Charter for Professional Doctoral Candidates

Version 2016/01
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UNIVERSITEIT TWENTE.
# Table of contents

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 1</td>
<td>Definitions of terms</td>
<td>4</td>
</tr>
<tr>
<td>Article 1</td>
<td>Definitions of terms</td>
<td>4</td>
</tr>
<tr>
<td>Article 2</td>
<td>Types of doctoral candidates</td>
<td>6</td>
</tr>
<tr>
<td>Chapter 2</td>
<td>Programme</td>
<td>7</td>
</tr>
<tr>
<td>Article 3</td>
<td>Mission of the Twente Graduate School</td>
<td>7</td>
</tr>
<tr>
<td>Article 4</td>
<td>Exit qualifications</td>
<td>7</td>
</tr>
<tr>
<td>Article 5</td>
<td>Programme content</td>
<td>7</td>
</tr>
<tr>
<td>Article 6</td>
<td>TGS education certificate</td>
<td>8</td>
</tr>
<tr>
<td>Article 7</td>
<td>Quality control</td>
<td>8</td>
</tr>
<tr>
<td>Chapter 3</td>
<td>Registration, selection, admission and term of the agreement</td>
<td>9</td>
</tr>
<tr>
<td>Article 8</td>
<td>Application or expression of interest</td>
<td>9</td>
</tr>
<tr>
<td>Article 9</td>
<td>Selection</td>
<td>9</td>
</tr>
<tr>
<td>Article 10</td>
<td>Admission</td>
<td>9</td>
</tr>
<tr>
<td>Article 11</td>
<td>Term of the agreement</td>
<td>10</td>
</tr>
<tr>
<td>Chapter 4</td>
<td>Training and supervision; education activities</td>
<td>11</td>
</tr>
<tr>
<td>Article 12</td>
<td>Training and Supervision Plan (T&amp;SP)</td>
<td>11</td>
</tr>
<tr>
<td>Article 13</td>
<td>Supervisor and Supervision</td>
<td>11</td>
</tr>
<tr>
<td>Article 14</td>
<td>Term of the agreement</td>
<td>11</td>
</tr>
<tr>
<td>Chapter 5</td>
<td>Qualifier, Assessment/Evaluation/Progress review and defence</td>
<td>12</td>
</tr>
<tr>
<td>Article 15</td>
<td>Qualifier</td>
<td>12</td>
</tr>
<tr>
<td>Article 16a</td>
<td>Assessment/Evaluation of employed professional doctoral candidates and employees obtaining their professional doctorate</td>
<td>12</td>
</tr>
<tr>
<td>Article 16b</td>
<td>Progress review of other doctoral candidates</td>
<td>14</td>
</tr>
<tr>
<td>Article 17</td>
<td>Defence</td>
<td>14</td>
</tr>
<tr>
<td>Chapter 6</td>
<td>Miscellaneous</td>
<td>17</td>
</tr>
<tr>
<td>Article 18</td>
<td>Finances</td>
<td>17</td>
</tr>
<tr>
<td>Article 19</td>
<td>Facilities</td>
<td>17</td>
</tr>
<tr>
<td>Article 20</td>
<td>Support</td>
<td>17</td>
</tr>
<tr>
<td>Article 21</td>
<td>Exit interview and evaluation</td>
<td>17</td>
</tr>
<tr>
<td>Article 22</td>
<td>Terms and conditions of employment for employed professional doctoral candidates and employees obtaining their professional doctorate</td>
<td>17</td>
</tr>
<tr>
<td>Article 23</td>
<td>Possibilities for extension</td>
<td>17</td>
</tr>
<tr>
<td>Article 24</td>
<td>Conduct and integrity</td>
<td>18</td>
</tr>
<tr>
<td>Article 25</td>
<td>Intellectual property</td>
<td>18</td>
</tr>
<tr>
<td>Article 26</td>
<td>Participation</td>
<td>18</td>
</tr>
<tr>
<td>Chapter 7</td>
<td>Objections, complaints and disputes</td>
<td>19</td>
</tr>
<tr>
<td>Article 27</td>
<td>Individual objections and complaints</td>
<td>19</td>
</tr>
<tr>
<td>Article 27a</td>
<td>Disputes</td>
<td>19</td>
</tr>
<tr>
<td>Article 28</td>
<td>Discrepancies</td>
<td>20</td>
</tr>
<tr>
<td>Article 29</td>
<td>Changes to the regulations</td>
<td>20</td>
</tr>
<tr>
<td>Article 30</td>
<td>Transitional arrangements</td>
<td>20</td>
</tr>
<tr>
<td>Article 31</td>
<td>Publication</td>
<td>20</td>
</tr>
<tr>
<td>Article 32</td>
<td>Starting date</td>
<td>20</td>
</tr>
</tbody>
</table>
1. This Charter applies to all types of professional doctoral candidates at the University of Twente.

2. The Charter states when a particular regulation applies to a specific type of professional doctoral candidate.

3. The pronouns ‘he/his’ used in this Charter also refer to the female equivalent, ‘she/her’.

4. The Executive Board of the University of Twente adopts the Charter after having heard the Doctorate Board. The Doctorate Board may propose changes.

