

GRADUATE SCHOOL



DMA Manual

for Supervisors

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The DMA Manual

Because this is a manual we will start by showing you how you can use DMA.

If you have received an approval request for a PhD agreement and want to get straight to the point, go to [page 11](#).

Since the Graduate School is still comparatively new, we also provide background information which will, hopefully, put this manual in context. Go to page 19 to start reading.

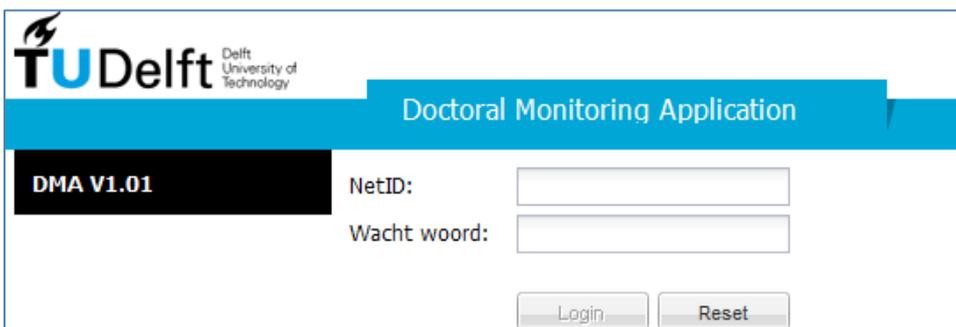
Getting started with DMA

Logging into your DMA portal

You can log in to your own supervisor portal by filling in your TU Delft Net ID and password at dma.tudelft.nl.

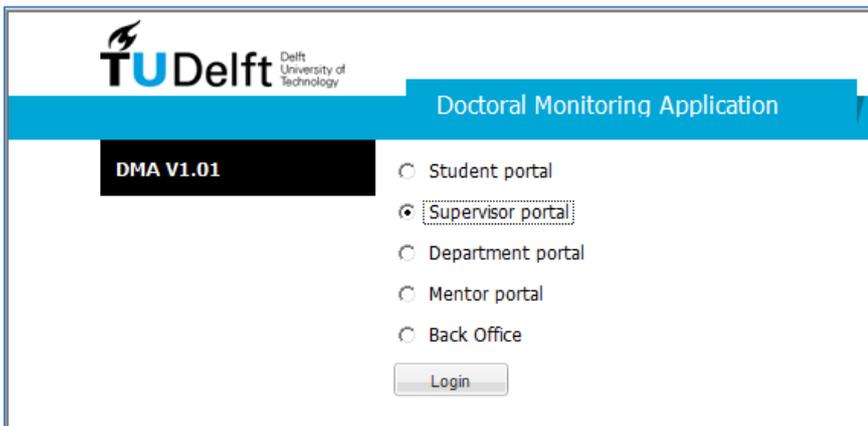
You can also find the link to the portal under the 'shortcuts' on the Graduate School website.

N.B. We have used real screen shots from DMA for this manual. In order to protect the privacy of the people involved, we have placed bars over some fields.



The screenshot shows the login interface for the Doctoral Monitoring Application (DMA V1.01). It includes the TU Delft logo, a blue header with the application name, and a login form with fields for NetID and password, along with Login and Reset buttons.

You select the Supervisor portal.



The screenshot shows the portal selection interface for the Doctoral Monitoring Application (DMA V1.01). It includes the TU Delft logo, a blue header with the application name, and a list of portal options: Student portal, Supervisor portal (selected), Department portal, Mentor portal, and Back Office. A Login button is located at the bottom.

If you are not able to log in, there are three probable causes: See [FAQ's](#).

'My tasks' page

Your DMA portal consists of two pages: 'My tasks' and 'PhD students'.

The first page, 'My tasks' gives an overview of the action(s) that you are required to take and provides information about the 'task' at hand, such as the due date, the name of the PhD candidate and the working title of the PhD project.

If you received a notification e-mail from DMA, this page will look like this:

My tasks
PhD students

My upcoming tasks:

Searchstring Role Status Search

Due date	Dept. / fac. GS	Task type	PhD student	Working title	Status	Comments	Go to
05/06/2012	Precision and Microsystems Engineering (PME) - Graduate School 3ME	PhD agreement			05a Approve PhD agreement		Approval document View

This means that your assessment and/or approval is required.

Due date indicates the deadline of this task. When the due date is red, you have not made the deadline.

Status indicates the current stage of the PhD development cycle and describes the task.

Comments may contain a short message or request written by the PhD candidate.

Go to provides you with two options (which will be discussed later).

This page will look like this when you have no open tasks:

My tasks
PhD students

My upcoming tasks:

Searchstring Role Status Search

Due date	Dept. / fac. GS	Task type	PhD student	Working title	Status	Comments	Go to
(no tasks found)							

Reading and assessing the PhD agreement

When the PhD candidate has submitted the PhD agreement for approval in DMA, the daily supervisor (if any) receives an e-mail notification first. The 'My tasks' page will look like this:

My tasks | PhD students

My upcoming tasks:

Searchstring Role Status

Due date	Dept. / fac. GS	Task type	PhD student	Working title	Status	Comments	Go to
29/08/2012	Intelligent Systems - Graduate School EEMCS	PhD agreement	[Redacted]	[Redacted]	03a Check PhD agreement		Approval document View

The promotor receives the PhD agreement after the approval of the daily supervisor. If there is no daily supervisor, the promotor is the first and only person to receive it.

Due date	Dept. / fac. GS	Task type	PhD student	Working title	Status	Comments	Go to
05/06/2012	Precision and Microsystems Engineering (PME) - Graduate School 3ME	PhD agreement	[Redacted]	[Redacted]	05a Approve PhD agreement		Approval document View

Select View to see the PhD Agreement. It consists of five vertical tabs:

- Agreements
- Doctoral Education (DE) planning
- Progress (DE timeline)
- Supervisor approval log
- Documents

The Doctoral Education Planning tab

The PhD agreement always opens on this (second) tab. Graduate School PhD candidates must obtain 45 GS credits before the end of their PhD. This page facilitates the planning and monitoring of the DE programme. This tab should reflect the four-year development cycle; i.e. it should be filled with both short-term and long-term DE goals.

