Implementation UM Doctorate Regulations in PhD-Track

Admission + change / expansion of the Supervision Team

Patrick van Gorp
PhD-Track Coordinator FHML

Integration of PhD Regulations in PhD Track

What does this mean in daily practice?

Digitizing

Uniformity

Traceability

Responsibility

Inform

Research and Training Phase

Components:

1. Process of Admission
2. Process change / expansion of the Supervision Team
3. Process for composing the assessment committee
4. Promotion assessment procedure

Research and Training Phase

Components:

1. Process of Admission

2. Process change / expansion of the Supervision Team

3. Process for setting up the assessment committee

4. Promotion assessment procedure

Process Admission + change / expansion of the Su[erv team

Who is involved?

- PhD-Track coordinator at the nstitute
- Principal Supervisor
- PhD candidate
- FHML PhD-office
- Dean / Vice Dean / Rector

What does this look like in practice?

Screenshots

Step-by-step

Different roles

Continuous improvement process

Process Admission + change / expansion of the Supervision Team (1)

Starting point: PhD-Track coordinator at the Institute

1. Check the documents supplied:
    - PhD-Track Information form
    - Copy of Master diploma

    (including approval of SSC if non-NL diploma)
2. Create PhD-Track account
3. Assign members Supervision Team
4. Send proposal to Principal Supervisor

Process Admission + change / expansion of the Supervision Team (2)

a) Regular programm

max. 3 supervisors
Master diploma

b) Joint- / Double Degree programm)

max. 4 supervisors
Master diploma

Deviations/changes? Dean's permission required

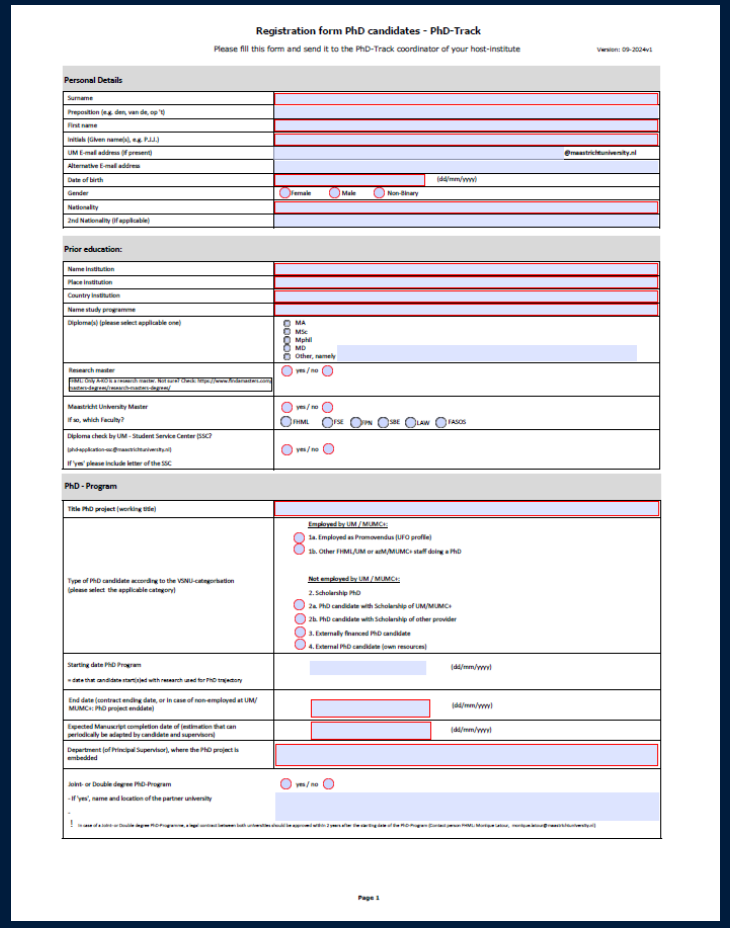
- No Master's degree?

- Expansion to 4 supervisors

- Expansion to 5 supervisors

- Add/Remove supervisor
- Changing the role of supervisor
- ius promovendi non-UM associate professor or professor of practice

Process Admission + change / expansion of the Supervision Team (3)



Registration form PhD candidates - PhD-Track

Please fill this form and send it to the PhD-Track coordinator of your host-institute

Version: 09-2024v1

Personal Details

Surname	
Preposition (e.g. den, van de, op 't)	
First name	
Initials (Given name(s), e.g. P.J.J.)	
UM E-mail address (if present)	@maastrichtuniversity.nl
Alternative E-mail address	
Date of birth	(dd/mm/yyyy)
Gender	Female / Male / Non-Binary
Nationality	
2nd Nationality (if applicable)	

Prior education:

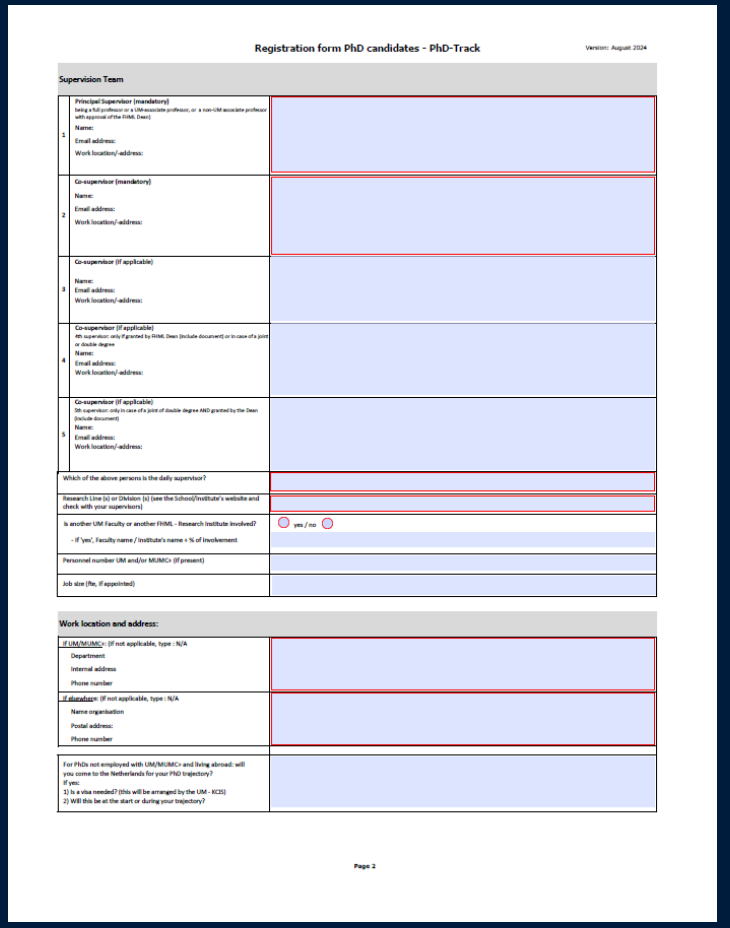
Name institution	
Place institution	
Country institution	
Name study programme	
Diploma(s) (please select applicable one)	MA / MSc / Mphil / MD / Other, namely
Research master	yes / no
Maastricht University Master If so, which Faculty?	yes / no FHML / FSE / FPN / SBE / LAW / FASOS
Diploma check by UM - Student Service Center (SSC)? If 'yes' please include letter of the SSC	yes / no

PhD - Program

Title PhD project (working title)	
Type of PhD candidate according to the VSNU-categorisation (please select the applicable category)	Employed by UM / MUMC+: 1a. Employed as Promovendus (UFO profile) 1b. Other FHML/UM or azM/MUMC+ staff doing a PhD Not employed by UM / MUMC+: 2. Scholarship PhD 2a. PhD candidate with Scholarship of UM/MUMC+ 2b. PhD candidate with Scholarship of other provider 3. Externally financed PhD candidate 4. External PhD candidate (own resources)
Starting date PhD Program = date that candidate start(s)ed with research used for PhD trajectory	(dd/mm/yyyy)
End date (contract ending date, or in case of non-employed at UM/MUMC+: PhD project enddate)	(dd/mm/yyyy)
Expected Manuscript completion date of (estimation that can periodically be adapted by candidate and supervisors)	(dd/mm/yyyy)
Department (of Principal Supervisor), where the PhD project is embedded	
Joint- or Double degree PhD-Program - If 'yes', name and location of the partner university	yes / no

1 In case of a Joint- or Double degree PhD-Programme, a legal contract between both universities should be approved within 2 years after the starting date of the PhD-Program (Contact person FHML: Monique Lebon, monique.lebon@maastrichtuniversity.nl)

Page 1



Registration form PhD candidates - PhD-Track

Version: August 2024

Supervision Team

1	Principal Supervisor (mandatory) being a full professor or a UM-associate professor, or a non-UM associate professor with approval of the FHML Dean) Name: Email address: Work location/-address:	
2	Co-supervisor (mandatory) Name: Email address: Work location/-address:	
3	Co-supervisor (if applicable) Name: Email address: Work location/-address:	
4	Co-supervisor (if applicable) 4th supervisor: only if granted by FHML Dean (include document) or in case of a joint or double degree Name: Email address: Work location/-address:	
5	Co-supervisor (if applicable) 5th supervisor: only in case of a joint of double degree AND granted by the Dean (include document) Name: Email address: Work location/-address:	
	Which of the above persons is the daily supervisor?	
	Research Line (s) or Division (s) (see the School/Institute's website and check with your supervisors)	
	Is another UM Faculty or another FHML - Research Institute involved? - If 'yes', Faculty name / Institute's name + % of involvement	yes / no
	Personnel number UM and/or MUMC+ (if present)	
	Job size (fte, if appointed)	

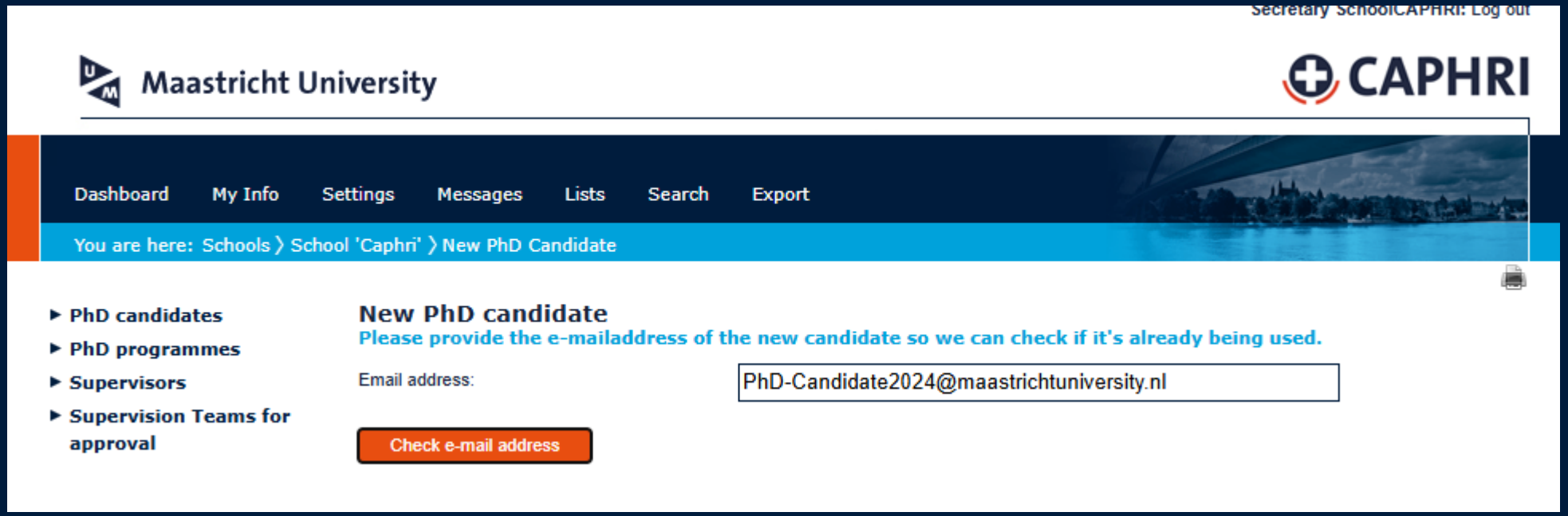
Work location and address:

If UM/MUMC+: (if not applicable, type : N/A Department Internal address Phone number	
If elsewhere: (if not applicable, type : N/A Name organisation Postal address: Phone number	
For PhDs not employed with UM/MUMC+ and living abroad: will you come to the Netherlands for your PhD trajectory? If yes: 1) Is a visa needed? (this will be arranged by the UM - KCIS) 2) Will this be at the start or during your trajectory?	

