

2019

UNIVERSITY OF UTRECHT

# Quality plan for doctoral studies Graduate School of Natural Sciences

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2019

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## 1. Introduction

- *Offering a framework for effective management and implementation of good practices for all matters relating to the doctoral studies.*
- *Providing guidelines for the allocation of responsibilities with respect to the doctoral studies amongst doctoral candidates, the graduate school, research institutes, the promoters, mentors, program coordinators and the Dean of the Faculty.*

This plan therefore starts with the description of attainment targets for doctorate programmes of the graduate school (chapter 2). In chapter 3 rules and procedures are laid down, which ensure that these targets can be met. How the quality of these procedures is safeguarded is described in chapter 4. Finally, in chapter 5 you find a table in which tasks and responsibilities of all bodies and persons involved in the PhD-track. In the annexes (number 1) a list of commonly used terms can be found. Other annexes cover evaluation protocol, the PDCA cycle.

## 2. Attainment targets

The generic attainment targets, adapted for the domain of natural sciences, are determined by the College for Doctoral Programs. They are outlined below. They serve on the one hand as framework for the assessment of the PhD candidate and/or the doctoral dissertation and on the other hand as framework for the basis on which the quality system is formulated.

Doctoral candidates who have successfully concluded the doctorate programme will be in a position to:

- *make an original contribution to scientific research in the domain of the natural sciences that can withstand a quality review by peers in accordance with standard practices in the Netherlands;*
- *independently make use of scientific methods in the development, interpretation and application of new knowledge in the area of the natural sciences;*
- *apply a substantial 'body of knowledge', which includes the principles and methods of international scientific practice and theory building in the relevant field of expertise;*
- *design and implement a project for the development of new knowledge;*
- *adequately communicate substantive and methodological knowledge on relevant topics in the area of natural sciences in publications and in scientific peer-reviewed journals, and present results in scientific forums;*
- *act in a socially and ethically responsible manner in the implementation, application and use of one's own research.*

There may also be program specific attainment targets, which each research institute will add to these generic attainment targets.

The College for Doctoral Programs (CoDP) checks if the candidate meets all of these attainment targets.

Actors in this process: *College for Doctoral Programs, program director*

### **3. Rules and procedures**

#### **3.1. Application and admission procedure**

All applications and admissions are processed via the research institutes. Each research institute is responsible for its own recruitment and sets specific recruitment procedures and admission criteria<sup>2</sup>.

Each candidate is assessed against a number of admission requirements set by the School:

- *The statutory study program requirements and exceptions hereto as laid down in the Doctoral Studies Regulations, Section 2 and Article 7.18 (2) of the Higher Education and Research Act.*
- *Specific, clear admission requirements which have to do with the individual character of the program.*
- *An application interview to assess whether the candidate has the requisite knowledge, skills and attitudes on the basis of which estimation can be made as to whether the PhD candidate is capable of completing the doctoral dissertation within the envisaged time frame having regard also to the formulated attainment targets. Attitudes and skills may include the following attributes: creativity, dedication, ambition, ability to drive oneself to a sufficient degree, perseverance, ability to work on own initiative in a team context, verbal and writing skills, the latter of which will be evident from the thesis and/or a publication.*
- *A minimum of two references for candidates who were not registered for the masters program, commensurate with the substantive programmatic line of the research institute.*
- *A registration request from the candidate in MyPhD.*
- *Verification of the financial capacity of the candidate in the event that the doctoral process goes ahead without an appointment pursuant to the Collective Bargaining Agreement for Dutch Universities (CAO-NU) so that it may be assumed with reasonable certainty that the financial position of the candidate will form no obstacle in the doctoral process.*
- *Verification of the legal status consequences for the University of Utrecht in the event that the candidate is in receipt of financial support for conducting the doctoral research and ensuring that a systematic embedding of this support is in place. A flow chart setting out the legal status of the University of Utrecht and the PhD candidate is provided in the Appendix.*

Candidates who are to be admitted are informed of this decision by the Director of Research, with a copy being sent to the HR department, no later than 1 month after the application interview has taken place.

On admission to the doctoral process, the College for Doctoral Programs checks to ensure that the quality of the PhD candidate, the promotor and the co-promotors are in accordance with the Doctoral Studies Regulations. The approval by the College for Doctoral Programs of the candidate's application for admission to the doctoral studies is filed in MyPhD and communicated to all parties involved through MyPhD.

