



# Culture, Structure, & Community

Lessons from about a dozen years of cross-faculty support for PhD supervision

prof. Pieter Jan Stappers, director faculty graduate school

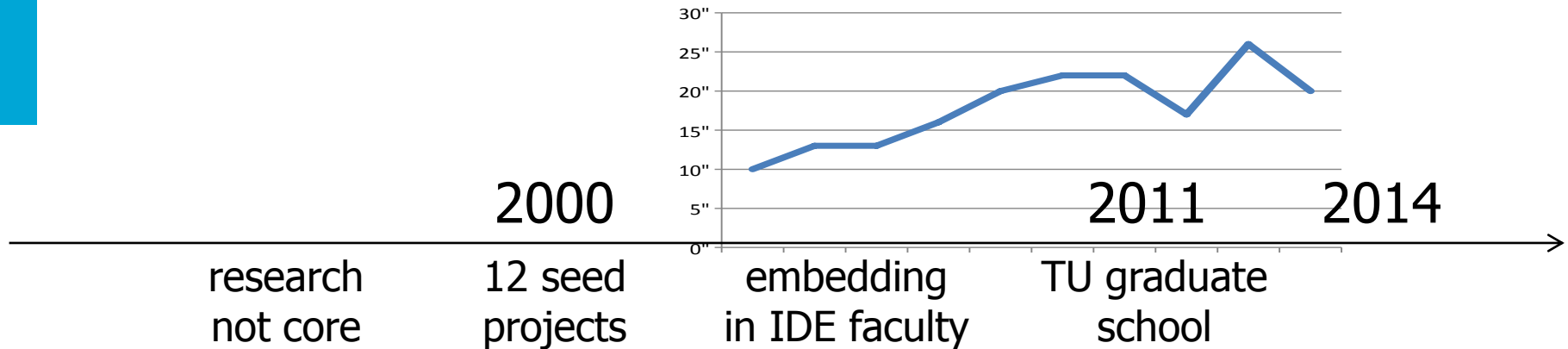
prof. Elisa Giaccardi, coordinator doctoral education

ir. Moniek van Adrichem, graduate school officer

Erica Radelaar, Human resource manager

# Where we've come from

## Development of the PhD at IDE



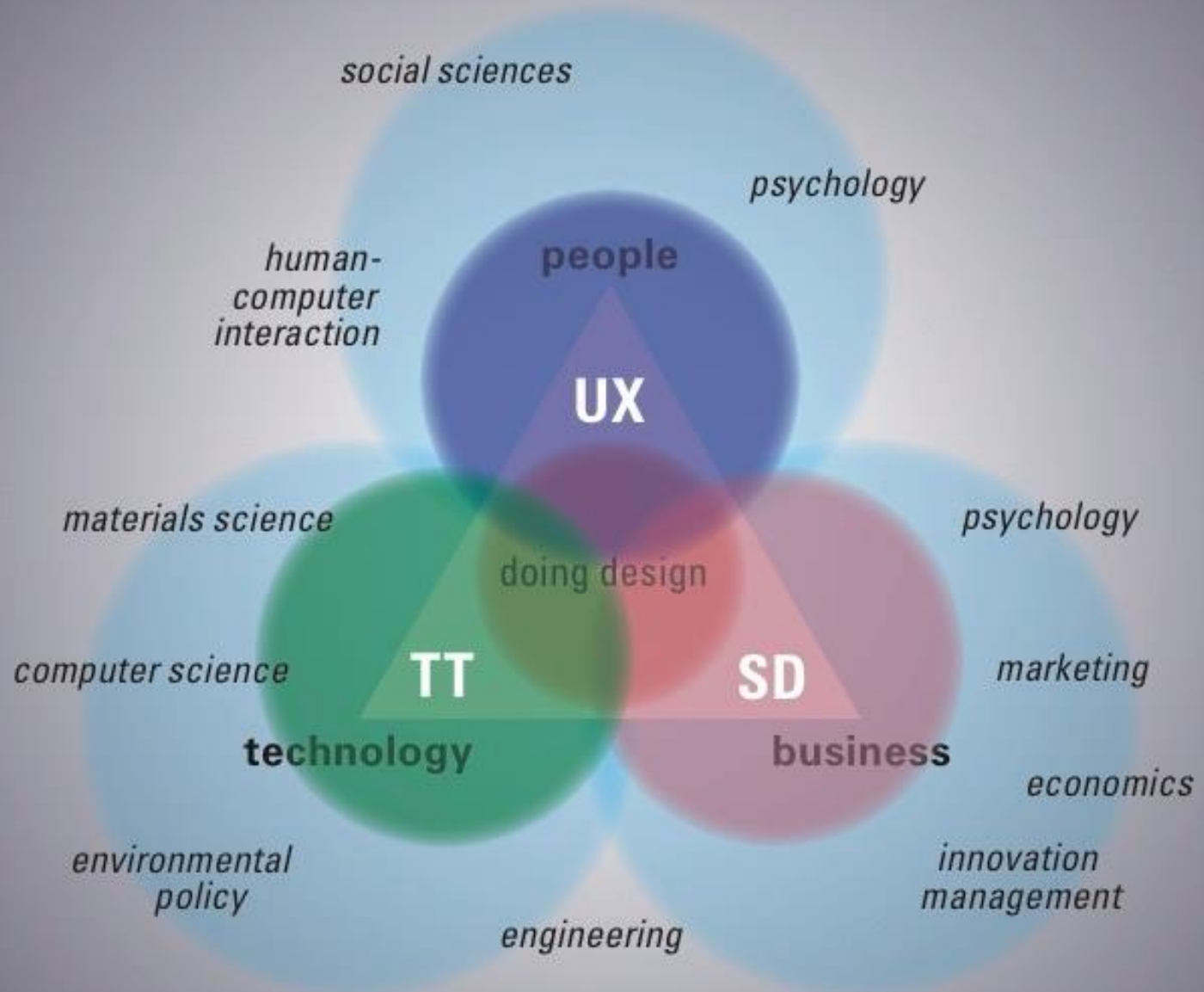
supervision  
by promotor

strengthening  
structure

transparency  
education

selection  
supervision

140 PhD candidates  
200 PhD graduates



















social sciences

psychology

*established  
disciplines*

*industrial  
practice*

		FIRST			
SECOND	Visual				
	Auditory				
	Tactile				
	Olfactory				



basic  
research

research  
in design  
context

design-  
inclusive  
research

*research  
through  
design*

practice-  
based  
research

design  
practice

environmental  
policy

innovation  
management



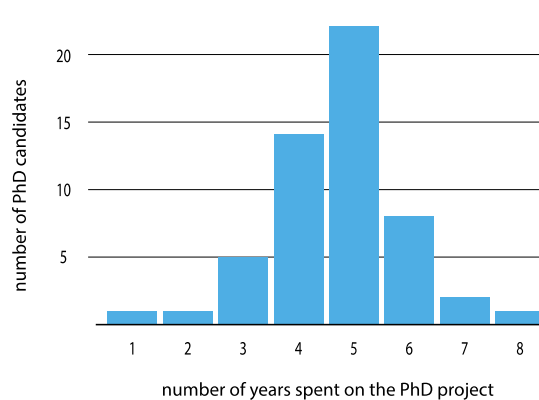
# Where we stand

Sector	SD	UX	TY	Total
University	11	18	8	37
Education	1	2	2	5
Consultancy		8	5	13
Research	3	2	4	9
Industry	1	4		5
Government	1			1
Total	17	34	19	70

