

Implementation UM Doctorate Regulations in PhD-Track

Admission + change / expansion of the Supervision Team

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PhD-Track Coordinator FHML



Maastricht University



Maastricht UMC+

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

- Expansion to 4 supervisors
- Expansion to 5 supervisors
- No Master's degree?
- 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)

PhD-Track registration form

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

Suriname	
Registration (day, date, year, day, up to 10)	
First name	
Surname (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	<input type="radio"/> Female <input type="radio"/> Male <input type="radio"/> Non-binary
2nd Nationality (if applicable)	

Prior education:

Name Institution	
Place Institution	
Country Institution	
Name study programme	
Diploma(s) (please select applicable one)	<input type="radio"/> BA <input type="radio"/> MSc <input type="radio"/> MPhil <input type="radio"/> PhD <input type="radio"/> Other, namely
Research master	<input type="radio"/> yes <input type="radio"/> no
Maastricht University Master	<input type="radio"/> yes <input type="radio"/> no
If yes, which Faculty?	<input type="radio"/> FIMM <input type="radio"/> FWE <input type="radio"/> FOM <input type="radio"/> LAW <input type="radio"/> FASOS
Diploma check by UM - Student Service Center (SSC)	<input type="radio"/> yes <input type="radio"/> no
If yes, please include letter of the SSC	

PhD - Program

Title PhD project (working title)	
Type of PhD candidate according to the VONG-categorisation (please select the applicable category)	<input type="radio"/> Employed by UM / MUMC+ <input type="radio"/> 1a. Employed as Promovendus (UFO profile) <input type="radio"/> 1b. Other FIMM/UM or MUMC+ staff doing a PhD <input type="radio"/> Not employed by UM / MUMC+ <input type="radio"/> 2. Scholarship PhD <input type="radio"/> 2a. PhD candidate with Scholarship of UM/MUMC+ <input type="radio"/> 2b. PhD candidate with Scholarship of other provider <input type="radio"/> 3. Externally financed PhD candidate <input type="radio"/> 4. External PhD candidate (own resources)
Starting date PhD Program	(dd/mm/yyyy)
= date that candidate starts/used with research used for PhD trajectory	
End date (contract ending date, or in case of non-employed at UM/ MUMC+ PhD project ending)	(dd/mm/yyyy)
Expected Manuscript completion date (date of submission that can potentially be adapted by candidate and supervisor)	(dd/mm/yyyy)
Department (if Principal Supervisor, where the PhD project is embedded)	
Joint or Double Degree PhD Program	<input type="radio"/> yes <input type="radio"/> no
If yes, name and location of the partner university	

Page 1

Registration form PhD candidates - PhD-Track
Version: August 2024

Supervision Team

Principal Supervisor (mandatory) being a PhD professor or a (senior) research professor, or a non-UM academic professor with approval of the FIMM, Decet	
Name:	
Email address:	
Work location/address:	
Co-supervisor (mandatory)	
Name:	
Email address:	
Work location/address:	
Co-supervisor (if applicable)	
Name:	
Email address:	
Work location/address:	
Co-supervisor (if applicable) An supervisor must be granted by FIMM (must include document) or in case of a joint or double degree	
Name:	
Email address:	
Work location/address:	
Co-supervisor (if applicable) An supervisor must be granted by the Decet (include document)	
Name:	
Email address:	
Work location/address:	
Which of the above persons is the daily supervisor?	
Research Line (a) or Division (a) (see the below/institute's website and check with your supervisor)	
Is another UM Faculty or another FIMM - Research Institute involved?	<input type="radio"/> yes <input type="radio"/> no
- If yes, Faculty name / Institute's name + % of involvement	
Personal number UM and/or MUMC+ (if present)	
Job title (if applicable)	


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 being 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 - ICZ)	
2) Will this be at the start or during your trajectory?	

Page 2

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

Secretary SchoolCAPHRI: Log out

 Maastricht University



Dashboard My Info Settings Messages Lists Search Export

You are here: Schools > School 'Caphri' > New PhD Candidate


- ▶ PhD candidates
- ▶ PhD programmes
- ▶ Supervisors
- ▶ Supervision Teams for approval


New PhD candidate
Please provide the e-mailaddress of the new candidate so we can check if it's already being used.

