

Vademecum for professors

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1 Short history and organisation of Wageningen University & Research

Wageningen University & Research has a long history. The National Agricultural College (Rijkslandbouwschool) was founded in 1876 with the aim of improving Dutch agriculture. On 9 March 1918, the institution became a national school for higher agricultural education (Rijks Landbouw Hooge School or Landbouwhogeschool), with rights equivalent to those of a university. It formally received university status in 1986 as part of the government's strategy to align all technical universities with research universities ([History of Wageningen University & Research – WUR](#)).

Wageningen University & Research therefore celebrated its centennial as a university in 2018.

Wageningen University & Research encompasses the university and the associated research institution (Figure 1). The two organisations are managed by the same Executive Board consisting of three members: the President, the Rector Magnificus/Vice President, and the third member. The Rector Magnificus is responsible for research and education, including the appointment of professors to the university.

The Rector Magnificus is assisted by a Dean of Research (DoR) and a Dean of Education (DoE), who are responsible for implementing policy and advice on research and education matters. The Rector Magnificus is also the chair of the Academic Board, the university body officially tasked with awarding the degree of Doctor. The Dean of Research and Dean of Education act as advisors to the Academic Board and are responsible for the formal aspects and practicalities of the PhD and EngD programmes. The Dean of Education is responsible for planning, implementing, and monitoring the Wageningen University & Research bachelor's and master's programmes on behalf of the Executive Board, which is the official degree awarding body.

The university comprises more than 90 chair groups and employs at any given time approximately 220 professors. Chair groups are subsumed under one of 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, an integral part of the Science Groups are the research institutes (Figure 1). Each Science Group is managed by a General Director who reports to the Executive Board. In 2023, Wageningen University & Research had around 7600 employees (full-time equivalents).

The Rector Magnificus is the direct supervisor of all professors and the point of contact for all matters concerning the formal aspects of their assignment (remit). The Rector Magnificus has delegated the annual performance interviews and management-related issues for professors to the General Director of their respective Science Group.