# Where we stand

## Duration of **completed** PhD projects at the faculty of IDE

25 July 2014 (measured over projects started from 1-1-2005 onward)

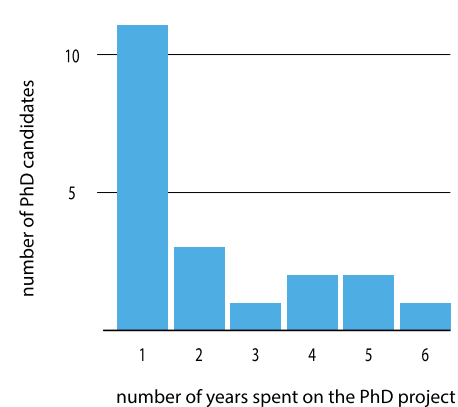


Average number of years  
spent until completion  
of the PhD project

4.7

## Duration of **terminated** PhD projects at the faculty of IDE

25 July 2014 (measured over projects started from 1-1-2005 onward)



Average number of years  
spent before termination  
of the PhD project

2.1

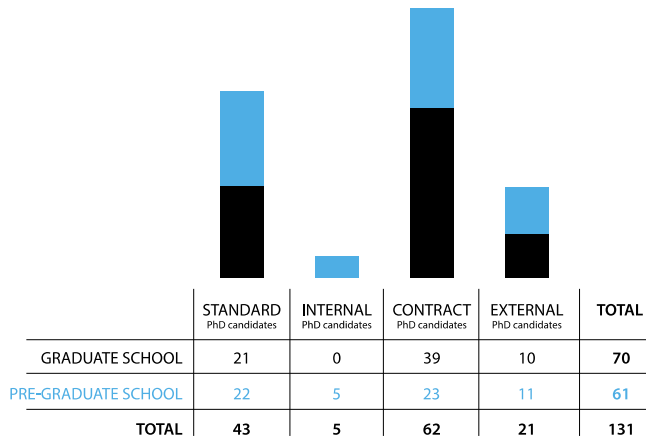
Compare  
2007-2012

5.8

# Where we stand

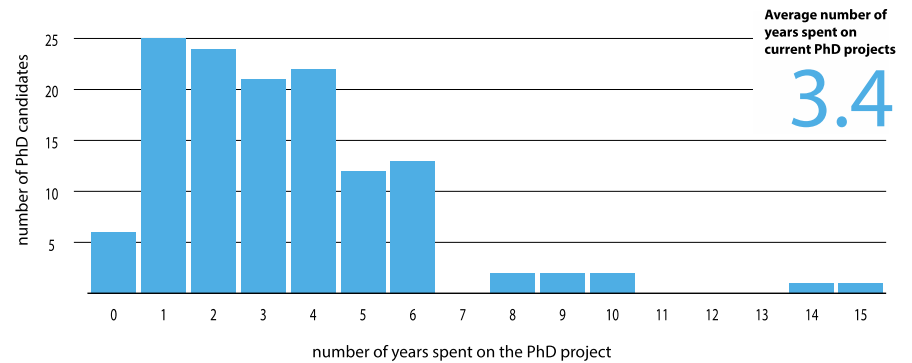
## PhD candidates at the faculty of IDE

4 November 2014



## Progress of **current** PhD projects at the faculty of IDE

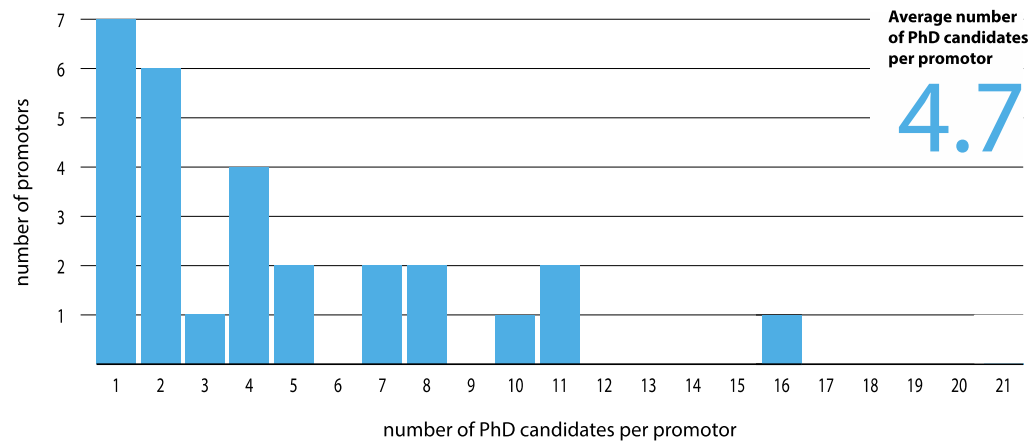
4 November 2014



# Where we stand

## PhD candidates per promotor at the faculty of IDE

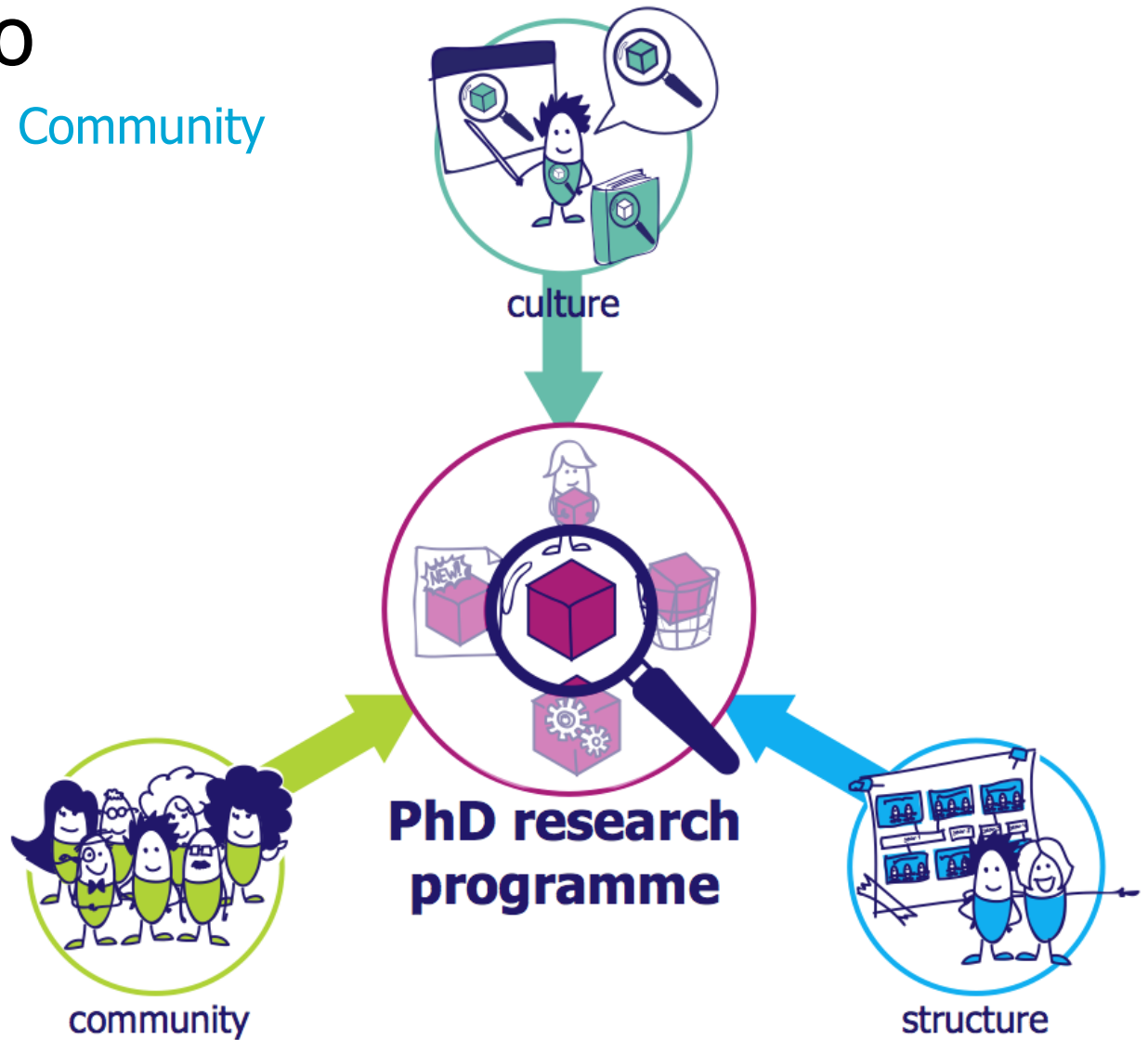
4 November 2014





# What we do

Culture, Structure, Community



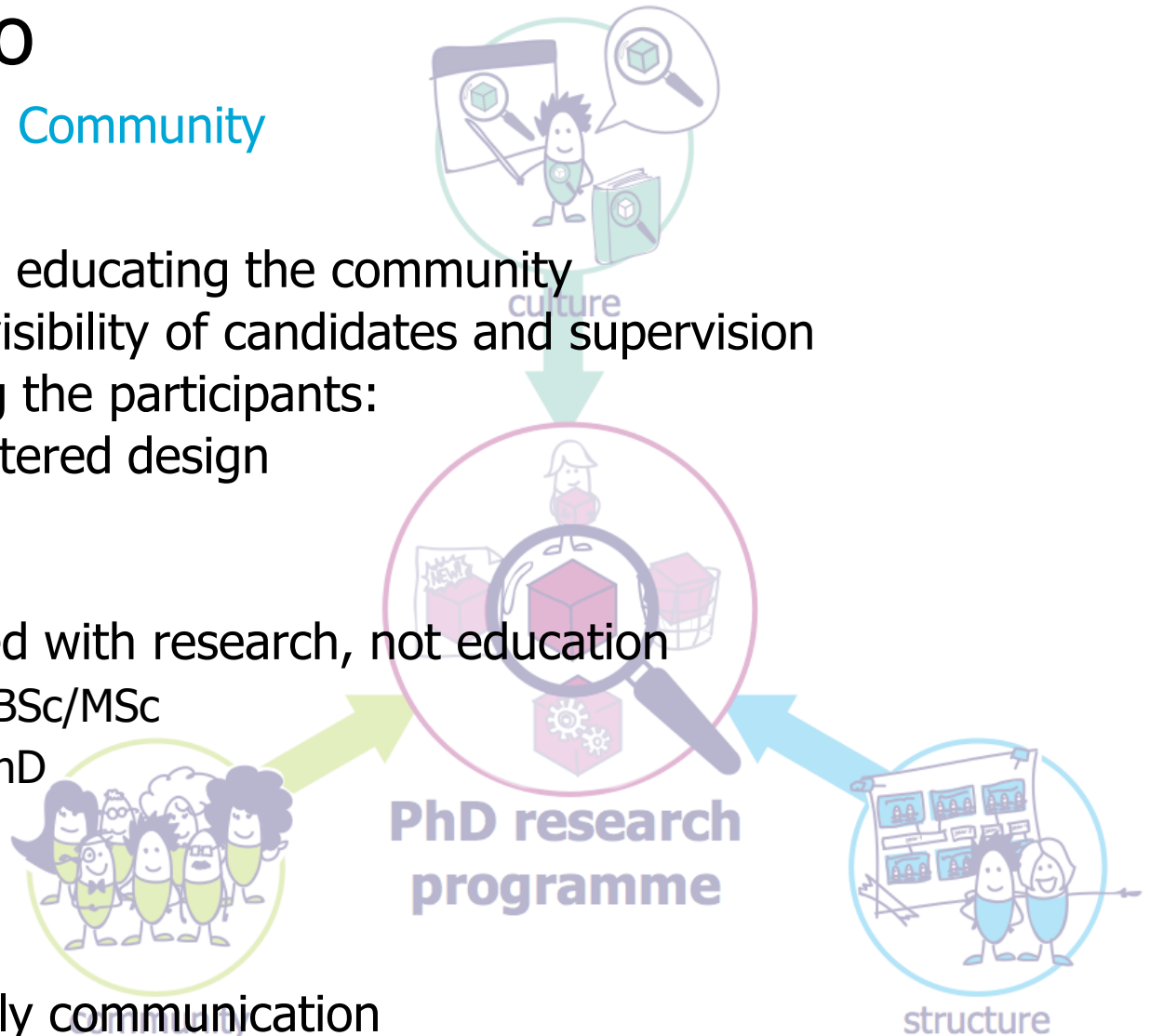
# What we do

## Culture, Structure, Community

- Growing, educating the community
- Raising visibility of candidates and supervision
- Engaging the participants:  
User-centered design

- Positioned with research, not education
  - 2100 BSc/MSc
  - 130 PhD

- Designerly communication



# A best practice at TU Delft

## IDE practices adopted in TU Graduate School

- PhD mentor
- Commitment (50+150 hr/year)
- PhD-day

## Formalisation benefit from TU

- Transparency (contract, clear status)
- Efficiency
- Doctoral Education
- Administration

## Keeping what we value

- 11month feedback
- Special education track for IDE
- Graduate School with Research (instead of Education)

# Doctoral Education

## STANDARD

Doctoral Education track

### DISCIPLINE related skills

#### FOCUS

The discipline related courses are focused on broadening your knowledge in the field of your doctoral research.

#### COURSES

The IDE graduate school offers some courses in this category herself as well as an extensive list of recommended courses at other institutions.

#### COMPETENCES

Competence category 3

10  
credits

Free choice of courses

5  
credits

C3.M3 IDE Research course

### RESEARCH skills

#### FOCUS

The focus in the research skills area is on providing you with skills for a scientific career.

#### COURSES

The credits for the research skills can be obtained by learning on the job as well as by taking courses. The courses for this category are offered by both the IDE graduate school and the University graduate school.

#### COMPETENCES

Competence category 1,2,4-7

15  
credits

Free choice of courses  
or learning on the job