Email address:

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

Secretary SchoolCAPHRI: Log out

 Maastricht University



[Dashboard](#) [My Info](#) [Settings](#) [Messages](#) [Lists](#) [Search](#) [Export](#)

You are here: [Lists](#) > [PhD candidates](#) > [P. Candidate2024](#) > [Account Details](#)

► Personal Details

► PhD-Program Title

► Account Details

Account Details of P. Candidate2024

Username

PhD_Candidate2024@um.nl

Password *

.....

Confirm password

.....

* Password must be at least 8 characters long, containing at least one capital and one digit.

Leave blank if you don't want to change your password.

Account Active

Yes ▼

Create Date

20/11/2024 19:50:49

Save

Send reset password e-mail

Delete

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

Maastricht University CAPHRI

Secretary SchoolCAPHRI: Log out

Dashboard My Info Settings Messages Lists Search Export

You are here: Schools > School 'Caphri' > New PhD Candidate

- PhD candidates
- PhD programmes
- Supervisors
- Supervision Teams for approval

New PhD candidate

Fill in the initial fields below for the new PhD candidate

Personal details

First name: PhD

Initials: P.

Prefix (e.g. den, van de, op 't):

Last name: Candidate2024

Gender: Female

Account details

Email address: PhD_Candidate2024@um.nl

Username: PhD_Candidate2024@um.nl

PhD programme details

School: Caphri

Title of PhD research project: PhD-Program Title

PhD starting date: 5/12/2024

Welcome mail

Send welcome mail: yes

save

Maastricht University CAPHRI

Dashboard My Info Settings Messages Lists Search Export

You are here: Lists > PhD candidates > P. Candidate2024 > Personal Details

Personal Details of P. Candidate2024

- Personal Details
- PhD-Program Title
- Account Details

First name: PhD

Initials: P.

Prefix (e.g. den, van de, op 't):

Last name: Candidate2024

Email address (PhD Track uses this for all notifications, please use your UM email address if you have one): PhD_Candidate2024@um.nl

Photo: Upload new photo (Maximum file size allowed is 2MB) Delete your photo

Gender: Female

Date of birth: 25/05/1995

Nationality: British

If applicable, second nationality:

Prior education: Highest awarded degree: MA, MSc, MPhil, MD, other, namely Bachelor of Medicine

Prior education: Institution: University of London (UCL)

Prior education: Programme title: Medicine

Research Master: No

UM Master: No

From master, approval required by UM: No, approval required by Dean

Work location and address: Department of Research, Building 5, Maastricht

Telephone number (work and/or mobile): 06-00000000

Additional email address: p.candidate@gimeel.com

Create Date: 20/11/2024 19:50:49

Save Delete

Diploma - check

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

Maastricht University CAPHRI

Dashboard My Info Settings Messages Lists Search Export

You are here: Lists > PhD candidates > P. Candidate2024 > PhD-Program Title > General

Personal Details

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

Account Details

General of P. Candidate2024

The PhD programme is currently: Active

Since: 05/12/2024

Status periods:

Start	End	Status	Reason
05-12-2024	-	Active	-

Title of PhD research project: PhD-Program Title

Faculty: FHML

Additional faculties:

Joint/Double Doctorate: Double Doctorate

Name and location partner: UCL

Agreement signed by UM and partner: Yes

University:

School assignments: Caphri 100

Dissertation title:

Research programme or Division 1: Promoting Health and Personalised Care

...% Research programme or Division 1: 100%

Maastricht University CAPHRI

Dashboard My Info Settings Messages Lists Search Export

You are here: Lists > PhD candidates > P. Candidate2024 > PhD-Program Title > General

Personal Details

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

Account Details

General of P. Candidate2024

The PhD programme is currently: Active

Since: 05/12/2024

Status periods:

Start	End	Status	Reason
05-12-2024	-	Active	-

Title of PhD research project: PhD-Program Title

Faculty: FHML

Additional faculties:

Joint/Double Doctorate: Double Doctorate

Name and location partner: UCL

Agreement signed by UM and partner: Yes

University:

School assignments: Caphri 100

Dissertation title:


Research programme or Division 1: Promoting Health and Personalised Care


...% Research programme or Division 1: 100%

Joint or Double Program determines workflow

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

Secretary SchoolCAPHRI: Log out

 Maastricht University



DashboardMy InfoSettingsMessagesListsSearchExport

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.
Sorry, no supervisors found.

