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# 2018 Joint Doctorates Operational Regulations (cf. 2014 Doctorate Regulations)

**adopted by the UvA Doctorate Board (*College voor Promoties*) in its meeting  
of 25 September 2018**

## Background

Article 6 of the 2014 Doctorate Regulations sets out a framework for the decision-making process regarding joint doctorates. This article states the following:

1. At the University, a joint doctorate can be awarded on the basis of the defence of a doctoral thesis in the presence of the Doctorate Board or the Doctorate Committee appointed by the Doctorate Board.
2. The conferral of the doctorate shall be carried out by the Doctorate Board, together with a comparable body within the partner institution(s).
3. A joint doctorate can only be conferred by the University with the written consent of the Rector Magnificus. For this purpose, the intended supervisor and the Dean of the faculty within which the supervisor is appointed must submit a written request for a joint doctorate to the Doctorate Board.
4. This request will include an explanation of the content and composition of the programme for the joint doctorate, and will demonstrate that the doctoral thesis will be prepared by means of a formal partnership with the partner(s). The partner(s) will make a substantial contribution to the doctoral programme.
5. The joint doctorate will be arranged by means of a partnership agreement between the University and one or more partner institutions.
6. In the case of a joint doctorate, the doctoral candidate will conduct the research under the responsibility of a supervisor at the University and a supervisor (or the foreign equivalent thereof) from each partner institution with which the partnership referred to in the previous clause has been made.
7. The joint doctorate will, as far as possible, proceed in accordance with the relevant regulations of the partner institutions.
8. Notwithstanding these Regulations, in certain cases the Rector Magnificus, in his/her capacity of chairperson of the Doctorate Board and by mandate of the Doctorate Board, can make further agreements with the partner institution(s), where appropriate. The Doctorate Board will elaborate such arrangements further in a separate set of regulations.
9. In the case of a joint doctorate, the doctoral thesis will require the approval of a Doctorate Committee formed in consultation with the partner(s). At least one of the supervisors on this committee will be from the University.
10. At the start of the joint doctorate programme, it will be agreed where the defence ceremony will take place. For the defence ceremony, the rules of the partner institution at which the ceremony will take place will be respected as far as possible.
11. As evidence of the conferral of a joint doctorate, the candidate will receive a certificate. The form of this certificate will be determined in consultation with the partner(s).

In addition, the joint doctorate is mentioned further in Article 10.5 of the Doctorate Regulations:

No more than two professors may act as supervisors for a single doctoral thesis, with the exception of joint doctorates where there are more than two partner institutions.

### Timing of the joint doctorate

Just as the exemption from the legal educational requirements (where necessary – see Article 8 of the Doctorate Regulations) and the admission to the doctoral programme (Article 9.3), the joint doctorate must be agreed at the start of the doctoral programme. A grace period amounting to a maximum of one year will apply; **the Dean must have made a formal request for the conferral of a joint doctorate within a year after the start of the doctoral programme** by submitting a request form in the manner described below, along with the complete documentation required. If this request is not made, the option of pursuing a joint doctorate with the University of Amsterdam as a partner will no longer be available. The partnership agreement must be signed within a year of the date on the Dean's request form.

### Work process

#### Initial coordination with the Secretariat to the Doctorate Board

It is advisable to coordinate preliminary joint doctorates or preliminary plans with the Secretariat to the Doctorate Board as soon as possible. To do so, the faculty contact person can contact the Secretariat directly on the Dean's behalf. Together, they will explore the following items:

- familiarity and prior experiences with the partner institution;
- formal feasibility of a joint doctorate (under the laws and regulations of the partner institution/country);
- candidate admissibility quick scan, if the candidate does not or is unlikely to meet the legal educational entry requirements;
- up-to-date 'empty' draft partnership agreement;
- assistance with the preliminary coordination of the examination/defence possibilities.

#### Formal request for a joint doctorate

Pursuant to the Doctorate Regulations, the Dean must subsequently submit a fully completed request form to the Rector Magnificus (in her/his capacity as the Chairperson of the Doctorate Board) as soon as possible. This request should briefly touch on the following items. The faculty must complete the file with the details/documents referred to below. Note that the form itself must be signed by the Dean with a pen. The other documentation should ideally be supplied in digital form.

1. Request from the Dean, briefly substantiating the added value of the joint doctorate (compared to 'normal' external supervision)
2. Name and prior education of the doctoral candidate  
Add the doctoral candidate's personal details, curriculum vitae and a copy of the degree certificate (as proof of prior education).  
If the doctoral candidate does not meet the legal educational requirements as laid down in Article 7.1, a quick scan should be carried out on all appendices that must be added to a request for an exemption (Article 8). It is not necessary at this stage to submit originals or certified copies of degree certificates; however, translations must be submitted for those documents explicitly mentioned on the exemption form.
3. Name and place of the partner institution(s) and a brief description of the research group  
If applicable, you should also use this space to provide more details about how the joint doctorate will be embedded in an existing partnership between collaborating research groups.