### TRANSFERABLE skills

#### FOCUS

The category of transferable skills is focused on your personal and professional development.

#### COURSES

The University Graduate School offers courses in transferable skills. These are free for PhD candidates in the Doctoral Education programme.

#### COMPETENCES

Competence category 8-14

11  
credits

Free choice of courses

1  
credit

Career development workshop<sup>1</sup>

3  
credits

C9.M1 PhD start-up course

<sup>1</sup>: Each PhD candidate has to participate in at least 1 career development workshop (C10.M1, C10.M2, C10.M3 or C10.M4)

## IDE ALTERNATIVE

Doctoral Education track

The IDE-Alternative Doctoral Education track is specifically open for PhD candidates who have a MSc degree from the faculty of IDE or similar.

10  
credits

Free choice of courses

It allows these PhD candidates to invest more in the research skills category at the expense of the transferable skills category (which are already highly present in the IDE MSc and BSc curricula). In this programme 7 GS credits are shifted from transferable skills to research skills.

Research course

#### DECISION

If a PhD candidate wants to take the alternative DE programme, this should be decided in mutual agreement with the supervisory team and requested at the director of the IDE Graduate School during the 3 month kick-off meeting.

15  
credits

Free choice of courses  
or learning on the job

7  
credits

Competence 2,4 or 5 courses

4  
credits

Free choice of courses

1  
credit

Career development workshop<sup>1</sup>

3  
credits

C9.M1 PhD start-up course

# PhD-day, PhD-course, ...

Promoting culture and community

## Annual PhD Event

### PHD-DAY 2013



### VIGNETTES



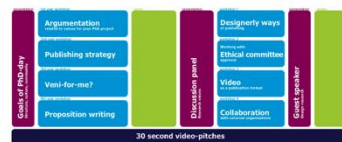
### 30 SECOND VIDEO-PITCH



### PHD-DAY 2014



### PROGRAMME OUTLINE



## IDE Research Course

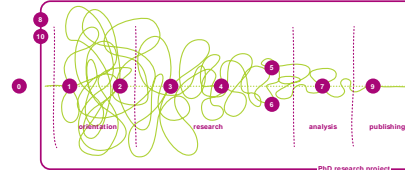
framing your  
PhD research

PhD candidates get an overview of the variety of research approaches at IDE, with an attention to broad elements of research including: the existence of different scientific paradigms, different research methods, the impact of the research in relation to different publishing strategies, etc.

The aim of the course is that candidates find their position within this variety and that they become capable of making personal decisions within the variety of opportunities. By attending the course, the candidates will also strengthen their network among themselves, and get an overview of expertise available at the faculty.

### COURSE OUTLINE

The IDE Research Course consists of 12 afternoon sessions, each covering a different topic. The figure shows how each session relates to a PhD research project.