5. In case of any discrepancy between the Dutch text of the Charter and the English translation, the Dutch text will prevail.
Chapter 1  Definitions of terms

Article 1  Definitions of terms

The meaning of the terms used in this Charter is the same as the meaning of the terms used in the Dutch Higher Education and Research Act, the Collective Labour Agreement of Dutch Universities and the CCTO regulations. The following terms have the following definitions:

1. Act the Dutch Higher Education and Research Act (WHW),
2. assessment interview interview for employees in which the thesis supervisor assesses the manner in which the professional doctoral candidate performed his duties and his conduct during the performance of these duties, in accordance with Article 6.7 of the collective labour agreement,
3. CCTO Dutch Certification Committee for Technological Design Programmes (‘Nederlandse Certificatie Commissie voor Opleidingen tot Technologisch Ontwerper’),
4. collective labour agreement Collective Labour Agreement of Dutch Universities (cao NU)
5. daily supervisor senior lecturer, doctoral graduate or professional doctoral graduate who supervises the professional doctoral candidate on a daily basis,
6. Doctorate Board Board which acts on matters concerning the conferral of doctoral degrees (Art. 9.10 of the Dutch Higher Education and Research Act),
7. EC European Credit, a credit which equals 28 hours of study, as provided in the Act,
8. employee a person with an appointment at the University,
9. evaluation interview interview for employees during which the thesis supervisor evaluates the manner in which the professional doctoral candidate performed his duties and his conduct during the performance of these duties and discusses this with the professional doctoral candidate,
10. Executive Board highest managing body of the University of Twente and is responsible for management and administration of the university,
11. faculty dean dean of a faculty of the University of Twente,
12. graduation committee The committee to decide whether the professional doctoral candidate may be admitted to defend his thesis and to preside over the professional doctoral defence,
13. HR Service department Human Resources,
14. Technological Design programme One of the certified post-master Technological Designer programmes (certification by CCTO) at the University of Twente
15. PDEng Education Director education director of one of the Technological Design programmes at the University
16. Professional doctoral programme individual programme of a professional doctoral candidate consisting of a technological design project (minimum of 60 EC) which may result in a professional doctoral thesis and an education programme of around 60 EC, but with a minimum of 48 EC.
17. progress interview interview for non-employees during which the thesis supervisor discusses the progress of the professional doctoral process with the professional doctoral candidate,
18. Professional doctoral candidate a person who has been admitted by the faculty dean to a professional doctoral programme and has an agreement with an thesis supervisor to conduct a professional doctoral programme, which may result in a PDEng degree.
19. Professional doctoral defence The moment at which the degree of PDEng is conferred.
20. Professional doctorate (PDEng) The academic degree Professional Doctorate in Engineering (PDEng). Holders of the degree PDEng will be registered as a technological designer in the Dutch register kept by the Royal Institution of Engineers in the Netherlands (KIVI)
21. Professional doctorate agreement agreement between a non-employee and the University concerning a professional doctoral programme,
22. qualifier a meeting which serves to determine whether the technological design proposal is of a sufficient level and whether it is likely that the professional doctoral candidate will complete his professional doctoral programme within the remaining period.
23. T&SP Training and Supervision Plan, which is kept in the electronic professional doctoral candidate monitoring system (ProDoc),
24. TGS Twente Graduate School, the University section that registers doctoral and professional doctoral candidates,
25. TGS Cluster Leader meeting representatives of decentralised TGS clusters,
26. TGS Council of Doctoral Candidates representing council of doctoral candidates at the University, currently the PhD Network of the University of Twente (P-NUT),

1 The CCTO, as mentioned in item 3 of the Article, is the current certifying body. It is possible that in the future other (international) organisations will be engaged in the certification or accreditation of the PDEng degree.
27. TGS director  director of the Twente Graduate School,
28. thesis supervisor  A professor, associated with a university. The technological design project will be carried out under the supervision or in consultation with a specific professor. This professor will, as a rule, be appointed as the supervisor. If a professor from another university is appointed as the supervisor, a professor from the University of Twente will be appointed as the second supervisor.
29. University  University of Twente,
30. VSNU  association of universities of the Netherlands,
Article 2 Types of doctoral candidates

1. The University of Twente has the following types of professional doctoral candidates, based on the classification used by the VSNU:

   a. employed professional doctoral candidate a professional doctoral candidate who is temporarily employed by the University and holds a paid professional doctoral candidate position; (with the UFO profile of ‘TOIO’, see article 2.3 paragraph 10 sub d of the collective labour agreement);

   b. employee obtaining a professional doctorate University employee (with a UFO profile other than ‘TOIO’) who has been admitted to a professional doctoral programme and has an agreement with a thesis supervisor to conduct a technological design,

   c. contract professional doctoral candidate professional doctoral candidate who is not employed by the University and who is given financing and time or only financing for his technological design, contract professional doctoral candidates can be divided into three subcategories, based on the financial support given to the doctoral candidate:

      i. contract professional doctoral candidates receiving a grant from the University;

      ii. contract professional doctoral candidates receiving a grant from another organisation;

      iii. contract professional doctoral candidates without a grant who receive other financing, from their employer, for example

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2 Not possible nor allowed at present.

3 This category includes internal self-paying international professional doctoral candidates who make use of the University facilities.
Chapter 2 Programme

Article 3 Mission of the Twente Graduate School
The mission of the Twente Graduate School is to train and educate excellent researchers and designers, usually at the start of their career, and to present and promote excellent research via clustered or separate (professional) doctoral programmes. The (professional) doctoral candidates are trained to prove their competence by means of a (professional) doctoral thesis. With this mission, the TGS aims to improve the quality of research, design and education, to accentuate the University's identity and profile and to differentiate and individualise the specific (professional) doctoral programmes and services for its participants.

