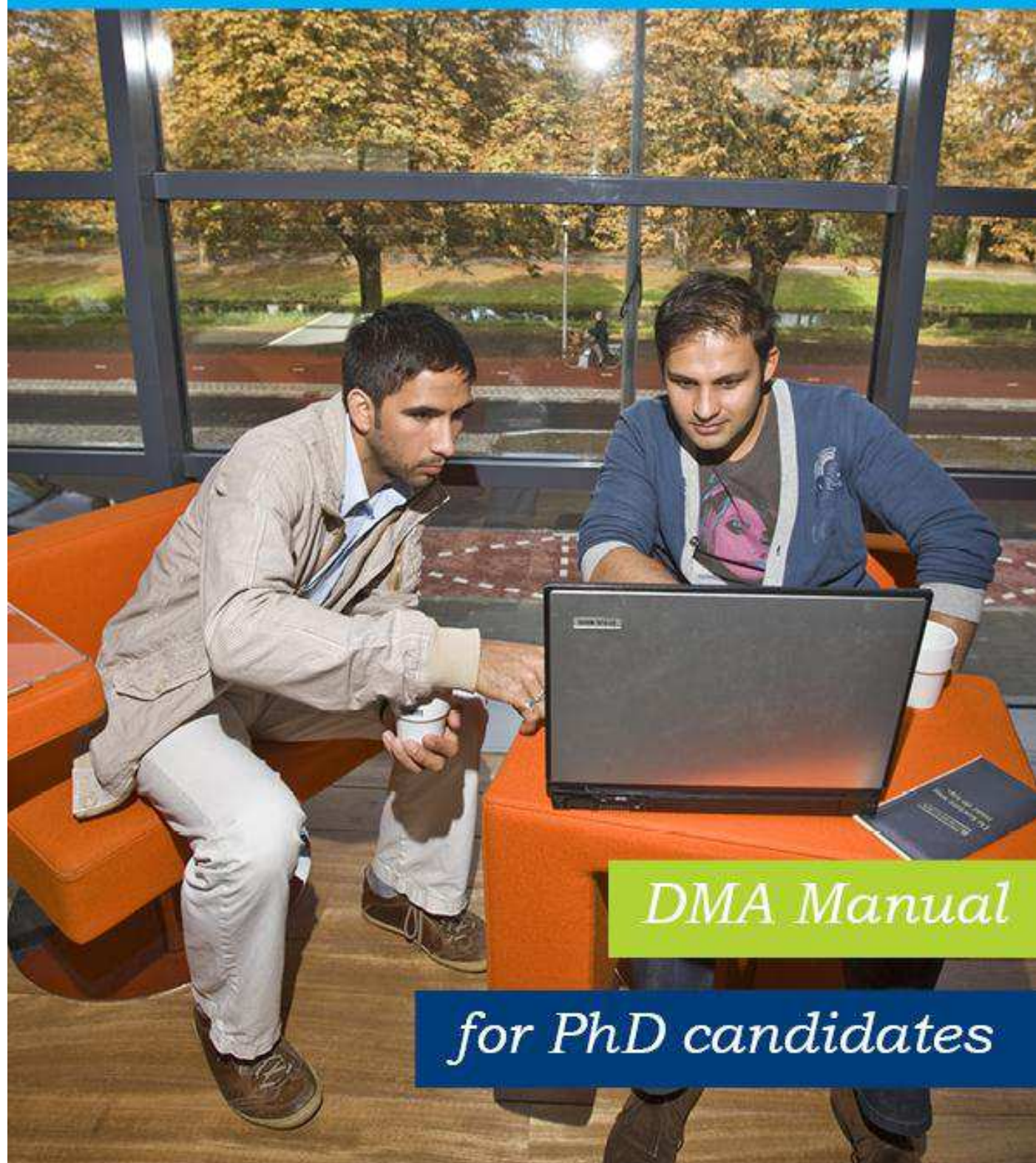


# GRADUATE SCHOOL



*DMA Manual*

*for PhD candidates*

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## Introduction to DMA

Thank you for reading this manual.

If you are totally new to DMA and the Graduate School (GS), please read these important facts:

### Basic Principles

- Every person intending to pursue and obtain their doctoral degree at TU Delft should be registered in DMA by the University GS as soon as possible (regardless of their PhD category).
- DMA is geared towards enhancing the self-reliance of PhD candidates and towards helping them conclude their PhD within four years.
- PhD candidates who started their PhD before the opening of their Faculty Graduate School are not members of the Graduate School and do not have to use DMA.  
The EEMCS, IDE and A+BE GS started 01-09-2011. The other faculties and the OTB department within A+BE started 01-01-2012.

### The Intake interview at the University Graduate School

New PhD candidates are invited to an intake interview at the University Graduate School (UGS), during which they are formally registered as a first-year PhD candidate. During this interview the UGS:

- registers the PhD candidate in DMA and activates the PhD agreement in the DMA account;
- checks the diploma(s), passport etc.;
- provides information about the Graduate School and important procedures;
- gives a quick demonstration of the DMA portal and Blackboard.

If you have been working on your PhD for longer than one month and have not received an invitation, please contact your Faculty GS. (See last page of this manual.)

## DMA and the PhD Development Cycle

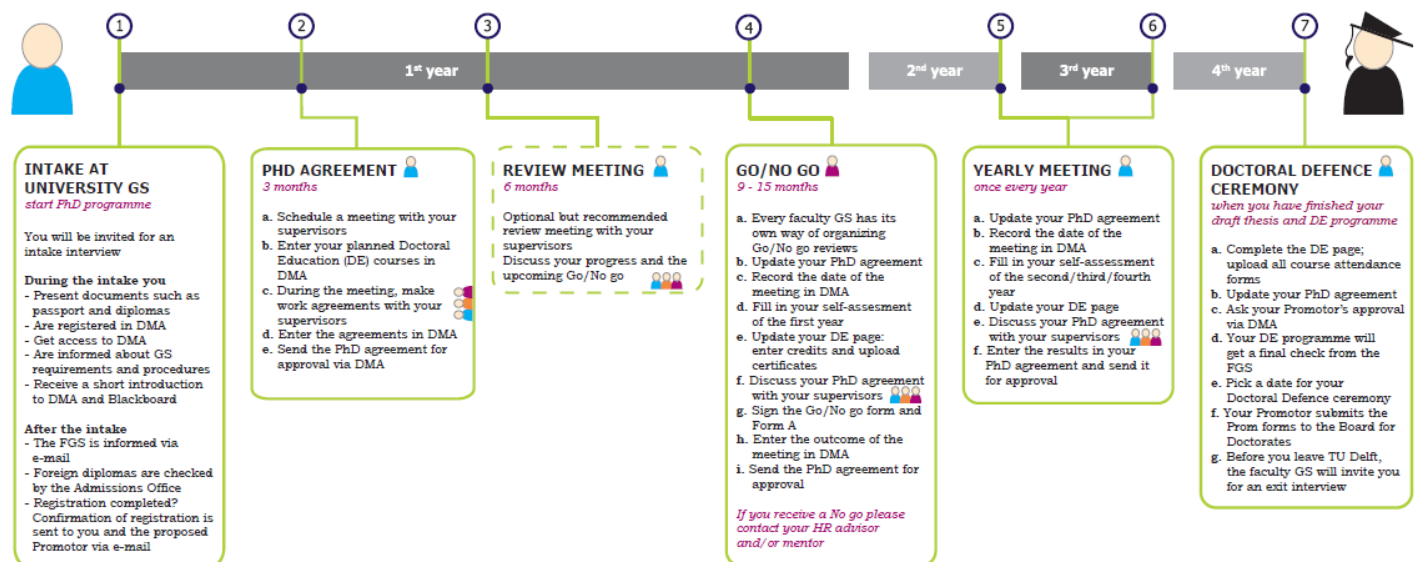
During your PhD you and your supervisors will regularly make plans and monitor your progress. This process is supported by DMA and is called the PhD Development Cycle. With DMA you can actively manage your own PhD.

You will:

- Make and update your planning;
- assess your own progress;
- record the planning and results of your Doctoral Education (DE) programme;
- upload course certificates;
- initiate progress meetings;
- send your agreements and planning to your supervisory team for confirmation and approval.