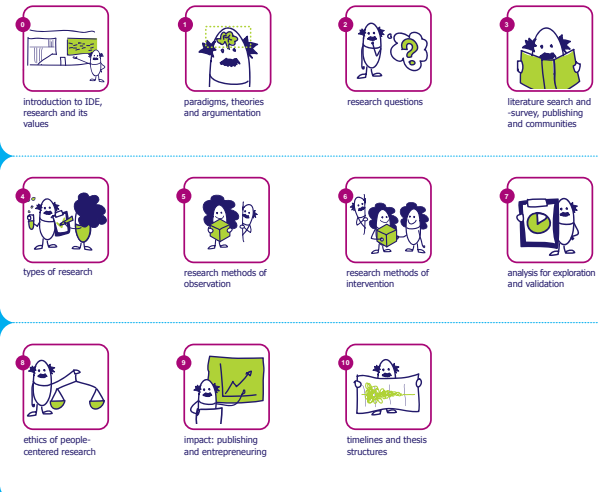


### SESSION SETUP

The figure shows a typical afternoon session.

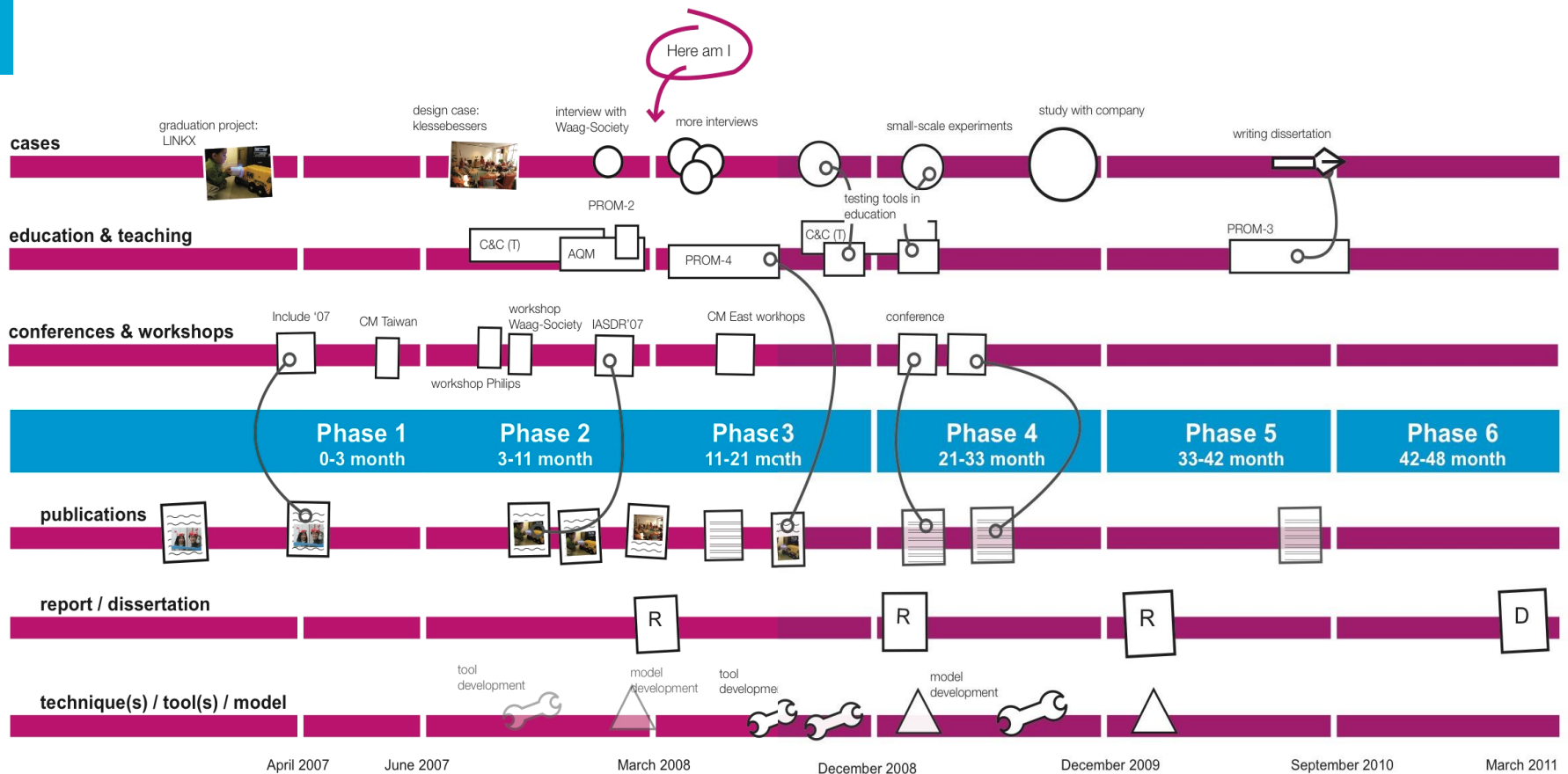


### SESSION ON SUBJECTS



# Planning

## Progress, planning, and feedback





PhD-day 2014

# Publishing - journal notoriety

Odette da Silva	Odette da Silva	Mafalda Marques	Lenny van Onselen	Odette da Silva	Odette da Silva	Odette da Silva	Odette da Silva	Odette da Silva	Odette da Silva	Odette da Silva
Sine Celik	Sine Celik	Jürgen Tanghe	Marierose van Dooren	Odette da Silva	Odette da Silva	Odette da Silva	Odette da Silva	Odette da Silva	Odette da Silva	Marierose van Dooren
Lavender She	Marian Loth	Katja Thoring	Frank Steller	Frank Steller	Annemiek van Boeijen	Annemiek van Boeijen	Annemiek van Boeijen	Annemiek van Boeijen	Annemiek van Boeijen	Frank Steller
Anet Aselmaa	Babara Kok	Natascha van der Velden	Tatiana Kartashova	Tatiana Kartashova	Sine Celik	Lavender She	Lavender She	Sine Celik	Anet Aselmaa	Tatiana Kartashova
Lilian Henze	Natascha van der Velden	Marierose van Dooren	Deger Ozkaramanli	Holly Robbins	Qian Liu	Lilian Henze	Lilian Henze	Ana Laura Santos	Lilian Henze	Holly Robbins
Fenne van Doorn	Frank Steller	Frank Steller	Natascha van der Velden	Natascha van der Velden	Fanne Zhang	Fenne van Doorn	Fenne van Doorn	Azrol Bin Kassim	Mafalda Marques	Fanne Zhang
Mafalda Marques	Julia Debacker	Tatiana Kartashova	Marierose van Dooren	Julia Debacker	Mafalda Marques	Mafalda Marques	Mafalda Marques	Lenny van Onselen	Elisbeth de Korte	Julia Debacker
Elisbeth de Korte	Ricardo Mejia	Qian Liu	Niko Vegt	Ricardo Mejia	Babara Kok	Elisbeth de Korte	Katja Thoring	Juan Jimenez	Ana Laura Santos	Anet Aselmaa
Ana Laura Santos	Annemiek van Boeijen	Holly Robbins	Tatiana Kartashova	Elisbeth de Korte	Jürgen Tanghe	Deger Ozkaramanli	Robin van Oorschot	Frank Steller	Azrol Bin Kassim	Fenne van Doorn
Katinka Bergema	Farzaneh Fakhredin	Fanne Zhang	Qian Liu	Robin van Oorschot	Ruben Post	Lenny van Onselen	Lenny van Onselen	Tatiana Kartashova	Lenny van Onselen	Mafalda Marques
Lenny van Onselen	Mafalda Marques	Ricardo Mejia	Holly Robbins	Natascha van der Velden	Deger Ozkaramanli	Marierose van Dooren	Marierose van Dooren	Qian Liu	Juan Jimenez	Robin van Oorschot
Juan Jimenez	Ana Laura Santos	Nik Shahman	Ricardo Mejia	Yongzhe Li	Lenny van Onselen	Niko Vegt	Niko Vegt	Yongzhe Li	Marierose van Dooren	Niko Vegt
Frank Steller	Milene Gonçalves	Annemiek van Boeijen	Annemiek van Boeijen	Nik Shahman	Natascha van der Velden	Frank Steller	Frank Steller	Holly Robbins	Frank Steller	Qian Liu
Tatiana Kartashova	Annemarie Mink	Sine Celik	Anet Aselmaa	Odette da Silva	Marierose van Dooren	Tatiana Kartashova	Tatiana Kartashova	Fanne Zhang	Tatiana Kartashova	Yongzhe Li
Qian Liu	Jürgen Tanghe	Lavender She	Fenne van Doorn	Annemiek van Boeijen	Frank Steller	Qian Liu	Yongzhe Li	Julia Debacker	Yongzhe Li	Reinier Jansen
Yongzhe Li	Lenny van Onselen	Farzaneh Fakhredin	Mafalda Marques	Sine Celik	Tatiana Kartashova	Yongzhe Li	Holly Robbins	Annemiek van Boeijen	Holly Robbins	Nik Shahman
Holly Robbins	Katja Thoring	Fenne van Doorn	Elisbeth de Korte	Anet Aselmaa	Holly Robbins	Holly Robbins	Fanne Zhang	Farzaneh Fakhredin	Fanne Zhang	Sine Celik
Fanne Zhang	Sarah Sub	Milene Gonçalves	Marian Loth	Lilian Henze	Julia Debacker	Fanne Zhang	Ricardo Mejia	Mafalda Marques	Julia Debacker	Lilian Henze
Julia Debacker	Niko Vegt	Christine De Lille	Babara Kok	Farzaneh Fakhredin	Julia Debacker	Julia Debacker	Ricardo Mejia	Ricardo Mejia	Ricardo Mejia	Farzaneh Fakhredin
Reinier Jansen	Tatiana Kartashova	Annemarie Mink	Christine De Lille	Fenne van Doorn	Nik Shahman	Reinier Jansen	Fenne van Doorn	Milene Gonçalves	Farzaneh Fakhredin	Elisbeth de Korte
