

# **Composing the Assessment Committee in PhD-Track**

**A guideline for the Principal Promotor – version 1.0**

# Introduction

With the introduction of the new Doctoral Regulations 2023 (effective at FHML as of the 1<sup>st</sup> of January 2024), FHML has decided to start with implementing these regulations in PhD-Track.

First part of this implementation involves submitting a request for the composition of an Assessment Committee to the FHML PhD Office, as described in the letter (with reference 23.2665) of Prof. Dr. Annemie Schols, Dean FHML, sent on 22<sup>nd</sup> of December 2023 to all professors and associate professors of FHML.

As describes in the Doctoral Regulations 2023, only the Principal Promotor may submit a request for an Assessment Committee to the Dean. Therefore, the actions described in the instructions below can only done by those persons who have in PhD-Track the supervisor role “Principle Promotor”.

This guideline will show some print screens of the process, accompanied by some explanation, which could help the Principal Promotor with composing the assessment committee via PhD-Track.

As the process of composing an assessment committee in PhD-Track is an ongoing process due to improvements and refinements, this guideline is also subject to change and regularly a new version will be available

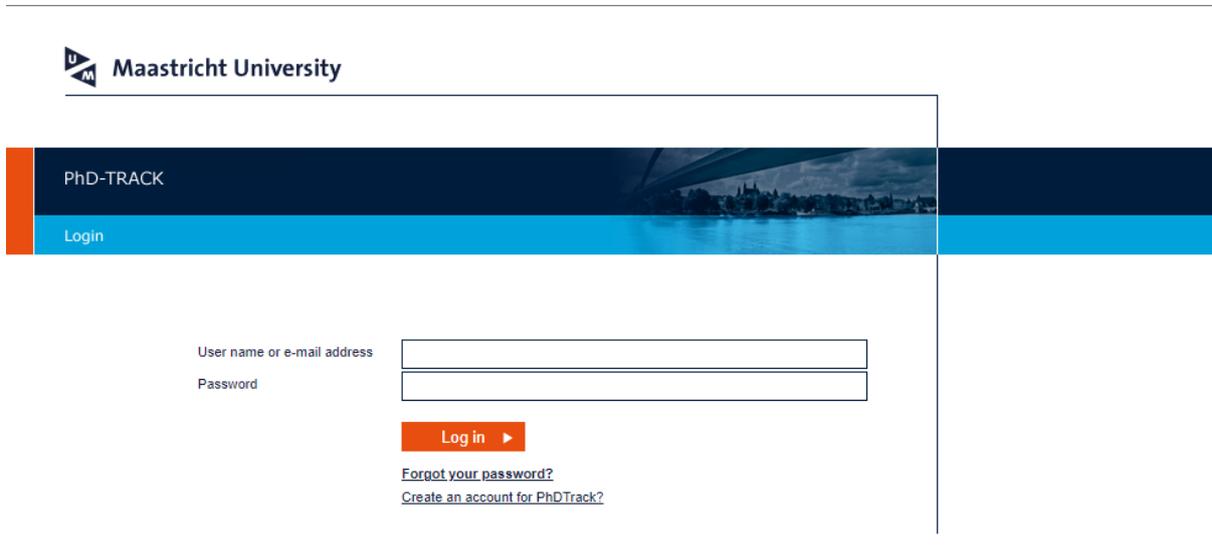
The FHML PhD-Office (reachable by email via [fhmldoctoraldegrees@maastrichtuniversity.nl](mailto:fhmldoctoraldegrees@maastrichtuniversity.nl)) or the PhD-Track contactpersons at the Research Institutes are available to support you, even after following these guidelines.

Research Institute	Contact person
CAPHRI	Chantal Claessens
CARIM	Esther Willigers
GROW	Brigitte Custers
MERLN	Noor ten Hoeve
MHeNS	Ankie Hochstenbach, Maarten van Hertrooy
M4I	Noor ten Hoeve
NUTRIM	Patrick van Gorp
SHE	Nicky Verleng, Lisa Dubois