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

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
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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)

Super Visor1: Log out

 Maastricht University



[Dashboard](#) [My Info](#) [Messages](#) [Lists](#) [Search](#)

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

► Questionnaires

► Evaluation Periods

► Alumni details

► Assessment Committee

► Timeline

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

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.


for Institute

← not for Institute (principal supervisor)

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

Secretary SchoolCAPHRI: Log out

 Maastricht University



DashboardMy InfoSettingsMessagesListsSearchExport

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. Visor6	Co-supervisor	Dr. Ir.	no	no	Supervisor6@Zld.nl	05/12/2024
S. Visor3	Co-supervisor	Dr.	no	no	Supervisor3@Zld.nl	05/12/2024

Supervision team expansion request:

Having more than 4 supervisors means the principal supervisor has to motivate this expansion and provide a description of the contribution of each member within the supervision team.

e.1 Please motivate why one extra team member above the maximum is needed.

The contribution of each member to the supervision team.

S. Visor1	Not defined
S. Visor2	Not defined
S. Visor4	Not defined
S. Visor6	Not defined
S. Visor3	Not defined

← not for Institute (principal supervisor)

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

Comment field (optional)

Datetime - User	Comment
<hr/>	
Add comment	
Comment:	<div></div>
	
	<div>Forward to promotor</div>

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

Submitted and not correct? → Revoke

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]

Add comment

Comment:

Revoke supervision team

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

Principal Supervisor

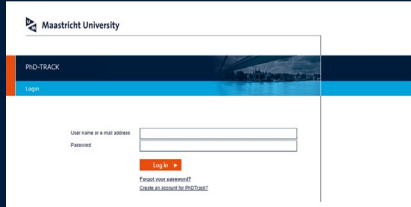
Steps:

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.

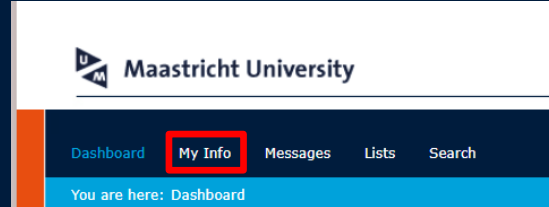
PhD-Track login



The screenshot shows the Maastricht University PhD-Track login page. It features a header with the Maastricht University logo and the text 'PHD-TRACK'. Below the header, there is a login form with fields for 'User name or e-mail address' and 'Password'. A red 'Log in' button is positioned below the password field. At the bottom of the form, there is a link that says 'Forgot your password? Contact us about the PhD-Track'.

2.

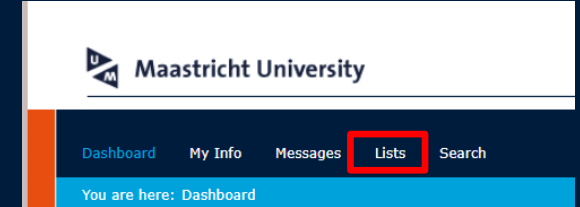
Check own data



The screenshot shows the Maastricht University dashboard. The header includes the Maastricht University logo and the text 'Maastricht University'. Below the header, there is a navigation bar with links for 'Dashboard', 'My Info', 'Messages', 'Lists', and 'Search'. The 'My Info' link is highlighted with a red box. Below the navigation bar, there is a blue bar that says 'You are here: Dashboard'.

3.


Go to overview PhD candidates




The screenshot shows the Maastricht University dashboard. The header includes the Maastricht University logo and the text 'Maastricht University'. Below the header, there is a navigation bar with links for 'Dashboard', 'My Info', 'Messages', 'Lists', and 'Search'. The 'Lists' link is highlighted with a red box. Below the navigation bar, there is a blue bar that says 'You are here: Dashboard'.