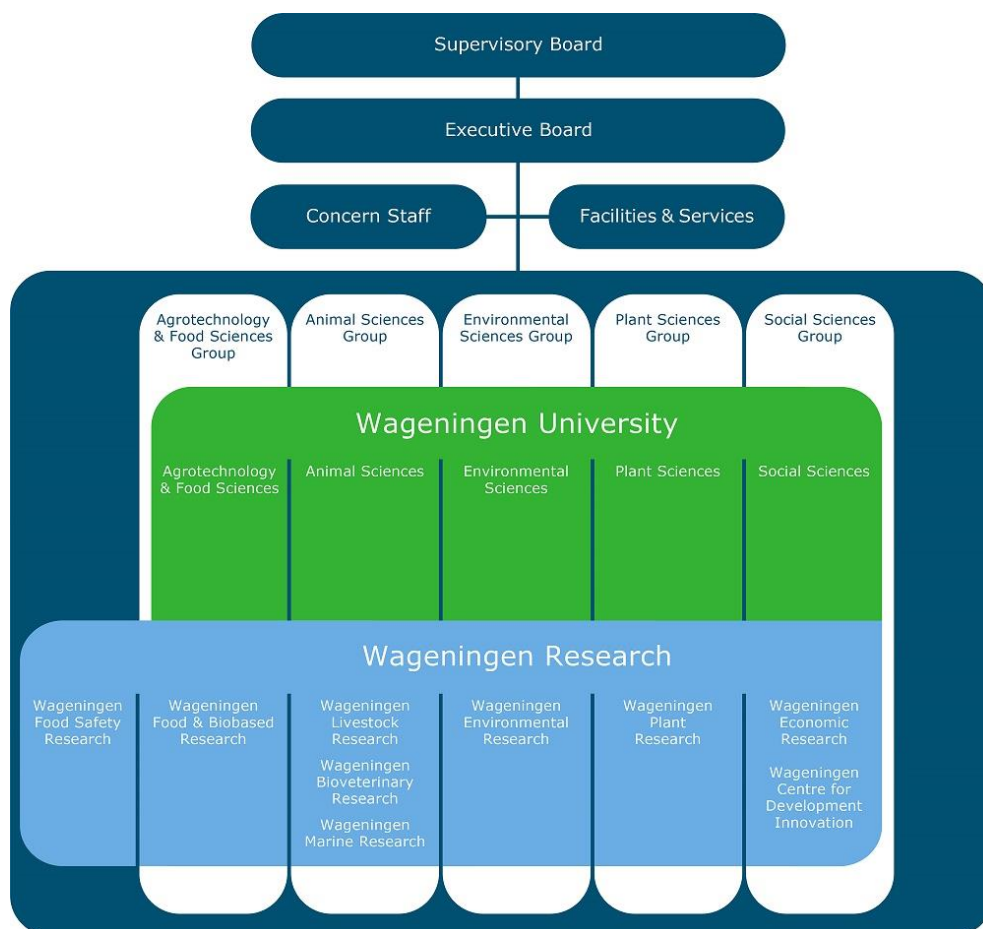


Figure 1. Wageningen University and Research consists of five Science Groups within which research is organised and carried out. Each Science Group consists of a university department and one or more research institute(s).

Each chair group is affiliated with one or, in some cases, more than one Graduate School. Graduate Schools are tasked with creating a good academic culture, contributing to a high-quality PhD programme, and safeguarding the quality of the research within the school. Wageningen University & Research has six Graduate Schools: Experimental Plant Sciences (EPS), Wageningen Institute of Animal Sciences (WIAS), Production Ecology & Resource Conservation (PE&RC), Graduate School VLAG (VLAG), Wageningen School of Social Sciences (WASS), and Wageningen Institute for Environment and Climate Research (WIMEK). Each Graduate School has a Scientific Director (a professor) and a Board governing the School.

The six Schools are assembled within the Wageningen Graduate Schools (WGS), an overarching structure aimed at streamlining PhD support and training, implementing rules and regulations developed by the Academic Board, improving the quality of PhD education, and providing information on research and PhD training to the Dean of Research and the Rector Magnificus. The Dean of Research is the *ex officio* chair of the Wageningen Graduate Schools (WGS).

The Academic Board ('College voor Promoties' or CvP) is the official university body responsible for awarding the degree of Doctor. It is chaired by the Rector Magnificus and consists of 10 professors from Wageningen University, two per Science Group. The Academic Board determines which staff members can officially supervise PhD theses and award the degree of Doctor (see section 4), sets the criteria for awarding

the degree of Doctor (Doctoral Degree regulations), and advises the Rector Magnificus on the appointment of professors and matters of scientific interest. Members of the Academic Board often stand in for the Rector Magnificus as deputy chair at PhD ceremonies.

Wageningen University & Research has a Supervisory Board (Raad van Toezicht), which is appointed by the Minister of Education, Culture and Science (OCW) and the Minister of Agriculture, Fisheries, Food Safety and Nature (LNV).

2 Professor positions

Within Wageningen University & Research, there are six types of professor positions. All professors are appointed by the Executive Board of the university following advice from an Appointment Advisory Committee (Benoemings- en AdviesCommissie, BAC). To guarantee scientific quality, relevance for the university, and performance, all professors, with the exception of chair holders, are appointed for a period of five years, following which the chair is evaluated by an evaluation committee. The guidelines for the appointment and reappointment of professors are formulated in the Policy for Establishing Chairs and Appointing and Reappointing Professors at Wageningen University.¹

¹ www.wur.nl/en/show/policy-for-establishing-chairs-and-appointing-and-reappointing-professors-at-wageningen-university.htm&usg=AOvVaw2NT0ovB1CzOhzNun6d6LUI&opi=89978449

3 Dress code: the academic gown

3.1 Gown as symbol

The Wageningen University & Research gown ('toga') is black and includes a white band/jabot ('bef') with a round black cap ('baret'). The two stripes (green and blue) on both sleeves were added in 2018 to commemorate the university's 100th anniversary.

Wearing a gown is synonymous with behaving with dignity. The gown symbolises the office ('ambt') of professor. By wearing the gown, you demonstrate your service to science and education, including all the rules governing your profession.

3.2 The practical side

The gown should be worn formally. That means it should remain buttoned at all times and the cap should always be worn when walking or standing, but not when seated. At PhD ceremonies, opponents remain seated with their cap off when interacting with the candidate. Walking is done slowly, at the pace of the beadle who leads the processions and cortèges.

