

# Information Brochure for Doctoral Candidates

## ABOUT THE IMPLEMENTATION OF THE REGULATIONS GOVERNING THE CONFERRAL OF DOCTOR'S DEGREES



**EINDHOVEN  
UNIVERSITY OF  
TECHNOLOGY**

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Office of Doctoral Presentations  
and Academic Ceremonies

T +31 (0)40 247 5940  
[m.j.w.mulder@tue.nl](mailto:m.j.w.mulder@tue.nl)  
[www.tue.nl/promoties](http://www.tue.nl/promoties)

For the organization of your defense ceremony at Eindhoven University of Technology (TU/e), you can consult the Doctorate Regulations governing the conferral of doctor's degrees (these Regulations are the leading document for organizing your defense). A recent version of these Regulations is available at the Office of Doctoral Presentations and Academic Ceremonies (in Dutch: Bureau voor Promoties en Plechtigheden, further in this brochure known as Bureau P&P). A pdf version of the Doctorate Regulations is available via [Website PhD Office](#).

This information brochure helps doctoral candidates understand the Regulations governing the conferral of doctor's degrees. It also contains an overview of matters to be dealt with in connection with the organization of the defense ceremony.

Please note that certain documents already need to be arranged at the start of your PhD project. We therefore recommend that you read this information brochure carefully.

### Contact information

For questions about the Regulations governing the conferral of doctor's degrees, you can contact Bureau P&P:  
Ms. Maartje Mulder

Working days: Monday through Friday

Email address: [m.j.w.mulder@tue.nl](mailto:m.j.w.mulder@tue.nl)

Visiting address: Groene Loper, gebouw Atlas, Eindhoven

Navigation address: De Zaale, Eindhoven

Postal address: TU/e, PO Box 513, 5600 MB, Eindhoven

### Hora Finita

The TU/e uses the Hora Finita system for the organization of defense ceremonies. For more information about Hora Finita, please visit the [Hora Finita Intranet page](#). If you experience any issues with the system, or if you have questions about the system, [FAQ's](#), QuickStart Guides and manuals for [PhD candidates](#), [promotors](#) and [secretariats](#) are available for download. You can also contact [imsservices@tue.nl](mailto:imsservices@tue.nl) or call +31 (0)40 247 2000.

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# Defense Ceremonies – Key Points

“The conferral of the degree of doctor” is the actual moment when the professor who acts as first promotor admits the doctoral candidate (PhD 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” refers to a doctoral research (PhD project) which leads to a dissertation (thesis) or (documentation of a) technological design.

## Dissertation vs. technological design

The difference between a dissertation and a technological design is that the dissertation is a scientific treatise on a topic, or several 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.

## Doctorate Regulations

The doctorate procedure is described extensively in the Regulations governing the conferral of doctor’s degrees (the Doctorate Regulations), available via Bureau P&P or via <http://www.tue.nl/promoties>. 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 describe the protocol and the course of the defense ceremony. Below we have listed several additional points to note.

## Eligibility for the doctorate

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 Doctorate Regulations, Article 3. In addition, the doctoral candidate must be registered in the TU/e monitoring system for PhD candidates, called “Hora Finita.” In general, registration in Hora Finita occurs automatically, after the candidate signs their contract or receives their guest declaration from HR.

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 a request for permission to take a doctor’s degree and proposal for Doctorate Committee be submitted to Bureau P&P. More information is available in chapter three of this brochure.

## Proposal for the Doctorate Committee

On behalf of the Doctorate Board, the Doctorate Committee 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 they are affiliated. The Doctorate Regulations sketch several possibilities and conditions for the Doctorate Committee (see Articles 6 through 12).

Once a Doctorate Committee has been agreed with the first promotor (TU/e professor of associate professor), the doctoral candidate can start the so-called “graduation phase” in Hora Finita. Among other things, the candidate submits their CV, scientific summary, and list of publications. The first promotor submits the composition of the Doctorate Committee. Hora Finita will contact the Dean of the Department, requesting approval of the information submitted by the doctoral candidate and the first promotor. Subsequently, Hora

Finita will get in touch with Bureau P&P (at least five months before the defense ceremony), informing them about the Dean's decision.