Ricardo Mejia	Fanne Zhang	Ruben Post	Lenny van Onselen	Ana Laura Santos	Farzaneh Fakhredin	Ricardo Mejia	Milene Gonçalves	Annemarie Mink	Fenne van Doorn	Ana Laura Santos
Nik Shahman	Nik Shahman	Katinka Bergema	Sarah Sub	Marian Loth	Marian Loth	Anet Aselmaa	Christine De Lille	Ruben Post	Marian Loth	Marian Loth
Farzaneh Fakhredin	Lavender She	Deger Ozkaramanli	Fanne Zhang	Babara Kok	Ana Laura Santos	Annemarie Mink	Robin van Oorschot	Natascha van der Velden	Milene Gonçalves	Jay Yoon
Marian Loth	Lilian Henze	Lenny van Onselen	Julia Debacker	Uchechi Obinna	Marian Loth	Christine De Lille	Natascha van der Velden	Natascha van der Velden	Christine De Lille	Babara Kok
Milene Gonçalves	Fenne van Doorn	Robin van Oorschot	Reinier Jansen	Milene Gonçalves	Christine De Lille	Annemarie Mink	Christine De Lille	Annemarie Mink	Christine De Lille	Uchechi Obinna
Christine De Lille	Jay Yoon	Sarah Sub	Nik Shahman	Annemarie Mink	Katinka Bergema	Annemarie Mink	Reinier Jansen	Jürgen Tanghe	Jürgen Tanghe	Milene Gonçalves
Jürgen Tanghe	Christine De Lille	Niko Vegt	Sine Celik	Jürgen Tanghe	Katinka Bergema	Ruben Post	Ricardo Mejia	Ruben Post	Ruben Post	Christine De Lille
Ruben Post	Asli Boru	Julia Debacker	Lilian Henze	Katinka Bergema	Joo Young Jung	Katja Thoring	Niko Vegt	Nik Shahman	Katinka Bergema	Annemarie Mink
Deger Ozkaramanli	Ruben Post	Odette da Silva	Ana Laura Santos	Niko Vegt	Robin van Oorschot	Robin van Oorschot	Julia Debacker	Sine Celik	Deger Ozkaramanli	Azrol Bin Kassim
Joo Young Jung	Katinka Bergema	Anet Aselmaa	Jay Yoon	Reinier Jansen	Sarah Sub	Sarah Sub	Natascha van der Velden	Lavender She	Ruben Post	Ruben Post
Robin van Oorschot	Deger Ozkaramanli	Lilian Henze	Annemarie Mink	Lavender She	Niko Vegt	Niko Vegt	Sarah Sub	Milene Gonçalves	Milene Gonçalves	Katinka Bergema
Marierose van Dooren	Niko Vegt	Marian Loth	Azrol Bin Kassim	Mafalda Marques	Qian Liu	Qian Liu	Juan Jimenez	Anet Aselmaa	Azrol Bin Kassim	Deger Ozkaramanli
Annemiek van Boeijen	Marierose van Dooren	Robin van Oorschot	Uchechi Obinna	Christine De Lille	Fanne Zhang	Fanne Zhang	Nik Shahman	Ana Laura Santos	Annemiek van Boeijen	Katja Thoring
Jay Yoon	Qian Liu	Asli Boru	Robin van Oorschot	Asli Boru	Reinier Jansen	Reinier Jansen	Sine Celik	Julia Debacker	Natascha van der Velden	Natascha van der Velden
Babara Kok	Yongzhe Li	Azrol Bin Kassim	Juan Jimenez	Azrol Bin Kassim	Jay Yoon	Jay Yoon	Farzaneh Fakhredin	Babara Kok	Lavender She	Sarah Sub
Asli Boru	Reinier Jansen	Juan Jimenez	Yongzhe Li	Katja Thoring	Katja Thoring	Katja Thoring	Sine Celik	Annemarie Mink	Asli Boru	Juan Jimenez
Annemarie Mink	Anet Aselmaa	Reinier Jansen	Milene Gonçalves	Joo Young Jung	Joo Young Jung	Joo Young Jung	Farzaneh Fakhredin	Azrol Bin Kassim	Asli Boru	Ricardo Mejia
Azrol Bin Kassim	Elisbeth de Korte	Ana Laura Santos	Asli Boru	Ruben Post	Ruben Post	Ruben Post	Uchechi Obinna	Azrol Bin Kassim	Asli Boru	Lavender She
Katja Thoring	Azrol Bin Kassim	Babara Kok	Katinka Bergema	Katinka Bergema	Katinka Bergema	Katinka Bergema	Asli Boru	Annemarie Mink	Annemarie Mink	Asli Boru
Natascha van der Velden	Holly Robbins	Joo Young Jung	Katja Thoring	Jay Yoon	Jay Yoon	Jay Yoon	Annemarie Mink	Annemarie Mink	Annemarie Mink	Jürgen Tanghe
Sarah Sub	Juan Jimenez	Elisbeth de Korte	Joo Young Jung	Deger Ozkaramanli	Deger Ozkaramanli	Deger Ozkaramanli	Annemiek van Boeijen	Annemiek van Boeijen	Annemiek van Boeijen	Joo Young Jung
Journal of Design History	Human-Computer Interaction	Applied Ergonomics	Journal of Engineering Design	International Journal of Design	Computer-Aided Design	Research in Engineering Design	Ergonomics	the Design Journal	Design and Culture	Journal of Design Research

