



# Vademecum

for Professors of Wageningen University & Research

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# Forword

The Wageningen Organisation of Professors and partners, WUgenoten, cordially congratulates you on your appointment as professor of Wageningen University & Research. With this appointment as professor, three major changes in your career are awaiting you. From this point on, you have the authority to have the final responsibility to supervise young academics in their PhD studies and to act as their promotor. In addition, you are expected to carry out other official duties inside and outside the university. Finally, as professor you have a high visibility within and beyond Wageningen University & Research.

Being professor at Wageningen University & Research there are some formalities you should be aware of and some guidelines and practical issues to be considered. This small booklet, called the VADEMECUM for Professors of Wageningen University & Research, provides information to assist you in operating as professor within or beyond our institution.

**WU**  
GENOTEN

The following major aspects are further detailed in this booklet:

- Your duties as principle PhD supervisor and as promotor
- Your inaugural address (and farewell address)
- Your protocolled dress code
- Your presence at the opening of the academic year and the Dies Natalis of the university
- Values and norms as a professorial academic





The text of this booklet is prepared by WUgenoten, in close consultation with the Rectorate of Wageningen University & Research. The WUgenoten has final responsibility for the form and content of this booklet, although it is endorsed by the Rector Magnificus. In case of any doubt on a certain issue, please consult us or the rector's office.

When newly appointed, Wageningen professors and their partners automatically join the WUgenoten and enjoy the benefits of this organisation, unless they indicate otherwise. More information is available through our website [www.wugenoten.nl](http://www.wugenoten.nl) or through executives of the WUgenoten.

The first edition of this VADEMECUM was written in 2006 (in Dutch) under the leadership of our former Rector, Professor Cees Karssen, and a revision was made in 2010. This third version has been completely renewed and is

now (only) in English to be in line with Wageningen University & Research being an international institution for science and education and to serve our international professors. A digital version is available through the website of the WUgenoten ([www.wugenoten.nl](http://www.wugenoten.nl)) and Wageningen University & Research ([www.wur.nl](http://www.wur.nl)).

We are grateful to Wageningen University & Research and particularly our current Rector Magnificus, Arthur Mol, for their royal support for this VADEMECUM.

We hope you enjoy being professor at Wageningen University & Research and that this VADEMECUM is helpful for you. Any comments or suggestions are welcome.

Wageningen, December 2016

*Edith Feskens*  
Chair of WUgenoten

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# 1 Short history and organisation of Wageningen University & Research

Wageningen University & Research evolved from a National Agricultural College (Rijkslandbouwschool) founded in 1876 to improve the quality of Dutch Agriculture. On March 9, 1918 the institution was upgraded into a national school for higher agricultural education (Rijks Landbouw Hooge School of Landbouwhogeschool), with rights equivalent to universities. It formally received university status in 1986 to bring Wageningen University & Research and other technical universities in line with comprehensive universities ([www.wur.nl/en/About-Wageningen/History-of-Wageningen-University-Research.htm](http://www.wur.nl/en/About-Wageningen/History-of-Wageningen-University-Research.htm)). In 2018, Wageningen University & Research will therefore celebrate its 100 years anniversary as a university, its Centennial.

Wageningen University & Research



Source: Archives WUR

encompasses the university and associated research institutions. Both organisations have the same board of three members: the chairperson (CEO), the Rector Magnificus (RM) and the chief financial officer (CFO). The RM is vice-president of the University Board and responsible for research and education, including professorial appointments and vice-president of the University Board.

On a daily basis the Rector Magnificus is assisted by a Dean of Research (DoR) and a Dean of Education (DoE). They give the rector advice on research and education matters. The Dean of Research is advisor of the Academic Board and responsible for the formal aspects and practicalities of the PhD trajectory. The Dean of Research is ex officio chairperson of Wageningen Graduate Schools (WGS). The Dean of Education is responsible for planning, execution and monitoring of the Wageningen University & Research education programmes. There are about 92 chair groups and about 220 professors (of all types, see chapter 2). Each chair group is member of one of the five Science Groups, the Animal Sciences Group (ASG), the Plant Sciences Group (PSG), the Social Sciences Group (SSG), the Environmental Sciences Group



(ESG) and the Agrotechnology and Food Sciences Group (AFSG). In addition to chair groups, the Science Groups also include research institutes in the same area (Dienst Landbouwkundig Onderzoek) which are partly financed by the Ministry of Economic Affairs, Agriculture and Innovation (EL&I). Each Science Group has a General Director, who reports to the Board of Wageningen University & Research. As of beginning 2016, Wageningen University & Research had about 5300 employees (full time equivalents). As a professor, the Rector Magnificus is your direct supervisor and he is to be approached in matters affecting the formal aspects of your assignment. The chair groups belong to one or more