### **Planning the defense ceremony date**

As a rule, the defense ceremony takes place at least five months after requesting the start of the graduation phase in Hora Finita. The standard time of commencement is either 11:00, 13:30 or 16.00 hours. Reservation is possible once all Committee members and the Dean have approved the date and once the Dean has approved the proposal for the Doctorate Committee in Hora Finita.

You can check the available dates and times at the website: [website PhD office](#). Please consult the available dates with the Doctorate Committee (including the Dean, who will most likely be chairman). You can also agree on two dates with the Doctorate Committee; when a date is no longer available, you can use the fallback date. That way, you do not need to consult with the Committee again. When you have found a suitable date (all Committee members and the Dean can attend), you contact Bureau P&P by e-mail. If the date is still available, Bureau P&P will reserve the date and confirm it via Hora Finita (date, time, and location).

### **Approval by the Doctorate Board**

After approval by the Dean of your Department and an intrinsic check by Bureau P&P, your request to start the graduation phase and the composition of your Doctorate Committee will be submitted to the Doctorate Board in their next meeting. The Board decides within one month (not counting the period from early July to the beginning of September). The candidate, the first promotor and the members of the Doctorate Committee will be informed about the Board's decision via Hora Finita.

### **Submission of the draft dissertation to the Doctorate Committee**

The draft dissertation (thesis) must be submitted to the Doctorate Committee no later than three months before the defense ceremony, for correction and/or approval. Sooner is better, of course; this will give the Doctorate Committee more reading time (on average at least six weeks). The Doctorate Committee can approve the draft dissertation with provisos and make (a) suggestion(s) for amendments and/or additions to the text. The submission of the draft thesis is done via Hora Finita. The members of the Doctorate Committee will receive an e-mail from Hora Finita, giving them access to your draft thesis and providing them with an online, secure feedback form. The first promotor can track their feedback in Hora Finita. After the Doctorate Committee has submitted its assessment (including motivations from the independent members), the Dean of the Department automatically receives an overview of the results – via Hora Finita. After the Dean has ascertained a sufficiently motivated approval of the dissertation, they make a positive recommendation in the system. The doctoral candidate and the Doctorate Committee are informed of the decision by an e-mail from Hora Finita.

### **Delays, further guidelines, and other items to take care of**

After approval by the Dean, and after the Rector has approved the title page, the dissertation can be printed. The dissertation must appear in printed form not later than two weeks before the defense ceremony. Further guidelines may be found in the Doctorate Regulations.

Delays must be reported to Bureau P&P. Indeed, if you cannot observe the Regulations, you must notify and/or request this in advance. This goes for all provisions contained in the Regulations. Other guidelines, if any (e.g. relating to the cover), can be obtained from the Department (including possible reimbursement regulations).

Other items to be taken care of include the drafting of propositions (not mandatory; see Article 17 of the Regulations), writing a public summary, distribution of the dissertation with the propositions (if any), introduction to the chairman of the Doctorate Committee, the organization of the reception after the defense ceremony session, the planning of a technical tryout. These items will be addressed in the next chapters.

# Scientific Integrity

## TU/e Codes of Scientific Conduct & PROOF Course on Scientific Integrity

Everyone involved in education and research at TU/e bears personal responsibility for observing and maintaining scientific integrity. At TU/e we require strict compliance with the overall principles of professional scientific conduct in all cases.

### TU/e Code of Scientific Conduct

All scientific staff, including PhD candidates, are asked to sign the TU/e Code of Scientific Conduct to declare that they will carry out their research in accordance with the TU/e standards of integrity. More information is available [here](#).

Soon after you start your PhD project at TU/e, please contact your first promotor to discuss the Code. Please submit the signed Code to your HR department. The Code can be downloaded [here](#).

### PROOF Course on Scientific Integrity

Your PhD project is an intensive learning experience in which you develop a wide set of competencies over a period of four years. The TU/e [PROOF program](#) helps you to get started in developing your competencies by offering courses on skills and career development. The PROOF course on scientific integrity is a mandatory course for all TU/e PhD candidates. The aim of this course is to increase awareness of scientific integrity, questionable research practices, and to develop a common language to reflect on one's own or others' questions on scientific integrity.