It is vital that the PhD candidate updates course information and uploads **course certificates** prior to each yearly review meeting. For every completed course a certificate should be uploaded as proof of attendance.

You can see which courses have been planned, and which have already been completed. You can also view scans of course certificates.

Certificates are not required for **Learning-on-the-job (LOJ)** tasks because these tasks are performed in consultation with the supervisors. (Naturally, you ask your PhD candidate for clarification if you find that he/she has added LOJ activities that are unknown to you.)

Select 'view' to see the course details. The two mandatory courses (PhD Start-up and a Career Planning module) are always listed. The 'Planned dissertation date' is a fictional end date, which is exactly four years after the start date.

Improvements will be made to this page in the near future; it will contain GS credits as well. For more information on Doctoral Education and its requirements, visit the Graduate School [website](#). An 'empty' PhD agreement looks like this:

Plan																																		
Agreements																																		
Doctoral Education planning	<table border="1"> <thead> <tr> <th>Sel.</th> <th>Task</th> <th>Start date</th> <th>End date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td></td> <td>Course</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>PhD Start-Up</td> <td>01/11/2011</td> <td>03/11/2011</td> <td>Planned View</td> </tr> <tr> <td></td> <td>Professional and Career Development</td> <td>02/08/2014</td> <td>02/08/2014</td> <td>Planned View</td> </tr> <tr> <td></td> <td>Dissertation</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Planned dissertation</td> <td>01/11/2015</td> <td>01/11/2015</td> <td>Planned View</td> </tr> </tbody> </table>				Sel.	Task	Start date	End date	Status		Course					PhD Start-Up	01/11/2011	03/11/2011	Planned View		Professional and Career Development	02/08/2014	02/08/2014	Planned View		Dissertation					Planned dissertation	01/11/2015	01/11/2015	Planned View
Sel.	Task	Start date	End date	Status																														
	Course																																	
	PhD Start-Up	01/11/2011	03/11/2011	Planned View																														
	Professional and Career Development	02/08/2014	02/08/2014	Planned View																														
	Dissertation																																	
	Planned dissertation	01/11/2015	01/11/2015	Planned View																														
Progress Doctoral Education																																		

This PhD agreement contains courses and uploaded certificates:

Plan																																																																	
Agreements	<div style="text-align: right;"> 11a Check PhD agreement (Go/No go) Approval document </div>																																																																
Doctoral Education planning	<table border="1"> <thead> <tr> <th>Sel.</th> <th>Task</th> <th>Start date</th> <th>End date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td></td> <td>Course</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>PhD Start-Up</td> <td>01/04/2012</td> <td>03/04/2012</td> <td>Completed View</td> </tr> <tr> <td></td> <td> Certificate PhD Startup.pdf</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Course</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>CBM5 How to become a more confident and effective networker</td> <td>23/11/2012</td> <td>16/11/2012</td> <td>Completed View</td> </tr> <tr> <td></td> <td> Certificate CBM5 - How to become a more confident and effective networker.pdf</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Course</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>C10M3 Personal branding, Presenting yourself effectively</td> <td>28/11/2012</td> <td>28/11/2012</td> <td>Completed View</td> </tr> <tr> <td></td> <td> Certificate C10M3 - Personal branding presenting yourself effectively.pdf</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Course</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>C11M1 - How to manage your research information</td> <td>11/12/2012</td> <td>18/01/2013</td> <td>Completed View</td> </tr> </tbody> </table>					Sel.	Task	Start date	End date	Status		Course					PhD Start-Up	01/04/2012	03/04/2012	Completed View		 Certificate PhD Startup.pdf					Course					CBM5 How to become a more confident and effective networker	23/11/2012	16/11/2012	Completed View		 Certificate CBM5 - How to become a more confident and effective networker.pdf					Course					C10M3 Personal branding, Presenting yourself effectively	28/11/2012	28/11/2012	Completed View		 Certificate C10M3 - Personal branding presenting yourself effectively.pdf					Course					C11M1 - How to manage your research information	11/12/2012	18/01/2013	Completed View
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	C11M1 - How to manage your research information	11/12/2012	18/01/2013	Completed View																																																													
Progress Doctoral Education																																																																	
Supervisor approval log																																																																	

The Agreements tab

This tab contains the bulk of the agreement. The thesis' working title, an overview of planned and completed GS credits for Doctoral Education, the research and publication plan and the arrangements made between the PhD candidate and the supervisory team concerning contact frequency, educational tasks, etc.

The supervisors can read the agreement, but cannot change it.

The top half of the PhD agreement is completed within the first three months of the PhD.

My tasks | PhD students

[Return to PhD student](#)

Profile

Agreements

Research

Working title thesis [redacted]
Research description [redacted] co
[redacted] for
[redacted] is
ne
property changes.

Research plan
Start date 11/01/2012
End date 14/11/2015

Doctoral education

Total planned GS credits (course) 10
Total completed GS credits (course) 9

Learning on the job

Total completed GS credits 0

Approval cycle 0

Arrangements with supervisory team

Arrangements with 1st promotor [redacted]
[redacted] and I, meet each other, on average 1,5 hour every 2 weeks.

Arrangements with other (co) promotor(s) .
Arrangements with daily supervisor [redacted]
[redacted] and I, meet each other approximately three hours every 2 weeks.
Additionally there is the possibility to drop into his office if necessary.

Other arrangements

Educational tasks and other arrangements

The second half of the PhD agreement records the Go/No go meeting and subsequent yearly meetings.

