



Study Guide
EngD programme Civil Engineering
University of Twente

PREFACE

Welcome to the two-year technological designers' programme in Civil Engineering at the University of Twente. This study guide provides information about your programme, including start-up information, a to do list, the training and supervision plan (T&SP), Hora Finita information, the Qualifier, courses to be chosen, the final design project and the assessment criteria. This guide also gives information about the relevant contacts for the EngD programme in Civil Engineering.

Your supervisors, study guide, EngD charter and Hora Finita helps you through your EngD programme, but note that you are responsible for your own process in the two years the programme lasts. Applications such as Hora Finita and Osiris only supports you in making this process work!

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TWO-YEAR PROGRAMMES AT THE STAN ACKERMANS INSTITUTE

Together, the Dutch universities of technology – Delft University of Technology, University of Twente and Eindhoven University of Technology – offer two-year programmes with a focus on technological design. In addition to broadening your technological expertise, you will also develop more professional skills that will enhance your career opportunities. Industry offers engineers from our programmes excellent jobs, because of the strong reputation of our graduates.

4TU TECHNOLOGICAL DESIGNER PROGRAMMES

The 4TU technological designer programme in Civil Engineering offers you an opportunity to enhance your expertise and project management skills with an extensive hands-on assignment, supervised by experienced professionals. The two-year, full-time programme leads to an Engineering Doctorate (EngD) degree. The EngD programme Civil Engineering focuses on solving designer issues within the main themes Transport Engineering and Management, Construction Management and Engineering and Water Engineering and Management.

For more information, visit the website: www.utwente.nl/engd

ENGD DIPLOMA AND DEGREE

When you successfully complete the EngD programme, you will receive a certified diploma. You will be entitled to use the academic degree Engineering Doctorate (EngD) and will be registered as a Technological Designer in the Dutch register kept by the Royal Institution of Engineers in the Netherlands (KIVI). The quality of the programmes is guaranteed by an assessment and certification procedure on behalf of the Dutch Certification Committee for Technological Design Programs (CCTO, Nederlandse Certificatie Commissie voor Opleidingen tot Technologisch Ontwerper).

TWENTE GRADUATE SCHOOL (TGS)

The Post-Master EngD programmes at the University of Twente are part of the Twente Graduate School. TGS is the University section that registers doctoral students and EngD trainees. Its mission is to train and educate excellent researchers and designers, usually at the start of their career, and to present and promote excellent research and design via clustered or separate (professional) doctoral programmes.

The Dean of the Twente Graduate School is responsible for the quality assurance of the EngD educational programme.

Coordination of the EngD programme Civil Engineering is accommodated at the Faculty of Engineering Technology. The persons and committees mentioned in this section are the relevant committees for EngD trainees in Civil Engineering.

Director EngD programme Civil Engineering

Dr. S.R. (Seirgei) Miller is responsible for the implementation, realisation and quality of the programme. If you have content related questions, please contact him at s.r.miller@utwente.nl or 053 489 5886.

EngD Office at the University of Twente

Brenda Kroeze is responsible for the daily operational activities. Please contact her at engd@utwente.nl or 053 489 3520.

PROGRAMME COMMITTEE

The programme committee of the EngD programme Civil Engineering is responsible for the programme structure and research directives within the EngD degree.

Chair:

Dr. S.R. Miller

Members:

Prof.dr.ir. E.C. van Berkum

Prof.dr.ir. A.G. Dorée

SUPERVISORY COMMITTEE

Each trainee is matched with a supervisory committee that consists of at least (1) a thesis supervisor, who is a professor in one of the departments of Civil Engineering at the University of Twente, (2) a daily supervisor who is a member of the scientific staff of the university (i.e. assistant professor or higher), and (3) a company supervisor. Most likely, the members of the supervisory committee are also part of the graduation committee, where the thesis supervisor must assure that your thesis meets the accepted requirements (see article 14 of the EngD charter¹).

You have to plan meetings with your supervisors on a regular basis. The frequency must be determined in consultation with your thesis supervisor and daily supervisor(s). This frequency must be entered in the supervision agreements in the Training & Supervision Plan (T&SP) that needs to be uploaded in Hora Finita.

¹ The EngD charter can be found at

ENG D BOARD OF EXAMINERS

The University of Twente established an EngD Board of Examiners (BoE). This board functions under the mandate of the Doctorate Board (final responsibility remains with the Doctorate Board). It is an independent authority regarding anything that has to do with course examinations and EngD projects. The BoE establishes rules set in the EngD Charter regarding, for instance, the qualifier, graduation, and cum laude-requirements.

Composition of the EngD BoE

- Chair: Dean TGS: Prof. Ariana Need
- Vice chair: Dr. Hans Voordijk
- Programme directors: Dr. Tom Vaneker (ROB), Dr. Artur Pozarlik (EPT), Dr. Seirgei Miller (CE), Prof. Matthijn de Rooij (MT), Dr. Luís Ferreira Pires (BIT)

Secretary: Brenda Kroeze

In Appendix VIII you can find a complete overview of tasks and working methods of the EngD Board of Examiners.