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

Super Visor1: Log out

 Maastricht University



DashboardMy InfoMessagesListsSearch

You are here: Lists > PhD candidates

▶ PhD candidates

▶ PhD programmes

PhD candidates

Below you see a list of PhD candidates. Click any row to view the details

Last name	First name	Assigned supervisors
<input type="text"/>	<input type="text"/>	
Candidate2024	PhD	S_Visor1 S_Visor2 S_Visor3 S_Visor4

Page 1 of 115

View 1 - 1 of 1

Filters

☐ Show inactive candidates

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

Green arrow → possibility to add data, also by supervisor

Personal Details

PhD-Program Title

General

Supervision Team

Skills and competencies

Professional Courses

Conferences & activities

Teaching

Documents

Questionnaires

Evaluation Periods

Alumni details

Assessment Committee

Timeline

General of P. Candidate2024

The PhD programme is currently Active

Status periods:

Start	End	Status	Reason
5-12-2024	-	Active	-

Title of PhD research project

PhD-Program Title

Faculty

FHML

Additional faculties

Joint/Divide Doctorate

Double Doctorate

Name and location partner University

UCL

Agreement signed by UM and partner University

Yes

School assignments

Capivi (primary, 100%)

Dissertation title

Promoting Health and Personalised Care

Research programme or Division 1

100%

Program or Division leader (CARIM)

Research programme or Division 2

0%

Secondary Program or Division leader (CARIM)

Research programme or Division 3

0%

Tertiary Program or Division leader (CARIM)

Research programme or Division 4

0%

Department

Health Services Research

Category of PhD candidate

Is Employed as Promovendus (UFO profile)

Employed by

UM/Erasmus

Funding sources

NWO

Funding type (multiple answers possible)

☐ 1st

☒ 2nd

☐ 3rd

☐ 4th

☐ other

UM or sSM personnel number

P70XXXXXX

If changed: new personnel number

PHD starting date

05/12/2024

Contract end date

05/12/2028

Expected manuscript completion date

05/01/2029

Job size ... fe

1

If changed: job size ... fe

If changed: job size ... fe since

20/11/2024

Declaration of academic integrity date

No

TSP approved

No

PRP approved

No

Dropout date

Save

Same field as during “Evaluation period assessment”

Total overview of the Supervision Team page

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

U
M

Maastricht University

Super Visor1: Log out

CAPHRI

DashboardMy InfoMessagesListsSearch

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

Questionnaires

Evaluation Periods

Alumni details

Assessment Committee

Timeline

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. Visor6	Co-supervisor	Dr. Ir.	no	no	Supervisor6@Zld.nl	05/12/2024
S. Visor3	Co-supervisor	Dr.	no	no	Supervisor3@Zld.nl	05/12/2024

Supervision team expansion request:
Having more than 4 supervisors means the principal supervisor has to motivate this expansion and provide a description of the contribution of each member within the supervision team.

e.1 Please motivate why one extra team member above the maximum is needed.

Save

The contribution of each member to the supervision team.

ATTENTION! Having more than 4 supervisors means the principal supervisor has to define what the contribution is of each member to this extended supervision team. Click on texts below to add or edit them.

S. Visor1

Click here to add text

S. Visor2

Click here to add text

S. Visor4

Click here to add text

S. Visor6

Click here to add text

S. Visor3

Click here to add text


Expansion above maximum number of supervisor


Motivation

Substantive contribution

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

Super Visor1: Log out

 Maastricht University



DashboardMy InfoMessagesListsSearch

You are here: Lists > PhD candidates > P. Candidate2024 > PhD-Program Title > Supervision Team > Assignment details

► Personal Details

▼ PhD-Program Title

► General

► Supervision Team

► Skills and competencies

► Professional Courses

► Conferences & activities

► Teaching

► Documents

► Questionnaires

► Evaluation Periods

► Alumni details

► Assessment Committee

► Timeline

Supervisors of P. Candidate2024

Please select a supervisor you like to assign to this program.

Supervisor:	S. Visor1
E-mail address:	Supervisor1@MU.nl
Principal supervisor ('1e promotor'):	yes
If no, Role:	Supervisor
Daily supervisor:	no
Contribution to the supervision team:	<div>Overall supervision, guiding PhD-candidate, review manuscripts, </div>

64/400

Assignment date: 05-12-2024


Withdrawal date:


Withdrawal reason:

save

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

Super Visor1: Log out

 Maastricht University

 CAPHRI

[Dashboard](#) [My Info](#) [Messages](#) [Lists](#) [Search](#)

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

► Questionnaires

► Evaluation Periods

► Alumni details

► Assessment Committee

► Timeline

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
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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. Visor6	Co-supervisor	Dr. Ir.	no	no	Supervisor6@Zld.nl	05/12/2024
S. Visor3	Co-supervisor	Dr.	no	no	Supervisor3@Zld.nl	05/12/2024

Supervision team expansion request:

Having more than 4 supervisors means the principal supervisor has to motivate this expansion and provide a description of the contribution of each member within the supervision team.

e.1 Please motivate why one extra team member above the maximum is needed.

