzoek</i> , abbr. WHW, <i>Stb.</i> (Bulletin of Acts and Decrees) 1992, 593, and any subsequent amendments.
Assessment Committee	the Assessment Committee which has been appointed by the PhD Board to assess the thesis submitted by the PhD student
Board of Governors	the Board of Governors of the University, appointed at the TUA by the provincial synods and the general synod of the Christelijk Gereformeerde Kerken in the Netherlands, and at the TUK by the general synod of the Gereformeerde Kerken in the Netherlands
Board of the University	the Board of the University referred to in Articles 9.2 and following of the Act; in these regulations: the Boards of the Universities of Apeldoorn and Kampen
Co-supervisor	a (Senior) Lecturer (Associate Professor or Assistant Professor) with a PhD or a researcher of the same level with a PhD who has been appointed by the Rector on behalf of the PhD Board to assist the supervisor in supervising the PhD student
Degree Programme	a degree programme referred to in Article 7.3 and following of the Act

Examination Committee	the Examination Committee as referred to in Article 7.12 of the Act
Full professor	the faculty member as referred to in Articles 9.19 and 9.55 of the Act
PhD Board	the PhD Board as referred to in Article 9.10 of the Act; in these regulations, the PhD Boards of the Universities of Apeldoorn and Kampen
PhD candidate	A person
PhD ceremony	the public defence of the PhD thesis on the basis of which the PhD degree may be obtained
PhD programme	the programme that is developed depending on the PhD student's knowledge and experience
PhD research	the academic research on which the PhD thesis is based
PhD student	a person who has been given permission to start the PhD programme under Article 7.18(2) or (3) of the Act in conjunction with Chapter 2 of these PhD regulations, and who as such has been admitted by the PhD Board to the PhD programme
PhD Thesis	the academic thesis in book form, in writing or in digital form, as referred to in Article 7.18(2b) of the Act, in conjunction with Chapter 4 of these PhD regulations
Rector (Rector Magnificus)	the post-holder referred to in Article 9.3(1) of the Act, who is also chair of the PhD Board
Regulations	the PhD Regulations of the Theological Universities of Apeldoorn and Kampen, as referred to in Article 7.19 of the Act.
Research Group	a group of researchers established by the Board of the University who cooperate in a common research programme
Research group Chairperson	chair of a research group appointed by the joint Boards of the Universities
Supervisor	the full professor appointed as such by the Rector on behalf of the PhD Board as referred to in Article 7.18(4) of the Act in conjunction with

Chapter 3 of these PhD regulations.

Supervisory Board	the Supervisory Board is charged with the supervision of the universities appointed at the TUA by the general synod of the Christelijk Gereformeerde Kerken in the Netherlands, and at the TUK by the general synod of the Gereformeerde Kerken in the Netherlands
TUA	the Theological University of the Christelijk Gereformeerde Kerken in the Netherlands located in Apeldoorn
TUK	the Theological University of the Gereformeerde Kerken in the Netherlands located in Kampen
University	the university at which the PhD ceremony will take place

### **Article 1.2 Composition of PhD Board**

1. The Rector Magnificus is the chair and also a member of the PhD Board. In the absence of the Rector, a member of the PhD Board appointed by him can act as deputy chair.
2. The PhD Board consists of full professors of the university.

### **Article 1.3 The PhD degree**

1. At the TUA and the TUK the PhD Degree is obtained on the basis of the public defence of the PhD thesis in the PhD ceremony, subject to the rest of the provisions of these PhD Regulations.
2. The PhD will be awarded by the PhD Board.
3. The defence will take place in the presence of the PhD Board.

### **Article 1.4 Scope of these regulations**

These PhD regulations apply to all PhD degrees at the Theological Universities of Apeldoorn and Kampen and, subject to the provisions of Chapter 11, to PhDs which are awarded elsewhere as a result of collaboration between one of these Universities and other institutions of academic learning, to the extent that no deviating agreements were reached upon entering this collaboration.

## **Article 1.5 Amendments**

Amendments to these Regulations are to be made by the Boards of the Universities, in consultation with both the PhD Boards.

## **2. PhD Student**

### **Article 2.1 Definition**

A PhD student is an individual who has been admitted to the PhD programme and has actually embarked on writing a PhD thesis.

### **Article 2.2 Finding supervisors and co-supervisors**

Prospective PhD students will discuss their PhD project with the professor(s) and lecturer(s) who are in their opinion the most suitable or with the professor who has already taken responsibility for the supervision of the PhD project.

### **Article 2.3 Application for admission to the PhD programme**

1. The professor who has been asked by a prospective PhD student to become his/her supervisor will, before taking further action, first make sure that the prospective student has met all requirements for being admitted in to the PhD programme, in agreement with article 2.4 of these regulations.
2. A prospective student who has not met the requirements will be referred to the Examination Committee by the professor before taking his request into consideration.
3. Once the professor is satisfied that the prospective student has met the requirements he will ask him to write a research proposal. The research proposal will contain the problem and the objective of the research, and will also describe the embedding of the project in the research programme and the relationship to research which is being or has been conducted elsewhere. Additionally, the prospective student will indicate how much time he expects to be able to invest in the project.
4. The research group which the professor belongs to will assess the quality of the research proposal (if necessary after consultation of experts from outside the research group), the compatibility with the overall research programme and the affinity with the identity of both Universities. Subsequently, the programme leader will decide whether or not the new researcher is eligible to be admitted in to the research group.