ENG D COUNSELLOR

If you face obstacles during your EngD that you can't discuss with your supervisors, or feel you need some external coaching, you can contact the EngD Counsellor. There you will find individual, easily accessible coaching with the focus on staying on track. The EngD Counsellor is independent and will maintain the strictest confidentiality.

Subjects that you can discuss with the EngD counsellor:

- Productivity
- Motivation
- Cultural differences (for instance in your group)
- Combining personal life with the heavy workload
- Self-confidence
- Advice regarding difficult situations with your supervisor and the organization you do your project for
- Stress

For appointments, you can contact the secretariat of Student Affairs Coaching and Counselling (SACC) at +31 53 489 2035 or by email: sacc@utwente.nl

USEFUL LINKS AND CONTACT AT THE UNIVERSITY

See Appendix I for an overview of useful links and contacts.

ENGD CHARTER

All rules and regulations for the EngD programmes at the University of Twente are laid down in the EngD Charter. The EngD Charter describes the duties and responsibilities of EngD trainees and their supervisors and is adopted by the Doctorate Board of the University of Twente. By reading the document, you know what is expected from you as an EngD trainee and what you can expect from your supervisors and the University. This Charter is the key for a productive and well-organized EngD programme. Some of the information of the Charter may also be included in this study guide. If the study guide and the Charter contradict each other, the charter prevails.

HORA FINITA

Hora Finita is the online registration and monitoring system for EngD trainees and PhD candidates at the University of Twente. All EngD trainees are registered in Hora Finita after being accepted by the faculty. Hora Finita is aimed to facilitate, formalise and archive the most essential interaction between you, the thesis supervisor and the EngD Board of Examiners (BoE). The monitoring system is designed in such a way that you will be alerted for upcoming actions, like reporting to be done. The thesis supervisor and BoE will be prompted to review and accept the reporting in the monitoring system. After several reminders, overdue actions will be reported to the dean of the faculty.

Hora Finita is only concerned with the formal steps and approval as mentioned in the EngD charter². It is assumed that informal exchange of drafts and discussions occur outside Hora Finita between you, your thesis supervisor and your daily supervisor(s).

Hora Finita and the EngD Charter can be found at www.utwente.nl/intranet

SCIENTIFIC INTEGRITY

The UT subscribes to the guidelines for scientific integrity, as specified in the Netherlands Code of Conduct for Academic Practice. The Netherlands Code of Conduct for Research Integrity can be found at the VSNU website³.

These guidelines hold for all staff and students from the University of Twente and is applicable to all design, research and educational activities. For EngD students this implies that the guidelines are valid for both the educational program as well as the technological design project.

The Executive Board established the Scientific Integrity Complaints Procedure in order to protect and guarantee scientific integrity. This procedure provides a system for reporting and dealing with possible violations of scientific integrity and it is consistent with the national LOWI regulations (in Dutch). The first point of contact is the university's confidential adviser for scientific integrity (for the complainant). Possible violations of scientific integrity as well as any follow-up steps can be discussed with him/her in all confidence.

The UT scientific integrity committee deals with actual reports about (possible) violations of scientific integrity. Staff members of the UT who have faced a complaint about their integrity can, if they so desire, be assisted by the independent university's confidential adviser for the accused. The confidential adviser for the accused knows the rules and procedures and can support the accused. The accused can share his or her doubts and concerns with this confidential adviser and this confidential adviser can provide aftercare services.

For you being an EngD trainee, you need to take the compulsory TGS Academic Integrity course and agree with the Scientific Integrity code of the University. You can agree by clicking the Academic Integrity Code tab in Hora Finita.

² Hora Finita is accompanied by the EngD Charter that forms the basis for the monitoring system.

³ <https://www.utwente.nl/en/service-portal/services/hr/resources/integrity/en/scientific-integrity-downloads/netherlands-code-of-conduct-for-research-integrity-2018-uk.pdf>

ATTAINMENT LEVEL

TECHNOLOGICAL DESIGN

The EngD programme Civil Engineering is a programme that fits in the third cycle of the Bologna declaration. This means that the trainees are expected to deliver a scientific or technological contribution to society. In case of engineering programmes, it is important to determine what a 'contribution' should be. In order to do so, we cite the following definition of 'engineering' according to the American Engineering Council of Professional Development (ECPD/ABET):

*"The creative application of scientific principles to **design** or **develop** structures, machines, apparatus, manufacturing processes or works..."*

In other words, the solution of an engineering problem is an *artefact*. Technological artefacts are:

- Products and structures
- Processes
- Systems for transport of humans, information and goods
- Control systems for production and transport
- Instruments, safeguarding integration and synthesis

Artefacts serve an economical or societal purpose, which means they have a *value*. Artefacts considered are designed according to *scientific principles*, which means that there should be a systematic method for *synthesising* the design and that a design is evaluated using scientifically based *analysis* methods.