### Declaration concerning the TU/e Code of Scientific Conduct for the PhD thesis

As soon as you've completed your thesis, you can upload it in Hora Finita for assessment by the Doctorate Committee. When you do this, you will sign a declaration that the research or design described in the thesis has been carried out in accordance with the TU/e Code of Scientific Conduct. The Secretariat of the Dean may ask to see this signed declaration. In the future, you will be able to sign the form in Hora Finita. In the meantime, the form can be downloaded [here](#) and submitted to the secretariat of the Dean of the Department.

# Procedure for Exemption from Program Requirements

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

Frequently, holders of a non-Dutch master's degree wish to get their doctorate degree at TU/e. In these cases, your Department's examining board determines whether the candidate has 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).

The examining board must obtain advice from other parties; for example, the student Dean of Education and Student Affairs (ESA) oversees the consideration of the degree appraisal. If the examining board makes a positive assessment concerning the level of the candidate's previous education, it can recommend the potential candidate to the Doctorate Board for exemption from the program requirements with the aim of obtaining a doctorate degree. The examining board should submit a substantiated request (including the degree appraisal by the student Dean) to the Doctorate Board. If the Doctorate Board decides to grant an exemption, the intended first promotor will receive a message to this effect (with a copy of the letter to the examining board). This message (or a copy of it) is required for a doctoral candidate who is not in possession of a Dutch master's degree, to start the graduation phase in Hora Finita.

### 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 Department who is ready to act as first promotor.

### Procedure

1. Before the prospective doctoral candidate begins the PhD program, they should turn in the following documents to the examining 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 ESA (diploma evaluation).
3. If the level of education is equivalent to a Dutch master's degree of at least 240 ECTS credits, 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, the examining board calls upon the first promotor 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 career.
5. Based on the received information, the examining board can choose to reject the potential candidate, accept them, or accept them 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 doctorate degree.
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 Doctorate degree, after the candidate has met the set requirements.
8. The first promotor is informed in writing of the decision of the Doctorate Board.
9. The exemption letter that confirms the decision of the Doctorate Board must be uploaded in the candidate's dossier in Hora Finita (under "Admission"). This can be done by the first promotor or the secretariat of the research group.

For more information (and the procedure itself), please contact your Department's examining board in a timely manner. Please note: only after completing this procedure can you request the start of the graduation phase in Hora Finita.

# Hora Finita

## Permission to take a doctor's degree, proposal for the Doctorate Committee, and assessment

### Permission to take a doctor's degree

No later than five months before the desired date of the defense ceremony, the doctoral candidate will use Hora Finita to submit a request to “start the graduation phase” in order to get permission from the Doctorate Board to take the doctor's degree and establish the Doctorate Committee. In Hora Finita, the submission needs to be approved by the candidate's promotor and by the Dean of the Department before Hora Finita sends it for assessment by the Doctorate Board.

The candidate's submitted request includes:

- In case of a Dutch diploma: show the original doctoral or master's diploma to the secretariat of the Dean or hand in a certified copy.
- In case of a foreign or different diploma: copy of the letter “exemption from the program requirement”.
- English description of the doctoral research, methods used, results deemed relevant (scientific summary).
- Extensive CV.
- List of publications of the doctoral candidate.

### Proposal for the composition of the Doctorate Committee

After the promotor has approved the candidate's request to start the graduation phase in Hora Finita, the promotor will automatically receive an e-mail with the request to submit the proposal for the composition of the Doctorate Committee. The e-mail includes a link to relevant page in Hora Finita.

If an external expert (not affiliated with a university) is proposed as part of the Committee, or if a member who is employed by a university but who is not a professor or associate professor is proposed, an extra appendix must be submitted: a reasoned request from the promotor, and the CV and the list of publications of the relevant proposed member of the Doctorate Committee. This information can be included in the relevant table in Hora Finita, by including a comment and a hyperlink to – for example – a university website. In the future, an extra upload field will be made available to allow for the annexes to be uploaded as a pdf document.

For the further composition of the Doctorate Committee, the Regulations governing the conferral of doctor's degrees can be consulted, inter alia Articles 6 through 12.

After the promotor submits the composition of the Doctorate Committee in Hora Finita, the Dean of the Department will automatically receive an e-mail with the request to assess the candidate's request to start the graduation phase + the composition of the Doctorate Committee. After the Dean has ascertained - among other things - that the Doctorate Committee has an adequate composition, he makes a positive recommendation by approving the candidate's request in Hora Finita. In the absence of the Dean, the Vice-Dean can approve the request on behalf of the Dean (per agreements between the Dean and the Vice-Dean).

