

Looking back and to new PhD regulations and new functionalities PhD Track

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Programme

- **Brief review & new features PhD Track as of December 2024**
 - *Questions and Dialogue*
- **Instruction on how to use PhD Track**
 - *Questions and Dialogue*
- **Points for attention defence phase: UM PhD Office**
 - *Questions and Dialogue*
- **Closing**

Looking back at the most important changes:

- More responsibility with the Dean:
 - Admission procedure
 - Change and expansion supervision team
 - Composition of assessment committee
- FHML has its own PhD Office
- Work processes have been set up digitally as much as possible in the past year using PhD Track



FHML PhD Office

- From 01-01-2024
- Laurenz Isabella & Amela Besic
- E-mail:
Fhmldoctoraldegrees@maastrichtuniversity.nl
- Phone: 043 - 3884122
- Good collaboration with UM PhD Office



Webpage: <https://www.maastrichtuniversity.nl/about-um/faculties/health-medicine-and-life-sciences/phd-fhmlmumc>



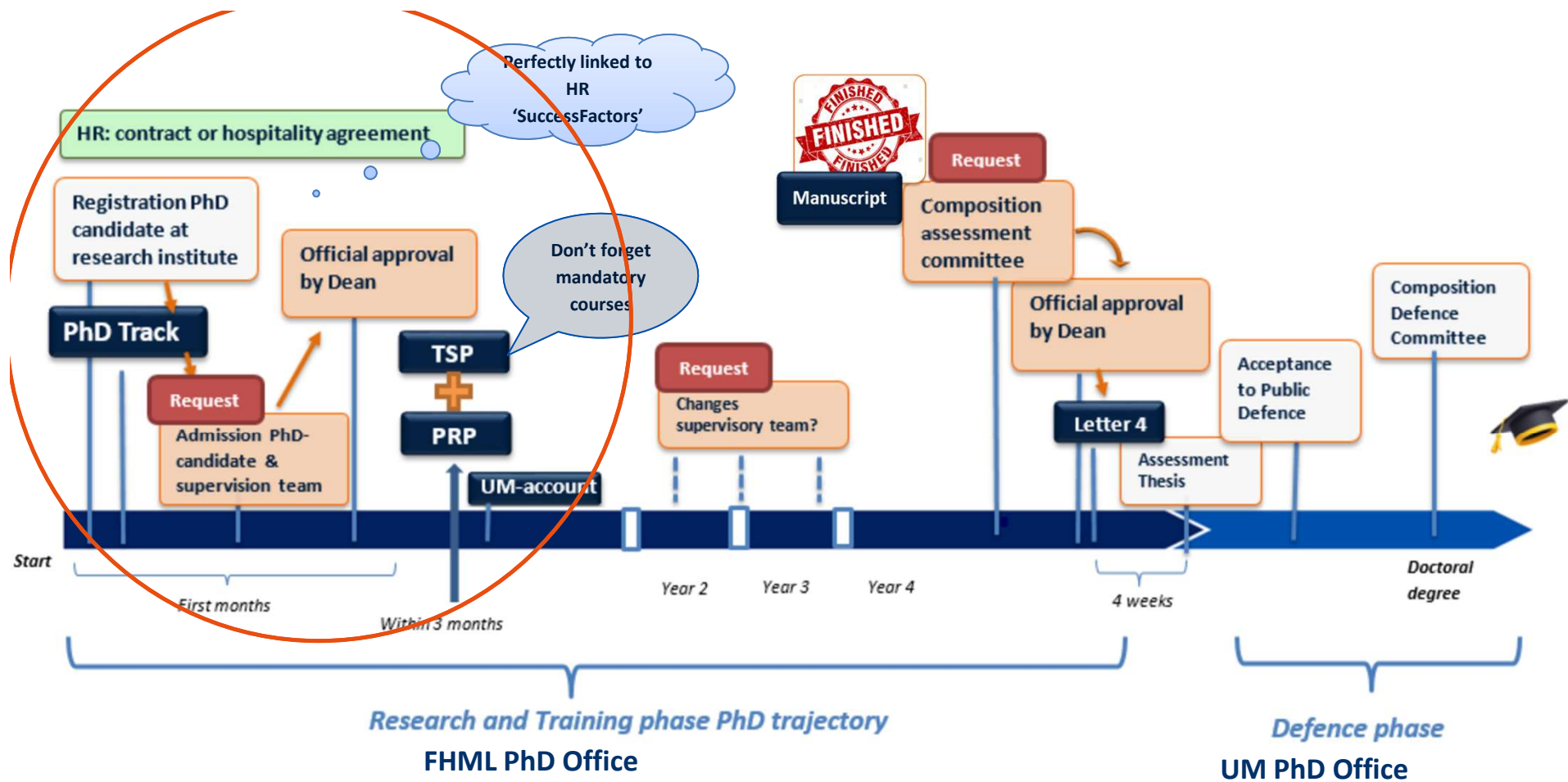
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Two PhD Offices:





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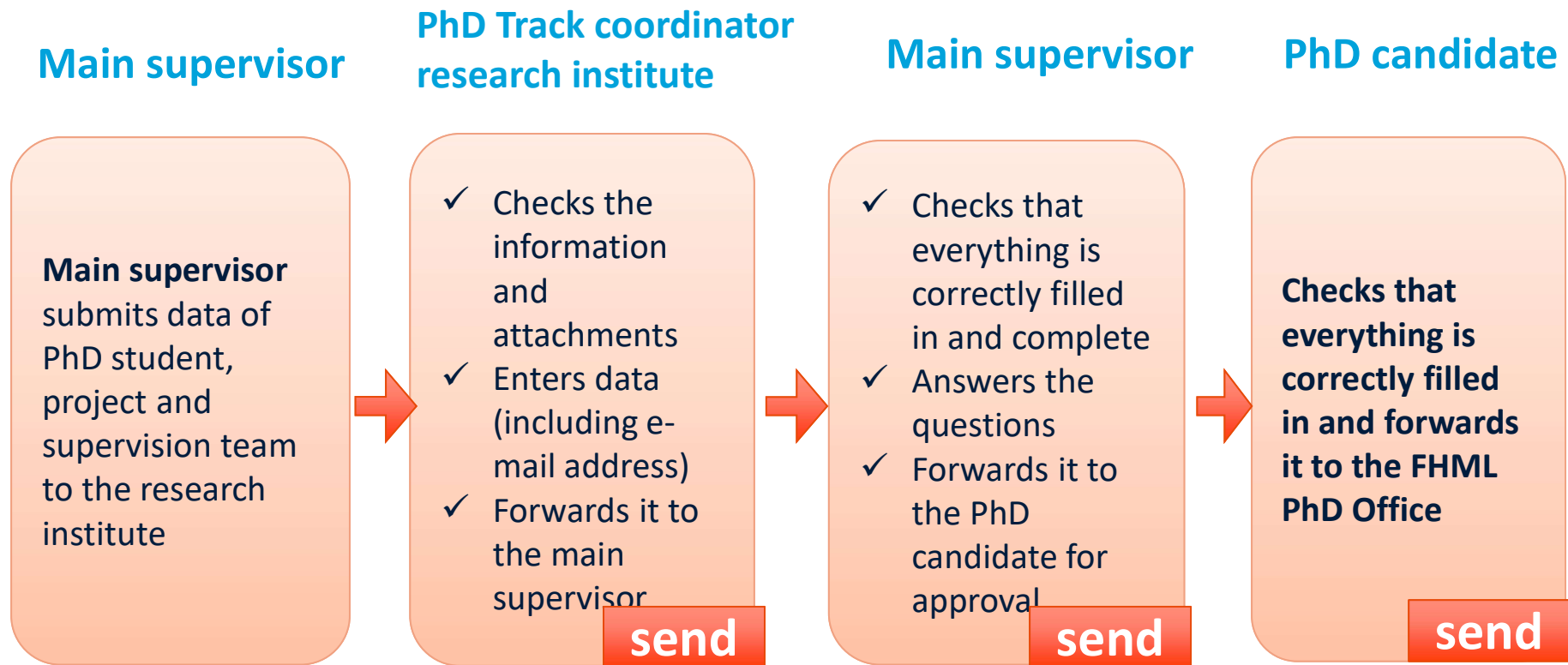


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Research and Training phase

Digital work processes:

- ✓ Admission procedure (X) }
- ✓ Expansion supervision team (20) (X) }
- ✓ Changes supervision team (2) (X)
- ✓ Composition assessment committee (5) (X)



Start Research and Training phase: admission procedure using PhD Track



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Research and Training phase

PhD candidate:

- Personal data (using registration form PhD Track)
- Information Master's degree + copy of original diploma
- Signed declaration scientific integrity

Admission procedure: Information needed



- Correct e-mail address
- Often private e-mail address, this can be changed after receiving UM-account

Research and Training phase

Admission procedure: Diploma NL

- Dutch Masters degree:
 - Information degree/diploma
 - Copy original diploma, ór Extract from DUO

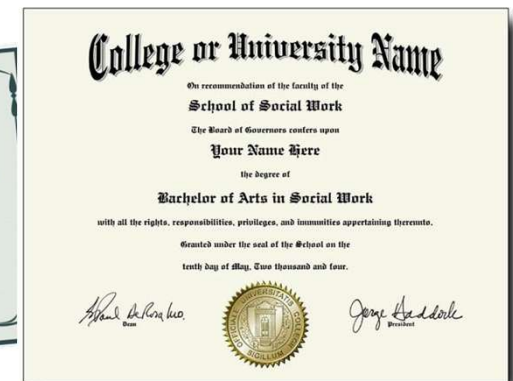
Examples:



Research and Training phase

Admission procedure: Diploma from abroad

- Diploma from abroad:
 - **Information** about degree/diploma
 - If not in English: official translation (sworn translator)
 - **Declaration by SSC** that the diploma is equivalent to Dutch Masters degree. Note: this does not replace the diploma.
mailbox phd-application-ssc@maastrichtuniversity.nl
 - **Copy of original diploma**



Research and Training phase

Admission procedure: Special situations

- In case of no Master's degree: request for exemption (write motivation)
- In case of earlier PhD: request for exemption (not granted in case PhD was in a similar research area)
- Request to the Dean can be done using PhD Track

Research and Training phase

Admission procedure: Information needed

PhD candidate:

- Personal data (using registration form PhD Track)
- Information Master's degree + copy of original diploma
- Signed declaration scientific integrity

Supervision team:

- Proposal composition supervision team
- Declarations:
 - approval (co)supervisors
 - No family ties in the team/with PhD candidate

Research and Training phase

Admission procedure Supervision team

- **Supervision team** consists of 2 - 3 (co)supervisors, of which at least 1 supervisor; in case of JD/DD maximum 4
- **Main supervisor** is responsible for procedural aspects.
- It is possible to **request to expand the supervision team**:
 - Maximum 4 people (JD/DD: max 5)
 - Good motivation required explaining the substantive contribution of each of the members of the supervision team

Research and Training phase

Admission procedure Supervisors and co-supervisors

Supervisor:

- Professor (not practice professor) who has not retired (emeritus professor)
Practice professor may submit a motivated application to Dean (PhD Track)
- Associate professor: UHD (appointed by UM).

Co-supervisor:

- Has a PhD and is an expert
- Is not a professor (except for practice professor or emeritus professor)



- An emeritus professor cannot be designated as supervisor at the start of the trajectory
- A professor (other than practice/emergitus professor) cannot be designated as co-supervisor
- An associate professor (UHD) working at UM can be either principal supervisor or co-supervisor
- After retirement of both professor and UHD, their *ius promovendi* remains for 5 years.



Research and Training phase

Admission procedure Information needed

PhD candidate:

- Personal data (using registration form PhD Track)
- Information Master's degree + copy of original diploma
- Signed declaration scientific integrity

Supervision team:

- Proposal composition supervision team
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Research and Training phase

Admission

- FHML PhD Office receives request for admission via PhD Track
- Dean decides after thorough check by FHML PhD Office
- Everybody involved will be informed by e-mail



- All FHML PhD candidates automatically get a UM-account, as soon as there is a contract or hospitality-agreement.



- Private account should be replaced by UM-account in PhD Track
- If you use another e-mail address than the UM-account, please link the UM-account to the account that is used on a daily basis

Research and Training phase

Changes supervision team:

- It is possible to **request changes to the supervision team**:
 - If (co)supervisor leaves the team
 - New (co)supervisor is added to the team
 - Someone else becomes first supervisor

How?

