

Implementatie UM-Promotiereglement in PhD-Track

Deel 2:
Toelating + wijziging / uitbreiding van begeleidingsteam

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Functioneel beheerder PhD-Track FHML

Integratie van Promotiereglement in PhD-Track

Wat betekent dit in de dagelijkse praktijk?

Digitalisering

Uniformiteit

Traceerbaarheid

Verantwoordelijkheid

Informereren

Onderzoeks- en Opleidingsfase

Onderdelen:

1. Proces van toelating
2. Proces wijziging / uitbreiding begeleidingsteam
3. Proces Instelling beoordelingscommissie
4. Beoordelingsprocedure Promotie

Onderzoeks- en Opleidingsfase

Onderdelen:

1. Proces van toelating
2. Proces wijziging / uitbreiding begeleidingsteam
3. Proces Instelling beoordelingscommissie
4. Beoordelingsprocedure Promotie

Proces Toelating + wijziging / uitbreiding begeleidingsteam

Wie zijn hierbij betrokken?

- PhD-Track coordinator bij het Instituut
- 1e Promotor
- Promovendus
- FHML PhD-office
- Decaan / Vice Decaan / Rector

Hoe ziet dit er in de praktijk uit?

Screenshots

Stap-voor-stap

Verschillende rollen

Continue verbeterproces

Proces Toelating + wijziging / uitbreiding begeleidingsteam (1)

Startpunt: PhD-Track coördinator bij het Instituut

1. Controleren van de aangeleverde documenten:
 - PhD-Track informatieformulier
 - Kopie van Master diploma
(inclusief goedkeuring SSC indien niet-NL diploma)
2. Aanmaken PhD-Track account
3. Toewijzen leden Supervision Team
4. Voorstel sturen naar eerste promotor (Principal Supervisor)

Proces Toelating + wijziging / uitbreiding begeleidingsteam (2)

a) Regulier programma

max. 3 supervisors
Master diploma

b) Joint- / Double Degree programma)

max. 4 supervisors
Master diploma

Afwijkingen/Wijzigingen? → toestemming Decaan nodig

- Geen Master diploma
- Uitbreiding naar 4 supervisors
 - Toevoegen / Verwijderen supervisor
 - Wijzigen van rol van supervisor
 - *Ius promovendi* niet-UM UHD of Praktijkhoogleraar
- Uitbreiding naar 5 supervisors

Proces Toelating + wijziging / uitbreiding begeleidingsteam (3)

PhD-Track registratie formulier

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 (day, date, week day, up to)	
First name	
Initials (given name(s), e.g. P.J.)	
UM E-mail address (if present)	@maastrichtuniversity.nl
Alternative E-mail address	
Date of birth	(dd/mm/yyyy)
Gender	☐ Female ☐ Male ☐ Non-binary
2nd Nationality (if applicable)	
Prior education	
Name Institution	
Place Institution	
Country Institution	
Name study programme	
Diploma(s) (please select applicable one)	☐ BA ☐ MSc ☐ MPhil ☐ PhD ☐ Other, namely:
Research master	☐ yes / ☐ no
Maastricht University Master	☐ yes / ☐ no
If yes, which Faculty?	☐ FIRM ☐ FWE ☐ FSE ☐ FAS ☐ FASOS
Diploma check by UM - Student Service Center (SSC)	☐ yes / ☐ no
If yes, please include letter of the SSC	
PhD - Program	
Title PhD project (working title)	
Type of PhD candidate according to the VNOG-categorisation (please select the applicable category)	☐ Employed by UM / MUMC+ ☐ 1a. Employed as Promovendus (UFO profile) ☐ 1b. Other FIRM/UM or 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	(dd/mm/yyyy)
= date that candidate starts (not with research used for PhD trajectory)	
End date (contract ending date, or in case of non-employed at UM/ MUMC+ PhD project end date)	(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	☐ yes / ☐ no
If yes, name and location of the partner university	

Page 1

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

Supervision Team	
1. Principal Supervisor (mandatory) Is a PhD professor or a (senior) professor, or a non-UM academic professor with approval of the FIRM, Dasei	
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) Co-supervisor must be granted by FIRM (must include document) or in case of a joint or double degree	
Name:	
Email address:	
Work location/ address:	
5. Co-supervisor (if applicable) Co-supervisor only in case of a joint or double degree PhD granted by the Dasei (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 faculty/institute's website and check with your supervisor)	
Is another UM faculty or another FIRM - research institute involved?	☐ yes / ☐ 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:	
1. UM/MUMC+ (if not applicable, type: N/A)	
Department:	
Internal address:	
Phone number:	
2. 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 - KIC)	
2) Will this be at the start or during your trajectory?	