For a detailed manual on how to complete these steps in Hora Finita, please visit the [Hora Finita Intranet page](#).

### Timing

The Doctorate Board meets on Mondays, once every two weeks except for the period from the beginning of July until beginning of September. Submissions via Hora Finita must be approved by the Dean before the preceding Tuesdays (before 12.00 hours) for your submission to be discussed in the next meeting of the Doctorate Board. Provided, of course, 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 committee. The decision will be notified in writing to the doctoral candidate, the promotor(s), and the other members of the



Committee, via an e-mail from Hora Finita. Please see [website PhD office](#) for the most recent meeting dates of the Doctorate Board.

### **Assessment of the dissertation**

After the Doctorate Board has approved the candidate's request to start the graduation phase + the composition of the Doctorate Committee, the candidate can finish the dissertation. Once the dissertation is ready for assessment by the Committee, the candidate can upload the draft dissertation in Hora Finita. The promotor will automatically receive an e-mail with the request to approve the draft dissertation for review by the Committee. Once the promotor enters their approval in Hora Finita, the system will automatically send an e-mail to the members of the Committee with the invitation to assess the draft dissertation. In this e-mail, they will find a link to the dissertation in Hora Finita (via a unique and secure link) and the page where they can fill out their assessment and other feedback.

The independent members of the Doctorate Committee will be required to include a motivation supporting their assessment of the thesis. All members of the Committee can make suggestions for amendments/corrections. These suggestions can be viewed by the first promotor, in Hora Finita.

After all the members of the Committee have assessed the thesis, the Dean of the Department receives an e-mail from Hora Finita, since he oversees that the motivation of the Doctorate Committee is satisfactory. The Dean will assess and approve the thesis on behalf of the Doctorate Board, unless in his opinion there are details which require discussion in the Board.

If this is not the case, the Dean provides his assessment of the thesis by giving his approval in Hora Finita. In the absence of the Dean, the vice-Dean can sign on behalf of the Dean, of course when the Dean and vice-Dean have agreed on such an arrangement. In case the vice-Dean approves the thesis, the Dean will receive a copy of the confirmation e-mail that is sent to the PhD candidate and the Doctorate Committee (via e-mail).

Please note that all defense dates must be attuned with the Dean (so, not the vice-Dean), irrespective of who gives the final approval of the thesis. This is important for the arrangements that need to be made regarding the chairmanship and/or deputy chairmanship of the Doctorate Committee.

Bureau P&P receives a confirmation e-mail from Hora Finita, after the final approval of the thesis by the Dean. Please note that the final approval of the thesis must be completed at least 6 weeks before the defense ceremony.

### **Submission of your title page**

The title page must be submitted via Hora Finita. Please make sure that the front and reverse of the title page is in conformity with the model of Bureau P&P. An example of this model is included in Hora Finita, under the sub-menu that allows the PhD candidate to upload the title page. Please note that the dissertation cannot be printed until the Rector has given his approval on the title page. You will receive a confirmation of the approval via an e-mail from Hora Finita.

The title page must be added to the dissertation in the same status as approved by the Rector. No changes are allowed after the approval by the Rector is given.

### **TU/e Code of Scientific Conduct**

You must provide your declaration concerning the TU/e Code of Scientific Conduct when you submit your thesis for approval by the first promotor (before the thesis is sent to the Doctorate Committee for their assessment). At present, it is not yet possible to provide this declaration in Hora Finita. In the future, this will be made available. In the meantime, you can find the form for the TU/e Code of Scientific Conduct [here](#).

# University Library

## Additional information relating to the University Library

No later than 4 weeks in advance of the graduation ceremony, a pdf-version of the dissertation must be supplied to the Information Expertise Center. This can be done via Hora Finita. In addition, two hard copies must be supplied to the DML, 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:

1. Upload a pdf-version of the dissertation via Hora Finita.
2. Upload a signed Statement of Addition to Library, and a signed Approval from the Dean for Embargo (if applicable), both via Hora Finita (at the same time as uploading the thesis). The doctoral graduate retains copyright.
3. Two hard copies of the dissertation must be submitted to the library, as well. If the dissertation is to appear as a commercial edition only, three copies are to be supplied.