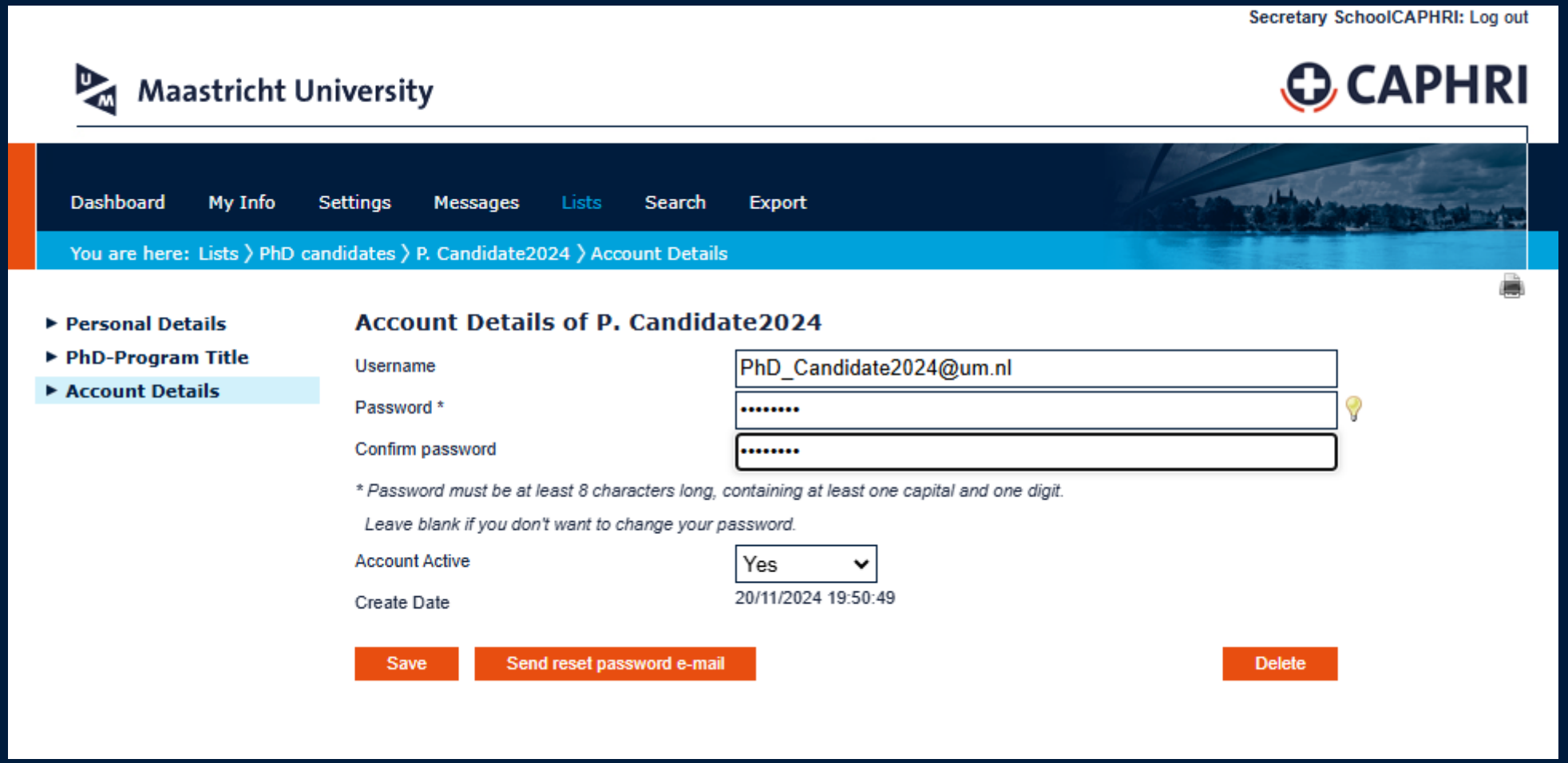
Page 2

PhD-Track registration form

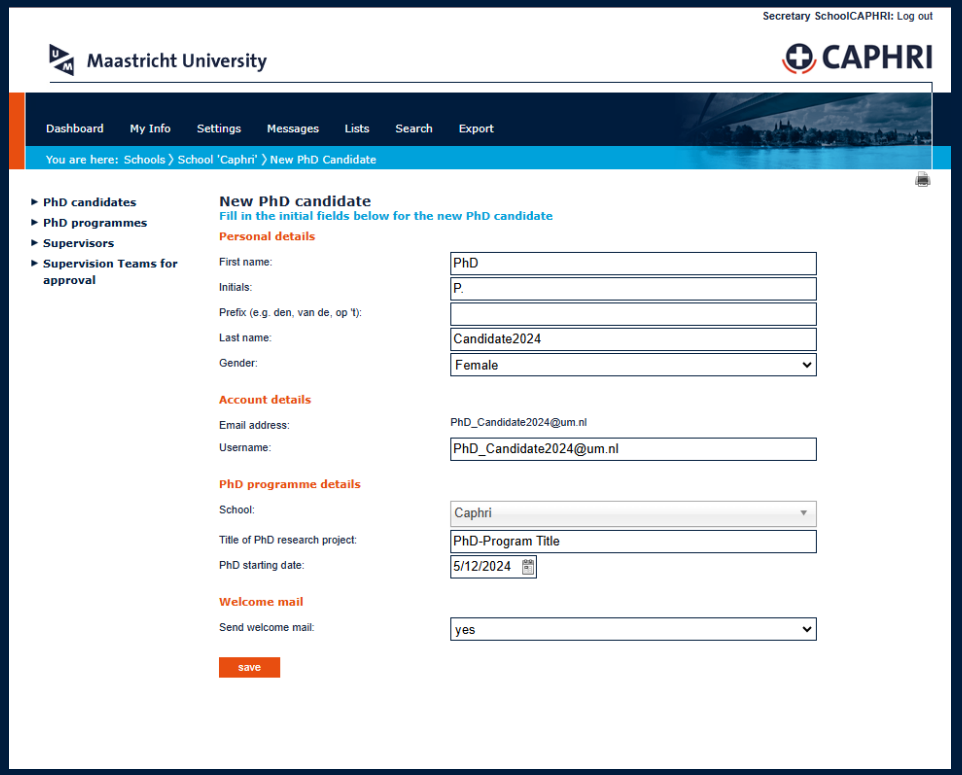
Process Admission + change / expansion of the Supervision Team (4)

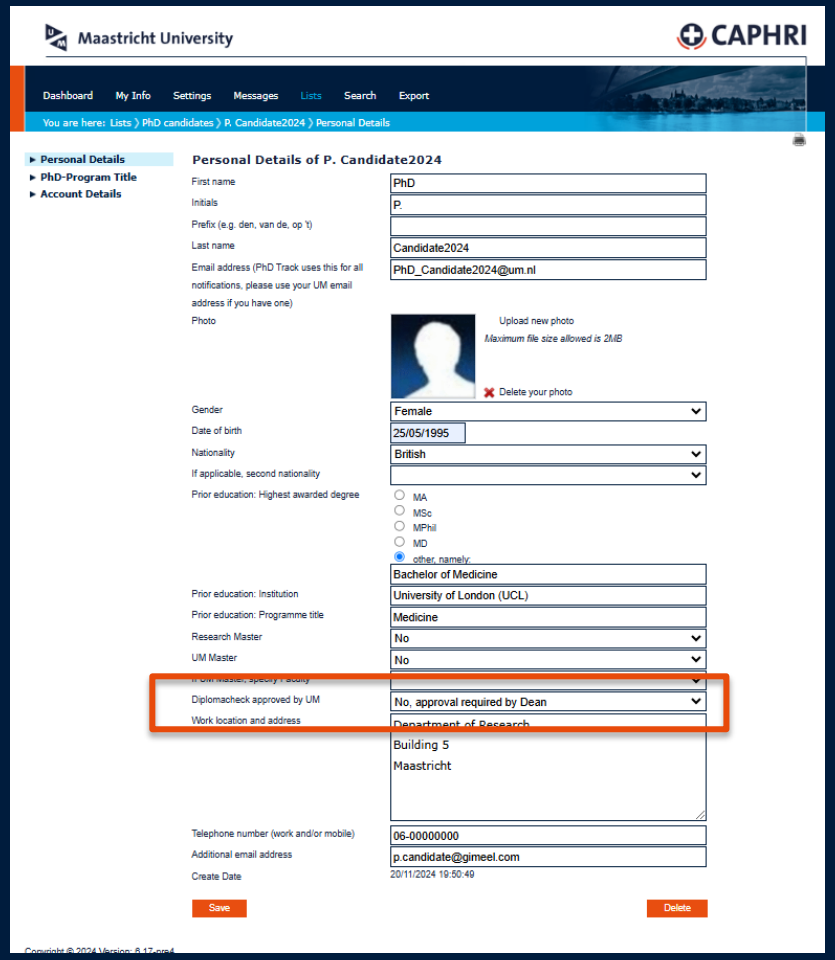


Process Admission + change / expansion of the Supervision Team (5)



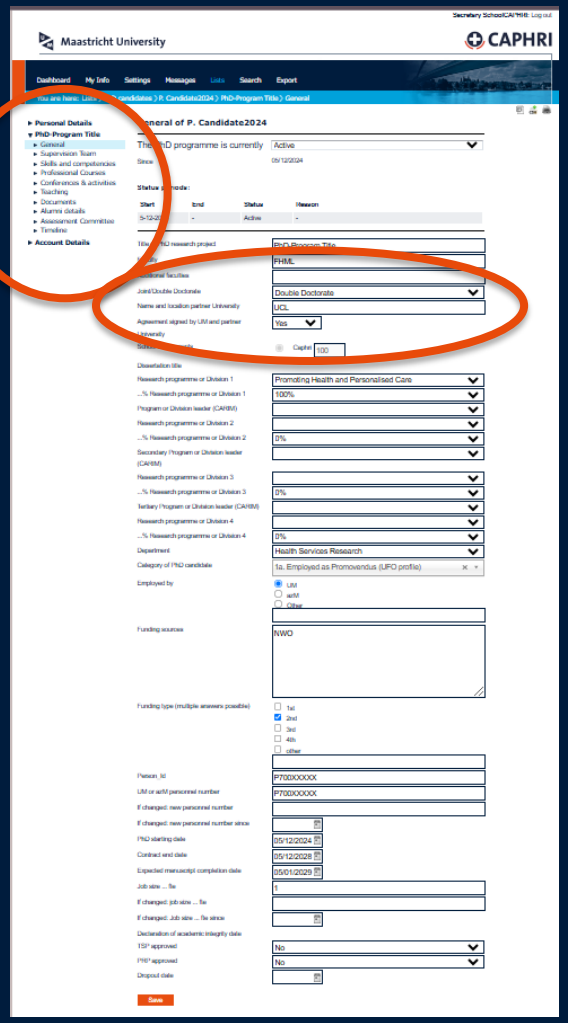
Process Admission + change / expansion of the Supervision Team (6)

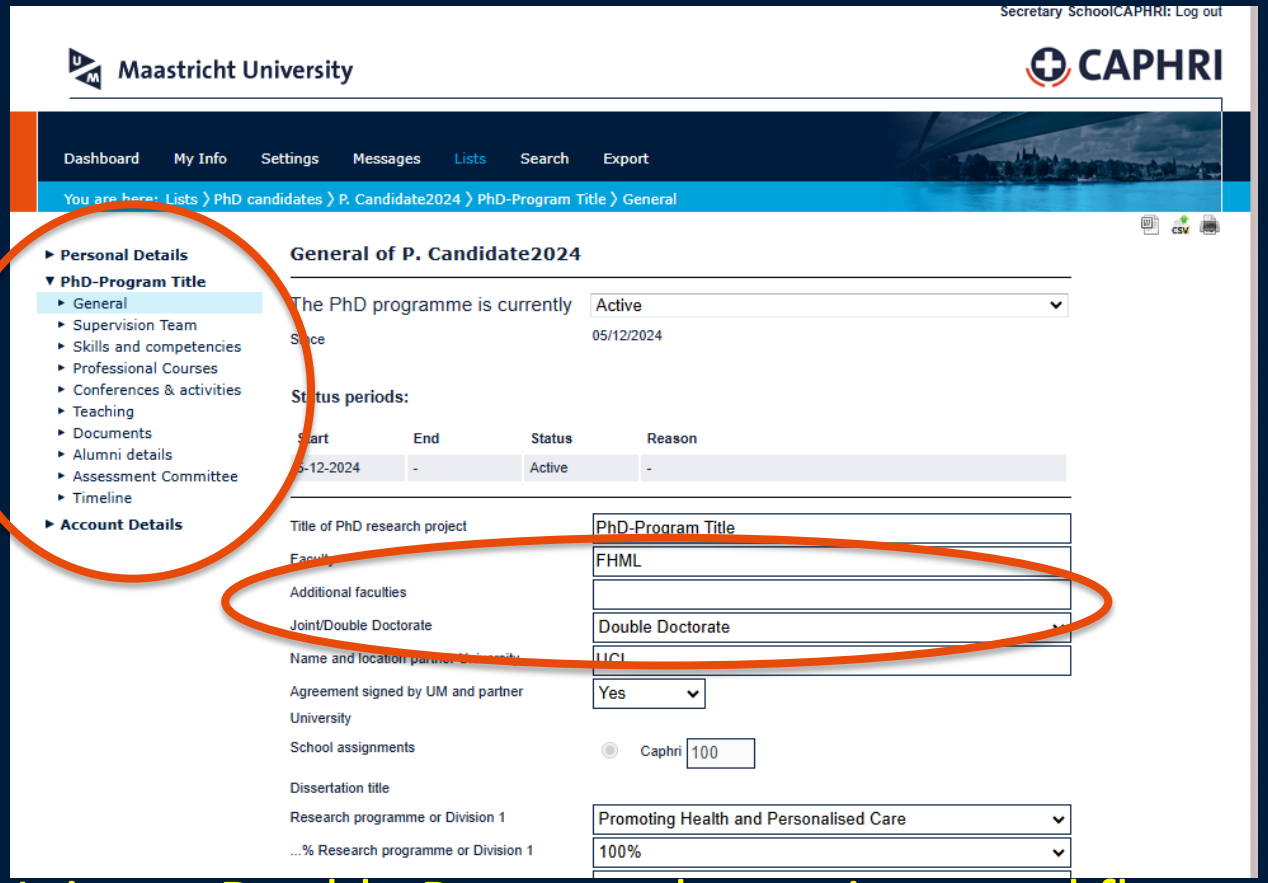




Diploma - check

Process Admission + change / expansion of the Supervision Team (7)