Actors in this process: *program director, promotor/co-promotor, school, College for Doctoral Programs, HR-department*

#### **3.2. Registration**

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<sup>2</sup> The most common procedure is where a PhD student applies for a specific research project. In a number of cases a PhD student may submit his or her own research proposal and go in search of a suitable promotor.

The promotor together with the candidate, is responsible for registration of the PhD candidate in MyPhD<sup>4</sup>, preferably within a month but no later than three months after the appointment of the PhD candidate. After completion of the registration, the HR department plans the go-no go-interview and the assessment and development interviews for the period of the PhD track. Actors in this process: *promotor, head of department, dean, CoDP, PhD candidate, the HR department*

### **3.3. Supervision**

Each PhD candidate is assigned at least one promoter in accordance with the Doctoral Studies Regulations. If the promotor is not the daily supervisor, a member of the scientific staff will be assigned as the supervisor in the capacity of co-promotor. For supervision by the promotor at least 1 hour per month is required, for the daily supervisor 4 hours per month. All supervising staff is registered in MyPhD. The quality of these staff members is checked by the College for Doctoral Programs.

At a meeting immediately a.s.a.p. after the start of the project, clear arrangements are made to determine the roles to be assumed by the promoter and the co-promotor in the supervision process. At this meeting also the training programme is decided in terms of what training, in which period. The doctoral candidate registers all training in MyPhD.

Actors in this process: *promotor, co-promotor, PhD candidate*

### **3.4. Research plan**

At registration the PhD candidate uploads a research plan in MyPhD. This plan forms the basis for the reports that are written each year in preparation for the assessment and development (A&D) interviews. Changes to the research plan are evaluated and revised at the yearly A&D meetings, recorded in the ensuing report, which is then uploaded in MyPhD.

### **3.5. Assessment and Development (A&D) interview**

The PhD candidate publishes, makes presentations and participates in the training program of the program. The training program is outlined in more detail in Section 4.2. The progress of these activities is the subject of the annual A&D interviews (in every twelfth month of the contract) with the PhD-candidate, promotor and co-promotor(s).

Each year, the PhD-candidate prepares a progress report, describing the results of his/her research. The courses that were followed and the teaching activities are downloaded in a 'portfolio' from MyPhD. The progress report and portfolio are the basis for the interview. The (daily) supervision is also evaluated. Also discussed, is the further development of the PhD-candidate, which may result in revision of the research plan and the training programme. Adaptations to the research plan and the training program are recorded in MyPhD by the PhD candidate. The promotor

The promotor is responsible for the planning, content and execution of these meetings in accordance with Articles 3.3. and 3.4 of OER for doctorate candidates. He/she uploads the signed report of the A&D interview in MyPhD. The HR department checks if these annual meetings are taking place for each PhD candidate and files the uploaded report of the interview.

Actors in this process: *PhD candidate, (co-)promotor, the HR-department*

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<sup>4</sup> MyPhD is the online PhD monitor in which all administrative procedures are supported for Utrecht University. All doctoral candidates including those with no appointment or remuneration must register in MyPhD.

### **3.6. Go/No-Go Assessment**

Each PhD candidate will have had an assessment interview with the promotor no later than 18 months after the start of the doctorate process, in accordance with Article 3.4. and 3.7 of OER for doctorate candidates. The promotor uploads the signed assessment report in MyPhD. The HR department files the uploaded reports. In the event of a negative outcome, the verified dismissal law procedures are followed in accordance with the Collective Bargaining Agreement for Dutch Universities (CAO-NU). For external doctorate candidates, in case of a negative outcome, the promotor and program director will deliver a reasonable judgment based on the essential lines of argumentation. However, the employment-law aspects of a A&D meeting do not apply in this regard.

Actors in this process: *PhD candidate, (co-)promotor, the HR-department*

### **3.7. Mentorate**

Each PhD candidate is assigned a mentor. The mentor is assigned by the program director and named at registration of the PhD candidate in MyPhD. This person is not involved in the promotor's research and is not a member of the research group to which the PhD candidate belongs. However the mentor may well be a staff member of the same research institute. The role of the mentor is to act as an independent and confidential counsellor and to mediate between the PhD candidate and the supervisor if their working relationship is in danger of becoming compromised. The mentor can also access the A&D reports from the HR-department ahead of a mediation procedure. In the case of a serious conflict, the mentor may refer the mediation to the dean. In the event of a dispute, the Doctorate Studies Regulations and Article 3.8. of OER for doctorate candidates remain fully applicable.

