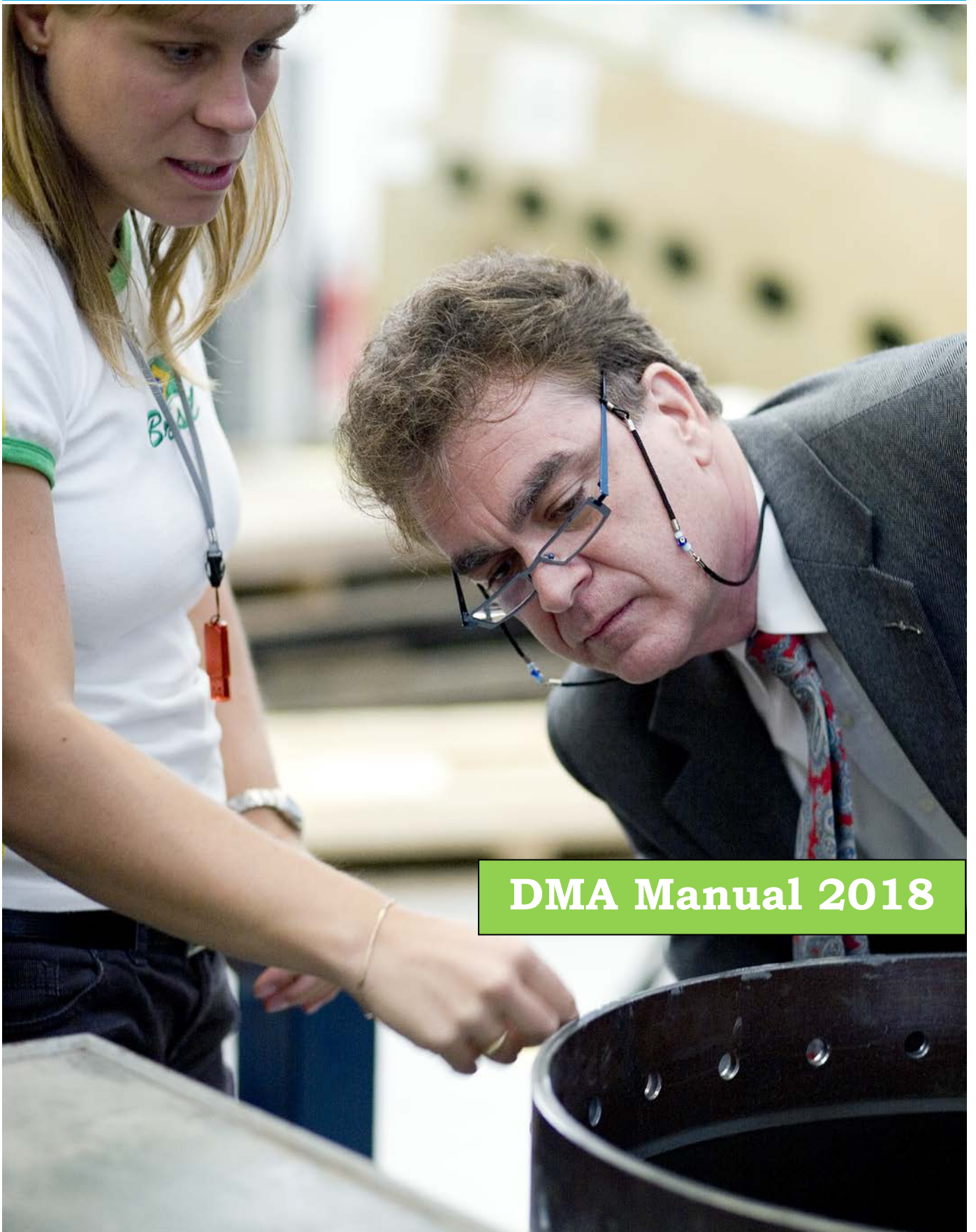


GRADUATE SCHOOL



DMA Manual 2018

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Introduction to DMA

This manual was written for TU Delft doctoral candidates and their supervisors. There is a specific chapter for supervisors.

If you are new to DMA and the Graduate School (GS), please start by reading the following

Basic Principles

- Every person intending to pursue and obtain their doctoral degree at TU Delft should be registered in DMA by the University Graduate School (UGS) as soon as possible.
- DMA is geared towards enhancing the self-reliance of doctoral candidates and towards helping them conclude their Doctoral Programme within four years.
- Doctoral 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 Faculty Graduate Schools and the OTB department within A+BE started 01-01-2012.

The intake meeting at the University Graduate School

New doctoral candidates are invited to an intake meeting, where the UGS:

- checks their diploma(s), transcript, etc.;
- provides information about the Graduate School, the Doctoral Education programme, the DMA system, Brightspace and other relevant topics.

After the intake meeting:

- the candidate will be able to use the DMA portal;
- the candidate will be able to enrol in courses via Brightspace;
- the candidate will receive confirmation of formal registration as a first-year doctoral candidate via e-mail (if all the required documents were provided);
- the FGS and promotor will be informed of the candidate's registration.

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

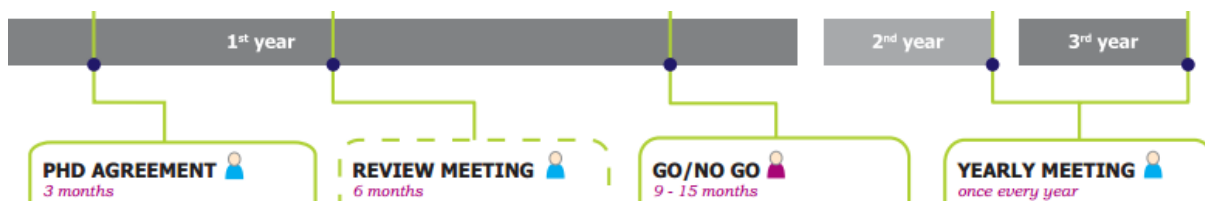
DMA and the PhD Development Cycle

During your PhD, you and your supervisors will make formal agreements and monitor your progress on a regular basis. This process is called the 'PhD Development Cycle' and is supported by DMA.

