

Reading guide PhD Development Cycle Faculty AE

In order to guarantee the quality of the PhD process and to increase the PhD pass rate, TU Delft has implemented certain measures, including a tailor-made PhD Development Cycle (4 years). This evaluation cycle is better suited to the nature of the PhD process than the R&D cycle and is mandatory for all PhD candidates at TU Delft. The proposed cycle commences on the first day of the PhD period and consists of 6 sections:

1) PhD agreement (obligatory, within 3 months)

A PhD agreement is drawn up within the first 3 months of the PhD period.

Attendants to the meeting: PhD candidate, daily supervisor, promotor.

2) 6 months progress meeting (obligatory, after 6 months)

After approximately 6 months from the start of the PhD period, a progress meeting is held with the promotor, the daily supervisor and the PhD candidate.

3) Go/No go meeting (obligatory, in month 9)

Attendants to the meeting: promotor, daily supervisor and PhD candidate + external(s).

In month 8 there will be a reminder from the GSAE.

4) PhD yearly progress meeting (obligatory, after 24 months)

Attendants to the meeting: PhD candidate, daily supervisor, promotor.

5) PhD yearly progress meeting (obligatory, after 36 month)

In this meeting, attention is paid explicitly to the schedule for writing the PhD dissertation and transferring knowledge accumulated during the PhD period, and to the next step in the career.

Attendants to the meeting: PhD candidate, daily supervisor, promotor.

6) Exit interview (optional, at the end of the contract)

The PhD period ends with an exit interview, in which attention is paid to the experiences gained during the PhD period.

A more detailed description of the progress meetings after 24 and after 36 months is given below.

Yearly Progress meetings (after 24 and after 36 months)

In order to reflect on the results that have been achieved (in relation to the agreements set down in the PhD agreement) and to set objectives for the future, progress meetings are held at the end of the second year and at the end of the third year.

The PhD candidate, the daily supervisor(s) and the promotor(s) are all present at the progress meetings. These meetings are held with all PhD candidates. The HR advisor can be invited (by one of the parties, if desired) to take part in the progress meeting. These meetings are scheduled by the promotor, and should take place before the DMA system's due date.

Preparations for Progress Meeting

In preparation for the progress meeting, the PhD candidate is asked to submit the GS Progress Meeting Form, including the following attachments in good time (at least two weeks in advance).

1. Format free: an overview of the results achieved in the area of research and other tasks performed over the past year.
2. Format free project plan: goals for the coming year, including a timetable and the expected academic results (such as papers and dissertation chapters).
3. A print of the updated version of the Doctoral Education overview from DMA.

In the self-reflection section, the PhD candidate describes what he/she thinks of the results achieved (what went well, what could have gone better, which obstacles did they face, how were they

overcome, etc.). In the additional comments about the process attention could be paid to the supervision, mentoring, support from the Graduate School, Doctoral Education, etc.

Progress Meeting Agenda:

At least the following subjects must be discussed at a progress meeting:

- Evaluation and feedback on development (including feedback provided at previous meetings)
- State of development based on competences (personal development) and Doctoral Education
- New agreements and planning for the coming period
- Future plans and feedback on supervision

Follow-up steps

The agreements made during the progress meeting for the coming year, on which competences the candidate will work on and any other relevant remarks will be entered on the form by the daily supervisor, the promotor and the PhD candidate, which is then immediately signed by each of them. After this, the PhD candidate modifies the PhD agreement and the schedule in DMA, so that the daily supervisor and/or promotor can then approve them in DMA.

The daily supervisor (or promotor), in conjunction with the secretary of the section, then ensures that the completed GS Progress Meeting Form, with the 2 annexes, is handed to HR who takes care of the further processing and approval by the Chairman of the Department. The GSAE office monitors the process and uploads a scan of the form into the DMA system. The original Progress Meeting Form is filed in the personnel file by the faculty HR secretariat.

Annual meeting at management level

Since the start of the Graduate School, the PhD candidates are no longer part of the annual R&D cycle. It is up to the Faculty to reflect yearly on the development of the department's PhD candidates in general, borderline cases, activities of the GS, PhD pass rate, general conclusions from exit interviews, etc.