4. Name and titles of the supervisor and any co-supervisors from the UvA and the partner institution(s)

Given that each partner institution should supply a supervisor (who has the *ius promovendi* or a local equivalent), the requirement that there should be two supervisors will have been met at any rate. In addition, a maximum of two co-supervisors may be appointed.

5. Title/name of the research project and a brief description of its contents

This description should include an workplan (or a link to the plan), which should in any case include the following:

- description of the research contents;
- supervision plan for the university and the partner institution(s);
- planning schedule for the research (specifying the time in months that the doctoral candidate will spend at the university and the partner institution(s)). This schedule is subject to the **general requirement that a substantive part of the research should be carried out at both institutions** (i.e. the researcher becomes part of the academic community as opposed to being supervised 'externally');
- if applicable, a description of the training programme that the doctoral candidate will take, specifying the institution where the various components will be taken;
- the language in which the doctoral thesis will be written.

If this language is neither Dutch nor English, the file must contain a request for permission to use another language, pursuant to Article 15.4. This request must take explicit account of the possibility of appointing a Doctorate Committee that complies with the requirements of these Doctorate Regulations and whose members have sufficient ability in the language in question to be able to assess the doctoral thesis.

6. Proposed defence location and language

To avoid any disputes after the fact, the defence location should be agreed at the start of the doctoral programme. This location should be determined primarily for substantive reasons (as opposed to funding considerations). The defence language is subject to the same requirements as the thesis language (i.e. the fifth bullet point under Item 5 above and Article 36.3 of the Doctorate Regulations).

7. Doctorate Regulations and official contact person of the partner institution(s)

Information about the Doctorate Regulations of the partner institution(s), with a link to these Regulations (or a note that the document will be submitted by email) as well as the name and address of an official contact person.

8. Draft partnership agreement (as an appendix) with as many specific details as possible already completed, at the very least covering the items already touched on by the Dean and an explanation of any points of contention with the partner institution(s).

Please note: do not submit a draft or final partnership agreement that has already been signed!

### Assessment

Given that the Dean's request is subject to the Doctorate Regulations and is addressed to the Doctorate Board, responsibility for assessing the request lies with the Office of the Rector. As

regards the admissibility of the doctoral candidate (Item 1), the Secretariat to the Doctorate Board will carry out a quick scan of the details supplied (if this scan was not already carried out during the initial coordination between the faculty and the Secretariat to the Doctorate Board).

If the request has been submitted in line with these Implementing Regulations, the file is complete and the doctoral programme meets the requirements in the Doctorate Regulations (Article 6), the Secretariat to the Doctorate Board will inform the faculty contact person directly.

#### **Elaboration and finalization of the partnership agreement**

Following assessment of the request, the Secretariat to the Doctorate Board will elaborate the partnership agreement further. Depending on the differences between regulations and any points of contention, this process may be complex and time-consuming. Finally, the agreement is signed.

#### **Admission to the doctoral programme**

Once the partnership agreement has been signed by all parties, the doctoral candidate must be exempted from the legal educational requirements on the basis of original degree certificates and submit a request for admission to the doctoral programme (pursuant to Article 9 of the Doctorate Regulations).

#### **Degree certificate and defence**

The partnership agreement should contain a broad outline of the defence process and the design of the degree certificate. This information will be reassessed with the partner institution by the Office of the Beadle and further specified/amended (if required) nearer the date of the defence.

#### **Schematic checklist**

	Faculty	CvP	Beadle	
Initial coordination with partner institution	x			
Coordination with CvP	x			
Formal request from Dean	x			
Assessment of Dean's request		x		
Elaboration of partnership agreement		x		In consultation with faculty and partner institution(s)
Coordination of agreement signing		x		Agreement only validated by the UvA once signed by rector
Exemption from educational requirements		x		Doctoral candidate remains responsible for submitting form and correct (original) documents
Admission to doctoral programme		x		Through submission of form and in line with partnership agreement
Composition of Doctorate Committee	x	x		
Defence preparation	x	x	x	
Degree certificate design			x	In consultation with partner institution(s)
Degree certificate preparation and award			x	



ceremony				
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**Appendix**

Joint doctorate request form (can be requested from the Secretariat to the Doctorate Board by emailing CvP-bb@uva.nl)