DMA supports the following activities:

- Doctoral candidates record the planning and results of their DE programme;
- DMA sends automated reminders prior to progress meetings;
- Supervisors can log in and view their candidates' files.
- The Faculty Graduate Schools register formal meetings and upload the appropriate forms.
- The Faculty Graduate Schools run reports to monitor their candidates' progress.

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.



More information on the PhD Development cycle is included in the appendix. There is also a PhD Development Cycle page on the Graduate School website.

Your DMA Portal

Logging into DMA

You can log in to your own portal at dma.tudelft.nl. You can also find the link to the DMA portal on the Graduate School website under 'Shortcuts'.

First, you select TU Delft:

Previously chosen: [Edit List](#)

TU Delft Delft University of Technology (OpenASelect)

Identity Providers with access

	AMOLF
	Hogeschool van Amsterdam
	Nikhef
	University of Twente

Log in to your portal with your TU Delft **Net ID and password**

TU Delft

Please log in to access login-protected services.

NetID:

Password:

If you have trouble logging in:

1. The system may be experiencing difficulties. Always try to log in several times;
2. Try logging in with a different browser, or check the 'pop-up blocker' settings of your browser;
3. If you have not had your intake yet, it is probable that your portal has not yet been activated;
4. If your e-mail address has changed (recently) this may be the cause. E-mail your FGS;
5. None of the above? E-mail your FGS and include screenshots.

In your DMA portal you can see three tabs:

1. Overview
2. PhD agreement
3. PhD information



The Overview tab

'My upcoming tasks' shows the next formal meeting and deadline in the PhD development cycle.

'My PhD agreement' provides a short description, including the working title, start and end date, current and upcoming Doctoral Education activities.

'My upcoming tasks' (Doctoral Education) contains:

- The **names** of your current/upcoming courses, the obligatory PhD Start-up course is already entered as your first Doctoral Education task.
- **Type** differentiates between skills categories, extracurricular activities and 'expected dissertation'.
- **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.

PhD student: Judith Linnemann-Karel [Logout](#) [Report a problem](#)

My upcoming tasks (PhD development cycle)

Due date	Status	Comments	Select
01/12/2016	02 Complete PhD agreement		

My PhD agreement

Name	Start	End	Approval cycle	Location	Status
example working title	01/09/2016	01/09/2020	0	Student	02 Complete PhD agreement

My upcoming tasks (Doctoral Education)

Name	Type	Start	End	Progress	Select
Expected Dissertation	Dissertation	01/09/2016	01/09/2020	Planned	Edit
PhD Start-Up	Transferable skills	01/09/2016	03/09/2016	Planned	Edit

My overview page is empty!

Probable causes: 1) You have not been to the intake interview yet. 2) you have had your intake, but your file was not available in DMA yet. 3) your PhD agreement 'tasks' were not activated yet.

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

PhD agreement tab

This is the tab where you record and regularly update your Doctoral Education plans and activities. The FGS records your formal work agreements here. Your supervisors can always view your PhD agreement from their DMA supervisor portal.

The screenshot shows the 'PhD agreement' tab selected in the top navigation bar. The left sidebar has 'Doctoral Education planning' highlighted. The main content area displays a table of goals with the following columns: Sel., Goal, Start Date, End date, Planned Credits, Completed Credits, and Status. The table is organized into several categories:

- Discipline-related skills**
 - Quantitative Modelling and Analysis of Supply Chains (Completed)
 - Hydro technical engineering and water & waste management (Completed)
 - Biological Processes in Environmental Technology (Completed)
- Research skills**
 - Writing a research proposal (Completed)
 - Engineering Ethics (Completed)
 - Research Design (Completed)
 - Addressing a small audience (Completed)
 - Supervising a MSc student (Planned)
 - Teaching assistance: designing laboratory test (Completed)
 - Addressing a small audience (Planned)
- Transferable skills**
 - PhD Start-Up (Completed)
 - Time Management - First Things First (Completed)
 - The Art of Presenting Science (Completed)
 - Leadership, teamwork and group dynamics (Planned)
 - Professional and Career Development (Planned)
 - Basics of Business Model Generation (Planned)
- Extracurricular**
 - Conference on web-based applications (In progress)

The PhD information tab

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



My Supervisory team:

Name	Role	Position	Organization
Hamelinck, Cornelia Rosalie Marie	Mentor	[Redacted]	Supervisors
Wieringa, Paulus	Promotor	Hoogleraar 1	Supervisors

PhD student information:

Personal information

Name	[Redacted]
Employee number	[Redacted]
TUD Nationality code	NLD

Organization

Graduate school	
Department	
Researchschool

Board for Doctorates

Diploma approved
Approval PhD student (registration completed)	
Date upload Form A	
Decision Board for Doctorates (Form A)	
Approval Form B (draft thesis)	
Approval Form C (doctoral committee)	
Approval Form D (thesis)	
DE Programme Completed	
Defence date	
Cum Laude