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

At the same time as uploading the digital version of the dissertation to the library via Hora Finita, 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 uploaded in Hora Finita.

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 the latest information on the publication procedure of dissertations, please visit:

[Information publication dissertations](#)

# 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 the results of PhD research to larger audiences, among which are journalists and the general audience.

The doctoral candidate should write a public summary of maximum 600 words after the dissertation has been submitted to the Doctorate Committee for assessment. The public summary can be submitted via Hora Finita. Guidelines, examples and a template for writing a public summary can be found [here](#). The candidate sends the summary to the science information officers of CEC, via Hora Finita. They will then contact the doctoral candidate 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 university 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.

# PhD Checklist

## Preparation for doctorate ceremonies, implementation of the Doctorate Regulations

| Time  | What   | Who   | Hora Finita   |
|---|--|---|---|
| At least 5 months in advance  | <p>Request the start of the graduation phase in Hora Finita, by filling out the:</p> <ul style="list-style-type: none"> <li>• Scientific summary</li> <li>• Uploading an extensive CV</li> <li>• Including a list of publications</li> </ul> <p>To do this, the following conditions apply:</p> <ul style="list-style-type: none"> <li>• PhD candidate must have a signed TU/e Code of Scientific Conduct</li> <li>• PhD candidate must have completed the PROOF course on scientific integrity</li> <li>• In case of a foreign diploma, the letter “exemption from program requirement” must be uploaded in Hora Finita. <b>If this letter is absent, the promotor should immediately contact the examining board.</b></li> </ul> | Doctoral candidate in cooperation with promotor                               | <p>PhD Dashboard – Menu “Graduation phase” – Tab “Request start graduation phase”</p> <p>Promotor follows the link in the e-mail to approve request to start graduation phase</p> |
| At least 5 months in advance  | <p>Submit the proposal for the composition of the Doctorate Committee to the Dean of the Department.</p> <p>Follow the Doctorate Regulations to make sure you comply with the rules for the composition of the Committee.</p>  | Promotor  | <p>Promotor follows the link in e-mail or goes to PhD candidate’s dossier – Assessment to submit the composition of the Doctorate Committee</p>                                   |
| After start of graduation phase in Hora Finita and approval by the Dean | <p>See the website of Bureau P&amp;P 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 <a href="mailto:m.j.w.mulder@tue.nl">m.j.w.mulder@tue.nl</a>.</p> <p>Immediately thereafter: send an e-mail to Department Book Myspace <a href="mailto:reservations@tue.nl">reservations@tue.nl</a> for reservation of the reception location (<i>not mandatory</i>).</p> <p><b>DO NOT WAIT WITH FIXING A DATE UNTIL AFTER YOUR MANUSCRIPT HAS BEEN APPROVED.</b></p>   | <p>Doctoral candidate in cooperation with Bureau P&amp;P and Book Myspace</p> | <p>Bureau P&amp;P will finalize your date in Hora Finita; you will receive a confirmation e-mail</p>  |
| After submission of the composition of the Doctorate Committee          | <p>The request to start the graduation phase and the composition of the Doctorate Committee are discussed by the Doctorate Board. Doctoral candidate, promotor and Committee members receive written notice by e-mail from Hora Finita.</p>  | <p>The Board Bureau P&amp;P Doctoral candidate</p>                            | <p>Hora Finita will send a confirmation e-mail to PhD candidate, promotor, Doctorate Committee</p>  |