never heard of

seen it referred to

have read articles

look at it regularly

have written in it



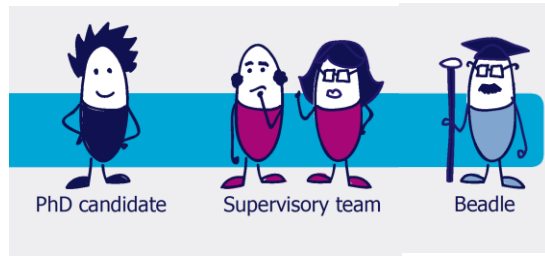




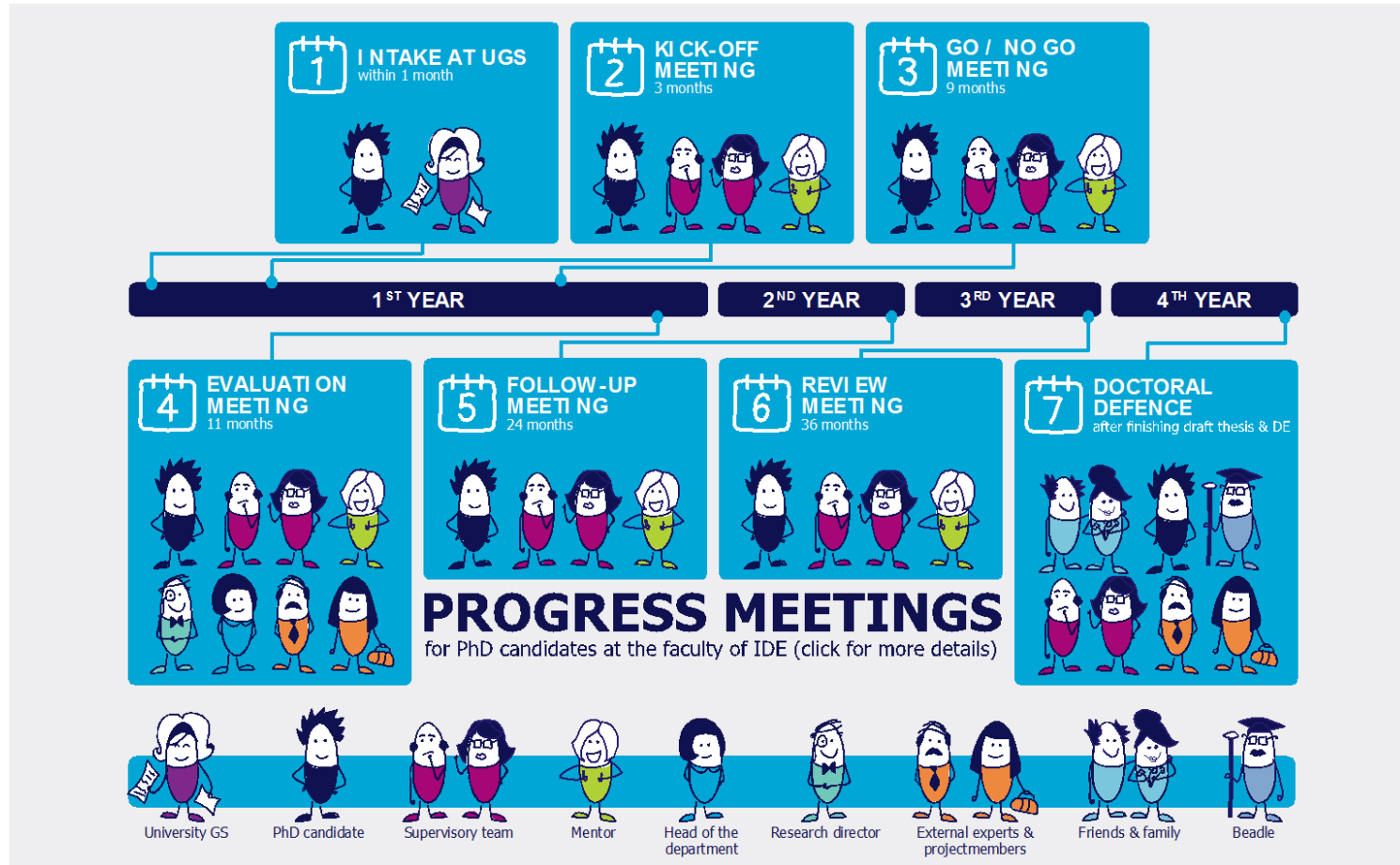
# Who was involved?



# Who is involved?



# The timeline, meetings & documentation



# The PhD mentor

At IDE for 10 years, adopted university wide in Graduate School

## What

- independent from the supervisors (other department)
- position of trust
- supports process, no involvement in content
- follows up to 30 candidates, accepts up to 4 years
- has access to dean, department heads, etc.

## Who

- Young assistant/associate professors
- with experience in supervising, and social skills



# IDE GRADUATE SCHOOL MEETING MANUAL

## MEET THE MANUAL

Doing a PhD is a collaboration. Central to this is the PhD candidate, but many other people are involved too. They collaborate with the PhD candidate in order to make it as successful as possible: supervisors, PhD mentors, and representatives of the departments and Graduate School.

Throughout the PhD process, the collaboration takes the form of a number of mandatory progress meetings. They serve to facilitate and document the research progress. These meetings are the place to explain things, make plans and evaluate results. Depending on the type of meeting, different people collaborating in a PhD process are involved.

This manual describes who is present at which meeting, and explains who does what before, during, and after each meeting. And why. In the first year, five meetings serve to ensure that the PhD project gets a strong definition and gets off to a good start. In the later years up to the doctoral defense, there is a yearly progress meeting.

And of course, in addition to these meetings, the candidate and supervisors have regular meetings about the research, the project, writing papers, and further development. But those are not in this manual. You can find a digital copy of this manual, and the forms that are needed for each of the meetings, on the IDE-GS webpage ([graduateschool.ide.tudelft.nl](http://graduateschool.ide.tudelft.nl)) under *Process & Forms*.

Let's meet...

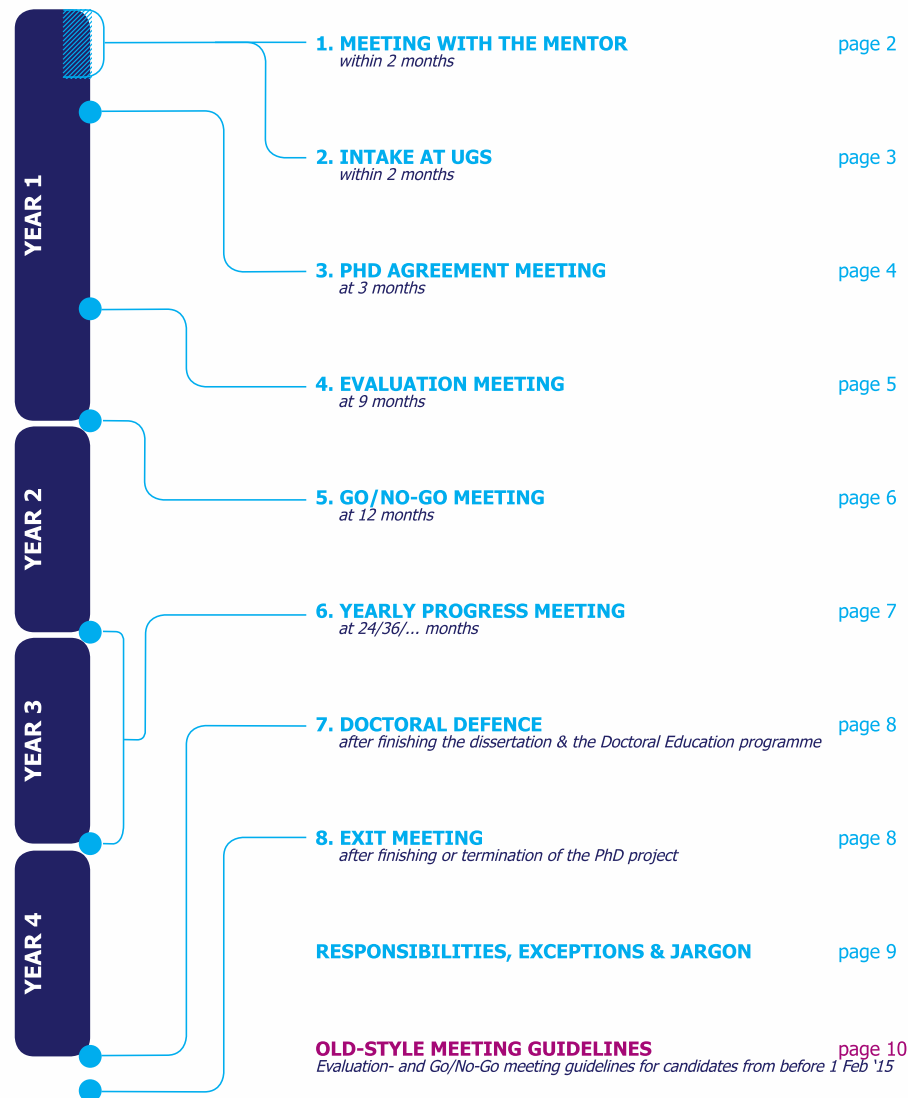
## THE MEETINGS

On the right please find an overview of the meetings along the planning of a PhD project from the moment the department registers the candidate with the graduate school until (just after) the final exam: the doctoral defense. These meetings are mandatory for all PhD candidates in the IDE Graduate School. Each meeting is described on one of the following pages. The column on the left gives the general when, where, why, and how of the meeting, the diagram shows who is present at the meeting, and what each of them should do. When there are other people involved but not present (e.g., the department in setting up a meeting), these are mentioned in the text, but not visualized. There is also a pointer to the documents needed for the meeting (these can be found on the IDE-GS webpage).