Exit

Discontinue date	
Reason for discontinuation	

Administrative data

VSNU category
Funding
Finance supplier	
Cohort	
BaanCode	

Board for Doctorates

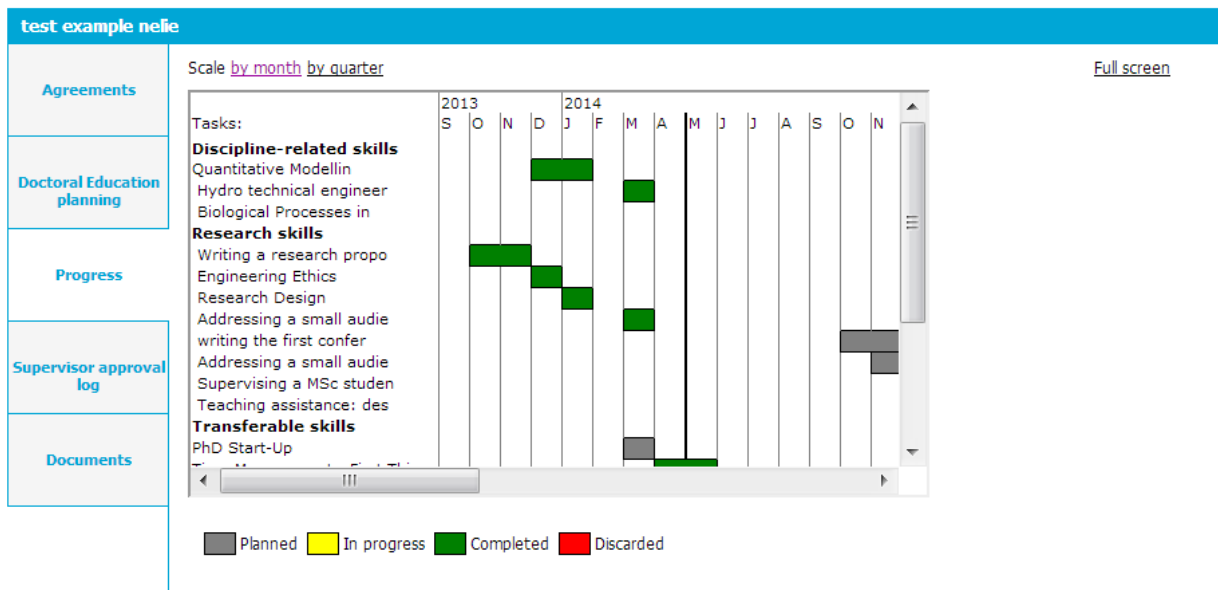
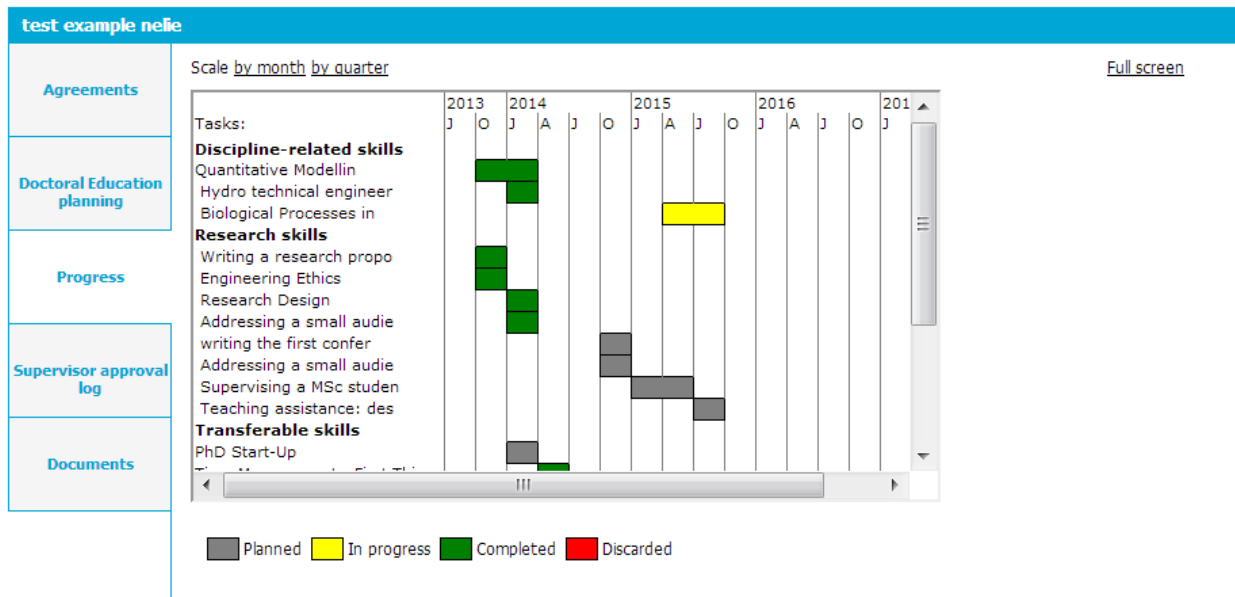
Diploma approved	yes
Approval PhD student (registration completed)	01/01/2013
Date upload Form A	01/09/2013
Decision Board for Doctorates (Form A)	05/09/2013
Approval Form B (draft thesis)	
Approval Form C (doctoral committee)	
Approval Form D (thesis)	
DE Programme Completed	
Defence date	
Cum Laude

Definitions 'Board for Doctorates' elements:

Diploma approved	The doctoral candidate has presented the required documents to the UGS. They have been checked and approved by the UGS.
Approval PhD student (registration completed)	The intake process has been completed and the candidate's file is complete.
Date upload Form A	The date upon which the Faculty GS forwarded Form A to the Board for Doctorates.
Decision BfD (Form A)	The date upon which the Board for Doctorates appointed the (co)promotor(s) and admitted the PhD candidate (provided the intake process was completed and Form A was received).
Approval Form B (draft thesis)	The date upon which Form B form was received. This form is submitted when the draft thesis has been approved by the promotor, the DE Programme has been completed and approved, and the candidate is ready to pick a defence date.
Approval Form C (doctoral committee)	The date upon which Form C was received. This form contains the proposed members of the Doctoral Defence committee.
Approval Form D (thesis)	The date upon which Form D was received. The form indicates that the draft thesis has been approved by the committee members and that the final thesis has now been approved by the promotor.
DE Programme completed	The DE programme has been evaluated by the FGS. You have successfully completed 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 whether the candidate graduated 'With Distinction'.

Progress tab

The progress tab shows a timeline of your DE planning. It is a visual representation of the second tab. 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.



Supervisor approval log tab: This tab has become obsolete. It will not be used after 1-9-2016.

Documents tab: You will be able to see uploaded documents, such as your PhD Agreement form here.

The PhD Agreement

The PhD agreement consists of 5 tabs.

Agreements tab

This tab contains the working title and an overview of the Graduate School Credits that have been planned and completed per DE category. The Yearly Progress meetings are also recorded here by the Faculty GS.

Before September 2016, doctoral candidates used this page to record agreements about the research project, supervision, educational tasks, etc.. These agreements remain visible to these candidates. However, it is no longer possible to make changes to these agreements.

Research

The topic or working title of the research project is recorded here. This is also recorded as the title of the PhD agreement. The title can be adjusted by the doctoral candidate at any time.

Doctoral Education (credit overview)

This is an overview of the planned and completed credits per course category. When planned or completed activities are recorded in the DE planning tab this overview changes accordingly.