5. The programme leader and the professor will notify the PhD Board that the project has been accepted.
6. If, in the opinion of the programme leader, the proposed research does not fit in the research programme, and yet has sufficient quality and is relevant for the University, he may decide, together with the supervisor, to present it to the PhD Board as a project external to the research programme.

## Article 2.4 Applying for the PhD programme

1. The prospective PhD student will be admitted to the PhD programme if the research group has approved the application to the programme. To be admitted the prospective PhD student will minimally supply an authenticated degree certificate obtained after successfully completing an examination as referred to in article 2.5 (with a record of the grades for the different modules included) ,a photocopy of his passport, and a Research and Supervision Plan.
2. The Plan will minimally state
  - the subject of the PhD thesis;
  - a statement approved by the research group describing the proposed research,
  - a time frame;
  - the names of the supervisors and co-supervisors the PhD student would like the PhD Board to appoint;
  - the planning of the education and supervision of the PhD, both within and outside the universities.
3. The PhD Board will notify the prospective PhD student of its decision regarding the application referred to in Article 2.4(1) and 2.4(2) as soon as possible, but within six weeks at the most. In special cases this time limit can be extended.
4. If the subject of the PhD is not in the same field as the examination referred to in Article 2.5, then the PhD Board will make its decision regarding admission to the PhD programme on the basis of a supplementary substantiated proposal presented by the prospective PhD student. The Board may decide to set additional requirements with respect to further education to be met before admission to the programme.
5. PhD students will confirm that they will adhere to the Dutch Code of Conduct for Academic Practice issued by the Association of Universities in the Netherlands (VSNU) and the Regulations for the Protection of Academic Integrity of the Network Faith and Ideology Based Universities (NLU).

## Article 2.5 Admission to the Degree Examination

1. The PhD Degree Examination is open to everyone who
  - a. has been awarded a Master's degree by virtue of Article 7.10a(1, 2 or 3) of the WHW, in accordance with the provisions of Article 7.18(2) of the Act, and
  - b. has demonstrated the ability to conduct independent academic research by writing a

- PhD thesis, and
- c. has met the other requirements set out in these PhD regulations.
  2. In special cases the PhD Board may admit to the PhD Degree Examination (see Article 7.18[3] of the Act) individuals who do meet the requirements set out in Article 2.5(1b and c), but not those set out in 2.5(1a). For this purpose the PhD Board will establish implementing regulations. See Appendix I, parts A and B, of these PhD regulations.
  3. PhD Students are requested to conduct their research with respect for the doctrinal foundation of the University and demonstrate this in their PhD thesis.

### **Article 2.6 Responsibility for the PhD thesis**

1. The PhD student has conducted the academic research described in the PhD thesis independently. The PhD student is responsible for the PhD thesis.
2. In the case of jointly conducted academic research, the results of the research may lead to a joint PhD thesis by two PhD students, provided the following requirements have been met:
  - each of the authors has made an independent and distinguishable contribution which is sufficient for a PhD degree, to the satisfaction of the supervisors and co-supervisors;
  - each of the authors accepts personal responsibility both for a particular part of the PhD thesis and for the coherence of the thesis as a whole;
  - it is indicated in the PhD thesis which share each author had in writing it.

### **Article 2.7 Collaboration with supervisors and co-supervisors**

The PhD student will hand in the manuscript to the supervisors and co-supervisors in its entirety or in sections, will make alterations as agreed, and will subsequently submit the manuscript to the supervisors and co-supervisors for approval.

## **3. Supervisor**

### **Article 3.1 Appointment of supervisor**

At the proposal of the PhD student, the PhD Board will appoint one or more supervisors. The supervisors appointed will include at least one professor from the TUA or TUK; in addition to this supervisor, one or two full professors from other universities in the Netherlands or from another country can be appointed as supervisors. The professor of the TUA or TUK is the primary supervisor.

If an intended second or third supervisor is a professor at a foreign institution of academic learning, the Rector will conduct a detailed investigation before appointing that professor.

### **Article 3.2 Appointment of co-supervisor(s)**

1. At the proposal of the PhD student, and with the consent of the supervisor(s) and the intended co-supervisor, the PhD Board may also appoint a co-supervisor to join in the supervision of the PhD student.
2. The prospective co-supervisor must be employed by a university; however, the primary supervisor and other supervisors may ask the Rector in writing, stating the reasons, to make an exception. The co-supervisor must have the right to use the title 'Doctor' in the Netherlands and must have expertise in the relevant academic field or fields.
3. Full professors may not act as co-supervisors.
4. The proposal of the PhD student referred to in Article 3.2(1) must be submitted in time for the co-supervisor to provide a substantial amount of supervision over the preparations for and writing of the PhD thesis.