- by one or more (co) supervisors together with the PhD candidate
- Easy to do with PhD Track

Research and Training Phase

The thesis:

- If the thesis consists of several papers, at least one paper should be demonstrably in the review process
- Thesis always contains an English and a Dutch summary
- A joint thesis of (not more than) 2 PhD candidates is possible (art. 13)
- Please note: in case of a regular (single) thesis using joint papers: At least half of the number of papers should not have been previously included in a dissertation by another PhD student
- The thesis should include an impact paragraph (check annex 4)

Research and Training Phase

Composition of Assessment Committee

- This is a digital proces, using PhD Track
- **Make sure the Admission Procedure is completed before starting the process**

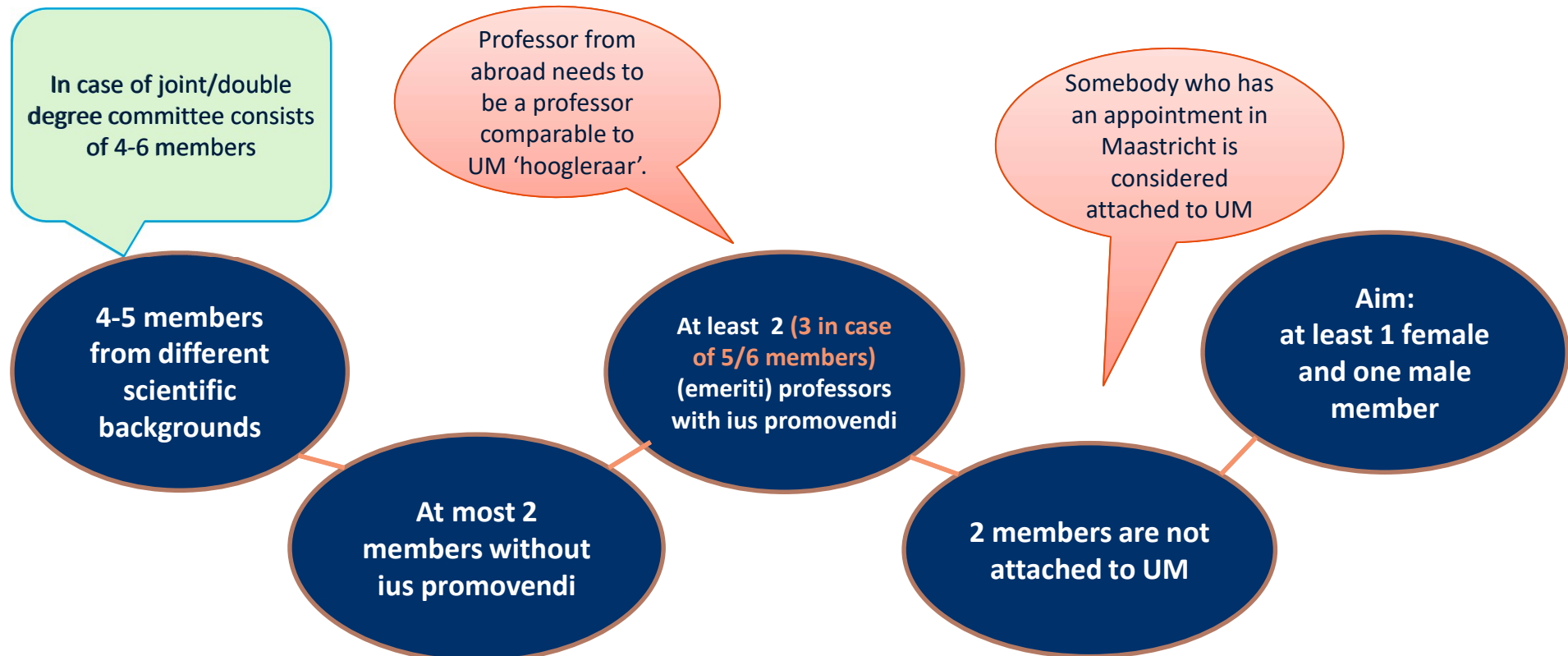
Rules and regulations concerning the composition of the Assessment Committee:

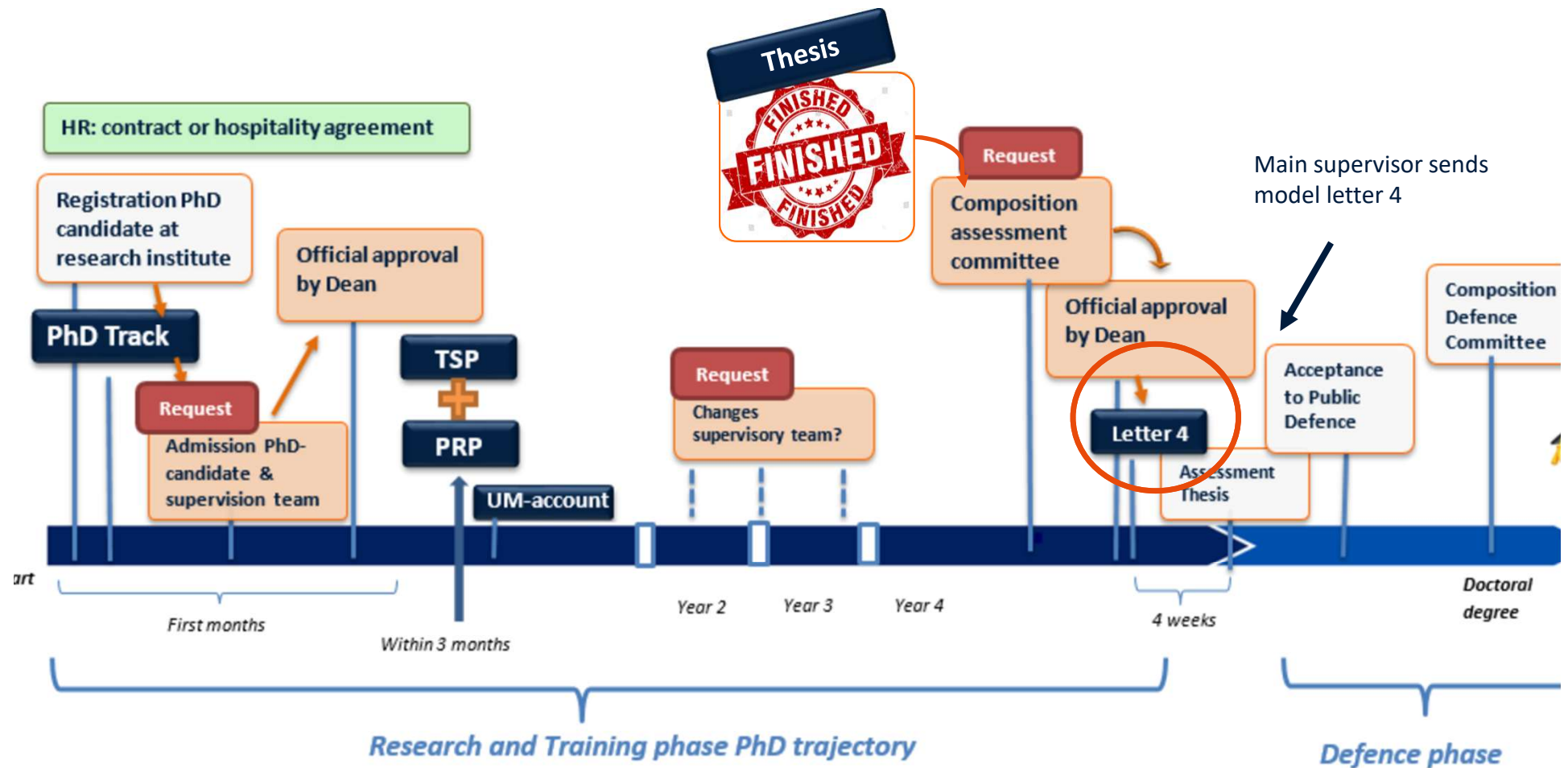
- Chair assessment committee has to be a professor at UM
- Check:



Research and Training Phase

Composition of Assessment Committee





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Questions?