Graduate Schools, who coordinate the research agenda of Wageningen University & Research and make sure this agenda is in line with the institution's Strategic Plan. Wageningen University & Research has six Graduate Schools: Experimental Plant Sciences (EPS), Wageningen Institute of Animal Sciences (WIAS), Production Ecology & Resource Conservation (PE&RC), Voeding, Levensmiddelentechnologie, Agrobiotechnologie en Gezondheid (VLAG), Wageningen School of Social Sciences (WASS) and Wageningen Institute for Environment and Climate Research (WIMEK). Each School has a professor as Scientific Director. The Schools are assembled in Wageningen Graduate Schools (WGS),

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an overarching structure, which streamlines the PhD process, fine-tunes the research strategy through institutional funding and provides information on research and PhD training to the Dean of Research and the Rector Magnificus. Wageningen University & Research has an Academic Board ('College voor Promoties' or CvP), consisting of senior professors. This Board advises the Rector Magnificus in matters of the PhD trajectory, appointment of professors and matters of scientific interest. These

members often replace the Rector as Deputy at PhD ceremonies.

Wageningen University & Research also has a Scientific Advisory Board (*Wetenschappelijke Adviesraad = WAR*), which advise the Rector Magnificus on scientific disputes or matters of scientific integrity. Wageningen University & Research has a supervisory board appointed by the Ministry of Economic Affairs.

## 2 WUgenoten

WUgenoten is an independent association of professors of Wageningen University & Research, active or retired, and their partners. It was founded in 1963 as an organisation of partners of professors, but it gradually evolved into an organisation of both Wageningen professors and their partners. In a way, WUgenoten filled the gap that was apparent after the abolishment of the Senate ('Senaat') in 1972, when the Senate was replaced by a University Council with representation of all *gremia* of the university and when the visibility of, and support for, Wageningen professors as a group was lost.

To date, the main purpose of WUgenoten is to provide a forum and a platform for all Wageningen professors and their

partners to network in a social setting. WUgenoten organises events such as excursions, lectures, network drinks and the Dies dinner. In addition, the association organises events that promote contact and discussion between professors on matters of interest related to the 'office' ('ambt') of professor. The Rector Magnificus meetings are open to all active professors and focus on university matters, such as research, teaching, ethics, organisation, finances, etc.

The logo for WUgenoten features the letters 'WU' in a large, bold, green sans-serif font. Below 'WU' is a thin horizontal line, and underneath that line, the word 'GENOTEN' is written in a smaller, black, all-caps sans-serif font.

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## 3 Types of professors

Within Wageningen University & Research there are six types of professors. They are all appointed after approval of the Board of the university upon advice of a BAC (*Benoemings-AdviesCommissie*) or Appointment Advisory Committee.

### **The first type is a full professor or chairholder ('*leerstoolhouder*').**

This professor is responsible for one of the 92 chair groups (May 2016) of Wageningen University & Research. The length of their appointment is, in principle, indefinite. The chairgroup usually has one professor-chairholder, one or more associate-professors ('*UHD = universitair hoofddocent*') and assistant professors ('*UD = universitair docent*') and is responsible for the coordination of research and education in a specific science field. The professor-chairholder is also responsible for the management of the chair group, the latter in consultation with the Director of the Science Group, to which the chair group belongs.

### **The second type of professor is a personal professor ('*persoonlijk hoogleraar*').**

This is a Wageningen University & Research professorship on personal merit and often the outcome of a successful tenure-track. The appoint-

ment is for a period of five years, after which the performance is evaluated and the appointment can (but will not necessarily) be continued. Personal professors, currently about 55, have their own research agenda, but fitting in the research and education mandate of the chair group.

### **The third type of professor is an extraordinary-professor ('*buitengewoon hoogleraar*').**

This professorship usually involves a part-time appointment (e.g. one day a week), also for a period of five years, an appointment that can be renewed. The professors (currently about 70) are appointed by Wageningen University & Research but they combine this position with employment at other public or private research institutions; their professorship is also based on external funding (e.g. research institutes, University Fund Wageningen, industry, special funds).

### **The fourth category is that of special professors ('*bijzonder hoogleraar*') funded by a philosophical, religious or ideology-based organisation.**

This appointment is also for five years and can be renewed. Wageningen University & Research has three such professors.

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**The fifth category is that of a university professor ('universiteitshoogleraar').**

Such a professorship is rare (currently none at WUR) and only reserved for outstanding academics. Usually they are involved in overarching issues to the benefit of WUR.