### **Article 3.3 Duties of supervisors and co-supervisors**

1. The supervisors and co-supervisors and supervisors will be responsible for accepting the manuscript as a PhD thesis and will ensure that the PhD thesis meets the academic standards that generally apply to a PhD thesis. The Netherlands Qualification Framework will serve as a guideline for this standard.
2. The supervisors and co-supervisors will supervise the PhD student in writing the thesis and will also ensure that the deadlines that have been agreed or can be considered reasonable for the assessment and discussion of drafts submitted to them are met.
3. The supervisors and co-supervisors will take note of the content of the manuscript of the PhD thesis, assess (parts of) the manuscript submitted, and consider whether or not it meets the requirements set by the supervisors and co-supervisors by virtue of their responsibility for the PhD thesis.
4. The supervisors and co-supervisors may suggest alterations and/or additions to the manuscript. The PhD student will follow these suggestions wherever possible.
5. A co-supervisor may only withdraw as co-supervisor in exceptional cases, stating the reasons. He will notify the PhD student, the other co-supervisors, the PhD Board and the Rector without delay.

### **Article 3.4 Honourably discharged professors**

1. An honourably discharged professor may act as a supervisor only if he was appointed as supervisor before his discharge and if his approval of the PhD thesis is given within five years of his discharge.
2. If approval of the PhD thesis is not given within five years of the supervisor's honourable discharge, the appointment will expire and the PhD Board will appoint another professor as supervisor, after hearing the PhD student, unless in the opinion of the PhD Board – provided more than one supervisor was appointed – the appointment of a new supervisor is not necessary.

### Article 3.5 More supervisors and co-supervisors

1. The PhD Board may appoint a maximum of three supervisors and co-supervisors . In exceptional cases a fourth (co-)supervisor may be appointed.
2. The co-supervisors will allocate the tasks among themselves, taking the PhD student's views into account. This allocation of tasks will be recorded in a written statement, which – if more than one supervisor has been appointed – will indicate which person is the primary supervisor.
3. The distribution of tasks will not affect the responsibility of the co-supervisors for the PhD thesis as a whole.
4. The co-supervisors will approve the PhD thesis jointly and will jointly give the PhD student a statement regarding the defensibility of the propositions as referred to in Article 4.2.

### Article 3.6 Prohibited relationships

Close family members of the PhD student (to the fourth degree), or other individuals having a relationship with the PhD student such that they should not reasonably be required to pass judgment, will not be eligible for appointment as supervisors and co-supervisors.

## 4. PhD Thesis

### Article 4.1 Definition

1. The PhD thesis is:
  - a. an academic thesis about a certain subject, or
  - b. a compilation of academic publications that may or may not have been published previously.
2. Where these PhD Regulations refer to the PhD thesis, the term may also be taken to mean a part of a PhD thesis as referred to in Article 2.6(2) of these regulations.
3. To the extent to which TUA or TUK is the employer of the PhD student, as regards intellectual property rights the CAO-NU and the State Patents Act will apply. TUA and TUK are entitled to deposit this work in the relevant section of the University Library, to be used for the purpose of academic teaching and research, and to publish it on the internet as referred to in Article 4.7.
4. The PhD student must ensure that the copyright provisions are met, as elaborated in article 4.7 and appendix 4, the licence agreement.



5. Data (such as databases) with accompanying explanatory notes must be made available for further academic research. The Rector may grant a full or partial exemption from this requirement for a certain period if there are compelling reasons to do so.

## Article 4.2 Propositions

Propositions may be added to the PhD thesis. After approval of the PhD thesis, as referred to in Article 5.1, the PhD student will submit the propositions to the supervisors and co-supervisors as soon as possible. They will assess the quality of the propositions submitted and also assess whether the propositions are defensible or not.

## Article 4.3 Language

1. The PhD thesis and the propositions added to it will be written in Dutch, German or English, or, with the approval of the PhD Board, in another language.
2. If the PhD thesis is written in Dutch, a translation of the title (and any subtitle) and also a summary of the content in English will be included as an appendix to the thesis. If the PhD thesis is written in English or German, it will include a title (and any subtitle) and also a summary of the content in Dutch as an appendix to the thesis.
3. If the PhD thesis is written in a language other than Dutch or English, it must include the title and a summary in Dutch and also a translation into English of the title and the summary.
4. The abstracts for non-experts which are intended for the Communication Office and for the TUA and TUK libraries will be written in Dutch and English, each containing a maximum of 250 words.

