

1. Defences are conducted in or from the Grand Auditorium on the previously agreed date.
2. Participants of the defence ceremony can attend on-line as well.
3. The persons present in Grand Auditorium always include:
 - a. The Chairperson of the Opposition Committee
 - b. The Supervisor(s)
 - c. The Secretary of the Opposition Committee
4. The customary dress code applies for those present in the Auditorium.
5. All defences are available via a public, live webcast on the University's website (<https://www.universiteitleiden.nl/wetenschappers/livestream-promotie>). In addition, each defence is recorded on video. This recording is made available to the Candidate after the defence.
6. Approximately ten days 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: [Mr/Ms] [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.
7. One week prior to the online defence, the Supervisor receives 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.
8. The Supervisor forwards this invitation to all participants.
9. Fifteen minutes before the defence starts, all on-line participants are admitted to the video conference. This enables everyone to check whether their video and sound work properly. If the Candidate is among the on-line participants, he/she is placed in a virtual waiting room.
10. The Chairperson briefly reiterates the procedure of the defence to the Committee.
11. If attending in person, the Candidate presents him/herself at the Beadle's Office not later than 15 minutes prior to the official starting time.
12. Five minutes before the defence starts, the Beadle escorts the Candidate to the Auditorium. In case of on-line participation, the Candidate is added to the main conference again. Two Paranympths are allowed in the room with the Candidate. The Candidate should have an ID at hand, but will not usually be asked to produce it. If so requested, the Candidate uses his/her camera to offer a view of the room he/she is seated in.
13. When all participants are ready, the livestream and the recording are started at the agreed time.

14. The Chairperson opens the ceremony with a word of welcome and starts the questioning.
15. After 45 minutes, the Beadle announces 'hora est'.
16. The Committee retires for their deliberations. The Candidate, if participating online, is placed in a virtual waiting room.
17. The livestream and recording are paused.
18. Their deliberations concluded, the Committee and Candidate are re-united once more, either in person or online, and the livestream and recording are resumed.
19. The Chairperson reopens the session and addresses the Candidate with the standard text.
20. The Chairperson then gives the Supervisor the opportunity for an eulogy.
21. The Chairperson closes the ceremony and the Committee members can congratulate the Candidate.
22. The video conference is closed and the livestream and recording are stopped.
23. The recording is available from the following week and the Candidate will receive instructions and a link for downloading the recording by email. This link expires after 3 weeks, so prompt downloading is recommended.
24. The Secretary completes the promotion form.
25. The official diploma and its English translation are signed immediately after the conclusion of the defence by the Chairperson, the Secretary and the Supervisor and if possible, are handed to the successful Candidate forthwith.
26. If the Candidate conducted his defence on-line, the Supervisor can hand him/her the diploma at any convenient time. Alternatively it can be agreed that the diploma is collected from the Beadle's Office.
27. The English translation of the certificate will be sent to him or her by mail or email.

ANY QUESTIONS REGARDING THIS PROTOCOL CAN BE ADDRESSED TO BEADLE ERICK VAN ZUYLEN

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