PhD development cycle: Go/No go

(optional) 6 month progress meeting

Date Go/No go review
 Self-reflection first year
 Agreements for the coming year
 (after Go/No go review)

PhD development cycle: Yearly Progress Meeting

Date progress meeting

PhD development cycle: Go/No go

Additional remarks PhD process (first year)

PhD development cycle: Yearly Progress Meeting

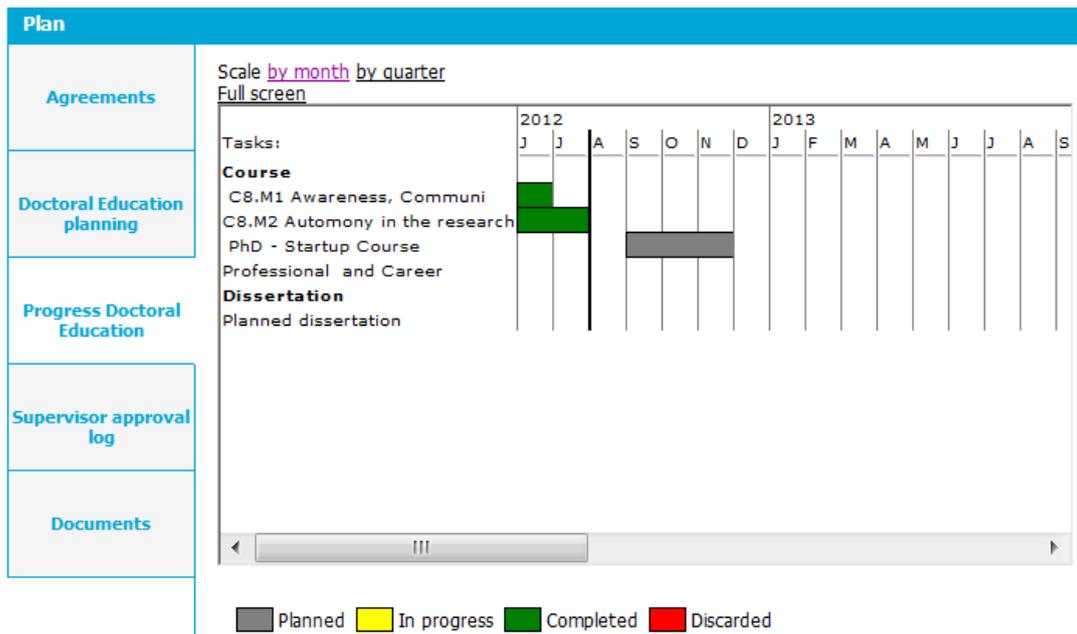
Self-reflection PhD student
 Additional remarks PhD process
 Agreements for the coming year

Save

The Progress tab (timeline)

This timeline reflects the courses and 'Learning on-the-Job' tasks listed in the 'Doctoral Education planning' tab. This overview spans four years and may be viewed by month or by quarter.

Each colour represents a stage of the process. The bold vertical line represents the present.



The Supervisor approval log tab

On this tab the supervisor can offer feedback on the PhD agreement. If you want the PhD candidate to make changes to the PhD agreement, you can record your feedback here prior to returning the PhD agreement by choosing the 'send back to student' option.

The comments cannot be edited by the PhD candidate. The comments are saved and archived with the rest of the PhD agreement.

It is recommended that supervisors personally discuss the feedback with the PhD candidate prior to submitting it in DMA.

The screenshot shows the 'Approval log' section of the DMA interface. It features a blue header bar with the text 'Approval log'. Below this, there is a vertical navigation menu on the left with four items: 'Agreements', 'Doctoral Education planning', 'Progress Doctoral Education', and 'Supervisor approval log'. The 'Supervisor approval log' item is currently selected. To the right of the menu, there are two text input areas. The top one is labeled 'Approval commentary (promotor)' and the bottom one is labeled 'Approval commentary (daily supervisor)'. Both input areas are empty and have vertical scroll bars on their right sides. Below the input areas, there is a 'Documents' section with a 'Documents' button. At the bottom of the page, there is a 'Save' button.

The Documents tab

This tab contains uploaded or saved documents, such as the yearly PhD agreement snapshots.

If the PhD candidate has uploaded a research and publication plan, this file can also be found under Documents.

Approving the PhD Agreement

When you have checked the PhD agreement, return to the 'My tasks' page and select 'Approval Document'.

My tasks | PhD students

My upcoming tasks:

Searchstring Role Status

Due date	Dept. / fac. GS	Task type	PhD student	Working title	Status	Comments	Go to
05/06/2012	Precision and Microsystems Engineering (PME) - Graduate School 3ME	PhD agreement			05a Approve PhD agreement		Approval document

A **daily supervisor** will see:

My tasks | PhD students

:

Due date:

Status:

- 03a Check PhD agreement
- 04 Send back to student
- 05 Forward to promotor

A **promotor** will see:

My tasks | PhD students

:

Due date:

Status:

- 05a Approve PhD agreement
- 04 Send back to student
- 05a Approve PhD agreement
- 06 Approved

You may write an accompanying message in the text box.

A **daily supervisor** selects '05 forward to promotor' and presses save if he approves the agreement. The task will then be sent to the promotor.

A **promotor** selects '06 Approved' and presses save.

If you have pressed save and return to 'my tasks', this task should have disappeared. (See below.)

After the promotor's approval, the PhD agreement is saved as a PDF snapshot for future reference. It is stored in the 'Documents' tab of the PhD agreement.

My tasks | PhD students

My upcoming tasks:

Searchstring Role Status

Due date	Dept. / fac. GS	Task type	PhD student	Working title	Status	Comments	Go to
(no tasks found)							

Send back to student option

If you feel that the PhD agreement does not reflect the agreements that were made during the meeting and that, consequently, you cannot approve the PhD agreement, you choose the option '04 send back to student' and press save. The PhD candidate will be informed via e-mail.

Before sending it back, please submit your feedback in the 'supervisor approval log' tab. Try to explain clearly which part was misunderstood, or what is missing, or what needs further elaboration etc. The PhD candidate has one week to make the necessary changes. If necessary, contact your PhD candidate to offer further explanation of your feedback.

Next time – approving the PhD agreement in future

In future, you will be following the same routine. However, the number and status description will change.

After the Go/No go you have three options:

Approved;

Not Approved;

Send back to student.

If you have come to a **No go decision** you will pick 'Not approved'.

If you do not approve of the PhD agreement, select 'Send back to PhD student'!

Daily supervisor

After the Go/No go PhD agreement, change status 11a to 14 (or 13).

