Guidelines for Cum Laude
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1 Introduction: New Cum Laude process

Per 1 September 2020, the Doctorate Board has decided to amend the Regulations governing the conferral of doctor’s degrees. To achieve a better balance between supervisors and departments concerning the number of applications for Cum Laude and to avoid gender-bias towards PhD-candidates, the Cum Laude procedure in which the first promotor played a central role has been changed:

As part of the new procedure the members of the Doctorate Committee, except the (co-)promotor(s), will be asked as a matter of course whether they consider the thesis worthy of being awarded Cum Laude using the same criteria as the Cum Laude Committee. If this is the case, a brief written justification (about 5 lines) will be requested from the committee members using the same questions as given to the experts by the Cum Laude Committee. They also will be asked to provide names of experts to be consulted by the Cum Laude Committee.

For each member, the assessment and possible motivation will be shared confidentially with the Dean of the department concerned only. If a clear majority of the above members of the committee are of the opinion that the thesis is worthy of being awarded Cum Laude, the Dean may propose to the first promotor that an application be submitted in writing to the Cum Laude Committee, stating the reasons for awarding the doctorate Cum Laude.

These amendments to the Cum Laude procedure have been built into the online registration and monitoring system for PhD’s: Hora Finita. Thus, as of now, Hora Finita can be used to start the Cum Laude procedure. The manual below provides a step-by-step guide for the different actors involved.

The rest of the Cum Laude procedure has not been changed and is not included in Hora Finita.

The updated Doctorate Regulations can be downloaded [here](#).

For questions about Hora Finita, please contact [imsservices@tue.nl](mailto:imsservices@tue.nl).

2 Cum Laude procedure in Hora Finita

Once the PhD candidate has finished the manuscript, they upload the manuscript in Hora Finita. Hora Finita will then send an e-mail to the first promotor, asking them to approve the manuscript. Once the promotor has checked the manuscript and approved it, Hora Finita will automatically send an e-mail to the members of the Doctorate Committee to invite them to assess the manuscript.

2.1 Members of the Doctorate Committee indicate Cum Laude

Following the [Doctorate Regulations](#), the members of the Doctorate Committee can indicate whether they believe that a candidate’s manuscript is worthy of Cum Laude. They can do this in Hora Finita, when they provide their assessment of the manuscript. Each member is asked whether they believe that the manuscript is worthy of Cum Laude. If – in their opinion – the manuscript is indeed worthy of Cum Laude, they are also asked to provide a motivation approx. five lines. This can be done in the text box. Lastly, if a member believes the manuscript to be worthy of Cum Laude, they are asked to recommend at least two experts:
2.2 Dean of the Department provides final assessment

After all other Committee members have assessed the manuscript, the Dean will receive an e-mail inviting them to provide the final assessment. Via the link in the e-mail, the Dean will be able to see an overview of the Doctorate Committee’s feedback. This overview also includes their opinions regarding Cum Laude. In the overview, the Dean can add their final assessment of the manuscript.
2.3 Dean of the Department is invited to discuss with promotor

Once the Dean approves the manuscript, the PhD candidate and the promotor will receive a notification e-mail, informing them that the manuscript has been approved. In addition, if the majority of the Doctorate Committee has deemed the manuscript worthy of Cum Laude, the Dean will receive an e-mail to ask them to start the Cum Laude process by discussing with the first promotor whether they also deem the thesis to be worthy of Cum Laude. This discussion happens “offline” (i.e. without using Hora Finita).

2.4 Promotor starts Cum Laude procedure in Hora Finita

If the first promotor agrees that the thesis is worthy of Cum Laude, they can use Hora Finita to start the procedure: log into Hora Finita and select the relevant PhD candidate from the overview of PhD projects. Click on the tab “Cum Laude” to fill out the list of proposed experts and upload the Cum Laude report.
2.4.1 Promotor uploads Cum Laude report
Under the “Cum Laude” tab, the promotor can upload a Cum Laude report. This can be done by clicking on the “upload new document” link below the table of experts. Hora Finita will open a window to upload the report. Please consult that Doctorate Regulations for the exact content of the Cum Laude report.
2.4.2 Promotor proposes experts
Under the “Cum Laude” tab, the promotor can also fill out a proposal for experts to be consulted by the Cum Laude Committee. Please note that this list should contain 10 experts. Once the fifth expert has been filled in, Hora Finita will automatically make an additional line available (until all 10 fields have been filled). Please note that the experts that have been proposed by the Doctorate Committee will automatically be filled in the fields. If the promotor would like to remove some these experts and propose their own, this is possible by using the red “stop signs” in the last column. To add experts, simply type in the names and add the required information.

Click on the button: “start cum laude process and submit experts” to send the list of experts and the Cum Laude report to the Office of Academic Ceremonies.
2.5 Office of Academic Ceremonies receives the Cum Laude report & list of experts

After the promotor submits the list of experts to be consulted by the Cum Laude Committee and the Cum Laude report, the Office of Academic Ceremonies (being the secretariat of the Cum Laude Committee) will automatically receive a notification e-mail. By clicking on the link in the e-mail, it’s possible to view the list of proposed experts and download the Cum Laude report.
2.5.1 Office of Academic Ceremonies informs the Cum Laude Committee
As a next step, the Office of Academic Ceremonies will get in touch with the Cum Laude Committee. The procedure continues outside of Hora Finita.

2.5.2 Office of Academic Ceremonies enters results into Hora Finita
Once the Cum Laude Committee has made their assessment, the Office of Academic Ceremonies will enter the result in Hora Finita, by selecting “approved” or “rejected” and submitting the form. The first promotor will automatically receive a confidential e-mail, notifying them whether the thesis has been approved for preliminary Cum Laude or not. Of course, the final result will not be known until after the ceremony.
3 Cum Laude predicate awarded during ceremony

If the PhD candidate is officially awarded the Cum Laude predicate during the ceremony, the Office of Academic Ceremonies will include the result in Hora Finita. This can be done under the tab “Cum Laude” by ticking the box “cum laude predicate awarded” (at the bottom of the page) and clicking the “save” button.