Appendix 5

PROTOCOL FOR THE PHD CEREMONY

Below is a summary of the protocol.

1. The PhD ceremony takes place in public, in the presence of the Doctorate Board and/or the PhD Examining Committee, at a time determined when the candidate is admitted to the PhD ceremony.

2. PhD ceremonies are held in the University of Groningen's auditorium at Broerstraat 5 in Groningen. In unforeseen circumstances, PhD ceremonies may be held elsewhere.

3. The discussion is a dispassionate academic discussion. No disturbances from the audience other than opposition are permitted.

4. During the PhD ceremony the Chair, the (co) supervisor(s), members, and guests of the PhD Committee must wear the clothing prescribed by protocol, even if they attend the ceremony online:

    - Professors and associate and assistant professors with the *ius promovendi* who act as the primary supervisor or are part of the PhD Examining Committee: gown and cap; sombre black clothing and black shoes. If a shirt is worn, it must be white.
    - The other committee members wear sombre black clothing and black shoes. If a suit is worn, it must be combined with a white shirt.
    - External professors wear their own gowns and caps. If they do not have their own gown and cap, these professors shall wear a gown and cap on loan from the University of Groningen, or they shall wear sombre black attire and black shoes. If a shirt is worn, it must be white.
    - PhD candidates and the two assistants ('paranymphs') should wear appropriate ceremonial attire. This is preferably a dress suit with white vest and bow-tie, a national costume or other clothing in muted colours.

5. Before the PhD ceremony, the Doctorate Board, chaired by the Rector Magnificus or their deputy, meet in the Curators' Room in question. In this meeting, the Rector Magnificus draws up a list of the opponents, agrees after consulting with them on an order in which they will speak, divides the speaking time and designates a secretary for the committee.

6. The PhD candidate and both assistants must be present about 30 minutes before the beginning of the ceremony and report at the reception in the hall of the Academy Building. The beadle (*pedel*) waits for the PhD candidate and the assistants in the foyer of the Academy Building and takes them to one of the Faculty Rooms. The beadle then gives a short introduction to the protocol to the PhD ceremony. If necessary, they can change in this room, which is locked during the ceremony.

7. A few minutes before the ceremony begins, the beadle takes the members of

the PhD Examining Committee, the supervisors, and the co-supervisors to the auditorium. The primary supervisor walks on the right side of the Rector Magnificus.

8. The beadle announces the arrival of the Board in the customary way at the entrance to the auditorium:

'The Doctorate Board'.

9. The members of the Doctorate Board, the *emeritus* professors, and the guests take their seats; the Rector Magnificus and the secretary behind the left-hand table, the supervisor behind the right-hand table, the opponents as much as possible directly behind those tables in the other seats, the other individuals in the second and subsequent rows behind the two tables. In principle, the caps are taken off. *

10. Then the beadle goes to fetch the PhD candidate and the assistants and brings them to the auditorium. Order: beadle, first paranymph, PhD candidate, second paranymph. The first paranymph may carry the PhD thesis, a writing pad, and pen to make notes and possibly some literature that the PhD candidate may wish to consult during the discussion.

11. In the auditorium, they stand together (with the PhD candidate in the middle) opposite the Rector Magnificus and the Doctorate Board and bow simultaneously, once to the left to the Rector, then once to the right to the supervisor.

12. Then the Rector Magnificus (wearing their cap) stands up and says: 'Esteemed PhD candidate, the Doctorate Board of this University, represented by us, has read your PhD thesis and the accompanying propositions and we are ready to hear you defend it. Please take your seat.'

The Rector sits down and, in principle, takes off the cap.

13. The PhD candidate takes a seat behind the small table. The documents brought by the first paranymph for the PhD candidate are placed on the table. The assistants take their seats on the chairs reserved for them, the first to the left and to the right of the centre aisle.

14. Then the defence starts, with the Rector Magnificus or their deputy acting as chair.

If questions from the audience have been submitted at least three weeks before the defence, these may be dealt with as follows. The Rector Magnificus invites the opponent or opponents from the room to take a seat behind the table and calls upon them to speak.

After the opponent has asked their question and explained it briefly if necessary, the Rector Magnificus says:
'Esteemed PhD candidate, I call upon you to answer the question asked concisely'.

After the question from the opponent from the room has been answered, the Rector Magnificus says:

'I now call upon Professor……'(*etc.*)

After exactly 45 minutes, the beadle enters and says in a clear voice: 'Hora finita'.

The discussion taking place at that moment is concluded as quickly as possible. Then the Rector Magnificus says:

'The Doctorate Board will withdraw for some time to consider its decision'.