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Proces Toelating + wijziging / uitbreiding begeleidingsteam (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:

Proces Toelating + wijziging / uitbreiding begeleidingsteam (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

Proces Toelating + wijziging / uitbreiding begeleidingsteam (6)

Maastricht University

CAPHRI

Secretary SchoolCAPHRI: Log out

DashboardMy InfoSettingsMessagesListsSearchExport

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

DashboardMy InfoSettingsMessagesListsSearchExport

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

Personal Details

PhD-Program Title

Account Details

Personal Details of P. Candidate2024

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

PhD 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

SaveDelete

Diploma- check

Proces Toelating + wijziging / uitbreiding begeleidingsteam (7)

Maastricht University CAPHRI

Dashboard My Info Settings Messages Lists Search Export

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

General of P. Candidate2024

The PhD programme is currently: Active

Since: 05/12/2024

Personal Details

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

Account Details

Title of PhD research project: PhD-Program Title

Faculty: FHML

Additional faculties: [Empty]

Joint/Double Doctorate: Double Doctorate

Name and location partner University: UCL

Agreement signed by UM and partner: Yes

University: [Empty]

School assignments: Caphri 100

Dissertation title: [Empty]

Research programme or Division 1: Promoting Health and Personalised Care

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

Employed by: [Empty]

Funding sources: NWO

Funding type (multiple answers possible): [Empty]

Person ID: PT00XXXXX

UM or wU personal number: PT00XXXXX

If changed: new personal number: [Empty]

If changed: new personal number since: [Empty]

PhD starting date: 05/12/2024

Contract end date: 05/12/2028

Expected manuscript completion date: 05/01/2029

Job title - full: [Empty]

If changed: job title - full since: [Empty]

Declaration of academic integrity date: [Empty]

15% approved: No

75% approved: No

Dropout date: [Empty]

Save

Maastricht University CAPHRI

Dashboard My Info Settings Messages Lists Search Export

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

General of P. Candidate2024

The PhD programme is currently: Active

Since: 05/12/2024

Personal Details

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

Account Details

Title of PhD research project: PhD-Program Title

Faculty: FHML

Additional faculties: [Empty]

Joint/Double Doctorate: Double Doctorate

Name and location partner University: UCL

Agreement signed by UM and partner: Yes

University: [Empty]

School assignments: Caphri 100

Dissertation title: [Empty]

Research programme or Division 1: Promoting Health and Personalised Care

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

Wel/Niet Joint of Double Program bepaalt workflow

Proces Toelating + wijziging / uitbreiding begeleidingsteam (8)

Secretary SchoolCAPHRI: Log out

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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

 Maastricht University

 Maastricht UMC+

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Proces Toelating + wijziging / uitbreiding begeleidingsteam (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

Hoogleraar → Supervisor
(promotor)

UHD/UD → Co-supervisor
(co-promotor)

UHD = eerste promotor →
Principal Supervisor

Proces Toelating + wijziging / uitbreiding begeleidingsteam (10)

Super Visor1: Log out

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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

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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.

←voor Instituut

← niet voor Instituut
(1e promotor)

Maastricht University

Maastricht UMC+

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Proces Toelating + wijziging / uitbreiding begeleidingsteam (11)

Secretary SchoolCAPHRI: Log out

Maastricht University

CAPHRI

Dashboard

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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. 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

← niet voor Instituut (1e promotor)

 Maastricht University

 Maastricht UMC+

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Proces Toelating + wijziging / uitbreiding begeleidingsteam (12)

Commentaar veld (optioneel)

Datetime - User	Comment
Add comment	
Comment:	
	
	Forward to promotor

Proces Toelating + wijziging / uitbreiding begeleidingsteam (13)

Ingestuurd en niet 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

Proces Toelating + wijziging / uitbreiding begeleidingsteam (14)

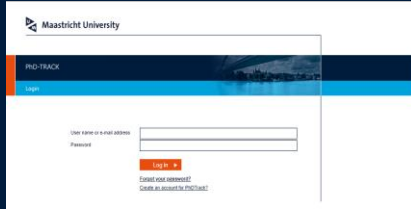
1e Promotor

Stappen:

1. Controleren van de ingevoerde gegevens
2. Invullen van de checklist + eventuele aanvullingen (conform promotiereglement)
- 3a. Voorstel doorzetten naar Promovendus
- 3b. Feedback geven aan PhD-Track coordinator

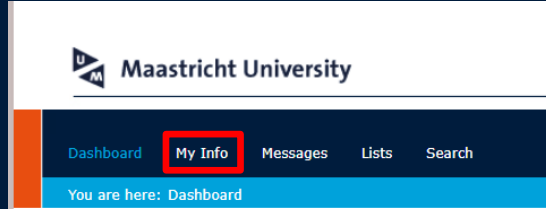
Proces Toelating + wijziging / uitbreiding begeleidingsteam (15)

1. Inloggen in PhD-Track



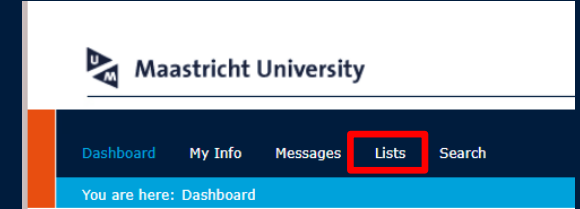
2. Controleren eigen gegevens

2.



3. Naar overzicht promovendi

3.



Proces Toelating + wijziging / uitbreiding begeleidingsteam (16)

Super Visor1: Log out

 Maastricht University



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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
Candidate2024	PhD	S_Visor1 S_Visor2 S_Visor3 S_Visor4

Page 1 of 1

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View 1 - 1 of 1

Filters

☐ Show inactive candidates

Proces Toelating + wijziging / uitbreiding begeleidingsteam (17)

General of P. Candidate2024

The PhD programme is currently Active

Status periods:

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

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

Title of PhD research project: PhD-Program Title

Faculty: FHML

Additional faculties: 

Joint/Divine Doctorate:

Name and location partner University: UCL

Agreement signed by UM and partner University: Yes

School assignments: Capivi (primary, 100%)

Dissertation title: 

Research programme or Division 1: Promoting Health and Personalised Care

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

Program or Division leader (CARIM):

Research programme or Division 2: 0%

...% Research programme or Division 2: 0%

Secondary Program or Division leader (CARIM):

Research programme or Division 3: 0%

...% Research programme or Division 3: 0%

Tertiary Program or Division leader (CARIM):

Research programme or Division 4: 0%

...% Research programme or Division 4: 0%

Department: Health Services Research

Category of PhD candidate: Is Employed as Promovendus (UPO profile)

Employed by:

Funding sources: NWO 

Funding type (multiple answers possible): ☐ 1st ☒ 2nd ☐ 3rd ☐ 4th ☐ other 

UM or sAM personnel number: P700XXXXX

If changed: new personnel number

If changed: new personnel number since

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

Declaration of academic integrity date: 20/11/2024

TSP approved: No

PRP approved: No

Dropout date:

Save

Proces Toelating + wijziging / uitbreiding begeleidingsteam (19)

Super Visor1: Log out

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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 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](#)

Uitbreiding boven maximaal aantal supervisor

Motivatie

Inhoudelijke bijdrage

Proces Toelating + wijziging / uitbreiding begeleidingsteam (20)

Super Visor1: Log out

 Maastricht University



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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:	Overall supervision, guiding PhD-candidate, review manuscripts,

64/400

Assignment date: 05-12-2024

Withdrawal date:

Withdrawal reason:

save

Proces Toelating + wijziging / uitbreiding begeleidingsteam (21)

Super Visor1: Log out

 Maastricht University



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You are here: [Lists](#) > [PhD candidates](#) > [P. Candidate2024](#) > [PhD-Program Title](#) > [Supervision Team](#)

► Personal Details

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► 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.

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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.

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

Save

The contribution of each member to the supervision team.

S. Visor1

Overall supervision, guiding PhD-candidate, review manuscripts,

S. Visor2

Daily guidance, experiment design and planning, redirect manuscripts

S. Visor4

Daily guidance of candidate at stay at UCL review manuscripts

S. Visor6

part of guidance team, discuss experimental results, contribution of specific knowledge

S. Visor3

Discuss manuscripts

 Maastricht University

 Maastricht UMC+

27

Proces Toelating + wijziging / uitbreiding begeleidingsteam (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

Al eerder goedkeuring?