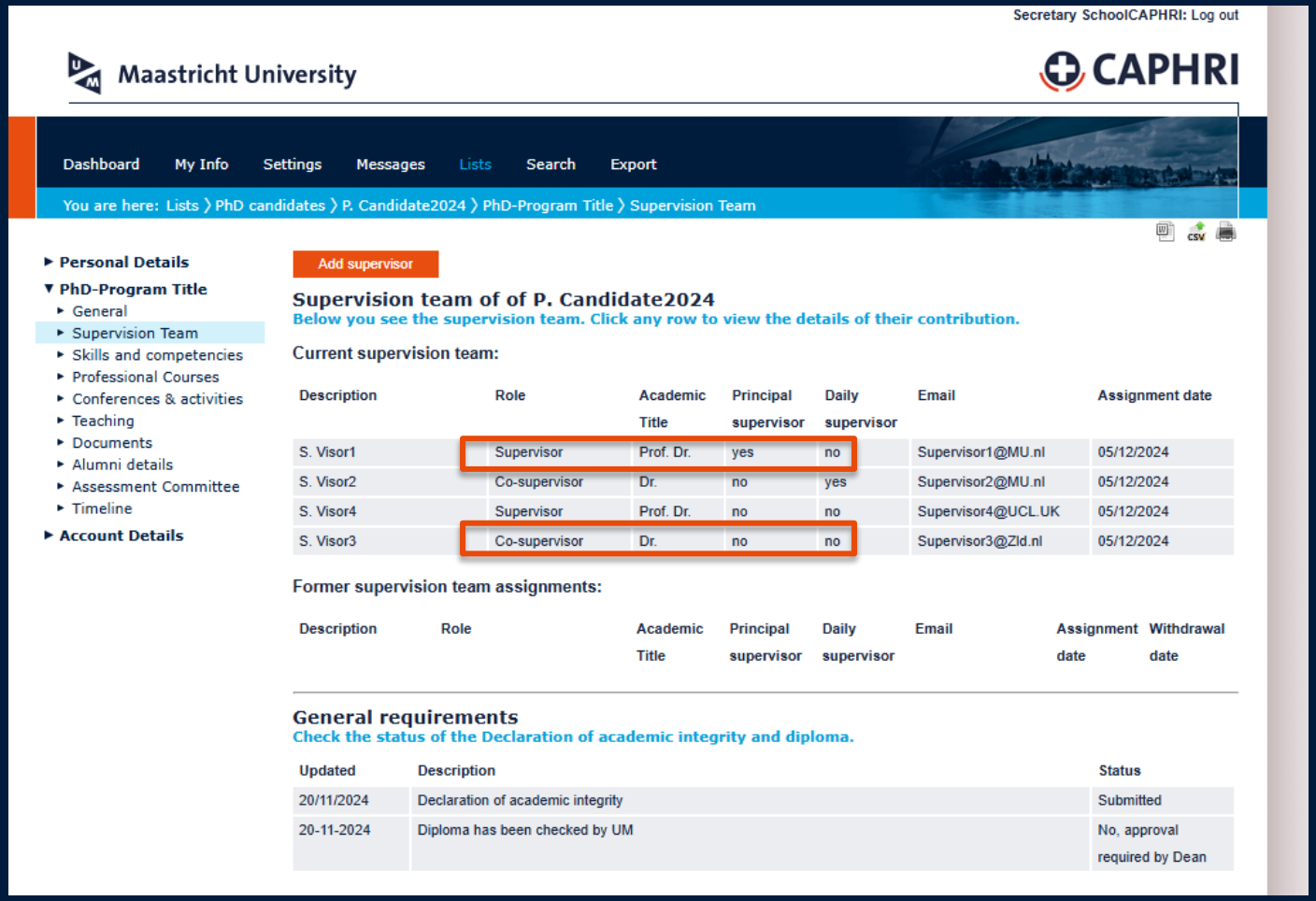




Joint or Double Program determines workflow

Process Admission + change / expansion of the Supervision Team (8)

Process Admission + change / expansion of the Supervision Team (9)



Secretary SchoolCAPHRI: Log out

Maastricht University

CAPHRI

Dashboard | My Info | Settings | Messages | Lists | Search | Export

You are here: Lists 〉PhD candidates 〉P. Candidate2024 〉PhD-Program Title 〉Supervision Team

- Personal Details
- PhD-Program Title
  - General
  - Supervision Team
  - Skills and competencies
  - Professional Courses
  - Conferences & activities
  - Teaching
  - Documents
  - Alumni details
  - Assessment Committee
  - Timeline
- Account Details

Add supervisor

Supervision team of of P. Candidate2024

Below you see the supervision team. Click any row to view the details of their contribution.

Current supervision team:

Description	Role	Academic Title	Principal supervisor	Daily supervisor	Email	Assignment date
S. Visor1	Supervisor	Prof. Dr.	yes	no	Supervisor1@MU.nl	05/12/2024
S. Visor2	Co-supervisor	Dr.	no	yes	Supervisor2@MU.nl	05/12/2024
S. Visor4	Supervisor	Prof. Dr.	no	no	Supervisor4@UCL.UK	05/12/2024
S. Visor3	Co-supervisor	Dr.	no	no	Supervisor3@Zld.nl	05/12/2024

Former supervision team assignments:

Description	Role	Academic Title	Principal supervisor	Daily supervisor	Email	Assignment date	Withdrawal date

General requirements

Check the status of the Declaration of academic integrity and diploma.

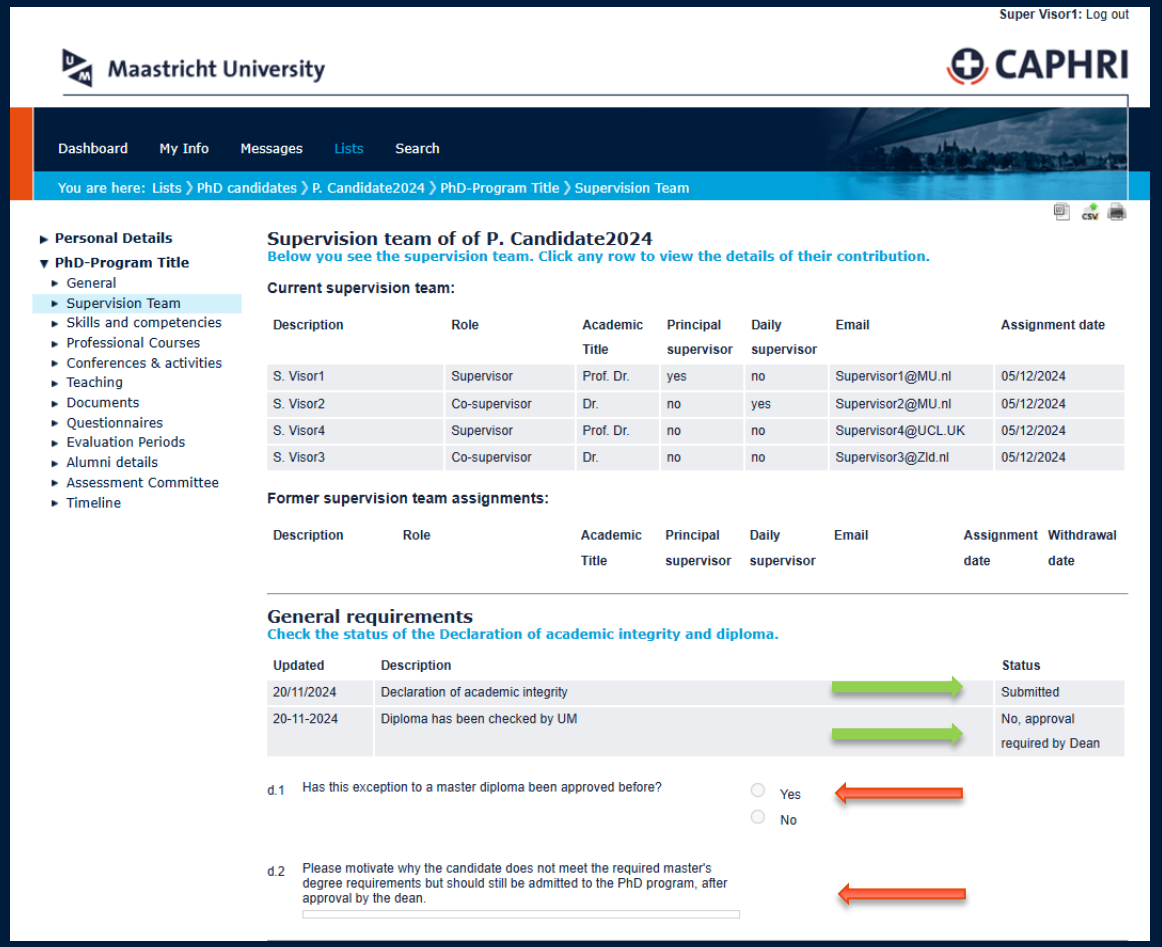
Updated	Description	Status
20/11/2024	Declaration of academic integrity	Submitted
20-11-2024	Diploma has been checked by UM	No, approval required by Dean

Full Professor → Supervisor

Associate/ Assistant professor → Co-supervisor

Associate professor = Principal Supervisor? → Supervisor

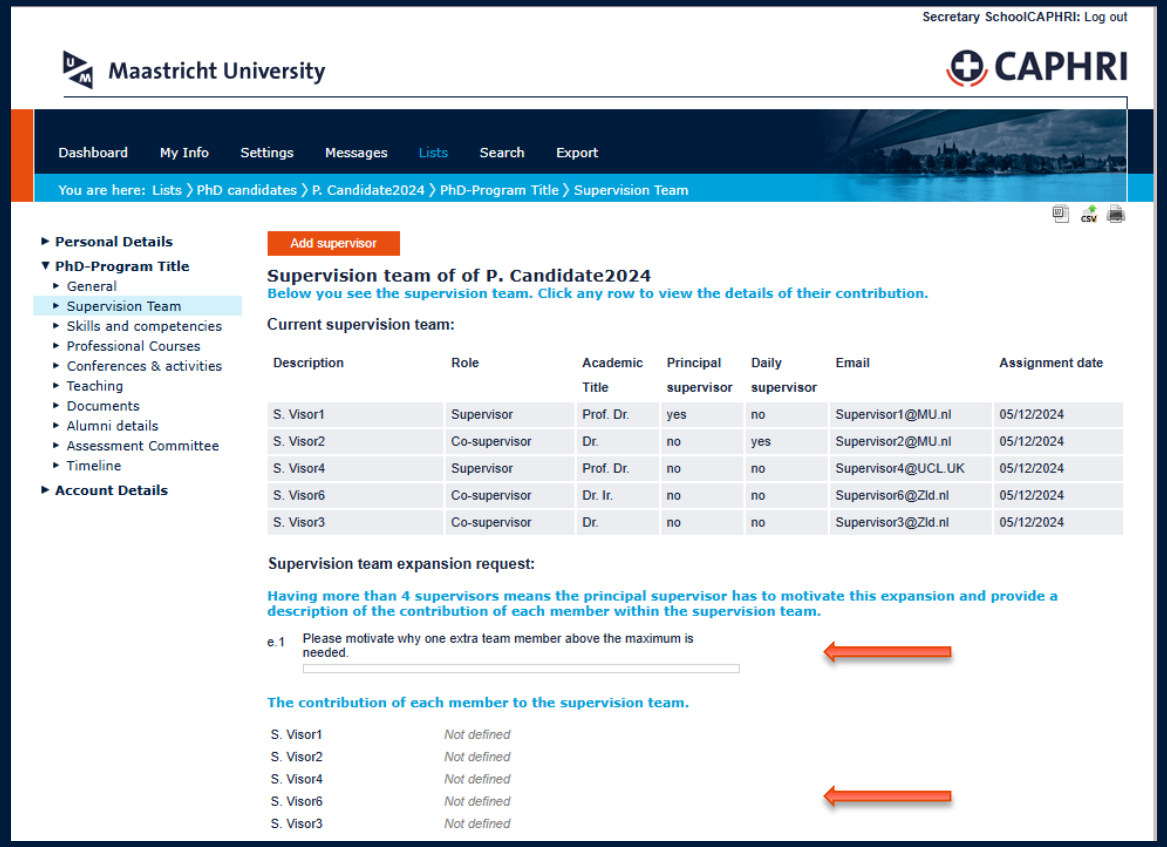
Process Admission + change / expansion of the Supervision Team (10)



for Institute

← not for Institute (principal supervisor)

Process Admission + change / expansion of the Supervision Team (11)



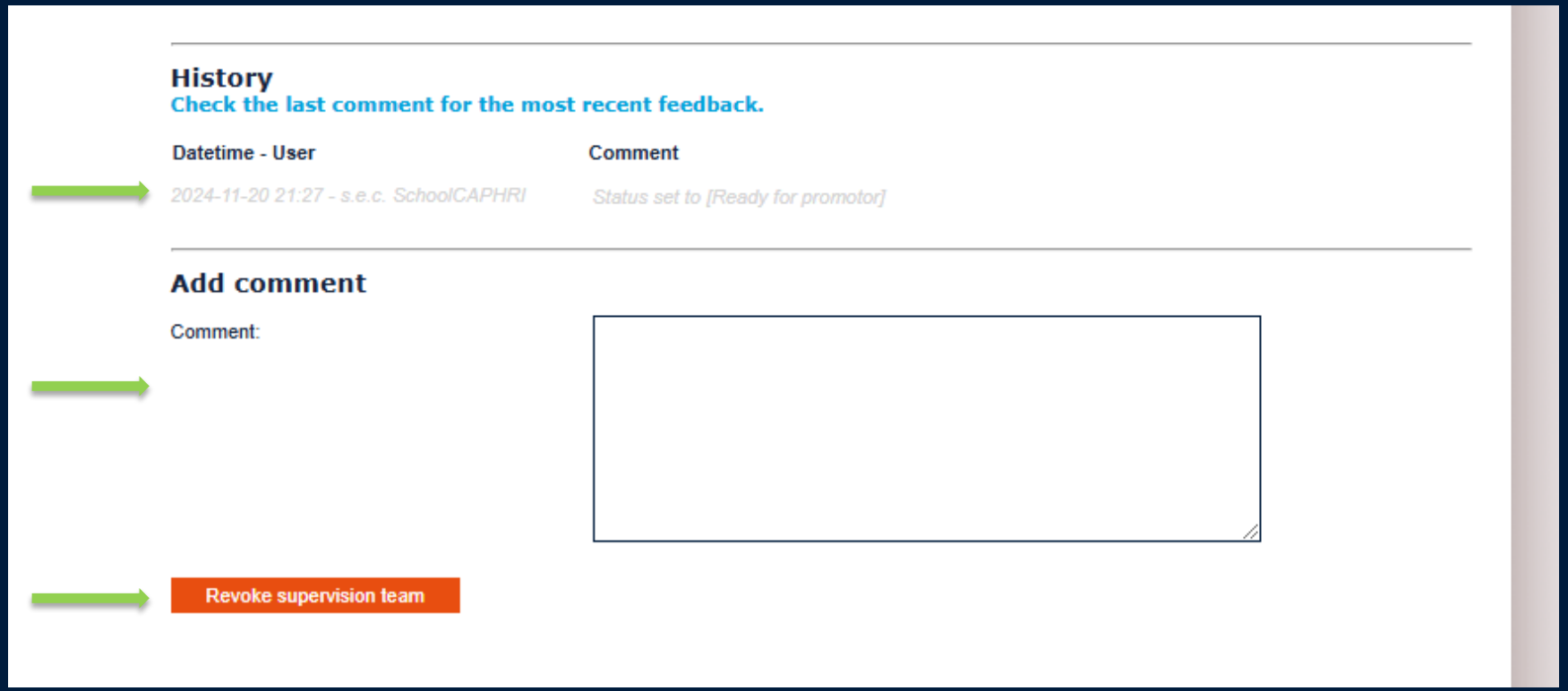
← not for Institute (principal supervisor)