## Article 4.4 Contents

1. The PhD thesis must include:
  - a title page which complies with the format set out in Appendix 4;
  - a table of contents;
  - an introduction which at least includes the research question of the thesis;
  - the academic analysis;
  - the conclusion;
  - the bibliography;
  - the academic summary;
  - if possible a name and subject index and/or a source index;
  - a short biography of the PhD student.Propositions are added to the PhD thesis on a loose sheet.
2. If required, the PhD student may include a brief and concise foreword and a summary in Dutch for non-experts.
3. The supervisors see to it that the thesis will have a reasonable length. A guideline is that the body text of the thesis (including the notes) will not exceed 100,000 words.

## Article 4.5 Compilation of academic publications as a PhD thesis

1. Article 4.4 will apply *mutatis mutandis* to a PhD thesis consisting of a compilation of academic publications which may or may not have been published previously. The coherence of these publications will be shown in an introduction and a summarizing conclusion. The publications in question will be added as chapters.
2. Academic publications are eligible only if they meet the following criteria:
  - a. the publications must form a coherent whole; a guideline for this is that they have been published within a period of five years before the PhD thesis is submitted to the supervisors for assessment;
  - b. written consent must be given for use in the thesis of publications for which the copyright has been given to third parties.

## Article 4.6 Form

The PhD thesis and the propositions that go with it will be made available in both printed and digital form.

## Article 4.7 Printing and submission of the PhD thesis

1. After receiving a notification of admission as referred to in Article 6.3, the Rector will give the PhD student permission to have the PhD thesis printed.
2. As soon as possible after the PhD thesis and the accompanying propositions have been printed, but three weeks before the date of the defence at the latest, the PhD student will deliver
  - to the secretarial office of the TUA and the TUK a number to be determined by the Rector of printed copies of the thesis with propositions if available;
  - to the library of TUA or TUK
    - a number to be determined by the librarian of printed copies of the thesis with propositions if available,
    - the digital versions of the thesis and propositions if available; if a commercial edition of the PhD thesis is also being published, then when the digital version is delivered, a copy must be provided of an agreement with the publisher in which the publisher consents to publication of the digital version;
  - for the Communication Office and the Repositories of TUA and TUK the digital versions of the 2 short abstracts.
3. The University Library will make available both printed and digital versions of the thesis, in principle before the PhD degree examination (provisionally, stating the date of the examination), but at the latest one month after the degree examination. The digital version will be made public through the Repositories of TUA and TUK.

## **5. Assessment of the Thesis by the supervisors and co-supervisors**

### **Article 5.1 Assessment of PhD thesis by supervisors and co-supervisors**

Supervisors and co-supervisors will submit their well-argued assessment of the thesis in writing by email or post.

### **Article 5.2 Approval of PhD thesis by supervisors and co-supervisors**

If the supervisors and co-supervisors are of the opinion that the PhD thesis meets the required academic standard and can be regarded as an adequate demonstration of competence to carry out independent academic research, they will give their approval and notify the PhD Board of their approval.

### **Article 5.3 Approval of PhD thesis withheld by supervisors and co-supervisors**

If a supervisor or co-supervisor withholds approval of the PhD thesis, then, at the request of the PhD student and after considering the assessment of the supervisors and the co-supervisors, the PhD Board will decide whether or not to appoint a different supervisor.

### **Article 5.4 Time limit**

The response of the supervisors and co-supervisors to a written request by the PhD student for approval of his or her PhD thesis must be provided within six weeks and if it states that approval is withheld it must state the reasons.

### **Article 5.5 Further procedure**

1. As soon as possible after receiving the approval referred to in Article 5.2 and if necessary after receiving the statement referred to in Article 2.5(2), and after the appointment of the Assessment Committee referred to in Article 6.1, the PhD student will submit the PhD thesis which has been approved by the supervisors and co-supervisors, with a submission letter, to the Rector and the members of the Assessment Committee.
2. The PhD student will also submit the title page of the PhD thesis, in keeping with the designated format, to the Rector.

## 6. Assessment Committee

### Article 6.1 The Assessment Committee

1. As soon as possible after receiving the approval referred to in Article 5.2, the PhD Board will appoint an Assessment Committee. Supervisors and co-supervisors may not be appointed as members of the Assessment Committee.
2. The Assessment Committee will consist of three members. In the case of a joint PhD degree, the committee can consist of more members. The primary supervisor will make a recommendation regarding the composition of the Assessment Committee. After approval by the Rector, the primary supervisor will ascertain whether the candidates are prepared to be members of the Assessment Committee.
3. Only full professors employed by a university who have not co-authored with the PhD student may be members of the Assessment Committee. The Assessment Committee will consist of two professors from the TUA or the TUK and of one professor from another university in the Netherlands or another country or, alternatively, of one professor from the TUA or TUK and two professors from another university in the Netherlands or another country. Professors from universities abroad must be of a standard at least equal to the Dutch standard. For honourably discharged professors, the rule applies that they may be members of the Assessment Committee for up to five years after their honourable discharge.
4. Article 3.6 applies mutatis mutandis to membership of the Assessment Committee.

### Article 6.2 Chair of the Assessment Committee

The Rector will chair the Assessment Committee. In the case in which the Rector is supervisor or co-supervisor, the PhD Board will appoint another chair in his place. The chair will not be a member of the Assessment Committee.