At the end of the doctoral process, the mentor and the PhD candidate have an exit interview and reports on this to the program director, copied to the HR-department.

Actors in this process: *program director, mentor, the HR-department*

### **3.8. Duration of the Doctorate Studies**

The appointment of a PhD-candidate tends to be a full time appointment (1.0 FTE) applicable for a maximum period of four years. The minimum scope of the appointment is 0.8 FTE, in which case the doctorate process will last for a maximum period of 5 years. The doctorate process may be stopped prematurely (Article 3.7 of the OER for doctorate candidates) and in exceptional cases it may be extended (Article 2.5 OER for doctorate candidates).

### **3.9. Assessment of the doctorate dissertation**

The process of assessing the doctorate dissertation, the defense of the doctorate dissertation and the doctorate studies is outlined in the Doctorate Studies Regulations of the University of Utrecht. This process is executed under the responsibility of the College for Doctorate Programs.

### **3.10. Participation**

For PhD-candidates and external doctorate candidates alike, the right to participate in decision-making is provided for in Articles 4.1. and 4.2. for the OER for doctorate candidates. The manner in which participation in decision-making is structured is determined by the School and is described. Each research institute organizes the establishment of its own doctorate candidates participation body. This body advises the program director in relation to matters concerning the doctorate process. The program director will be responsible for organizing regular meetings. Doctorate candidates registered with the graduate school are members of the school and of the research

institute. They are represented by a PhD candidate in the Board of Studies of the School. The school has a PhD Council to which each research institute appoints one or more doctorate candidates. It provides solicited and unsolicited advice to the BoS of the school.  
Actors in this process: *doctorate candidates, program director, school*

### 3.11. Overview of Scheduled Actions

Time	Action	Actor
Month 0	Appointment	the HR Department
Month 0-3	Draw up research plan, register in MyPhD	PhD candidate/promotor/supervisor
Month 10-11	Reporting in preparation for first A&D interview	PhD candidate
Month 12	First A&D interview	PhD candidate /promotor/supervisor
Month 18	Interview for Go/No Go assessment	PhD candidate /promotor/supervisor
Month 23	Reporting in preparation for second A&D interview	PhD candidate
Month 24	Second A&D interview	PhD candidate /promotor/supervisor
Month 35	Reporting in preparation for third A&D meeting	PhD candidate
Month 36	Third A&D interview	PhD candidate /promotor/supervisor
Month 40+	Set date of the doctorate thesis defense ceremony and upload dissertation in MyPh	PhD candidate
Month 48+	Thesis defense	PhD candidate/promotor
Month 48+	Exit interview	PhD candidate/mentor

#### **4. Quality of the program and supervision**

##### **4.1. Quality of the supervision**

A stimulating doctorate studies environment relies to a large extent on a system in which active supervision on the part of the (co-)promotor(s) and mentor is paramount. The BoS checks the quality of the supervision. They verify that MyPhD is complete and on schedule and that research plan and training plan are executed according to the arrangements. It is important that a number of other factors with respect to the supervision are pointed out. Factors relating to the quality of the supervision include:

- *Completeness of the MyPhD registration within the scheduled time frame*
- *Checking to ensure that each doctorate candidate has a research plan and that the annual reporting is adhered to*
- *Monitoring of progress in the individual doctorate processes based on the administration of the A&D-meetings in MyPhD*
- *Results of the PhD program based on the desired target figure in terms of starter numbers, successful doctorate programs, non-completers, average duration of doctorate studies, etc. per program*
- *Average number of doctorate candidates per promotor*
- *Link with PhD Council as advisory group*
- *Checking if identified obstacles in the supervision have been tackled via the exit evaluation interviews*

The requisite information referred to above is provided by the HR-department and the policy advisor of the school to the BoS.

Actors in this process: *BoS, the HR-department, school policy advisor*

##### **4.2. Quality of the study program procedure**

For the PhD candidate, the study program procedure comprises of two components: a job-related offer of a minimum of 16 ECTS as determined by the research institute and an offer of a minimum of 4 ECTS with an emphasis on the generic skills that will benefit the PhD candidate in his/her research and/or prepare him/her for a future career. An overview of the requirements per research institute can be found on the website of each research institute. The PhD candidate, in consultation with the promotor, can choose from a generic training program which the school publishes on its website and in MyPhD.