Your supervisors will use DMA to formally approve your planning and progress and to offer feedback.

DMA supports you by showing you the next milestone and by sending you reminders.



See [www.graduateschool.tudelft.nl](http://www.graduateschool.tudelft.nl) for a HighRes version of this [timeline](#).

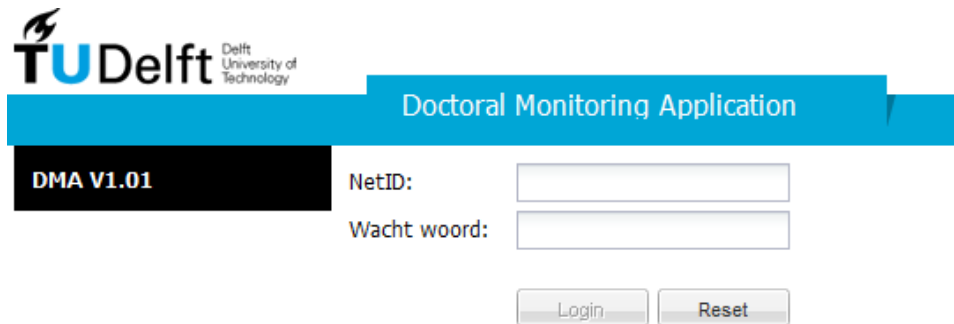
DMA supports the formal registration of the PhD process. That is why only a minimum of progress meetings is recorded in DMA. Naturally, your progress is also regularly discussed in informal daily/weekly/monthly work review meetings with your supervisory team, research partners, etc.



## Your DMA Portal

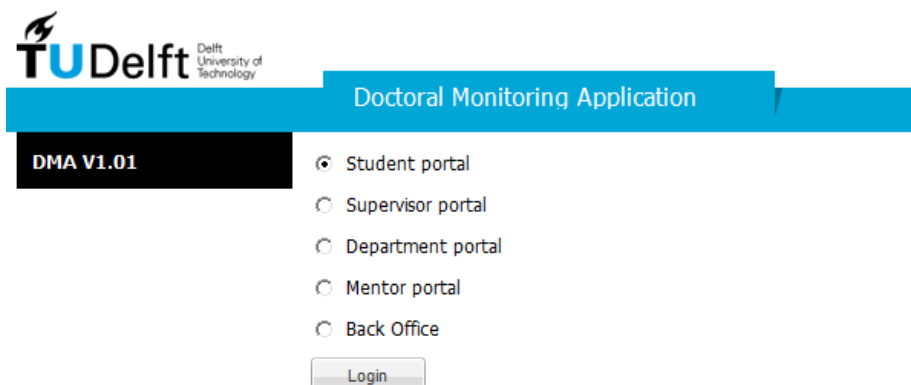
### Logging into DMA

You can log in to your own portal with your TU Delft **Net ID** at [dma.tudelft.nl](http://dma.tudelft.nl).  
You can also find the link to the portal on the Graduate School website.



The screenshot shows the login interface of the Doctoral Monitoring Application. At the top left is the TU Delft logo. Below it, on a black background, is the text 'DMA V1.01'. To the right, on a blue background, is the title 'Doctoral Monitoring Application'. Below the title, there are two input fields: 'NetID:' and 'Wacht woord:'. Below these fields are two buttons: 'Login' and 'Reset'.

You select the Student portal.



The screenshot shows the portal selection interface of the Doctoral Monitoring Application. At the top left is the TU Delft logo. Below it, on a black background, is the text 'DMA V1.01'. To the right, on a blue background, is the title 'Doctoral Monitoring Application'. Below the title, there are five radio button options: 'Student portal', 'Supervisor portal', 'Department portal', 'Mentor portal', and 'Back Office'. Below these options is a 'Login' button.

In your DMA portal you will see three tabs:

- Overview
- PhD agreement
- PhD information.

## The Overview tab

Contains your next task and deadline in relation to the PhD development cycle;  
the current status and 'location' of your PhD agreement;  
your current Doctoral Education activities.

Overview	PhD agreement	PhD information
----------	---------------	-----------------

### My upcoming tasks (PhD development cycle)

	Status	Comments	Select
15/04/2013	02 Complete PhD agreement		<a href="#">Status update</a>   <a href="#">View</a>

### My PhD agreement

Name	Start	End	Approval cycle	Location	Status
<input type="text" value=""/>	15/01/2013	15/01/2017	0	Student	02 Complete PhD agreement

### My upcoming tasks (Doctoral Education)

Name	Type	Start	End	Progress	Select
Expected dissertation	Dissertation	15/01/2013	15/01/2017	Planned	<a href="#">Edit</a>
PhD Start-Up	Course	12/03/2013	22/03/2013	Completed	<a href="#">Edit</a>

#### 'My upcoming tasks' contains:

- The Due date; **when** you should have completed the next step in DMA,
- Status: **what** - description of the next step.
- (possible) Comments by your supervisors.
- Status update, which allows you to send your PhD agreement to your supervisors.

#### 'My PhD agreement' contains:

- **Name** shows your working title.
- **Start** indicates the start date of your PhD project at TU Delft and
- **End** indicates the deadline for your Doctorate Defence ceremony: four years later.
- **Approval cycle** indicates how often your PhD agreement has been approved by your supervisors.
- **Location** indicates **who** should perform the next task. (If you have sent your agreement to your supervisors the location will confirm that.)
- **Status** indicates your current position in the PhD development cycle.

#### 'My upcoming tasks' contains:

- The **names** of your current courses, The obligatory PhD Start-up course is already entered as your first Doctoral Education task.
- **Type** differentiates between courses, Learning on the Job activities, etc.
- **Start** and **End** indicate the beginning and end of this particular task.
- **Progress** differentiates between planned, in progress and completed.
- **Select** allows you to edit this particular task.

#### My page is empty

Probable causes: You haven't been to the intake interview yet. Or: you have been but your file was not available in DMA yet. Or: your PhD agreement 'tasks' were not activated during the intake.

If you have had your intake, please contact your Faculty Graduate School and ask them for help.

## PhD agreement tab

This is the tab where you record and regularly update your plans, progress, agreements, Doctoral Education activities etc. Your supervisors can always view your PhD agreement from their DMA supervisor portal. The PhD agreement has to be approved by your supervisors on a yearly basis.

The screenshot shows the 'PhD agreement' tab selected in a navigation bar. Below the navigation bar, there are links for 'Return to Developing DMA', '02 Complete PhD agreement', and a dropdown menu showing 'none selected' with a 'Print studyplan' button. The main content area is titled 'Developing DMA' and contains a sidebar with five tabs: 'Agreements', 'Doctoral Education planning', 'Progress', 'Supervisor approval log', and 'Documents'. The 'Agreements' tab is active, displaying a table of tasks. Above the table is an 'Add DE task' button. The table has columns for 'Sel.', 'Task', 'Start date', 'End date', 'Status', and an 'Edit' button for each row.

Sel.	Task	Start date	End date	Status	
<b>Course</b>					
<input type="checkbox"/>	PhD Start-Up	25/04/2012	26/04/2012	Completed	<a href="#">Edit</a>
<input type="checkbox"/>	Dutch language course	01/05/2012	25/05/2012	In progress	<a href="#">Edit</a>
<input type="checkbox"/>	Mandatory course category testen	05/07/2012	06/07/2012	Planned	<a href="#">Edit</a>
<input type="checkbox"/>	Professional and Career Development	25/01/2015	25/01/2015	Planned	<a href="#">Edit</a>
<b>learning on the job</b>					
<input type="checkbox"/>	supervising MSc student	23/04/2012	25/07/2012		<a href="#">Edit</a>
<input type="checkbox"/>	writing first conference paper	26/04/2012	27/04/2012	Completed	<a href="#">Edit</a>
<b>Conference</b>					
<input type="checkbox"/>	Conference on web-based applications	02/07/2012	06/07/2012		<a href="#">Edit</a>
<b>Publication</b>					
<input type="checkbox"/>	writing journal article	23/04/2012	25/04/2012	Completed	<a href="#">Edit</a>
<b>Dissertation</b>					
<input type="checkbox"/>	Planned dissertation	25/04/2016	25/04/2016	Planned	<a href="#">Edit</a>

Your PhD agreement consists of 5 tabs.