Article 4 Exit qualifications
The exit qualifications of the professional doctoral programme are:

<table>
<thead>
<tr>
<th>Area of competence</th>
<th>After the professional doctoral candidate has obtained his professional doctorate, he is expected to have the following qualifications:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Skills and techniques in the technological design domain</td>
<td>- Has a systematic insight in his own field(s) of study and has a command of the research and design methods used in this field of study - Makes a contribution to the creation of innovative technical solutions in a multidisciplinary setting, based on functional and business/market requirements through an extensive amount of work.</td>
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<tr>
<td>2. Technological Design management</td>
<td>- Has the ability to design, develop, implement and adjust an extensive technological design process using the appropriate integrity of a technical designer. - Has been trained to accept a prominent position in society or the business sector.</td>
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<tr>
<td>3. Technological Design environment</td>
<td>- Is able to explain/use the most important concepts in the technological design environment, e.g. financing, integrity, safety, management, stakeholders, entrepreneurship and design principles. - Is able to cooperate with researchers, engineers and other stakeholders; has the ability to combine insights from various disciplines and sub-disciplines and to cooperate with participants from different backgrounds.</td>
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<tr>
<td>4. Social context of technological design</td>
<td>- Is able to identify the needs for technical solutions in society and the business sector. - Is able to place the importance of his own work in a social and business perspective.</td>
</tr>
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<td>5. Networks and teamwork</td>
<td>- Participates in developing and maintaining relevant internal and external networks and teams, and is able to enhance collaboration between academia and companies.</td>
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<td>6. Communicative skills</td>
<td>- Communicates with colleagues, the broader industrial and scientific community and society as a whole (dialogue) about his area of expertise (large scope).</td>
</tr>
<tr>
<td>7. Personal effectiveness</td>
<td>- Is able to deliver an excellent performance when it comes to work and studies. - Is able to divide his time and meet deadlines. - Is able to reflect on his own effectiveness and to improve it.</td>
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<tr>
<td>8. Career management</td>
<td>- Formulates a vision of his career after having obtained his professional doctorate and takes steps that promote his career.</td>
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Article 5 Programme content
1. An individual professional doctoral programme consists of:
   - a technological design project (minimum of 60 EC) resulting in a professional doctoral thesis;
   - an education programme of around 60 EC, but with a minimum of 48 EC.
   - Within these requirements, each Technological Design programme at the University of Twente has its own requirements and guidelines for technological design project and education programme, as laid down in the studyguide of the Technological Design programme concerned.
   - The total volume of the professional doctoral programme is 120 EC
2. The education programme referred to under point 1 consists of broadening and in-depth subject-specific courses and activities in the area of academic skills and career orientation. The requirements and guidelines for each Technological Design programme are defined in the studyguide of that specific programme. The education programme is to be determined by the director of the PDEng programme concerned, the thesis supervisor and the professional doctoral candidate. The purpose of these activities is to support the professional doctoral programme and to help the professional doctoral candidate to obtain his exit qualifications (Article 4).

3. The training and supervision plan (T&SP; Article 12) must include a list of subjects to be taken within the context of the education programme.

4. ECs can be obtained by taking courses as offered by the University of Twente (master and post-master level) and the UT Centre for Training & Development. ECs can also be obtained by attending national and international conferences and summer schools, participating in activities by national research schools or local graduate schools and courses at other universities.

Article 6  TGS education certificate

1. The thesis supervisor evaluates the performance delivered by the professional doctoral candidate in his education programme. After a positive assessment, the thesis supervisor submits the completed T&SP to the PDEng programme director, along with a statement that the professional doctoral candidate completed the education programme in accordance with the T&SP and the concerned PDEng programme.

2. The TGS director is responsible for the quality assurance of the professional doctoral educational programmes and consults the faculty dean, if necessary. The PDEng programme director is responsible for the content of the professional doctoral educational programmes and consults the faculty dean, if necessary. The TGS issues a TGS education certificate for approved education programmes, which states that the professional doctoral candidate has met the requirements of the education programme of the professional doctoral programme according to the T&SP. The TGS education certificate is signed by the TGS director, PDEng programme director and the thesis supervisor.

3. The TGS education certificate contains a supplement with an overview of the education programme.

4. The TGS education certificate is issued during the professional doctoral defence ceremony.

Article 7  Quality control

1. The Doctorate Board is ultimately responsible for the quality of all professional doctoral programmes.

2. In order to guarantee the quality of the education programme, the specific professional doctoral courses as referred to in Article 5.4 are assessed under the supervision of the TGS director. The evaluation results are discussed by the TGS Cluster Leader meetings.
Chapter 3  Registration, selection, admission and term of the agreement

Article 8  Application or expression of interest

1. The University website offers interested prospective professional doctoral candidates the opportunity to apply for vacant professional doctoral candidate positions or to express interest by sending an open application.

2. Applicants for a vacant professional doctoral candidate position are referred to the application procedure for employees (employed professional doctoral candidate, Article 2.1.a).

3. A chair holder (professor) who is interested in a potential candidate and the intended technological design may consider the possibilities to admit the person who expressed interest as contract professional doctoral candidate. The faculty of the chair holder may issue a conditional admission letter in order that the potential candidate can apply for financing; the faculty dean must, however, approve the research plan and budget for the entire professional doctoral phase before a professional doctoral candidate can be admitted.

4. The intended technological design project referred to in paragraph 3 should fit in one of the existing Technological Design programmes at the University. The PDEng programme director concerned decides if the proposed technological design project fits in this Technological Design programme.

Article 9  Selection

1. The intended thesis supervisor first makes a selection from the applications for positions for employed professional doctoral candidates or the registrations of contract professional doctoral candidates. Selected registrations will be submitted to a selection committee. The selection committee consists of the PDEng programme director concerned, the intended thesis supervisor, any daily supervisor(s) and, if necessary supplemented with other experts, at the discretion of the intended thesis supervisor. The selection committee is chaired by the PDEng programme director. The selection committee is obliged to ask the HR department\(^4\) for advice. The selection committee checks, among other things, whether the registered person meets the admission requirements (Article 10.1). It is highly advisable to invite the selected person for a meeting at the University, in order for him to become familiar with the UT environment and the possible research group (and vice versa).