**The sixth category is that of distinguished professors.**

These professors are internationally recognised top scientists that are specifically appointed to underscore the scientific and educational mission, to the benefit of Wageningen University & Research.

Professors of the first five categories have the right to be promotor of Wageningen University & Research PhD candidates (*Ius promovendi* or '*promotierecht*', see below). Regardless of the type of professor, the minimum quality

requirements in research and education are the same and all candidates have to go through the same procedure, i.e. by recommendation of an Appointment Advisory Committee ('*benoemingsadviescommissie: BAC*').



## 4 Ius promovendi

The '*Ius promovendi*' is, in the Netherlands, the right of a professor to 'promote' a PhD to Doctor and laid down in the Dutch Law on Higher Education.

The Doctor's degree is granted to a PhD candidate by Wageningen University & Research on the advice of the Academic Board. The degree of Doctor is the

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highest academic degree and protected by Dutch law (e.g. professor is not a degree, but a title). When the regular assignment as professor terminates (e.g. chair not continued or retirement) the professor has the right to be single promotor for another five years after termination of the assignment. Beyond that period the professor can only be promotor, when seconded by a professor

with *Ius promovendi*. Upon retirement, professors receive emeritus status and are allowed to attend every academic ceremony. Early 2016, an amendment to the Law on Higher Education is discussed in the Dutch Parliament to also give other staff members than professors the right to be promotor of a PhD student, upon approval by the Academic Board of the university.

## 5 You and your protocolled dress: toga or gown

### Toga or gown as symbol

The Wageningen University & Research gown is black and includes a white band/jabot ('bef') with a round black cap ('baret'). Wearing a toga or gown implies behaving with dignity. The toga or gown symbolises, just like for a judge or pastor, your dignity ('ambt') as an officer. The toga owner wants to show that he/she is not here as a person, but as a servant to science and education, with all the rules of that game.

### The practical side

In principle, all professors have their own gown which can be new and tailor-made (see one of the macebearers ('pedellen')) or a used one can be taken over from a colleague. A toga can also be borrowed at the Aula upon reservation. Wearing a white shirt and dark shoes is highly recommended.

Who is allowed to wear a toga or gown?

Only those who are officially appointed professor at an academic institution around the world are allowed to wear a toga or gown. It is appreciated if external members of a PhD committee or invited foreign guests at university ceremonies wear their institutional gown.

### When does one wear a toga or gown?

- Firstly, as promotor/co-promotor at a PhD ceremony (see below) and as member of a PhD committee as examiner, within the university and at other academic institutions.
- Secondly, as representative of Wageningen University & Research during MSc diploma ceremonies, as member of the examination committee. Within Wageningen University & Research these ceremonies usually



take place in the Aula at the Generaal Foulkesweg 1 in Wageningen.

- Thirdly, at inaugurations or farewell speeches of professors, as member of the so-called 'cortège', the official group escorting the young professor, respectively, professor-emeritus-to-be and attending the ceremonies. It is common practice to join the cortège only when the professor has given his/her inaugural address.
- Fourthly, on days of formal festivities, such as the Opening Academic Year (usually the first week of September) and the Dies Natalis (9th of March).

Participants at ceremonies who are not professors are supposed to wear a dark formal outfit at ceremonies. Frivolous outfits are strongly discouraged. As a promotor you are expected to inform members of the Promotion Committee

prior to the official PhD defence about the dress formalities.

### How does one wear a toga?

The toga or gown is a formal dress and one is supposed to behave accordingly. The cap is always on the head when walking or standing, but not when sitting. Female professors have a choice to keep their cap on or off while sitting. At PhD ceremonies examiners remain seated with their cap off when they are discussing with the candidate. Walking is advancing slowly (treading), in tune with the macebearer, who always walks upfront in processions and cortèges. During Wageningen University & Research ceremonies (Dies, start Academic year, etc.), professors are allowed to wear royal decorations, and a 'cappa' of distinguished or honorary professorships.

## 6 Inaugural and farewell address

### When

The academic community of Wageningen University & Research expects from a newly appointed professor that he/she presents his/her view on the scientific discipline that is covered and reveals his/her plans for the future by means of an inaugural address ('inaugurele rede'). Typically, the inaugural address is given within a year after the appointment. The inaugural address contains a display of the chair assignment ('leeropdracht') and the plans of the new professor for the (immediate) future for scientific research and education. It is also important to put the new chair in a societal context.