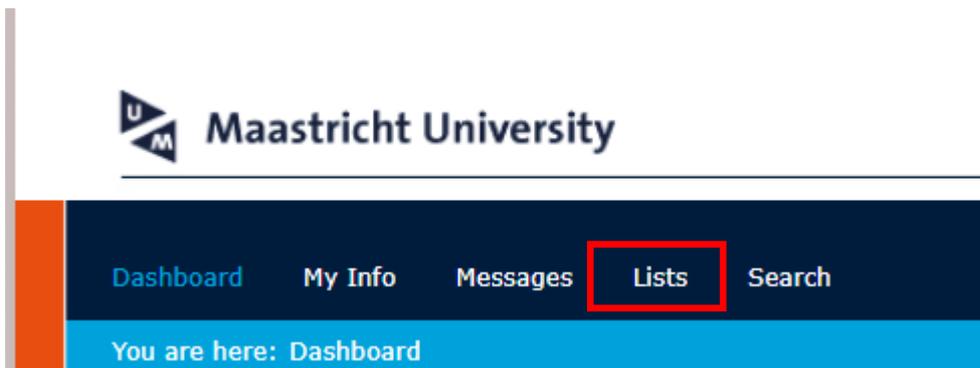
# Instructions

1. Login into PhD-Track by using the school-URL of PhD-Track

***https://xxxxxxxx.track.maastrichtuniversity.nl/Public/login***

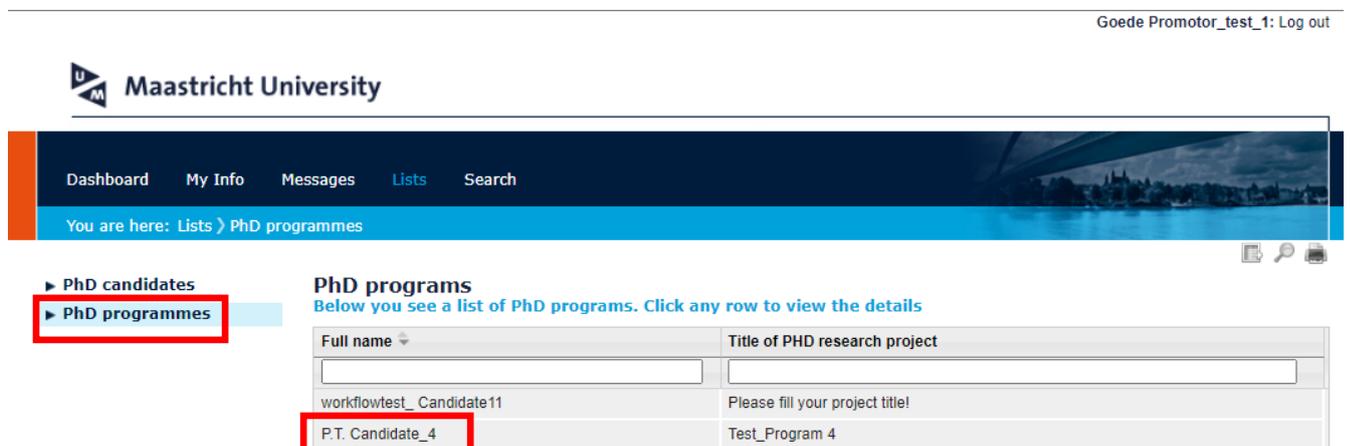


2. Click on 'Lists' in the top bar



3. Click on 'PhD programmes' and select the Candidate for which you want to set up an Assessment Committee.

Goede Promotor\_test\_1: Log out



Full name	Title of PHD research project
workflowtest_ Candidate11	Please fill your project title!
P.T. Candidate_4	Test_Program 4

4. Click in the menu on the right side of the screen on 'Assessment Committee'

Personal Details

Test\_Program 4

- ▶ General
- ▶ Supervisors
- ▶ Supervisory Committee
- ▶ Skills and competencies
- ▶ Professional Courses
- ▶ Conferences & activities
- ▶ Teaching
- ▶ Documents
- ▶ Questionnaires
- ▶ Evaluation Periods
- ▶ Alumni details
- ▶ Assessment Committee
- ▶ Timeline

General of P.T. Candidate\_4

The PhD programme is currently Active

Status periods:

Start	End	Status	Reason
1-9-2020	-	Active	-

Title of PhD research project: Test\_Program 4  
 Faculty: FHML  
 Additional faculties:  
 Joint/Double Doctorate:  
 Name and location partner University:  
 Assessment period start and end date: No

5. The screen that appears shows an overview of the PhD Program of the selected PhD-candidate, followed by the supervisory team.