Process Admission + change / expansion of the Supervision Team (12)

Comment field (optional)

Process Admission + change / expansion of the Supervision Team (13)

Submitted and not correct? → Revoke



Process Admission + change / expansion of the Supervision Team (14)

Principal Supervisor

Steps:

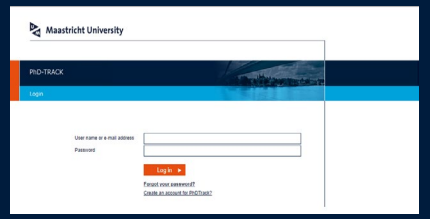
1. Check the data entered
2. Fill in the checklist + any additions (in accordance with PhD-regulations)

3a. Forward the proposal to a PhD-candidate

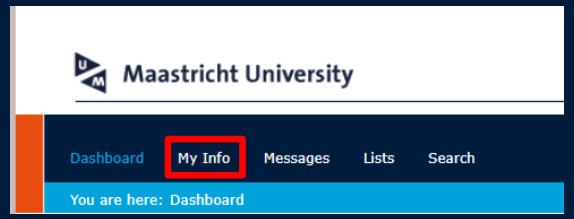
3b. Give feedback to PhD-Track coordinator

Process Admission + change / expansion of the Supervision Team (15)

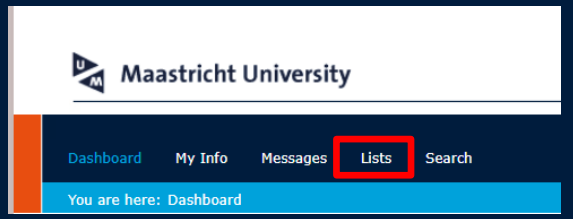
1. PhD-Track login



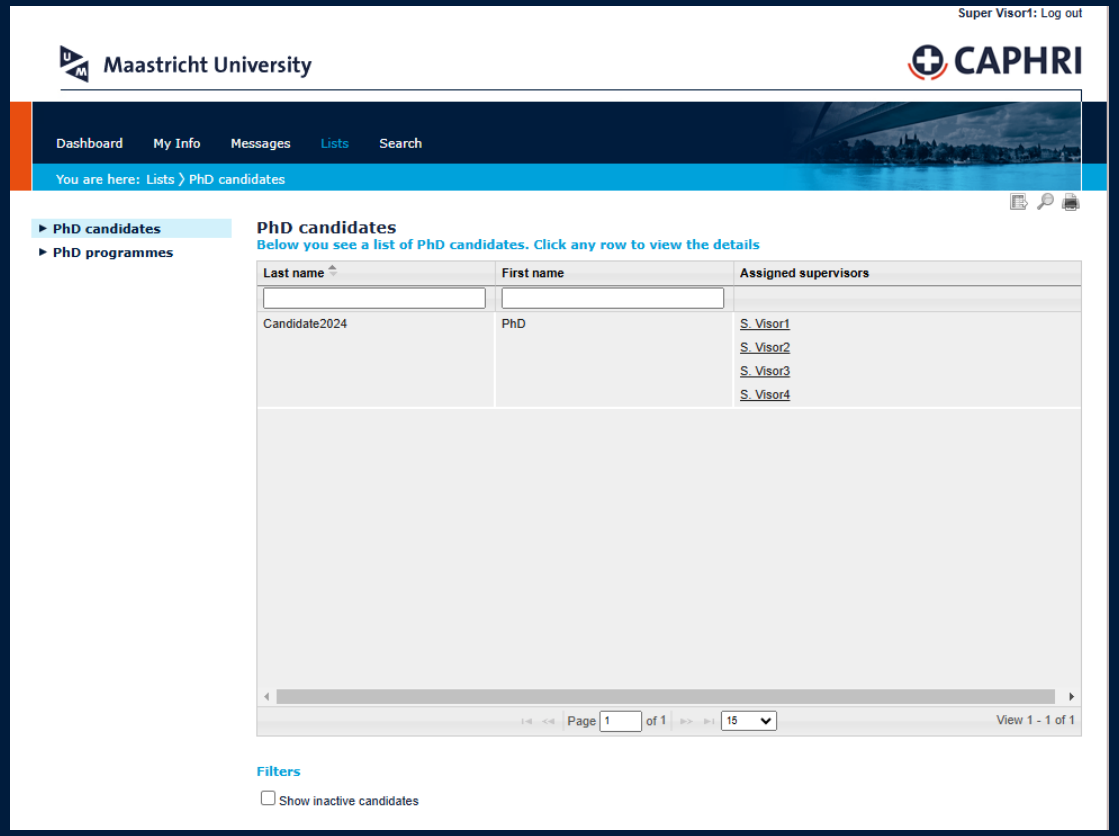
2. Check own data



3. Go to overview PhD candidates

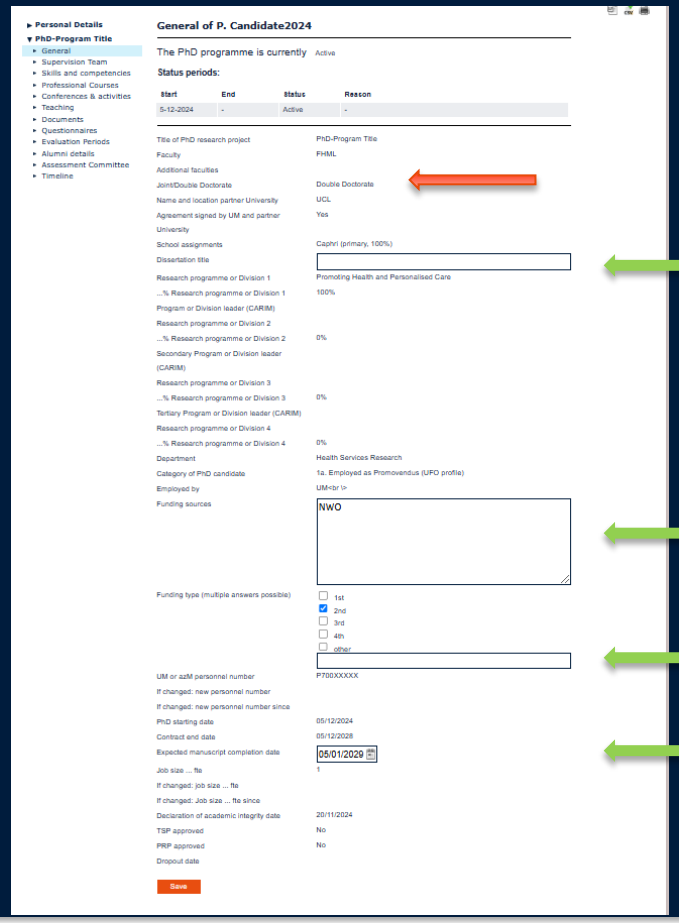


Process Admission + change / expansion of the Supervision Team (16)

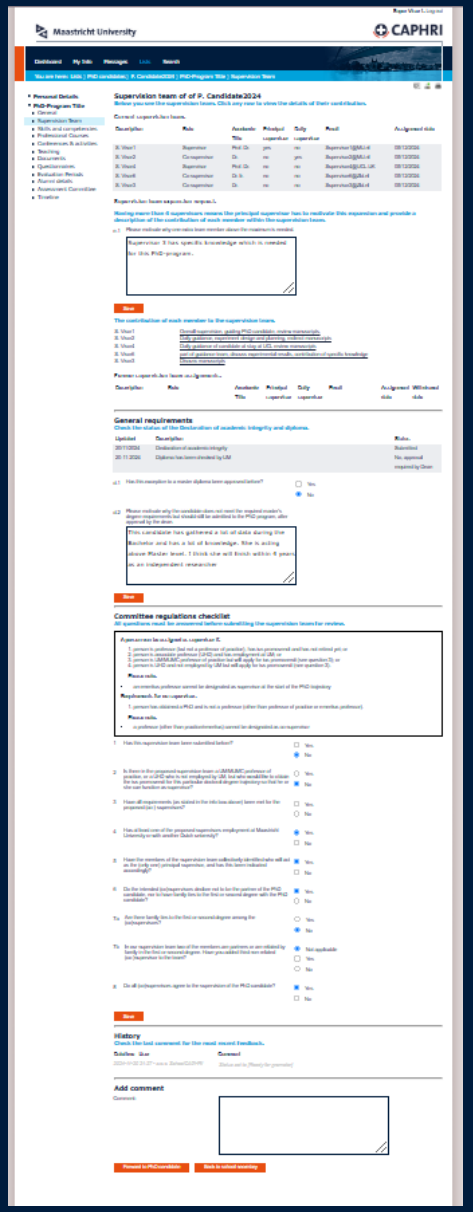


Process Admission + change / expansion of the Supervision Team (17)

Green arrow → possibility to add data, also by supervisor

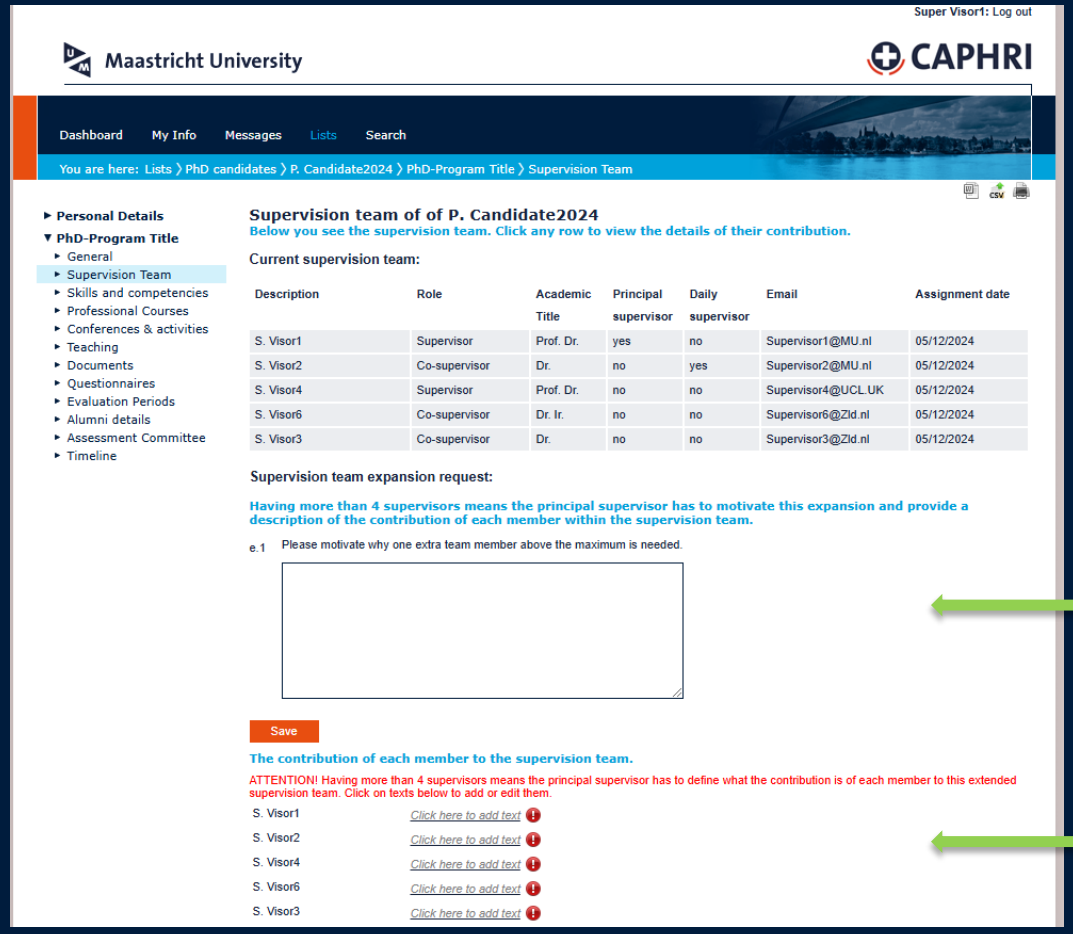


Same field as during “Evaluation period assessment”



Total overview of the Supervision Team page

Process Admission + change / expansion of the Supervision Team (19)