After the second yearly review, change status 19a to 21 (or 20).

After the third yearly review, change status 43a to 45 (or 44).

Promotor

After the Go/No go PhD agreement, change status 14 to 15 or 16 (or 13).

After the second yearly review, change status 21a to 22 (or 20).

After the third yearly review, change status 45a to 46 (or 44).

Approving the PhD Agreement - Alternative method

You may prefer this method if you are already reading the PhD agreement. You can also use this method by starting at the 'PhD students' tab and selecting 'view' under 'Go to'.

My tasks **PhD students**

PhD student overview

Name	Department	Graduate School	Status	Location	Role	Go to
[Redacted]	[Redacted]	Graduate School CEG	02 Complete PhD agreement	Student	Daily supervisor	View Mail
[Redacted]	[Redacted]	Graduate School CEG	11a Check PhD agreement (Go/No go)	Daily supervisor	Daily supervisor	View Mail

Scroll down the page to 'PhD development cycle' and select 'view'.

Supervisory team:

Name	Role	Position	Department	Phone
Bijlaard, Franciscus Simon Klaasje	Promotor	Hoogleraar 1	Supervisors	
Kolstein, Menke Henderikus	Daily supervisor	Universitair hoofddocent 1	Supervisors	
Storms, Joseph Elisabeth Anton	Mentor	Universitair hoofddocent 2	Supervisors	

PhD development cycle:

Working title manuscript	Type	Start date	End date	Status	Location	Go to
[Redacted]	standard	01/04/2012	01/04/2016	11a Check PhD agreement (Go/No go)	Daily supervisor	View

Then select 'approval document'

Plan

Agreements

Doctoral Education planning

Progress Doctoral Education

Sel.	Task	Start date	End date	Status	
	Course PhD Start-Up	01/04/2012	03/04/2012	Completed	View
	Certificate PhD Startup.pdf				
	Course CBMS How to become a more confident and effective networker	23/11/2012	16/11/2012	Completed	View
	Certificate CBMS - How to become a more confident and effective networker.pdf				
	Course C10M3 Personal branding, Presenting yourself effectively	28/11/2012	28/11/2012	Completed	View

11a Check PhD agreement (Go/No go) **Approval document**

Approve (or send back for improvements) as described above:

Status update:

:

Status:

- 11a Check PhD agreement (Go/No go)
- 13 Send back to student (Go/No go)
- 14 Forward to promotor (Go/No Go)

What else can I do with DMA?

Overview of PhD candidates for daily supervisors

The 'PhD students' tab displays all the active PhD candidates in DMA for which you act as supervisor. This tab may look like this for a **UD or UHD** (assistant or associate professor):

My tasks | PhD students

PhD student overview

Name	Department	Graduate School	Status	Location	Role	Go to
1	Precision and Microsystems Engineering (PME)	Graduate School 3ME	05a Approve PhD agreement	Promotor	Daily supervisor	View Mail
2	Precision and Microsystems Engineering (PME)	Graduate School 3ME			Copromotor	View Mail
2	Precision and Microsystems Engineering (PME)	Graduate School 3ME			Daily supervisor	View Mail

As you can see, PhD candidate 2 is listed twice. That is because this supervisor has the 'role' of copromotor and daily supervisor for the same PhD candidate. Naturally, having two roles will not generate double tasks in DMA.

There is no data in the status and location fields of candidate 2.

There are two possible explanations for this:

1. Because candidate 2 started his PhD before the opening of the Graduate School he does not have an active PhD agreement in DMA. DMA lists all known active PhD candidates. That is why the fields are empty.
2. Candidate 2 has recently started his PhD and has not been registered at the UGS. The PhD agreement has not been activated yet. That is why the fields are empty.

Location indicates the current 'owner' of a task: The location is 'Promotor', this means that the promotor is supposed to act.

The Role text box can also contain Mentor.

Select View in order to see the candidate's DMA file.

Overview of PhD candidates for promotorors

The 'PhD students' tab displays all the active PhD candidates in DMA for which you act as supervisor. This tab may look like this for a **professor**:

My tasks		PhD students				
PhD student overview						
Name	Department	Graduate School	Status	Location	Role	Go to
1	Precision and Microsystems Engineering (PME)	Graduate School 3ME			Promotor	View Mail
2	Precision and Microsystems Engineering (PME)	Graduate School 3ME			Promotor	View Mail
3	Precision and Microsystems Engineering (PME)	Graduate School 3ME			Promotor	View Mail
4	Precision and Microsystems Engineering (PME)	Graduate School 3ME	05a Approve PhD agreement	Promotor	Promotor	View Mail

There is no data in the status and location fields of candidates 1, 2 and 3.

There are two possible explanations for this:

1. Because these candidates started their PhD before the opening of the Graduate School they do not have an active PhD agreement in DMA. DMA lists all known active PhD candidates. That is why the fields are empty.
2. These candidates have recently started their PhD and have not been registered at the UGS. The PhD agreement has not been activated yet. That is why the fields are empty.

Location indicates the current 'owner' of a task: The location is 'Promotor', this means that the promotor is supposed to act.

The Role text box can also contain Promotor 2 or Mentor.

Select View in order to see the candidate's DMA file.

View PhD candidate's file

If you press 'view' you can enter the PhD candidate's file. First you will see the general data on the PhD. Further down you will find an overview of the supervisors and mentor.

Next you will find the PhD agreement. You can see its current status and location, the next deadline and you can always view the PhD agreement itself by selecting [view](#).

Finally you can view the messages that have been sent through DMA.

