

ProDoc guidelines for PhD candidates at the University of Twente

INTRODUCTION

ProDoc¹ is the registration and monitoring system for PhD candidates at the University of Twente. All PhD candidates are registered in ProDoc after they have been accepted by the faculty of their (envisaged) 'promotor'². The introduction of ProDoc per 1-1-2014 is accompanied by a PhD Charter³ and a revision of the Doctoral Regulations⁴, both adopted by the Doctorate Board of the University of Twente. These two formal documents contain the relevant definitions and specify the rights and obligations of PhD candidates and their supervisors, and form the regulatory basis for ProDoc.

ProDoc is aimed to facilitate, formalize and archive the formal interaction between the PhD candidate and his/her promotor at a limited number of benchmarks in the PhD trajectory. ProDoc is designed in such a way that the PhD candidate is alerted for upcoming actions, like reporting to be done by the candidate. The (envisaged) promotor will be prompted to review and accept the reporting of the candidate. After several reminders, overdue actions will be reported to the dean of the faculty. ProDoc is only concerned with the formal steps and approval. It is assumed that informal exchange of drafts occurs outside ProDoc between the candidate, the promotor and the daily supervisors. In other words, ProDoc is not meant to be a bureaucratic instrument to pinpoint the creative academic exchange and supervision process, neither to replace it by tick marks. The assessment of the promotor -including peer review- remains the basis for judging the academic performance of PhD candidates. At the end of the PhD trajectory ProDoc will be used by the Doctorate Board for the formal procedure of the graduation.

The following benchmarks are included in ProDoc, as a succession of workflows. The 5 workflows are described in more detail in the respective chapters of this guide.

1. Intake TGS

Within one month after your acceptance as PhD researcher (either as employee, student or external PhD) by the faculty of your envisaged promotor you will have to make an appointment at the TGS office to verify your status and affiliation. During this intake interview you will be familiarized with the ProDoc system. Also, you will be invited for the next 2-day introductory TGS workshop.

2. Draft T&SP

Ultimately three months after the start of your PhD you must have completed a draft T&SP (training and supervision plan) with consent of the envisaged promotor. This mandatory plan includes:

¹ ProDoc stands for "Progress Doctorate" –or if you wish in Dutch: Promovendi Documentatie -. It comprises a custom made workflow including reminders, reporting and approval, based on PeopleXS software.

² The Dutch 'promotor' is used here to indicate the responsible professor who is (senior) supervisor, before the qualifier addressed as "envisaged promotor", and after a successful qualifier formally appointed by the Doctorate Board.

³ http://www.utwente.nl/tgs/ProDoc/documentation/overview/Concept_Charter_for_PhD_Candidates_NL_301013.pdf

⁴ <http://www.utwente.nl/tgs/ProDoc/documentation/doctoral-regulations/>

- The names of the envisaged promotor and the daily supervisor(s), and the arrangements for supervision (hours per month; frequency and format).
- Which knowledge and skills should be acquired, and how this is done (total 30EC, approximately 15 EC in discipline and 15 EC in academic skills and career orientation).

The dean of the faculty approves the T&SP. It is not a static document, but rather an adjustable personal development plan of the PhD candidate. The record of planned and completed courses will be kept and updated by the candidate in ProDoc.

TIP: Plan an informal meeting with your supervisor to discuss the arrangements for your T&SP before you enter it in ProDoc. This way your Draft T&SP will be accepted faster, because your supervisor will broadly know what is in your draft.

3. Qualifier

Between 6 and 9 months after the start of your PhD a qualifier exam must be held. The candidate reports on his/her progress so far and the planned research for the remainder of the PhD before a committee appointed by the promotor. A three month improvement period -with specified goals- may be granted. The outcome of the qualifier is the basis for the first annual assessment interview by the promotor with the candidate. The result is a so-called go/no-go moment: the decision to carry on with the PhD or not. After a successful qualifier the envisaged promotor (and other co-supervisors) are formally appointed by the Doctorate Board.

4. Annual Review

After the qualifier a series of annual reviews starts up, in the form of assessment interviews by the promotor. At each annual review, the PhD candidate reports his/her progress and the planning for the remaining time, as well as an updated and adjusted T&SP. The assessment interview is held by the promotor, who decides on approval of the planning and T&SP, in consultation with the supervisory team. At the third annual review the graduation should be planned for the fourth year, or alternative options reviewed (NOTE: *extensions are only possible under special circumstances*).