If you do not see the two orange buttons as shown in the figure below, you do not have the role 'principle promotor' in this PhD-program. Please contact your PhD-Track contact person at your Institute and ask to change your role in the supervisory team to 'principal promotor'.

Personal Details

Test\_Program 4

- ▶ General
- ▶ Supervisors
- ▶ Supervisory Committee
- ▶ Skills and competencies
- ▶ Professional Courses
- ▶ Conferences & activities
- ▶ Teaching
- ▶ Documents
- ▶ Questionnaires
- ▶ Evaluation Periods
- ▶ Alumni details
- ▶ Assessment Committee
- ▶ Timeline

PhdProgram Overview

PhD Candidate: P.T. Candidate\_4  
 Dissertation title: -  
 Joint/Double Doctorate: No

Supervisors:

Name	Role	Principal supervisor
Ook_ee CoPromotor_test_1	Co-supervisor ('co-promotor')	no
G. Promotor_test_1	Supervisor ('promotor')	yes

Assessment committee of P.T. Candidate\_4

Below you see a list of assigned committee members. Click any row to view assignment details or open at the right to edit committee member's details.

Sorry, no members found.

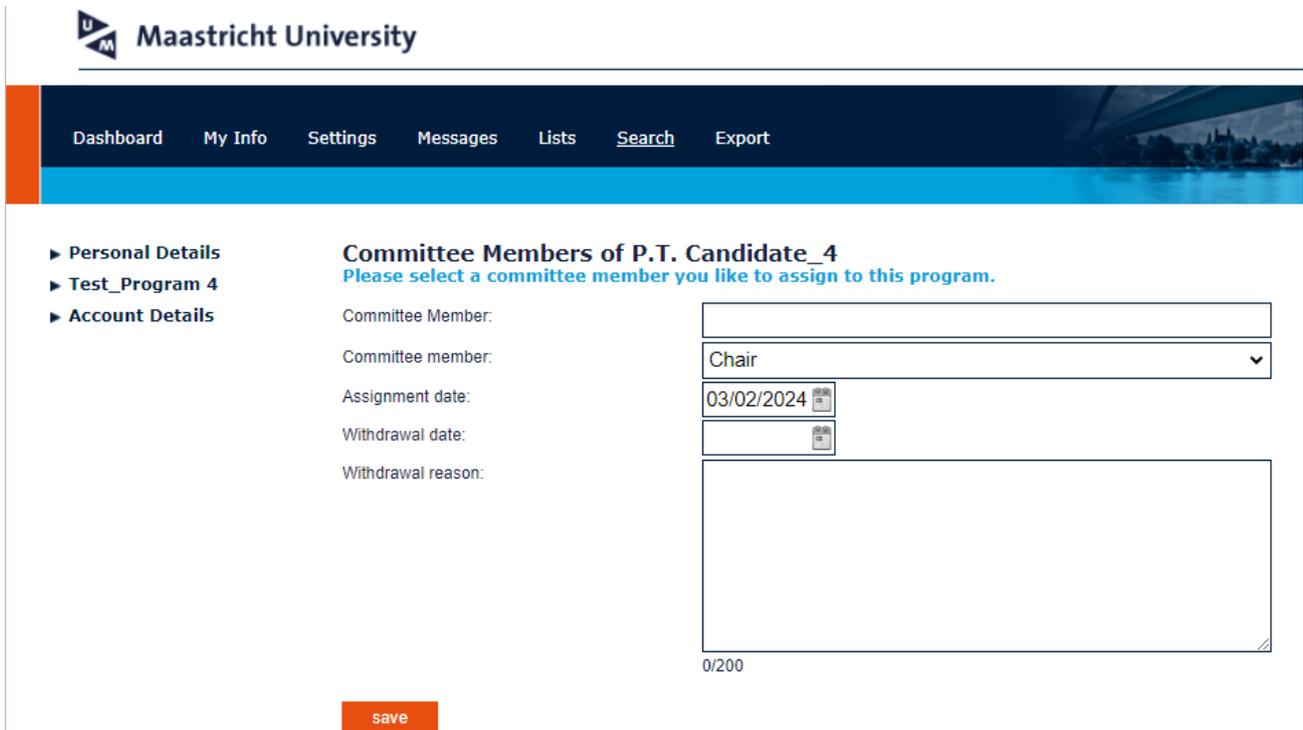
Assign committee member Add committee member



At this point, there are two options:

a. **Assigning an assessment committee member to the PhD-Program**

Click on the  button and the screen as shown below appears.