2. Any agreements on a professional doctoral programme with employees obtaining their professional doctorate (Article 2.1.b) will be recorded in the annual performance appraisal report and submitted to the faculty dean for approval.

Article 10  Admission

1. In order to be admitted to a professional doctoral programme, an applicant or a person who registered must meet the following requirements:
   a. Professional doctoral candidates may only be admitted if their Master degree(s) and further academic record are approved\(^5\) after evaluation;
   b. doctoral candidates with a non-Dutch qualification and who have not had secondary and tertiary education in English may only be admitted if they have sufficient command of the English language. Official documents with test results are required for this, showing a total band score of 6.5 for an academic IELTS-test (International English Language Testing System) or TOEFL (Test of English as a Foreign Language) via the internet (TOEFL-iBT) of at least 90 or Cambridge CAE-C (CPE);
   c. Sufficient funds must be guaranteed for the full professional doctoral programme, to be assessed by the faculty dean. These funds include salary and employer's contributions (in the case of employed doctoral candidates), grants/sponsorship (in case of contract doctoral candidates, in accordance with the applicable requirements set by the Immigration and Naturalisation Service (IND), if necessary), technological design-related expenses and the education budget (for all types, see Articles 18.3 and 4);
   d. contract professional doctoral candidates are obliged to pay tuition fees (Article 18.2).

2. The decision to admit an applicant or registered person to a professional doctoral programme is made by the intended thesis supervisor, after the approval of the faculty dean and the PDEng programme director concerned.

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\(^4\) For pragmatic reasons, the choice was made to request this advice from the HR department for both employees and non-employees.

\(^5\) Evaluation of non-NVAO accredited degrees via Admission Office. Exemptions may be granted by the Doctorate Board.
3. The employed professional doctoral candidate accepts an appointment, in conformity with the collective labour agreement.

4. In case of employed professional doctoral candidates or employees obtaining their professional doctorate, the faculty dean will decide on approval and the TGS is informed by HR of the starting date of the professional doctoral candidate and the agreed professional doctoral programme.

5. In case of contract professional doctoral candidates, the thesis supervisor must submit to the faculty dean a professional doctorate agreement between the professional doctoral candidate and the University, which sets out the financing, the time schedule, logistics and the facilities necessary for the entire professional doctoral programme. The faculty dean gives his final approval to this formal agreement, after consultation with HR concerning the legal/fiscal status. The TGS is informed of the starting date of the professional doctoral candidate and the agreed professional doctoral programme.

6. In all cases, the agreement must set out the intended start and end date of the professional doctoral programme.

7. All admitted professional doctoral candidates must be registered in ProDoc as soon as possible and no later than one month after the start of the employment or professional doctorate agreement, by means of an intake interview with the TGS.

**Article 11  Term of the agreement**

1. A nominal professional doctoral programme takes no more than two full-time years.

2. Employed Professional Doctoral candidates enter into employment (with a 2-month probation period in accordance with Article 2.2(2) of the collective labour agreement) for
   a. no more than two years if the Professional Doctoral candidate is employed full time (for 38 hours per week);
   b. no more than two years and 6 months if the Professional Doctoral candidate is employed for 32 hours per week.

3. A professional doctoral agreement with contracted professional doctoral candidates or employees obtaining a professional doctorate is concluded for two years (full time) or three to four years (part-time).

4. The procedure as referred to in Articles 15 and 16 may give rise to the conclusion that the employment as referred to in paragraph 2 or the Professional Doctoral agreement as referred to in paragraph 3 is terminated early.

5. The possibilities and regulations with respect to extension of the agreement have been laid down in Article 23.

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6 The financing may be arranged by means of a sponsorship agreement with a third party, a grant-awarding body for example. This agreement is deemed to form part of the professional doctorate agreement.
Chapter 4  Training and supervision; education activities

Article 12  Training and Supervision Plan (T&SP)

1. A training and supervision plan (T&SP) must be drawn up for each professional doctoral candidate. In consultation with the thesis supervisor, the professional doctoral candidate draws up a T&SP, taking into account the requirements set in this Charter, the concerned Technological Design programme, and, if applicable, the sponsor and other stakeholders. The T&SP has to be entered by the candidate and approved by the thesis supervisor and the concerned PDEng programme director in ProDoc within three months after the start of the professional doctoral programme.

2. The T&SP includes, in any case:
   a. what knowledge and skills must be acquired and how such knowledge and skills must be acquired (as specified in Article 5);
   b. the concerned Technological Design programme at the University;
   c. who the thesis supervisor of the professional doctoral candidate will be and who will act as daily supervisor(s). At least one thesis supervisor and one daily supervisor must be mentioned;
   d. the extent, in number of hours per month, of the minimum personal supervision by the thesis supervisor and the appointed daily supervisor to which the professional doctoral candidate is entitled;
   e. a data management plan in line with the data management policy of the faculty, indicating in which trusted repository the underlying data of the research will be deposited at the end of the professional doctoral programme;
   f. an overall plan for the total number of working hours for employed professional doctoral candidates whose professional doctoral programme is financed by an external financing institution requiring such planning.

3. The T&SP is a working document. During the first year, at the time of the qualifier (Article 15), the T&SP may be adjusted for the remaining period; after that, it may be adjusted as deemed necessary by the candidate and thesis supervisor. All changes in the T&SP have to be approved by both thesis supervisor and concerned PDEng programme director.

Article 13

Not defined. This article in the PhD charter concerns educational activities. These are not applicable for PDEng candidates.