|  |   |   |   |
|--|---|---|---|
| <b>3 months in advance</b>               | Upload the draft dissertation in Hora Finita, for submission to the first promotor.   | Doctoral candidate in cooperation with promotor   | PhD Dashboard – Menu “Graduation phase” – Tab “Upload manuscript”                           |
| <b>3 months in advance</b>               | Promotor approves the draft dissertation in Hora Finita. The dissertation is then automatically sent to the Doctorate Committee for review.   | Promotor  | Promotor follows the link in e-mail to approve the draft dissertation                       |
|  | Contact the printer for <b>planning</b> the printing of the dissertation. The actual printing can take place after receiving approval of the dissertation and title page. 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. | Doctoral candidate in cooperation with printer/ Print service and Department (financial Department) | -   |
|  | Check if you have received the confirmation e-mail from Hora Finita about booking the date. <b>Without</b> email there is <b>no</b> date booked!  | Doctorate candidate   | The date can also be found under “My PhD”   |
| <b>Not later than 6 weeks in advance</b> | Approval Doctorate Committee of draft dissertation has been gathered in Hora Finita and approved by the Dean of the Department.   | Committee, Dean   | Hora Finita will send a confirmation e-mail to PhD candidate, promotor, Doctorate Committee |
| <b>Not later than 6 weeks in advance</b> | Submission of: <ul style="list-style-type: none"> <li>• <u>Short CV/biography</u>; short in a narrative form or in a schedule.</li> <li>• <u>English summary</u> of the dissertation <u>with</u> the English title of the dissertation above the text.</li> <li>• <u>Title page</u> (front and back side): adhere to the model title page as presented in Hora Finita.</li> </ul>   |   | PhD Dashboard – Menu “Graduation phase” – Tab “Submit title page”                           |
|  | The information mentioned above is submitted to the Rector, via Hora Finita. After approval by the Rector, no more changes can be made. They will appear in the dissertation exactly as they have been submitted.   | Bureau P&P Doctoral candidate   | Hora Finita will send a confirmation e-mail to PhD candidate                                |
|  | Dissertation can be printed.<br><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  | Doctoral candidate  | -   |

|  |  |   |   |
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|  | guidelines and duration) + submit final version dissertation at such a timely moment that dissertation is ready (for dispatch) 1 month before the defense ceremony. See for more information: <a href="#">requesting ISBN</a>  |   |   |
| <b>Printing the thesis</b>               | For information about printing the thesis see: <a href="#">Information about printing service</a><br>For ordering a sample booklet with different kinds of paper you can contact Dylan Reilly at <a href="mailto:info@adc-dereumaux.nl">info@adc-dereumaux.nl</a>  | Doctoral candidate                              | -   |
| <b>Immediately after that</b>            | Submit the digital version of the dissertation to the university library (DML) via Hora Finita: <ul style="list-style-type: none"> <li>• Upload the pdf of the dissertation.</li> <li>• Fill out statement of addition to Library.</li> <li>• Signed Approval for Embargo (if applicable).</li> </ul>                                | Doctoral candidate                              | PhD Dashboard – Menu “Graduation phase” – Tab “Submit dissertation” |
|  | Via Hora Finita, submit to the Science Information Officers of CEC the answers to the questionnaire publicity PhD research (as provided in Hora Finita) and public summary   | Doctoral candidate, CEC                         | PhD Dashboard – Menu “Graduation phase” – Tab “Publicity”           |
| <b>6 weeks in advance</b>                | Submit propositions to Bureau P&P via e-mail ( <b>not mandatory</b> ; see <i>Article 17 for guidelines</i> ), add the <u>promotor’s approval</u> to the propositions and <u>indicate</u> which propositions from outside the dissertation are of a scientific-technical nature and which ones of a general social nature.            | Doctoral candidate in cooperation with promotor | -   |
| <b>Immediately after that</b>            | Bureau P&P submits the propositions to the Rector and informs doctoral candidate. Print propositions and dispatch along with the dissertation.   | Bureau P&P, Doctoral candidate                  | -   |
| <b>Not later than 4 weeks in advance</b> | Send dissertation (and propositions, if applicable) <b>digitally</b> to the Doctorate Committee (via e-mail). Upload both in HF to the PhD Library. Send one digital version to Cursor: <a href="mailto:cursor@tue.nl">cursor@tue.nl</a>   | Doctoral candidate                              | -   |
| <b>Not later than 2 weeks in advance</b> | Send dissertation (and propositions, if applicable) <b>in hard copy</b> to: <ul style="list-style-type: none"> <li>• Doctorate committee.</li> <li>• DML: <b>two</b> copies, library information desk at MetaForum or via internal mail (MF 0.152).</li> </ul>   | 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 Book Myspace i.c.w. cancellation reservation of the reception room assigned earlier. | Doctoral candidate                              | -   |

|                                     |  |                    |   |
|-------------------------------------|--|--------------------|---|
|                                     | Plan technical tryout, e-mail <a href="mailto:reservations@tue.nl">reservations@tue.nl</a> .<br>Also, for questions about the equipment and hall (facilities). | Doctoral candidate | - |
|                                     | Prepare dress for defense ceremony session.<br>For dress rentals: see later in this information brochure.  | Doctoral candidate | - |
| <b>3 weeks in advance</b>           | If applicable, submit written motivation for “opposing from the hall” via the Bureau P&P (see Doctorate Regulations).  | Promotor           | - |
| <b>2/3 weeks after the ceremony</b> | Bureau P&P will send an email to the new doctor for dispatch of the ceremony photos.   | Bureau P&P         | - |