During the Dies Natalis and the Opening of the Academic Year, you are also allowed to wear royal decorations, and a 'cappa' for distinguished or honorary professorships.

You can either have your own gown tailor-made, or take over a gown previously owned by a colleague. You must pay any costs yourself. Please contact the beadles ('pedellen') for information on how to acquire a new (tailor-made) or second-hand gown. If your own gown is not yet available, the beadles can provide you with a gown owned by the university which you can borrow in Omnia upon reservation. You are required to wear the gown with an accompanying white shirt, dark trousers or skirt, and dark shoes. Please see the full dress code in the [Doctoral Degree Regulations](#).

3.3 Who is allowed to wear a gown?

Only those who are officially appointed as a full professor at Wageningen University are allowed to wear a gown. An exception to this rule are the beadles, who also wear a gown during official ceremonies. We appreciate it if professors who are external members of a doctoral evaluation committee or invited international guests wear their institutional gown at university ceremonies.

3.4 When should a gown be worn?

- As a promotor, co-promotor, or member of an examining board (opponent) at a PhD graduation (see below), or a member of a PhD committee as examiner/opponent, within the university and at other academic institutions.
- As a representative of Wageningen University & Research during MSc diploma ceremonies as a member of the examining board.
- When attending inaugural or farewell addresses by professors, as a member of the procession/cortège – the official group escorting the professor giving the address into the room where it is held.
- During formal festivities, such as the Opening of the Academic Year (usually the first Monday of September) and the Dies Natalis (9 March).

4 Inaugural and farewell address

4.1 Inaugural address

The academic community of Wageningen University & Research expects newly appointed professors to give an inaugural address ('inaugurele rede') offering their perspective on their scientific discipline and, if relevant, their chair's remit ('leeropdracht'). The address should include the new professor's immediate plans for scientific research and education. It should also provide a societal context for the new chair. Typically, this address is given within a year after the appointment.

It is possible to give an inaugural address each time you are newly appointed (e.g. when a personal professor is appointed as chair holder). As a professor, you are expected to attend and be part of the cortège at the inaugural and farewell addresses of your colleagues.

4.2 Level

The inaugural address is a public lecture of a high rhetorical level. First and foremost, the inaugural address is aimed at the university community, your peers within and beyond the university, PhD/EngD candidates, and students. As your audience may not be versed in your discipline or specialisation, we recommend that you include various levels of understanding in your inaugural address. The audience (your colleagues, family, friends) may not understand every detail, but they should have a general idea of what your chair remit is about.

4.3 Form

To make the address attractive to your colleagues, but also to the lay audience, keep your sentences short, with minimal scientific jargon, and read out your address loudly and clearly. To support your lecture, you may use a digital presentation. The length of the inaugural address should be approximately 45 minutes. It should be delivered in English, but you can use Dutch annotated slides to support the address if desired.

Your address will be recorded and can be followed live via a livestream. The recording will be made available a few days later online at wur.yuja.com

4.4 Do's and don'ts

You are not permitted to take a political or a religious point of view during an inaugural or farewell address, unless it is the focus of your chair. Prior to your own inaugural address, we recommend that you watch an inaugural address from Omnia or via wur.yuja.com to learn about the procedure and find some inspiration for your own public lecture.

4.5 Date and invitation

Inaugural addresses are held during the academic year on Friday afternoons in the Podium theatre of the Omnia building. It is up to you to take the initiative to contact the secretariat of the Rector Magnificus (Lesley.janssens@wur.nl, 0317-484061) to set a date for your inaugural address; you will receive an email confirmation once the date is confirmed in the Omnia diary. The Rector Magnificus will introduce you to the

Wageningen scientific community and can only be replaced by one of the Deans in exceptional cases. As soon as the date has been set, you will be contacted by Communication Services and you will receive an 'intake' form (from traffic@wur.nl). This form lists the information you are required to provide for the formal invitation and the optional printed version of your inaugural address, as well as various deadlines for submission. Invitations will be automatically sent to all current and former professors appointed by Wageningen University & Research and other stakeholders of our university. This standard list contains around 500 guests. Professors joining the cortège are asked to inform the secretary of the Rector if they wish to attend the ceremony.

4.6 Symposium

An inaugural address can be preceded by a symposium, which is organised and financed by the new professor or their chair group.

