

Doctoral Education Requirements, Conditions & Costs

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The Doctoral Education (DE) Programme is an integral part of the preparation for the doctorate. The DE Programme ensures and enhances the development of scientific quality along with the needed proficiency for interpersonal skills. The tailored DE programme comprises courses for acquiring transferable skills, courses to increase disciplinary competences, understanding ethics and integrity and research skills: activities to reach full proficiency in conducting research.

At the start of the Doctoral training, each candidate prepares a personal DE plan that covers specific needs and expectations, in open consultation with their supervisory team. Doctoral candidates choose from a range of courses and activities enabling them to deepen and broaden their competences and skills in each competence category in the DE programme. The TU Delft Graduate School (GS) ensures the quality of the DE courses and personal training offered to the candidates.

This document is intended to give the doctoral candidate a condensed overview of the requirements, conditions and costs regarding the DE programme. The DE requirements are in place as to ensure depth and breadth regarding the development of your skills. These requirements are regarded as the minimum that must be achieved and not the maximum that may be reached.

More specific information about doing a PhD at TU Delft and the topics mentioned in this document can be found on the [employee portal](#).

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1. DE Requirements

- The full Doctoral Education (DE) Programme is equivalent to 45 GS credits.
- 15 GSC is the minimum number of credits that should be obtained per category (discipline-related skills, research skills and transferable skills).
 - Discipline-related skills: to obtain a greater breadth and depth of knowledge required in your field of doctoral research.
 - Research skills: to improve your ability to conduct scientific research.
 - Transferable skills: focuses on the development of your personal and professional skills.
- Aside from DE courses offered by GS, you may also follow courses elsewhere (e.g., research schools, other universities, online courses, summer schools, workshops at conferences).

Please be aware that your Faculty GS (FGS) may have extra requirements concerning your DE programme.

These requirements can be found on the website of your FGS. If you have any questions regarding DE, you can contact your FGS. All decisions regarding your DE programme (course selection/learning on-the-job activities, course enrolment) must be made in consultation with your Promotor/Daily Supervisor and according to the guidelines of your FGS.

2. About DE costs

- All courses in the Transferable and Research skills categories that are offered by the University Graduate School (UGS) can be followed free of charge by TUD PhD candidates. These courses will be financed by the UGS.
- Additional materials, that are required for some courses, need to be financed by the department/funding body of the PhD candidate. Hand-outs are included in the price of the course.
- Please note that if you choose to follow courses, other than those offered by the UGS, these need to be financed by your department/funding body.
- Always consult your supervisor regarding costs before enrolling in a course.

3. Mandatory Courses

There are two mandatory courses in the category transferable skills:

- PhD Start-up (Onboarding module A + B and C with a total of 2 GS credits)
- A Career Development course (1 GS credit). The UGS offers various career development courses, but you are free to follow such a course elsewhere if this is in accordance with your supervisory team.

4. Course Enrolment/Cancellation

- You can enrol for most courses in [Coachview](#). (Enrolment is mostly via Coachview and in some cases via e-mail.)
- You may only enrol for a course if you are able to complete all sessions of the course.
- If a course is full, you can enrol yourself in the waiting list in Coachview.
- If you cancel within 7 working days before the start of a DE course (research/transferable) or if you do not attend one or more sessions of the course that you are enrolled in, your department will be required to pay the cost price per course day (160 Euros).

- If the course you are enrolled in does not reach the minimum number of participants, one week before the start of the course, it will be cancelled/re-scheduled.
- Enrolment in MSc courses goes via another route, not via the GS. You can find the instructions for enrolment in these courses and exams on the GS website.

5. About GS credits

- Graduate School credits are used to quantify the workload of Doctoral Education courses.
- 1 GS credit is equal to 8 hours with an additional max. 4 hours for preparation and assignments.
- You may register a maximum of 5 GS credits per course.
- If you participate in the THRIVE PhD Academy programme you can obtain max. 10 GS credits in the transferable skills category and will be exempted from the mandatory career development course(s). This is an exemption to the above mentioned rule of max. 5 GS credits and the compulsory career course.
- If you follow a Doctoral course at a location other than the GS, 1 course day is equal to 1 GS credit.
- You can only obtain credits by attending the full course. In case you missed part of a course, please send an e-mail to graduateschool@tudelft.nl asking whether you can follow the missed session with another group.
- You must obtain a minimum of 5 GS credits via Learning on-the-Job activities in the category Research Skills. Some activities are listed as having a variable amount of credits e.g. 2-4 GS credits. As these activities are performed under the supervision of your Promotor/Daily Supervisor, they determine the exact number of credits that you can register for the particular activity. Several FGS have an own learning on-the-job activity list which can be found on the employee portal pages of the respective FGS and GS.
- You can obtain a maximum of 4 GS credits via language courses. If there is a need to take more language courses, you may do so but without obtaining GS credits.
- If you have already obtained 15 GS credits for transferable skills and would like to follow more GS courses in this category, you can do so in consultation with your supervisor.
- If you follow a Master's course for your DE programme that is classified according to European Credits (EC), you can be rewarded only a maximum of 5 GS credits, 1 ECTS = 1 GS credit. The credits may only be included if you pass the exam.
- If you followed a doctoral level course at a research school or other organisation, your credits are determined by the duration of the course. One course day equals one GS credit. Example: your course at a research school lasted 5 full days and the certificate states that you obtained 2 ECs. You may register 5 GS credits in DMA.
- If you follow an online course, you can calculate the number of GS credits by dividing the study load, stated on the organizer's website, in hours by 12 (e.g., A study load of 24 hours would be equal to 2 GS credits).
- You can obtain all your DE programme credits with online courses since the start of the corona crisis. Before corona the rule was max 10 GS credits for online workshops. We do advise you to follow some courses offline like the PhD startup module if possible.