In the EngD programme Civil Engineering, the technological design of an artefact is the outcome of the project. The technological design can be dedicated to a complete artefact, a component of a larger artefact or a redesign of an existing artefact. In each project, the emphasis can be on different phases of a design. Therefore, the focus can be on the requirements, on the modelling or on the analysis of the artefact.

FINAL ATTAINMENT LEVEL

The EngD programme Civil Engineering educates people who are able to make high quality, creative and innovative designs for complex civil issues with a multidisciplinary character. This means that after completion of the programme, you must be able to:

- Make a design of a multidisciplinary civil artefact;
- Contribute to a more comprehensive design (independently or in cooperation with colleagues);
- Give direction in a project team to accomplish a design.

The final qualifications specify the knowledge, attitude and skills that EngD trainees should have mastered upon completion of the programme. The general EngD final qualifications are mentioned in article 4 of the EngD Charter. Additional qualifications specific for the EngD Civil Engineering are listed on the next page. These are formulated along ten clear competence areas in three domains:

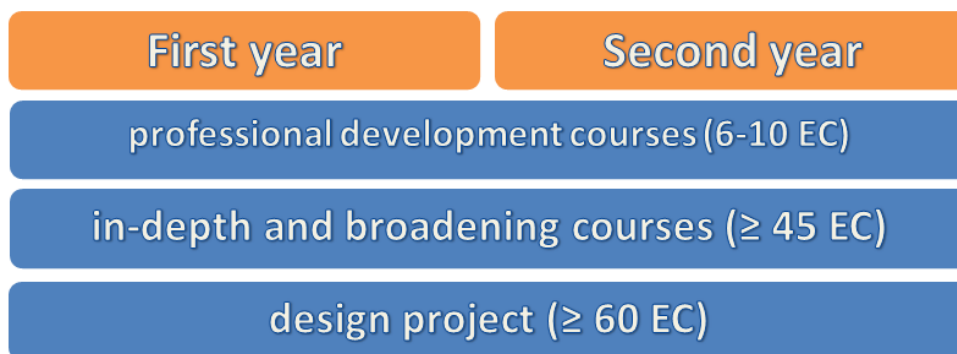
<p>Knowledge</p> <p>After finishing an EngD degree in Civil Engineering, the graduate...</p> <ol style="list-style-type: none"> 1. ...has an overview of all disciplines within the field of civil engineering and has mastered state-of-the-art knowledge in specific areas of civil engineering. 2. ...has an overview of related disciplines such as economics, environment and safety, and is aware of the relevance of these sub-areas of civil engineering in order to apply them within a project. 3. ... has an overview of and insight into the possibilities of new emerging technologies in the field of civil engineering and construction and is able to develop a roadmap for their implementation in the field.
<p>Design skills</p> <p>After finishing an EngD degree in Civil Engineering, the graduate...</p> <ol style="list-style-type: none"> 4. ...is able to analyse complex problems, is able to determine connections between multidisciplinary aspects of the design problem and is able to maintain an overview of the entire design problem. 5. ...is capable of out-of-the-box thinking and able to apply creative thinking to design and realise innovative solutions. 6. ...has knowledge of design methods and is able to determine which method is best suited to a particular design problem and is able to apply the correct design method. 7. ...is able to analyse actors' constraints and demands (giving attention to the full lifecycle of the design) in order to generate or select solutions that fit within the constraints, is able to make choices that lead to a feasible design and is able to validate the design on the basis of the defined constraints.
<p>Professional skills</p> <p>After finishing an EngD degree in Civil Engineering, the graduate...</p> <ol style="list-style-type: none"> 8. ...is able to actively participate in, or give direction to, constructive informal team meetings in order to arrive at innovative solutions (through discussion). 9. ...is able to work in a project-based setting and within a team, and is able to analyse the causes when a team is not functioning properly. 10. ... has a critical attitude towards their short- and long-term professional development and takes active control of steps to secure this development.

Appendix III provides an overview of how these final qualifications can be covered by the design project, compulsory courses and elective courses.

An important difference in the final attainment level between a MSc graduate and an EngD graduate is that the EngD graduate is educated to create technological designs and masters the competencies at a higher (post-master) level. This means that an EngD graduate is able to apply his/her knowledge and skills to design problems with a higher complexity and a stronger multi-disciplinary character. In addition, an EngD-graduate has a wider range of skills, for example in the field of creative thinking, out-of-the-box thinking, applying design methodologies and communication skills.

ENGD PROGRAMME

The programme⁴ consists of three blocks: (1) professional development, (2) in-depth and broadening courses and (3) the technological design project. These blocks with a total of 120 EC⁵ can run parallel to each other. The block with in-depth and broadening courses can partly be tailored to the technological design project. Gained skills in professional development and gained knowledge from in-depth and broadening courses are implemented in the design project.