# General Guidelines for Defense Ceremonies from A to Z

## 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 P&P (cancellation reservation doctorate reception location) and to the Department Book Myspace (cancellation reservation reception location). Naturally, you will inform your promotor and the Committee members and the 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 the toilets in the Auditorium, the reception rooms (if available), the Toga room (to be left no later than 1 hour before the defense ceremony i.c.w. arrival of the beadle and Committee members).

## Correspondence address and changes of address

The correspondence address (internal and external) can be included in Hora Finita (when you are registered in the system). At first instance, correspondence will be sent to the internal TU/e address.

## Different location for the defense ceremony

Defense ceremonies are scheduled in Lecture Hall 4 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 are 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 promotor and the Dean must be obtained. Bureau P&P then submits the request to the Rector and after his approval it can be checked with Bureau P&P whether the alternative location is available.

## Dispatch of the dissertation

In addition to the dispatch of the final digital dissertation to the members of the Doctorate Committee (via e-mail, not later than 1 month before the defense ceremony), you must also supply the dissertation to:

- The university library (pdf at the latest 4 weeks before the ceremony (via Hora Finita), 2 hard copies at the latest 2 weeks before the ceremony).
- The Department of the candidate (ask at Department if this is required).

## Dress and protocol

The protocol takes place with or without two seconds. Besides, the dress code for Committee members is stated in the Regulations governing the conferral of doctor's degrees. The Committee members are also informed about this in writing (they receive the information via Hora Finita).

Dress code for the doctoral candidate and seconds: dress suit or dark suit, white blouse, black shoes. Any participants in the ceremony who are not from the Netherlands may also wear the attire that would be appropriate for a comparable occasion in their own countries. Please also discuss this 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 sent to Bureau P&P via e-mail. Bureau P&P will then submit the paragraph to the Rector.

### 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 the chairman

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

### Online & hybrid defense ceremonies

At present (April 2022), it is once again possible having a "normal" defense ceremony. All committee members are allowed to be present, and audience is welcome (85 people max).

If wanted, the defense ceremony can be held in a hybrid way. The Doctorate Committee will be partially at the TU/e and partially online. If the candidate prefers an online defense, this can also be arranged. For more information about online and hybrid defense ceremonies you can contact [m.j.w.mulder@tue.nl](mailto:m.j.w.mulder@tue.nl).

### 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 P&P. After receipt of the photos (approx. 14 days after the defense ceremony) Bureau P&P will contact you; the photos, a gift, can from that time be collected from Bureau P&P and/or sent to your address.

### Propositions with dissertations and/or technological designs

The intention of the propositions 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 based on the following subjects:

- Offshoots and perspectives of the dissertation or technological design itself
- Ancillary results, which 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 propositions 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 propositions too closely with the subject of his/her dissertation or technological design, there is a requirement that at least 6 propositions should be supplied which do not relate to the subject of the dissertation. Four of these propositions must be of a technical-intrinsic nature and two of a general social nature. The propositions must, if possible, be accompanied by references to relevant literature or acknowledgements.

It is not compulsory to draft propositions. If the inclusion of propositions is decided on, they must be submitted to Bureau P&P 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 propositions must (on the first page) bear the signature of the promotor (approval can also be sent to Bureau P&P by e-mail). In addition, it must be indicated on the first page of the propositions which propositions not relating to the dissertation: are of a technical-intrinsic nature (at least 4) and which propositions 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 P&P. The propositions can be printed and distributed along with the dissertation.

### **Reception**

While not obligatory, it is customary to hold a reception after the defense ceremony session has ended. After Bureau P&P sets the defense ceremony date, the doctoral candidate can apply for a reception location with the Department Book Myspace, e-mail [reservations@tue.nl](mailto:reservations@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 [website PhD office](#). 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 no 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 promotor 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 Book Myspace 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 Book Myspace, [reservations@tue.nl](mailto:reservations@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.

### **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 promotor to take care of this.