### Article 6.3 Assessment Committee's decision

1. Within six weeks following its appointment, the Assessment Committee will provide a verdict over the PhD thesis.
2. In case the members of the Assessment Committee wish to deliberate, these discussions will be confidential.
3. The Assessment Committee will evaluate the thesis on the basis of the research question as agreed upon by the supervisors and co-supervisors and the PhD student.
4. All members of the Assessment Committee will provide a well-argued written assessment of the thesis. If more than one member arrives at a negative judgment, the Committee will refuse the approval of the thesis. In the event that *one* of the members of the Assessment

Committee arrives at a negative judgment, the PhD Board will decide on the approval of the thesis. The PhD Board will consult the members of the Assessment Committee.

5. The chairman of the Assessment Committee will notify the PhD student, the supervisors and co-supervisors and, if necessary, the members of the Assessment Committee of the decision.
6. In case of refusal of approval referred to in 6.3(4), second sentence, unless otherwise decided by the Rector, the Committee will be dissolved. The supervisor may request the PhD Board to establish a new Assessment Committee. Members of the dissolved Assessment Committee may be members of the new committee.

## **7. PhD Examination**

### **Article 7.1 PhD Board**

1. As soon as possible after being notified of the decision referred to in Article 6.3(4), the Rector will give the PhD student permission to proceed to the defence of the thesis in the PhD ceremony, which will take place in the presence of the PhD Board as well as the members of the Assessment Committee.

### **Article 7.2 Date, time, location**

1. The PhD student will discuss the date of the PhD ceremony with the supervisors, co-supervisors and the Rector as soon as possible after receiving notification of the approval of the manuscript as referred to in Article 5.1. Subject to the approval of the Assessment Committee, the date, time and place will be fixed by the university's secretarial office.
2. The provisions of the protocol (see Appendix 2) also apply to this ceremony.
3. The PhD ceremony must be open to the public.

### **Article 7.3 Opposition and defence of the PhD thesis**

1. Before the ceremony commences, the chairman will propose the sequence and the average time allowed for the opponents to speak. The primary supervisor will always have the right to present objections and will be granted opportunity to do so at the beginning or the end of the ceremony, according to his choice.
2. The primary supervisor will ensure that sufficient members of the PhD Board and the Assessment Committee are prepared to act as opponents by making objections.
3. At the request of the primary supervisor, the Rector may admit to the defence, in order to oppose the thesis, individuals who hold a PhD and who are specialists in the subject area of the PhD thesis. By exception, after having received permission from the PhD Board,

individuals without a PhD but with recognized expertise in the subject area of the PhD thesis will be admitted to the opposition. A written request thereto must be submitted to the PhD Board at least 4 weeks before the PhD ceremony.

4. After the opening address, the Chairman will request the PhD student to give a brief explanation of the thesis. Subsequently he will, in the agreed order (as far as possible), invite the opponents to present their objections.
5. The objections and the defence will be delivered in the form of a personal speech in the Dutch or English language or, with the Rector's permission, in another language. If so desired, this speech may be accompanied by written notes and/or quotations.
6. The Chairman will ensure that the opponents expound their views in a brief and concise manner.
7. Unless the Chairman decides otherwise, the public defence will be terminated one hour after commencement. The beadle will use the words 'Hora est' to indicate the end of the ceremony.

#### Article 7.4 Decision-making

1. After the defence has been terminated, the PhD Board will withdraw for private deliberation in order to decide upon awarding the PhD degree. The supervisor will be excluded from voting.
2. When deciding whether or not to award the PhD degree, the committee will take into account the decision of the Assessment Committee referred to in Article 6.3(1) and the PhD student's defence of the PhD thesis.
3. A refusal to award the PhD degree on the grounds of the PhD student's defence of the PhD thesis must be based on the negative opinion of at least two thirds of the members of the PhD Board.

## 8. Cum Laude

#### Article 8.1 Proposal to award the *cum laude* distinction

1. If a PhD student has shown outstanding ability to conduct independent academic research, the PhD Board may decide to confer the *cum laude* distinction.
2. A proposal to award the *cum laude* distinction can be put forward by the primary supervisor or by a member of the Assessment Committee. A proposal in writing stating the reasons must be submitted confidentially to the Rector at least six weeks before the date of the defence.
3. The Assessment Committee must be unanimous in their opinion that the *cum laude* distinction should be conferred. In deliberation with the Assessment Committee, the Rector will nominate at least two external referees who are full professors in the subject

- area of the PhD thesis to support the decision. These referees must not have co-authored publications with the PhD student. The external referees will submit confidential recommendations in writing to the Rector within three weeks of being appointed.
4. If at least two referees have assessed the PhD student's work as 'outstanding', the Rector will make this, and the proposal to award the *cum laude* distinction, known to the members of the PhD Board as soon as possible.
  5. Regarding the proposal to award the *cum laude* distinction, the PhD Board will take note of:
    - the significance and degree of originality of the research question and methods;
    - the academic and technical standard of the work;
    - the judgement of the external referees;
    - the quality of the defence;
    - the share of others than the PhD student in the PhD project;
    - language and style.
  6. At the meeting referred to in Article 7.4(1) regarding the proposal to award the PhD degree, a secret ballot will be held among the members of the PhD Board who are eligible to vote to decide whether or not to award the *cum laude* distinction. Votes may only be for or against the proposal. A vote against the proposal will be based on the quality of the defence. The proposal will be rejected if more than one vote is cast against it. In all other cases the proposal will be accepted. The Rector, though a member of the PhD Board, will abstain from voting.