Inhoudelijke bijdrage

Proces Toelating + wijziging / uitbreiding begeleidingsteam (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](#)

Vragenlijst -> criteria promotiereglement

Proces Toelating + wijziging / uitbreiding begeleidingsteam (24)

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:

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. SchoolCAPHRI	Status set to [Ready for promotor]
2024-11-20 21:53 - S. Visor1	Status set to [Ready for PhD candidate]

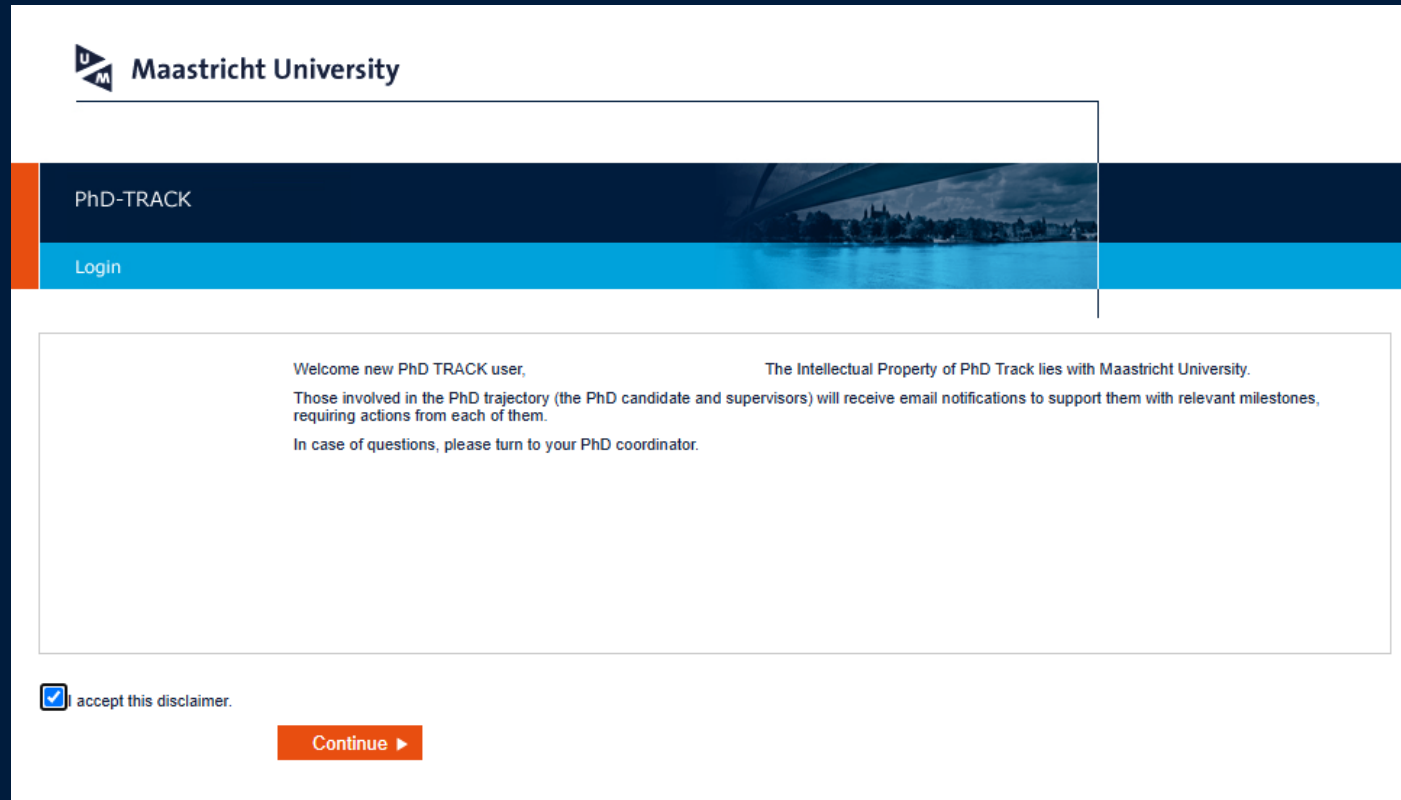
Proces Toelating + wijziging / uitbreiding begeleidingsteam (25)

Promovendus

Stappen:

1. Controleren van de ingevoerde gegevens
- 2a. Voorstel indienen bij FHML PhD-Office
- 2b. Feedback geven aan 1e promotor

Proces Toelating + wijziging / uitbreiding begeleidingsteam (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,

The Intellectual Property of PhD Track lies with Maastricht University.