*It is possible to give an inaugural address each time a new appointment is started (e.g. personal professor*

*becoming chairholder). As professor you are expected to be present and part of the cortège at the inaugural address of colleagues with whom you are acquainted.*

### Form

It is not just another talk or a reading of a scientific publication, but a public lecture of a high rhetoric level. To make it attractive for colleagues, but also the lay audience, the sentences should be short, with a minimal amount of scientific slang, and read out loud and clear. A powerpoint presentation may support your lecture. The length of the inaugural address is up to the professor, but after 45 minutes the audience longs for a drink. The language is preferably in English, but sometimes in Dutch with English annotated slides (or vice versa).



Your lecture will be made available afterwards online as PDF on: [www.wur.eu/aula-addresses-profs](http://www.wur.eu/aula-addresses-profs)

### Level

First and foremost, the inaugural address is aimed at the academic community of the university, for the peers inside and outside the university and the students. As they may not be versed in your discipline or specialisation, it is recommended to include various levels in the inaugural address. The layman audience (family, friends) may not understand every detail, but should get an idea of what your chair assignment is all about.

### Do's and don'ts

It is not acceptable to take a political or religious stand, unless it is the topic of the inaugural address. It is recommend-

ed to thank your (former and future) colleagues at the end of the address. They play(ed) an important role in your work and their input will, amongst others, determine the success of your professorship. Prior to your own inaugural address, it is recommended to view an inaugural address from the Aula floor or via WUR-TV to learn about the procedure.

### Date and invitation

Inaugural addresses are held in the academic season on Thursdays in the large auditorium of the Aula, but not in July and August. The new professor takes the initiative to contact the secretariat of the Rector Magnificus (0317-484061) to set a date, to make sure there is a slot available in the Aula schedule and also that the Rector



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Magnificus is available. Except in unusual circumstances, the Rector Magnificus introduces the new professor into the (Wageningen) scientific community. The available slots in the Aula can be viewed at [www.aula.wur.nl](http://www.aula.wur.nl) but note that not all reservations are published immediately. As soon as the date has been set you are contacted by Communication Services and you will receive an 'intake' form (from [traffic@wur.nl](mailto:traffic@wur.nl)) This form contains information regarding what information to provide for the formal invitation and the printed version of your inaugural address and deadlines. Invitations will be automatically sent to all current and former professors appointed by Wageningen University & Research. Professors joining the cortège need to inform the Rectorate when they wish to attend the ceremonies.

### Music and photographer

It is advisable, as soon as the date is set, to pre-inform colleagues, peers and family, about this event to make sure it is in their diaries. At the same time as returning the information on the 'intake' form, you are requested to submit additional names and addresses, in an Excel file, giving details of where invitations need to be sent (family, friends, colleagues). The inaugural address is a public event so everyone is welcome to attend.

A contracted organist plays the organ upon entry of the Aula by the cortège and upon leaving. One could discuss

with the organist about preferred pieces to be played. A contracted photographer will take the photographs. He will make a number of formal pictures in the small auditorium

### D-Day

prior to the inaugural address and afterwards in the reception hall. The Rector's secretariat makes sure you receive a selection of pictures afterwards. An additional photographer during the ceremonies and reception is allowed.

On the day of your inaugural address, you are expected, with your family members, in the Aula, Generaal Foulkesweg 1, Wageningen. For small children a babysitter is advised. The macebearer (beadle or 'pedel') will welcome you and will guide you through the day.

At 15.45 hrs you are expected with your partner in the Executive Room at the back of the Aula downstairs, where the Rector Magnificus or his deputy and one or more members of the Academic Board will be awaiting you and form the small cortège ('klein cortège'). Those on duty in the Aula will then escort your family to the large auditorium upstairs to take the reserved front seats. Shortly before the ceremony starts (15.55 hrs), you will be escorted by the Rector Magnificus to pick up the other professors attending the ceremony and who will be waiting in the Small Auditorium to form the cortège. In procession the cortège proceeds to

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the Large Auditorium upstairs. The public is standing.

You take your seat on the podium, first row on the right and closest to the public, when you (and everyone else) are signalled by the Rector Magnificus to sit down, with your cap off. The Rector Magnificus briefly welcomes you and introduces you to the audience. After that he invites you to take the floor and give your inaugural address. You put on your cap (always when you walk or stand) and position yourself behind the rostrum. During the inaugural address you keep your cap on.

At the end of the inaugural address, when you say "Thank you for your attention" or "Ik heb gezegd", the ceremony is finished. You proceed to the aisle, if applicable pick up your partner (and children), and proceed to the reception room.

