



# Research and training phase PhD Candidates | Step-by-step overview

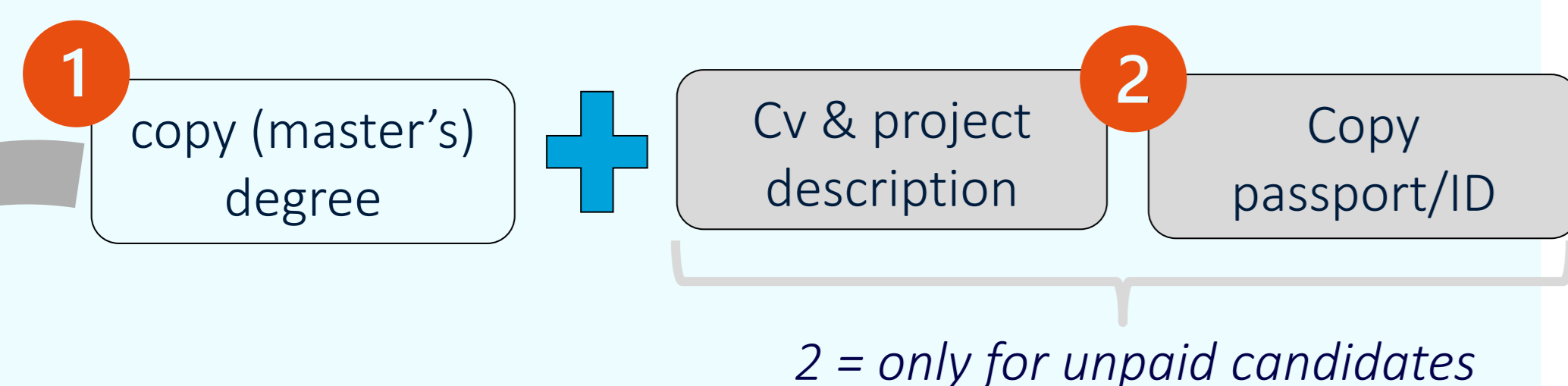
These steps will replace Model Letters 1-3

## 1 Registering new candidates

### 1. Collect starting documents

#### a) Document(s) from the candidate

The principal supervisor (or secretary) requests the following documents from the candidate:



#### ✓ Does it concern a Dutch degree?

In this case a copy of the *original* degree or an extract from DUO suffices.

#### ✓ Does it concern a non-Dutch degree?

In this case the candidate should have the diploma checked first (via [phd-application-ssc@maastrichtuniversity.nl](mailto:phd-application-ssc@maastrichtuniversity.nl)). The result of the check should then be combined with a copy of the *original* degree.

#### b) PhD registration form

The principal supervisor (or secretary) will share the registration form with the candidate and jointly they will add all needed details.

Click [here](#) for the registration form!

### 2. Share with the research institute

The principal supervisor (or secretary) shares the documents and form with the PhD (Track) coordinator of the research institute.

## 2 Request admission candidate & team

### 1. Creation of the PhD Track Account

The PhD Track coordinator of the research institute will create a PhD Track account for the candidate. The candidate will then receive an invitation from the system to digitally sign the 'declaration of scientific integrity'. Attention: signing is required in order to proceed with the next steps.

### 2. Checking details by the supervisor

The principal supervisor will receive a request via PhD Track to check all details and answer several control questions regarding the composition of the supervisory team. After this the supervisor will digitally forward the request to the candidate.

### 3. Checking details by the candidate

The candidates will subsequently receive a request from PhD Track to check all details, after which the request will be digitally forwarded to the FHML PhD Office for approval by the Dean. All people involved will be informed via email about the decision.

Simultaneously with the creation of the PhD Track account, the candidate will also receive a welcome message from the research institute. In addition, the institute will initiate the process to request a UM account.

## 3 Request change/expansion team

### 1. Share details change/expansion

The (co)supervisor/candidate shares the changed/new team details with the PhD Track coordinator of the institute, who will add the information to PhD Track.

#### How should a supervision team look like?

- It consists of 2 or max. 3 members (4 in case of double/joint degree):
- At least one of these members is a supervisor
- The *principal supervisor* is responsible for all procedural aspects
- A *full professor* (no professor of practice or retired) is always a supervisor
- A *UM associate professor* decides on being a principal or co-supervisor
- A *co-supervisor* has a Phd degree, is an expert and not a full professor (except a professor of practice or retired professor)

A request to expand the team to max. 4 members (5 in case of double/joint degree) is possible. A motivation as well as a description of each team member's contribution should be added in Step 2.

### 2. Checking details by supervisor

The principal supervisor will receive a request via PhD Track to check all details, answer several control questions regarding the composition of the supervisory team and digitally forward the request to the candidate.

### 3. Checking details by the candidate

The candidate checks the details in PhD Track and digitally forwards the request to the FHML PhD Office for approval by the Dean. All people involved will be informed via email about the decision.



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## 4 Composition of the assessment committee

### 1. Add the members of the committee to PhD Track

Only the principal supervisor can add the members of the assessment committee to PhD Track. Instructions regarding this step can be found [here](#).

### 2. Request approval of the committee from the Dean

The request will be checked by the FHML PhD Office and if the information is complete and the committee meets all requirements, the Dean will give approval (ideally within four weeks). All people involved will be informed via email about the decision.

### 3. Inform the committee members

Within 2 weeks after the approval is given, the principal supervisor (or the secretary) will share with the committee members via email: 1) the assessment form (see [model letter 4](#)), and 2) a digital version of the dissertation – with a copy to the UM PhD Office.

#### How should an assessment committee look like?

- The chair is a UM full professor with ius promovendi
- The committee consists of 4-5 members representing different scientific views  
*In case of a double or joint degree this can be 4-6 members*
- At least 2 members are (retired) full professors with ius promovendi\*  
*In case of a double or joint degree this should be 3 members*
- At most 2 members are experts without the ius promovendi
- 2 members are not linked to the UM\*\*
- Ideally the committee includes at least 1 female and 1 male member
- A member cannot be a (co)supervisor, coauthor or partner/family member up to the 2nd degree

\* An international professor should demonstrably be a full professor!

\*\*A person with any kind of UM affiliation will be regarded as an internal (UM) member.

#### Important contact persons and details:

- **Every institute has PhD (Track) Coordinators**  
Check names of PhD Track coordinators [here](#) (p2)  
Check names of PhD Coordinators [here](#)
- **FHML PhD Office** ([link to website](#))  
Laurenz Isabella & Amela Besic  
[fhmldoctoraldegrees@maastrichtuniversity.nl](mailto:fhmldoctoraldegrees@maastrichtuniversity.nl) | +31 (0)43 388 4122
- **UM PhD Office** ([link to website](#))  
Fabienne Dingena, Eveline in de Braek, Simone Lemmerlijn & Marly Bosman (lawyer)  
[phd-office@maastrichtuniversity.nl](mailto:phd-office@maastrichtuniversity.nl) | +31 (0)43 388 3096/2551

## 5 End of the research/training phase → start doctoral degree phase

As of this moment, the doctoral degree phase will start, which is being supported by the UM PHD Office. They act as the main contact point for the defence preparations and are responsible for:

- ★ The assessment process and the advice on Cum Laude (model letters 5, 5B and 6)
- ★ Admission to the public defence (model letters 7 and 7B)
- ★ The composition of the defence committee (model letter 8)

All letters relevant to FHML (only letters 4-8) can be found [here!](#)



# Timeline PhD Trajectory



Before initiating the registration process, it is advisable to discuss the composition of the supervisory team, the roles of the different team members, the labelling of the candidate and the division of the incentive.