PROFESSIONAL DEVELOPMENT

The professional development courses are intended to improve professional skills and advance career opportunities. The courses in Professional Effectiveness (2 EC) and the TGS Introductory Workshop (1.5 EC) are compulsory. Other courses are elective and can be chosen (in consultation with your supervisors), with a maximum of one language course (of which maximum 2 EC can be awarded). Suggested elective professional development courses are:

- Project management (0.5 EC)
- Science writing (2 EC)
- Time management (1 EC)
- Personal branding for Scientists
- Analytic Storytelling (0.5 EC)
- Creative and Design Thinking (1 EC)

The total study load of the professional development courses is 6-10 EC. These courses cover the professional skills learning goals mentioned at page ## .

See www.utwente.nl/ctd for an overview of professional development courses that you can choose, and how to register for the courses. Note that you should use your employee-number (m-number) to register yourself for the courses provided on that website.

IN-DEPTH AND BROADENING COURSES

The in-depth and broadening block carries a total study load of at least 45 EC and comprises a compulsory block and an elective block.

The compulsory block includes two compulsory courses, i.e. Systems Design and Engineering for EngD and Technology Development and Management for Civil Engineering and Construction⁶. These courses are Post-MSc courses specific for EngD trainees. During these two courses, some assignments are dedicated to your Design Project. This block is set up to cover the design skills learning goals mentioned at page ##.

⁴ See Appendix II for a timeline of the 2 year programme

⁵ See page 12 for more information on the European Credit (EC) system

⁶ Contact the course coordinator of Technology Development and Management for Civil Engineering and Construction (201700009) for the planning

The elective block of at least 22.5 EC allows you to extend your competences in a specific direction as further preparation for the design project. This block covers the (technological) knowledge learning goals mentioned in page ##.

For the composition of this elective block, together with your (daily) supervisors you can select courses, which are of interest for the technological design project. Elective courses can either be master courses or post-master courses at the University of Twente, national research schools, Capita Selecta courses, conference visits (incl. paper and/or poster), summer schools, in-company courses, or courses at another 4TU location. Note that any additional costs related to following courses either at this university or elsewhere, are for the account of the research chair. Therefore, you have to contact your Thesis Supervisor for approval (for regular courses as mentioned in Osiris and the CTD-website⁷ no costs are charged).

Note: Use your student number (s-number) for taking courses at the University (other than professional development courses)

CAPITA SELECTA

Capita Selecta courses can be used for (educational) activities that are not covered by the regular courses at the University (i.e. tailored assignments, literature study, courses at research schools or in-company courses). The content, amount of work, and the form of the Capita Selecta must be set up in agreement with your supervisors.

Tailored assignments and literature study

In case you want to set up a tailored assignment or a literature study, you have to follow the next six steps:

- 1) Start by writing learning goals.
- 2) Communicate with your supervisor to find a lecturer or content expert that can evaluate your capita selecta.
- 3) Describe the execution, make clear why and how you will do it, make a planning and make sure the capita selecta is on Post-Master level.
- 4) Use the codes for the capita selecta:
 - CS1 EngD Civil Engineering 201300169
 - CS2 EngD Civil Engineering 201300171
 - CS3 EngD Civil Engineering 201300172
 - Literature study 201300298
- 5) Describe this whole idea/plan in the T&SP element in Hora Finita.
- 6) When you need feedback or if you need the assignment or literature study to be graded, discuss this with the lecturer or content expert. If you pass, let the lecturer fill in the digital mark sheet that is needed for Osiris with the appropriate code (see point 4 above).

Only one tailored assignment or a literature study is accepted in the T&SP.

Existing courses

For existing courses at research schools or in-company courses, write the description and the learning goals of the course in Hora Finita, and let your supervisor register the course in Osiris with the number of credits and the capita selecta course codes mentioned above.

CONFERENCE VISITS

It is possible to earn EC's for conference visits. However, just visiting is not enough for receiving credits, you must also hand in at least a report from the conference. The following levels of participation and corresponding amount of EC are considered:

- Conference visit finalised conference report 1 EC
- Conference visit with poster-presentation and conference report 2 EC
- Conference visit with paper presentation and conference report 3 EC

The course code for conference visits is 201600191. Note that the responsible lecturer or supervisor should write the corresponding amount of credits for the conference participation on the grading form. A maximum of 3 EC points can be granted for visiting more than one conference under condition that the level

⁷ www.utwente.nl/en/ctd/

of participation in the consecutive conference is higher than in the former one. After approval, upload the conference report, poster and/or paper in the course element in Hora Finita.

It is highly recommended for EngD students of the Civil Engineering Programme to participate in international conferences (or similar events) where they can meet the world's leading experts.

EUROPEAN CREDITS

The University of Twente uses the European Credit Transfer System (ECTS) to register the study load (the abbreviation EC is used in this Study Guide). All EngD programmes have a two-year (24 months) duration, and are worth 120 credits. Since this system is used throughout Europe, your academic record will be easily recognised if you want to continue your education at another university or if you apply for a job abroad. As a trainee at the University of Twente, you can check your own credits via the Osiris website (<http://osiris.utwente.nl/>).

The average study load per EC is 28 hours. The number of credits of each course and general information about each course can be found at the course descriptions at the Osiris website. Each course will be finalised with an examination. The final mark of each course has to be 6 or higher (on a scale of 1-10). Agreements made and rules established concerning exams, including the determination and publication of the results, the duration of the validity of the exams, the right to inspect the results, appeal and objection and fraud, are provided in the EngD Charter and the education and examination regulations (OER) of the educational MSc programmes which provides the courses.