5. Graduation

The formal graduation procedure, including acceptance of manuscript, planning of date and appointment of committee is recorded by the Doctorate Board in ProDoc. The graduation procedure is described in the revised Doctoral Regulations⁴ (dated: 30-10-2013). The approval for the TGS education certificate (30EC) is given by the TGS director.

After graduation, PhD's are asked to respond to a digital questionnaire. An exit interview is optional on request of the PhD. However, in case of early termination of a PhD an exit interview by TGS is standard procedure.

NOTE: The ProDoc system contains confidential information, similar to a personnel file or student record. The ProDoc system is hosted by the HR department and managed by TGS to ensure confidentiality.

HELP? For questions about these guidelines, ProDoc procedures in general or technical questions about the ProDoc system contact TGS (RA 2276, ext. 1016, tgs@utwente.nl).

NOTE: Because the system uses a remote server, it is possible that updates or actions are not immediately visible to other users.

1. GETTING STARTED

A link (banner) to the ProDoc pre-login portal can be found on the right-hand side of the TGS webpages (www.utwente.nl/tgs/) or on the “MY UTWENTE” pages (web applications).

In order to login to ProDoc, use the number on your smartcard (for example: m1234567) and your personal password:

University of Twente - Welcome

Help Nederlands

Login with ICT-account

Username

Password

Login

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The PhD Portal shows three tabs: **OVERVIEW**, **T&SP** and **ABOUT ME**.

1.1 Once you are in the PhD portal, you are directly taken to the **OVERVIEW** tab:

OVERVIEW T&SP ABOUT ME

My tasks

Due date	Type	Task subject	Status	Comments	Select
28/04/2013	Other	Werktitel	25 Improvement needed by candidate		Status update View

My t&sp

Name	Type	Start	End	Approval cycle	Location	Status
Werktitel	Other			1	Doctorate Board	50 Inform Doctorate Board

My upcoming elements (1 month)

Name	Type	Start	End	Progress	Select
(no upcoming goals found)					

The **OVERVIEW** tab consists of three items; **My Tasks**, **My T&SP**, and **My Upcoming Elements**.

- “**My Tasks**” lists the items where actions from your side are required. The status will indicate what kind of action is needed. **Overdue actions are indicated in red**. After completing

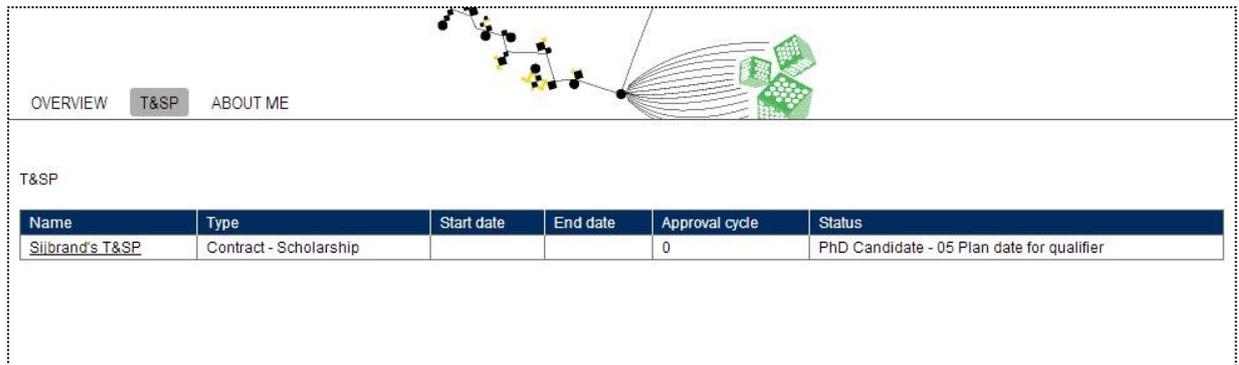
the required task it is essential to proceed to the “Status update” (can be found under ‘Select’) in order to bring the process one step further, e.g. (re)submitting to your promotor. By doing so your promotor will be alerted to do the next step.

→ NOTE: In case you forget to do the status update, the whole process will be halted! ←

- “**My T&SP**” lists your T&SP. You can click on your name to go directly to your personal T&SP page. The list shown on the **OVERVIEW** tab is a brief summary of your progress so far. It states your type of contract, start date, end date, the phase of the approval cycle you’re in, the location of where initiative for the next step lies, and what your status is.