### Reception after address

After the inaugural address it is custom that the new professor offers a reception (at his own, or chair group, expense) to the invited guests. The guests wait in line behind the Rector Magnificus, who is the first to congratulate you. A reception book is a nice memento. This reception can be organised by self-catering, but preferably by a caterer who is familiar with these kinds of receptions. Student organisations are happy to cater a reception. It is important to inform the Aula personnel about the arrangements at the reception (their planning), also in the unusual situation the reception is

not in the Aula. The reception should be finished by 18.30 hrs, as the Aula may be the venue of another activity in the evening.

### Parking near the Aula

There is limited parking next to the Aula. One is allowed to enter and park, and receive a parking coin from the macebearer to get out. It is advisable to inform family and friends about the limiting parking and redirect them to (paid) parking in the vicinity, within walking distance from the Aula.

### Farewell address

At the end of their career, professors are invited to give a farewell speech to the academic community on any topic, but usually looking back and forward on their achievements and the academic discourse. In contrast to the inaugural address, in the farewell case the reception will be partially paid by the university (Rector Magnificus) if you contact the Rector's secretariat in advance. Often a farewell address is preceded by a symposium. This is at the expense of the (chair group of the) emeritus professor.

When professors retire from office they receive emeritus status but are allowed to supervise and promote PhDs to Doctors for an additional five years.

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## 7 Opening of the academic year and Dies natalis

### Opening academic year

Like in all Dutch universities, the Academic Year in Wageningen is opened at the beginning of September with an academic ceremony, usually on a Monday afternoon either in the Aula or on Campus (Orion).

This is the moment when one or more members of the Board of the University make public the new academic and

organisational plans for the upcoming year. Often officials and dignitaries from outside are invited to attend and often give an address.

All professors will receive a personal invitation and are supposed to attend if they can. This ceremony is followed by a reception.

### Dies Natalis

The Dies Natalis is officially celebrated on or around 9th of March in the afternoon either in the Aula or on Campus (Orion). During this ceremony an academic issue is addressed by one of our (distinguished) professors or an invited academic. The Rector Magnificus plans this ceremony in close consultation with the Academic Board.

During this ceremony special awards will be granted through the Wageningen University & Research Fund alternating the categories (i) Research award, (ii) Entrepreneur award, (iii) Alumni award and (iv) Education award. Every five years there is a Lustrum ceremony, in which also up to three eminent scientists are honoured with an Honorary Doctorate ('Eredoctoraat'). Every 5 years up to five scientists could receive this honour. All professors will receive a personal invitation and are supposed to attend. This ceremony is followed by a reception.



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## 8 Role in the PhD trajectory

As promotor professor you have a special responsibility. You are the principle supervisor and, by law, have the right to 'promote' your student to become a doctor on behalf of the academic institution. After having selected and appointed a PhD student you typically assign the PhD student to one of the Graduate Schools and agree with his/her research proposal and Training and Supervision Plan. Once a year you will be contacted by the Graduate School to discuss the progress of the pertinent PhD research and the Training and Supervision Plan. After about four years of research, the final stages of the PhD trajectory can be entered.

The first step for the PhD candidate is to inform the Academic Board ('College voor Promoties' = CvP) that he/she wishes to defend a thesis, what the (provisional) title will be and who will be the (co)promotors. The next step is for the promotor to select a defence date through Promis, the university PhD monitoring system. You can only select a date via Promis when all the formal requirements to enter the final stage of the PhD process have been fulfilled. It is advisable to select a date only if drafts are available of all the chapters of the concept thesis. Once a date has been selected, the 'rulings' of the promovendi-bureau need to be adhered to.

Upon submission, you as a promotor have to sign off the concept-thesis by writing an acceptance letter ('goedkeuringsbrief'), which indicates you think the concept-thesis is of sufficient quality to be defended before a Promotion Committee. With that signature you also agree with the setup of the propositions. This letter can be extracted from Promis, when all the requirements are fulfilled. As many of the experimental chapters are usually the result of a collaborative effort, it is important, that the 'Introduction' chapter and the 'Discussion/ Conclusion/Outlook' chapter are written only by the PhD candidate. Thus only light checking by the (co)promotor is allowed. It takes about 4.5 months to arrive at a defence from thesis submission. Your role is to await



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the acceptance by the Academic Board that the thesis can be defended.