15. The Rector Magnificus will then suspend the ceremony so that the Doctorate Board can consider its verdict. Escorted by the beadle, the PhD Examining Committee and the other members of the procession leave the auditorium. These other members attend the deliberations of the PhD Examining Committee as observers, unless the Rector Magnificus decides then and there that the deliberations will be closed.
The PhD candidate and assistants are escorted back to the Faculty Room by a member of staff of the Porter's Office.

16. In the course of the deliberations, a decision is made regarding the PhD. If a proposal has been made to award the PhD with the *cum laude* distinction, a written ballot is held. Only the members of PhD Committee may vote. The Chair, the supervisor(s) and co-supervisor(s), and the experts may not vote. The proposal is rejected if more than one member votes against it. Members must vote either in favour of or against the proposal. Abstentions are not permitted. At the end of the deliberations, the certificate is signed by the Rector Magnificus, the secretary, and the supervisor(s).

17. After the deliberations, which must be as brief as possible, the beadle escorts the Doctorate Board back to the auditorium. When all have taken their seats, the beadle also escorts the PhD candidate and the assistants back into the auditorium. They make their way to the tables of the Doctorate Board. The PhD candidate stands behind the small table, whilst the assistants take their seats in the chairs reserved for them.

18. As soon as they are standing in front of the Board, the Rector Magnificus puts their cap on and says, standing:

'Esteemed candidate, the Doctorate Board of this University, represented by us, after reading your PhD thesis and the accompanying propositions and after hearing you defend it, has decided to award you the doctorate at the University of Groningen which you desire.'

If the *cum laude* distinction has been awarded, the Rector Magnificus adds:

'And because of …for example, your exceptionally meritorious PhD thesis (and your excellent defence), with the highest distinction from the faculty for your studies, namely *cum laude*.

19. The Rector Magnificus continues:

'Your (primary) supervisor, Professor ……., is authorized to award you this honour in the customary fashion.'

The Rector sits down and, in principle, takes off the cap.

20. The supervisor puts their cap on, stands up, and says:
'I am happy to accept the task assigned to me by the Rector Magnificus.'

After these words, the supervisor in principle takes off their cap to speak to the PhD candidate, starting as follows:

'However, before performing this task, I would like to address a few personal words to you.'

This is followed by the *laudatio* (maximum of six minutes), given by the supervisor or the day-to-day supervisor.

When this is finished, the supervisor puts their cap back on, invites everyone to stand and, when everyone has risen, says the following:

'By virtue of the powers vested in us by law, in accordance with the decision of the Doctorate Board of this University, I, ... promote you, ..., to the title of Doctor and grant you all the rights associated by law or custom with a doctorate at the University of Groningen.' Do you, as a Doctor, promise to act in accordance with the Netherlands Code of Conduct for Research Integrity 2018 of the Universities of the Netherlands both now and in the future?'

The PhD candidate replies: 'I promise.'

After the supervisor has asked those present to take their seats again, the supervisor remains standing and continues:

'Now that I have performed the task assigned to me, let me be the first to congratulate you on your PhD (with distinction) and to address you as "Doctor".'

After congratulating the new Doctor, the supervisor returns to their seat, sits down, and, in principle, takes off their cap.

The Rector Magnificus stands up, puts on their cap and says:

'As proof of this PhD, (awarded with distinction), I will present you with this certificate, signed by the Rector Magnificus, secretary, and supervisor(s) and sealed with the Grand Seal of the University. But before doing so, very learned Scholar, Dr. ..... (name of PhD candidate), it is my pleasant duty to congratulate you, also on behalf of the Doctorate Board of this University, on the degree you have been awarded.'

(Shakes hands with the new Doctor, is given the certificate by the secretary, hands it to the new Doctor, and returns to their seat).

Rector Magnificus: 'I now declare this ceremony closed.' (Taps the gavel).

Then the beadle escorts the Doctorate Board to the reception area or, if the reception is not being held in the Academy Building, back to the Faculty Room. A staff member of the Porter's Office will then escort the new Doctor, the assistants and the family to the reception area or to the Faculty Room.

21. In principle, the ceremony is conducted in Dutch. However, if one or more members of the PhD Committee do not speak Dutch, the majority of the ceremony takes place in English. At the supervisor's request, the ceremony

may be conducted completely in English. This request must be submitted to the Dean.

During the PhD ceremony, the following forms of address will be used:

Chair	: 'Honourable Rector'
Supervisor	: 'Highly esteemed supervisor'
Co-supervisor	: 'Very learned opponens'
Professors	: 'Highly learned opponens'
Other members of the committee and experts	: 'Very learned opponens'
PhD candidate	: 'Esteemed PhD candidate'

Reception

A reception may be held after the PhD ceremony.