Article 14  Supervisor and Supervision

1. The technological design project will be carried out under the supervision or in consultation with a specific professor. This professor will, as a rule, be appointed as the supervisor. If a professor from another university is appointed as the thesis supervisor, a professor from the University of Twente will be appointed as the second thesis supervisor, and will be regarded as the responsible thesis supervisor;

2. A supervisor must be a professor, allied to one of the Dutch universities, the Open University or a foreign institution for academic education that has a statutory right to confer professional doctorates;

3. The thesis supervisor is responsible for supervising professional doctoral candidates.

4. The supervisor is responsible for the acceptance of the thesis (Article 17). He must also ensure that the thesis meets the generally accepted requirements;

5. Regular meetings must be held between the professional doctoral candidate, the thesis supervisor and the daily supervisor(s). The frequency of these regular meetings will be determined in joint consultation between the professional doctoral candidate, the daily supervisor(s) and the thesis supervisor. A frequency of at least once every two weeks is strongly recommended.

6. At least once a year, an assessment, evaluation or progress interview will be conducted between the thesis supervisor and the professional doctoral candidate. During this interview, the T&SP, which is a dynamic document, may be adjusted and agreed upon (Article 12.3).

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7 See article 30.1 for transitional arrangements.
Chapter 5  Qualifier, Assessment/Evaluation/Progress review and defence

Article 15 Qualifier

1. The qualifier is a meeting organised by the thesis supervisor, which serves to provide the professional doctoral candidate with subject-specific feedback on his technological design and progress of the planned education programme, from the perspective of those who are active in this field of study. During this meeting, the professional doctoral candidate presents his progress of the PDEng programme and the activities for the remaining period of the programme. The presentation is followed by a discussion.

2. The main goal of the qualifier is to determine whether the technological design proposal is of a sufficient level and whether it is likely that the professional doctoral candidate will complete his professional doctoral programme within the remaining period.

3. The qualifier is attended by the qualifier committee, existing of at least the concerned PDEng programme director, the thesis supervisor, the daily supervisor(s) and at least one (associate) professor from outside the chair. In principle, the qualifier is an open scientific meeting for employees and students.

4. The qualifier is held between 6 and 9 months after the start of the employment or after the start of the professional doctorate agreement.

5. The thesis supervisor is responsible for the organisation of the qualifier and informs the professional doctoral candidate of this at least four weeks in advance.

6. The professional doctoral candidate draws up a progress report of no more than 2 pages, containing his results and (adjusted) planning, as input for the qualifier and as part of the T&SP.

7. The report by the qualifier committee is based on the evaluation of the technological design results achieved so far, the assessment of scheduled future technological design activities and progress of the planned education programme. The report will contain a substantiated recommendation:
   - "SUFFICIENT" means that the committee believes that the technological design proposal is of sufficient level and it is likely that the professional doctoral candidate will complete his professional doctoral programme within the remaining period.
   - "INSUFFICIENT" means that the committee believes that the technological design proposal is of insufficient level and/or it is unlikely that the professional doctoral candidate will complete his professional doctoral programme within the remaining period. The committee is asked to mention specific targets for improvement that can be achieved in a period of three months.

Article 16a Assessment/Evaluation of employed professional doctoral candidates and employees obtaining their professional doctorate

This article only applies to employed professional doctoral candidates and employees obtaining their professional doctorate (pursuant to Article 2, paragraphs 1a and 1b).

Qualifier sufficient:

1. In case the advice of the qualifier committee is sufficient, an evaluation interview follows. The result of the qualifier serves as input for the first evaluation interview between the thesis supervisor and the professional doctoral candidate following the qualifier. The report of the qualifier and of the evaluation interview is recorded in the professional doctoral monitoring system.

2. The thesis supervisor may decide to conduct an assessment instead of an evaluation interview, or to conduct an (extra) assessment during the professional doctoral programme. The thesis supervisor will inform the PDEng candidate and the HR employee concerned as soon as possible about this. In this case paragraphs 4 up to and including 8 of this article are valid.

Qualifier insufficient:
3. In case the advice of the qualifier committee is insufficient, an assessment interview follows, of which the HR employee concerned is informed as soon as possible. The result of the qualifier serves as input for the first assessment interview between the thesis supervisor and the professional doctoral candidate following the qualifier. The report of the qualifier is recorded in the professional doctoral monitoring system. In this case, paragraph 13 and 14 of this article apply.

4. After consultation with the daily supervisor(s) of the professional doctoral candidate, the thesis supervisor will record his opinion on the way in which the candidate has performed his duties and on his conduct during the performance of these duties, supported by reasons, in a draft assessment. This draft assessment will also include his estimate as to whether it is possible for the professional doctoral candidate to complete his doctoral thesis during the set period of time. He will inform the candidate of this 2 weeks before the scheduled assessment interview.

5. During the assessment interview, the thesis supervisor will explain his draft assessment. During the interview, the professional doctoral candidate has the opportunity to respond to the draft assessment. The thesis supervisor will draw up a report of the interview. The candidate may be accompanied by a person during the assessment interview.

6. The thesis supervisor will decide whether the draft assessment can be maintained or whether it has to be adjusted. The thesis supervisor will inform the professional doctoral candidate in writing of his decision with respect to the draft assessment. The candidate will sign the assessment as seen, even if he disagrees with its contents.

7. The professional doctoral candidate may, if necessary, express his views on the assessment in writing to the faculty dean within two weeks after he has been informed in writing as referred to in the above paragraph 9.

8. After the end of the period in which the professional doctoral candidate can express his views, the faculty dean will decide on the final assessment of the candidate on the basis of the draft assessment, the report and the decision by the thesis supervisor, and the views of the candidate, if any. The assessment is recorded in the professional doctoral monitoring system.

9. In accordance with article 27 of this Charter, it is possible to submit an objection against the final assessment to the University of Twente HR objections committee, and subsequent (higher) appeal.

Second year evaluation interview:

10. In the second year (and subsequent year(s) if applicable) an evaluation interview is held with the professional doctoral candidate, unless the thesis supervisor decides differently (conform paragraph 2).