### Agreements

'Agreements' contains your working agreements on research, supervision, educational tasks etc. Here you will also record your self-assessment regarding your work and progress.

This tab also contains an overview of the Graduate School Credits you have obtained with your Doctoral Education activities.

### Doctoral Education planning

This is the first tab you see. On this page you will list the courses and learning on-the-job activities you plan to do over the coming four years. You will record your results and upload course attendance certificates regularly.

### Progress

The progress tab shows a timeline of your DE programme planning.

### Supervisor approval log

Your promotor and/or daily supervisor can give feedback on your PhD agreement.

### Documents

On this last tab you can see the documents you have uploaded and the approved versions of your PhD agreement.

## The PhD information tab

This tab contains your doctorate-related data, for instance the Board for Doctorates approvals and the names of your supervisors. In the appendix you will find further information on the Board for Doctorates section. Please contact your faculty Graduate School if you notice any irregularities on this page.

Overview	PhD agreement	PhD information
----------	---------------	-----------------

### My Supervisory team:

Name	Role	Position	Organization	Phone
(no staff found)				

### PhD student information:

#### Personal information

Name

Employee number

#### Organization

Organization Applied mathematics

Graduate school Graduate School EEMCS

Researchschool .....

#### Board for Doctorates

Diploma approved yes

Approval PhD student (Prom 1) 11/06/2012

Approval supervisor (prom 2)

Approval draft thesis (Prom 3)

Proposal doctoral committee (prom4/5)

Approval thesis (prom 6)

DE Programme Completed

Defence date

Cum Laude No

#### Exit

Discontinue date

Reason for discontinuation



## The PhD agreement (< 3 months)

### *Within the first 3 months*

During the first three months of your PhD, you need to formulate a PhD agreement in consultation with your supervisory team (i.e. your promotor and daily supervisor). The PhD agreement contains agreements on several aspects of your PhD and will serve as a basis for the coming four years. It will be the starting point for the assessment of your progress. You will update it every year.

DMA contains a format for the PhD agreement under the 'Agreements' tab of your PhD agreement.

The PhD agreement comprises the following elements:

- The working title of your project/draft thesis;
- A research and publication plan;
- The working agreements between you and your supervisory team (contact frequency and duration, who does what, expectations, etc.);
- Other agreements (on educational tasks, conferences, budgets etc.);
- Your Doctoral Education plan for a minimum of 45 GS credits (you record this in the second tab).

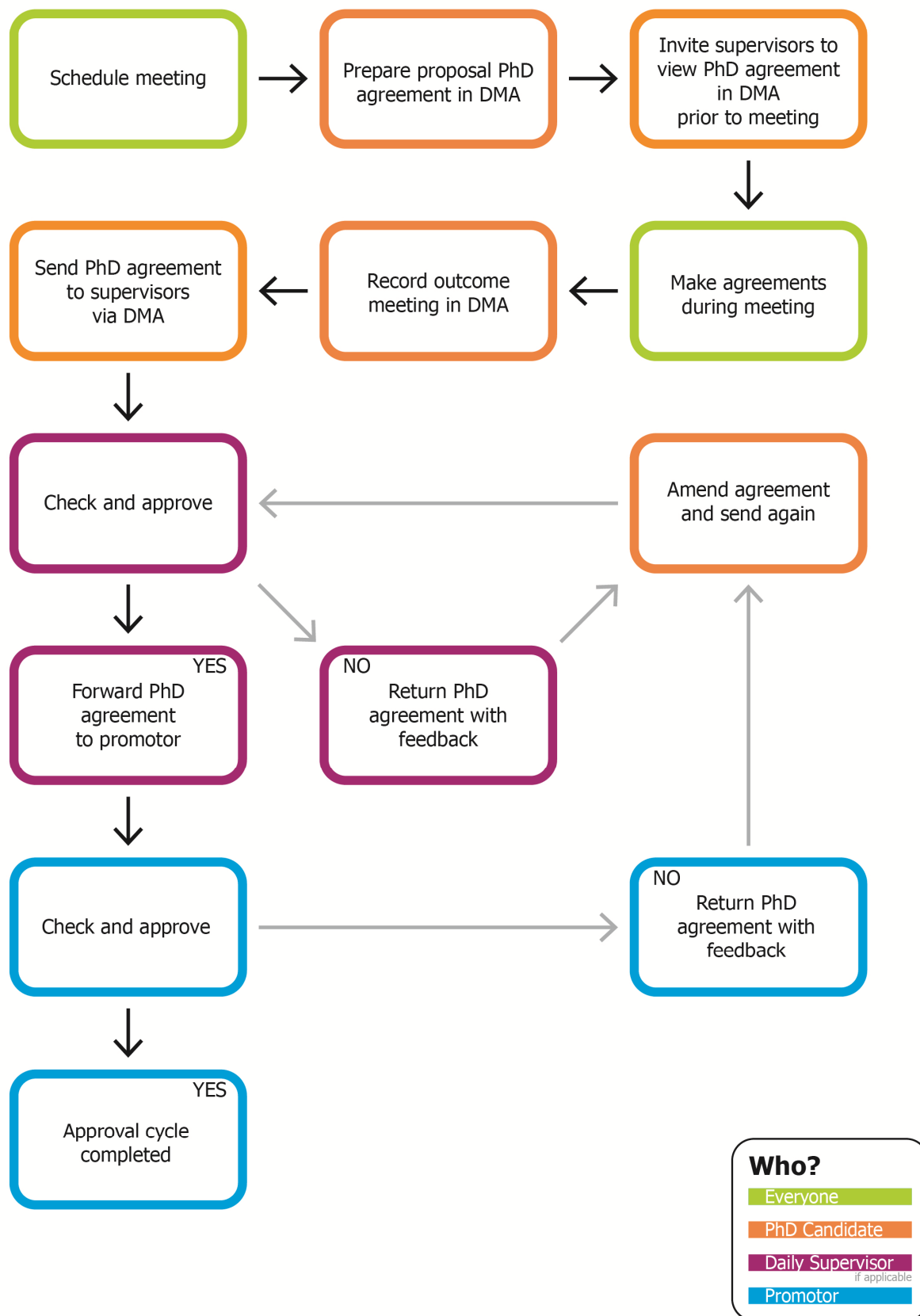
In order to compose your PhD agreement, you should take the following steps:

- a. Schedule a meeting with your supervisors.
- b. Prepare for the meeting by making a proposal. This proposal should include a strategy for your PhD project, DE courses and activities for the coming four years and a proposal on the kind of supervision you would like to have. Record this proposal in DMA.
- c. Inform your supervisory team that you have prepared a proposal and invite them to study it in DMA prior to the meeting.
- d. Discuss everything you prepared and make agreements during the meeting. Do you know what is expected of you? What can you expect from your supervisory team?
- e. After the meeting you amend the PhD agreement and Doctoral Education planning in DMA so that it reflects what was agreed during the meeting.
- f. Send the PhD agreement for formal approval by selecting 'status update 03' in DMA.  
The daily supervisor (if any) first receives the PhD agreement and approves and forwards it to the promotor (or returns it to you with feedback).  
The promotor is the second to approve the agreement (or to send it back to you).
- g. If the agreement has not been approved you should receive feedback. Please amend the PhD agreement and send it again. (For more information see 'Feedback – Not approved'.)
- h. Once the PhD agreement has been approved by your promotor a snapshot PDF is saved in DMA.  
You can make changes to your PhD agreement again.

For more information and inspiration, read the Code of Good Practice. You can find it on the GS website under 'Shortcuts'.

# DMA - PhD development cycle

## PhD agreement



## Preparing your first PhD Agreement

### Agreements tab

This tab contains agreements on your research project, supervision, educational tasks etc.

Overview
PhD agreement
PhD information

Return to Extreme wind speeds for novel wind conversion systems  
02 Complete PhD agreement  
none selected **Print studyplan**

**Extreme wind speeds for novel wind conversion systems**

Agreements

Doctoral Education planning

Progress

Supervisor approval log

Documents

**Research**  
Working title thesis Extreme wind speeds for novel wind con  
Start date 15/01/2013  
End date 15/01/2017  
Go/No-go date 15/11/2013  
Research description & Publication plan  
Attachment (research plan) Browse...