4.7 Music and photographer

It is advisable, as soon as the date is set, to inform your colleagues, peers, and family about the event to make sure they add it to their calendar. When filling in the information on the 'intake' form, please submit additional names and addresses, in an Excel file, for official invitations you would like to have sent by post (family, friends, colleagues). These are usually sent 4-6 weeks before the date of the inaugural address. The inaugural address is a public event that everyone is welcome to attend.

The musicians of WSKOV (Wageningen Student Choir Orchestra Association) will perform as the cortège enters and leaves the Podium theatre. A contracted photographer will take photographs that will be provided to you by the university. The photographer will take several formal and informal photographs prior to the inaugural address and afterwards in the reception hall. You will receive these photographs by email from the WUR photographer a few weeks after the ceremony. You are allowed to bring in an additional photographer during the reception.

4.8 On the day itself

On the day of your inaugural address, you are expected at the Omnia building, Hoge Steeg 2, in Wageningen, with your family members. If you plan to have small children attending, a babysitter is advised. The beadle ('pedel') will welcome you and guide you through the day.

At 15:30 hours you are expected with your partner and family for the photographs prior to the inaugural address.

At 15:45 hours you are expected with your partner in the Committee Room downstairs in Omnia, where the Rector Magnificus (or her deputy) and one or more members of the Academic Board will be waiting for you to form the small cortège ('klein cortège'). The staff on duty in Omnia will escort your family to the Podium theatre upstairs to take their reserved seats in the front row.

Shortly before the ceremony starts (15:55 hours), you will be escorted by the Rector Magnificus, members of the Academic Board, and the beadle to the Podium theatre. Other professors attending the ceremony, who will be waiting in the foyer, will join you to form the full cortège. In procession, the cortège will proceed to the Podium

theatre. The audience will be standing and the music playing as you and the cortège enter.

You will take your seat in one of the first three chairs reserved for you and the members of the Academic Board (if present). The other professors will be seated on your left or behind you. When the Rector Magnificus signals for everyone to take their seats, please remember to take your cap off. The Rector Magnificus will briefly welcome you and introduce you to the audience. She will then invite you to take the floor and give your inaugural address. You will then put on your cap (at all times when walking or standing) and walk to the rostrum. During the inaugural address you should keep your cap on.

At the end of the inaugural address you should say "Thank you for your attention" followed by "Ik heb gezegd". At that point, you can take a moment to enjoy the applause of the audience before you and your partner (and children) are escorted by the beadle to the foyer, followed by the Rector Magnificus, the cortège, and the audience.

4.9 Reception after the address

After the inaugural address, it is customary for new professors to be congratulated by all those attending the inaugural address. The guests will wait in line behind the Rector Magnificus and the cortège, who will be the first to congratulate you.

The reception is provided by the inhouse catering company Hutten (wur.omnia@hutten.eu). The Executive Board will provide you with a contribution to the budget for the reception in Omnia. The reception will start immediately after your address and usually last for one hour. To organise the reception and discuss details concerning the number of participants, beverages, and food, please contact Hutten Catering (wur.omnia@hutten.eu).

4.10 Parking near Omnia

There is parking available close to the Omnia building. About three weeks before the date of your inaugural address, you will receive an email allowing you to grant 100 guests access to the P5 parking garage under the Unilever building, diagonally opposite Omnia (5 minute walk). You can forward this email to your guests at your own discretion. There are two disabled parking spaces next to Omnia. A disabled parking card must be visible in the car. If no disabled card is present, a parking permit must be requested at the reception of Omnia (visitomnia@wur.nl).

4.11 Farewell address

At the end of their career, professors are invited to give a farewell address to the academic community on any topic, but usually reflecting on their achievements and the future of their academic field. The Executive Board will provide you with a contribution to the budget for a reception in Omnia. All aspects described above for inaugural addresses also apply to farewell addresses.

A farewell address is often preceded by a symposium, which is organised and financed by the emeritus professor or their chair group.

Upon retirement, professors are given emeritus status and are allowed to attend all academic ceremonies.

5 Opening of the Academic Year and Dies Natalis

5.1 Opening of the Academic Year

The Academic Year starts in early September with an academic ceremony on campus (Omnia or Orion), usually on the first Monday afternoon in September. This is the moment when one or more members of the Executive Board publicly announces the new academic and organisational plans for the upcoming year. Officials and dignitaries from outside the university are also invited to attend, and some of them may give an address.