11. The professional doctoral candidate writes a progress report of max. 2 pages with the results and (adjusted) planning as input for the evaluation or assessment and as part of the T&SP. The reports of the assessment and/or evaluation interviews are recorded in the professional doctoral monitoring system.

12. In case of a negative result an improvement period can be granted. In that case it can still be decided to conduct an assessment instead of an evaluation interview (conform paragraph 2). In that case paragraph 13 and 14 of this article apply.

13. Improvement period:

14. In case of a negative evaluation or assessment, the professional doctoral candidate will be given the opportunity to meet the specific points for improvement and required results within an improvement period of no more than 3 months (if applicable also based on the advice from the qualifier). In case of a negative qualifier, a second qualifier will follow at the end of the improvement period. The thesis supervisor writes an evaluation of the improvement period and discusses this with the professional doctoral candidate.

15. If the evaluation of the improvement period is unsatisfactory, the faculty dean may propose to the Executive Board that the employed professional doctoral candidate be dismissed. If the Executive Board decides that the employed professional doctoral candidate be dismissed, the employment will be terminated early and the candidate will be deregistered with the TGS. Moreover, agreements will be made on the termination of the professional doctoral programme by the candidate. For employees obtaining their professional doctorate (according to article 2.1.b), the termination of the professional doctoral activities and any consequences for their legal status will depend on prior agreements made on the professional doctoral programme.
Article 16b Progress review of other doctoral candidates

This article does not apply to employed professional doctoral candidates and employees obtaining their professional doctorate (pursuant to Article 2, paragraph 1a and 1b).

1. The results of the qualifier serve as input for the first progress interview between the thesis supervisor and the professional doctoral candidate, which will be conducted after the qualifier. The results of the qualifier and the progress interview are recorded in the professional doctoral monitoring system.

2. After the first progress interview following the qualifier and in case of a positive result, a progress interview will be conducted every year.

3. The professional doctoral candidate draws up a progress report of no more than 2 pages, containing his results and (adjusted) planning, as input for the annual progress interview and as part of the T&SP.

4. If the result of a progress interview is negative, the professional doctoral candidate will be given the opportunity to act upon the specific points for improvement mentioned during the progress interview (if applicable, also based on the advice from the qualifier) and to meet the required results within an improvement period of no more than 3 months. As a result of a negative progress interview and subsequent improvement period, the professional doctorate agreement may be terminated and the candidate may be deregistered with the TGS. In that case, agreements will also be made on the termination of the professional doctoral programme. Complaints, appeals or objections by non-employed doctoral candidates may be lodged at the UT Complaints Desk (Article 27.2).

Article 17 Defence

1. The professional doctoral candidate will present the thesis (in its entirety or in parts) to his thesis supervisor, make the agreed amendments and then submit the thesis to him for final approval.

2. If the supervisor judges that the thesis meets the appropriate conditions and may be deemed as proof of the candidate’s ability to independently practice technological design, he will grant his approval to the thesis, having first familiarized himself with the judgement of any co-supervisor(s), referee(s) and the concerned PDEng programme director.

3. The thesis supervisor shall decide on approving the thesis within one month of receiving it, and he shall inform the doctoral candidate and the concerned PDEng programme director.

4. The professional doctoral candidate must have completed the work described in the thesis independently or have made a substantial and specified contribution to it in case it concerns the work of more than one person.

5. After the manuscript has been approved by the supervisor(s) and the teaching programme as described in the training and supervision plan has been approved by the concerned PDEng programme director, the doctoral candidate should contact the Registry of the Doctorate Board. The candidate must provide at least one month before the date of the defence ceremony:
   a. Date of the defence ceremony;
   b. Title of the thesis;
   c. A list of members of the graduation committee, including their affiliations and roles in the committee.

6. The thesis may be written in Dutch or English (strongly preferred);

7. The professional doctoral candidate must provide a number of copies of the thesis, free of charge, as indicated below:
   a. one copy for each member of the Graduation Committee;
   b. two copies for the University Library;

8. The professional doctoral candidate must make provisions to enable the University Librarian to announce the publication and existence of the thesis on a wide scale and to distribute and make available the text of the thesis, including information on the availability of the underlying data. For this purpose, the University Librarian must receive the following from the professional doctoral candidate at least two weeks before the professional doctoral defence ceremony:
   a. the two copies of the printed version of the thesis referred to in paragraph 5;
   b. the full text of the thesis in electronic form;
c. the right to make the version in electronic form referred to in b available to third parties. Copyright remains with the professional doctoral candidate;
d. a declaration specifying the location and availability of the underlying data of the research in a trusted repository.

9. The University Librarian is responsible for the following:
   a. including the biographical information relating to the thesis in the Dutch Central Catalogue (NCC) and in the University Library online catalogue;
   b. including one copy of the thesis in the Dutch Publications Depot collection of the National Library of the Netherlands;
   c. including one printed copy of the thesis in the University Library collection;
   d. enabling universal access to the electronic text of the thesis by submitting the complete text of the version referred to in paragraph 61b to UT publications, the digital archive for the University of Twente’s scientific and academic output;

10. As soon as possible after receiving the approval from the supervisor as referred to in Article 17, paragraph 3, the Doctorate Board will proceed to establish a Graduation Committee.

11. The Committee will be formed in the light of the supervisor’s proposal, upon approval of the Dean of the Faculty concerned. The supervisor will ascertain whether the candidates are willing to accept membership on the Committee and will be able to attend on the day of the professional doctoral defence.