The school is responsible for the quality of the whole of the study programmes on offer. It must ensure that the various programmes offer a similar range and give substance to the attainment targets. The generic range on offer together with the requisite course descriptions and other specific references are published on the school website. These courses are offered by both internal and external organizations. Attention is given to the following subjects: writing academic English, securing of subsidies and preparation of grant applications, project management, leadership training, presenting and speaking in English for a specialist and non-specialist public. The list published on the website will depend on the results of the evaluations and is reviewed on an annual basis.

The total offer of 20 ECTS is evaluated annually by the research institutes. The evaluation protocol is

drawn up by the school and is outlined in Annex 2. The program committees of the research institutes and the doctorate candidates participation body are afforded a role in this evaluation process.

Actors in this process: *school, program committee, doctorate candidates-participation body*

#### **4.3. Annual Reporting**

The policy advisor composes an annual report for the BoS and the research institutes. The main purpose of this annual reporting is to provide the School with information so that it can monitor the recruitment and selection of doctorate candidates, the study progress, and the quality control of the PhD program. Based on this information, it can then adopt suitable remedial measures when shortcomings are identified.

The format of this report is determined by the school (number of applications, admissions, status of the PhD candidate, success rates, number of publications, number of Go/no Gos, summary of relevant elements from the exit interviews, etc.). The policy advisor is supported by the HR-department, which provides the requisite administrative data per research institute and performs checks on the A&D meetings, the annual reporting by the PhD candidate and the research report.

Actors in this process: *Graduate School, school policy advisor*

## 5. Responsibilities and Tasks

The actions enhance and explain the responsibilities assigned to each actor. They follow the corresponding number in the “responsibilities” column.

Actor	Responsibilities	Tasks
<b>School/Board of studies/Dean</b>	Responsible for the quality and for guaranteeing the study component of 20 ECTS	Recording of generic courses (4 EC), providing an overview of the program-specific study components. Linking up with the attainment targets Determination of program-specific attainment targets. Drawing up of evaluation protocol.
	Responsible for the quality of the research and the supervision of each individual doctorate process	Establish the format of MyPhD. Establish format of the annual report. Establish a framework to facilitate evaluation of the supervision. Establish the admissions procedure. Arrangements to be agreed with the HR-department in relation to the performance of tasks. Drawing up of OER for doctorate candidates.
<b>Program director</b>	He/she is the direct consultation partner of the BoS.	
	President of the programme committee and ensures that PhD candidate can participate in a minimum of 4 ECTS generic courses	Determines the content of the subject-specific study programme. Ensures the programme is neatly organized and evaluated every year and that outcomes of the evaluation are acted upon. Makes sure adequate information on this programme is available for PhD candidates through the website of the research institute or that of the national research school.
	Implementation of the recruitment, selection, and termination proceedings.	Implements the statutory and institute-specific study programme requirements, monitors the School's recruitment procedure and refers to the OER of doctorate candidates.

Ensures a adequate framework for the supervision of each PhD candidate	Makes clear arrangements with the (co)promotor(s) and the daily supervisor
Has the right to inspect the A&D meetings	
Responsible for ensuring that the mentor is not from the same research group	Assigns a mentor for each PhD candidate.
Arranges periodic consultation with the doctorate candidates' participation body.	Holds discussions with the doctorate candidates in relation to the course of study and other matters of importance for doctorate candidates; evaluation of the current program is one of the components.

Actor	Responsibilities	Tasks
<b>Promotor</b>	<p>Makes sure that the supervision of the PhD candidate is adequate.</p>	<p>Assigns a daily supervisor.</p>
	<p>Monitors registration in MyPhD</p>	
	<p>Makes sure the PhD candidate is well informed about his/her rights and duties.</p>	<p>Provides information on the quality plan, the expectations he/she has of the PhD candidate and what the PhD candidate can expect of a promotor and supervisor.</p> <p>Schedules the A&amp;D-meetings with the PhD candidate: must be no later than 12 months after the appointment and from then on, each year during the term of the appointment. Arranges a similar meeting with external doctorate candidates, based on the arrangements made at the commencement of the doctorate process.</p> <p>Improves and discusses manuscripts/ publications submitted by the PhD candidate.</p> <p>Provides information on skills training, symposiums, conferences and summer schools in the Netherlands and abroad in which the PhD candidate may participate. Stimulates the PhD candidate in the conducting of creative research. Advises the PhD candidate on career perspectives.</p>
<b>Co-promotor</b>	<p>Makes sure that the PhD candidate can present his/her research at regular intervals.</p>	
	<p>Supervises the PhD candidate.</p> <p>Arranges for proper implementation of the research plan and the training program in MyPhD, and co-signs. Participates in A&amp;D meetings and is</p>	<p>Makes sure that the PhD candidate receives sufficient instructions regarding theory and practice. Stimulates a scientific and critical attitude and informs the PhD candidate about issues of integrity.</p> <p>Follows the progress of the PhD candidate and makes sure that manuscripts are completed on time. Provides general information during the</p>