Supervisor 3 has specific knowledge which is needed for this PhD-program.

Save

The contribution of each member to the supervision team.

S. Visor1	<u>Overall supervision, guiding PhD-candidate, review manuscripts,</u>
S. Visor2	<u>Daily guidance, experiment design and planning, redirect manuscripts</u>
S. Visor4	<u>Daily guidance of candidate at stay at UCL review manuscripts</u>
S. Visor6	<u>part of guidance team, discuss experimental results, contribution of specific knowledge</u>
S. Visor3	<u>Discuss manuscripts</u>

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)

Questionnaire -> criteria of PhD regulations

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](#)

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

History

Check the last comment for the most recent feedback.

Datetime - User	Comment
2024-11-20 21:27 - s.e.c. SchoolCAPHRl	Status set to [Ready for promotor]

Add comment

Comment:

If you go BACK to school secretary (= PhD-Track coordinator), please give comment why


Forward to PhD candidate

Back to school secretary


History

Check the last comment for the most recent feedback.

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



Maastricht University



Maastricht UMC+

30

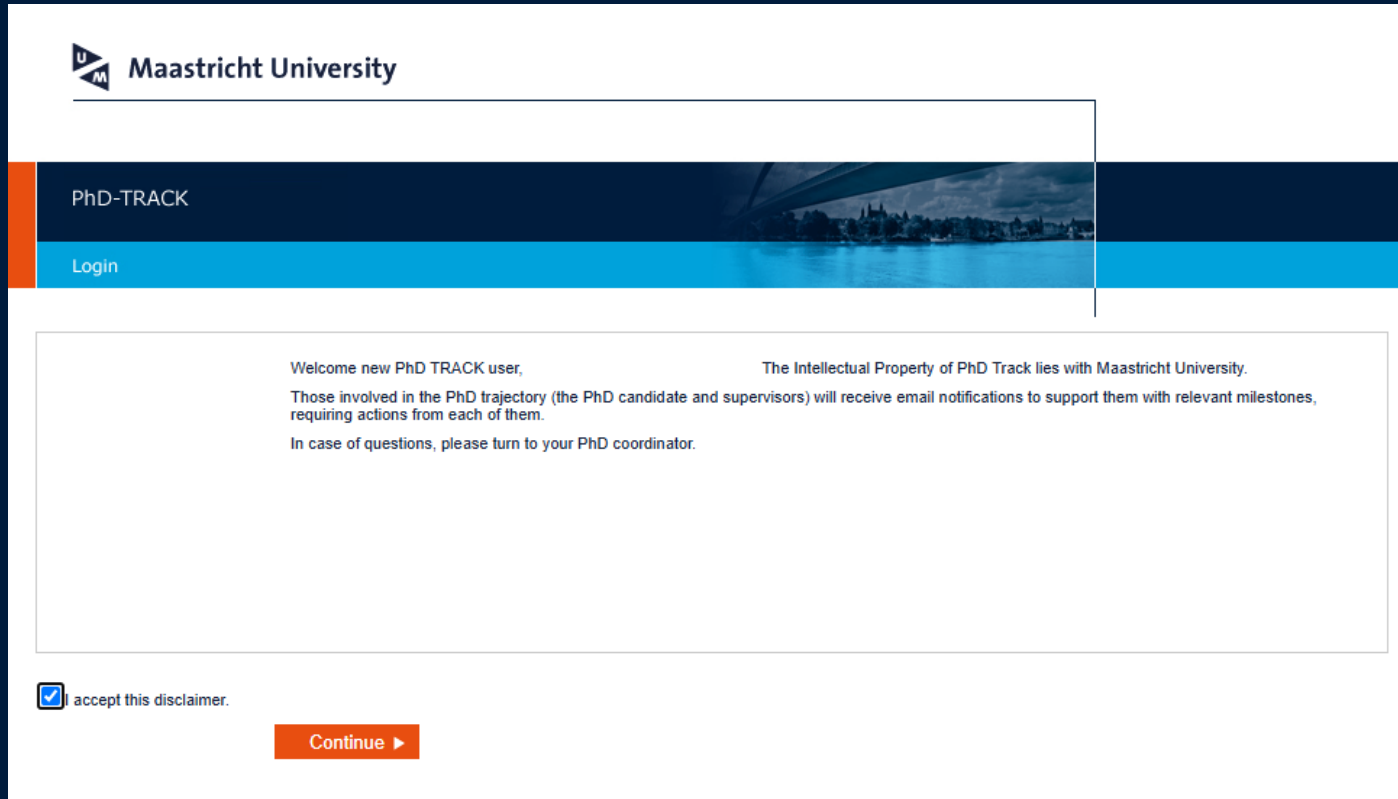
Process Admission + change / expansion of the Supervision Team (25)