TRAINING AND SUPERVISION PLAN (T&SP)

You need to set up a T&SP including an education plan in Hora Finita within the first three months of your appointment. This should be done in consultation with your daily supervisor at the University of Twente and the company. You can find the template for your T&SP at www.utwente.nl/EngD/intranet. Your T&SP contains the names of your thesis supervisor and daily supervisor, supervision arrangements, the chosen set of courses including course descriptions, and what knowledge and skills must be acquired. After completion, both your thesis supervisor and the EngD Board of Examiners in Hora Finita must approve it. In order to do so, in the home-screen of Hora Finita you must go to the T&SP tab, upload the document, and click the button “*Submit T&SP for review*”. After approval enter all courses/portfolio items separately, including the course name, number of credits, dates, organizer and course description.

Your T&SP is a working document so in consultation with your supervisors, based on advancing insights, it is possible to adjust your T&SP during your EngD programme. **Note that after each change in your T&SP new approval in Hora Finita is needed by both your thesis supervisor, as well the EngD Board of Examiners.**

Keep in mind that most of the following aspects should be present in your educational programme as well:

- The function of the designer in the industry;
- Technical creativity;
- Modern design methods;
- The quality of a product, process or system;
- Risk analysis of possible failures during the design period;
- Specifying the requirements which the product, the procedure or the system should meet;
- Attention to the civil aspects of designing (energy consumption, environmental impact, safety, raw material consumption, residues processing etc.);
- Attention to laws and regulations of the government;
- Knowledge of patent literature;
- The choice of production techniques and industrial feasibility (in terms of investments, location, available production instruments, the environment, noise- and energy regulations and vulnerability);
- Meaning of lifespan, maintenance and reliability;
- Project-based approach, including planning and completion time, and the relation with the developments on the market.

Supplement specific for a process designer including:

- Specification of the process; setting up a parameter set with limits and tolerances.

Supplement specific for a product designer including:

- Functional demands for the design project; translation to product specifications (including quality, manufacturability and price);
- Preparation for manufacturing;
- Methodological designing (distinct between designing consumer products and industrial products).

These aspects are covered by the final qualifications mentioned at page ##. Appendix III provides an overview of how these final qualifications can be covered by the design project, compulsory courses and elective courses.

TECHNOLOGICAL DESIGN PROJECT

The design project is defined in close consultation with the organisation or institution you will be working for. The programme ensures that the design project is innovative and complex, contains sufficient design aspects and is sufficiently multidisciplinary. Due to the complex and multidisciplinary character of the project, in most projects you will work together with colleagues.

The workload of the design project is at least 60 EC.

Design project

The design project covers at least 50% of the EngD programme and leads to a solution of an engineering problem. An additional goal is to evaluate your skills and knowledge by carrying the work (or part of it) within an industrial or governmental environment or in close cooperation with such organisation. The design project is related to a technological problem and is constrained by time planning, project management, industrial and/or governmental context, and project deliverables.

The assessment criteria for the design project are divided into three main groups:

1. Design product
2. Design skills
3. Professional skills

The subdivision of these assessment criteria for the design process are documented in the graduation assessment form (appendix VII).

During the design project, you have at least 50 contact hours with experienced designers. The designers:

- are employed within the company or University of Twente and have sufficient practical experience
- have relevant technological and methodological knowledge
- are familiar with the stages of a design process

ENG D THESIS

In order to assess your Design Project, you individually have to write an EngD Thesis. In this thesis you report the aspects mentioned above. These are covered by the points mentioned in the EngD Thesis format in Appendix VIII. You can download the title page for your EngD thesis at www.utwente.nl/EngD/intranet

QUALIFIER

The (public) qualifier is held between 6 and no more than 9 months after the start of the EngD programme. It is a meeting that serves to determine whether the technological design proposal is of a sufficient level and whether it is likely that you will complete your EngD programme within the remaining period. During this meeting, in front of the Qualifier Committee⁸ you present the goal(s) of your design, first results and the technological design proposal for the remaining period, and the progress and plans regarding the course work. The presentation is followed by a discussion.

When it is time to plan the qualifier or annual interview with your supervisor, you will receive an e-mail reminder from Hora Finita. Clicking on the link in this e-mail will take you to a screen in Hora Finita where you plan the date and upload the necessary files. As input for this qualifier, you have to draw up a progress report of no more than five pages, containing the results in the design project, results in the educational programme, future ideas and planning of educational and project activities. This document must be submitted at least one week before the Qualifier date to the committee members, and it must be uploaded in the "Progress Interviews" tab in Hora Finita. The Training and Supervision Plan and a project planning of your EngD project must be added to the Qualifier report in Hora Finita.

See Article 15 of the EngD Charter for more information about the EngD Qualifier.