PhD student:

Administrative data

Name

Employee number

Organization

Department **Precision and Microsystems Engineering (PME)**Faculty Graduate
SchoolResearchschool **Onderzoekschool Engineering Mechanics (EM)**

Board for Doctorates

Diploma approved **yes**Approval PhD
student (Prom 1) **08/06/2012**Approval
supervisor (prom
2)Approval draft
thesis (Prom 3)Proposal doctoral
committee (prom
4/5)Approval thesis
(prom 6)DE Programme
Completed

Defence date

Cum Laude **No**

Exit

Discontinue date

Reason for
discontinuation

Administrative data

VSNU category **Contract**Funding **2**Grant supplier **STW**Cohort **2011**

BaanCode

Supervisory team:

Name	Role	Position	Department	Phone
[REDACTED]	Daily supervisor	Universitair docent 1	Supervisors	
[REDACTED]	Promotor	Hoogleraar 1	Supervisors	
[REDACTED]	Mentor	Hoogleraar 2	Supervisors	

PhD development cycle:

Working title manuscript	Type	Start date	End date	Status	Location	Go to
[REDACTED]	standard	11/01/2012	14/11/2015	05a Approve PhD agreement	Promotor	View

Requests

Request	Type	Start date	End date	Status	Location	Go to
(no requests found)						

Documents and mails**New mail**

Type	Doc	To		Due date	Status	Author	Date	Go to
Mail		graduateschool-3mE@tudelft.nl	Please check PhD candidate [REDACTED] rs fil		Sent	pallons	01/06/2012	View
Mail		[REDACTED]@tudelft.nl	Confirmation of new PhD candidate - [REDACTED]		Sent	pallons	07/05/2012	View
Mail		graduateschool-3mE@tudelft.nl	New PhD candidate [REDACTED] [REDACTED] s tered b		Sent	pallons	07/05/2012	View
Mail		[REDACTED]@tudelft.nl	Welcome to TU Delft Graduate School		Sent	pallons	07/05/2012	View
Mail		graduateschool-3mE@remove-this.tudelft.nl	New PhD candidate [REDACTED] [REDACTED] gistered b		Sent	pallons	07/05/2012	View

Send e-mails

You can send an e-mail to your PhD candidate via DMA. This e-mail will be saved along with the other e-mails sent via DMA. You may find this useful when sending formal messages.

The screenshot displays the DMA interface for sending an email. At the top, there are two tabs: "My tasks" and "PhD students". Below the tabs, the "Choose a template" section is visible, with a radio button selected for "No template". There are "Cancel" and "Go to" buttons below this section.

The main email composition area has the same "My tasks" and "PhD students" tabs. It includes a "from:" field with a dropdown menu showing "@tudelft.nl", a "to:" field with a dropdown menu showing "i@tudelft.nl", and links for "Add CC" and "Add BCC". Below these is a large text area for the email body, which has a rich text editor toolbar above it. The toolbar includes icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and insert image. There are also "Format" and "Source" options.

At the bottom of the email composition area, there is an "Attach a file:" section with a "Browse..." button and an "Upload" button. Below that is an "Attached files:" section with "Cancel" and "Send" buttons.

General information

Users

Different users use DMA for different reasons and in different ways. The table below provides an overview.

Table 1: DMA – Users and applications

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 plan			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			v						
Generate DMA reports	v	v									
Receive DMA reports	v	v								v	

What's in DMA?

All known active TUD PhD candidates were entered into DMA in February 2012. Where possible, the PhD candidates' files were linked to those of their supervisors.

Decisions made by the Board for Doctorates (BfD), such as the formal appointment of supervisors, are entered into DMA on a regular basis.

PhD candidates who complete or quit their PhD are archived in DMA.

DMA is linked to PeopleSoft, the TUD HR database. In practical terms, this means that all staff members in PeopleSoft can be activated in DMA. Some basic data is imported into DMA, while other data is entered manually.

Bottom line: New PhD candidates must be registered in PeopleSoft before they can have their DMA accounts activated.

Basic Principles

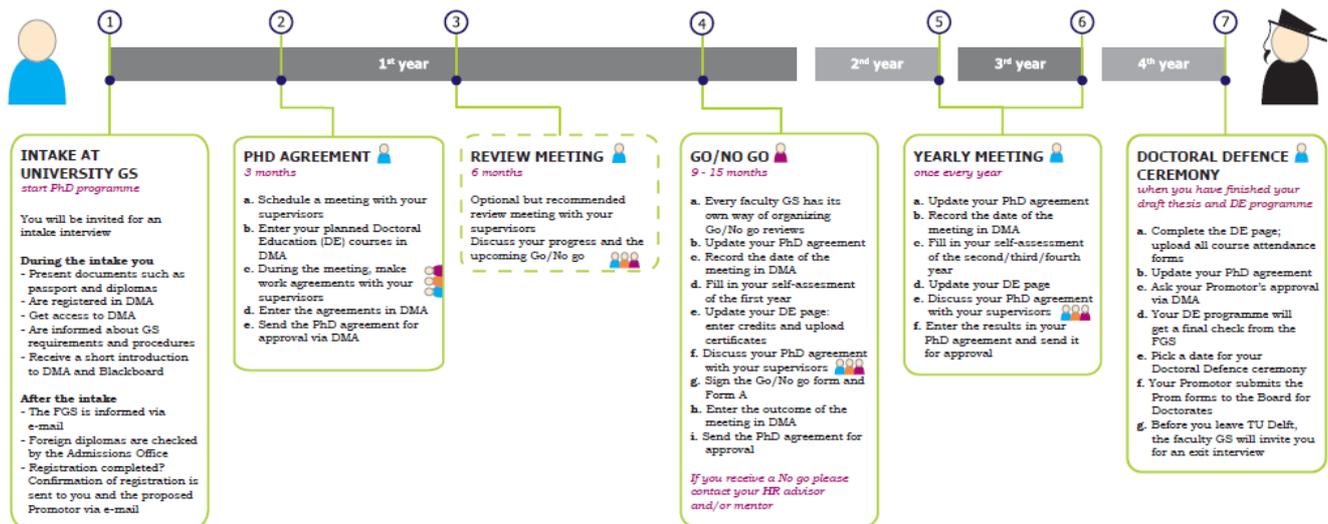
- Every person intending to pursue and obtain their doctoral degree at TU Delft should be registered in DMA by the GS (regardless of their VSNU category).
- This person should be registered ASAP in order for them to make a good start.
- 'Standard' and 'Contract' PhD candidates are obliged to formally register and confirm work agreements with their supervisors in DMA, in the so-called PhD agreement. These agreements are made at regular intervals; this process is called the PhD development cycle.
- The PhD development cycle replaces the annual Result and Development cycle.
- The supervisors are also required to work with DMA.
- DMA is geared towards enhancing the initiative of PhD candidates and to 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.