## FOR WHOM

The meetings described in this manual are mandatory for all PhD supervisors and all PhD candidates in the IDE Graduate School (i.e. who started in September 2011 or later). The timing and people-present for the **Evaluation meeting** and **Go/No-Go meeting** applies to all standard PhD candidates with a 4 year contract and all other PhD candidates who started on 1 February 2015 or later. People who started prior to this date should refer to the pink *Old-style meeting guidelines* pages in the back of this manual for guidelines for their **Evaluation-** and **Go/No-Go meeting**.

In case any of the information in this document is in conflict with either the *Doctoral Regulations* or the *Implementation Decree on the Doctoral Regulations*, the latter 2 documents are leading.



# 3. PHD-AGREEMENT MEETING @ 3 MONTHS

## AIM OF THE MEETING

The aim of this meeting is to set agreements for the PhD project. Specifically to agree upon the content of the *PhD Agreement form* and the *Doctoral Education planning*. During this meeting a decision is made upon the IDE-alternative track for the Doctoral Education programme.

## MEETING SCHEDULE

- This meeting should take place **3 months** after the start of the project.
- This is a **1 hour** meeting.

## MEETING INITIATION

This meeting is planned by the department of the PhD candidate, as soon as the IDE-GS has informed the department on who will be the PhD mentor.

## MEETING ATTENDEES

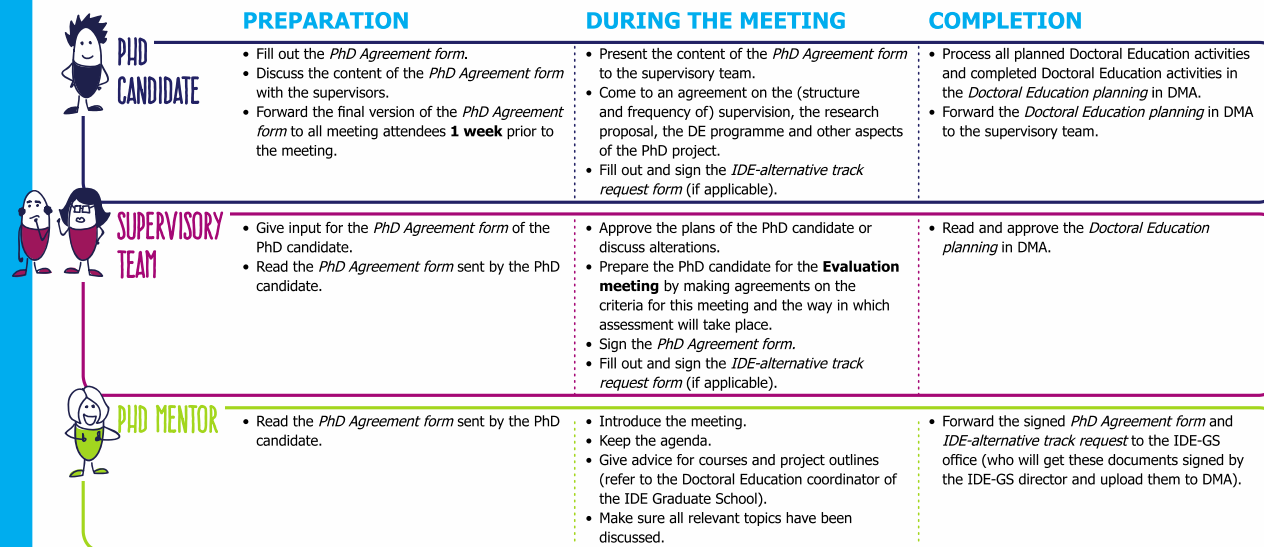
- PhD candidate
- Supervisory team (promotor(s), co-promotor, daily supervisor)
- PhD mentor

## AFFILIATED DOCUMENTS

- *PhD Agreement form*
- *IDE-alternative track request form*

## MEETING AGENDA

1. Introduction by the mentor
2. The research topic & its embedding in the research conducted at the faculty of IDE
3. Project planning
4. Doctoral Education planning and the decision for the IDE alternative track
5. Teaching activities
6. Supervision
7. Funding, costs & additional (external) agreements
8. Sign the *PhD Agreement form*
9. Fill out and sign the *IDE-alternative track request form* (if applicable)



# 4. EVALUATION MEETING @ 9 MONTHS

## AIM OF THE MEETING

The aim of this meeting is to evaluate the progress of the PhD project and to prepare for the Go/No-Go meeting.

## MEETING SCHEDULE

- This meeting should take place **9 months** after the start of the project.
- This is a **1 hour** meeting.

## MEETING INITIATION

This meeting planned by the department of the PhD candidate, as soon as the IDE-GS has informed the department on who will be the PhD mentor.

## MEETING ATTENDEES




- PhD candidate
- Supervisory team (promotor(s), co-promotor, daily supervisor)
- PhD mentor

## AFFILIATED DOCUMENTS

- *Evaluation report* guidelines
- *Provisional Go/No-Go form*

## MEETING AGENDA

1. Introduction by the mentor
2. Presentation by the PhD candidate (20 mins)
3. Reflection on the preceding period (research, personal development & Doctoral Education) (10 mins)
4. Evaluation of the supervision (10 mins)
5. Evaluation of the PhD candidate's progress by the supervisory team, giving a provisional Go/No-Go (including explicit statement of what needs to be done to achieve a 'Go') (10 mins)
6. Fill out and sign the *provisional Go/No-Go form* (5 mins)
7. Decide upon 2 options for the external expert\* for the **Go/No-Go meeting** (5 min)

	PREPARATION	DURING THE MEETING	COMPLETION
 <b>PHD CANDIDATE</b>	<ul style="list-style-type: none"> <li>• Write the <i>Evaluation report</i> based on the <i>Evaluation report guidelines</i>.</li> <li>• Discuss the <i>Evaluation report</i> with the supervisors.</li> <li>• Forward the final version of the <i>Evaluation report</i> to all meeting attendees <b>1 week</b> prior to the meeting.</li> <li>• Prepare a presentation (20 mins) about the contents of the <i>Evaluation report</i>.</li> </ul>	<ul style="list-style-type: none"> <li>• Give a presentation on the contents of the <i>Evaluation report</i> (20 mins)</li> </ul>	<ul style="list-style-type: none"> <li>• Incorporate the additions and alterations from this meeting in the <i>Go/No-Go report</i></li> </ul>
 <b>SUPERVISORY TEAM</b>	<ul style="list-style-type: none"> <li>• Give input for the <i>Evaluation report</i> of the PhD candidate</li> <li>• Read the <i>Evaluation report</i> sent by the PhD candidate.</li> </ul>	<ul style="list-style-type: none"> <li>• Hear the presentation</li> <li>• Ask questions and give advice</li> <li>• Give an evaluation of the candidate's progress; state if the current progress would suffice for a Go, or would lead to a No-Go. Indicate what needs to be achieved for a Go and indicate how assessment will take place.</li> <li>• Fill out and sign the <i>provisional Go/No-Go form</i></li> <li>• Decide on the external expert* (and backup) for the <b>Go/No-Go meeting</b></li> </ul>	<ul style="list-style-type: none"> <li>• Promotor: Forward the <i>provisional Go/No-Go form</i> to the department secretary</li> <li>• Promotor: Invite the external expert(s)* for the <b>Go/No-Go meeting</b></li> <li>• Promotor: In case of a provisional No-Go decision, inform Human Resources</li> </ul>
 <b>PHD MENTOR</b>	<ul style="list-style-type: none"> <li>• Read the <i>Evaluation report</i> sent by the PhD candidate.</li> </ul>	<ul style="list-style-type: none"> <li>• Introduce the meeting</li> <li>• Keep the agenda</li> <li>• Hear the presentation</li> <li>• Ask questions and give advice</li> <li>• Make sure all relevant topics have been discussed</li> </ul>	

\*: External expert role is defined on page 9

# 5. GO/NO-GO MEETING @ 12 MONTHS

## AIM OF THE MEETING

The aim of this meeting is to assess whether the progress and quality of the PhD project meet expectations and to supply the PhD candidate with advice and feedback. Based upon this the supervisory team decides on a Go or a No-Go for the remainder of the PhD trajectory. The mentor puts the main points of advice from this meeting in a *Recommendation letter* for the PhD candidate.