In case the advice of the Qualifier Committee is sufficient, an evaluation interview (for EngD-trainees who are employed at the UT) or Progress Interview (for EngD- trainees who are employed at the company) follows. The result of the qualifier serves as input for the evaluation/progress interview between the thesis supervisor and the professional doctoral candidate following the qualifier.

In case the advice of the Qualifier Committee is insufficient, an assessment interview follows. The result of the qualifier serves as the input for the assessment interview. You have the opportunity to meet the specific point mentioned in the interview within an improvement period of no more than 3 months. At the end of this period, a second qualifier follows.

See Article 16 of the EngD Charter for more information about the evaluation/progress interview.

You can download the appropriate forms for the Qualifier and evaluation/progress interview from www.utwente.nl/EngD/intranet.

GRADUATION⁹

To obtain the academic degree EngD, you have to complete the course programme successfully and write an EngD thesis covering your Design Project. The total design programme is examined by the Graduation Committee¹⁰.

In order to assess the total programme, you have to provide a report with the complete documentation of the design and a report (in Dutch or English) of the design process and present the results in front of the Graduation Committee. For the presentation of the results, you have to inform the programme director of the EngD programme Civil Engineering at least one month before graduation about the exact date of graduation. This ceremony is public. After the presentation (~45 minutes including public discussion/questions from the audience), an interrogation session behind closed doors (~45 minutes) will take place with the Graduation Committee.

The decision on the awarding will be taken by the Graduation Committee in a closed session after the adjournment of the interrogation session. For the assessment the Graduation Committee makes use of the

⁸ The Qualifier Committee consists of at least the programme director, thesis supervisor, daily supervisor(s), and at least one (associate) professor from outside the chair.

⁹ See article 17 of the EngD Charter

¹⁰ The Graduation Committee will always comprises the EngD programme director (chair), Thesis supervisor and an associate professor or 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.

assessment form. If you demonstrate exceptional competence in the practice of your technological design, you can be awarded 'with distinction' (cum laude)¹¹.

Note that prior to your graduation some administrative actions should be taken (see page 16). It is important that all documents are correct and complete on time in order to guarantee that you can graduate on the intended graduation date.

¹¹ See article 17a of the EngD Charter for more details regarding cum laude procedure and awarding

To Do List

INTAKE ENGD

First admission to the faculty is done by the faculty HR through appointment. Secondly, an appointment with the EngD office and the candidate is planned. During the intake you will be registered and introduced in Hora Finita, you will be informed about your programme for the next two years, and the EngD office takes care for registration as a student. This registration is needed to get access to Canvas and Osiris in order to make sure that you can follow courses and that your marks are stored.

If you are employed by a company, you ALSO have to fill in a PNUT (person not employed by the University of Twente) form. The secretary of the research chair you are linked to should take care of this form!

REGISTRATION FOR COURSES AND EXAMINATIONS

Registration for the in-depth and broadening courses takes place at <https://canvas.utwente.nl>¹² and <https://osiris.utwente.nl>¹³. Note: you have to register for the examinations separately. For the registration in Osiris and Canvas you use your student number (s-number).

For the registration for professional development courses at www.utwente.nl/ctd you should use your employee number (m-number).

TRAINING & SUPERVISION PLAN

You will set up a draft T&SP within the first three months of your appointment; see Section 'Course programme EngD Civil Engineering'. Your T&SP should be approved in Hora Finita by your Thesis Supervisor and the EngD Board of Examiners. When setting up your T&SP, make sure that your personal educational programme is conform the requirements specified at page 11.

The draft T&SP contains:

- The names of your thesis supervisor and daily supervisor;
- Supervision agreements with your thesis supervisor and daily supervisor;
- The chosen set of courses;
- Course information of the chosen courses: Course information including a description of the courses, design focus (yes or no), level of the course (master or post-master), the scope of the courses (in-depth or broadening), the number of credits, lecturer, course code and university or institute that provides the course (If a course is provided by the University of Twente, then a copy of the course content from OSIRIS is sufficient);
- Certificates: Make sure that you receive certificates for professional development courses, and upload them as a proof of attendance in the specific T&SP element in Hora Finita.

Your T&SP is a working document, so in consultation with your supervisors, based on advancing insights, it is possible to adjust your T&SP during your EngD programme.

After approval, enter all courses/portfolio items separately in Hora Finita, including the course name, number of credits, dates, organizer and course description.

REGULAR MEETINGS

Plan regular meetings with your daily supervisor and thesis supervisor. A frequency of at least once per two weeks is strongly recommended. **Note that you have to write your supervision frequency in your T&SP.**

¹² See www.utwente.nl/en/educational-systems/about_the_applications/canvas/ for more information about Canvas

¹³ See www.utwente.nl/en/educational-systems/about_the_applications/osiris/ for more information about OSIRIS

GRADUATION¹⁴

At least 8 weeks before the expected graduation, and after you receive approval (green light) from your thesis supervisor regarding your draft thesis, you have to arrange the following:

- 1) Make sure that all courses mentioned in your approved T&SP - including the professional development courses (course code: 201300295) and capita selecta courses - are listed in Osiris.
- 2) Together with your thesis supervisor, programme director and company supervisor, plan a date for your EngD thesis defence.
- 3) Make sure that your T&SP is complete and approved in Hora Finita. This includes all course descriptions, the copies of professional development certificates and conference reports (if any).

