

2018-02: Measures to improve PhD-yield 3MD

Decision of the board of 3MD, 5 April 2018

In order to improve the yield of PhD's, 3MD applies the following measures. These measures are applicable to all PhD's (standard, scholarship, self-funded etc.).

Selection:

- Request documentation, being at least: grade list, diplomas, a relevant paper, summary of the graduation thesis and names of three referees;
- The selection interview is always carried out by both promotors or promotor and co-promotor;
- During the interview (possibly via Skype) the candidate is asked to give a presentation, containing at least:
 - Presentation of the candidate him or herself;
 - Presentation of scientific work;
 - Vision on the PhD-project;
 - Optional: presentation of an assignment given prior to the interview;
- English language proficiency;
- References are always obtained;

1st year:

- A short-term (6 months) and long term (4 year) research plan is formulated by (co)-promotor;
- The PhD will be involved a.s.a.p. in making the work plan;
- The PhD will have at least every 4 weeks a meeting with his promotors or promotor/co-promotor, and more frequent with the daily supervisor;
- After 3 months the PhD writes a schematic work plan, to be documented in the PhD agreement;
- The go/no-go meeting should be timely planned;
- Within 9 months the PhD provides a literature survey, being documented in such a way that English proficiency and writing skills can be judged.

Go/No Go:

- Both promotors or promotor/co-promotor are attending the go/no-go meeting;
- The PhD is challenged on forehand to present a work plan for the remaining period;
- Points of improvement are explicitly documented in the minutes. In case of doubts, additional assignments can be given. Final decision will be made before the 15th month.

Continuation (year 2-4):

- Yearly progress meetings should be timely planned. At the time of YPM36 outlines of the thesis should be ready and clear agreements for the remaining last year, aiming at timely finishing, will be made;
- The PhD will have at least every 4 weeks a meeting with his promotors or promotor/co-promotor;
- Maximum period of appointment for regular PhD's is 4 years. Extension will only be arranged in case of illness, pregnancy or if the PhD was asked to carry out additional tasks besides his or her PhD-research.