**Doctoral Education (courses)**  
Total planned GS credits 4  
Total completed GS credits 3

**Doctoral Education (Learning on the job)**  
Total completed GS credits 0

**Upload other PhD agreement-related documents**  
Go/No go or yearly review-related documents  
Browse...

### Research

You should record the working title of your research project. This is also the title of your PhD agreement. You can adjust this title whenever you want.

The research description should state the central topic or research question and should sketch the outline of the research approach, methodology and planning. In this text box you should also record your aims for publication in national and international media.

You can also upload your plan and/or additional information under 'attachment'.

### Doctoral Education (courses and Learning on the job)

This is an overview of your planned and completed GS credits. It should already contain the credits planned for the PhD Start Up course and the career development module.

### Upload other PhD agreement related documents

Later on in your PhD you can, for example, upload documents regarding your Go/No go meeting or other yearly meetings.

## Approval cycle

This number indicates the number of times your PhD agreement has been approved by your supervisors. If you have a daily supervisor, 'Daily Supervisor assigned' should read 'yes'.

Arrangements with supervisory team	
Arrangements with corresponding promotor	<p>Name promotor: Professor Christine Banks</p> <p>She will provide at least 40 hours of supervision per year. We will at least meet once per month for one hour. 4 times per year we meet together with the daily supervisor. I can expect the prof. to read my articles and to</p>
Arrangements with other (co) promotor	<p>Name (co) promotor:</p> <p>There is no copromotor yet. Jan will probably become copromotor if a "Go" decision is made.</p>
Arrangements with daily supervisor	<p>Name daily supervisor: Jan Bruins</p> <p>We meet at least once every week for at least two hours. If he is on holiday, I have a meeting with Prof. Banks once a week for at least one hour. Jan is my first point of contact. I can contact him if I need help</p>
Other arrangements	
Educational tasks and other arrangements	<p>I will spend 4 hours per week on educational tasks, in the second year I will spend more hours.</p> <p>There is an upcoming conference in Brussels, which I will attend together with Jan. I will prepare a poster presentation.</p> <p>Budget: We discussed the budget for</p>

## Arrangements with supervisory team

Please name your supervisors and outline the work agreements you have made with your supervisory team. How often (and how long) do you have contact with whom? What should you discuss with your daily supervisor, and what with your promotor? What can you expect from them and what do they expect of you? What are their criteria for the Go/No go decision?

## Other arrangements

Other arrangements can include: agreements on educational support or other tasks (the number of hours allocated, which tasks etc.); plans and ideas on visiting conferences; budgets and financial arrangements (e.g. thesis printing costs), etc. You may also mention agreements on your working hours, holidays and access to facilities.

For more information and inspiration, please read the [Code of Good Practice](#). You can find it on the GS website under 'Shortcuts'.

This is all you have to fill in on this tab for now.  
Please continue to the Doctoral Education planning tab.

**Do not forget to press save!**

## Doctoral Education planning

On this page you will list the courses and learning on-the-job activities you plan to do over the coming four years. You will also upload course attendance forms and/or certificates. You should plan a minimum of 45 GS credits. Visit the Graduate School website for a detailed description of the Doctoral Education programme and its requirements.

Sel.	Task	Start date	End date	Status	
<input type="checkbox"/>	<b>Course</b>				
<input type="checkbox"/>	PhD Start-Up	02/01/2013	04/01/2013	Planned	Edit
<input type="checkbox"/>	Professional and Career Development	04/10/2015	04/10/2015	Planned	Edit
<input type="checkbox"/>	<b>Dissertation</b>				
<input type="checkbox"/>	Expected dissertation	02/01/2013	02/01/2017	Planned	Edit

The two mandatory courses are already listed here. The start and end dates are **fictional**, you can easily change them. You are advised to follow the PhD Start-Up course within the first months of your PhD, and to follow a Professional and Career Development course when you are close to finishing your PhD.

Finally, an indication of your dissertation date is given. These dates indicate the start and end of the standard four-year period.

## Choosing courses

You can find the Transferable skills course list, some Research skills courses and an overview of the Learning on-the-job activities on the Graduate School website. Your Faculty Graduate School may be able to provide you with information on the Discipline-related courses and other Research skills courses, but you should always consult your supervisors and colleagues. They will probably know about the most relevant courses. Visit the websites of various (TU Delft) Research Schools and study their course programmes.

You should decide on the content of your DE programme together with your supervisory team during your meeting on the PhD agreement. When preparing your PhD agreement, make a course proposal by adding the courses you would like to take in DMA. Also, give them fictional dates to indicate when you intend to take these courses.

## Adding a Doctoral Education task

In DMA you can add the following tasks: course, learning-on-the-job, publication, dissertation or conference. At this moment you can only add GS credits to courses and learning-on-the-job activities. That is why this manual will focus on adding courses and learning-on-the-job activities.



## Adding a DE course

Go to the DE planning tab of your PhD agreement and click on 'Add DE task', then select 'course'.

**Select**

Type **Course** ▼

- Course
- Learning on the job
- Conference
- Publication
- Dissertation

You will see the following page:

**Name**

Name

**Status**

Start date

End date

Progress **Planned** ▼

Planned GS credits

Completed GS credits

**Background information**

Course category Choose course category: ▼

Description

Format

Source

Organizer

Upload Certificate Browse...

Save

**Name:** Enter the exact name of the course.

**Status:**

**Start and End date.** If you do not know the exact date yet, please give an indication.

**Progress:**

- Select 'planned' if you have not registered for the course yet,
- Select 'in progress' once you have registered for a course,
- Select 'completed' when you have finished the course.
- Select 'discarded' if you did not do or complete the course.

**Planned GS credits:** These are the Graduate School (GS) credits you will obtain.

(At this moment DMA cannot process 0,5 GS credits; this will be resolved ASAP.)

**Completed GS credits:** You fill these in after you have completed the course. [How?](#)

**Background information:**

Course category	Choose course category: ▼
Description	Choose course category: Discipline related Research related Generic / Transferable

**Course category:** Please pick the right category. You can find a description of the categories on the Graduate School website under Doctoral Education Programme.

**Description:** In this section you can write down additional information about the course or the reason why you want to attend this course.

**Organizer:** Write down the name of the organization/Research school/ institute etc.

**Upload certificate:** You need to upload a scan of your proof of attendance for every DE course. At the end of your PhD this information will be used to assess whether you have fulfilled all DE requirements. Please make sure you keep the original proofs of attendance, because you may be asked to show them.

**Certificates:**

For every DE course you follow, you need to upload a signed certificate in DMA. You can download the standard course attendance form from the Graduate School website.  
Always bring a course attendance form with you and have it signed by the trainer at the end of the course.

Sometimes the trainer/facilitator prepares a certificate and provides it at the end of the course. In that case, you do not have to ask them to sign the course attendance form. You can upload this certificate instead.

If you are doing an MSc course, please ask the teacher to sign the official TU Delft 'grade registration form'. He or she should be able to provide you with one. You can find more information on doing MSc courses for your DE programme on our GS website.

## Adding a 'Learning on-the-Job' task

Go to the DE planning tab of your PhD agreement . Select 'Add DE task'. Select 'learning on-the-job'. (Go to the GS website for the overview of 'Learning on-the-Job' tasks and GS credits).

**Add DE task**

**Name**  
 Name

**Status**  
 Start date   
 End date   
 Progress Planned ▼  
 Planned GS credits   
 Completed GS credits

**Background information**  
 Category  ▼

Save

**Name:** Enter the name of the 'Learning on-the-Job' task (as it is written on the GS website).

**Status:**

**Start and End date** of the task. If you do not know the exact date yet, please give an indication.

**Progress:**

- Select 'planned' if you have not started the task yet,
- Select 'in progress' once you have started the task,
- Select 'completed' when you have finished the task.
- Select 'discarded' if you did/will not do or complete the task.

**Planned and Completed GS credits:** fill in the number of GS credits under 'Planned GS credits'.

Fill in 'completed' [after you have finished](#) the 'Learning on-the-Job' activity.

(At this moment DMA cannot process 0,5 GS credits; this will be resolved ASAP.)

If there is a variable amount of credits in the LOJ overview, please make an estimation of the amount of credits you are likely to earn (together with your supervisor).