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)



The screenshot shows the Maastricht University PhD-TRACK login interface. At the top left is the Maastricht University logo. Below it, a navigation bar contains 'PhD-TRACK' and 'Login'. The main content area displays a welcome message and a disclaimer. At the bottom, there is a checkbox for accepting the disclaimer and a 'Continue' button.

Maastricht University

PhD-TRACK

Login

Welcome new PhD TRACK user,
Those involved in the PhD trajectory (the PhD candidate and supervisors) will receive email notifications to support them with relevant milestones, requiring actions from each of them.
In case of questions, please turn to your PhD coordinator.

The Intellectual Property of PhD Track lies with Maastricht University.

☒ I accept this disclaimer.

Continue ►

Accept disclaimer

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

Maastricht University

CAPHRI

Dashboard

My Info

Messages

You are here: Dashboard

Timeline

Check whether you have any not completed (red) tasks.

5-12-2024

5-1-2029

Year 1

Year 2

Year 3

Year 4

Year 5

Year 1 - Block 0 + 1:

Period: 5-12-2024 - 5-6-2025 - Estimated

Qualification: Current

Tasks:

Declaration of academic integrity

By PhD: Open

PRP and TSP

By PhD: Open

Fill out evaluation

By Supervisor: Open

Legend

Evaluation period:

Good

Attention

Insufficient

Current

Unspecified

SupervisorRatingStatistics Supervisor:

Completed

Overdue

Open

PhD:

Completed

Overdue

Open

CAPHRI contact persons and PhD-information

PhD administrative coordinator: Chantal Claessens

chdcaphri@maastrichtuniversity.nl

PhD coordinator: Francine Schneider

francine.schneider@maastrichtuniversity.nl

caphri-phdreps@maastrichtuniversity.nl for ideas and peer contact:

Monique van den Hoed (Health Services Research)

Frederike Mulder (Orthopedy)

Ken Peeters (Family Medicine)

Lieve Voncken (Health Promotion)

Find the CAPHRI [PhD panel member](#) representing your Department or Research Line

Confidential advisors:

Prof.dr. Jochen Cals (Family Medicine)J.Cals@maastrichtuniversity.nl

and Dr. Anke Oenema (Health Promotion)A.Oenema@maastrichtuniversity.nl

Webpages:

[CAPHRI PhD Graduate School pages](#) with info on all aspects of the PhD trajectory

[CAPHRI PhD courses](#)

Webpages on [Mental well-being during your PhD](#)

Recent

[All recent activities on your PhD Track](#)

activity

Date

A 'Declaration of academic integrity' questionnaire was...

20/11/2024

Timeline

Maastricht University

Maastricht UMC+

33

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

Maastricht University

CAPHRI

Dashboard

My Info

Messages

You are here: My Info > Personal Details

Personal Details

PhD-Program Title

Account Details

Personal Details

First name

Initials

Prefix (e.g. den, van de, op 't)

Last name

Email address (PhD Track uses this for all notifications, please use your UM email address if you have one)

Photo

Gender

Date of birth

Nationality

If applicable, second nationality

Prior education: Highest awarded degree

Prior education: Institution

Prior education: Programme title

Research Master

UM Master

Diplomacheck approved by UM

Telephone number (work and/or mobile)

Additional email address

Create Date

PhD

P.