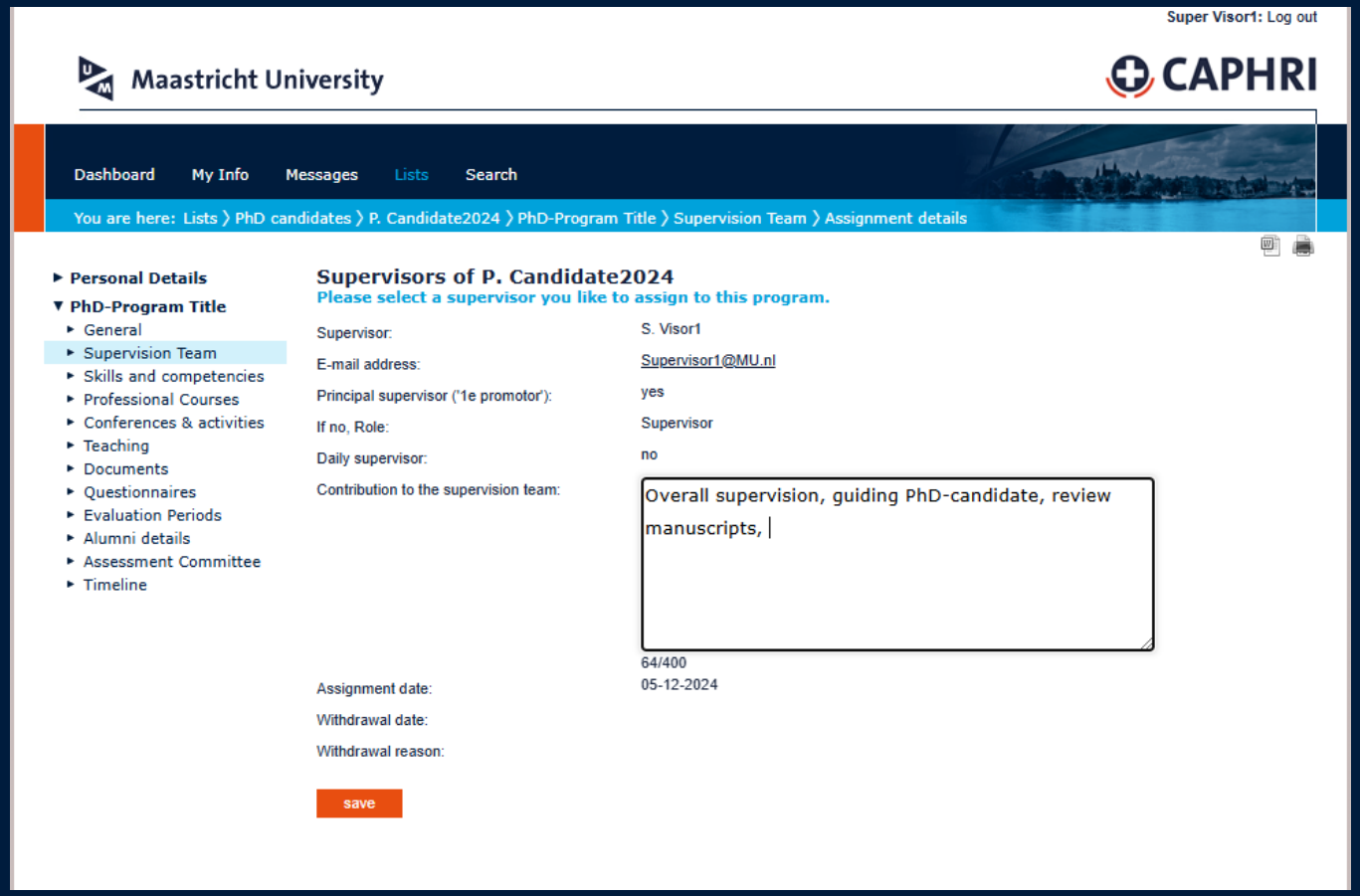


Expansion above maximum number of supervisor

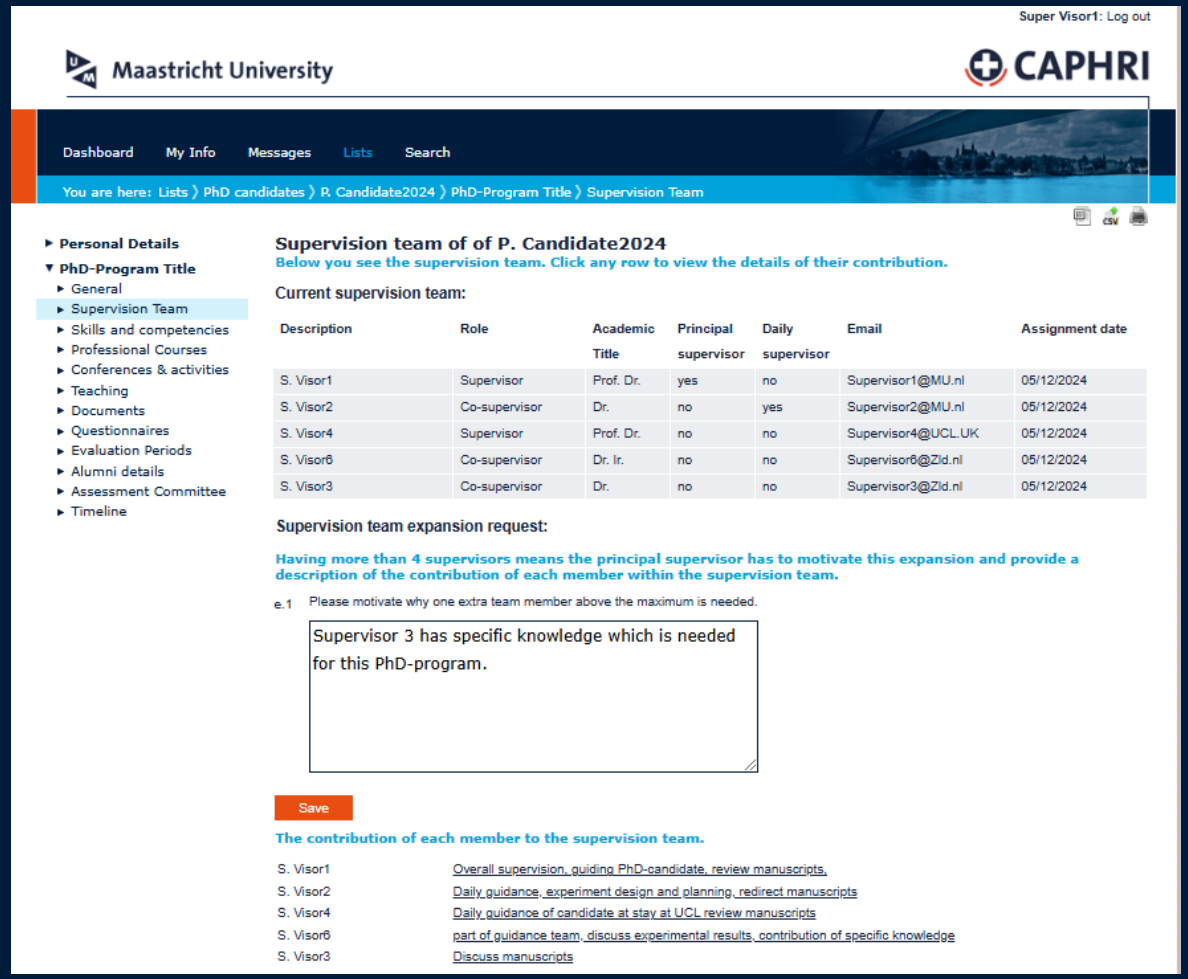
Motivation

Substantive contribution

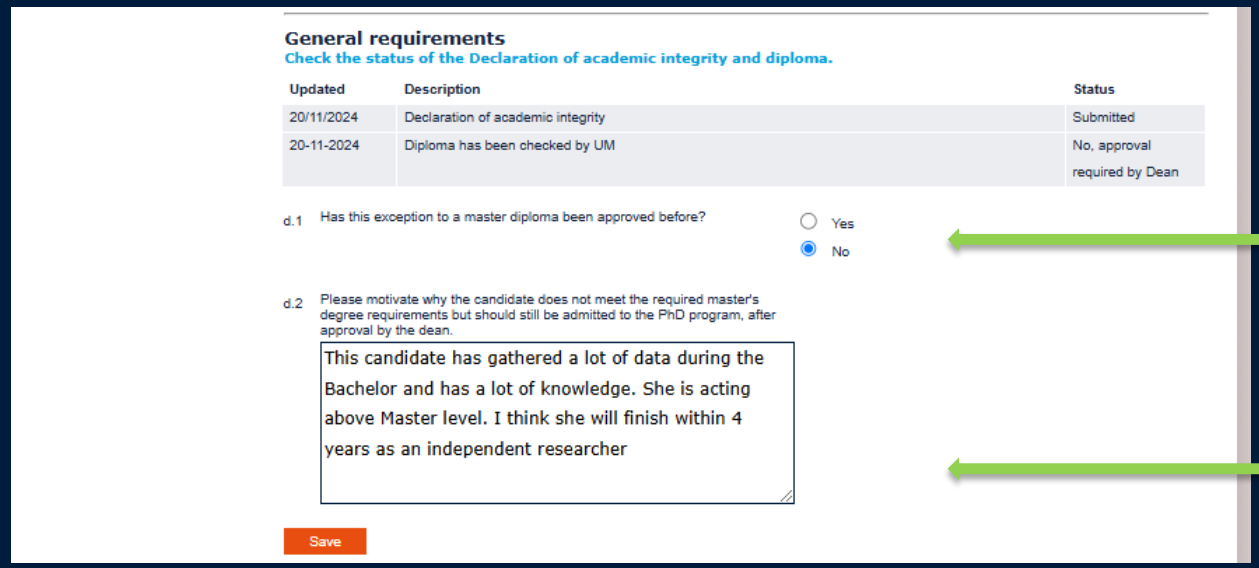
Process Admission + change / expansion of the Supervision Team (20)



Process Admission + change / expansion of the Supervision Team (21)



Process Admission + change / expansion of the Supervision Team (22)



General requirements

Check the status of the Declaration of academic integrity and diploma.

Updated	Description	Status
20/11/2024	Declaration of academic integrity	Submitted
20-11-2024	Diploma has been checked by UM	No, approval required by Dean

d.1 Has this exception to a master diploma been approved before?

- ○ Yes
- ◉ No

d.2 Please motivate why the candidate does not meet the required master's degree requirements but should still be admitted to the PhD program, after approval by the dean.

This candidate has gathered a lot of data during the Bachelor and has a lot of knowledge. She is acting above Master level. I think she will finish within 4 years as an independent researcher

Save

Already received approval?

Motivation for exception of Master diploma

Process Admission + change / expansion of the Supervision Team (23)

Committee regulations checklist

All questions must be answered before submitting the supervision team for review.

A person can be assigned as supervisor if:

1. person is professor (but not a professor of practice), has ius promovendi and has not retired yet; or
2. person is associate professor (UHD) and has employment at UM; or
3. person is UM/MUMC professor of practice but will apply for ius promovendi (see question 3); or
4. person is UHD and not employed by UM but will apply for ius promovendi (see question 3).

Please note:

- an emeritus professor cannot be designated as supervisor at the start of the PhD-trajectory

Requirements for co-supervisor:

1. person has obtained a PhD and is not a professor (other than professor of practice or emeritus professor).

Please note:

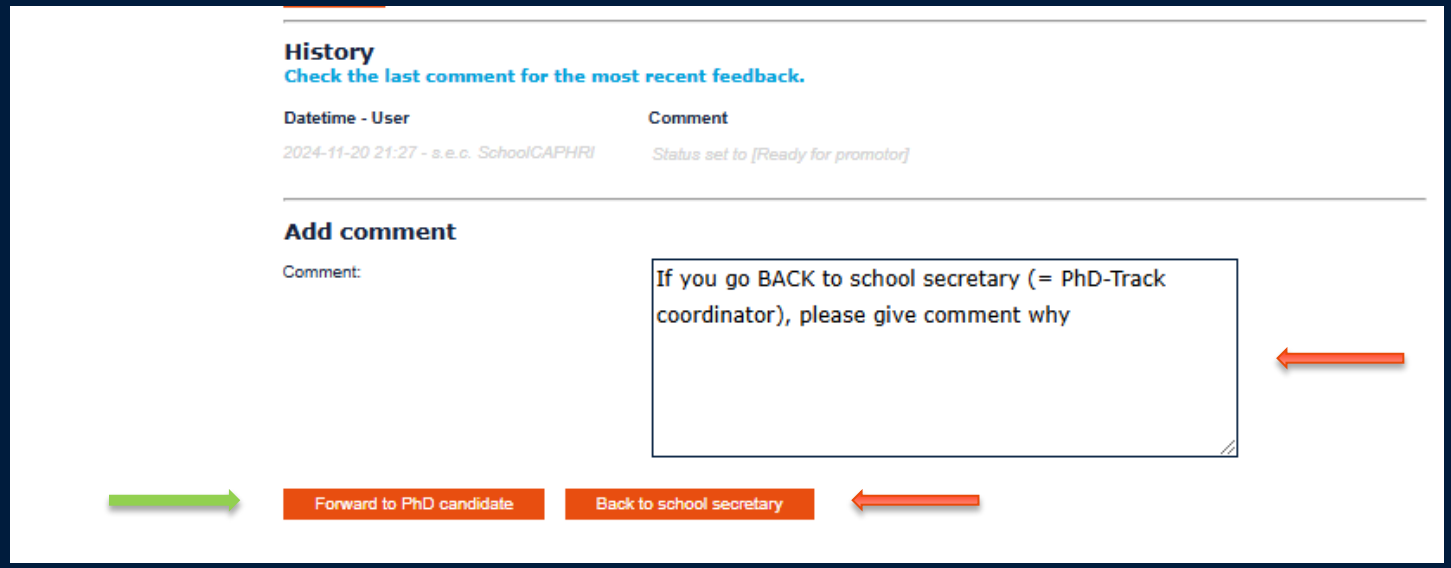
- a professor (other than practice/emeritus) cannot be designated as co-supervisor