responsible for the report, ensuring that the signatures of all relevant parties have been appended and making sure that this document is filed via MyPhD to the HR-department.

PhD study programme regarding how the financial matters concerning the courses and trips are organized. Participates in the annual A&D meetings and prepares the report of these meetings. Checks that the PhD candidate attends the agreed courses.

Liaises frequently with the PhD candidate, discusses the scientific content, ensures manuscript versions are corrected promptly. Also acts as coach  
Provides feedback on draft presentations and scientific publications (both verbally and via a poster).  
Monitors the content and the didactic qualities in the preparation of a presentation.

Ensures that the PhD candidate does teach.

Actor	Responsibilities	Tasks
<b>Doctorate candidate</b>	Responsible for meeting the goals of the PhD programme which are laid down in this Quality Plan and in MyPhD.	<p>Liaises with the HR department regarding all appointment documents, registers in MyPhD. Prepares a research plan for the duration of the appointment. Conducts research.</p> <p>Attends the study program which has been organized in consultation with the promotor/supervisor and registers courses in MyPhD. Discusses the research results on a regular basis with the (co-)promotor. Draws up a yearly report in preparation of the A&amp;D meeting including details on progress of the research, the study programme and teaching tasks. Revises the research plan if necessary based on outcome of the A&amp;D meeting. Teaches courses. Writes a thesis and defends this in public.</p> <p>Takes an active part in progress meetings both as an observer and as a presenter. Participates actively in activities organized by the research school.</p>
<b>Mentor</b>	Mediation for PhD candidates	<p>Functions if necessary as a mediator when the supervision is not working out. When a conflict is unresolved or when the conflict is too serious, the mentor refers the matter to the dean.</p> <p>Holds exit interviews with PhD candidates. Reports the findings of the exit meetings to the program director.</p>
<b>HR</b>	The appointment of PhD candidates as employee of Utrecht University	Interviews the PhD candidates and appraises them of the university and faculty employment conditions.

	Monitoring of the TSA process, research plans, A&D reports and Hora Est within the given time frame.	Checks to ensure that each PhD candidate has regular A&D interviews and registration in MyPhD. Attends the A&D meetings when requested.
	Recording of arrangements made between external PhD candidates and the promotor.	
	Support of the BoS and policy advisor in the provision of information for the annual report.	This includes: success rates of PhD study program in terms of numbers of starters, successful doctorate programs, non-completers, average doctorate studies duration, etc. per program, ratio of number of doctorate candidates per promotor, numbers of Go/No Gos, feedback to the BoS over the monitored individual doctorate processes in terms of deviations from the normal time frame, number of extensions allowed, number of part-time doctorate programs, numbers of doctorate candidates in ratio per group (AIO, external doctorate candidates)

Actor	Responsibilities	Tasks
<b>Program committee</b>	Support for the program director	<p>Advises the programme director as to the course components of the study programme. Does so in close cooperation with the PhD participation body of the research institute.</p> <p>Checks the courses on offer each year and makes adjustments based on results of the course evaluations.</p> <p>Supports the program director in the recruitment and selection of PhD candidates.</p>
<b>Program coordinator</b>	Support for the program director	Organizes course evaluations and reports the findings to the program director/program committee who on the basis hereof prepares the new offers.
<b>Doctorate candidates participation body</b>	Representation of PhD candidates at research institute level	<p>Acts as the consultation partner for the program director/program committee for various PhD matters.</p> <p>Appoints the contacts for the School's PhD Council representation.</p>
<b>PhD-council</b>	Representation of PhD candidates at School level	Acts as the consultation partner for the BoS committee for various PhD matters