- The conversion rate table below can be used to translate GS credits to EC's (one way) in case of collaboration with other universities. A PhD candidate may need to give an overview in EC's rather than in GS credits which is the local system used at the TU Delft.

Conversion Table GS Credits to EC's.

One Graduate School credit point equals 12 hours of doctoral education, including preparation. One credit point according to the European Credit Transfer System reflects 28 hours of study. On the basis of these hours of education load the following table is accepted by the Board for Doctorates:

GS	-> EC	GS	-> EC	GS	-> EC
1	-> 0,5	16	-> 7	31	-> 13,5
2	-> 1	17	-> 7,5	32	-> 13,5
3	-> 1,5	18	-> 7,5	33	-> 14
4	-> 1,5	19	-> 8	34	-> 14,5
5	-> 2	20	-> 8,5	35	-> 15
6	-> 2,5	21	-> 9	36	-> 15,5
7	-> 3	22	-> 9,5	37	-> 16
8	-> 3,5	23	-> 10	38	-> 16,5
9	-> 4	24	-> 10,5	39	-> 16,5
10	-> 4,5	25	-> 10,5	40	-> 17
11	-> 4,5	26	-> 11	41	-> 17,5
12	-> 5	27	-> 11,5	42	-> 18
13	-> 5,5	28	-> 12	43	-> 18,5
14	-> 6	29	-> 12,5	44	-> 19
15	-> 6,5	30	-> 13	45	-> 19,5

6. About registration of your GS credits

You are required to keep track of the credits you obtained during your PhD. The below information provides a short overview of how to register credits for the different types of courses/activities for your DE programme. Keep all your certificates and course attendance forms, as you may be asked to show them. For full instructions on how to register this information in DMA, please consult the [DMA manual](#) on the GS website.

- Registration of courses organized outside the UGS: If a certificate/diploma was not issued by the organizer you can use the Course Attendance Form as a proof of participation for courses followed outside of the Graduate School.
- Registration of doctoral courses organized by UGS: You will receive a certificate a week after the training if the trainer has indicated that you have passed. Upload the certificate in the DE section in DMA.
- Registration of MSc courses: If you are registering credits for a MSc course, you also need to use the "Course Attendance Form". The lecturer must indicate that you have passed the exam and record your grade on the form. The lecturer will send the original to Education and Student Affairs, Account Group 1 at Jaffalaan 9a. Upload the signed form in the DE section in DMA.
- Registration of learning on-the-job: You can register learning on-the-job activities directly in DMA. Please check with your FGS what is needed to register your learning-on-the-job activities.

7. Exemption / Full Dispensation

The Doctoral Education Programme of TU Delft enables all PhD candidates to further develop their professional skills and continue to learn and grow to become autonomous researchers. Therefore, exemptions and full dispensations will only be granted in exceptional cases.

Exemptions

PhD candidates who have completed doctoral level course work prior to starting their PhD at TU Delft, are eligible for requesting an exemption. The total exemption request should be for a minimum of 5 GS credits. If you are granted an exemption for more than 15 Graduate School credits, you will not receive a DE certificate. However, you are still required to complete the remainder of the DE programme.

If you would like to request an exemption, you can fill out the [application form](#) and send it to your [Faculty Graduate School](#). PhD candidates should register their approved exemption request(s) in DMA. See the [DMA manual](#) for instructions.

Full dispensation

In some exceptional cases, the Board for Doctorates can grant PhD candidates dispensation for the entire DE Programme, (i.e., you no longer must fulfil any requirements of the DE Programme). If you and your supervisor agree that you have valid reasons for dispensation, make your request as soon as possible, but no later than 4 months after the date that you started your PhD at TU Delft. The procedure can be found on the Graduate School employee portal.

8. Final check before printing DE Certificate

Before you ask the FGS to do the final check of your DE programme please carefully check the spelling of the DE courses in DMA yourself. The DE certificate that will be printed after approval of your DE programme will show the course names and LOJ activities as shown in DMA. Please also check the DMA manual for further instructions.