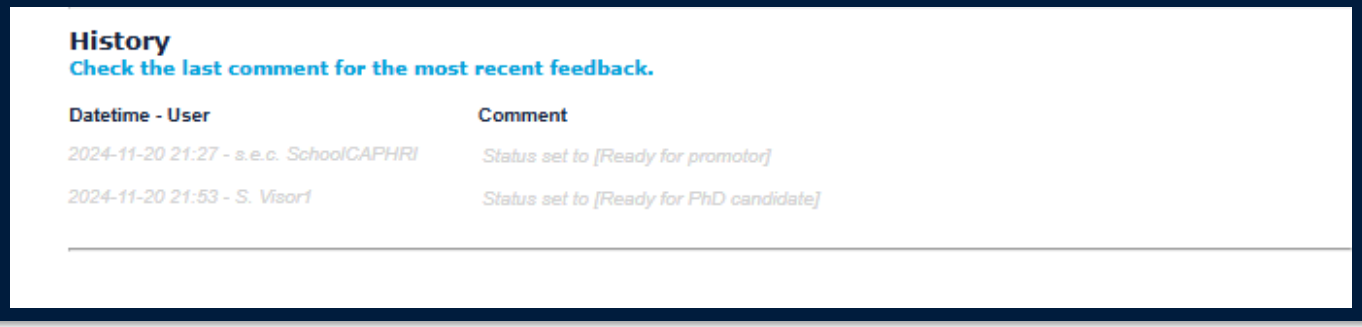
1	Has this supervision team been submitted before?	○ Yes ◉ No
2	Is there in the proposed supervision team a UM/MUMC professor of practice, or a UHD who is not employed by UM, but who would like to obtain the ius promovendi for this particular doctoral degree trajectory so that he or she can function as supervisor?	○ Yes ◉ No
3	Have all requirements (as stated in the info box above) been met for the proposed (co-) supervisors?	○ Yes ○ No
4	Has at least one of the proposed supervisors employment at Maastricht University or with another Dutch university?	◉ Yes ○ No
5	Have the members of the supervision team collectively identified who will act as the (only one) principal supervisor, and has this been indicated accordingly?	◉ Yes ○ No
6	Do the intended (co)supervisors declare not to be the partner of the PhD candidate, nor to have family ties to the first or second degree with the PhD candidate?	◉ Yes ○ No
7a	Are there family ties to the first or second degree among the (co)supervisors?	○ Yes ◉ No
7b	In our supervision team two of the members are partners or are related by family in the first or second degree. Have you added third non-related (co-)supervisor to the team?	◉ Not applicable ○ Yes ○ No
8	Do all (co)supervisors agree to the supervision of the PhD candidate?	◉ Yes ○ No

Save

Questionnaire -> criteria of PhD regulations

Process Admission + change / expansion of the Supervision Team (24)





Process Admission + change / expansion of the Supervision Team (25)

PhD-candidate

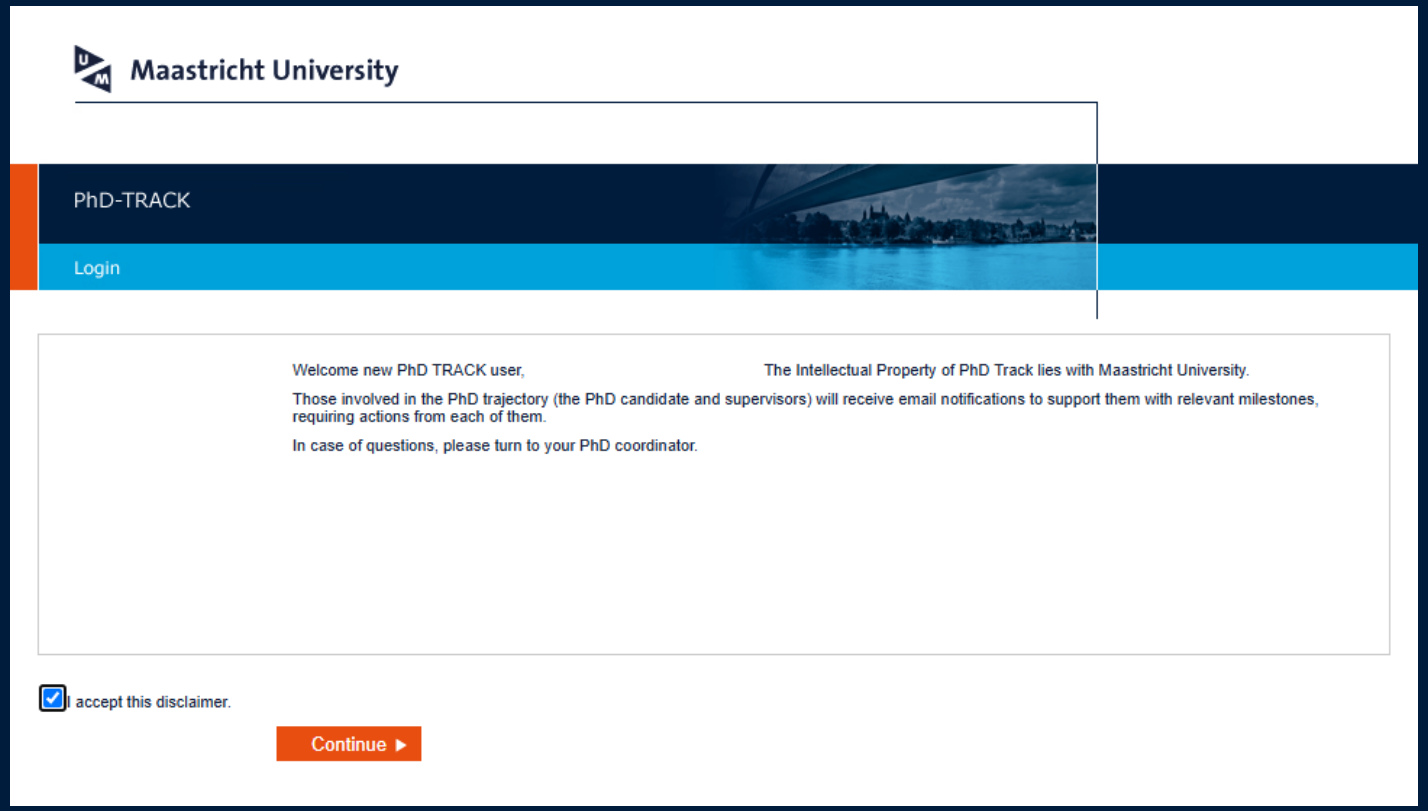
Steps:

1. Check the data entered

2a. Submit proposal to FHML PhD Office

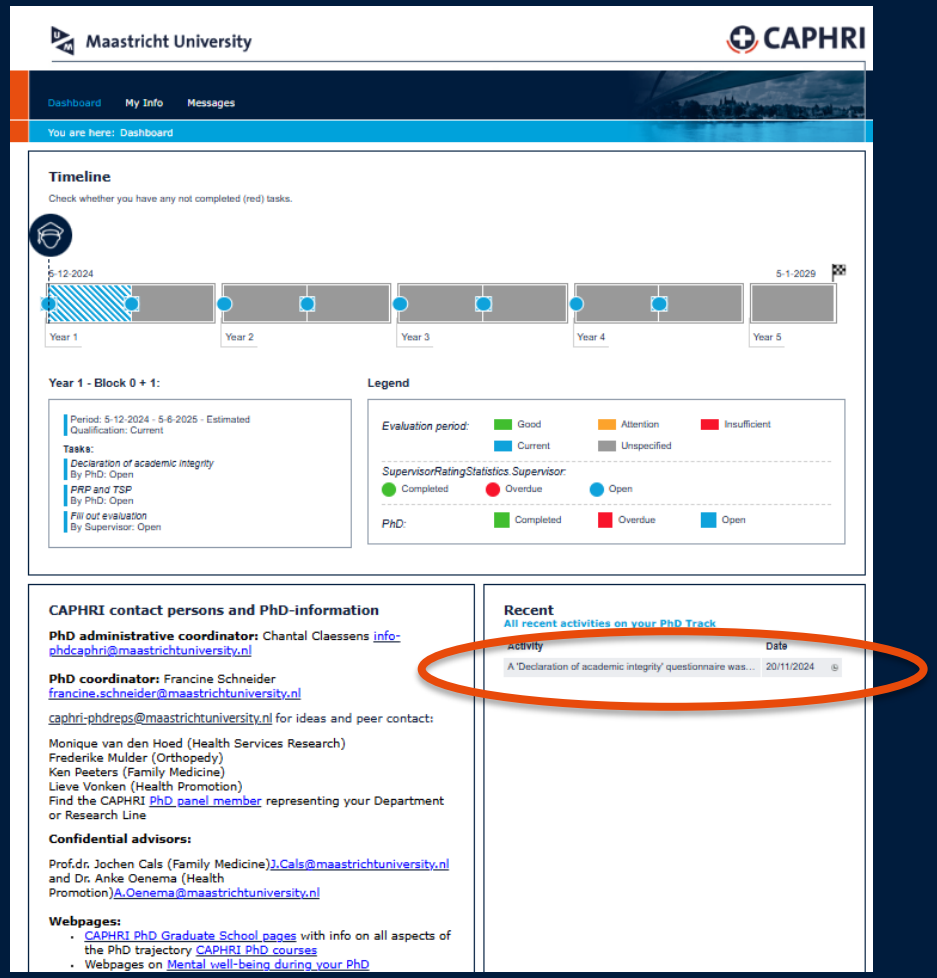
2b. Give feedback to Principal Supervisor

Process Admission + change / expansion of the Supervision Team (26)



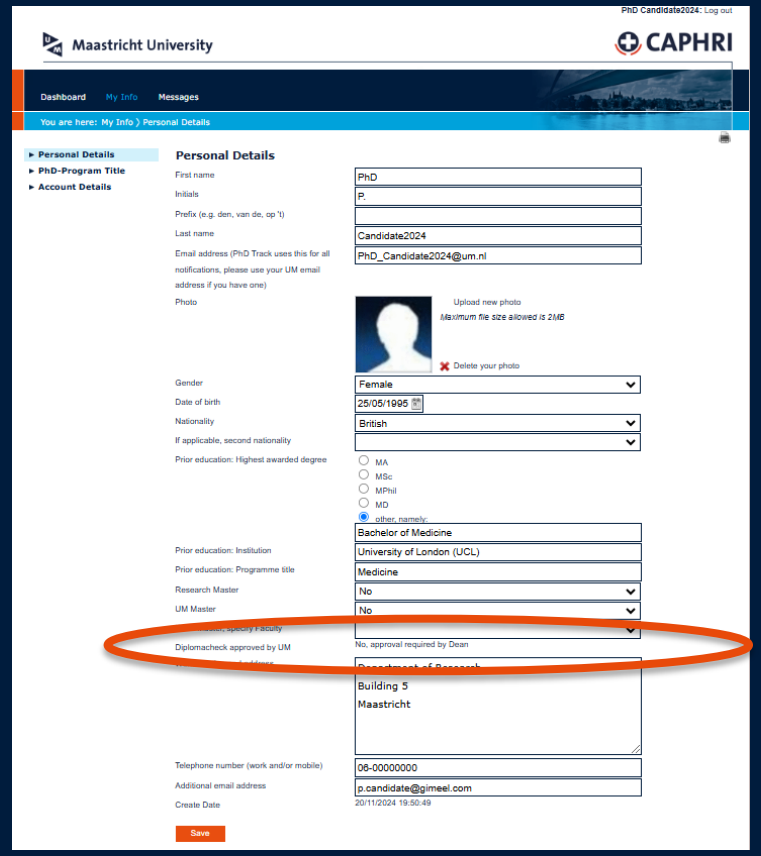
Accept disclaimer

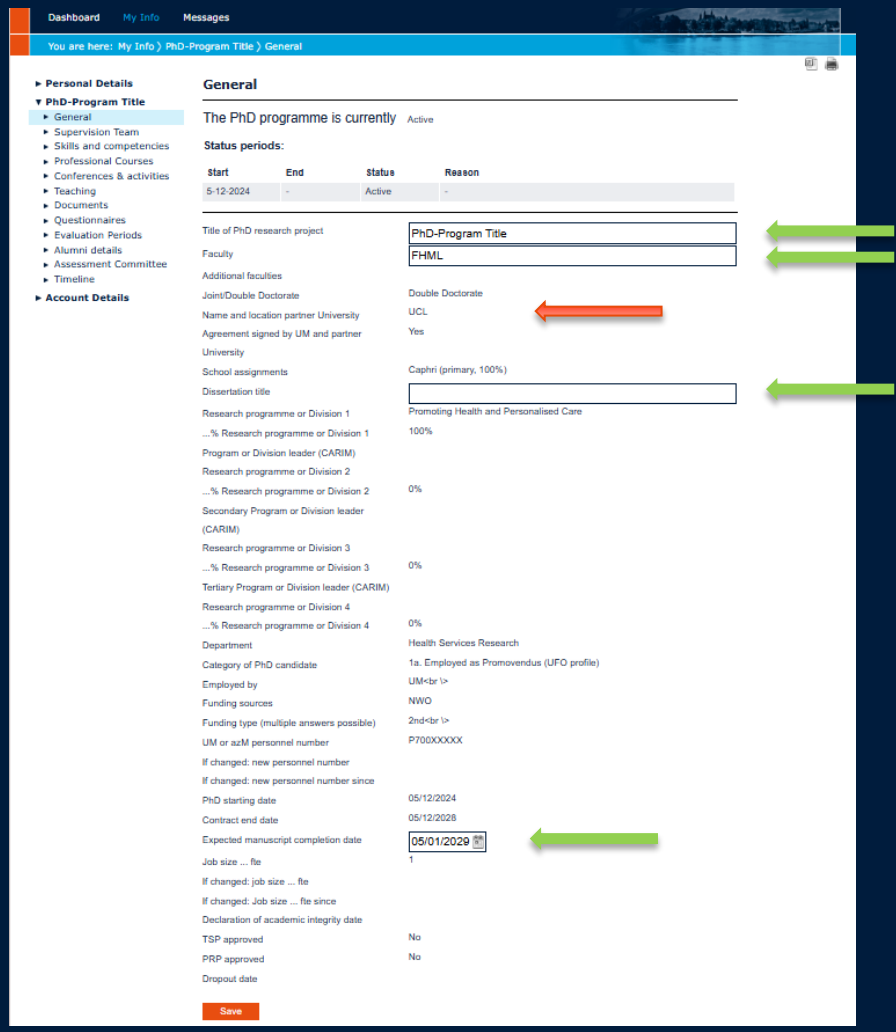
Process Admission + change / expansion of the Supervision Team (27)