For more information: see [Literature](#).

A 4-year process: the PhD Development Cycle

DMA enables PhD candidates to actively manage their own PhD process. Naturally, you will also be monitoring the PhD candidate. DMA contains a PhD Development Cycle. This cycle consists of formal milestones and starts on the PhD candidate's first day of work.

THE GRADUATE SCHOOL: PhD candidate timeline



Click [here](#) for a HighRes version of this timeline.

The PhD candidate and the supervisors start by making agreements on various aspects of the PhD and the candidate records them in the PhD agreement template in DMA.

These agreements will serve as a basis for the entire PhD and will be renewed on a yearly basis.

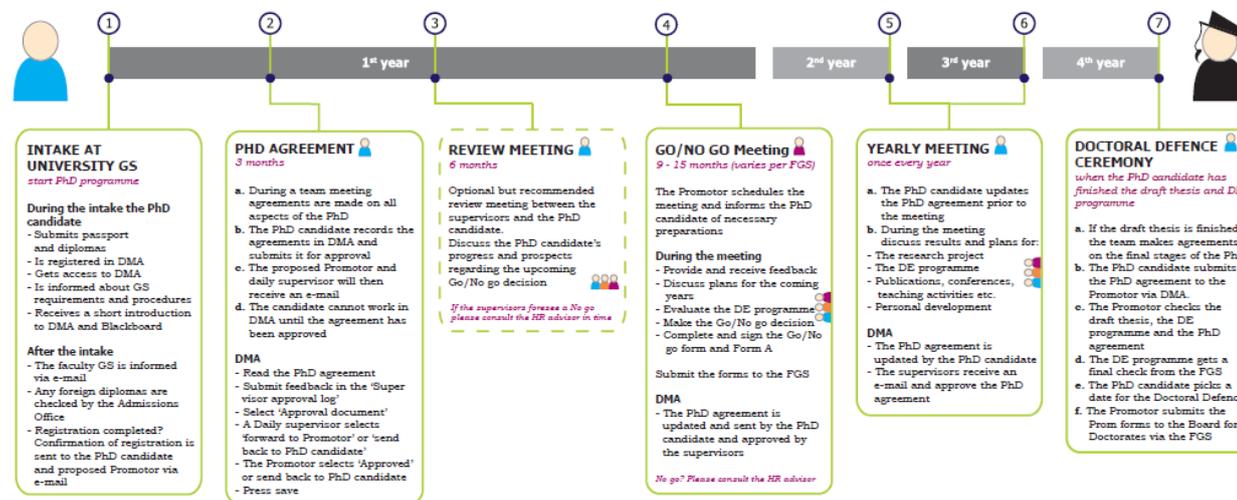
The PhD candidates will use DMA to formally:

- Prepare and update their planning and strategy;
- record agreements on supervision, educational tasks etc.
- record the planning and results of their Doctoral Education (DE) programme;
- upload course certificates;
- assess their own progress;
- initiate (most) progress meetings;
- send the PhD agreement to their supervisors for confirmation and approval.

DMA milestones

Supervisors use DMA to monitor progress, to formally approve the PhD agreement, and to offer feedback. This chart contains the supervisor's milestones:

THE GRADUATE SCHOOL: Supervisor timeline



Click [here](#) for a HighRes version of this timeline.

DMA and the PhD Development Cycle focus on **formal supervision**.

Naturally, the PhD candidate's work is also regularly discussed in daily/weekly/monthly work review meetings between PhD candidate, supervisor(s), research partners, peers, etc.

Registration in DMA

The intake interview

Every PhD candidate who is planning to have a doctoral defence ceremony at TU Delft has to be formally registered as a PhD candidate, and must therefore be registered in DMA*.

The faculty GS informs the University GS of new PhD candidates. During their first month, PhD candidates are invited to an intake interview at the UGS. During this intake, the credentials (diplomas, transcript of records etc.) and identity of the PhD candidate are verified in accordance with Dutch law (Wet WHW).

The intake procedure replaces the submission of the PROM-01 and -02 forms. The PhD candidate should **not** also register at the Office of the Beadle.

The PhD candidate provides further information on his project and supervisors, is informed about the GS and its procedures and receives a short instruction on DMA and a copy of the Doctorate Regulations.

If you would like to attend the intake interview, you are very welcome to come along.

After the registration at the intake interview:

- PhD candidates can start working in DMA.
- Supervisors are linked to their PhD candidate in DMA. In case of a 'first' GS candidate, a DMA portal is activated for the supervisor.
- The Faculty GS is informed that the registration has taken place.
- PhD Candidates with a Dutch degree receive confirmation of registration via e-mail. (If there is an issue with the credentials, the corresponding promotor is also informed.)
- Foreign degrees are checked by the Admissions Office (International Office). These candidates receive confirmation of registration after approximately one week.
- The (proposed**) corresponding promotor receives a message from DMA: informing of the registration and asking for feedback in case of error.
- The candidate will initiate a meeting with his supervisory team in order to formulate the PhD agreement.
- The candidate should enrol for the obligatory PhD Start-up course ASAP.
- The Office of the Beadle receives the paper file of the PhD candidate from the UGS. (New PhD candidates no longer register at the Office of the Beadle*.)

*PhD candidates who started their PhD since the opening of their Faculty GS should register at the UGS. Those who started prior to the FGS, and who have not yet been registered, should register at the Office of the Beadle in the Aula.

** After the Go/No go decision the Board for Doctorates will formally appoint a promotor. See the Doctorate Regulations for more information.

What is the PhD agreement (within 3 months)

During the **first three months** of the doctoral programme, the PhD candidate needs to formulate the PhD agreement in consultation with his/her supervisors. A PhD candidate with a clear PhD agreement knows what to do, how to do it and what to expect. The PhD agreement also serves as the basis for the assessment of the PhD candidate's progress and will be updated every year.