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.

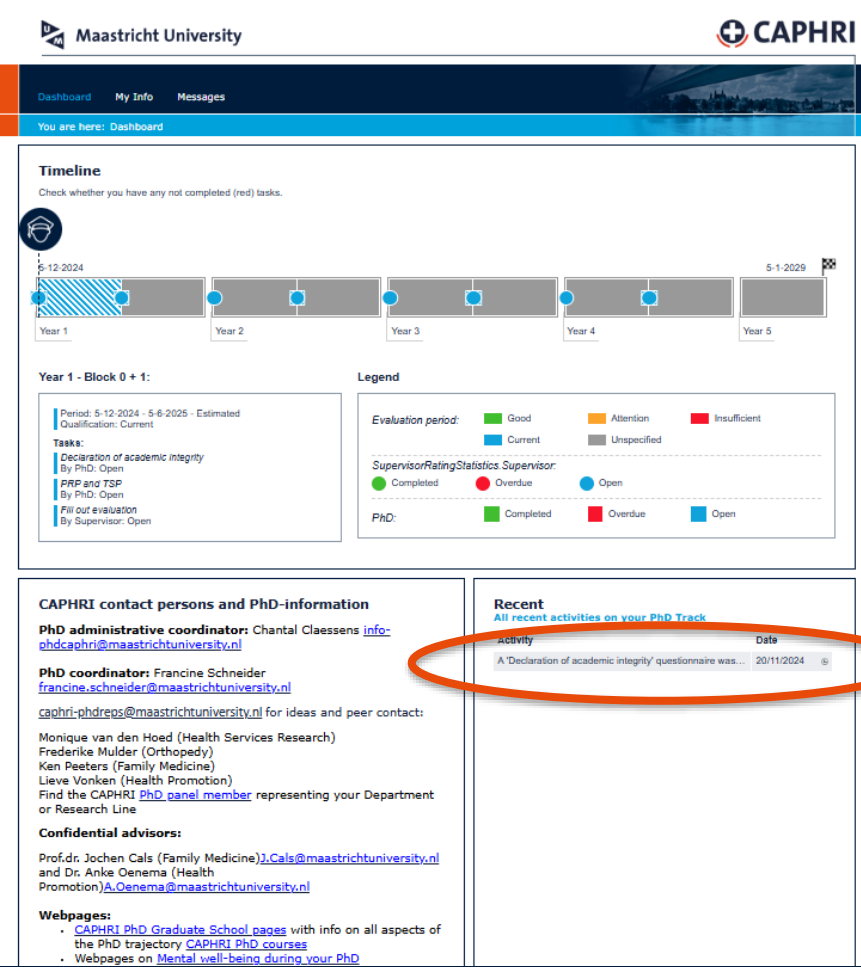
In case of questions, please turn to your PhD coordinator.

☒ accept this disclaimer.

Continue ►

Disclaimer accepteren

Proces Toelating + wijziging / uitbreiding begeleidingsteam (27)



Tijdlijn

Proces Toelating + wijziging / uitbreiding begeleidingsteam (28)

Maastricht University CAPHRI

Dashboard My Info Messages

You are here: My Info > Personal Details

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)

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

Diplomacheck approved by UM: No, approval required by Dean

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

Dashboard My Info Messages

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

Personal Details

PhD-Program Title

General

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: Double Doctorate

Joint/Double Doctorate: UCL

Name and location partner University: Yes

Agreement signed by UM and partner University: Caphri (primary, 100%)

School assignments: Dissertation title: Promoting Health and Personalised Care

Research programme or Division 1: 100%

...% Research programme or Division 1

Program or Division leader (CARIM): Research programme or Division 2: 0%

...% Research programme or Division 2

Secondary Program or Division leader (CARIM): Research programme or Division 3: 0%

...% Research programme or Division 3

Tertiary Program or Division leader (CARIM): Research programme or Division 4: 0%

...% Research programme or Division 4

Department: Health Services Research

Category of PhD candidate: 1a. Employed as Promovendus (UFO profile)