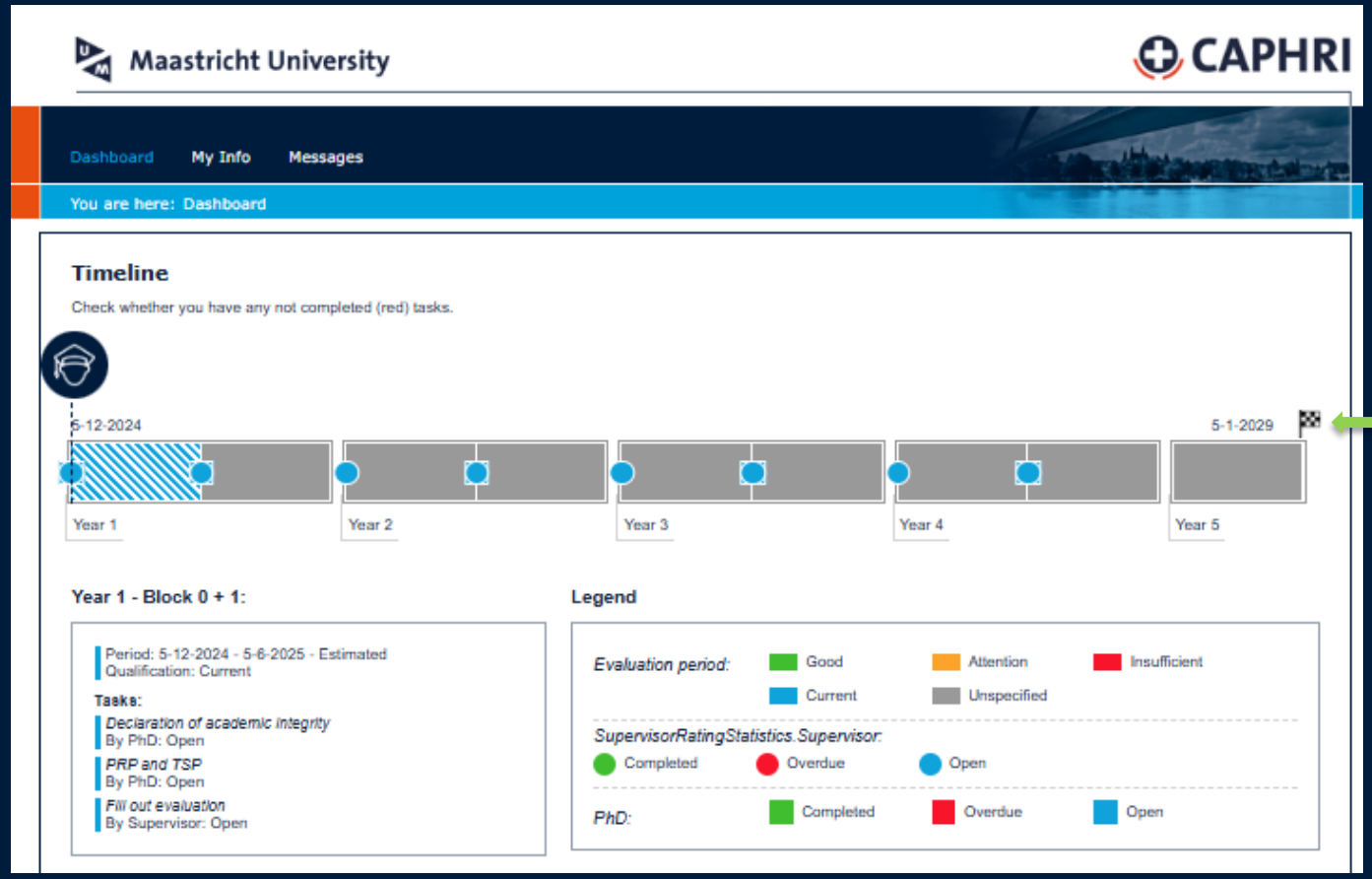
Timeline

Process Admission + change / expansion of the Supervision Team (28)



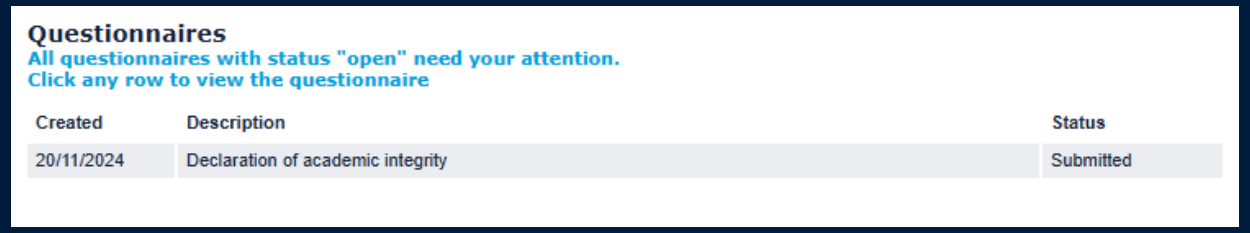


Process Admission + change / expansion of the Supervision Team (29)



Expected manuscript completion date

Process Admission + change / expansion of the Supervision Team (30)



Sign the Declaration of Scientific Integrity

Process Admission + change / expansion of the Supervision Team (31)

History

Check the last comment for the most recent feedback.

Datetime - User	Comment
2024-11-20 21:27 - s.e.c. SchoolCAPHRI	Status set to [Ready for promotor]
2024-11-20 21:53 - S. Visor1	Status set to [Ready for PhD candidate]

Add comment

Comment:

Candidate has checked the above. If not correct send back to Supervisor

Forward to dean secretary | Back to supervisor

Process Admission + change / expansion of the Supervision Team (32)

FHML PhD-office

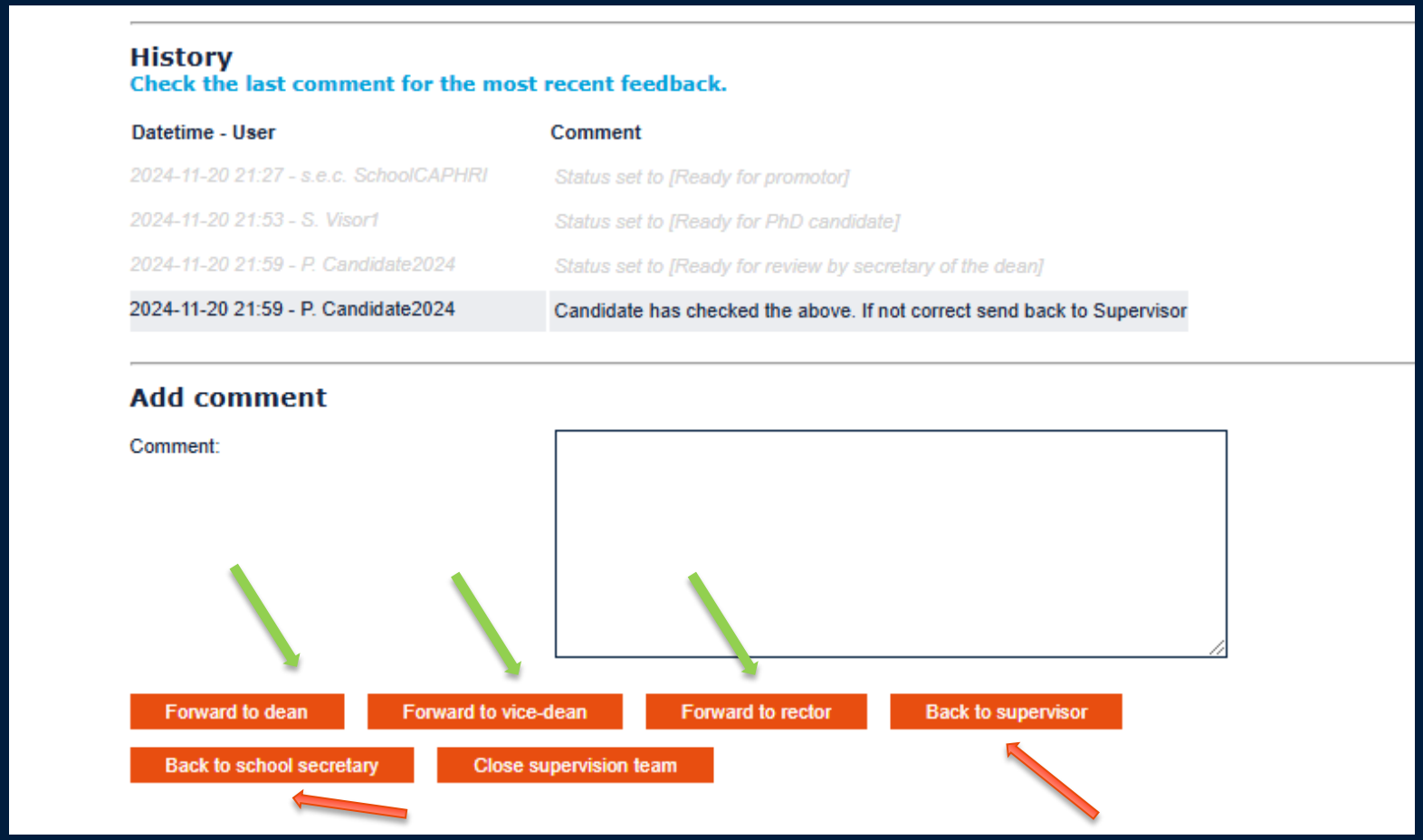
Steps:

1. Check the entered data + diploma (+ diploma check SSC)

2a. Give advice to the Dean

2b. Give feedback to Principal Supervisor or PhD-Track coordinator

Process Admission + change / expansion of the Supervision Team (33)



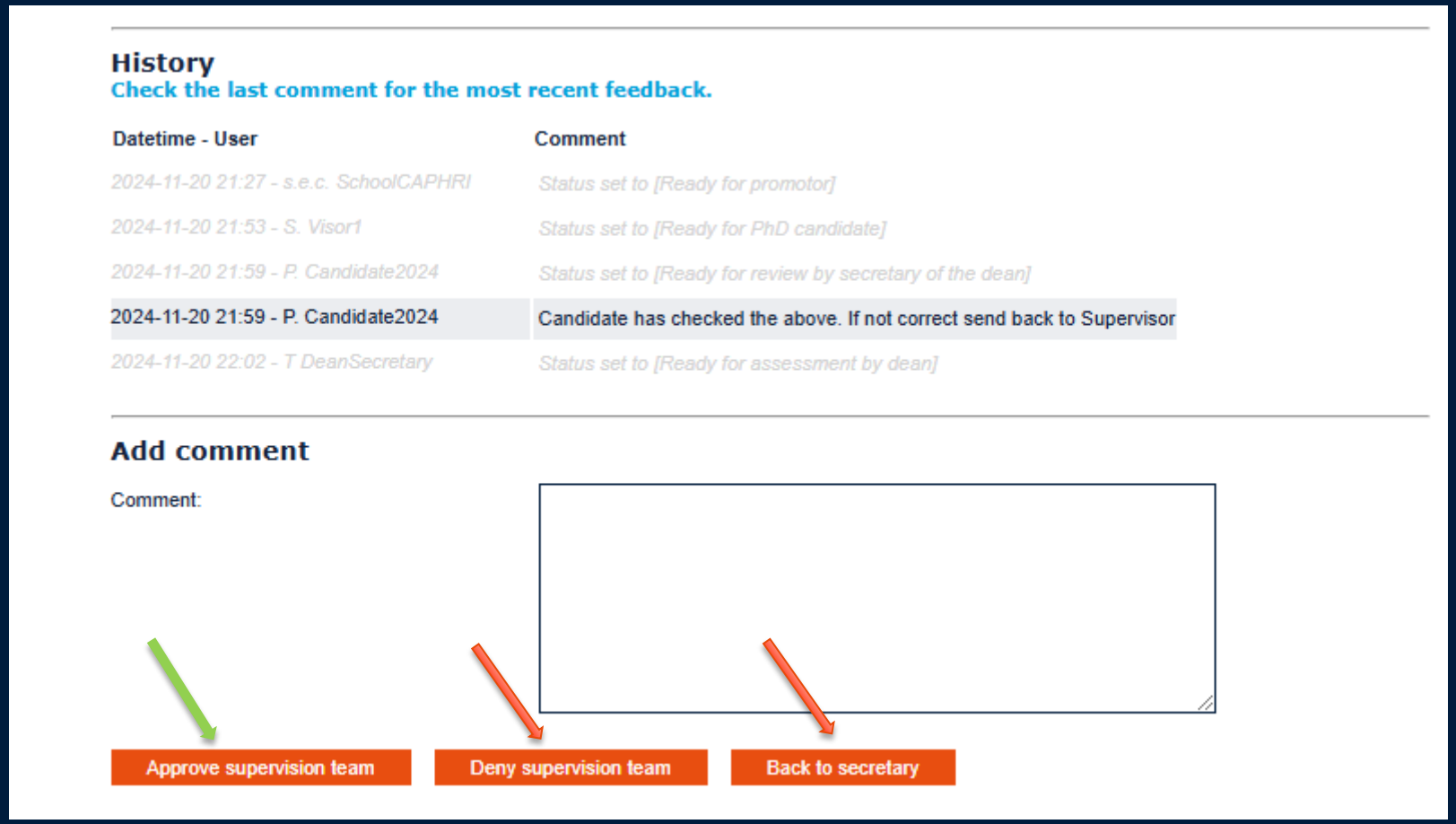
Process Admission + change / expansion of the Supervision Team (34)

Dean / Vice-Dean / Rector

Steps:

1. Assess Supervision Team (+ added motivations)
2. Approve
3. Give feedback to FHML PhD-Office
4. Reject

Process Admission + change / expansion of the Supervision Team (35)



