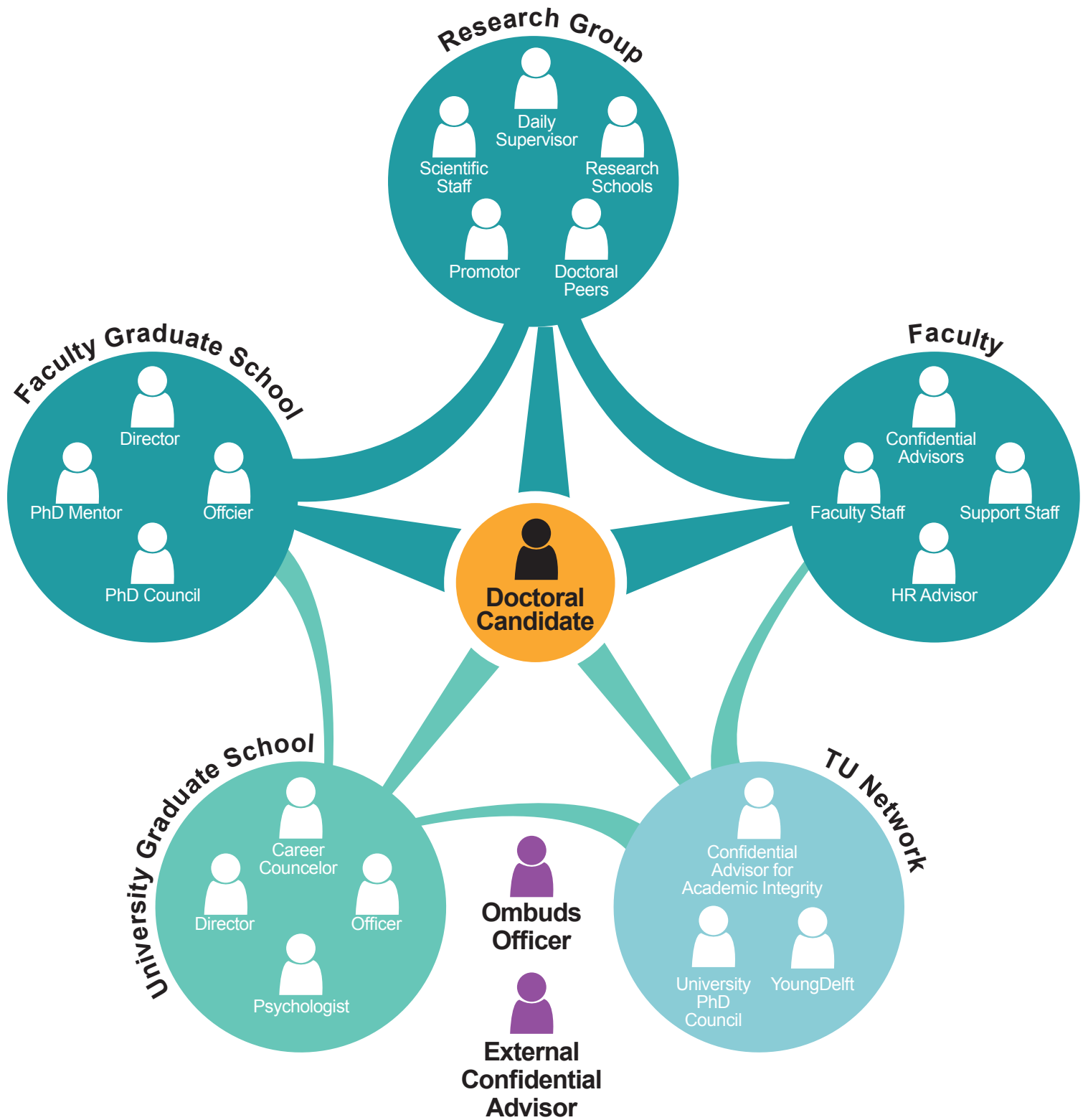


# You are in the centre



## Faculty Graduate School (FGS)

*Director:* Is responsible for the coordination, organisation and budget of their faculty's Graduate School. Also responsible for the monitoring, supervision and quality of their doctoral candidates' DE programmes.

*Officer:* Their aim is to support the PhD process on an administrative level. This includes: advising doctoral candidates and supervisors on GS guidelines and services, informing the UGS of new Doctoral candidates, monitoring DMA and processing (HR) forms of doctoral candidates.

*PhD Council:* Several faculties have their own PhD council. They aim to support the social and professional needs of the PhD community at their faculty.

*PhD Mentor:* Doctoral candidates can consult their mentor for support/advice when experiencing problems with the process and progress of their PhD programme that they feel cannot be solved in discussion with their supervisors. All contact is strictly confidential.

## Research Group

*Doctoral Peers:* Fellow doctoral candidates.

*Daily Supervisor (sometimes copromotor):* Usually an Assistant or Associate Professor. His or her role is to interact on a frequent basis in the research design, provide frequent guidance, training and feedback, monitor research progress and to make sure that sufficient academic research quality is reached by the candidate.

*Promotor:* A supervisor with the *Ius Promovendi* (the right to act as promotor). At least one promotor is employed at TU Delft. This supervisor is responsible for the doctoral candidate's Doctoral Programme.

*Research Schools:* Combine cutting-edge research with education and training for doctoral candidates and post-doctoral researchers in a given field.

*Scientific Staff:* This includes professors, assistant professors, associate professors, researchers and postdocs.

## Faculty

*Confidential Advisors:* Doctoral candidates can turn to these advisors for support when they experience undesirable behaviour: e.g. aggression, (work-related) conflicts, sexual harassment, bullying. All contact is strictly confidential.

*Faculty Staff, Support Staff:* All non-scientific staff that specialise in administration, policy or (technical) support. (e.g. lab assistants, secretaries, finance, student counsellors, policy makers, etc.)

*HR Advisor:* This advisor can be consulted regarding matters such as support for the PhD Development Cycle, terms of employment (like.g. pension, special leave, safety and holidays) and development of competences and skills.

## TU Network

*Confidential Advisor for Academic Integrity:* Confidential counsellor for members of staff, students or guests of TU Delft who find themselves confronted by issues concerning scientific and academic integrity and who feel the need to discuss the matter. All contact is strictly confidential.

*University PhD Council:* The independent representative body for doctoral candidates at TU Delft. They aim to support the social and professional needs of the entire PhD community at TU Delft.

*YoungDelft:* Young Delft is the TU Delft-wide community for employees under the age of 36. They offer a platform to meet other young employees and to learn about TU Delft.

## University Graduate School (UGS)

*Career Counsellor:* offers doctoral candidates personal counselling and advice on different career-related issues.

*Director:* Is responsible for the coordination, organisation and budget of the Graduate School.

*Officer:* is responsible for intake and registration of all new doctoral candidates and preparation for and admittance to the defence ceremony.

*Psychologist:* is available to all TU Delft doctoral candidates. Offers short term support and treatment for all kinds of personal issues or experienced difficulties in the PhD research process. All contact is free of charge and strictly confidential.

## Ombuds officer for staff

*Ombuds officer:* can support individual employees, groups or managers in analysing and solving these issues. The Ombuds officer for staff acts as an intermediary, is independent and does not issue binding judgements. The Ombuds officer for Staff is not employed by TU Delft and therefore works autonomously.

*External confidential advisor:* can be contacted when you encounter undesirable behaviour, such as bullying, aggression, (sexual) intimidation, stalking or discrimination, or other behaviour that you encounter as very undesirable in the work- or study place. The information and correspondence shared or held with the external counsellor is always confidential and will remain anonymous.