



PHD-AGREEMENT FORM

to be filled out prior to/during the **PhD-agreement meeting** (@ 3 months) details on this meeting are available in the IDE Graduate School Meeting Manual

Please use Adobe Acrobat at all times to open and edit this form

WHY FILL OUT THIS FORM

At the beginning of the project the collaborating parties (e.g. PhD candidate & supervisory team) need a clear agreement on what to expect from each other, how the collaboration is arranged and whether special facilities are needed to secure the execution of the PhD-project.

PROJECT DETAILS

Full name of PhD candidate:

Employee number:

PhD start date:

Date PhD-agreement meeting:

Intended promotor(s):

Daily supervisor/intended co-promotor:

PhD-mentor:

DESCRIPTION OF THE RESEARCH

Please give a 200-300 words description of the research topic and its connection to the research portfolio of IDE.

RESEARCH PLAN

Please attach the planning for the research work. Clearly indicating planned studies, publications, milestones, other research activities and Doctoral Education activities with the timeframe in which these activities will take place.

attached file:

DEVELOPMENT OF COMPETENCES AND SKILLS

The TU Delft has defined a set of competences which suit the profile of a PhD candidate at this university. During your time as a PhD candidate at TU Delft you should work on developing these competences. The Doctoral Education programme is aligned with these competences. So link the development of these competences to the activities you plan to do in your Doctoral Education programme.

PhD candidate preparation

In preparation for the meeting please assess your development on the competences below in relation to the **UGS DE Competences Model**. And indicate where/how improvements can be made. Refer to the **UGS Competency Development Guide** for a definition of the competence levels.

Translate this assessment to a plan for your Doctoral Education programme, which should be included as an attachment to this form.

During the meeting

During the meeting the PhD candidate and the supervisory team discuss each competence, set priorities and formulate concrete goals and actions. Coming to a clear plan on which competences are to be developed during the first year.

1= needs further development, 2= at requested level, 3= exceeds requested level.

Competence:	Level:	Goals and actions:
Discipline related skills		
D1. Scientific Knowledge Acquires and internalises existing scientific knowledge in the field of the PhD project.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	
D2. Engineering & Design Acquires and internalises the design and engineering skills to execute the PhD project.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	
Research skills		
R1. Research Management Formulates and designs the research strategy including the planning and carrying out of the project and evaluation/validation.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	
R2. Academic Thinking Evaluates the value of a statement or a fact, to question matters and to make clear reasoned judgements. Is able to actively and creatively look for improvement.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	
R3. Academic Attitude Makes choices that reflect integrity and responsible behaviour and works in line with the TU Delft scientific code of ethics.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	
Transferable skills		
T1. Effective Communication Passes on ideas and opinions to diverse audiences in a clear language. Is able to prepare and give clear and fluent presentations in a confident manner.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	
T2. Working with Others Works well with academic staff, peers and supervisor; sets a tone of cooperation within the work group and across groups; coordinates own work with others; values working relationships; when appropriate facilitates discussion before decision-making process is complete.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	
T3. Teaching, supervising & coaching Inspires students to develop knowledge and skills.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	
T4. Self-management Manages time effectively and maintains a healthy work-life balance with an assertive, creative and confident attitude as well as being able to deal with change, stress and procrastination.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	

TEACHING PLAN

The PhD candidate has two areas of responsibility: research and teaching. At least 85% of the time should be devoted to research and related activities. The faculty guideline is that the PhD candidate is expected to take part in teaching up to 10% of his/her time (for in-house standard or contract PhD candidates).

Please give a description and planning of the teaching and/or educational activities:

SUPERVISION PLAN

The supervisory team commits upto a total of 200 hours of supervision for each year as needed (to be divided among the supervisors). Please describe the way in which supervision will take place and how the supervision hours will be divided among the supervisory team.

ADDITIONAL (EXTERNAL) AGREEMENTS

Please describe any additional conditions for this project (e.g. scholarship-conditions, project-partner agreements, mandatory presence/absence, requested progress declarations, etc.)

DATA MANAGEMENT PLAN

TU Delft has an Open Data policy, which requires researchers to manage data responsibility. What type of data does the team expect to gather, how will it be stored, and how is privacy and security dealt with. If applicable, file for approval by the Human Research Ethics Committee (HREC).

AGREEMENT

As agreed upon by (please also sign attachments):

Signature intended promotor(s):	Signature daily supervisor/intended co-promotor:
Signature PhD candidate:	Signature PhD-mentor:
Signature IDE-GS director:	