## ANNEX 1 Note to commonly used terms

- BoS: Board of Studies.
- College for Doctorate Programs: College that awards the Doctor's degree on completion of the doctorate studies.
- Dean: Head of the Faculty of Science.
- Doctorate candidates participation body: participation body of doctorate candidates per research institute.
- Director of Research: head of a research institute, fulfilling here the role of program director.
- External PhD candidate: a PhD candidate who has not been appointed by the University of Utrecht and who is conducting a doctorate research with a promotor.
- HR: the human resources department of the Faculty of Science.
- Mentor: a confidential counsellor who is not directly involved in the PhD candidate's research work. He or she may well be involved in the same research institute.
- MyPhD: administrative system within which the registration, admission, acceptance of the manuscript, composition of the assessment committee, etc. concerning the PhD candidate are recorded.
- OER for doctorate candidates: Education and exam regulations for doctorate candidates. This document sets out a number of regulatory measures with respect to various aspects of the doctorate studies.
- PhD candidate: a person appointed or otherwise by the University of Utrecht who is working on a doctorate research program within one of the research institutes of the School.
- PhD council: participation body for doctorate candidates at School level.
- PhD course/PhD program: the Graduate School of Natural Sciences offers one study program which is subdivided in one PhD program per accredited research institute. This involves conducting research with a promotor for a maximum four-year period in a full-time capacity. This study program includes a minimum course component of 20 ECTS ([European Credit Transfer and Accumulation System](#)), of which a minimum of 16 ECTS are assigned to subject-specific study program elements and a minimum of 4 ECTS to generic courses/training programs.
- Program committee: committee established by the research institute, presided over by the program director. The committee determines the content of the PhD program and performs a number of tasks on behalf of the School. The program committee must ensure that all sections of the research institute are proportionately represented.
- Program coordinator: a WP member who provides support to the program director, also a member of the program committee.
- Program director: head of the PhD program, likewise the Director of Research of the allied research institute.
- Promotor: a professor who is attached to the University of Utrecht or to another university in the Netherlands or to a foreign institute of university education. The promotor is the person ultimately responsible for the doctorate dissertation and may also be the supervisor.
- School: Graduate School of Natural Sciences.
- Supervisor: first point of contact of the PhD candidate, who supervises the PhD candidate in the preparation of the doctorate dissertation and arranges for regular meetings to take place with the candidate.
- Vice-Dean: vice-Dean of the Faculty of Science and president of the School.

## **ANNEX 2. Evaluation protocol study programme**

All courses of all study programmes of the graduate school are regularly evaluated through candidate surveys. For efficiency, the School is responsible for providing a concise list of survey questions. Programme coordinators make sure evaluations take place and that all courses are evaluated in this way. Outcomes of the evaluations are published in the annual report. Appropriate action is taken by the programme director, in consultation with the programme committee and the PhD participation body, if outcomes for a course are in a way that they give cause for adaptation of the course or the study programme.

The Bos is informed of adaptations on the study programme through the annual report.

### ANNEX 3. The PDCA-cycle for the study programme and PhD-supervision.

The process	PDCA	Elaboration	Actor	Time
<b>Evaluation process for the study programme</b>	Plan	Establishment of evaluation criteria and determination of the actors in the process	BoS	
	Do	Presentation of evaluation plan to the programma directors	BoS	
	Check	Monitoring of evaluation processes through annual reports	BoS	
	Act	Evaluation of this process and adjustment. Adapt information on generic courses on the website in accordance with evaluation outcomes.	BoS	
<b>Evaluation of study programme of the research institute or national research school</b>	Plan	Coordinate course survey	Programme coordinator	
	Do	Together with the PhD participation body evaluate survey outcomes	Programme coordinator	
	Check	Check the quality of the study programme against criteria	Programme coordinator	
	Act	Advise the programme director on adaptation of the study programme laid down in an annual report.	Programme coordinator	
<b>Supervision</b>	Plan	Establishment of evaluation criteria for supervision	BoS	
	Do	Presentation of evaluation plan to the programma directors and the HR-department	BoS	
	Check	Monitor the supervision process through the annual reports	BoS	
	Act	Evaluation of this process and adjustment leading to new arrangements with programme directors and the HR-department	BoS	

## ANNEX 4 Legal position Utrecht University and PhD-candidates in different financial contexts

