

#### Request for information on degree ceremony by chair, to be provided by the first supervisor This version is from December 21, 2021

Subject promotion of XXXX, dated XXXX

Dear XXXX,

I am chairing this promotion. In preparation for the promotion, I have a number of questions for the promoter. Some questions are intended to help the promoter; I will hear the answers in due course as far as they are relevant to the promotion. For other questions (marked in red) I would like to hear the answers prior to the promotion. A few days in advance is sufficient.

The promoters

1. Who are the promoters?

2. Who among the promoters performs the promotion? Who will do the laudatio?
Note. The laudatio is a maximum of five minutes

3. Is the task of secretary (= promoter) of the meeting of the doctoral committee known?
Fill in one page of the book; after the decision, sign this page.

The PhD candidate

4. Has the PhD candidate sent copies of the dissertation to the opposition?
Note. The opposition will bring their own copy; there are no copies ready in the meeting room.

5. What is the language of the doctoral ceremony?

* English
* Dutch
* Mixed or other, namely:

6. Will the PhD candidate give a presentation of the dissertation?

* Yes, with powerpoint or similar
* Yes, without powerpoint or similar
* No

7. (If presentation): Does the PhD candidate know that it is 10 minutes maximum?

8. Has the PhD candidate held a trial promotion?

9. Does the PhD candidate know that the opposition is addressed as “learned opponent”?

10. Is there a reception in an adjacent room?
If not: the PhD candidate can be congratulated at the bust of Kuyper.

11. Are there any details about the PhD candidate or the dissertation that are important for the smooth running of the ceremony?

The composition of the doctoral committee and opposition

12. Do all members of the dissertation committee oppose?
Note. At least three members must be present. They have a decision-making vote.

13. Are there other opponents, who were not members of the promotion committee?
Note. A total of at least five members of the opposition are present. ‘Other’ opponents only have an advisory vote.

14. What is the order of the opposition?
Please list the names in order of opposition, indicating for each member (if applicable:) the teaching assignment (‘leeropdracht’) and affiliation (university and if not obvious: town, country).

* If a member of the Doctorate Committee cannot be present, he or she will be replaced.
* The ‘other’ members of opposition have PhD. Their participation in the opposition requires approval by the chairperson of this meeting (i.e. ,the rector, the dean or her/his replacement).
* The (co-)promoters are excluded from the opposition.
* The ‘other’ members of the opposition are capable
	+ of assessing (possibly a specific part of) the dissertation,
	+ of mastering the question,
	+ of entering into a debate with the candidate as an opponent, and
	+ of independently assessing the quality of the candidate’s answer (and also the answers to questions from other opposition members).

It is therefore not permitted that ‘the question of the absent member of the Doctorate Committee is read out’. The idea for a question posed by the attending opponent may have been obtained from someone else.

* Professors are only required to state their affiliation with a university (because of the granting of the ‘ius promovendi’), even if they are emeritus. For all other opponents, one affiliation is mentioned (if they have more affiliations, preferably those at a university).

The organization of the doctoral committee and opposition

15. Have you invited the opposition? Note. The faculty office has no role here. The supervisor (in case of more supervisors, the first VU supervisor) arranges communication with the opposition

16. Are the opposition’s questions aligned?

17. Has the opposition been instructed on how to oppose?
Start with “By authority of the rector magnificus and in my own right, …” or “Op gezag van de rector magnificus en krachtens mijn recht, …”; ask questions about 3 minutes; answer remaining time; interruption allowed, in good discussion style; please have reserve questions.

18. The candidate is addressed formally, i.e. “esteemed PhD candidate” or “esteemed candidate”.

19. Is the opposition familiar with the dress code?

* Professors and promoters wear a toga and beret. Under the toga they wear dark socks/stocking, shoes and clothing. Copromoters and opponents who are not professors wear dark clothing appropriate for the occasion. That means no jeans, no sneakers. In the case of online promotions, wearing a toga and beret is not always possible, in which case professors also wear dark clothing appropriate to the occasion. That means shirt and tie, no sweaters and no T-shirts.
* Professors and promoters wear a gown and beret, preferrable the gown of their university --otherwise Vrije Universiteit is able to provide you with one. Under the gown they wear dark socks/stocking, shoes and clothing. Copromoters and opponents who are not professors wear dark clothing appropriate for the occasion. That means that jeans and sneakers are not appreciated.
* In the case of an online defense, wearing a gown and beret is not always possible, in which case professors also wear dark clothing appropriate to the occasion. That means shirt and (for men) tie; sweaters and t-shirts are not appreciated.

20. Does the opposition know where they need to be at what time?
Standard: the meeting of the Doctorate Committee starts 25 minutes before the start of the ceremony in 2D-02 = Forum Room; gown and the like must be arranged for this.

Kind regards,