You may continue with the following steps only after a positive portfolio assessment in Hora Finita.

- 4) At least 5 weeks before the expected graduation, send a completed approval form for graduation (see Appendix V), signed by your thesis supervisor and the programme director to engd@utwente.nl to request approval by the Dean of TGS. This form must include a list of the graduation committee members, including their affiliations and roles in your committee. Make sure that your thesis supervisor has invited an external expert from another research chair or university, as member of the examination committee. **Only after receipt of the form, can the diploma procedure start** (in some instances this can take about a month).
- 5) Ask the secretary of your department to book a room at your graduation date for the presentation (max. 45 minutes), a separate room for the interrogation session (for 1,5 hour, this could be the professor's office), and a room where the diploma can be presented publicly (for 0,5 hour). Note: the interrogation session itself takes about 45 minutes (and 45 minutes for grading). Make sure that that your public (friends, family, company) is aware of this. You can ask the secretary of the department for a separate room.
- 6) Make arrangements with the graduation committee on how and when they will receive the final report (at least two weeks before the graduation date) and on how many hard copies are required.
- 7) Send a PDF of the final thesis to engd@utwente.nl.
- 8) Provide the University Library the electronic version of your EngD thesis¹⁵.

Directly after graduation:

- 9) Fill in the evaluation form that will be provided by the EngD office and send it back to engd@utwente.nl.

¹⁴ Also see article 17 of the EngD Charter for the formal regulations of the graduation

¹⁵ See <https://www.utwente.nl/en/cfm/services-abc/!/product/p885010/theses>

USEFUL LINKS	
EngD Charter:	
Hora Finita: https://horafinita.utwente.nl/	
Hora Finita manual: www.utwente.nl/en/education/tgs/currentcandidates/phd/hora-finita/phd/research_phase/	
Course catalogue Osiris: www.utwente.nl/onderwijssystemen/en/about_the_applications/osiris/	
Academic calendar (check the MSc calendar): www.utwente.nl/ces/planning-roosters/en/academic-calendar/calendars/	
Course schedules: https://rooster.utwente.nl/schedule	
Center for Training & Development (Professional Development courses): www.utwente.nl/nl/ctd/	
Canvas: http://canvas.utwente.nl	
EngD intranet:	
International trainees: https://www.utwente.nl/en/education/international-students/	
University of Twente Campus map: https://www.utwente.nl/download/campusmap.pdf	
Library, ICT & Archive: www.utwente.nl/lisa/en/	
CONTACTS	
General questions regarding the EngD programme and Hora Finita	Brenda Kroeze Room: Ravelijn 5256 Email: engd@utwente.nl Telephone: 053 489 3520
EngD Civil Engineering specific issues	Seirgei Miller Room: Horst Z214 Email: s.r.miller@utwente.nl Telephone: 053 489 5886
Design project issues	Contact your Thesis Supervisor
HR related questions (traveling, housing, salary, contract)	Thomas ter Pelle Email: t.p.terpelle@utwente.nl Telephone: 053 489 5892
Osiris issues	Student Services Email: studentservices@utwente.nl
Canvas issues	Alexander Jansen Email: canvas-et@utwente.nl
ICT issues	Email: servicedesk-ict@utwente.nl Telephone: 053 489 5577
Student Affairs Coaching & Counselling (SACC) (for information, advice or support in case you have questions concerning matters that occur during your study)	Email: sacc@utwente.nl Telephone: 053 489 2035

The Doctorate Board (DB) of the University of Twente (UT) hereby adopts the regulations for the EngD Board of Examiners (EngD BoE) which read as follows:

Preamble

The Doctorate Board of the University of Twente appoints the EngD Board of Examiners.

In these Regulations, the Doctorate Board sets out rules for the implementation of the duties and powers of the EngD Board of Examiners.

The Doctorate Board has granted mandate to the EngD BoE for its duties and powers. This means the Doctorate Board remains responsible for and in control of the mandated duties and powers. The EngD BoE is only granted authority to act as the representative of the Doctorate Board.

General provisions

Art. 1.1 definitions

In these regulations, the following terms shall be understood to mean:

DB	Doctorate Board
WHW	The Dutch Higher Education and Scientific Research Act
T&SP	Training & Supervision Plan
TGS	Twente Graduate School
Hora Finita	EngD and PhD monitoring system
EngD BoE	EngD Board of Examiners
UT	University of Twente

Other terms used in these regulations shall have the meaning ascribed to them in the WHW.

Art. 1.2 Composition of the EngD Board of Examiners

The Doctorate Board appoints the EngD BoE for the EngD programmes at the UT.