**Background information:**

**Background information**  
 Category  ▼

Scientific presenting & interacting  
 Writing and publishing  
 Teaching & supervision

Save

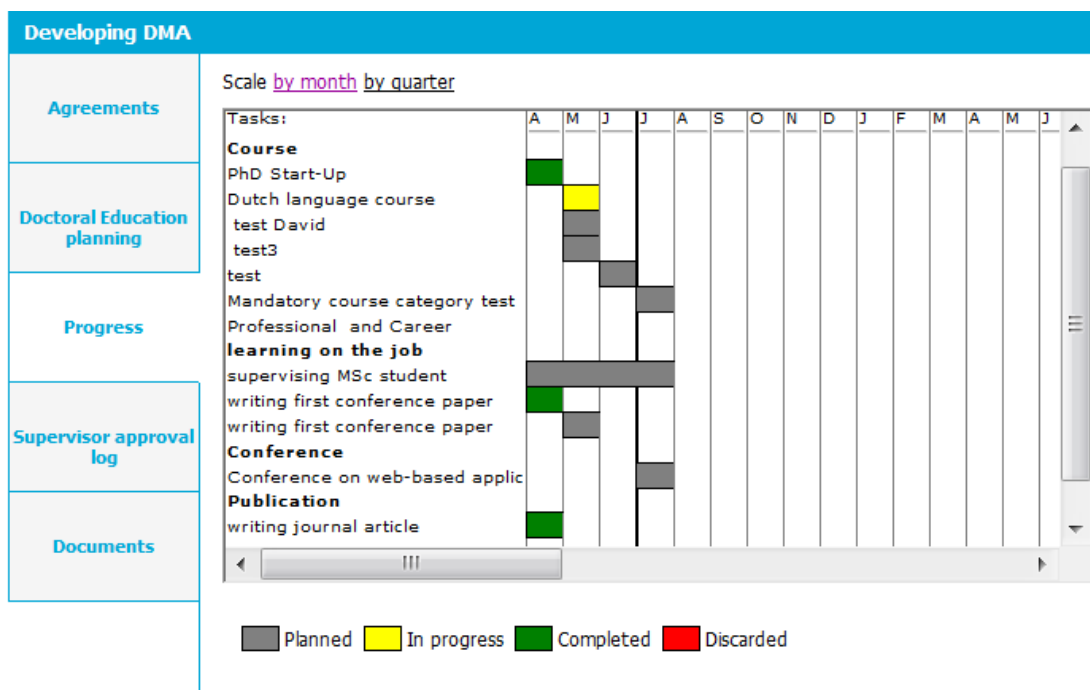
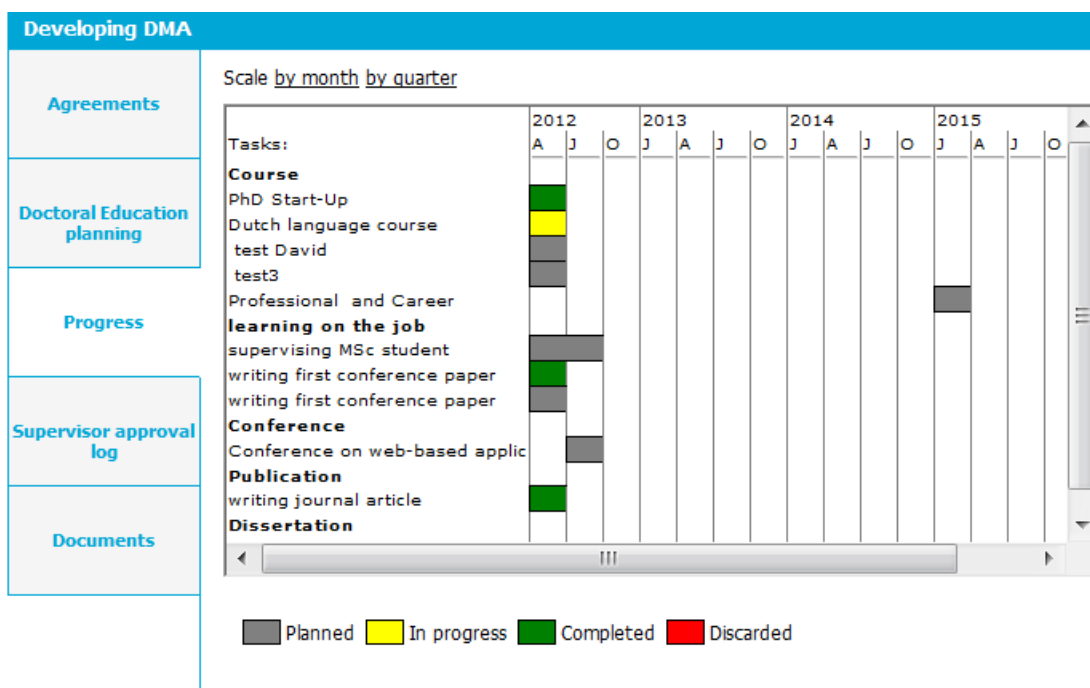
**Category:** please pick the right category for the 'Learning on-the-Job' task. You can find the categories in the Learning on-the-Job activities overview on the Graduate School website.

**You do not have to upload certificates** for Learning on-the-Job tasks. Your supervisors assess and approve your LOJ progress by approving your PhD agreement after every yearly review meeting.

## Progress tab

The progress tab shows a timeline of your DE planning. You can view your progress by month or by quarter. The different colours represent the status of each activity, planned/in progress/completed or discarded.

The vertical black bold line represents the present.



## Status update – sending your PhD agreement to your supervisor(s)


After the meeting with your supervisory team you should have updated your PhD agreement according to the resolutions made during the meeting. You can send it to your supervisors by entering the 'Status update' page from the 'Overview' tab.

Overview

PhD agreement

PhD information

My upcoming tasks (PhD development cycle)

Due date	Status	Comments	Select
18/12/2012	02 Complete PhD agreement		<a href="#">Status update</a> 

My PhD agreement

Name	Start	End	Approval cycle	Location	Status
<a href="#">Gravity change at low spherical harmonic degrees</a>	18/09/2012	18/09/2016	0	Student	02 Complete PhD agreement

You will see:

Status update:

:

Status:

- 02 Complete PhD agreement
- 03 Submit PhD agreement to supervisors

Save

Change the status from 02 to 03 by clicking on the little arrow.

After your Go/No go PhD agreement, change 09 to 11.

After your second yearly review, change 18 to 19.

After your third yearly review, change 40 to 43.

You can write a **short** accompanying message to your supervisors in the text field.

**Press save** and your PhD agreement will be sent to your supervisor(s).

Status:

Dear Professor X and Professor Y, I hereby send you the PhD agreement of my PhD project 'Developing DMA'. It contains a report of our meeting and the agreements we made last Wednesday. Please let me know if ...

Save



After you have sent the PhD agreement for approval the task will have disappeared from your task list on the overview page. It will look something like this:

#### My upcoming tasks (PhD development cycle)

Due date	Status	Comments	Select
(no tasks found)			

Rectangular Snip

#### My PhD agreement

Name	Start	End	Approval cycle	Location	Status
			0	Daily supervisor	03a Check PhD agreement

You have no upcoming tasks and the location has changed to Daily supervisor or Promotor.

### Order of Approval

The PhD agreement will first be sent to your daily supervisor and next to your promotor. If you do not have a daily supervisor the system will automatically send the PhD agreement to your promotor. If you have two daily supervisors, only one of them can approve the agreement. The policy is first-come, first-served. Each supervisor has one week to approve the PhD agreement.

### Forgot to add something?

Once you have sent the PhD Agreement the 'location' will change, and you can make no further changes or upload any course certificates until it has been approved. You can only work on your PhD agreement when the location is 'student'.

In the example above the 'Location' of 'My PhD agreement' has changed to Daily supervisor.

Your Phd agreement will look different. In the Doctoral Education planning tab, the 'edit' button will have changed to 'view'.