Promotiereglement Universiteit Maastricht
Vastgesteld door het College van Decanen: 2 november 2022
Datum inwerkingtreding: 1 februari 2023

**Promotiereglement
Universiteit Maastricht**

 Maastricht University



UM PhD Office

- Part of UM Academic Affairs, MBB (inner city)
- Place to go when preparing for the defence ceremony
- Fabienne Dingena, Eveline in de Braek, Simone Lemmerlijn, Marly Bosman (legal expert)
- Responsible for
 - Assessment process (including advice cum laude)
 - Admission to public defence ceremony
 - Composition defence committee→ Model letters 5 - 8

E-mail address: phd-office@maastrichtuniversity.nl
<https://www.maastrichtuniversity.nl/support-phd-candidates>

Defence phase



Important issues UM PhD Office:

Defence phase

Model letter 4: instructions assessment committee

- Model letter 4 should be sent **within 2 weeks after approval** to all members of the assessment committee with a **copy to the UM PhD Office**.
- Attachments:
 - Assessment form
 - Digital thesis



Modelbrief 4 – Instructies voor de Voorzitter en Leden van de Beoordelingscommissie

Aan: Voorzitter beoordelingscommissie,
leden beoordelingscommissie:
Van: Eerste promotor:
Cc: Decaan van de faculteit, PhD office:
Datum:
Referentie: *Promovendus*:
Onderwerp: Instructies voor de beoordeling van het proefschrift van:
Bijlagen: Beoordelingsformulier voor het proefschrift, proefschrift

Important issues UM PhD Office:

Defence phase

Model letter 5/5B: decision assessment committee

- Send Model letter 5/5b by mail to the UM Phd-office with the NON-ANONYMISED assessment forms.
- Please note: Letter 5B needs to be signed.



Maastricht University

Modelbrief 5 – Beslissing Beoordelingscommissie

Aan: Decaan van de faculteit, eerste promotor:

Van: Voorzitter beoordelingscommissie:

Cc: PhD office, Directeur Graduate School /
Onderzoeksinstituut:

Datum:

Referentie: *Promovendus*

Betreft: Beslissing Beoordelingscommissie

Bijlagen: Geanonimiseerde beoordelingsformulieren



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Modelbrief 5 – Reply naar PhD Office

Aan: PhD Office:

Van: Voorzitter beoordelingscommissie:

Datum:

Referentie: *Promovendus*:

Betreft: Beoordelingsformulier beoordelingscommissie

Bijlage: Niet-geanonimiseerde beoordelingsformulieren

Important issues UM PhD Office

Defence phase

Model letter 7: Admission to the public defence and approval title page

- Signature main supervisor on Letter 7 is mandatory, otherwise it will be sent back.
- Please note: Members of the supervision team and the assessment committee are asked to mention their affiliation, not their e-mail address!

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Modelbrief 7 – Toegang tot de Openbare Verdediging, goedkeuring titelpagina

Aan: College van Decanen, p.a. PhD office:

Van: Promovendus, eerste promotor:

Cc: Directeur Graduate School / Onderzoeksinstituut:

Datum:

Referentie: Promovendus:

Onderwerp: Toelating tot openbare verdediging, goedkeuring titelpagina

Bijlage: Indlen van toepassing, joint/double degree overeenkomst

Promotor(en):

Titel:

Voornaam:

Achternaam:

Affiliatie:

Important issues UM PhD Office:

Defence phase

Model letter 8: Composition defence committee

- Signature of the main supervisor is mandatory, otherwise the letter does not meet the requirements set for audit control.
- Letter 8 has to mention the titles of the members of the defence committee, i.e. Prof. dr. or Dr.

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Modelbrief 8 – Samenstelling Promotiecommissie

Van: College van Decanen, p.a. PhD office:

Van: Eerste promotor:

Cc: Decaan van de faculteit:

Datum:

Referentie: Promovendus:

Betreft: Samenstelling promotiecommissie

Important websites:

Defence phase

https://www.maastrichtuniversity.nl/nl/phd-office#phd_ceremony

<https://www.maastrichtuniversity.nl/nl/phd-office/faq>

<https://www.maastrichtuniversity.nl/nl/phd-office/support-voor-phd-kandidaten>



Questions?



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**Promotiereglement
Universiteit Maastricht**

 Maastricht University