The screenshot shows the Maastricht University logo at the top left. Below it is a navigation bar with links: Dashboard, My Info, Settings, Messages, Lists, Search, and Export. The main content area is titled 'Committee Members of P.T. Candidate\_4' with a sub-header 'Please select a committee member you like to assign to this program.' The form includes fields for 'Committee Member:' (empty), 'Committee member:' (dropdown menu with 'Chair' selected), 'Assignment date:' (03/02/2024), 'Withdrawal date:' (empty), and 'Withdrawal reason:' (text area). A 'save' button is located at the bottom.

The PhD-Track Committee Members database contains all the FHML full professors<sup>1</sup> with the correct information already prefilled according to the information known at the FHML PhD-Office and the persons that have been added by your fellow principal promotors, like non-UM professors and Associate Professors with the *Ius promovendi*.

Click once on the field of the Committee Member, and type any two letters of the last name, or email address of the person you are looking for.

**Committee Members of P.T. Candidate\_4**  
Please select a committee member you like to assign to this program.



The close-up shows the 'Committee Member:' label and the search input field. A red arrow points to the input field, which contains a vertical line cursor and the text 'Please enter 2 more characters' below it.

<sup>1</sup> At the start of the module 'Composing the Assessment Committee in PhD-Track' the database does not contain the list of full professors yet. In the second half of February 2024 this list will be added to PhD-Track

Subsequently select the person of interest

Committee Member:  
Committee member:  
Assignment date:  
Withdrawal date:  
Withdrawal reason:

maastl

- J.J.C. Arts
- Marteen Bak
- E. Bidar
- MA van Bokhoven
- J Burgers
- R. Crutzen
- Paula da Costa Martins
- B de Galan
- D.K.M. de Ruyscher
- I Dijkgraaf
- R. Heeren
- M.J.G Jacobs

save

After adding the right person, select the role of this person in the assessment committee: Chair or Member<sup>2</sup>

In the box 'Assignment date' is automatically the current date already selected. However, if necessary another date can be selected by clicking on  and select the right date.

To confirm the selected person, the role and the assignment date, click on 'save'.

Continue with adding the other members of the assessment committee, by repeating the previous steps.

#### **b. Adding a new person to the list of committee members in PhD-Track**

In the case a person cannot be found in the database as described above, this person has to be added manually by clicking on the right orange box , and the screen below appears.

Fill the information of the person you want to add and click on 'Add committee member' at the bottom of the page.

It is important that you fill the right information in all fields, including the correct e-mail address. Not complete or not right filled information will cause a delay in the approval of the assessment committee by the dean.

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<sup>2</sup> Only one person can have the role of Chair in an assessment committee.

## User details

Below you see details of

E-mail address:	<input type="text"/>
Initials:	<input type="text"/>
First name:	<input type="text"/>
Middle name:	<input type="text"/>
Last name:	<input type="text"/>
Gender:	Male <input type="text"/>
Academic Title:	<input type="checkbox"/> Em <input type="checkbox"/> Prof <input type="checkbox"/> Dr <input type="checkbox"/> Ir <input type="checkbox"/> Mr
Affiliation:	MaastrichtUniversity <input type="text"/>
Title of the Chair:	<input type="text"/>
Ius Promovendi:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Department/Institute:	<input type="text"/>
Phone:	<input type="text"/>

Add committee member

When all persons are added to the database, you can continue assign the persons to the assessment committee of the PhD-candidate by following the instructions as described before under **a. Assigning an assessment committee member to the PhD-Program**

When all the committee members are added, it could look like the:



## PhdProgram Overview

PhD Candidate: P.T. Candidate\_4  
Dissertation title: -  
Joint/Double Doctorate: No

### Supervisors:

Name	Role	Principal supervisor
Ook_ee CoPromotor_test_1	Co-supervisor ('co-promotor')	no
G. Promotor_test_1	Supervisor ('promotor')	yes

## Assessment committee of P.T. Candidate\_4

Below you see a list of assigned committee members. Click any row to view assignment details or open at the right to edit committee member's details.

