**3mE Graduate School – Role of the 3mE PhD mentor**

TU Delft Graduate School recognises an important role to the PhD mentor in advising and supporting the PhD candidate during the PhD track. To identify this role TU Delft Graduate school has written a basic document including the general roles and duties of the 3mE PhD mentor. Based on this document the 3mE Graduate school (3mE GS) has specified the description of the 3mE PhD mentor and formulated the following.

**Description of the 3me PhD mentor**

* The 3mE PhD mentor is motivated, involved, has good social and contact skills and is an academic staff member with a doctor’s degree. To ensure diversity the 3mE GS has appointed several mentors per department.
* The 3mE PhD mentor is not directly assigned to a 3mE PhD candidate at the beginning of the PhD programme. The 3mE PhD mentor is only assigned by the 3mE GS on request of the 3mE PhD candidate.
* During the intake meeting at the 3mE GS the 3mE PhD candidate will be informed about the procedure.
* In case the 3mE PhD candidate consults the 3mE GS when problems arise, or when the 3mE PhD candidate wants to consult a PhD mentor directly, the 3mE GS selects a 3mE PhD mentor based on the nature of the problems, preference of the PhD candidate and, for confidential reasons always from another department.
* After the 3mE PhD mentor is selected with consent of the 3mE PhD candidate, the 3mE GS informs the 3mE PhD mentor via e-mail with copy to the 3mE PhD candidate.

**Duties of 3mE PhD mentor**

* Within two weeks after the 3mE PhD mentor has received the e-mail of the 3mE GS the 3mE PhD mentor will invite the 3mE PhD candidate for an introductory meeting.
* Whereas the promoter and supervisor are both responsible for supervision of the PhD candidate, the 3mE PhD mentor is primarily an advisor to the PhD candidate. The 3mE PhD mentor addresses the process of the 3mE PhD track and not is focused on the content of the PhD track. The 3mE PhD mentor is monitoring the well-being and progress of the 3mE PhD candidate.
* The 3mE PhD mentor needs to be independent and objective, and therefore will not automatically be present at meetings of the PhD development cycle (Go No Go meeting, Yearly progress meetings etc.). Only with special permission of the 3mE PhD candidate the 3mE PhD mentor will join meetings of the PhD development cycle.
* When the 3mE PhD candidate in case needed, the 3mE PhD mentor can refer the 3mE PhD candidate to counselling or confidential, medical or human resource advisors or experts. The 3mE GS can be of help in these matters as well.
* The 3mE PhD mentor is advised to not try and solve any problem himself/herself, but to support the 3mE PhD candidates in solving their problems themselves. Signals of possible concern are: structural absence, chaos, isolation, illness etc.
* Matters will be always dealt with in a confidential manner. Confidentiality between 3mE PhD mentor and the 3mE PhD candidate can only be broken with permission of the 3mE PhD candidate.
* The 3mE PhD mentor should alert the 3mE Graduate School when real crises appear, of course with approval of the 3mE PhD candidate.

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| Focus points of conversation can be:   * Planning, starting to write in time * Ambition level vs. time constraints * Contact with the supervising team * Language, intercultural aspects in communication * Initiative, leadership of own PhD track; research * Making contact with others, expanding your network countering isolation. | Topics for a first meeting can be:   * How are you? * Why did you start a PhD? * Are you already settled well? * Did you already start with your research? * How is the contact with your supervisory team? * New appointment dates |