12. The Graduation Committee will always comprise the following members:
   a. PDEng programme director (chair)
   b. Thesis supervisor
   c. (Assistant or associate)professor, from other research chair than the thesis supervisor

The committee may comprise up to a maximum of eight individuals, with a minimum of four. The additional committee members can be academic staff members (holder of at least a (professional) doctorate) from within the University, from another Dutch university, the Open University, foreign academic institution or experts from outside the university world. It is recommended to include a representative of the sponsor in the Graduation Committee. The members of the Graduation Committee may not be related in any way to the professional doctoral candidate.

13. The opposition and the defence will take place in Dutch or in English.

14. The chair may give permission for one committee member not to be physically present at the ceremony, but to participate remotely in deliberations and questioning the candidate by audio-visual means.

15. Committee members may not withdraw for reasons other than illness or force majeure.

16. All members of the graduation committee are eligible to vote.

17. A part of the professional doctoral defence is held in public. After the presentation (~45 minutes including public discussion/questions from the audience), an interrogation session behind closed doors (~60 minutes) will take place with the Graduation Committee.

18. The decision on the awarding of the professional doctorate will be taken by the Graduation Committee in a closed session after the adjournment of the interrogation session with the professional doctoral candidate.

19. If one Committee member cannot agree to the awarding of the professional doctorate, despite the Committee having decided by majority vote to do so, he may abstain from signing the assessment form. If two or more members of the Graduation Committee give a negative judgement, a decision will be made to adjourn the procedure, following consultations between the Chair of the Graduation Committee and the supervisor. Following significant revision of the thesis, the procedure for establishing the Graduation Committee may be restarted.

20. The Graduation Committee determines the final result.

21. As evidence of the award of the professional doctorate, the successful candidate will receive a certificate in English, signed by the Rector Magnificus, the PDEng programme Director, The Secretary of the CCTO and the professional doctoral candidate, and validated by the seal of the University of Twente.

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8 For restrictions see Article 25
Article 17a ‘With Distinction’ *(met lof)* Regulations

1. If a doctoral candidate has demonstrated exceptional competence in the independent practice of technological design, the Doctorate Board can award the professional doctorate ‘with distinction’ *(‘met LoF’ in Dutch)*.

2. The proposal to award the professional doctorate ‘with distinction’ may be made by the supervisor, or by a member of the Graduation Committee.

3. During the adjournment of the session of the Graduation Committee following the defence of the thesis, there will be deliberations on whether the professional doctorate should be awarded ‘with distinction’. This will involve an assessment of the thesis, together with the arguments raised by the proposer(s).

4. A secret written ballot will be held by the members of the Graduation Committee on the awarding of the doctorate ‘with distinction’; the only choice on the ballot will be to vote in favour or against the proposal.

5. The proposal will be accepted if all members vote in favour the proposal unanimously.

6. The certificate will then be endorsed with the statement ‘with distinction’.

7. If there is a significant likelihood that the doctorate will be awarded ‘with distinction’, two degree certificates will then be prepared for signing, one with the statement ‘with distinction’ and one without. The unused degree certificate will be destroyed immediately after deliberations are complete. The thesis supervisor must inform the Registry of the Doctorate Board at least 4 weeks in advance of the planned date of defence on a possible distinction.
Chapter 6  Miscellaneous

Article 18  Finances
1. The professional doctoral candidate's total budget (in accordance with the requirement set by the IND, if applicable) must be approved by the faculty dean, according to the applicable procedure.
2. Contract professional doctoral candidates are obliged to pay tuition fees. At the request of the thesis supervisor, the faculty dean may waive the tuition fees.
3. The education budget, i.e. the financial resources required for the (external) education activities, must be recorded in the faculty. The thesis supervisor is responsible for the proper use of this budget.
4. The technological design budget, i.e. the financial resources required for performing the professional doctoral programme (for laboratories, fieldwork, etc.), must be recorded in the faculty. The thesis supervisor is responsible for the proper use of this budget.

Article 19  Facilities
1. Information for and about the TGS, doctoral courses and administrative procedures will be provided via the TGS website.
2. In principle, all professional doctoral candidates can make use of the same general University facilities. However, this may depend on the status of the professional doctoral candidate (see Article 2).

Article 20  Support
1. All professional doctoral candidates have the opportunity to talk to a student counsellor via Student Counselling.
2. In exceptional cases, the professional doctoral candidate can contact the TGS. The TGS director may request the faculty to appoint a coach. The coach monitors the progress made by the professional doctoral candidate and is usually an employee of the faculty at which the professional doctoral candidate performs his research.

Article 21  Exit interview and evaluation
1. All professional doctoral candidates who have been admitted to the defence of their professional doctoral thesis will be asked to complete a questionnaire and will be given the opportunity to attend an exit interview with the TGS.
2. Any early termination of the programme of a professional doctoral candidate will be handled in accordance with faculty procedures and reported by the faculty to the TGS as soon as possible.
3. All professional doctoral candidates who terminate their professional doctoral programme early will be invited by the TGS for an exit interview before they leave.

Article 22  Terms and conditions of employment for employed professional doctoral candidates and employees obtaining their professional doctorate
The terms and conditions of employment for employed professional doctoral candidates and employees obtaining their professional doctorate as University employees have been laid down in the collective labour agreement.

Article 23  Possibilities for extension
1. In a limited number of situations, the maximum term of the agreement as referred to in Article 11 may be extended at the request of the professional doctoral candidate. The thesis supervisor must submit a substantiated proposal for this purpose to the faculty dean.
2. Any extension depends on the availability of the necessary resources, among other things.
3. Moreover, the provisions on the duration of the employment and number of extensions as referred to in Article 2.3 of the collective labour agreement apply to employed professional doctoral candidates and employees obtaining their professional doctorate (ref. article 2.1.a and b respectively). Under an internal compensation scheme, faculties may, in certain situations, receive financial compensation for the costs of extension of an employee’s employment. In other situations or situations of force majeure, the faculty dean may, by balancing personal interests and the interests of the University, determine whether and to what extent the employment may be extended.