The PhD agreement contains the following elements:

- Working title
- Research description
- Publication plan
- Doctoral Education planning
- Agreements on supervision with supervisory team
- Agreements concerning educational tasks
- Other arrangements

The PhD agreement template is embedded in DMA.

The PhD candidate is advised to take the following steps in the PhD candidate's DMA manual:

- a. **Schedule a meeting** with your supervisory team.
- b. **Prepare for the meeting by making a proposal in DMA**. This proposal should include a strategy for your PhD project, DE courses and activities for the coming four years, a proposal on the kind of supervision you would like to have.
- c. **Inform your supervisory team** that you have prepared a proposal in DMA and invite them to study it 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. You **send the PhD agreement to your supervisors** for formal approval via DMA. Once you have sent it you cannot make any more changes.
- g. The daily supervisor first receives the PhD agreement and approves and forwards it to the promotor or returns it to you with feedback.
- h. If you receive feedback, **amend the PhD agreement** and send it again.
- i. Once the PhD agreement has been approved by your supervisors it is **recorded in DMA** for future reference.

For more information on the PhD agreement, please read the PhD candidate DMA manual or the GS Code of Good Practice.

The ball is in your court

After the meeting, the PhD candidate sends the PhD agreement to the supervisors for approval. DMA sends an e-mail notification to the supervisors. Generally, supervisors have five working days to approve a PhD agreement.

N.B. for the duration of the assessment of the PhD agreement, PhD candidates cannot make any changes to their file in DMA; i.e. they cannot alter the planning of their courses, or upload certificates.

6-month progress meeting

The six-month formal progress meeting is optional. In view of the upcoming Go/No go decision, a formal discussion of the PhD candidate's performance and progress and the likelihood of a 'go decision' may be advisable. You may choose to discuss the criteria for a 'Go' and the course of action the PhD candidate should take in order to acquire this 'Go' decision.

This meeting should always be held with PhD candidates who already appear to be headed for a No go. These PhD candidates should get the chance to work on their performance and to prepare for the worst.

The PhD candidate may record the results of this meeting in DMA, but cannot send them for approval.

The Go/No go review meeting and Form A

Towards the end of the PhD candidate's first year – i.e. after about nine to twelve months of work – the Go/No go review meeting is held,¹ which should result in a Go/No go decision.

The PhD candidate should update the PhD agreement prior to the Go/No go meeting by updating course information and uploading course certificates. In addition, the PhD candidate should write a self-reflection on his/her progress and must consider the tasks for the coming year. These should be discussed during the meeting.

During the meeting the Go/No go form and form A should be filled out and signed.

Every faculty has its own way of organising the Go/No go reviews. You can find general information on the Go/No go meeting on the GS website, but please visit your FGS website, or contact them for faculty-specific information.

It is usually the responsibility of the proposed promotor to plan the meeting². The supervisors should inform the PhD candidates of any specific requirements prior to the meeting, allowing the candidate to make the necessary preparations.

If it is unlikely that the PhD candidate will complete the PhD within four years, the PhD project should be terminated. A No go should never come as a total surprise to the PhD candidate. If a **No go** is likely, the supervisor is advised to contact HR for advice prior to the meeting.

After a **Go** the PhD agreement should be approved again in DMA and the Go/No go form and form A should be submitted.

After a **No Go**, the PhD agreement should reflect the outcome of the meeting. The promotor must indicate the end of the PhD in DMA. The Go/No go form should be submitted. (see 'Next time – approving the PhD agreement in future')

¹ If the PhD candidate has a contract for 18 months the Go/No go review may take place after approximately 15 months.

² PhD candidates with a residence permit (Non-EU residents) have to extend their permits in time. They usually need at least three months to extend it.

The Yearly Progress Meetings

After a 'Go', the formal progress meetings are held every year. During these meetings the PhD candidate's research progress, the results of the past year, the planning for the coming year, the Doctoral Education progress and the PhD candidate's self-reflection are discussed.

The DMA procedure for the progress meetings is similar to the Go/No go meeting: Prior to the meeting the PhD candidate updates the DE course data and fills the 'self-reflection' field. After the meeting, the PhD candidate updates the PhD agreement again and submits it for approval.

The doctoral defence ceremony

Towards the end of the four-year period, the draft thesis should be completed and the DE programme should also be completed. It is important that the PhD candidate has updated the DE task overview beforehand, and the required 3x15 GS credits are accounted for.

The PhD candidate chooses 'Ready for doctorate' within the DMA status update and sends the PhD agreement to the promotor, who checks the DE programme in DMA. If the promotor approves of the draft thesis, and finds that the DE programme was completed successfully, 'doctorate approved' should be selected in DMA.

If the promotor does not approve of the draft thesis, or the DE programme does not meet the set requirements, the PhD agreement is sent back with 'doctorate not approved'.

Upon receipt of the approval via DMA, the faculty Graduate School will run a final check of the DE programme. If all is well, the FGS will initiate the production of the DE programme certificate, which will be awarded together with, and in addition to the doctoral degree.

The PhD candidate has now completed the Graduate School. You and the PhD candidate can start preparing for the defence ceremony. Please refer to the TU Delft Doctorate Regulations for more information on the final stages of the PhD process.

Glossary

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

Category of PhD candidate:
four categories of PhD candidates based on the VSNU.

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

The Intake interview:
the formal registration of new PhD candidates at the start of their PhD by the GS.

The 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.

The 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.

Users

DMA is accessible to the following stakeholders. External supervisors (who do not have a Net ID) can be added to DMA and can be provided with an alternative portal and log-in details.

PhD candidate:
A person hoping to have a doctoral defence at TU Delft who has found a promotor.
Formally records his/her planning, progress and the agreements with the supervisory team.
Plans Doctoral Education (DE) courses and uploads DE certificates.
Can view his/her doctoral data and comments by the supervisory team.
Uses the 'student' portal.