If the amount of total completed GS credits increases, the amount of total planned GS credits should decrease. At the start of the PhD, the total planned credits should contain at least 15 GS credits for each skills category. By the end of the PhD, the total completed credits should contain (at least) 15 GS credits per skills category and the planned credits should be zero.

Overview
PhD agreement
PhD information

[Return to example working title](#)
02 Complete PhD agreement

none selected

example working title

Agreements	Research
Doctoral Education planning	Working title thesis <input style="width: 150px;" type="text" value="example working title"/> Start date 01/09/2016 End date 01/09/2020 Research description & Publication plan Attachment (research plan) Go/No-go date 01/09/2017
Progress	Doctoral Education
Supervisor approval log	GS credits Total - planned Discipline-related 0.00 GS credits Total - completed Discipline-related 0.00 GS credits Total - planned Research 0.00 GS credits Total - completed Research 0.00 GS credits Total - planned Transferable 3.00 GS credits Total - completed Transferable 0.00
Documents	

Doctoral Education planning tab

This is the first tab to open. This page contains the courses and learning on-the-job activities that have been planned or completed. Course attendance forms and/or certificates are uploaded here. Visit the Graduate School website for a detailed description of the Doctoral Education programme and its requirements and visit your FGS website for additional information.

example working title						
Agreements	Goal Type <input type="text" value="▼"/>	Group				
	Add DE task					
Doctoral Education planning	Sel. <u>Goal</u>	<u>Start Date</u> ▼	<u>End date</u>	<u>Planned Credits</u>	<u>Completed Credits</u>	<u>Status</u>
	Transferable skills					
	<input type="checkbox"/>	PhD Start-Up	01/09/2016	03/09/2016	2.0	0.0 Planned Edit
Progress	<input type="checkbox"/>	Professional and Career Development	02/09/2019	02/09/2019	1.0	0.0 Planned Edit
	Dissertation					
	<input type="checkbox"/>	Expected Dissertation	01/09/2016	01/09/2020	0.0	0.0 Planned Edit
Supervisor approval log	Action: Delete Move					

The two mandatory courses are already listed. The start and end dates are **fictional** and can be changed. Candidates are advised to follow the PhD Start-Up course within the first months of their PhD, and to follow a Professional and Career Development course when they are close to finishing the PhD Programme.

Finally, 'expected dissertation' indicates the start and end of the standard four-year period. If these dates are not correct, please contact your FGS.

Choosing courses and activities

You can find the Transferable skills and Research skills course list and an overview of Learning on-the-job activities on the GS website. More specific information on the courses may be found on Brightspace. We advise candidates to consult their supervisors and colleagues. They will probably know most about the available courses relevant to their scientific field. Course programmes can be found on the websites of various (TU Delft) Research Schools. Faculty Graduate School websites often provide with information on relevant Discipline-related and Research skills courses.

When drawing up the PhD agreement at the start of the PhD, the candidates should decide on the content of their DE programme together with their supervisory team. The proposed courses and activities (at least 45 GS credits) are recorded in the 'Doctoral Education planning' tab. Fictional/provisional dates are added to indicate when the candidate proposes to take these courses. Naturally, the course plan is not set in stone; it is always possible to change the course planning at a later date.

Adding a Doctoral Education task

Tasks can be added under four categories: Discipline-related skills, Research skills, Transferable skills and extracurricular. GS credits cannot be added to extracurricular activities.

You can find a description of the categories and the DE competences and skills on the Graduate School website.

Adding a DE course

Go to the DE planning tab of your PhD agreement and click on 'Add DE task', then select either Discipline-related skills, Research skills or Transferable skills.

Select

Type

Next

- Discipline-related skills
- Research skills
- Transferable skills
- Extracurricular
- Dissertation

You will see the following page:

Add DE task

Discipline-related skills

Goal

DE Type Course ▼

Course code

Online Course

Name

Status

GS credits - planned (DR)

GS credits - completed (DR)

Progress Planned ▼

Start date

End date

Background information

Description

Organizer

Upload Certificate

Column Planned Credits

Column Completed Credits

Save

Goal:

DE Type: Select Course.

Course code: If the course is organized by TU Delft GS, please enter the course code.

Online course: check this box if you followed an online course.

Name: Enter the exact name of the course.

Goal

DE Type Course ▼

Course code

Online Course

Name

Professional and Career Development - From Research to Industry

Status:

GS credits - planned: These are the Graduate School (GS) credits you will obtain.

Tr is an abbreviation of transferable.

GS credits - completed: You leave this empty.

Progress:

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

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

Status

GS credits - planned (Tr)	<input type="text" value="1.0"/>
GS credits - completed (Tr)	<input type="text" value="0.0"/>
Progress	<input type="text" value="In progress"/>
Start date	<input type="text" value="02/12/2016"/>
End date	<input type="text" value="02/12/2016"/>

Background information:

Description: In this section you can write down additional information about the course or the reason why you want to attend this course. If the course is not organised by the GS, we advise you to add information or a link here.

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

Upload certificate: When you have finished the course, you need to upload a scan of your proof of attendance. 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.

Background information

Description

Rich text editor toolbar with icons for Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Link, Unlink, and Source.

Organizer

Upload Certificate No file chosen

Column Planned credits

Column Completed Credits

Press save.


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 element and click edit.

- Planned GS credits – you recorded these when you planned the course. Check if they match the credits on your certificate. If not, change them in accordance with your obtained credits.
- Completed GS credits – This field will be filled automatically, it should be empty.
- **Change 'Progress' to completed.** If you press 'save' the number of credits in the planned GS credits field will be moved to the completed GS credits field. The planned GS credits field will now contain zero credits.
- Make sure the start and end date (and number of completed credits) match your certificate.
- Finally upload a **scan** of your certificate.
You can change this file by clicking browse again and selecting another file.
- Press save.

Transferable skills


Goal

DE Type	Course
Course code	T4.G1
Online Course	<input type="checkbox"/>
Name	<div style="border: 1px solid #ccc; padding: 2px;">  <p>PhD Start-Up</p> </div>

Status

GS credits - planned (Tr)	2.0
GS credits - completed (Tr)	0.0
Progress	Completed
Start date	02/03/2016
End date	07/09/2016

Background information

Description	<div style="border: 1px solid #ccc; padding: 2px;">  <p>Format <input type="text"/> Source <input type="button" value="Source"/></p> </div>
Organizer	TUD GS
Upload Certificate	D:\nhamelinck\My Documents\My F <input style="float: right;" type="button" value="Browse..."/>
Column Planned credits	
Column Completed Credits	

After you have pressed 'save', the page will look like this: the planned credits box is empty, and the completed credits box is now full.

