

Doctoral Education Requirements, Conditions & Costs

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The Doctoral Education (DE) Programme is an integral part of the preparation for the doctorate. The DE Programme ensures and enhances the development of scientific quality along with the needed proficiency for interpersonal skills. The tailored DE programme comprises courses for acquiring transferable skills, courses to increase disciplinary competences, understanding ethics and integrity and research skills : activities to reach full proficiency in conducting research.

At the start of the Doctoral training, each candidate prepares a personal DE plan that covers specific needs and expectations, in open consultation with their supervisory team. Doctoral candidates choose from a range of courses and activities enabling them to deepen and broaden their competences and skills in each competence category in the DE programme. The TU Delft Graduate School (GS) ensures the quality of the DE courses and personal training offered to the candidates.

This document is intended to give the doctoral candidate a condensed overview of the requirements, conditions and costs regarding the DE programme. The DE requirements are in place as to ensure depth and breadth regarding the development of your skills. These requirements are regarded as the minimum that must be achieved and not the maximum that may be reached.

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1. DE Requirements

- The full Doctoral Education (DE) Programme is equivalent to 45 GS credits.
- 15 GSC is the minimum number of credits that should be obtained per category (discipline-related skills, research skills and transferable skills).
 - Discipline-related skills: to obtain a greater breadth and depth of knowledge required in your field of doctoral research.
 - Research skills: to improve your ability to conduct scientific research.
 - Transferable skills: focuses on the development of your personal and professional skills
- Aside from DE courses offered by GS, you may also follow courses elsewhere (e.g. research schools, other universities, online courses, summer schools, workshops at conferences).

N.B. Please be aware that your Faculty GS (FGS) may have extra requirements concerning your DE programme. These requirements can be found on the website of your FGS. If you have any questions regarding DE, you can contact your FGS. All decisions regarding your DE programme (course selection/learning on-the-job activities, course enrolment) must be made in consultation with your Promotor/Daily Supervisor and according to the guidelines of your FGS.

2. About DE costs

- All courses in the Research category that are offered by the University Graduate School (UGS) can be followed free of charge by TUD PhD candidates. These courses will be financed by the UGS.
- Additional materials, that are required for some courses, need to be financed by the department/funding body of the PhD candidate. Hand-outs are included in the price of the course. • Please note that if you choose to follow courses, other than those offered by the UGS, this needs to be financed by your department/funding body.
- Always consult your supervisor regarding costs before enrolling in a course.

3. Mandatory Courses

There are two mandatory courses in the category transferable skills:

- PhD Start-up (Module A + B + C → total of 2 GS credits)
- Career Development (1 GS credit). The UGS offers various career development courses but you are free to do this elsewhere as long as this is in accordance with your supervisory team.

4. Course Enrolment/Cancellation

- You can enrol for most courses in Coachview.
(Enrolment is mostly via Coachview and in some cases via e-mail.)
- You may only enrol for a course if you are able to complete all sessions of the course.
- If a course is full, you can enrol yourself in the waiting list in Coachview.
Currently, Coachview does not have an automated waiting list functionality. For this reason, the waiting lists are processed manually one week prior to the start of the course. Before this time, it could be that places become available and these are NOT automatically filled with participants in the waiting list. We therefore advise you to check Coachview frequently to check if a place has become available. Enrolment for courses in Coachview will be closed one week in advance. From this point forward, it will only be possible to enrol/cancel your enrolment by sending an e-mail to graduateschool@tudelft.nl. This is when the waiting list will be used to fill any available places in the course on a first-come, first-serve basis.
- If you cancel within 7 working days before the start of a DE course (research/transferable)/do not attend one or more sessions of the course that you are enrolled in, your department will be required to pay the cost price per course day (160 Euros).
- If the course you are enrolling in does not reach the minimum number of participants, one week before the start of the course, it will be cancelled/re-scheduled.
- Enrolment in MSc courses is not via GS. You can find the instructions for enrolment in these courses and exams on the GS website.

5. About GS credits

- Graduate School credits are used to quantify the workload of Doctoral Education courses.
- 1 GS credit is equal to 8 hours with an additional max. 4 hours for preparation and assignments.
- You may register a maximum of 5 GS credits per course.
- If you follow a Doctoral course at a location other than the GS, 1 course day is equal to 1 GS credit.
- You can only obtain credits by attending the full course. In case you missed part of a course, please send an e-mail to info@graduateschool.tudelft.nl whether you can follow the missed session with another group.
- You must obtain a minimum of 5 GS credits via Learning on-the-Job activities in the category Research Skills. Some activities are listed as having a variable amount of credits e.g. 2-4 GS credits. As these activities are performed under the supervision of your Promotor/Daily Supervisor, they determine the exact number of credits that you can register for the particular activity. Several FGS have an own learning on-the-job activity list, which can be found on the website of the respective FGS.
- You can obtain a maximum of 4 GS credits via language courses.
- If you have already obtained 15 GS credits for transferable skills and would like to follow more GS courses in this category, you can do so in consultation with your supervisor, at no additional cost.
- If you follow a Master's course for your DE programme that is classified according to European Credits (EC), you can be rewarded only a maximum of 5 GS credits. The credits may only be included if you pass the exam.
- If you followed a doctoral level course at a research school or other organisation, your credits are determined by the duration of the course. One course day equals one GS credit. Example: your course at a research school lasted 5 full days and the certificate states that you obtained 2 ECs. You may register 5 GSC in DMA.
- If you follow an online course, you can calculate the number of GS credits by dividing the study load in hours by 12 (e.g. A study load of 24 hours would be equal to 2 GS credits).
- You can obtain all your DE programme credits with online courses.
- The conversion rate table below can be used to translate GS credits to EC's (one way) in case of collaboration with other universities. A PhD candidate may need to give an overview in EC's rather than in GS credits which is the local system used at the TU Delft.