### Current members:

Name	Role	Academic title	Affiliation	Assignment date
T Committee	Chair	Prof	MaastrichtUniversity	03/02/2024
Cees Committee_test_1	Member	Prof Dr	MaastrichtUniversity	03/02/2024
Barbara Committee_test_2	Member	Dr Ir	Other	03/02/2024

### Former members(s):

Name	Role	Academic title	Affiliation	Withdrawal date
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Assign committee member

Add committee member

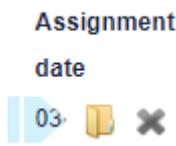
If you notice there is a mistake in the information of the currently composed assessment committee, there are three options:

### 1. The role or assignment date is not OK

Click on the name of that member and in the screen that opens, make the change and click the 'save' button

### 2. Edit the committee member's personal data

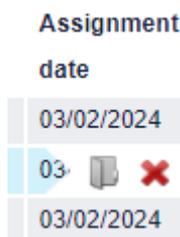
Hoover with your computer mouse over the Assignment date of the member of interest until the hand-icon appears and the folder icon turns yellow.



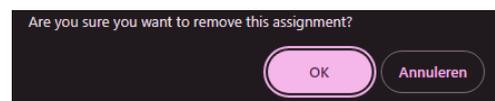
By clicking on this folder, you return to the User details of the selected committee member. Make the change and click on the 'save' button

### 3. Remove an assigned committee member

It is possible that not the right person has been selected and added to the assessment committee. You can correct this not by clicking on the folder icon, but by clicking on the red arrow.



A confirmation has to be made on top of the screen



## Committee regulations checklist

When you have added the committee members, you have to answer some questions before you can submit the assessment committee for review. These questions are related to the admissibility of the proposed committee members to the assessment committee.

The questions in the checklist can vary, depending on the type of PhD-program: 1) Normal PhD-Program or 2) Joint- /Double Degree Program.

Carefully read the question and answer with **Yes** or **No**. Depending on your answer, some questions will show an additional remark or text box (indicated with a red arrow)

When you use the 'save checklist' button, the checklist will be saved for later moment; otherwise when you do not save and you leave the web page, the answers will be deleted!

### 1) Normal PhD-program

#### Committee regulations checklist

All questions must be answered before submitting the assessment committee for review.

1. Does the proposed committee consist of 4 or 5 members (including the intended chair)?  Yes  
 No
2. Does the intended chairman have an appointment at Maastricht University and does he have the ius promovendi?  Yes  
 No
3. Do at least two professors or emeriti professors currently have the ius promovendi?  Yes  
 No
4. Does the proposed committee include a maximum of two professors who do not have the ius promovendi or non-professors who have a doctorate and have sufficient expertise in the field of the subject of the dissertation?  Yes  
 No
5. Does the proposed committee contain two members who are not affiliated with Maastricht University?  Yes  
 No
6. Are the supervisor and/or co-supervisor part of the committee?  Yes  
 No
7. Is a co-author of one or more of the scientific papers that form part of the dissertation a member of the proposed committee?  Yes  
 No
8. Does the proposed committee include members who are partners or family members (up to the second degree) of the PhD candidate?  Yes  
 No
9. Does the committee contain at least one female and one male member?  
*This is the aim. We ask you to reconsider the composition of the assessment committee. However, it is not a requirement.*  Yes  
 No
10. Does the proposed committee include representation from different scientific views?  
*This is the aim. We ask you to reconsider the composition of the assessment committee. However, it is not a requirement.*  Yes  
 No

Save checklist

## 2) Joint- / Double Degree PhD-program

In this case there are some different and some additional questions related to the Joint- / Double Degree PhD-program. This relates to the collaboration agreement between the UM and the partner University. This collaboration agreement has to be signed within the first two years after the start of the Joint- or Double Degree Program.

For more information, please contact the FHML- advisor Monique Latour.

### Committee regulations checklist

All questions must be answered before submitting the assessment committee for review.