Status	
GS credits - planned (Tr)	<input type="text" value="0.0"/>
GS credits - completed (Tr)	<input type="text" value="2.0"/>
Progress	Completed ▼
Start date	<input type="text" value="02/03/2016"/>
End date	<input type="text" value="07/09/2016"/>

Background information

Overview of obtained credits

You can find an overview of your planned and completed credits on the 'Agreements' tab. If you record a completed activity in the DE planning tab of your PhD agreement, the amount of total completed GS credits increases, and the amount of total planned GS credits decreases (in the related course category).

Doctoral Education

GS credits Total - planned Discipline-related	5.00
GS credits Total - completed Discipline-related	10.00
GS credits Total - planned Research	14.00
GS credits Total - completed Research	2.00
GS credits Total - planned Transferable	14.00
GS credits Total - completed Transferable	1.50

Course 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 teacher at the end of the course. If you are attending a doctoral course that is more than one session with more than one teacher, please use the backside of the form to keep track of your own attendance. This will determine the number of credits that the trainers will sign for.

Sometimes the teacher/facilitator prepares a certificate and provides it at the end of the course. In that case, you do not have to ask them to also sign the Course Attendance Form. You can upload this certificate instead and specify the number of course hours and preparation in the description section.

If you are doing a **MSc course**, and you have passed the exam, please ask the lecturer of the course to fill in the course attendance form (incl. your final grade). You can find more information on doing MSc courses for your DE programme on our GS website.

We also have a special form for **online courses**. You can use this course attendance form if the organization you followed the online course with does not provide you with a certificate. You can find the form on the GS website under Doctoral Education/course attendance.

Obtained a certificate without GS credits?

Sometimes, Research Schools or other organisations provide certificates without credits. Sometimes certificates do not contain GS credits because the organisation awards credits according to another classification system, such as the European Credit Transfer System (ECTS).

How do you know how many GS credits you can register in DMA?

If this course was aimed at PhD candidates (or professionals), the 8-12 hours = 1 GS credit rule applies. Record these courses as follows: Under 'Completed GS credits', fill in the amount of GS credits you have obtained according to the above-mentioned rule. Then, print a page containing the course description and the course duration **in hours**. (This explains why the credits on your certificate do not match the credits you have entered in DMA.) Scan your certificate together with this page, so your PDF file contains (at least) 2 pages. Upload this file in DMA.

Adding a 'Learning on-the-Job' (LOJ) task

You can find the overview of 'Learning on-the-Job' activities on the GS website. N.B. If your Faculty GS has a customized LOJ overview you should use their version.

Go to the DE planning tab of your PhD agreement. Select 'Add DE task', then select 'Research skills'.

You will see the following page:

Research skills

Goal

DE Type: LOJ activity

Course code:

Online Course:

Name:

Status

GS credits - planned (R):

GS credits - completed (R):

Progress: Planned

Start date:

End date:

Background information

Description:

Organizer:

Upload Certificate:

Column Planned credits

Column Completed Credits

Goal

DE Type: Select LOJ activity.

Course code: Leave empty. (Since this is not a course.)

Online course: Leave empty. (LOJ activities cannot be completed by doing online courses.)

Name: Enter the exact activity title (as stated in the LOJ table used by your FGS).

Status

GS credits - planned: These are the Graduate School (GS) credits you will obtain. R is the abbreviation for Research.

GS credits - completed: You leave this empty.

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 (consult your supervisor).

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.

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

Background information

Description: In this section you can write down additional information about the activity.

Organizer: You can leave this empty.

Upload certificate: You do not have to upload any proof for Learning on-the-Job tasks. However, if you want, you can upload a document such as a publication or presentation.

Recording completed Learning-on-the-job tasks


If you have finished a Learning-on-the-job task you follow a routine that is similar to recording completed courses (see above). You take the number of GS credits from the Learning-on-the-job activities overview. However, if the amount of credits is variable, propose a number to your supervisors and ask them to decide on the amount according to the time spent and quality of work delivered. Then enter this amount of credits in DMA.

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

How to record repetition of a LOJ activity

Sometimes it is possible to obtain GS credits by repeating a LOJ activity for a second or third time. For example: You have given one poster presentation to a major international audience and intend to give another. The LOJ overview says: GS credit indication: one GS credit per presentation. Maximum number of times with GSC: 3. This means that you can record up to three presentations in DMA; you can obtain a maximum of 3 GSC.

You should record each presentation **separately** in DMA (see example below). In this case you will have one obtained GSC and one planned GSC.

	Sel.	Goal	Start Date ▼	End date	Planned Credits	Completed Credits	Status
Research skills							
<input type="checkbox"/>		Poster presentation, major international audience	08/09/2016	08/09/2016	0.0	1.0	Completed Edit
<input type="checkbox"/>		Poster presentation, major international audience	03/03/2017	03/03/2017	1.0	0.0	Planned Edit
Transferable skills							
<input type="checkbox"/>		PhD Start-Up	02/03/2016	07/09/2016	0.0	2.0	Completed Edit
		 certificate.jpg					
<input type="checkbox"/>		Professional and Career Development	02/09/2019	02/09/2019	1.0	0.0	Planned Edit

More than 15 GS credits for LOJ?

You should register 5 to 15 GS credits which have been obtained through Learning on-the-Job activities in DMA. This means that you are not allowed to record more than 15 GS credits for LOJ activities.

If you have obtained more than 15 credits, and want to record them in DMA, you may do so by recording these activities in DMA **with 0 GS credits**.

Adding Extracurricular activities to DMA

DMA is the personal online portfolio of your PhD. Therefore, if you want, you can add activities to DMA for which you will not receive any GS credits. For instance, because these activities were part of your PhD agreement, and you want to show your supervisors that you have performed the task.

After selecting Extracurricular, you can choose between Conference, Publication and Other.