- “**My Upcoming Elements (1 month)**” lists actions that are required in the coming month. It states the name of the element, the type, the start date, the end date, the progress and the option to select the action it requires (e.g. Status Update).

1.2 The “T&SP” tab shows your T&SP:



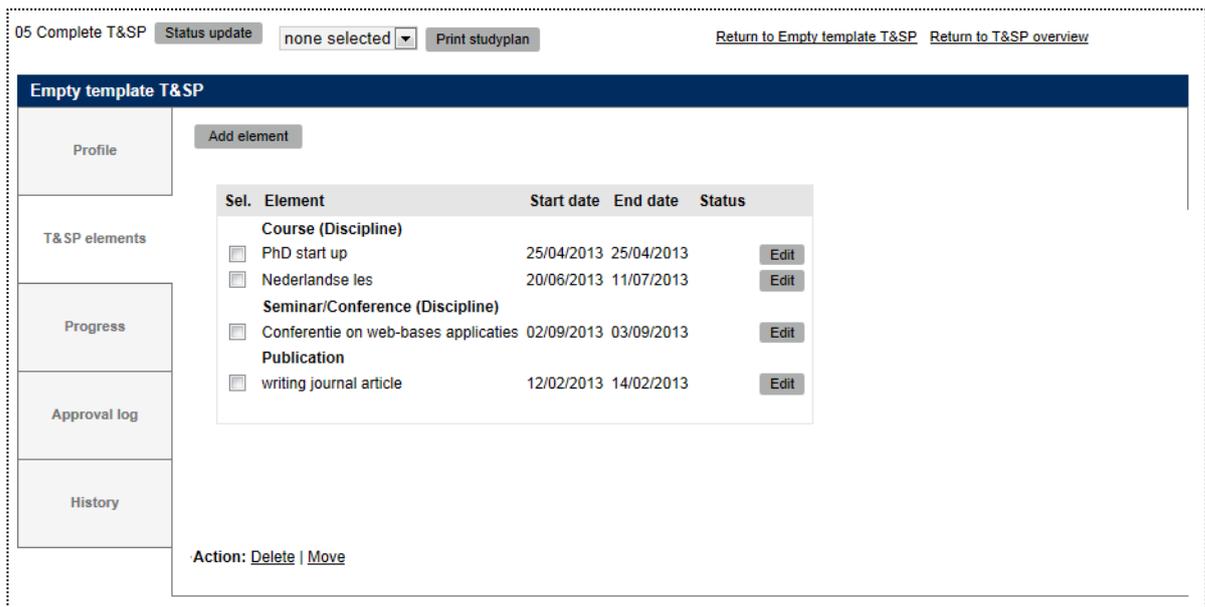
OVERVIEW **T&SP** ABOUT ME

T&SP

Name	Type	Start date	End date	Approval cycle	Status
Sijbrand's T&SP	Contract - Scholarship			0	PhD Candidate - 05 Plan date for qualifier

This tab shows a brief overview of all of your T&SP's. This overview is almost the same as the overview on the **OVERVIEW** tab, except on this overview the location isn't shown. In the **T&SP** tab you can click on **My T&SP** (e.g. *Sijbrand's T&SP*) to go the T&SP page with more detailed information on your TS&P.

- “My T&SP”



05 Complete T&SP [Status update](#) none selected [Print studyplan](#) [Return to Empty template T&SP](#) [Return to T&SP overview](#)

Empty template T&SP

Profile [Add element](#)

T&SP elements

Sel.	Element	Start date	End date	Status
Course (Discipline)				
<input type="checkbox"/>	PhD start up	25/04/2013	25/04/2013	Edit
<input type="checkbox"/>	Nederlandse les	20/06/2013	11/07/2013	Edit
Seminar/Conference (Discipline)				
<input type="checkbox"/>	Conferentie on web-bases applicaties	02/09/2013	03/09/2013	Edit
Publication				
<input type="checkbox"/>	writing journal article	12/02/2013	14/02/2013	Edit

Action: [Delete](#) | [Move](#)

‘My T&SP’ is subdivided into 5 sections (items) namely **Profile**, **T&SP Elements**, **Progress**, **Approval Log** and **History**.