<b>C2.M3 - IDE Research Methodology Course</b>	18/10/2012	01/11/2012	Planned	<a href="#">View</a>
<b>C8.M4 - Achieving your goals and performing more successfully in your PhD</b>	06/11/2012	04/12/2012	Planned	<a href="#">View</a>
<b>C2.M2 - Project Management of your PhD project</b>	15/11/2012	29/12/2012	Planned	<a href="#">View</a>
<b>C11.M1 - How-to get the most out of your research information</b>	01/01/2013	01/01/2013	Planned	<a href="#">View</a>
<b>C11.M4 - EAP-3, English for Academic Purpose-3</b>	07/01/2013	08/04/2013	Planned	<a href="#">View</a>
<b>C9.M4 - How-to: Maintain Momentum in Your PhD</b>	01/02/2013	01/02/2013	Planned	<a href="#">View</a>
<b>WM1102TU - Written English for Technologists 2</b>	01/02/2013	08/06/2013	Planned	<a href="#">View</a>

### Feedback – Not approved

If your daily supervisor and/or promotor do not completely agree with the PhD agreement, they can send it back to you after adding feedback. Possible reasons:

- You forgot to mention something,
- a misunderstanding has become apparent,
- your supervisors want you to describe things more elaborately.

If the agreement is sent back, you will be informed by a standard e-mail from DMA. Your status will be '04 Send back to student'.

You should be able to find your supervisor's feedback under the 'Supervisor approval log' tab of your PhD agreement. You can only read - and not edit - these comments.

If you cannot find any feedback, please contact your supervisor and ask him why he did not approve the agreement.


Please amend the PhD agreement and send it again within one week by selecting status update 03.

### Approved

When the document is finally approved it will be stored in DMA as a PDF under the 'Document' tab of your PhD agreement. In this tab you can also view other documents you have uploaded.

On your DMA Overview page the 'approval cycle' has turned from 0 to 1.

You can make changes to your PhD agreement again.

Development of a Sea Water Intrusion package	
Agreements	<div>Date</div> <div>04/02/2012</div> <div>Document</div> <div> <a href="#">PhD agreement, approval cycle 0 - 04/02/2012</a></div>
Doctoral Education planning	
Progress	
Supervisor approval log	
Documents	

## Recording DE results - uploading course certificates

When you have finished a course you should record this in DMA as follows: Go to the DE planning tab of your PhD agreement, select the right task and press edit.

- Make certain the start and end date are correct
- Change 'Progress' to completed
- Planned GS credits – these should have been entered before. You don't have to change them.
- Completed GS credits should be entered. They correspond with the course attendance form (and the guidelines concerning the GS credit system as stated on the Graduate School website).  
(At this moment DMA cannot process 0,5 GS credits; this will be resolved ASAP.)
- Check if the Course category is correct.
- Finally, upload a scan of your certificate. If you upload the wrong file, just press browse again and select the right one.

Edit task

Name

PhD Start-Up

Status

Start date

02/01/2013

End date

04/01/2013

Progress

Completed

Planned GS credits

3

Completed GS credits

3

Background information

Course category

Transferable

Description

You can find more information on the Graduate School website:

<http://home.tudelft.nl/index.php?id=13398&L=1>

Organizer

HR Talent

Upload Certificate

Browse...

Save

## Recording completed Learning-on-the-job tasks

If you have finished a Learning-on-the-job task you follow the same routine. You take the number of GS credits from the Learning-on-the-job activities overview. If the amount of credits is variable, decide together with your supervisor(s).

You do not have to upload a certificate, you do not need a signature of your supervisor.

Your supervisors assess and approve your LOJ progress by approving your PhD agreement after every yearly review meeting.

## Progress meeting (after 6 months)

We suggest that you have a meeting with your supervisory team during the sixth month of your PhD. During this meeting you should discuss your progress and ask your supervisors for feedback. Are you likely to get a Go or a No go if you continue your work in the same manner? If your supervisory team indicates that they think that you are heading towards a 'No go', you should discuss how you can improve and what actions you can take to pass the 'Go/No go' review.

You should also discuss the Go/No go meeting itself: What should you expect? How should you prepare for this meeting?

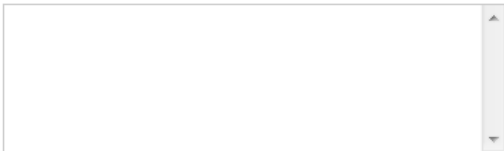
This six-month progress meeting is not mandatory at every faculty. If it is mandatory, your Faculty Graduate School will inform you of this fact.

If you have had the 6-month meeting, you can write down a short summary of what was discussed in the Agreements tab of your PhD agreement.

If a possible No go was discussed, we urge you to describe the feedback you received (and provided) and to clearly list the required improvements that were agreed on during the meeting.

PhD development cycle: Go/No go

(optional) 6 month progress meeting



**do not forget to press save!**

Please **do not** send your PhD agreement to your supervisors after the six-month meeting. You should send it again after the Go/No go meeting.

## Go/No go review meeting (after 9 – 12 months)

At the end of the first academic year you and your supervisory team are required to review your progress in order to assess whether you are capable of completing your research project within the set four years.

This first yearly review is known as the 'Go/No go' review.

The final decision rests with your promotor.

If you receive a No go your PhD project will be ended.

N.B. Every faculty has its own way of organising the Go/No go reviews.

Your promotor should tell you when the meeting will take place. In order to prepare for this meeting, ask your promotor for specific information and instructions.

### PhD development cycle: Go/No go

In these text boxes you record your first yearly review meeting, the Go/No go meeting. Enter the date of the Go/No go meeting. You will prepare for the meeting by writing a self-assessment: How do you think you performed this year? You also record your plans for the next years and any new agreements that were made during the review meeting.

If necessary, you can also make changes to the 'Research' or 'Arrangements with supervisory team' boxes.

PhD development cycle: Go/No go

(optional) 6 month progress meeting	<div></div>
Date Go/No go review	<div></div>
Self-reflection first year	<div></div>
Additional remarks PhD process (first year)	<div></div>
Agreements for the coming year (after Go/No go review)	<div></div>

This is all you have to fill in on this tab for now.  
Please continue to the Doctoral Education planning tab.

**Do not forget to press save!**



### You should take the following steps in DMA:

- a) Update your PhD agreement.
  - Enter the date of the Go/No go review in the Agreements tab;
  - Enter your self-reflection\* of the first year.
  - Update your DE planning and upload certificates. Which courses did you pass and which courses are you going to attend next year?
- b) Inform your supervisory team that you have updated your PhD agreement and invite them to study it prior to the meeting.
- c) Don't forget to look forward. Discuss your PhD agreement with your supervisory team during the Go/No go review and make agreements for the coming year;
- d) After the meeting you amend the PhD agreement and Doctoral Education planning in DMA;
- e) Send the PhD agreement to your supervisors for formal approval via 'status update' in DMA;
- f) If you receive feedback, amend the PhD agreement and send it again.

The approved PhD agreement is recorded in DMA for future reference.