Candidate2024

PhD_Candidate2024@um.nl

Upload new photo

Maximum file size allowed is 2MB

Delete your photo

Female

25/05/1995

British

MA

MSc

MPhil

MD

other, namely

Bachelor of Medicine

University of London (UCL)

Medicine

No

No

No, approval required by Dean

Building 5

Maastricht

06-00000000

p.candidate@gimeel.com

20/11/2024 19:50:49

Save

Dashboard

My Info

Messages

You are here: My Info > PhD-Program Title > General

Personal Details

PhD-Program Title

Account Details

General

Supervision Team

Skills and competencies

Professional Courses

Conferences & activities

Teaching

Documents

Questionnaires

Evaluation Periods

Alumni details

Assessment Committee

Timeline

General

The PhD programme is currently Active

Status periods:

Start	End	Status	Reason
5-12-2024	-	Active	-

Title of PhD research project

Faculty

Additional faculties

Joint/Double Doctorate

Name and location partner University

Agreement signed by UM and partner University

School assignments

Dissertation title

Research programme or Division 1

...% Research programme or Division 1

Program or Division leader (CARIM)

Research programme or Division 2

...% Research programme or Division 2

Secondary Program or Division leader (CARIM)

Research programme or Division 3

...% Research programme or Division 3

Tertiary Program or Division leader (CARIM)

Research programme or Division 4

...% Research programme or Division 4

Department

Category of PhD candidate

Employed by

Funding sources

Funding type (multiple answers possible)

UM or azM personnel number

If changed: new personnel number

If changed: new personnel number since

PhD starting date

Contract end date

Expected manuscript completion date

Job size ... fte

If changed: job size ... fte

If changed: Job size ... fte since

Declaration of academic integrity date

TSP approved

PRP approved

Dropout date

PhD-Program Title

FHML

Double Doctorate

UCL

Yes

Caphri (primary, 100%)

Promoting Health and Personalised Care

100%

0%

0%

0%

Health Services Research

1a. Employed as Promovendus (UFO profile)