## 9. PhD Degree Certificate

### Article 9.1 Degree Certificate

1. As proof that the PhD degree has been awarded, the new PhD will receive a certificate in Latin signed by the Rector, the secretary of the PhD Board and the supervisor(s) and a statement written in English.
2. If the PhD degree has been awarded the *cum laude* distinction, this will be stated on the certificate.

## 10. Honorary PhD degree (*doctor honoris causa*)

## Article 10.1 Authority to award an honorary PhD

The PhD Board may award natural persons honorary PhDs for outstanding contributions to the academic discipline of Theology.

## Article 10.2 Procedure

1. If the PhD Board intends to award an honorary doctorate, it will appoint an *ad hoc* committee of at least three members to advise the Board in this matter.
2. This committee will submit a proposal to the PhD Board. A recommendation in writing accompanied by a detailed account of the reasons, a curriculum vita and a list of publications, will be sent confidentially to the Rector.
3. If the PhD Board intends to accept the recommendation, the opinion of the Board of the University will be sought. The Board of the University will inform the Board of Governors and the Supervisory Board.
4. With due regard for the views of the Board of the University, the PhD Board will make a decision regarding the conferral of the honorary doctorate. If the PhD Board decides in favour, it will also appoint one or two full professors as supervisors.
5. The decision referred to in Article 10.2.4 will be made known in writing, confidentially, to the Board of the University, the supervisor(s) and the PhD student.
6. Except in special circumstances, an honorary doctorate will not be conferred upon an individual who is not present in person at the session referred to in Article 10.4.1.
7. The decision will not be made public until the PhD student has stated that he or she will accept the honorary doctorate and will be present in person at the session referred to in Article 10.4(1), subject to the provisions of Article 10.2(6).

## Article 10.3 Certificate

The honorary doctor will receive a specially made certificate from the supervisor(s), signed by the Rector Magnificus, the members of the PhD Board and the supervisor(s).

## Article 10.4 Presentation of certificate

1. The certificate associated with the conferral of the honorary doctorate will be presented during a special public session of the PhD Board: the honorary PhD ceremony.
2. On behalf of the PhD Board, the Rector will invite interested parties to attend this ceremony.

# II. Joint Doctorate



### **Article 11.1 Definition**

Arrangements may be made between the university and one or more other (foreign) institutions of academic learning about awarding a joint PhD degree on the basis of a PhD thesis which meets the provisions of this chapter. These arrangements will be recorded in an agreement which must be submitted to the Board of the University of the TUA or TUK for signature. This agreement must be entered into at least two years before the planned PhD ceremony.

### **Article 11.2 Research project**

1. The PhD research project and the thesis based on it must be the result of one or more research programmes established jointly by the TUA or TUK and one or more institutions as referred to in Article 11.1. To as great an extent as possible, the teaching and research programmes will be set up in consultation with the Dutch or foreign partner institution.
2. If possible, the PhD student should spend a proportionate amount of the time for the PhD research project at the partner institution(s) to follow courses or to conduct research for the PhD thesis. A statement about this will be submitted to the PhD Board. If this is not possible, the supervisor should demonstrate that, during at least a proportionate amount of the time spent on the PhD project, he has been responsible for the supervision of the PhD student.

### **Article 11.3 The PhD thesis**

Subject to the provisions of this chapter, the PhD thesis must meet the requirements set out in these regulations

### **Article 11.4 The Assessment Committee**

The Assessment Committee referred to in Chapter 6 must include at least one member from each institution involved.

### **Article 11.5 The defence of the PhD thesis**

The defence of the PhD thesis will be conducted wholly or partially in Dutch, English or the language of at least one of the countries in which the foreign institution referred to in Article 11.1 is located.

## **12. Dispute Settlement Regulations**

## **Article 12.1 Disputes regarding the implementation of the PhD regulations, administrative appeal**

1. If a dispute arises in connection with the implementation of the provisions or the appendices of these regulations concerning a decision by or on behalf of the PhD Board, an interested party may submit a substantiated notice of objection to the PhD Board within six weeks of being notified of the decision.
2. A committee will prepare the PhD Board's decision regarding the notice of objection.
3. The committee will consist of a chair and two other members. The chair must meet the requirements for appointment as district court judge and must not be employed by the TUA or the TUK. The two other members shall be full professors who are not members of and do not act under the responsibility of the PhD Board.
4. While preparing its recommendations, the committee will hear the parties involved and will be entitled to gain any information which is necessary to perform its duties responsibly.
5. The committee will make recommendations to the PhD Board in writing. The recommendations will be accompanied by written accounts of the hearings.
6. Notwithstanding the provisions of the AWB (*Algemene Wet Bestuursrecht*: General Administrative Law Act), in certain cases the PhD Board may, upon request, decide to adjust the internal time limits referred to in the PhD regulations.