### No go

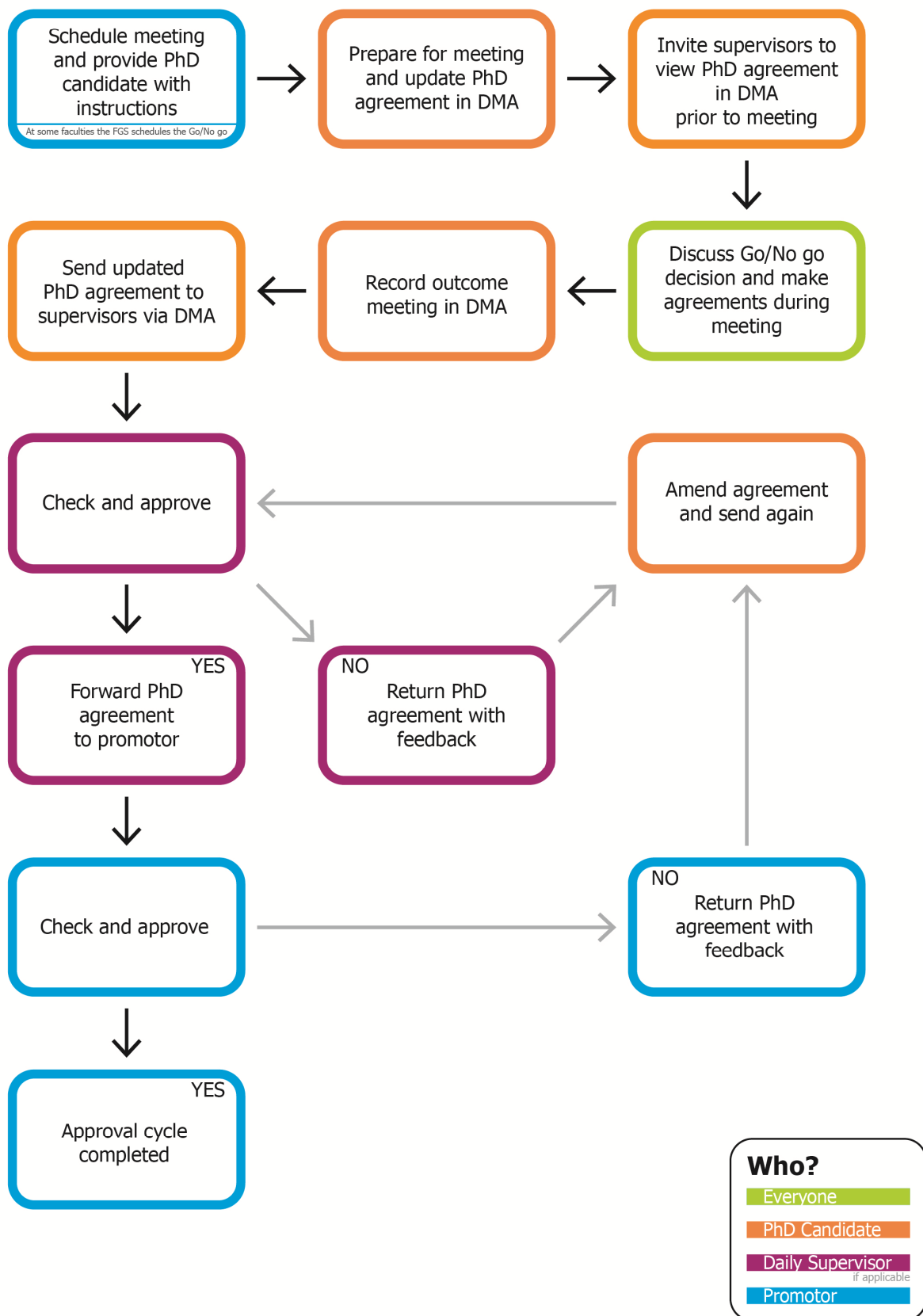
In case you receive a No go decision we advise you to contact your HR advisor (if not already involved) for advice and formal arrangements.

### \*Self-reflection

Self-reflection means self-assessment. You reflect on the past year, what research decisions you have made, what skills you have used, which skills you need to develop etc.

# DMA - PhD development cycle

Go/No go



## Status update – sending your PhD agreement to your supervisors

After the meeting with your supervisory team you update your PhD agreement and you send it to your supervisors for approval. You can find the Status Update page on the 'overview' tab.

Overview | **PhD agreement** | PhD information

My upcoming tasks (PhD development cycle)

Due date	Status	Comments	Select
03/07/2012	09 Plan Go/No go meeting		<a href="#">Status update</a>   <a href="#">View</a>

My PhD agreement

Change the status from 09 to 11.

You can write a short accompanying message to your supervisors in the text field. If you press save the PhD agreement will be sent to your supervisor(s).

Status: 11 Submit PhD agreement to supervisors (Go/No Go)

Save

After you have sent the PhD agreement for approval your task list will be empty.

Overview | **PhD agreement** | PhD information

My upcoming tasks (PhD development cycle)

Due date	Status	Comments	Select
(no tasks found)			

After your supervisors have approved your PhD agreement a new status will appear on your overview page: '18 Plan progress meeting'. You can make changes to your PhD agreement again.

**Administrative affairs:** During the Go/No go meeting you should have filled out the **Go/No go form** and **form A**. You should submit form A and the Go/No go form to your faculty Graduate School (FGS). The FGS will forward the Go/No go form to the Faculty HR secretarial department. The FGS will also forward form A to the Office of the Beadle, who will present it to the Board for Doctorates.

After form A has been considered by the Board for Doctorates you will receive confirmation. Any changes in your supervisory team (such as a daily supervisor → copromotor) will become visible in DMA (in the PhD information tab) within a number of weeks. Please refer to the TU Delft Doctorate Regulations for more information.

## Yearly review meetings (after 24/36/n months)

Every PhD candidate should have one formal review meeting every year. During this meeting you should discuss the results of the past year: your research progress, Doctoral Education progress and overall performance. Are you still on schedule? You also make agreements for the coming year.

### PhD development cycle: Yearly progress Meeting

You record your review meetings of the second, third and fourth year in the Yearly Progress Meeting text box. You rewrite the text box every year. You can find snapshots of the old versions under documents.

**PhD development cycle: Yearly Progress Meeting**

Date progress meeting	<input type="text"/>
Self-reflection PhD student	<div></div>
Additional remarks PhD process	<div></div>
Agreements for the coming year	<div></div>

Save

### Status update – sending your PhD agreement to your supervisors

After the meeting with your supervisors you update your PhD agreement and send it to your supervisors for their final approval.

You can find the Status update page on the 'overview' tab under 'Select'.

For your second yearly review, change status 18 to 19.

For your third yearly review, change status 40 to 43.

For your fourth yearly review, change status 40 to 43 again.

You can address a short accompanying message to your supervisors in the text field. Press save and the PhD Agreement will be sent.

After you have sent the PhD agreement for approval your task list will be empty and the location will no longer be 'Student'.

### Ready to pick a doctoral defence date

When you have finished your draft thesis and have successfully completed your DE programme you can complete the PhD development cycle in DMA.

You should take the following steps:

- a) Update and complete your Doctoral Education page. Be sure that all courses are filled out, the completed GS credits are correct and every course has a DE attendance form or course certificate attached. Courses which do not have a DE attendance form will not be included on your DE certificate. We advise you to discuss the preparations for your Doctoral Defence Ceremony with your supervisors. You may also record these in your final PhD agreement.
- b) **Status update:** Choose the option 'Ready to pick a defence date, submit to promotor' within the status update page and press save. Your PhD agreement will now be sent to your supervisors. After they have approved the document, the faculty Graduate School will receive your request. They will check your Doctoral Education programme.  
If your DE is complete, the faculty Graduate School will send you an email with the Prom 3 to 6 forms. You will be allowed to pick a defence date.
- c) Your promotor should sign the completed Prom 03 to 06 forms over the coming weeks. You should hand them in at your faculty Graduate School. They will forward the documents to the Office of the Beadle.
- d) The faculty Graduate School will contact you for an **Exit interview**. During this interview you can give feedback on your experiences as a TU Delft PhD candidate.



## Appendix: General information

### DMA users and functionality

DMA function	User	University GS	Faculty GS	PhD candidate	Daily supervisor	Promotor	Promotor 2	Copromotor	Mentor	Director faculty GS	Department secretary 'afdelingssecretaris'
Activate PhD candidate or staff	v										
Activate portal	v										
Activate intake workflow	v										
Activate phd agreement	v										
Undo tasks	v	v									
Fill in PhD agreement			v								
Fill in DE course planning			v								
Upload course certificates			v								
Submit PhD agreement			v								
Approve PhD agreement				v	v						
See file of PhD candidate	v	v	v	v	v	v	v	v	v	v	
Receive notifications from DMA	v	v	v	v	v						
Monitor due dates		v									
Provide feedback				v	v						
Approve draft thesis					v						
Approve DE programme		v									
Generate DMA reports	v	v									
Receive DMA reports	v	v								v	

### Glossary:

**Board for Doctorates:** The Board for Doctorates (Bfd) determines the doctorate regulations, appoints promotors, forms promotion committees, confers doctorate degrees and the doctorate Honoris Causa, and advises on the establishment of special Chairs.

#### Category of PhD candidate:

There are four main PhD candidate categories, in accordance with VSNU guidelines.

#### Copromotor:

is never a professor, but an assistant or associate professor at TU Delft.

The copromotor is only registered in DMA after appointment by the Board for Doctorates. This is usually after the Go/No go decision, after Form A has been submitted. According to article 5.5 of the Doctorate Regulations you are allowed to have one promotor and one copromotor.

A person can be registered in DMA as both daily supervisor and copromotor.