4. For contract professional doctoral candidates, an extension is only possible if their sponsor provides additional resources for the extension or if another type of financing is available and allowed for tax purposes, and in accordance with the requirements set by the IND in case of non-EU residents.

5. The faculty dean will make a decision after consulting the HR advisor and will inform the TGS of his decision.

Article 24 Conduct and integrity

1. The UT Codes of Conduct sets out provisions on the conduct that is expected of anyone using University buildings and sites.

2. The University endorses the guidelines for scientific integrity, as laid down in the Netherlands Code of Conduct for Academic Practice. The European Code of Conduct and the Singapore statement on research integrity are also relevant. All professional doctoral candidates are expected to comply with these guidelines and codes of conduct. An introduction to scientific integrity forms part of the education programme of professional doctoral candidates.

3. The University has access to plagiarism detection software, which can be used by the candidate, the supervisors and the thesis supervisor.

Article 25 Intellectual property

Employed Professional Doctoral candidates obtaining their Professional Doctorate in Engineering are referred to Article 1.21 – 1.23 of the collective labour agreement and to the ‘Patents Implementing Regulations’. Conditions may be laid down in the professional doctorate agreement (with respect to confidentiality and collaborative research, for example).

For contract Professional Doctoral candidates, intellectual property rights are vested in themselves, in principle. Conditions may be laid down in the professional doctorate agreement (with respect to confidentiality and collaborative research, for example).

Article 26 Participation

1. Professional doctoral candidates are entitled to participate in decision-making through the University Council or, as far as the rights or obligations of employed professional doctoral candidates or employees obtaining their professional doctorate are concerned, through the Local Consultation.

2. Representatives of the professional doctorate candidates can be heard by the TGS director on relevant issues concerning the professional doctoral programmes and also have the right to advise, urge and inform the TGS director. A platform (similar to P-NUT) may be established to facilitate this.
Chapter 7  Objections, complaints and disputes

Article 27  Individual objections and complaints

1. Employed professional doctoral candidates, employees obtaining their professional doctorate and contracted professional
doctoral candidates may submit any objections against decisions or complaints on certain behaviour to the Executive Board.
2. Contracted professional doctoral candidates⁹ may submit any objections against decisions or complaints on certain
behaviour to the UT Complaints Desk.

Article 27a Disputes

The PDEng Charter regulation shall apply if any dispute arises during the preparation of the thesis involving one or more of
the following persons: PDEng programme director, supervisor, co-supervisor, professional doctoral candidate. If the
supervisor withholds approval of the thesis or if a dispute arises following the supervisor's approval of the thesis, then the
following shall apply

1. The Dean of the Faculty concerned will mediate. If the mediation has not resulted in agreement within a six-week period,
either party may refer the matter to the Rector Magnificus in his capacity as a member of the Executive Board.
2. The Rector Magnificus may take responsibility for the mediation himself or place the matter in the hands of the
Doctorate Board, requesting the establishment of a disputes committee.
3. This committee will consist of three persons, including one member representing each party and a third member
appointed by these two members.
4. The committee will consult with all parties involved and issue its recommendation in the prescribed manner to the
Doctorate Board within four weeks. This recommendation will take account of the specific responsibility of the
supervisor and the interests of the professional doctoral candidate.
5. The Doctorate Board will take its decision on the dispute within six weeks and will only deviate from the
recommendation for compelling reasons.
6. All parties involved will be notified of the decision and the reasons for it.
7. In the event that the supervisor refuses to approve the thesis, the Doctorate Board may, at the request of the
professional doctoral candidate and having consulted the latter and the supervisor, appoint an alternative supervisor
unless the Board does not deem a new appointment necessary in cases in which there are two supervisors.

⁹ Although the PDEng degree is formally not under the jurisdiction of the Act, contracted candidates are allowed to make use of
this facility.
Chapter 8  Discrepancies, changes and implementation

Article 28  Discrepancies

1. In case of any discrepancies between guidelines, manuals or other regulations on the professional doctoral programme and this Charter, this Charter will prevail.
2. In cases not covered by these Regulations or where any article may be interpreted in different ways, the Doctorate Board will have the final decision.
3. In exceptional cases, the Doctorate Board may authorize departures from that stipulated in these Regulations. A request to this effect must be submitted in writing and must always include reasons.

Article 29  Changes to the regulations

Changes to the contents of the Charter can be proposed by the Doctorate Board and will be determined by the Executive Board of the University.

Article 30  Transitional arrangements

1. This Charter for doctoral candidates is introduced on 1 January 2016 for all professional doctoral candidates at the University.
2. All new professional doctoral candidates as from 1 January 2016 must be registered on commencement (Article 10.7), will follow this Charter, and will use the professional doctoral monitoring system (ProDoc) throughout their entire professional doctoral phase.
3. For professional doctoral candidates who started before 1 January 2016, existing agreements and obligations (such as the training and supervision plan, the annual assessment, evaluation or progress interview, the education programme) as for example referred to in the collective labour agreement, by the financing organisation, in their Technological Design programme or in their Professional Doctoral agreement will remain in effect. These professional doctoral candidates will follow the procedures that existed at the start of their professional doctoral programme to complete their professional doctoral phase.
4. Article 12.2.d (data management plan) will be implemented in line with the adopted data policy of the University of Twente.
5. With the introduction of this PDEng Charter, the UT Assessment Regulations for employed professional doctoral candidates will cease to apply.

Article 31  Publication

This charter will be published on the University website.

Article 32  Starting date

This charter will become effective on 1 January 2016.

Adopted by the Executive Board of the University, in view of the recommendations by the Doctorate Board.

Enschede, 18 november 2015