Upon submission you also propose four examiners to the Academic Board; at least one must be a Wageningen University & Research professor. All examiners should have the Doctor degree and sufficient academic status to be able to evaluate a Wageningen thesis. You indicate in an accompanying letter why you propose these examiners. The members of the Reading Committee advise the Academic Board, via a Thesis Evaluation Form, what the scientific quality of the thesis is and whether the candidate could go for oral defence in the Aula. During this examination ceremony, the PhD student defends his/her thesis in response to questions of the examiners. You are not supposed to contact the examiners about the content of the thesis until after the ceremonies. The examiners plus the (co)promotors form the Promotion Committee advise the Academic Board, represented by the (deputy) Rector Magnificus, whether to grant the degree or not, and they also grade the thesis and the oral defence. The rules of this ceremonial yet contentious examination are laid down in the 'Rules and regulation for PhD candidates' ('promotiereglement') ([www.wur.nl/en/Education-Programmes/PhD-Programme/Regulations.htm](http://www.wur.nl/en/Education-Programmes/PhD-Programme/Regulations.htm))

*In case of a **cum laude** (maximum grade) the (co)promotors have to indicate in a separate letter at submis-*

*sion of the concept thesis to the Rector Magnificus why they think this is an exceptional thesis (outstanding science) warranting this distinction. If three out of four examiners independently come to the same conclusion, two additional independent external eminent scientists are asked to voice their opinion. If that is all positive and the oral defence is of equally excellent quality, a cum laude can be granted (ca. 3% of the theses).*

### **Acknowledgments**

As a promotor you are also finally responsible for the Acknowledgments in the thesis, to make sure no offensive personal, political or religious language is used. You should realise that eventually the thesis is integrally available on the web via the library and is seen as a Wageningen University & Research publication.





### Propositions

The above also holds for propositions. These should be clear and concise statements on the thesis (2 propositions), on scientific (2-4 propositions) or societal (2 propositions) issues. The propositions are usually one sentence and, when it regards a scientific issue, provided with sufficient referencing. A proposition should be debatable and not be a generalisation. The Graduate Schools give a special course on how to formulate a 'good' proposition.

### At the oral defence in the Large Auditorium of the Aula

The Promotion Committee consists of the four examiners of the reading committee (at least one professor of Wageningen University & Research as internal examiner), the (co)promotors and the Rector Magnificus, as representative of the Academic Board. Often the

Rector Magnificus is replaced by a member of the Academic Board. The official ceremonies start at 8.45 hrs, 11.15 hrs, 13.45 hrs and 16.15 hrs respectively, and the committee should be present at least half an hour before. A macebearer is available to provide additional gown.

The promotor(s) and co-promotor(s) sit with the Rector Magnificus at one side of the podium; the examiners are on the other side. There can be no more than three (co)promotors on the podium, unless otherwise determined by the Dean of Research. In the latter case a special request has to be sent to the Dean indicating why more than three (co)promotors are required. If an examiner is unable to attend, it is the responsibility of the promotor to propose another examiner. Prior permission of the Dean is necessary to allow additional persons to act as examiner at the defence. There

should be a minimum of three examiners present during the oral defence, otherwise granting the degree cannot be decided upon by the committee. The promotor(s) and copromotor(s) are not interacting in the discussion, unless invited by the Rector Magnificus. Usually, 10 minutes is reserved for each examiner and 5 minutes for the (co)promoter.

The candidate usually gives a 15-minute presentation prior to the defence. This presentation will not be attended by the committee, as the committee members are at that moment informed by the Rector Magnificus about the procedure and discuss the issues to be discussed with the candidate.

*At the end of the oral defence the committee withdraws for consultation, to discuss and*

- (i) decide whether to grant the degree or not (formal question)*
- (ii) assess the quality of the written thesis*
- (iii) the quality of the oral defence.*

The Rector Magnificus will inform the (co) promoters about the average written assessment of the examiners of the quality of the thesis (without disclosing the details) in international perspective, and asks the promotor on behalf of the supervisors to voice their assessment (proposal: acceptable, satisfactory, good, very good or cum laude). The discussion led by the Rector Magnificus will then lead to a final grade, whereby all committee members should reach consensus about the minimal grade. The same procedure is followed in the evaluation of the oral defence, except that in this case the promotor proposes the grade. The outcome is archived.



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In case of a cum laude, a pre-meeting is called by the Rector Magnificus to see if all the requirements are met to possibly arrive at this degree during and after the defence. During this consultation no further discussion will take place and there will be a secret vote. Each of the examiners has one vote and the (co) promoters collectively have one vote. The vote options (written on a paper sheet) are yes, no or abstain. In cases where the external referees both recommend cum laude, the result of the voting can accept a single abstention. In all other cases one or more NO's means a cum laude will not be granted. The distinction cum laude will be printed on the certificate. The doctorate certificate will be signed by the (deputy) Rector Magnificus, the promotor(s) and co-promotors. Upon return in the Large Auditorium, the Rector Magnificus communicates the decision of the Academic Board to grant the degree and then asks the promotor

to communicate this to the candidate in the form of a Judicium and asks him/her to sign the degree as well as to agree with the Netherlands Code of Conduct for Good Scientific Practice. After that, the promotor bestows the candidate with the dignity of a doctor by handing over the certificate. The promotor also presents the general assessment of the thesis and the oral defence in the Judicium. Promotor or co-promotor can then express a Laudatio (laudation) in which a more personal congratulation can be expressed.

