




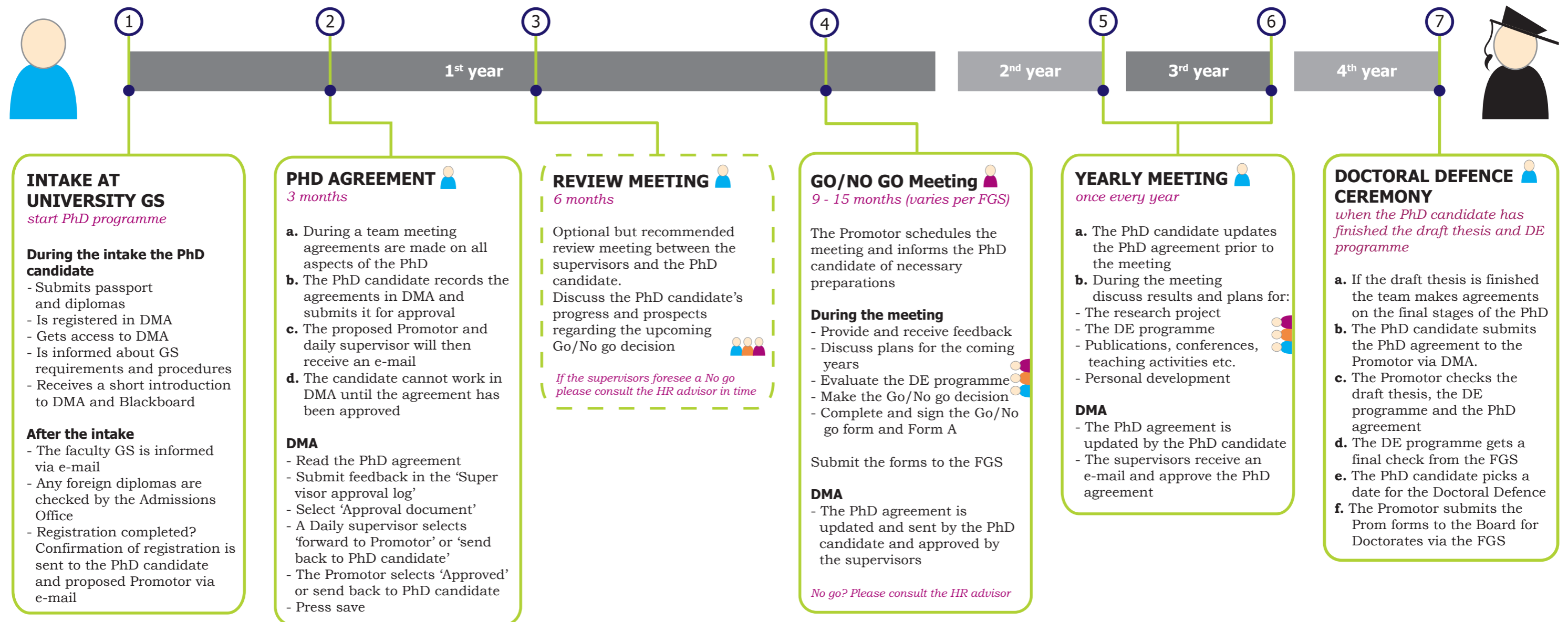
THE GRADUATE SCHOOL: Supervisor timeline

This reference card gives an overview of the formal Graduate School (GS) process. PhD candidates use the Doctoral Monitoring Application (DMA) to register their work agreements, progress and DE activities and upload course attendance forms. Supervisors use DMA to approve the PhD agreement.

Go to dma.tudelft.nl to log in. For more information please visit www.graduateschool.tudelft.nl, refer to the DMA supervisor manual or contact your Faculty Graduate School.

-  PhD candidate
-  Promotor
-  Daily supervisor

Other actors:
 The Mentor
 The Faculty GS (FGS)
 The University GS (UGS)
 The Board for Doctorates (BfD)
 The Human Resources department (HR)



INTAKE AT UNIVERSITY GS

start PhD programme

During the intake the PhD candidate

- Submits passport and diplomas
- Is registered in DMA
- Gets access to DMA
- Is informed about GS requirements and procedures
- Receives a short introduction to DMA and Blackboard

After the intake

- The faculty GS is informed via e-mail
- Any foreign diplomas are checked by the Admissions Office
- Registration completed? Confirmation of registration is sent to the PhD candidate and proposed Promotor via e-mail

PHD AGREEMENT

3 months

- a. During a team meeting agreements are made on all aspects of the PhD
- b. The PhD candidate records the agreements in DMA and submits it for approval
- c. The proposed Promotor and daily supervisor will then receive an e-mail
- d. The candidate cannot work in DMA until the agreement has been approved

DMA

- Read the PhD agreement
- Submit feedback in the 'Supervisor approval log'
- Select 'Approval document'
- A Daily supervisor selects 'forward to Promotor' or 'send back to PhD candidate'
- The Promotor selects 'Approved' or send back to PhD candidate
- Press save

REVIEW MEETING

6 months

- Optional but recommended review meeting between the supervisors and the PhD candidate.
- Discuss the PhD candidate's progress and prospects regarding the upcoming Go/No go decision

If the supervisors foresee a No go please consult the HR advisor in time

GO/NO GO Meeting

9 - 15 months (varies per FGS)

The Promotor schedules the meeting and informs the PhD candidate of necessary preparations

During the meeting

- Provide and receive feedback
- Discuss plans for the coming years
- Evaluate the DE programme
- Make the Go/No go decision
- Complete and sign the Go/No go form and Form A

Submit the forms to the FGS

DMA

- The PhD agreement is updated and sent by the PhD candidate and approved by the supervisors

No go? Please consult the HR advisor

YEARLY MEETING

once every year

- a. The PhD candidate updates the PhD agreement prior to the meeting
- b. During the meeting discuss results and plans for:
 - The research project
 - The DE programme
 - Publications, conferences, teaching activities etc.
 - Personal development

DMA

- The PhD agreement is updated by the PhD candidate
- The supervisors receive an e-mail and approve the PhD agreement

DOCTORAL DEFENCE CEREMONY

when the PhD candidate has finished the draft thesis and DE programme

- a. If the draft thesis is finished the team makes agreements on the final stages of the PhD
- b. The PhD candidate submits the PhD agreement to the Promotor via DMA.
- c. The Promotor checks the draft thesis, the DE programme and the PhD agreement
- d. The DE programme gets a final check from the FGS
- e. The PhD candidate picks a date for the Doctoral Defence
- f. The Promotor submits the Prom forms to the Board for Doctorates via the FGS