1. Have you uploaded the collaboration agreement for the PhD track in question into the PhD Track system? The agreement can be uploaded in the '10. Agreements / Contracts' folder under 'Documents'.  Yes  No  
*Uploading the cooperation agreement is mandatory. Please upload the agreement first.*
2. Does the intended chairman have an appointment at Maastricht University and does he have the ius promovendi?  Yes  No
3. Does the proposed committee consist of a minimum of 4 and a maximum of 6 members (including the intended chairman)?  Yes  No  
*This is a deviation from the promotion regulations. Provide substantiation for this deviation so that the dean can assess whether an exemption can be granted on this point:*
4. Does the committee include at least one member from each of the collaborating institutions and 2 members who are not affiliated with these institutions?  Yes  No
5. Do at least two professors or emeriti professors have the ius promovendi?  Yes  No
6. Does the proposed committee (of 4-5 members) include at most two professors who do not have the ius promovendi or non-professors who have a doctorate and sufficient expertise in the field of the subject of the dissertation?  Yes  No  Not applicable
7. Does the proposed committee (of 6 members) include a maximum of four professors who do not have the ius promovendi or non-professors who have sufficient expertise in the field of the subject of the dissertation. At least two of these people have PhDs?  Yes  No  Not applicable
8. Are the supervisor and/or co-supervisor part of the committee?  Yes  No
9. Is a co-author of one or more of the scientific papers that form part of the dissertation a member of the proposed committee?  Yes  No
10. Does the proposed committee concern members who are partners or family members (up to and including the second degree) of the PhD candidate?  Yes  No
11. Does the committee contain at least one female and one male member?  Yes  No  
*This is the aim. We ask you to reconsider the composition of the assessment committee. However, it is not a requirement.*
12. Does the proposed committee include representation from different scientific views?  Yes  No  
*This is the aim. We ask you to reconsider the composition of the assessment committee. However, it is not a requirement.*

Save checklist

## Submitting the proposed assessment committee for review

The final step after composing the assessment committee and answering the regulations checklist, is submitting the proposed assessment committee for review. In all situations, the principal supervisor is responsible for providing the correct information when submitting.

This review process consists of the following steps:

- 1) After submitting the composed assessment committee, the FHML PhD-Office receives an email that a new committee is submitted to be reviewed.

The FHML PhD-Office processes the applications, in order of receipt, by checking the information provided by the principal supervisor. This includes the members, their user details and the answers of the checklist.

The FHML PhD-Office has two options:

- a. Forward the Assessment Committee to the dean of FHML for approval
- b. Send feedback to the principal supervisor in the case something is not clear, not correct or any other reason not to forward it to the dean. In this case the principal supervisor receives an e-mail from PhD-Track with the message

The dean receives an e-mail that a new assessment committee has been forwarded by the FHML PhD-Office for approval. The dean has three options:

- a. Approve the proposed assessment committee
- b. Send feedback to FHML PhD-office
- c. Reject the proposed assessment committee

In case of b. the FHML PhD-Office receives the feedback and will undertake the needed action, which could mean that the principal promotor will receive an e-mail with feedback.

In case of approval (a.) or rejection (c.) the following people will receive an email from PhD-Track with the result:

- Principal Promotor
- All members of the proposed assessment committee
- All PhD-Track coordinators at the institutes
- FHML PhD-Office
- UM PhD-Office (“Bureau Academische Zittingen”)

### How does the content of the email look like?<sup>3</sup>

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Dear all,

A proposal for an assessment committee for P.T. Candidate \_4, Test\_Program 4, has been approved!

Assessment committee:

Date decision: 5-1-2024

Committee members:

Name	Role	Academic title	Affiliation
T. Committee	Chair	Prof	MaastrichtUniversity
B. Committee_test_2	Member	Dr Ir	Other

PhD program: Test\_Program 4

PhD Candidate: P.T. Candidate \_4

Dissertation title: Test Project 7 Dissertation title

Joint/double doctorate: Yes

Supervisors:

Name	Role	Principal supervisor
G. Promotor	Supervisor ('promotor')	yes
O. CoPromotor	Co-supervisor (co-promotor)	no

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Make sure you submit Model letter 4 within 2 weeks to the UM PhD-Office ([phd-office@maastrichtuniversity.nl](mailto:phd-office@maastrichtuniversity.nl))

Kind regards,

The PhD Track support team

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<sup>3</sup> The e-mail text as shown below is not the most recent version. The aim is to keep this manual, including screenshot up to date, but due to the continuous improvements of the implementation of the PhD-regulations in PhD-Track, it is possible that current situation in PhD-Track may not be shown in this guideline.