UM

NWO

2nd

P700XXXX

05/12/2024

05/12/2028

05/01/2029 8th

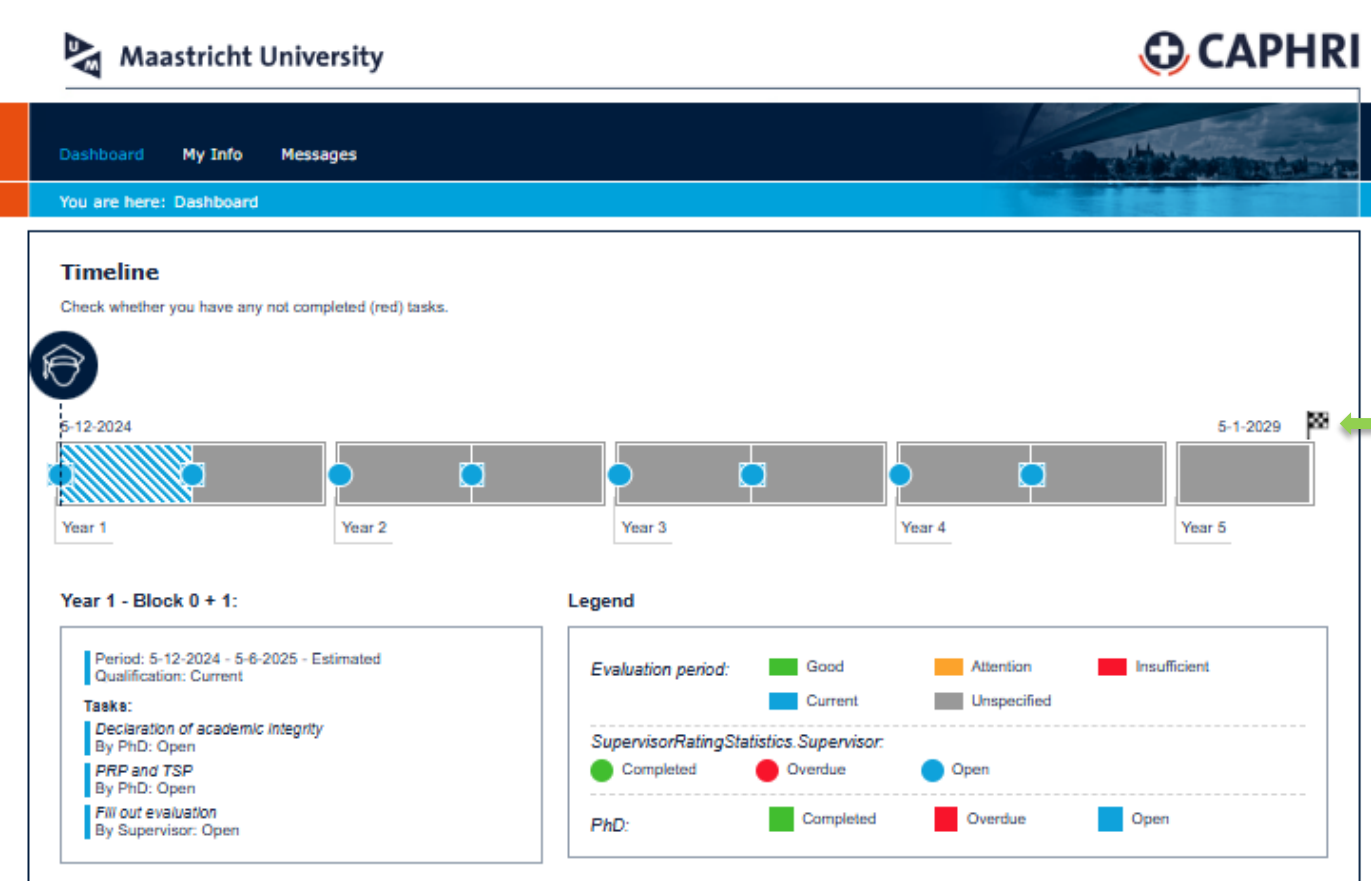
1

No

No

Save

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



Expected manuscript completion date

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

Maastricht University

CAPHRI

Dashboard

My Info

Messages

You are here: [My Info](#) > [PhD-Program Title](#) > [Questionnaires](#) > [Declaration of academic integrity](#)

▶ Personal Details

▼ PhD-Program Title

▶ General

▶ Supervision Team

▶ Skills and competencies

▶ Professional Courses

▶ Conferences & activities

▶ Teaching

▶ Documents

▶ Questionnaires

▶ Evaluation Periods

▶ Alumni details

▶ Assessment Committee

▶ Timeline

▶ Account Details

Declaration of academic integrity (Submitted)

I hereby declare that I have performed and will continue to perform my academic duties in compliance with the principles of sound academic research, namely honesty and scrupulousness, meticulousness, reliability, verifiability, impartiality, independence and responsibility.

I took notice of the Netherlands Code of Conduct for Scientific Integrity 2018 (Nederlandse Gedragscode Wetenschappelijke Integriteit) and the UM Integrity Code of Conduct, published on the websites of Maastricht University (UM) and the VSNU and will act accordingly to this code.

Name:

P. Candidate2024

Date:

05/12/2024

Job title:

PhD Candidate at HSR

Please ignore the Save button and just click on Submit:

Questionnaires

All questionnaires with status "open" need your attention.

Click any row to view the questionnaire

Created	Description	Status
20/11/2024	Declaration of academic integrity	Submitted

Sign the Declaration of Scientific Integrity

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

[illegible]

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)

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

Add comment

Comment:

Forward to dean

Forward to vice-dean

Forward to rector

Back to supervisor

Back to school secretary

Close supervision team

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)

History

Check the last comment for the most recent feedback.

Datetime - User	Comment
2024-11-20 21:27 - s.e.c. SchoolCAPHRl	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]

Add comment

Comment:

Approve supervision team

Deny supervision team

Back to secretary

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: PhDcandidate@maastrichtuniversity.nl
To: PhD-candidate, ALL Supervisors
CC: Prof. PhD-Office, PhD Track coordinator of Maastricht, COORD, UCL PhD-Office
Subject: OFFICIAL APPROVAL of Supervision Team of P. Candidate (20-05-2008)
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: Caphti (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. Visser1 Maastricht University Supervisor1@umcn.nl	Supervisor	No	Overall supervision, guiding PhD-candidate, review manuscripts.
Dr. S. Visser2 Maastricht University Supervisor2@umcn.nl	Co-supervisor	Yes	Daily guidance, experiment design and planning, redirect manuscripts
Prof. Dr. S. Visser4 UCL Supervisor2@UCL.UK	Supervisor	No	Daily guidance of candidate at stay at UCL review manuscripts
Dr. Ir. S. Visser6 ZLD Hospital Supervisor6@Zld.nl	Co-supervisor	No	part of guidance team, discuss experimental results, contribution of specific knowledge
Dr. S. Visser3 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 MTCM](#).

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

Kind regards,

Prof. Dr. Annette Schols

Dean Faculty of Health, Medicine and Life Sciences

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

Confirmation email

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 ?