Employed by: UM

Funding sources: NWO

Funding type (multiple answers possible): 2nd

UM or azM personnel number: P700XXXX

If changed: new personnel number

If changed: new personnel number since

PhD starting date: 05/12/2024

Contract end date: 05/12/2028

Expected manuscript completion date: 05/01/2029

Job size ... fte: 1

If changed: job size ... fte

If changed: Job size ... fte since

Declaration of academic integrity date

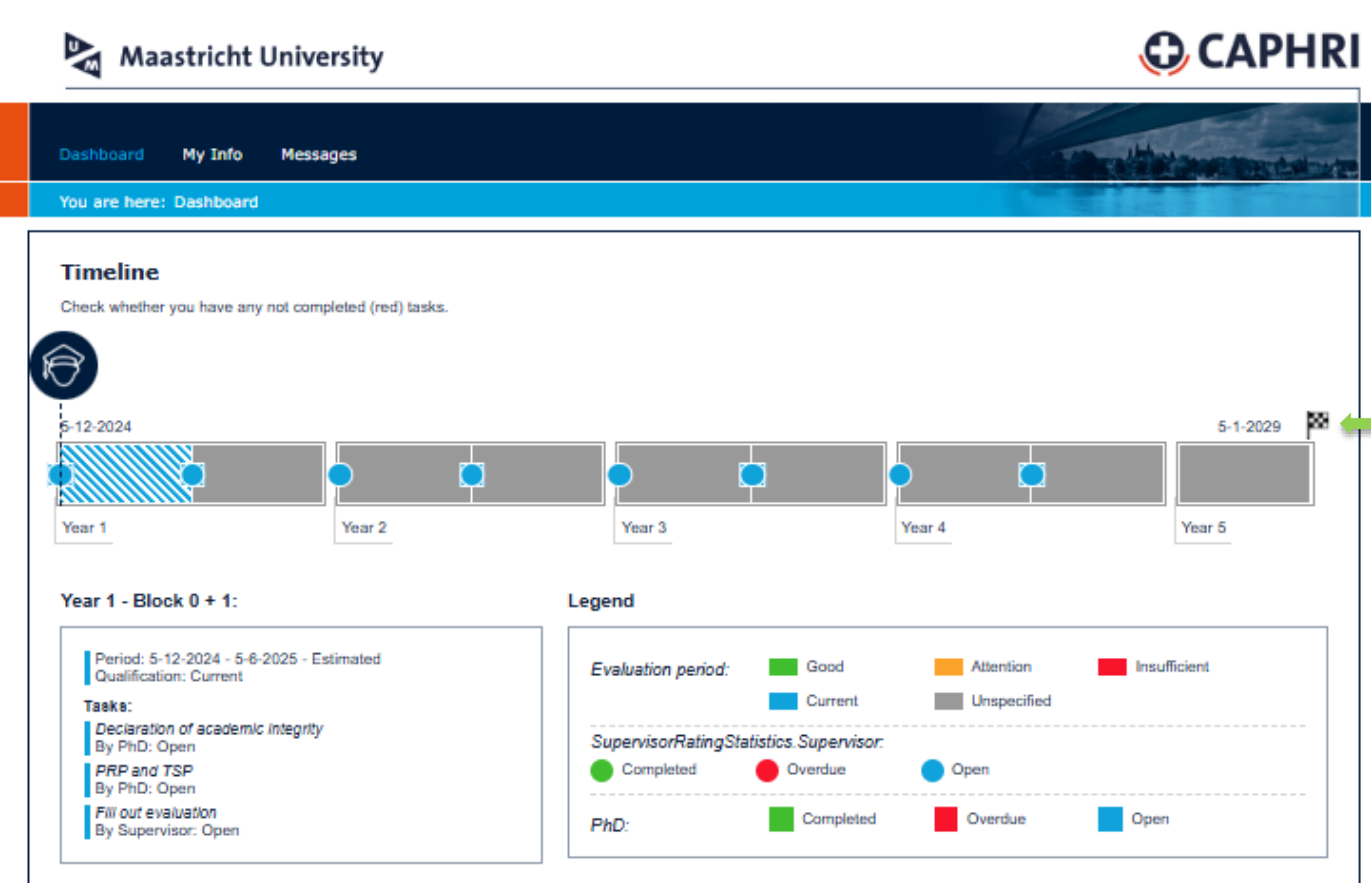
TSP approved: No

PRP approved: No

Dropout date

Save

Proces Toelating + wijziging / uitbreiding begeleidingsteam (27)



Expected manuscript completion date

Proces Toelating + wijziging / uitbreiding begeleidingsteam (29)

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:

Verklaring Wetenschappelijke Integriteit ondertekenen

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

Proces Toelating + wijziging / uitbreiding begeleidingsteam (29)