## **Article 12.2 Decision of the PhD Board**

1. Within four weeks after receiving the recommendations, but within ten weeks at the most after receiving the notice of objection, the PhD Board will make its decision known in writing, stating the reasons, to the person who submitted the objection and to other parties involved.
2. If the decision regarding the objection differs from the recommendation made by the committee referred to in Article 12.1(5), the reason for this difference will be stated; in all cases the committee's recommendation will be sent along with the decision.

## **Article 12.3 Appeal to the administrative court**

Within six weeks after the decision has been made known to the person who submitted the objection, an interested party may appeal against the decision of the PhD Board as referred to in Article 12.2(1) in court, provided the contested decision can be appealed under the AWB (General Administrative Law Act).

## **13. Final Regulations**

### **Article 13.1**

1. In cases not covered by these regulations, or if there is a difference of opinion as to the interpretation of the provisions of these regulations, the PhD Board will decide.
2. In very exceptional cases, the PhD Board, at the suggestion of the Rector Magnificus, may deviate from these regulations, subject to mandatory legal provisions.
3. Requests to deviate from the regulations must be submitted to the PhD Board in writing, stating the reasons.

### **Article 13.2**

If the provisions of these regulations are not complied with, the Rector Magnificus is authorized to postpone the PhD ceremony until a date to be determined at his discretion.

# Appendices

## Appendix I

### IMPLEMENTING REGULATIONS AS REFERRED TO IN ARTICLE 2.5 (2)

A. ADMISSION to a PhD programme in exceptional cases on the basis of Dutch certificates, if the prospective PhD student does not meet the requirement set out in Article 2.5(1a)

#### Article A.1 Mandate

The power referred to in Article 2.5(2), to the extent that it applies to assessment of applications to be admitted to PhD programmes on the basis of Dutch certificates, will be exercised by the Examination Committee of the university in question, on behalf of the Rector in question and at the request of the PhD Board.

#### Article A.2 Objective

The prospective PhD student must satisfy the Examination Committee that he is able to conduct independent academic research and has a realistic chance of completing a PhD thesis.

#### Article A.3 Documentation

A prospective PhD student must substantiate his application as much as possible by providing certificates, (academic) publications, letters of recommendation regarding positions held, written statements by academic researchers and the proposed supervisors.

#### Article A.4 Procedure

1. In accordance with the current admissions procedure the prospective PhD student must submit an application in writing, accompanied by the available documentation, to the Examination Committee to be admitted to a PhD programme.
2. The Examination Committee will decide on the basis of the documents submitted whether or not it considers the candidate capable of conducting independent research which could lead to a completed PhD thesis, before the candidate is appointed to a position and/or starts the PhD research. If necessary, the Examination Committee in question will interview the applicant. The Examination Committee will communicate its decision in writing, stating the reasons. This may be accompanied by a recommendation that the candidate should make up certain deficiencies.
3. The Examination Committee will make its decision known to the applicant in writing, stating the reasons, within six weeks. If the decision cannot be made within six weeks, the Examination Committee will notify the applicant of this and state a reasonable time limit within which the decision can be expected.
4. If the final decision is positive, the applicant will be admitted to the PhD programme. If the final decision is negative, the applicant will not be admitted to the PhD programme.
5. Chapter 12 of the PhD regulations will apply mutatis mutandis.

6. Once the Examinations Committee has decided that the applicant will be admitted to the PhD programme, the other provisions of the PhD regulations will apply.

B. ADMISSION to a PhD programme in exceptional cases in which the requirement set out in Article 2.5(1a) has not been met, on the basis of foreign certificates

#### Article B.1 Mandate

The power referred to in Article 2.4(2), to the extent that it relates to applications to be admitted to a PhD programme on the basis of foreign certificates, will be exercised by the Examination Committee of the University in question, on behalf of the Rector in question and at the request of the PhD Board.

#### Article B.2 Objective

The prospective PhD student must satisfy the Examination Committee that he is able to conduct independent academic research and has a realistic chance of completing a PhD thesis.

#### Article B.3 Documentation

The prospective PhD student must substantiate his application as much as possible by providing certificates, (academic) publications, letters of recommendation regarding positions held and written statements by academic researchers and the (proposed) supervisors.