Profile

OVERVIEW T&SP ABOUT ME

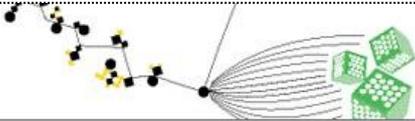
15 Qualifier result none selected Print studyplan[Return to Sijbrand's T&SP](#) [Return to T&SP overview](#)

Sijbrand's T&SP

Profile	<div style="border: 1px solid gray; padding: 5px;">Period T&SP Start date T&SP End date T&SP</div>
T&SP elements	<div style="border: 1px solid gray; padding: 5px;">Discipline</div>
Progress	<div style="border: 1px solid gray; padding: 5px;">Total planned ECTS 0.0 Total completed ECTS 0.0</div>
Approval log	<div style="border: 1px solid gray; padding: 5px;">Generic</div>
History	<div style="border: 1px solid gray; padding: 5px;">Research Plan Working title Sijbrand's T&SP Summary of the research 1st year research plan Research plan for subsequent years</div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;">Supervision plan Supervision agreement - promotor Supervision agreement - daily supervisor Miscellaneous supervision</div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;">Other Teaching Research facilities</div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;">Dissertation Dissertation approved Dissertation Propositions Approved Propositions</div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;">Graduation Graduation date Graduation time Graduation time other</div>

In the **profile** section you see an overview of your planned and completed elements in ECTS ('*Discipline*' and '*Generic*'). You can add or edit these elements in **T&SP Elements**. Your '*Research Plan*' shows the working title and short summary of your research which you can edit. The '*Supervision Plan*' shows the supervision agreement given by your promotor and daily supervisor. '*Other*' shows other activities (e.g. teaching, guest lectures etc) and the research facility contributing to this cause. '*Dissertation*' shows besides the documents also the approval of both your dissertation and propositions. '*Graduation*' shows your graduation time and date.

T&SP elements: Here you can **'Add elements'** and change the dates and/or status (planned or executed). Elements can be courses, seminars, conferences, summer schools etc. Activities can take place at the University of Twente, or elsewhere. It is important to indicate the nominal time duration, and in case of conferences/seminars which contribution you made (oral or poster).

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OVERVIEW T&SP ABOUT ME

05 Plan date for qualifier none selected [Return to Validity of Mystery Shopping](#)

Validity of Mystery Shopping

Profile

Sel.	Element	Start date	End date	Status	
Course (Generic)					
<input type="checkbox"/>	Learn to Ride a Bike	01/10/2013	01/12/2013	In progress	<input type="button" value="Edit"/>

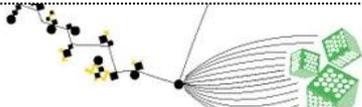
Progress

Approval log

History

Action: [Delete](#) | [Move](#)

Add/ Edit T&SP Elements

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OVERVIEW T&SP ABOUT ME

05 Complete T&SP none selected [Return to aan het werk](#) [Return to T&SP overview](#)

Edit element

Standard

Name

Start date

End date

Progress

ECTS

Planned ECTS

Completed ECTS

Course

Organizer

Please upload course certificate Geen bestand gekozen

Course program Geen bestand gekozen

You can edit the elements you've added. Don't forget to save the added or edited elements. **It is important that you fill this page with correct and up to date information!** In order to graduate the TGS wants to monitor your process. Therefore you must update planned and completed elements (e.g. ECTS) and upload a course certificate among the course program. In that way the TGS can validate if the elements are 'graduate-worthy'.

Progress: Here you can see your progress in a progress chart. Planned, In Progress, Completed and Discarded Elements will be presented visually.

Approval Log: The Approval Log shows the state of your Qualifier and the Annual Reviews. It shows the dates of your Annual Reviews and the Reviews by your Promotor in a document (PDF). It is advisable that the promotor uploads summaries of the reviews.

History: The History items shows all the documents and e-mails that you have uploaded or sent, for your T&SP, Qualifier etc.

1.3 The “ABOUT ME” tab shows your personal data:

OVERVIEW T&SP ABOUT ME

Staff:

Name	Role	Position	Organis
Grinwis, Arjan	Promotor		UT-dummy

My profile
If the information is not correct, please contact the HR department:

Personal information

First name Angelina
Middle name
Last name Smit
Address (home)
ZIP Code
City
E-mail m.d.roelofs-kamphuis@utwente.nl
Phone (home)
Phone (mobile)

PhD programme

Contract start date 01/11/2012
Contract end date 31/10/2016
Faculty TNW-ICE
Institute

Because your personal data is kept in a central database of UT, the information in the tab can **only** be edited by the HR department. If your personal data needs to be updated, please do so via the HR department.

NOTE: It is very important that you keep your personal information up-to-date at all times, but particularly at the time of graduation (for formal correspondence). You are responsible to provide the most up-to-date information.