Conversion Table GS Credits to EC's.

One Graduate School credit point equals 12 hours of doctoral education, including preparation. One credit point according to the European Credit Transfer System reflects 28 hours of study. On the basis of these hours of education load the following table is accepted by the Board for Doctorates:

GS	-> EC	GS	-> EC	GS	-> EC
1	-> 0,5	16	-> 7	31	-> 13,5
2	-> 1	17	-> 7,5	32	-> 13,5
3	-> 1,5	18	-> 7,5	33	-> 14
4	-> 1,5	19	-> 8	34	-> 14,5
5	-> 2	20	-> 8,5	35	-> 15
6	-> 2,5	21	-> 9	36	-> 15,5
7	-> 3	22	-> 9,5	37	-> 16
8	-> 3,5	23	-> 10	38	-> 16,5
9	-> 4	24	-> 10,5	39	-> 16,5
10	-> 4,5	25	-> 10,5	40	-> 17
11	-> 4,5	26	-> 11	41	-> 17,5
12	-> 5	27	-> 11,5	42	-> 18
13	-> 5,5	28	-> 12	43	-> 18,5
14	-> 6	29	-> 12,5	44	-> 19
15	-> 6,5	30	-> 13	45	-> 19,5

6. About registration of your credits

The below information provides a short overview of how to register credits for the different types courses/activities for your DE programme. Keep all of your certificates and course attendance forms, as you may be asked to show them. For full instructions on how to register this information in DMA, please consult the DMA manual on the GS website.

- You are required to keep track of the credits you obtained by using the attendance form Course Attendance Form for each and every course that you participate in. You can also use this form as a proof of participation for courses followed outside of the Graduate School (when a certificate has not been issued to you).
- **Registration of doctoral courses:** Download the “Course Attendance Form” from the organisation Graduate School in Blackboard and ask the trainer to sign the form at the end of the course. If you are following a doctoral course that is more than one session with different trainers, you may be asked to track your own attendance using the backside of this form. This will determine how many GS credits the trainer will sign for. Upload the signed form in the DE section in DMA.
- **Registration of online courses:** If you do not receive a certificate for an online course that you followed, download the “Course Attendance Form for Online Courses” from the organisation Graduate School in Coachview. In this form you must write a short reflections on your key learnings. Your supervisors must sign this form. Upload the signed form in the DE section in DMA.
- **Registration of MSc courses:** If you are registering credits for a MSc course, you also need to use the “Course Attendance Form”. The lecturer must indicate that you have passed the exam and also record your grade on the form. The lecturer will send the original to Education and Student Affairs, Account Group 1 at Jaffalaan 9a. Upload the signed form in the DE section in DMA.
- **Registration of learning on-the-job:** You can register learning on-the-job activities directly in DMA. You do not need a course attendance form.

7. Exemption / Full Dispensation

Exemptions

PhD candidates who have completed doctoral level course work prior to starting their PhD at TU Delft, are eligible for requesting an exemption. The total exemption request should be for a minimum of 5 GS credits. If you are granted an exemption for more than 15 Graduate School credits, you will not receive a DE certificate. However, you are still required to complete the remainder of the DE programme.

If you would like to request an exemption, you can fill out the [application form](#) and send it to your [Faculty Graduate School](#). PhD candidates should register their approved exemption request(s) in DMA. See the [DMA manual](#) for instructions.

Full dispensation

In some cases, the Board for Doctorates will grant PhD candidates dispensation for the entire DE Programme, (i.e. you no longer have to fulfil any requirements of the DE Programme). If you and your supervisor agree that you have valid reasons for dispensation, make your request as soon as possible, but no later than 4 months after the date that you started your PhD at TU Delft. The procedure for this is as follows:

1. You should write an e-mail to your Faculty Graduate School (FGS) and cc to your promotor, clearly stating why you should receive dispensation.
2. If the FGS supports your request, they will forward it to the Board for Doctorates (via the University Graduate School [UGS]).
3. The vice-rector will approve or disapprove your request on behalf of the Board for Doctorates.
4. You will receive an e-mail from the UGS office with the decision within 2 weeks after the receipt of your request by the vice-rector. The e-mail will be sent to you, your promotor and the FGS office.
5. The outcome will also be registered in DMA by the UGS.
6. N.B. If PhD candidates are awarded an exemption/dispensation, their faculty/funding body are still required to pay the entrance fee which must be paid for all new PhD candidates.