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|  | **Proposal for the designation of a Doctorate Committee**[[1]](#footnote-1)  This version is from October 8, 2024  Propose the composition of the committee to the Graduate School ([graduate.school.fsw@vu.nl](mailto:graduate.school.fsw@vu.nl)) using this form. The Graduate School will do a preliminary check to ensure that the proposed committee adheres to the regulations. After approval of the manuscript in Hora Finita by all supervisors, the first supervisor fills in the composition in Hora Finita for approval of the Dean. |

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| PhD candidate |  |
| Title manuscript |  |
| Supervisor submitting the proposal[[2]](#footnote-2) |  |
| Other supervisor |  |
| Co-supervisor(s) |  |
| Date of submission |  |

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| Name (with titles[[3]](#footnote-3)) | Affiliation[[4]](#footnote-4) | Explanation[[5]](#footnote-5) | Email address | Position | Holding PhD | Gender | Full professor[[6]](#footnote-6) | Has ‘ius’[[7]](#footnote-7) | Employed[[8]](#footnote-8) | | | Co-author of article in dissertation | Conflicting interests[[9]](#footnote-9) |
| at dept.[[10]](#footnote-10) | at FSS | at VUA |
| yes/no | F/M | yes/no | yes/no | yes/no | yes/no | yes/no | yes/no | yes/no |
|  |  |  |  | Member 2 | yes |  |  |  |  |  |  |  | no |
|  |  |  |  | Member 3 | yes |  |  |  |  |  |  |  | no |
|  |  |  |  | Member 4 | yes |  |  |  |  |  |  |  | no |
|  |  |  |  | Member 5 | yes |  |  |  |  |  |  |  | no |
|  |  |  |  | Member 6 | yes |  |  |  |  |  |  |  | no |
|  |  |  |  | Chair | yes |  |  | yes[[11]](#footnote-11) |  |  | yes |  | no |
| Criterion | | | | At least five[[12]](#footnote-12) | Applies to all[[13]](#footnote-13) | At least one woman, one man | At least two | Majority | No more than one | At least one, no more than two | At least two not | One member may have co-authored one article; others none | None |

1. According to the VU Doctorate Regulations, October 1, 2024, Article 13. Values already entered are mandatory. Consult the regulations for exceptions. [↑](#footnote-ref-1)
2. Responsible for establishing all requirements. [↑](#footnote-ref-2)
3. A ‘lector’ at a university for applied sciences does not bear the title of professor. For a member from abroad, the general rule is that they must be full professor to bear the title of professor. If in doubt, seek advice. An emeritus professor has the title of ‘em. prof.’. [↑](#footnote-ref-3)
4. If affiliated with a university, give only the university affiliation. For a full, endowed or emeritus professor, report only the chair and the name of the university. For others, state the field of expertise and the name of the university or (research) institute. If none of the above applies, then only mention the expertise. Please do not use abbreviations but write out affiliations in full. [↑](#footnote-ref-4)
5. Article 13, paragraph 1: ‘The first supervisor will submit a proposal with suggested names of doctorate committee members supported with reasons’. Explain only when the stated expertise is not obvious. [↑](#footnote-ref-5)
6. Full professor. An endowed professor counts as a full professor. A ‘lector’ at a university for applied sciences and an emeritus professor do not count as a full professor. [↑](#footnote-ref-6)
7. ‘Ius promovendi’. A full or endowed professor has ius promovendi. Ius promovendi may have been given to an associate professor (UHD) by Vrije Universiteit Amsterdam or another Dutch university. The ‘ius’ of an emeritus professor or retired or departed employee is valid five years after they leave the university. [↑](#footnote-ref-7)
8. Employment. An endowed professor counts as employed. An emeritus professor or retired or departed employee is not employed. FSS is Faculty of Social Sciences at VUA. VUA is Vrije Universiteit Amsterdam. [↑](#footnote-ref-8)
9. Article 4: ‘The following persons cannot be members of the supervising team or members of the doctorate committee: a. the partner of the PhD candidate, supervisor, or co-supervisor; b. first or second-degree relatives, by blood or by marriage, of the PhD candidate, PhD supervisor, or co-supervisor; c. other persons whose relationship with the PhD candidate is such that their independence or impartiality could be called into question’ [↑](#footnote-ref-9)
10. The department or institutional unit of the PhD candidate or the supervisor(s). [↑](#footnote-ref-10)
11. A full professor or another staff member of the university who holds the ius promovendi,or a professor holding an endowed chair at the university. [↑](#footnote-ref-11)
12. We suggest proposing six members. When seven, insert a row. Please place them in order of opposition. The chair (member 1) is usually the last opponent. [↑](#footnote-ref-12)
13. Article 13, paragraph 4: ‘If so proposed by the first supervisor with supporting reasons, the dean may decide to appoint an advisor to the committee who does not hold a doctorate, such as an expert from an arts organisation, the business community or civil society organisation’. [↑](#footnote-ref-13)