## MEETING SCHEDULE

- This meeting should take place **12 months** after the start of the project.
- This is a **2 hour** meeting.

## MEETING INITIATION

This meeting is planned by the department of the PhD candidate, as soon as the IDE-GS has informed the department on who will be the PhD mentor.

## MEETING ATTENDEES

- PhD candidate
- Supervisory team (promotor(s), co-promotor, daily supervisor)
- PhD mentor
- Head of the department
- IDE-GS director
- External expert(s)\*

## AFFILIATED DOCUMENTS

- *Go/No-Go report guidelines*
- *Go/No-Go Decision form*
- *Form A*
- *Recommendation letter* (to be written after the meeting)

## MEETING AGENDA

The PhD candidate should leave the room for points 4 and 5 on the agenda.

1. Introduction by the IDE-GS Director
2. Presentation by the PhD candidate (20 mins)
3. Discussion (40 mins)
4. Recommendation by committee (20 mins)
5. Formal Go/No-Go decision by promotors (5 mins)
6. Fill out and sign the *Go/No-Go Decision form* and *Form A* (5 mins)
7. Conclusion (10 mins)



PHD  
CANDIDATE

### PREPARATION

- Write the *Go/No-Go report* based on the *Go/No-Go report guidelines*.
- Discuss the *Go/No-Go report* with the supervisors.
- Forward the final version of the *Go/No-Go report* to all meeting attendees **2 weeks** prior to the meeting.
- Prepare a presentation (20 mins) about the contents of the *Go/No-Go report*.

### DURING THE MEETING

- Give a presentation (20 mins).
- Discuss the work with the committee.
- Leave the room for points 4 and 5 on the meeting agenda.

### COMPLETION

- Update the *Doctoral Education planning* in DMA
- Forward the *Doctoral Education planning* in DMA to the supervisory team.
- In case the candidate disagrees with a No-Go decision the PhD candidate can lodge an objection within 6 weeks after the decision (refer to the Doctoral Regulations for further details).



SUPERVISORY  
TEAM

- Give input for the *Go/No-Go report* of the PhD candidate
- Read the *Go/No-Go report* sent by the PhD candidate.
- Inform the PhD candidate, PhD mentor and Head of the department on the intended decision (at least **1 week** prior to the meeting)

- Hear the presentation.
- Can ask clarifying questions.
- Make the Go/No-Go decision.
- Inform the PhD candidate on the decision.
- Fill out the *Go/No-Go Decision form*.
- Fill out *Form A*.

- Promotor: In case of a No-Go: immediately inform HR, the department secretary and IDE Graduate School.
- Promotor: Forward the *Go/No-Go Decision form* and *Form A* to the department secretary.
- Approve *Doctoral Education planning* in DMA.



PHD MENTOR

- Read the *Go/No-Go report* sent by the PhD candidate.
- Inquire with the supervisory team what the intended decision is.

- Keep the agenda.
- Ask questions.
- Does not pass judgement on the Go/No-Go review.
- Make sure all relevant topics have been discussed.
- Take notes for the *Recommendation letter*.

- Write a *Recommendation letter* of the meeting on behalf of the IDE-GS director and forward it to the IDE-GS office (who will get this document signed by the IDE-GS director, forward it to all meeting attendees and upload it to DMA).



IDE-GS  
DIRECTOR

- Read the *Go/No-Go report* sent by the PhD candidate.

- Introduce and chair the meeting.

- Sign the *Recommendation letter*.



HEAD OF THE  
DEPARTMENT

- Read the *Go/No-Go report* sent by the PhD candidate.

### COMMITTEE

- Hear the presentation.
- Act as an opponent in the discussion.
- Give recommendations for the research project.
- Give advice for the Go/No-Go decision. This is included on the *Go/No-Go Decision form*.



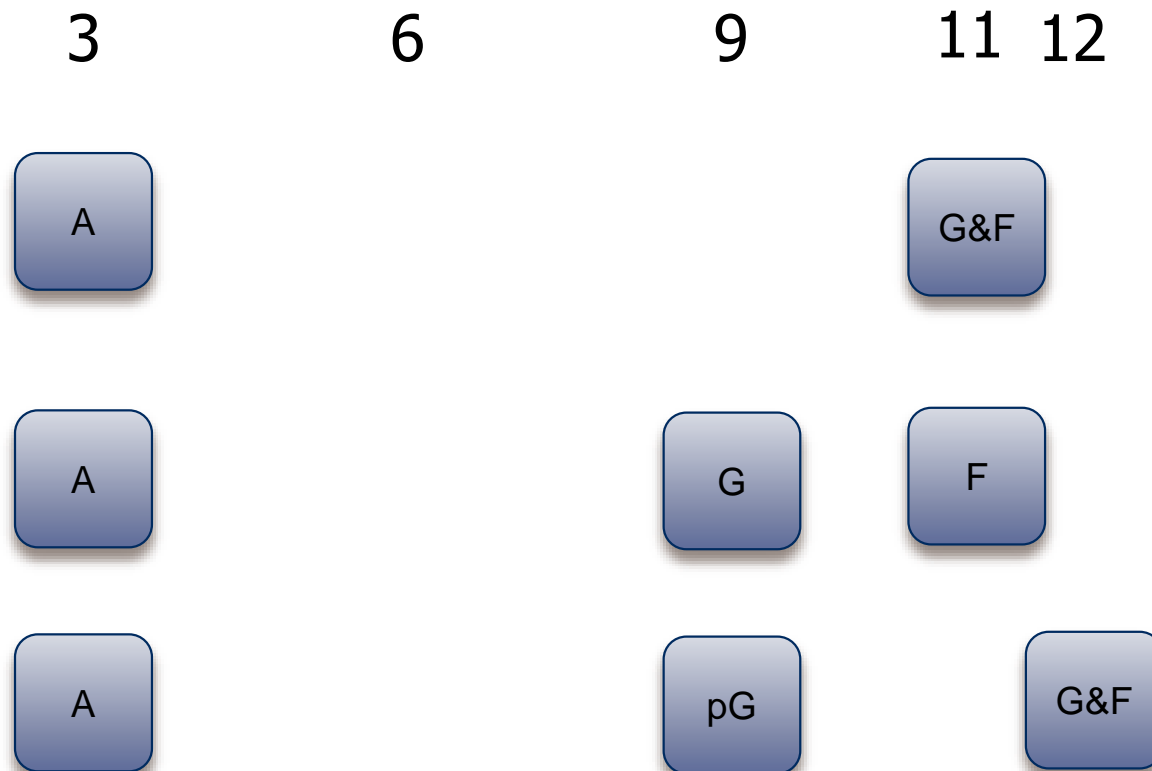
EXTERNAL  
EXPERT(S)\*

- Read the *Go/No-Go report* sent by the PhD candidate.

\*: External expert role is defined on page 9



# Agreement, Go/Nogo, Feedback



# Where are we going?

## Strategy

- Management information
  - Give feedback to departments
- Quality control
  - Better check at recruiting/selection
  - Independent assessment
- Professionalisation
  - Develop courses
  - Train supervisors

# Mediation & troubleshooting

- Conflict between candidate and supervisor
- Health, illness, death, and replacements
- Professionalisation

# Thank you