Select

Type

Next

Discipline-related skills

Research skills

Transferable skills

Extracurricular

Dissertation

Extracurricular

Goal

Type (Extracurricular)

Name

Conference

Publication

Other

Add DE task

Extracurricular

Goal

Type (Extracurricular) ▼

Name

Status

Progress Planned ▼

Start date

Background information

Description

Status

End date

Background information

Document Browse...

Save

Recording exemptions in DMA

If you have been granted an exemption, you need to record it in DMA. If you have received an exemption based on several courses, you have to record these separately in DMA. For example: You have requested an exemption for a Discipline-related course.

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

Select

Type: Discipline-related skills ▼
 Discipline-related skills
 Research skills
 Transferable skills
 Extracurricular
 Dissertation

Goal

DE Type: Select exemption.

Discipline-related skills

Goal
 DE Type: Exemption ▼

Course code: You can leave this empty.

Name: Enter the exact name of the course.

Status

GS credits – planned and completed: These are the Graduate School (GS) credits you have received the exemption for. The abbreviation stands for the course category. DR stands for Discipline-related.

Progress:

- Select 'planned' if you have not submitted the request yet,
- Select 'in progress' once you have submitted the exemption request,
- Select 'completed' if your request has been granted.
- Select 'discarded' if your request was denied. (In which case you can also delete the entire task.)

Start date: submit the date on which you submitted your exemption request.

End date: Please submit the date on which your exemption request was granted.

Background information

Description: In this section you can write down additional information.

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


Upload certificate: Upload a scan of the statement that your exemption request has been granted. At the end of your PhD this file will be checked again to assess whether you have fulfilled all DE requirements. Please make sure you also keep the original document.

An example of an exemption for a Discipline-related course:

Edit task

Discipline-related skills

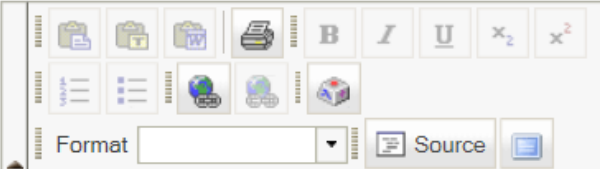
Goal

DE Type	Exemption
Course code	
Online Course	<input type="checkbox"/>
Name	<div style="border: 1px solid #ccc; padding: 5px;">  <p>Hydro technical engineering and water & waste management</p> </div>

Status

GS credits - planned (DR)	0.0
GS credits - completed (DR)	5.0
Progress	Completed
Start date	12/09/2016
End date	12/09/2016

Background information

Description	<div style="border: 1px solid #ccc; padding: 5px;">  <p>I completed this course before the start of my PhD. I requested an exemption from the board. On 12 September I received confirmation that my request has been granted.</p> </div>
Organizer	Politecnico Milano
Upload Certificate	D:\nhamelinck\My Documents\My F Browse...
Column Planned Credits	
Column Completed Credits	

Completing your DE Programme in DMA

When you have finished your draft dissertation and propositions, and have successfully completed your DE programme, you are ready to graduate and the PhD development cycle can be closed.

- a) You can **ask your Faculty Graduate School** to check and approve your DE programme as soon as you think you have fulfilled all the requirements of the DE programme. You do not have to wait until you have completed your draft dissertation. In fact, it is advisable to complete this procedure as soon as possible. Since procedures may vary according to your FGS, please **check your FGS** website or contact your FGS and check with them. In order to avoid delays, check how long it takes for your FGS to approve your DE programme.
- b) Please bear in mind that once your DE programme has been checked/approved, **your DE overview will be closed in DMA** and you will no longer be able to make any changes. Therefore, before you ask your FGS, consider whether you will be taking any more courses and whether you wish to have them included on your DE certificate. If so, you should wait.
- c) **If you are ready**, update and complete your Doctoral Education page. Be sure that all courses have been added (in the right category), spelled correctly, the number of completed GS credits are correct and every course has a course attendance form (or other proof) attached. Courses which do not have some kind of proof of attendance will not be included on your DE certificate. Make sure to include the PhD Start Up and a Career development course. Check your LOJ-activities and make sure they are not recorded as courses. Any remaining **mistakes will be included on your certificate**.
- d) Send an e-mail to your FGS, explaining that you have finished, asking them to check your DE programme in DMA. It is possible that your FGS will ask you to show them an original Course Attendance Form for one (or several) of your courses.
- e) If your DE programme was completed successfully, the FGS will inform you of their approval. They will also record it in DMA and will close your PhD agreement in DMA; you can no longer make changes. You can still view your entire DMA file.

Information for Supervisors:

Logging in:

Log in as described in chapter 'Your DMA Portal'. If necessary, select 'supervisor' portal.

Supervisors who are not employed by TU Delft can also use DMA to view the candidate's file and work agreements. However, they cannot log in via dma.tudelft.nl. If a request was made for an external portal, they should have received an e-mail from the Graduate School containing a link to their portal and another e-mail containing a password. The User Name is the same as the e-mail address the message was addressed to. **Tip:** External supervisors can only log in via this portal. Therefore, it may be convenient for them to save the link in their favourites.

'My tasks' page

This page will be removed from DMA in Q4 of 2016.

'PhD students' page

This page contains an overview of all active doctoral candidates that are linked to the user in DMA.

Overview of PhD candidates

The 'PhD students' tab displays all the active PhD candidates in DMA for which you act as supervisor. This tab looks like this:

PhD candidate overview

Name	Organization	Graduate School	Due date	Status	Location (workflow)	Role	Go to
Wilma ter Hark		Graduate School TEST	13/08/2015	15 Approved (Go)	Promotor	Promotor	View details Mail
Svitlana Oleksandrivna Krijnen-Dunayenko	TU Delft	Graduate School TEST				Promotor	View details Mail
Jemey Helena van Ooijen		Graduate School TEST		02 Complete PhD agreement	Student	Daily supervisor	View details Mail
Johanna van Schaik	Graduate School TEST	Graduate School TEST	26/04/2016	02 Complete PhD agreement	Student	Daily supervisor	View details Mail
Johanna van Schaik	Graduate School TEST	Graduate School TEST	26/04/2016	02 Complete PhD agreement	Student	Promotor 2	View details Mail
Tijl Samuel Spanjers		Graduate School TEST	15/09/2016	48 Draf thesis Approved	Promotor	Promotor 2	View details Mail

Role: The Role text box can contain Promotor, Promotor 2, Daily supervisor, Copromotor or Mentor. PhD candidate 2 (Johanna) is listed twice. That is because this supervisor has the 'role' of promotor 2 and daily supervisor for the same PhD candidate.