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

5.2 Dies Natalis

The Dies Natalis is officially celebrated on the afternoon of 9 March on Campus (Omnia or Orion). If 9 March falls on a weekend, the date of the Dies Natalis is determined by the Rector Magnificus (usually the Friday before, or the Monday after, 9 March). During this ceremony, a guest scholar and young researchers and/or students from WUR are invited to reflect on a chosen academic topic.

During this ceremony, special prizes are awarded to highlight the achievements of specific individuals or groups. Every five years, there is a lustrum ceremony during which up to three eminent scholars are awarded an Honorary Doctorate ('Eredocoraat').

All professors receive a personal invitation and are expected to attend. This ceremony is followed by a reception.

6 Role as a promotor

The 'ius promovendi' is a right given to a professor or associate professor of Wageningen University who, according to the Academic Board, has shown themselves to be competent to supervise a PhD candidate. This person is allowed to award the PhD candidate the title of 'Doctor' as laid down in the Dutch Law on Higher Education. For more detailed information on the guidelines for this role, see the [Guide for Promotors](#).

The degree of Doctor of Wageningen University is awarded to a candidate by the Academic Board. The degree of Doctor is the highest supervised academic degree and is protected by Dutch law. When your appointment as professor is discontinued (e.g. due to retirement or because a chair is discontinued), you have the right to remain the promotor of the PhD candidates you were previously assigned to for another five years. During these five years, you cannot be appointed as promotor for new PhD candidates but you can act as co-promotor for new PhD candidates, as any other scientist with a PhD degree.

7 Norms, values, and ethics

7.1 Academic freedom

Academic freedom is one of the most essential values in science and is afforded to all professors (and other academic staff) at Wageningen University & Research. This right to academic freedom is laid down in the Higher Education and Research Act (WHW, Article 1.6). Under this Act, scientists at Wageningen University & Research 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.

However, this freedom is not unlimited. It is bound by ethical norms and organisational policies. The research agenda of a chair group should be in line with the strategic plan of the relevant Science Group, and of the university as a whole. Teaching should be in line with the guidelines on integrity and ethics of the education agenda of the institution. This sets limits to the autonomy of a scientist at Wageningen University & Research in selecting their research and teaching agenda, while still leaving sufficient room to pursue academic inquiry.

7.2 Code of conduct

Like all scientists, Wageningen University & Research professors are expected to comply with the Netherlands Code of Conduct for Research Integrity, and to adhere to, and promote, the information in this code. The code of conduct has been established by the Association of Dutch Universities and can be found here: [Netherlands Code of Conduct for Research Integrity 2018.pdf \(universiteitenvanederland.nl\)](https://www.universiteitenvanederland.nl/netherlands-code-of-conduct-for-research-integrity-2018.pdf).

In addition to the Netherlands Code of Conduct for Research Integrity, Wageningen University & Research has also adopted a broader integrity code. This code outlines the behaviour expected of everyone, staff or student, who is part of WUR, and offers guidelines for ways in which WUR should present itself to students, clients, partner organisations, and society in general. The integrity code and other information concerning integrity can be found on this website: [Integrity – WUR](#).

7.3 Integrity and ethics issues

Within Wageningen University & Research, there are several overarching committees responsible for dealing with scientific integrity and ethics issues. These committees are the Animal Experimentation Board, the Medical Ethical Review Committee (METC-WU), and the WUR Research Ethics Committee.

For an overview of the committees and their tasks, please see:

<https://intranet.wur.nl/umbraco/en/about-wur/integrity-social-safety-ethics/>

7.4 Dealing with complaints about scientific integrity

Every person at Wageningen University & Research who is involved in scientific education and research is individually responsible for monitoring and safeguarding scientific integrity. In doing so, they are required to act in accordance with the [Netherlands Code of Conduct for Research Integrity](#).

Wageningen University & Research has two confidential counsellors for scientific integrity that can be contacted if you have questions or complaints about scientific

integrity. If possible, the confidential counsellors will attempt to mediate or find some other way of resolving the issue in an amicable fashion. They can also advise you to submit an official complaint.