Supervision team of

Description	Role	Academic	Principal	Duty	Mail
B. Supervisor	Supervisor	Yes	Yes	Yes	Supervisor@CAPHRI.nl
B. Supervisor	Supervisor	Yes	Yes	Yes	Supervisor@CAPHRI.nl
B. Supervisor	Supervisor	Yes	Yes	Yes	Supervisor@CAPHRI.nl
B. Supervisor	Supervisor	Yes	Yes	Yes	Supervisor@CAPHRI.nl
B. Supervisor	Supervisor	Yes	Yes	Yes	Supervisor@CAPHRI.nl

General requirements

Applied	Description	Role
2017-2020	Guidelines for supervision	Supervisor
2017-2020	Guidelines for supervision	Supervisor

Committee regulations checklist

- 1. Has the supervisor been designated as supervisor? ☐ Yes ☐ No
- 2. Has the supervisor been designated as supervisor? ☐ Yes ☐ No
- 3. Has the supervisor been designated as supervisor? ☐ Yes ☐ No
- 4. Has the supervisor been designated as supervisor? ☐ Yes ☐ No
- 5. Has the supervisor been designated as supervisor? ☐ Yes ☐ No
- 6. Has the supervisor been designated as supervisor? ☐ Yes ☐ No
- 7. Has the supervisor been designated as supervisor? ☐ Yes ☐ No
- 8. Has the supervisor been designated as supervisor? ☐ Yes ☐ No
- 9. Has the supervisor been designated as supervisor? ☐ Yes ☐ No
- 10. Has the supervisor been designated as supervisor? ☐ Yes ☐ No

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. Visor	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**

Proces Toelating + wijziging / uitbreiding begeleidingsteam (30)

FHML PhD-office

Stappen:

1. Controleren van de ingevoerde gegevens + diploma (+ diplomacheck SSC)
- 2a. Advies geven aan Decaan
- 2b. Feedback geven aan 1e Promotor of PhD-Track coordinator Instituut

Proces Toelating + wijziging / uitbreiding begeleidingsteam (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]
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

Proces Toelating + wijziging / uitbreiding begeleidingsteam (32)

Decaan / Vice-Decaan / Rector

Stappen:

1. Beoordelen Supervision Team (+ toegevoegde motivaties)
2. Goedkeuren
3. Feedback geven aan FHML PhD-Office
4. Afkeuren

Proces Toelating + wijziging / uitbreiding begeleidingsteam (33)

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

Proces Toelating + wijziging / uitbreiding begeleidingsteam (34)

Na goedkeuren/afkeuren door Decaan

Er wordt een bevestigings email gestuurd naar:

1. 1e Promotor + overige leden Supervision Team
2. Promovendus
3. Secretariaat van het instituut (PhD-Track coordinator)
4. FHML PhD-Office
5. UM PhD-Office (BAZ - Bureau Academische Zittingen)

Bevestigings email

Wijziging / uitbreiding begeleidingsteam? (1)

Altijd via PhD-Track coördinator van het instituut

- Toevoegen / Verwijderen supervisor (ook < maximaal aantal)
- Wijzigen van rol van supervisor
- *lus promovendi* niet-UM UHD of Praktijkhoogleraar

Wijziging / uitbreiding begeleidingsteam? (2)

1e Promotor

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

Motivatatie van wijziging

Controleren of de antwoorden nog juist zijn

Wijziging / uitbreiding begeleidingsteam? (3)

Wijziging(en)



PhD-Track coördinator van het Instituut



1e promotor



Promovendus



FHM PhD-Office



Decaan / Vice Decaan



Email aan alle betrokkenen

Vervolgstappen ontwikkeling PhD-Track

Onderzoeks- en Opleidingsfase:

4. Aanbieden proefschrift aan beoordelingscommissie

Promotiefase:

5. Beslissing Beoordelingscommissie

6. Cum Laude

7. Toegang openbare verdediging + insturen titelblad

8. Vaststellen promotiedatum (+ toestemming drukken proefschrift)

9. Samenstelling promotiecommissie

PhD-Track coördinatoren bij de Instituten

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, Maarten 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

Betrokkenen implementatieproces PhD-Track

MEMIC

Mart Kikken
Lawrence Yeung
Koert Heijnen
Raoul Haenbeukers

Faculteitsbureau FHML

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

Vragen / Opmerkingen ?

