

PROTOCOL DEFENCES LEIDEN UNIVERSITY

DRAWN UP BY THE DOCTORATE BOARD AND THE BEADLE'S OFFICE. ADOPTED BY THE CENTRAL CRISIS TEAM, EFFECTIVE 25 SEPTEMBER 2021.

NOTE: In accordance with the present covid rules, no more than 150 individuals are allowed in the Great Auditorium of the Academy Building at a time. In the Senate Room the maximum number is 75 individuals. **Please reconfirm the actual situation beforehand with Beadle Van Zuylen (071-527 7203).**

1. Defences will be conducted in or from the Grand Auditorium or the Senate Room, on the previously agreed date.
2. Defences can be conducted either entirely on-line, or during a ceremony in the presence of attendants as specified under 3.
3. A limited group of persons is allowed to attend the defence in person. In all cases this group includes:
 - a. The chairperson of the Opposition Committee
 - b. The supervisor(s)
 - c. The Secretary of the Opposition Committee
 - d. The other members of the Opposition Committee
 - e. The candidate
 - f. Two paronymphs
 - g. The Beadle
 - h. The technician
 - i. In addition to this, guests of the candidate may be present, to the amount so as to not exceed the maximum allowed number of people in the room.
4. Members of the Opposition Committee, other than the Secretary, can choose to participate on-line.
5. The customary dress code applies for those attending in person.
6. The defence can be viewed live via webcast on the University's website (<https://www.universiteitleiden.nl/wetenschappers/livestream-promotie>). In addition, all defences are recorded on video. This recording will afterwards be made available to the candidate.
7. A week and a half prior to the defence, the supervisor sends the beadle a full list of the Opposition Committee. The names of the committee members should be supplied using the following format: [title] [initials] [surname] [affiliation] [language in which the member will present his or her opposition, if not Dutch] [if applicable: secretary] [if applicable: will deliver the eulogy] [email address]. The committee members must be listed in the order in which they will present their opposition. The time allocated to each opponent for his or her question must be stated.
8. On Friday in the week prior to the online defence, the Beadle's Office will send all participants an invitation, which includes a description of the protocol, a list of members of the Opposition Committee and, for those who will participate on-line, a link to the video conference with a brief instruction for use. In addition, the invitation specifies the link to the livestream of the defence.
9. Fifteen minutes before the start of the defence, the beadle opens the video conference for all on-line participants. This enables all participants to check whether their video and sound connection work properly. The beadle briefly reiterates the procedure for the participants.

10. Not later than 15 minutes before the official start of the defence, the candidate presents himself/herself at the Beadle's Office. Should he/she have chosen to participate via videoconference, the candidate is temporarily placed in a virtual waiting room at this time. The chairperson explains the procedure of the defence once more to the committee.
11. Five minutes before the start of the defence, the beadle escorts the candidate to the Auditorium. In case of on-line participation, the candidate is added to the main conference again. Two paranymphs are allowed in the room with the candidate, provided that (where relevant) they observe the distance requirement of 1.5 metres. The paranymphs do not individually participate in the video conference. The candidate should have an ID at hand, but will not usually be asked to identify him or herself. If so requested, the candidate uses his/her camera to offer a view of the room he/she is seated in.
12. When all participants are present, the Beadle starts the livestream and the recording at the agreed time.
13. The chairperson opens the ceremony with a word of welcome and starts the questioning.
14. After 45 minutes, the beadle announces 'hora est'.
15. The candidate is escorted to a separate room, or, in case the candidate participates on-line, he or she is temporarily returned to the virtual waiting room.
16. The livestream and recording are paused.
17. The chairperson opens the deliberations.
18. On the chairperson's sign, the beadle escorts the candidate and guests back into the Auditorium, or readmits the candidate to the main conference.
19. The livestream and recording are resumed.
20. The chairperson reopens the session and addresses the candidate. The standard text is spoken.
21. The chairperson gives the floor to the supervisor for the eulogy.
22. The chairperson closes the ceremony and the committee members have the opportunity to congratulate the candidate.
23. The video conference is closed and the livestream and recording are stopped.
24. The recording is available within two working days and the Beadle's Office notifies the participant by email from where and how he or she can download the recording.
25. The secretary completes the promotion form.
26. The certificate and its English translation will be signed immediately after the conclusion of the defence by the chairperson, the secretary and the supervisor and will be handed to the successful candidate. If the defence was conducted on-line by the candidate, the supervisor can hand over the certificate at a convenient time. Alternatively it can be agreed that the diploma is collected from the Beadle's Office.
27. After the defence, the English translation of the certificate will be handed to the new doctor, or sent to him or her by mail or email.

**IF YOU HAVE ANY QUESTIONS REGARDING THIS PROTOCOL, PLEASE CONTACT BEADLE VAN
ZUYLEN T: 071-527 7203 OR VIA E-MAIL: e.w.m.van.zuylen@bb.leidenuniv.nl**