If the number of attendees at the ceremonies is expected to be very low (which sometimes happens with sandwich PhDs), the Small Auditorium is more comfortable, but this must have been discussed well in advance with the Aula personnel. In both auditoria the ceremonies can be followed using WUR-TV. The ceremonies can also be ordered on a CD via the Aula (macebearer).

## 9 Role as chairholder

As a chairholder you have the responsibility to chair a group of scientists (Principle Investigators or PIs, support staff, undergraduate and graduate students, postdocs and visiting scientists) that jointly carry out the research and education programme of the chair group. You are viewed as the figurehead

of the chair group and are expected to look after everyone in the group, not only professionally, but also after their wellbeing. You also participate in departmental policy discussions (in the respective Science group) about research, education and finances.

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# 10 Norms, values and ethics

## Academic freedom

Academic freedom is one of the most important values in science and this obviously also applies to Wageningen University & Research professors. This freedom is laid down in the Higher Education and Research Act (WHW, article 1.6). Scientists have the right to carry out research, draw independent conclusions and present their methods and findings within the scientific community and in society through, for example, scientific publications and academic lectures.

This freedom, however, is not unlimited but bound to ethical norms (see below) and organisational policies. The research agenda of a chair group should be in line with the strategic plan of the Department or Science Group, and of the University as a whole. Teaching should be in line with Integrity and ethical issues the Teaching Agenda of the institution. This implies some limits to the autonomy of a scientist at Wageningen University & Research in selecting his/her research and teaching agenda, but leaves enough room to operate.

## Code of conduct

Just like all scientists, Wageningen professors should adhere to the Netherlands Code of Conduct of Good

Scientific Practice, and are expected to adhere to and to promote the information of the code. The code of conduct has been set up by the Association of Dutch Universities ([www.VSNU.nl](http://www.VSNU.nl)). PhD students are made familiar with the code through their Training and Supervision Plan (TSP). When they sign the PhD certificate in the aula, they pledge to adhere to the code of conduct wherever they are or whatever they do.

### *The principles of the code of conduct are:*

<i>honesty</i>	<i>scrupulousness</i>
<i>reliability</i>	<i>verifiability</i>
<i>impartiality</i>	<i>independence</i>
<i>responsibility</i>	

This also holds for collaboration with third parties (e.g., EU, industry), which is strongly promoted by Wageningen University & Research as a major player in societal issues (e.g. climate change, food quality and safety, environmentally acceptable, social justice). In addition to the Netherlands Code of Conduct of Good Scientific Practice, Wageningen University & Research has also adopted a broader integrity code. Both codes are available at the WUR website ([www.wur.nl](http://www.wur.nl)).

## Integrity and ethics issues

Within Wageningen University & Research there are three overarching

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committees dealing with integrity and ethics issues.

### Scientific Advisory Board

This committee deals with scientific and educational issues, debates or controversies that need an independent evaluation or opinion. This committee is chaired by the Dean of Research, who also needs to be approached if such issues occur. This committee is extended for each advice, often ad hoc, with Wageningen University & Research experts not directly involved in the issue, and reports to the Rector Magnificus. See intranet page [organigram](#)

### Committee on Ethics

The Ethical Committee deals with general issues around the ethical aspects of research and education, and the Wageningen code of conduct or scientific practice. This committee, consisting of a few senior professors and experts in ethics, is a strictly confidential body, which can be approached by any person inside or outside the university, also when a person or institution has identified a presumed conflict with the ethical code. This committee is proactive, i.e. can act when it identifies an ethical issue, and acts independently from the University organisation. Magnificus. See intranet page [Commissie Ethiek](#).

### Committee on Scientific Integrity

This committee (CWI) deals with complaints about scientific integrity



issues, such as fraud, plagiarism, data manipulation, etc. It is chaired by a chairperson from outside the university and versed in integrity issues, seconded by one or more senior (preferably emeritus) Wageningen University & Research professors. This committee is a strictly confidential body. Verdicts of the committee are communicated to the complainant, the accused, and the Executive Board of Wageningen University & Research.