Promotor:
A professor who is the formal supervisor of the PhD candidate. According to the TU Delft Doctorate Regulations, every PhD candidate must have a promotor.
The promotor is formally appointed by the Board for Doctorates (BfD) after the Go/No go decision.
In DMA the promotor:
Can see the file of his/her PhD candidates.
Approves the PhD agreement at several milestones in the PhD development Cycle.
Can provide the PhD candidate with formal feedback.
Approves the draft thesis and DE programme, allowing the candidate to proceed to the preparation for the doctoral defence ceremony.
Uses the 'supervisor' portal.

Promotor 2:

Another professor who is involved in the supervision of the PhD candidate.

The promotor is formally appointed by the BfD after the Go/No go decision upon receipt of form A.

In DMA the 2nd promotor:

Can see the file of his/her PhD candidates.

Cannot approve the PhD agreement.

Uses the 'supervisor' portal.

Daily supervisor:

A person who supervises the PhD candidate on a daily basis.

This is usually an assistant or associate professor, but can also be the promotor.

The daily supervisor is not appointed by the BfD.

In DMA the daily supervisor:

Is the first to receive and approve the PhD agreement.

Can provide the PhD candidate with formal feedback.

Forwards the PhD agreement to the promotor.

(If no daily supervisor is registered the PhD agreement is sent directly to the promotor.)

(If there are two daily supervisors only one can submit approval in DMA (First come, first served).)

Uses the 'supervisor' portal.

Copromotor:

An assistant or associate professor or a senior researcher of TU Delft, formally appointed by the BfD.

The copromotor is usually also the daily supervisor.

In DMA:

One person can be registered as both daily supervisor and copromotor.

The copromotor can see the file of his/her PhD candidates.

The copromotor uses the 'supervisor' portal.

Department manager/secretary:

Can see the file of the department's PhD candidates.

Has no formal rights in the system.

Uses the 'department' portal.

Mentor:

Can see the files of his/her PhD candidates.

Uses the 'mentor' portal.

UGS and FGS staff members:

Staff from University GS and faculty GS.

Faculty GS staff can see all faculty PhD candidates, UGS staff can see all TU Delft PhD candidates.

UGS staff activates the user accounts and portals.

FGS staff monitor the faculty's PhD candidates.

Can make (limited) changes to the candidate's file.

Use the 'Back office' portal.

FAQ's

I cannot log in with my Net ID:

1. You have not been linked to an active PhD candidate yet; therefore your account has not been activated. Please contact your FGS.
2. The system is experiencing difficulties. Always try to log in several times.
3. You do have an active account, but you do not have an active portal.
4. You are an external supervisor, you do not have a TU Delft Net ID. You should receive a link with an external portal and an e-mail with your password following the registration of the PhD candidate.

I can log in, but I cannot enter my portal:

1. Your browser is blocking pop-ups; DMA cannot open your portal in a new window. For detailed instructions, refer to the '*Guide to disabling Pop-up blockers*' on the DMA page of the GS website.
2. You already have an active portal for another role; e.g. a mentor portal, but your supervisor portal was not activated yet.

I do not see all of my PhD candidates:

There can be several causes:

1. the PhD candidate is not in PeopleSoft (e.g. because there is no employment contract or 'gastvrijheidsverklaring' yet)
2. the PhD candidate's account has not been activated yet.
3. The PhD candidate has not been linked to your DMA account.
4. The PhD candidate started his/her PhD before 2012, and was not put into DMA (yet).

My PhD candidate says I haven't approved the PhD agreement, but I did.

1. Check 'my tasks', if it is still there, please read the chapter on approving the PhD agreement. Perhaps you forgot to press save, or you did not change the status.
2. Check the 'location' of the PhD agreement for more information.

My PhD candidate says (s)he has sent me the PhD agreement, but I did not receive anything.

1. You should receive an automated e-mail within one day. However, please log in and check 'my tasks' just in case.
2. Check the 'location' of the PhD agreement, perhaps the agreement is with another supervisor?
3. If location is still 'student' the candidate should try sending the agreement again, perhaps (s)he did not press save, or did not change the status.

If you are experiencing technical problems with DMA, select 'report a problem' in the top right-hand corner and send us an e-mail detailing what you are trying to do in DMA, which steps you have taken so far and what is happening in DMA. You may also add screen-shots to help elucidate the problem.

If you cannot log in, you cannot select this option. Please contact your faculty Graduate School.

Literature

[TU Delft Doctorate Regulations](#)

[Code of Good Practice](#)

PhD candidate DMA manual (see website)

VSNU PhD candidate categories

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

Graduate School website

Important links can be found under the shortcuts on the GS website. We also recommend the tab 'Doctoral Education Programme' and 'Supervising PhD Students'.

More specific information may be found on the website of your Faculty Graduate School (see next page).

Employees portal

Home 3mE A CEG EEMCS IDE AE TPM AS

Graduate School

Home [Employee portal](#) > [Targeted info](#) > Graduate School

Graduate School

Dear PhD candidate,

At the Delft University of Technology (TU Delft), we consider research to be the foundation on which we build all other initiatives of our University. This makes Doctoral Education – the education of PhD candidates - one of our highest priorities. [Read more](#)

PhD Programme

The Delft PhD Programme offers an excellent support system to its candidates. [Read more](#)

Organization

The TU Delft Graduate School consists of the Faculty Graduate Schools and the University Graduate School. [Read more](#)

Administrative Affairs

This section is dedicated to helping (prospective) PhD candidates with the administrative process concerning the PhD Programme. [Read More](#)

Testimonials

Experiences from TU Delft PhD Alumni. [Read more](#)

Shortcuts

- [Login to DMA](#)
- [Faculty Graduate Schools](#)
- [PhD Timeline](#)
- [Supervisor Timeline](#)
- [DMA Manual PhD candidates](#)
- [DMA Manual Supervisors](#)
- [Code of Good Practice](#)
- [Doctorate Regulations](#)
- [Go/No Go](#)

Graduate School

Doctoral Education Programme

Doctoral Monitoring Application (DMA)

The intake interview

Support and Supervision

Supervising PhD Candidates

PhD Network

FAQ

News

After Your PhD

About Us / Contact

Contact your Faculty Graduate School

If you have (specific) questions, please contact your faculty Graduate School.

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

If you have questions or remarks about this manual, please contact graduateschool@tudelft.nl.