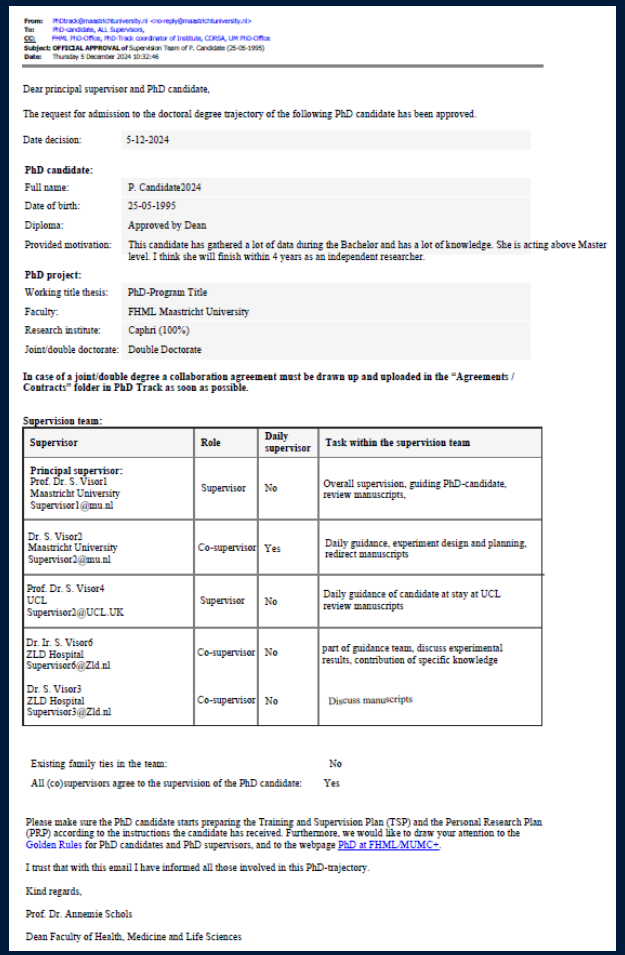
Process Admission + change / expansion of the Supervision Team (36)

After approval/rejection by Dean

A confirmation email will be sent to:

1. Principal Supervisor + other members of the Supervision Team
2. PhD-candidate
3. Secretariat of the institute / PhD-Track coordinator
4. FHML PhD-Office
5. UM PhD-Office
6. FHML legal advisor for JD/DD program

Process Admission + change / expansion of the Supervision Team (37)



From: PhDtrack@maastrichtuniversity.nl <no-reply@maastrichtuniversity.nl>
To: PhD-candidate, ALL Supervisors,
CC: FHML PhD-Office, PhD-Track coordinator of Institute, CORSA, UM PhD-Office
Subject: OFFICIAL APPROVAL of Supervision Team of P. Candidate (25-05-1995)
Date: Thursday 5 December 2024 10:32:46

Dear principal supervisor and PhD candidate,

The request for admission to the doctoral degree trajectory of the following PhD candidate has been approved.

Date decision: 5-12-2024

PhD candidate:

Full name: P. Candidate2024
Date of birth: 25-05-1995
Diploma: Approved by Dean
Provided motivation: This candidate has gathered a lot of data during the Bachelor and has a lot of knowledge. She is acting above Master level. I think she will finish within 4 years as an independent researcher.

PhD project:

Working title thesis: PhD-Program Title
Faculty: FHML Maastricht University
Research institute: Caphri (100%)
Joint/double doctorate: Double Doctorate

In case of a joint/double degree a collaboration agreement must be drawn up and uploaded in the "Agreements / Contracts" folder in PhD Track as soon as possible.

Supervision team:

Supervisor	Role	Daily supervisor	Task within the supervision team
Principal supervisor: Prof. Dr. S. Visor1 Maastricht University Supervisor1@mu.nl	Supervisor	No	Overall supervision, guiding PhD-candidate, review manuscripts,
Dr. S. Visor2 Maastricht University Supervisor2@mu.nl	Co-supervisor	Yes	Daily guidance, experiment design and planning, redirect manuscripts
Prof. Dr. S. Visor4 UCL Supervisor2@UCL.UK	Supervisor	No	Daily guidance of candidate at stay at UCL review manuscripts
Dr. Ir. S. Visor6 ZLD Hospital Supervisor6@Zld.nl	Co-supervisor	No	part of guidance team, discuss experimental results, contribution of specific knowledge
Dr. S. Visor3 ZLD Hospital Supervisor3@Zld.nl	Co-supervisor	No	Discuss manuscripts

Existing family ties in the team: No
All (co)supervisors agree to the supervision of the PhD candidate: Yes

Please make sure the PhD candidate starts preparing the Training and Supervision Plan (TSP) and the Personal Research Plan (PRP) according to the instructions the candidate has received. Furthermore, we would like to draw your attention to the Golden Rules for PhD candidates and PhD supervisors, and to the webpage PhD at FHML/MUMC+.

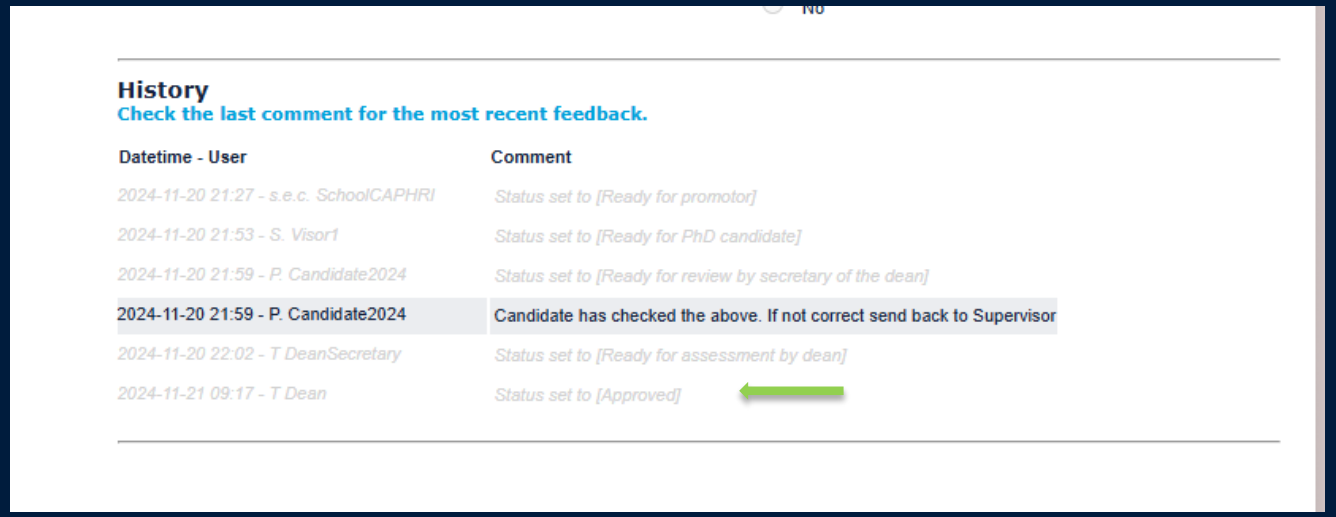
I trust that with this email I have informed all those involved in this PhD-trajectory.

Kind regards,

Prof. Dr. Annemie Schols

Dean Faculty of Health, Medicine and Life Sciences

Confirmation email



History

Check the last comment for the most recent feedback.

Datetime - User	Comment
2024-11-20 21:27 - s.e.c. SchoolCAPHRI	Status set to [Ready for promotor]
2024-11-20 21:53 - S. Visor1	Status set to [Ready for PhD candidate]
2024-11-20 21:59 - P. Candidate2024	Status set to [Ready for review by secretary of the dean]
2024-11-20 21:59 - P. Candidate2024	Candidate has checked the above. If not correct send back to Supervisor
2024-11-20 22:02 - T DeanSecretary	Status set to [Ready for assessment by dean]
2024-11-21 09:17 - T Dean	Status set to [Approved]

Status overview

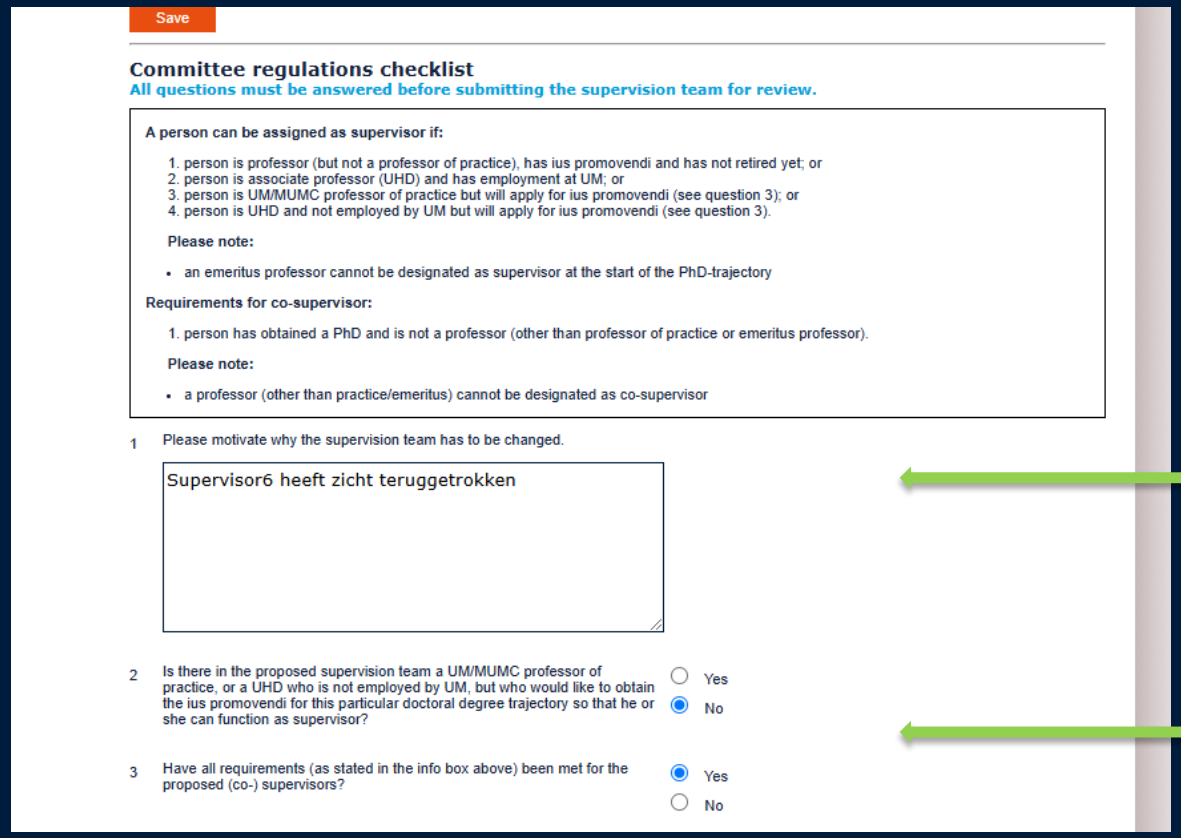
Change / expansion of the Supervision Team? (1)

Always via PhD-Track coordinator of the institute

- Add/Remove supervisor (also < maximum number)
- Changing the role of supervisor
- ius promovendi non-UM associate professor or professor of practice

Change / expansion of the Supervision Team? (2)

Principal Supervisor



Save

Committee regulations checklist

All questions must be answered before submitting the supervision team for review.

A person can be assigned as supervisor if:

1. person is professor (but not a professor of practice), has ius promovendi and has not retired yet; or
2. person is associate professor (UHD) and has employment at UM; or
3. person is UM/MUMC professor of practice but will apply for ius promovendi (see question 3); or
4. person is UHD and not employed by UM but will apply for ius promovendi (see question 3).

Please note:

- an emeritus professor cannot be designated as supervisor at the start of the PhD-trajectory

Requirements for co-supervisor:

1. person has obtained a PhD and is not a professor (other than professor of practice or emeritus professor).

Please note:

- a professor (other than practice/emeritus) cannot be designated as co-supervisor

1 Please motivate why the supervision team has to be changed.

Supervisor6 heeft zicht teruggetrokken

2 Is there in the proposed supervision team a UM/MUMC professor of practice, or a UHD who is not employed by UM, but who would like to obtain the ius promovendi for this particular doctoral degree trajectory so that he or she can function as supervisor? ○ Yes ◉ No

3 Have all requirements (as stated in the info box above) been met for the proposed (co-) supervisors? ◉ Yes ○ No

Motivation for change

Check if the answers are still correct

Change / expansion of the Supervision Team? (3)

Change(s)

⬇

PhD-Track coordinator of the Institute

⬇

Principal supervisor

⬇

PhD-candidate

⬇

FHML PhD-Office

⬇

Dean / Vice Dean / Rector

⬇

Email to all involved

Next steps for the development of the PhD Track

Research and Training Phase:

4. Submitting the thesis manuscript to the selection committee

Promotion phase:

5. Decision of the Assessment Committee
6. Cum Laude
7. Access to public defence + submission of title page
8. Setting the date of the PhD defence (+ permission to print the thesis)
9. Composition of the Doctoral Committee

PhD-Track coordinators at the Institutes

Research Institute	Contact person	Contact person
CAPHRI	Chantal Claessens	info-phdcaphri@maastrichtuniversity.nl
CARIM	Esther Willigers	secretariaat-carim@maastrichtuniversity.nl
GROW	Brigitte Custers	secretariaat-grow@maastrichtuniversity.nl
MERLN	Noor ten Hoeve	noortje.tenhoeve@maastrichtuniversity.nl
MHeNS	Ankie Hochstenbach, Marco van Hertrooy	a.hochstenbach@maastrichtuniversity.nl
M4I	Noor ten Hoeve	noortje.tenhoeve@maastrichtuniversity.nl
NUTRIM	Patrick van Gorp	patrick.vangorp@maastrichtuniversity.nl
SHE	Nicky Verleng, Lisa Dubois	n.verleng@maastrichtuniversity.nl lisa.dubois@maastrichtuniversity.nl

Stakeholders in the implementation process of the PhD Track

MEMIC

Mart Kikken
Lawrence Yeung
Koert Heijnen
Raoul Haenbeukers

Faculty Office FHML

Ingrid Leijs
Anouk Kerkhofs
Laurenz Isabella
Amela Besic
Monique Latour
Patrick van Gorp
Erik Lammers

Questions / Comments ?