Status and Due date: The next task and due date are also displayed. Due dates that have passed become red.

There is no data in the status and location fields of candidate Svitlana. There are two possible explanations for this:

1. Because the candidates started her PhD before the opening of the Graduate School she does not have an active PhD agreement in DMA. Since DMA lists all known active PhD candidates, she is visible here.
2. The candidate has recently started her PhD and has not been fully registered at the UGS. The PhD agreement has not been activated yet.

View PhD candidate's file

Click on 'view details' under 'Go to' in order to view the candidate's file. First you will see some general data. Further down you will find an overview of the supervisors and mentor.

Next you will find the PhD agreement. You can see the next deadline and you can view the content of the PhD agreement by selecting [view details](#).

You can also view the messages that have been sent through DMA and any uploaded documents.

[Report a problem](#)

My tasks - To do | **PhD candidates**

PhD candidate:

Administrative data

Name: **Tijl Samuel Spanjers**

Employee number: [REDACTED]

Organization

Department: Graduate School TEST

Faculty Graduate School: Graduate School TEST

Researchschool:

Board for Doctorates

Diploma approved:

Approval PhD student (registration completed):

Date upload Form A:

Decision Board for Doctorates (Form A):

Approval Form B (draft thesis):

Approval Form C (doctoral committee):

Approval Form D (thesis):

DE Programme Completed:

Defence date:

Cum Laude:

Exit

Discontinue date:

Reason for discontinuation:

Administrative data

VSNU category:

Funding:

Grant supplier:

Cohort:

BaanCode:

Supervisory team:

Name	Role	Position	Organization	Phone
Hamelinck, Cornelia Rosalie Marie	Promotor 2	[REDACTED]	Supervisors	
Shirakvand, Rozhan	Mentor	[REDACTED]	Graduate School TEST	
Shirakvand, Rozhan	Daily supervisor	[REDACTED]	Graduate School TEST	
Spanjers, Tijl Samuel	Daily supervisor	[REDACTED]	Supervisors	
Spanjers, Tijl Samuel	Promotor	[REDACTED]	Supervisors	

PhD development cycle:

Title agreement	Type	Start date	End date	Status	Location (workflow)	Due date	Go to
Design of flying cars	standard	02/12/2012	18/05/2018	19 Submit PhD agreement to supervisors (meeting 1)	Student	14/10/2015	View details

Requests

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

Documents and mails

New mail

Type	Doc	To	Status update	Due date	Status	Author	Date	Go to
Mail		[REDACTED]	Please adjust your PhD agreement		Sent	[REDACTED]	03/08/2016	View details
PAL		[REDACTED]	(PAL) PhD agreement, approval cycle 1 - 28/07/2016			[REDACTED]	28/07/2016	View details

N.B. We have used real screen shots for this manual. In order to protect the privacy of the people involved, we have covered parts of some pictures.

Reading the PhD agreement

Under 'PhD Development Cycle' select 'View details' to enter the PhD Agreement.

PhD development cycle:

Title agreement	Type	Start date	End date	Status	Location (workflow)	Due date	Go to
Design of flying cars	standard	02/12/2012	18/05/2018	19 Submit PhD agreement to supervisors (meeting 1)	Student	14/10/2015	View details

When you are preparing for the Go/No go and Yearly Progress Meetings you can find an overview of the planned and completed credits under *Agreements*.

Design of flying cars

[Agreements](#)

[Doctoral Education planning](#)

[Progress Doctoral Education](#)

[Supervisor approval log](#)

[Documents](#)

Research

Working title thesis	Design of flying cars
Research description	
Research plan	
Start date	02/12/2012
Go/No-go date	03/03/2018
End date	18/05/2018

Doctoral Education

GS credits Total - planned Discipline-related	0.00
GS credits Total - completed Discipline-related	18.00
GS credits Total - planned Research	12.00
GS credits Total - completed Research	27.50
GS credits Total - planned Transferable	2.00
GS credits Total - completed Transferable	12.50

Under *Doctoral Education planning* you can check individual planned and completed courses and view the course certificates. You can check learning on the job activities and their credits.

Supervisor 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. Your e-mail address has changed recently.
5. 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.
6. Coldfusion error. Please contact your FGS.

I tried to 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 has not been activated yet. Contact your FGS.

I do not see all of my PhD candidates:

There can be several causes:

1. the PhD candidate is not in PeopleSoft yet (e.g. because the application for an employment contract or ‘gastvrijheidsverklaring’ is still being processed)
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 before 2012 and has not registered with the Board for Doctorates yet. Please contact your FGS and ask for their assistance.

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.

Appendix: General information

DMA users and functionality

	Users									
Functionality	University GS	Faculty GS	PhD candidate	Daily supervisor	Promotor	Promotor 2	Copromotor	Mentor	Director faculty GS	Department secretary <small>afdelingsecretaris</small>
Activate PhD candidate or staff	v	v								
Activate portal	v	v								
Activate intake workflow	v	v								
Activate phd agreement	v	v								
Undo tasks	v	v								
Upload PhD agreement and other forms	v	v								
Insert Board for Doctorates-related data	v									
Fill in DE course planning			v							
Upload course certificates			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 DE programme		v								
Generate DMA reports	v	v								
Receive DMA reports	v	v						v	v	

Glossary:

Board for Doctorates:

The Board for Doctorates (Bfd) determines the Doctoral Regulations, appoints promotors, forms doctoral 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:

A supervisor, member of TU Delft scientific staff with a doctorate degree who does not hold the ius promovendi (right to be appointed as promotor). The copromotor is **only registered as such in DMA after appointment by the Board for Doctorates**. This is usually after the Go/No go decision, in any case after Form A has been submitted. Before that time, the intended copromotor is registered as daily supervisor. According to the Doctoral Regulations you are allowed to have one copromotor, or two in exceptional circumstances.