**Daily supervisor:** the person who supervises the PhD candidate on a regular basis.

'Daily Supervisor' is not a formal role: the Board for Doctorates does not appoint daily supervisors; the term is not used in the Doctorate Regulations. There is no maximum amount of daily supervisors.

If a daily supervisor is an assistant or associate professor at TU Delft, (s)he can be appointed as a copromotor by the BfD after the Go/No go decision.

The daily supervisor is the first to approve the PhD agreement, the promotor is second. (If no daily supervisor is registered the PhD agreement is sent directly to the promotor.)

*A promotor should not also be registered as a daily supervisor in DMA because (s)he would have to approve the PhD agreement twice!*

Graduate School:

the Graduate School of TU Delft as described in Article 18a of the Executive and Management Regulations; which consists of the Faculty Graduate Schools together with the University Graduate School

Intake interview:

the formal registration of new PhD candidates at the start of their PhD by the GS.

Mentor: The mentor is appointed by the Faculty Graduate School. The mentor can view the file of his/her PhD candidates but cannot approve the PhD agreement.

Office of the Beadle:

The department that intermediates between the Board for Doctorates and stakeholders of the PhD process. They are also responsible for the ceremonial aspects of the doctoral defence ceremony and compliance with protocol.

PhD Agreement:

An agreement made between PhD candidate and supervisors at the start of the PhD. It contains a research plan, agreements on supervision and educational tasks and a Doctoral Education plan. It is updated and confirmed every year.

Promotor: The (corresponding) promotor is the main supervisor of the PhD Candidate. According to article 2.2 a of the Doctorate Regulations every PhD candidate is required to have (at least) one promotor.

Promotors are appointed by the Board for Doctorates. This usually happens after the Go/No go decision, after Form A has been submitted.

Only full professors can be appointed as promotor.

The promotor has to approve the PhD agreement several times, after the daily supervisor (if any) has given his/her approval.

'Promotor 2' is another professor who supervises the PhD candidate on a regular basis. According to article 5.5 of the Doctorate Regulations you are allowed to have two promotors. This promotor does not actively approve the PhD agreement but can view the PhD candidates' file.

## The PhD information tab – the Board for Doctorates

This tab contains your doctorate-related data, such as the names of your supervisors and decisions by the Board for Doctorates.

Please contact your faculty Graduate School if you notice any irregularities.

### Definition Board for Doctorates:

Diploma approved	Dutch MSc degrees are evaluated during the intake interview. Our Admissions Office evaluates foreign degrees (and other Dutch diplomas); they determine whether the degree is equal to a Dutch Master degree. This process takes up to two weeks.
Approval PhD Student (Prom 1)	This box is checked when the intake process has been completed. This process takes up to 6 weeks. If the PhD candidate's file is not complete this step cannot be completed.
Approval supervisor (Prom 2)	The date upon which the Faculty GS forwarded Form A to the Board for Doctorates. (following receipt of Form A.)
Decision BfD (under construction)	The date upon which the Board for Doctorates appointed the supervisor(s) and admitted the PhD candidate (provided the intake process was completed and Form A was received).
Approval draft thesis (Prom 3)	The date upon which the Prom 3 form was received. This form is submitted when the draft thesis has been approved by your promotor, your DE Programme is completed and you are ready to pick a defence date.
Proposal doctoral committee (prom4/5)	The date upon which the Prom 4 and 5 forms were received. These forms contain the proposed members of your Doctoral Defence committee.
Approval thesis (prom 6)	The date upon which the Prom 6 form was received. The form indicates that the draft thesis has been approved by the committee members and that the final thesis has also been approved by the promotor.
DE Programme completed	The DE programme has been evaluated. You have obtained the GS credits necessary for the completion of the DE programme.
Defence date	This text box is completed after the defence has taken place; it contains the date of the Doctoral Defence Ceremony.
Cum Laude	This field is completed after the defence ceremony; it indicates 'With Distinction'.

#### Board for Doctorates

Diploma approved	yes
Approval PhD student (Prom 1)	20/03/2013
Approval supervisor (prom 2)	
Approval draft thesis (Prom 3)	
Proposal doctoral committee (prom4/5)	
Approval thesis (prom 6)	
DE Programme Completed	
Defence date	
Cum Laude	....

## Literature

For more information, visit [graduateschool.tudelft.nl](http://graduateschool.tudelft.nl) :

[TU Delft Doctorate Regulations](#)  
[Code of Good Practice](#)

In future: The Graduate School regulations ('under construction')

## Contact your Faculty Graduate School

Graduate School	E-mail	Website
Aerospace Engineering	<a href="mailto:graduateschool-AE@tudelft.nl">graduateschool-AE@tudelft.nl</a>	<a href="http://www.graduateschool.ae.tudelft.nl">www.graduateschool.ae.tudelft.nl</a>
Applied Sciences	<a href="mailto:graduateschool-TNW@tudelft.nl">graduateschool-TNW@tudelft.nl</a>	<a href="http://www.graduateschool.tnw.tudelft.nl">www.graduateschool.tnw.tudelft.nl</a>
Architecture and the Built Environment	<a href="mailto:graduateschool-ABE@tudelft.nl">graduateschool-ABE@tudelft.nl</a>	<a href="http://www.graduateschool.abe.tudelft.nl">www.graduateschool.abe.tudelft.nl</a>
Civil Engineering & Geosciences	<a href="mailto:graduateschool-CEG@tudelft.nl">graduateschool-CEG@tudelft.nl</a>	<a href="http://www.graduateschool.ceg.tudelft.nl">www.graduateschool.ceg.tudelft.nl</a>
Electrical Engineering, Mathematics and Computer Science	<a href="mailto:graduateschool-EEMCS@tudelft.nl">graduateschool-EEMCS@tudelft.nl</a>	<a href="http://www.graduateschool.eemcs.tudelft.nl">www.graduateschool.eemcs.tudelft.nl</a>
Industrial Design Engineering	<a href="mailto:graduateschool-IDE@tudelft.nl">graduateschool-IDE@tudelft.nl</a>	<a href="http://www.graduateschool.ide.tudelft.nl">www.graduateschool.ide.tudelft.nl</a>
Mechanical, Maritime and Materials Engineering	<a href="mailto:graduateschool-3mE@tudelft.nl">graduateschool-3mE@tudelft.nl</a>	<a href="http://www.graduateschool.3me.tudelft.nl">www.graduateschool.3me.tudelft.nl</a>
Technology, Policy and Management	<a href="mailto:graduateschool-TPM@tudelft.nl">graduateschool-TPM@tudelft.nl</a>	<a href="http://www.graduateschool.tpm.tudelft.nl">www.graduateschool.tpm.tudelft.nl</a>

If you have questions and remarks about this manual, please contact [graduateschool@tudelft.nl](mailto:graduateschool@tudelft.nl).

documents	
<input type="text"/> <input type="button" value="Browse..."/>	
Approval cycle	0
Daily Supervisor assigned	Yes
<b>Arrangements with supervisory team</b>	
Arrangements with corresponding promotor	<div>Name promotor: Approximately 35 hours of supervision per year. On average, the corresponding promotor and the PhD student will at least meet once per month.</div>
Arrangements with other (co) promotor	<div>Name (co) promotor: Approximately 35 hours of supervision per year. In average, the (co) promotor and the PhD student will at least meet once per month.</div>
Arrangements with daily supervisor	<div>Name daily supervisor: Approximately 70 hours of supervision per year. In average, the Daily Supervisor and the PhD student will at least meet biweekly.</div>

<p><b>Other arrangements</b></p> <p>Educational tasks and other arrangements</p>	
<p><b>PhD development cycle: Go/No go</b></p> <p>(optional) 6 month progress meeting</p> <p>Date Go/No go review</p> <p>Self-reflection first year</p> <p>Additional remarks PhD process (first year)</p> <p>Agreements for the coming year (after Go/No go review)</p>	
<p><b>PhD development cycle: Yearly Progress Meeting</b></p> <p>Date progress meeting</p> <p>Self-reflection PhD student</p>	

PeopleXS PeopleXS - empl...

Additional remarks PhD process (first year)	
Agreements for the coming year (after Go/No go review)	

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**PhD development cycle: Yearly Progress Meeting**

Date progress meeting	<input type="text"/>
Self-reflection PhD student	
Additional remarks PhD process	
Agreements for the coming year	

**Save**

Internet | Protected