STEPS IN ProDoc BY PROMOTOR:

The next steps by the promotor are necessary before a PhD candidate can start the graduation protocol with the Doctorate Board (see page 2). Items 3 and 5 have been simplified in April 2016. The promotor does not have to log in to the ProDoc system to complete these tasks, but of course may still log in into ProDoc to check the status of his/her own PhD candidates.

The promotor is formally responsible for the following steps:

1. After the intake interview of a new PhD candidate with TGS we inform the promotor by e-mail. The promotor accepts (or rejects) the candidate via the hyperlink in the message. This is to make sure the right promotor is identified at the start (procedure not changed).

2. After the candidate has completed the draft Training & Supervision Plan, the promotor is informed by an e-mail with pdf attachment containing a summary of the T&SP¹. The promotor is requested to approve the T&SP via the hyperlink in the e-mail. After the approval, the T&SP can be updated/modified again by the candidate. The (improved) T&SP is subject of discussion at least at the time of the Qualifier and Annual Interviews (procedure not changed).

3. After the qualifier³ the promotor⁴ has to submit 2 documents, the qualifier report and the subsequent personal appraisal⁵ (= first annual interview) of the candidate, by e-mail to prodoc@utwente.nl. The ProDoc backoffice will take care to upload the reports and complete the status update so that the candidate can smoothly go on to the next step. When necessary, ProDoc will issue a reminder e-mail to ask for these documents (new simplified procedure, no log-in required).

4. Following a successful (second) qualifier, the candidate and the promotor have to sign the “APPLICATION FORM FOR THE APPOINTMENT OF PhD SUPERVISOR(S)”⁶. This form has to be submitted by your secretariat, via de Faculty Dean’s office, to the Doctorate Board and has to be accompanied by a scan of the original Master diploma and validation (if necessary). Please make sure all documents are available right away (procedure not changed).

5. After the subsequent annual interviews at the end of the 2nd and 3rd year an appraisal report³,⁴,⁵ has to be submitted by e-mail to prodoc@utwente.nl (new simplified procedure, similar to step 3).

(so far based on e-mail 26-04-2016 to all UT professors; see overleaf for PhD Graduation procedure)

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¹ The T&SP should only be forwarded in ProDoc by the PhD candidate to the promotor for approval after it has been discussed and the supervisory team agrees about its content. Please note there is an option for the candidate to upload the entire research plan (open format) as well as yearly updated versions of it as part of the T&SP (though these documents are not appended to the summary pdf’s sent back to the promotor).  
² The qualifier (incl. subsequent personal appraisal) is held between 6-9 months after the start of the PhD. As preparation for the qualifier the candidate has to upload a (max. 2-page) progress report in ProDoc (open format).  
³ In case of doubt or underperforming PhD candidates it is necessary to involve your HR contact person asap in order to monitor the right procedure.  
⁴ In case someone else replies on your behalf it must be clear that this is done with your consent.  
⁵ For employees this is an evaluation or assessment, for non-employees this is a progress interview. See PhD Charter article 16 a and b, and the download page for the forms. External formats may be used under the condition that they comply with the CAO-NU in case of employees.
6. PhD Graduation procedure and ProDoc (PhD candidates from 1-1-2014 onwards).

The final steps that will follow to prepare for the PhD defence are conform the protocol of the Doctorate Board as it is known.

Differences are:

- The promotor was already appointed after the Qualifier (see step 4 above).
- Candidates requesting the Doctorate Board for a PhD defence date, after approval of the manuscript by the promotor, will be cross-checked in ProDoc whether their files are complete and the necessary additional data for the defence will be entered.
- The TGS certificate will be prepared:
  - The PhD candidate will be asked to update the T&SP elements in ProDoc in order to establish the final list of ≥30EC in doctoral education subjects taken during the PhD (or proof of exemptions).
  - TGS will prepare a draft certificate and forward it to the promotor for approval (and authorisation for items where no evidence of participation exists).
  - At the time of the doctoral defence the TGS certificate will be with the beadle to be signed by the promotor and handed over together with the PhD diploma.