The Scientific Integrity Committee (CWI) of Wageningen University & Research deals with official complaints about scientific integrity issues, such as fraud, plagiarism, data manipulation, etc.

More information on scientific integrity at Wageningen University & Research can be found at <https://www.wur.nl/en/about-wur/our-values/integrity/scientific-integrity.htm>.

7.5 Science and the media and your 'office' as professor

One of your first steps should be to establish a strong line of communication with your respective head of communication. They are your go-to resource for all things related to public relations and communication strategies. Whether you need assistance with promoting your research or developing communication plans for your projects, your head of communication is there to support you. The heads of communication are: Carolien Hamelink (AFSG), Margit Govers (ASG), Rinske Potjewijd (ESG), Marike van Woerkom (PSG) and Antoinette Thijssen (SSG).

8 WUgenoten

WUgenoten is an independent association of Wageningen University & Research professors, both active and retired, and their partners. It was founded in 1963 as an organisation of partners of professors, but then gradually evolved into an organisation of both Wageningen professors and their partners. WUgenoten ensured the ongoing visibility of Wageningen professors in 1972, when the University Council replaced the Senate ('Senaat') in an effort to expand representation of all university employees.

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 dialogue between professors on matters of interest related to the 'office' ('ambt') of professor. These meetings are organised in collaboration with the Rector Magnificus and are open to all active professors. They focus on university matters, such as research, teaching, ethics, organisation, and finances.

9 Important contact information

Omnia	omnia@wur.nl
Catering Omnia (Hutten)	Phd.omnia@hutten.eu or wur.omnia@hutten.eu
Committee on scientific integrity	cwi@wur.nl
Communication Services	tel.: 0317-484513
Rector Magnificus	carolien.kroeze@wur.nl
Rector's Office	lesley.janssens@wur.nl , 0317-484061
Dean of Research	deanofresearch@wur.nl
Hora Finita	horafinita.wur.nl
Graduation Office Doctoral Service Centre	graduation.dsc@wur.nl
Toga couturier	tel.: 0317-423706
Traffic (inaugurations/farewell address)	traffic@wur.nl
Photographer inaugurations & farewells	guy@ackermans.net
Wageningen Graduate Schools	janneke.vanseters@wur.nl
WE@WUR	www.wewur.wur.nl

10 Other matters

10.1 On the use of the title of professor:²

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

In English: Prof. J. Jansen or Prof. dr J. Jansen or Prof. dr *ir.* J. Jansen

10.2 Commonly used abbreviations within WUR:

AFSG	Agrotechnology & Food Sciences Group
ASG	Animal Sciences Group
BAC	Benoemings Advies Commissie (Appointment Advisory Committee)
CvP	College voor Promoties (Academic Board)
CWI	Commissie Wetenschappelijk Integriteit (Committee on Scientific Integrity)
DoE	Dean of Education (currently Prof. Arnold Bregt)
DoR	Dean of Research (currently Prof. Wouter Hendriks)
EZK	Ministerie of Economische Zaken en Klimaat (Ministry of Economic Affairs)
EPS	Experimental Plant Sciences (Graduate School)
ESG	Environmental Sciences Group
LVVV	Ministerie van Landbouw, Visserij, Voedselzekerheid en Natuur (Ministry of Agriculture, Fisheries, Food Security and Nature)
OCW	Ministerie van Onderwijs, Cultuur en Wetenschap (Ministry of Education, Culture and Science)
PE&RC	Production Ecology & Resource Conservation (Graduate School)
PSG	Plant Sciences Group
RM	Rector Magnificus (currently Prof. Carolien Kroeze)
SSG	Social Sciences Group
TSP	Training and Supervision Plan
VLAG	Graduate School VLAG (Graduate School)
UNL	Universiteiten van Nederland (Union of Dutch Universities)
WASS	Wageningen School of Social Sciences (Graduate School)
WMB	WUR Management Board
WGS	Wageningen Graduate Schools
WIAS	Wageningen Institute for Animal Sciences (Graduate School)
WIMEK	Wageningen Institute for Environment and Climate Research (Graduate School)
WUgenoten	Association of WU professors and partners
WUR	Wageningen University & Research
WYA	Wageningen Young Academy

² <https://www.wur.nl/nl/over-wageningen/feiten-en-cijfers/jaarverslag-wageningen-university-research/huisstijl.htm>