Formal complaints are often harmful to both complainant and accused parties. If you have any questions or wish to report a possible breach of scientific integrity it is preferable to get in touch with one of the two appointed confidential counselors. If feasible and appropriate, the confidential counsellor will attempt to mediate or find another way of solving the matter in an amicable fashion. The Committee can also advise you on submitting an official complaint.

## Science, media and your 'office' as professor

Research and education of Wageningen University & Research have a high visibility in society. 'Science for impact' is the motto of Wageningen University & Research and a strong logo. Therefore, communication with society is essential to have a 'licence to research and teach'. This gives a special responsibility to professors, as they are seen by the press and the general public as independent experts that can talk freely about matters of science, research and

education. It is very important to maintain expert status.

It is not uncommon to be invited by the public press, TV, radio, to comment on certain issues. Also when you want to seek contact with the press, it is advisable to contact the Public Relation Officer of the Department/Science Group about the do's and don'ts on outside contacts. They can also advise you on societal sensitive issues. Corporate Communications of our university provides media training.



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# 11 Important contact information

Aula	<a href="http://www.aula.wur.nl">www.aula.wur.nl</a> ; tel.: 0317-483592
Catering WUR (Cornet)	tel.: 0228-544065
Ceres Student Union	tel.: 0317-414452
Code of conduct for good scientific practice: Committee on Ethics (secr)	<a href="http://www.wur.nl">www.wur.nl</a> (14 pp) <a href="mailto:marijke.dohmen@wur.nl">marijke.dohmen@wur.nl</a>
Committee on scientific integrity	<a href="mailto:cwi@wur.nl">cwi@wur.nl</a>
Communication Services	0317-484513
Rector Magnificus	<a href="mailto:arthur.mol@wur.nl">arthur.mol@wur.nl</a>
Dean of Research	<a href="mailto:richard.visser@wur.nl">richard.visser@wur.nl</a>
KSV Student Union	tel.: 0317-415048
Photographer inaugurations & farewell	<a href="mailto:guy@ackermans.net">guy@ackermans.net</a>
Photographer PhD-promotions	<a href="mailto:mirianhendriks@hotmail.com">mirianhendriks@hotmail.com</a>
Promis	<a href="http://www.promis.wur.nl">www.promis.wur.nl</a>
Promovendi office	<a href="mailto:promovendi@wur.nl">promovendi@wur.nl</a>
Rector's Office	<a href="mailto:arthur.mol@wur.nl">arthur.mol@wur.nl</a>
Scientific Advisory Board (WAR)	<a href="mailto:arthur.mol@wur.nl">arthur.mol@wur.nl</a>
Secretariat Rector Magnificus	tel.: 0317-484061
SSR Student Union	tel.: 0317-419006
Toga couturier	tel.: 0317-424391
Traffic (inaugurations/farewell address)	<a href="mailto:traffic@wur.nl">traffic@wur.nl</a>
Veetelers Catering	tel.: 06-20263155
Wageningen Graduate Schools	<a href="mailto:gab.vanwinkel@wur.nl">gab.vanwinkel@wur.nl</a>
WE@WUR	<a href="http://www.wewur.wur.nl">www.wewur.wur.nl</a>
WUgenoten	<a href="http://www.wugenoten.nl">www.wugenoten.nl</a>

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# 12 Other issues

## On the use of the title of professor:

In Dutch: Prof. dr. ir. J. Jansen

In English: Prof. J. Jansen or dr Jansen, professor, or dr ir Jansen, professor

## Abbreviations

ASG	Animal Sciences Group
BAC	Appointment Advisory Committee
CEO	Chief Executive Officer (currently Prof. Louise Fresco) CFO Chief Financial Officer (currently dr. Thijs Breukink)
CvP	Academic Board/College voor Promoties
CWI	Committee on Scientific Integrity
DoR	Dean of Research (currently Prof. Richard Visser)
EZ	Ministry of Economic Affairs
EPS	Experimental Plant Sciences (Graduate School)
ESG	Environmental Sciences Group
FSG	Food Sciences Group
PE&RC	Production Ecology & Resource Conservation (Graduate School) PhD Graduate student
PSG	Plant Sciences Group
RM	Rector Magnificus (currently Prof. Arthur Mol)
SSG	Social Sciences Group
VLAG	Food and Agrotechnology, Nutrition and Health (Graduate School)
VSNU	Union of Dutch Universities
WAR	Scientific Advisory Board
WASS	Wageningen School of Social Sciences (Graduate School) WGS Wageningen Graduate Schools
VIAS	Wageningen Institute for Animal Sciences (Graduate School)
WUR	Wageningen University & Research
WYA	Wageningen Young Academy

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