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

Corresponding promotor/supervisor:

According to article 8.5 of the Doctoral Regulations, if there is more than one supervisor, the supervisors must decide who shall be the 'coordinator' responsible for communication on behalf of the team of supervisors.

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 Doctoral Regulations. There is no maximum amount of daily supervisors.

If a daily supervisor holds a doctoral degree, (s)he can (usually) be appointed as a copromotor by the Board for Doctorates after the Go/No go decision, upon request of the promotor.

Faculty Graduate School (FGS):

Each faculty has its own FGS with an office and a director (who is a professor at the faculty). The FGS office is the first point of contact for doctoral candidates.

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 meeting:

the formal registration of new PhD candidates at the start of their Doctoral Programme by the UGS. The intake meeting is held in groups of up to ten candidates.

Mentor:

The mentor offers support and guidance to the candidate and is appointed by the Faculty Graduate School. The mentor can view the file of his/her PhD candidates.

The Graduate School Office (GSO) (former Office of the Beadle):

Part of the UGS that intermediates between the Board for Doctorates and stakeholders of the PhD process. Amongst other things, they support the start and end phase of the Doctoral Programme; they safeguard compliance with protocol.

PhD Agreement:

Work agreement or project plan made between PhD candidate and supervisors at the start of the Doctoral Programme. It contains a research plan, agreements on supervision and educational tasks and a Doctoral Education plan. The agreements are recorded on a form and submitted to the Faculty Graduate School. The FGS uploads the form in DMA. These work agreements should be reviewed and updated every year.

Promotor:

The promotor is the main supervisor of the PhD Candidate and responsible for the Doctoral Programme. Every PhD candidate is required to have (at least) one promotor (according to the Doctoral Regulations). Promotors are appointed by the Board for Doctorates. This usually happens after the Go/No go decision, after Form A has been submitted. At this moment, all full professors and some associate professors can be appointed as promotor.

'Promotor 2':

is a second promotor who is appointed by the Board for Doctorates and supervises the PhD candidate on a regular basis. It is possible to have two promotors.

The PhD Development Cycle

PhD Agreement meeting (within 3 months)

During the first three months of your PhD, you need to formulate work agreements in consultation with your supervisory team (i.e. your intended promotor(s) and daily supervisor(s)). The agreements are recorded on the PhD Agreement Form, which 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.

After you have completed the form, and it has been signed by everyone, submit it to the FGS. They will upload a scan into DMA. You and your supervisors will be able to view the document under the 'documents' tab in the PhD Agreement page.

For more information and inspiration, read the GS Guide. You can find it on the GS website under the shortcuts.

Review meeting (after 6 months)

We recommend that you have a meeting with your supervisory team (at least 3 months) before your Go/No go deadline. 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 might be heading towards a 'No go', you should discuss how you can improve and what actions you can take to get a 'Go'.

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

This six-month progress meeting is not mandatory at every faculty (it already is at Aerospace Engineering and EEMCS). Please check your Faculty Graduate School website for more information.

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 in an e-mail, which you send to the rest of the team.

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

At the end of the first year you and your supervisory team are required to review your progress and plans for the coming period in order to assess whether you are capable of completing your PhD project within the set four years. This first yearly progress meeting is known as the 'Go/No go' meeting. If you receive a 'No go' your doctoral programme will be terminated. The final decision rests with your promotor. If you receive a 'Go' you should review your PhD agreement and make new agreements for the coming year(s).

N.B. Every faculty has its own way of organising the Go/No go meetings, please check their website for additional information.

Your promotor should schedule the meeting. Ask your promotor how/what to prepare for the meeting.

Paperwork

During or immediately after the Go/No go meeting, you will have to sign one or two forms.

The Go/No go form is signed by the promotor, the doctoral candidate and the committee members at the end of the meeting. The original form should be submitted to the FGS office.

Form A is completed and signed after a 'Go' decision. This form should be submitted to the FGS office. They will forward the form to the Board for Doctorates. By submitting this form, the PhD candidate asks permission to continue with the PhD (you will no longer be a 'first-year PhD candidate'). The proposed promotor asks to be appointed as your promotor, and if you have a daily supervisor with a doctoral degree, this person may be appointed as your copromotor.

After form A has been considered by the Board for Doctorates you will receive confirmation via email. 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 Doctoral Regulations for more information.

You can find form A on the GS website under 'Regulations and Defence'.

Preparing for your Go/No go meeting in DMA (2 weeks before the meeting)

Update your DE page and upload certificates. Which courses did you complete and which courses are you going to attend next year?

After the Go/No go meeting:

If necessary, update the Doctoral Education planning in DMA. The form will be uploaded by the FGS for future reference.

Yearly Progress Meetings (YPM) (after 24/36/n months)

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

One month before the meeting deadline, DMA sends an automated message to the PhD candidate and the promotor, reminding them to schedule the meeting.

Preparations in DMA (2 weeks before the meeting)

Your Doctoral Education Planning tab should be up to date, so your supervisors can check your progress and future planning. Upload certificates and enter GS credits for completed courses.

Paperwork:

Download the **Yearly Progress Meeting Form** from our website. At the end of the meeting, the YPM Form should be completed, printed and signed.

After the meeting:

The Progress Meeting Form should be submitted to your FGS together with additional documents. The FGS uploads scans of these documents in DMA. The FGS will also record the date of the meeting and the Overall Performance Score in DMA.

You can find the PhD agreement, Go/No go and YPM forms on the GS website on the 'PhD Development Cycle' page.

Please visit the website of your Faculty GS for more specific information about the progress meetings, such as an overview of necessary preparations and topics to be discussed.

More information

For more information, visit our website graduateschool.tudelft.nl.

You can find the TU Delft Doctoral Regulations and Implementation Decree on the '[Regulations and Defence](#)' page.

Contact your Faculty Graduate School

Graduate School	E-mail	Website
Aerospace Engineering	graduateschool-AE@tudelft.nl	https://www.tudelft.nl/en/lr/research/graduate-school-of-ae/
Applied Sciences	graduateschool-TNW@tudelft.nl	www.graduateschool.tnw.tudelft.nl
Architecture and the Built Environment	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.tbm.tudelft.nl/graduateschool

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