#### Article B.4 Procedure

1. In accordance with the current admissions procedure, the prospective PhD student must submit an application in writing, accompanied by the available documentation, to the Examination Committee, which will compare the candidate's previous training with the Dutch standard.
2. The Examination Committee will decide on the basis of the documents submitted whether or not it considers the candidate capable of conducting independent research which could lead to a completed PhD thesis, before the candidate is appointed to a position and/or starts the PhD research. If necessary, the Examination Committee in question will interview the applicant. The Examination Committee will make its decision in writing, stating the reasons.
3. The Examination Committee will make its decision known to the applicant in writing, stating the reasons, within six weeks. If the decision cannot be made within six weeks, the Examination Committee will notify the applicant of this and state a reasonable time limit within which the decision can be expected.
4. If the final decision is positive, the applicant will be admitted to the PhD programme. If the final decision is negative, the applicant will not be admitted to the PhD programme.
5. Chapter 12 of the PhD regulations will apply mutatis mutandis.
6. Once the Examination Committee has decided that the applicant will be admitted to the PhD programme, the other provisions of the PhD regulations will apply.

## Appendix 2

### PROTOCOL FOR THE PHD CEREMONY

The TUA and the TUK have each established their own protocols for the PhD ceremony.

## Appendix 3

### MODEL TITLE PAGE

The TUA and the TUK each have their own standards for the title pages.

## Appendix 4

### EXAMPLE OF A LICENCE AGREEMENT FOR NON-EXCLUSIVE PUBLICATION IN DIGITAL FORM VIA THE STATE UNIVERSITY REPOSITORY OF A PHD THESIS DEFENDED AT THE UNIVERSITY

In accordance with the supplement to Article 4.7 of the PhD Regulations of the Theological Universities of Apeldoorn and Kampen

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#### **[The] PhD candidate**

- consents to the global distribution of his/her PhD thesis in digital form; this distribution is non-exclusive;
- declares that the PhD thesis is his/her own work;
- declares that the electronic version is identical to the printed publication as regards content and that it contains all components that for technical and/or logistical reasons are not included in the printed publication (e.g., CDs, video, etc.);
- declares that, to the best of his/her knowledge, the PhD thesis does not infringe in any way on the intellectual property rights of others;
- declares that any transfer of his/her intellectual property rights to the PhD thesis to a third party will stipulate that such party will uphold the licence and assume this agreement;
- grants the licence in question indefinitely
- declares to relinquish the right to terminate this licence by means of cancellation or dissolution;
- declares, with regard to any contribution that is based upon work that was sponsored or subsidised by any institution or organisation other than the Universities of Apeldoorn/Kampen that he/she has fulfilled all obligations imposed by this sponsor, institution or organisation with regard to publication;
- declares that he/she has the right to grant permission as specified in this agreement, subject to the exceptions specified below.

#### **The Theological University of Apeldoorn/Kampen**

- declares that the licence will not be transferred to any third party;
- declares to have received the digital copy of the PhD thesis;
- shall transform the PhD thesis into other file formats or into other media with the goal of ensuring future digital accessibility and declares that any such transformation will be accomplished without tampering with the contents;
- shall make and keep one or more reserve copies of this PhD thesis with a view to the security and preservation of the files;
- shall, in the case that the publisher objects to the expiration of the embargos that are noted on the following page, protect the PhD candidate from any damage claims that the publisher might make in this regard.

#### **Exceptions to the licence agreement**

Explanation

- If you fully agree with the non-exclusive publication, without exceptions, please leave 1 till 4 blank, and sign below.

1. He/she possesses no intellectual property rights or only partial intellectual property rights with regard to the materials that are contained in chapter(s) \_\_\_\_\_. He/she is fully authorised by the person entitled to grant this licence to the Theological University regarding these materials. The materials in question and their origins are clearly noted in the text or contents of these chapters.

2. The materials that are contained in Chapter(s) \_\_\_\_\_ have been or will be submitted for publication within 12 months. In anticipation of acceptance, these materials must be placed under embargo for 1 year.

Unless the author makes other arrangements with the University Library, because of some agreement made with the publisher, the library will make the material in the aforesaid sections available at the end of the agreed embargo period.

3. The materials that are contained in Chapter(s) \_\_\_\_\_ have been published or have been accepted for publication by a publishing company. The agreements that have been made with the publisher (a copy of which is annexed) necessitate placing these materials under embargo for 1 year. If a commercial edition of the PhD thesis is also being published, a copy must be provided of an agreement with the publisher in which the publisher consents to publication of the digital version.

4. Should agreements render it desirable to place these materials under embargo for a period exceeding 1 year after the PhD ceremony date, the Rector Magnificus shall establish a reasonable length for the embargo, in consideration of the agreements that have been made with the publisher and in consideration of any further information from the PhD candidate in this regard. To do so, the PhD candidate must send a written and substantiated request, addressed at the Rector, as an annex to this agreement. If necessary, this request can also be submitted at a later date.

PhD candidate

Name: .....  
Title PhD thesis: .....  
Date PhD ceremony: .....  
Place of signature: .....  
Date of signature: .....  
Signature: .....

Theological University of Apeldoorn/Kampen  
Name: ..... (Librarian)  
Place of signature:  
Date of signature: .....  
Signature: .....