The EngD BoE consists at least of the following members:

- Chair (TGS Dean)
- Vice chair (TGS EngD coordinator)
- One member per EngD-programme (or a deputy mandated by the programme director), who is content expert concerning the domain of that programme
- TGS EngD Office Manager

The chair and vice chair are independent and do not have a role in the management of one of the EngD programmes. Each programme director proposes a deputy, who has to be approved by the dean of the faculty responsible for the programme. Members should not be part of the decision whether a trainee of their own programme meets the criteria.

Art. 1.3 Tasks of the EngD Board of Examiners

The EngD BoE has the following tasks:

- The EngD BoE functions under the mandate of the Doctorate Board (final responsibility remains with the Doctorate Board).
- Approves whether the T&SP proposed by the trainee meets the requirements of the EngD programme.
- Approves changes in the T&SP in Hora Finita after first approval by the Thesis Supervisor of the EngD trainee.
- Provides the professional doctoral candidate formal access to the EngD defence, to be assessed by the Graduation Committee.
- Judges the completeness of the portfolio in Hora Finita of a trainee at the end of the programme.
- Approves changes in the internal and external requirements in the curricula of the EngD programmes.

- Sets the entrance and exit qualifications for EngD in general.
- Guards the entrance and exit qualifications per EngD programme.
- Monitors the internal quality assurance of each EngD programme.
- Responsible for the self-assessment and site-visit of the Institutes accreditation¹⁶.
- Reports annually to the Doctorate Board and the EngD programmes concerning its activities.

Art. 1.4 Working method of the EngD Board of Examiners for individual cases

- The EngD BoE meets at least six times per year.
- Meetings are not public. Meeting reports are available on request by the TGS EngD Office Manager.
- The EngD BoE decides by a simple majority of votes. In case of a tie, the chair's vote shall be decisive.
- The EngD BoE informs about its decisions within two weeks after its meeting in writing (or by e-mail) to the persons involved (trainee, his/her supervisor(s), course coordinator and the programme director of the EngD programme).
- The EngD BoE shall reach a decision within the response time, but can delay the decision by a period of two weeks, having informed the EngD trainee.
- The EngD BoE gives the trainee the opportunity to be heard.
- If a trainee submits a complaint or request to the EngD BoE involving a Supervisor or programme director who is member of the EngD BoE, the involved Board member of the EngD programme in question can be heard but shall not take part in the deliberations on the request or complaint.
- If a trainee submits a complaint or request to the EngD BoE involving an issue in a course or exam within a specific EngD programme, the involved Board member of the EngD programme in question can be heard but shall not take part in the deliberations.

Final provisions

Art. 2.1 Upholds of decisions

If the EngD Board of Examiners upholds its decision, after the trainee and/or the programme has been heard, the trainee and the programme can appeal to the Doctorate Board.

Art. 2.2 Amendments

Amendments to these Regulations for the EngD Board of Examiners can only come into force in the current academic year if this does not, within reason, have a negative effect on the interests of the trainees.

Art. 2.3 Adoption of regulations

These regulations for the EngD Board of Examiners will come into effect on 3 March 2021

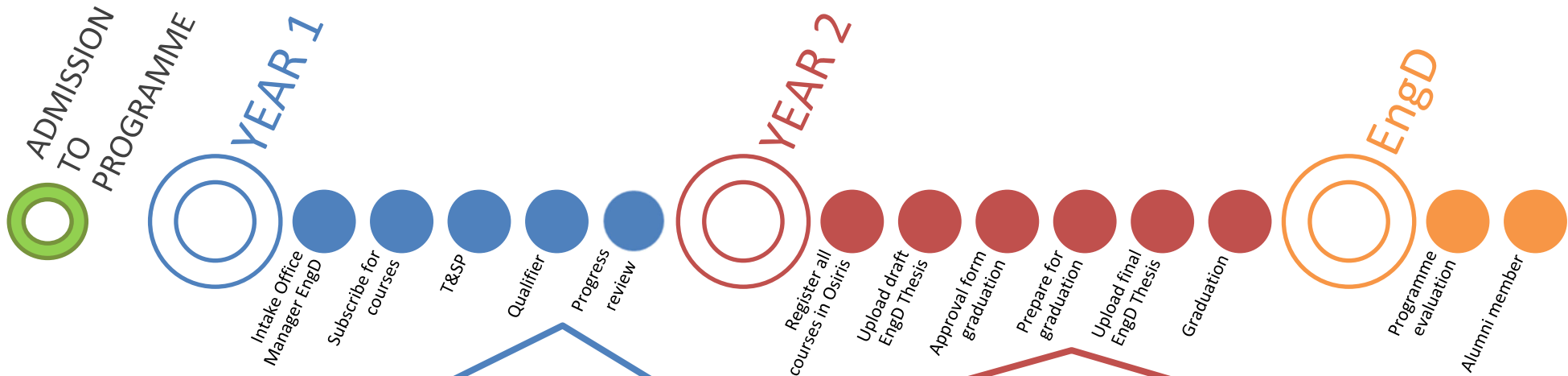
Adopted by the Doctorate Board of the University of Twente on 3 March 2021

¹⁶ Institutes accreditations are expected in the near future

Appendix III - Relationship between the final qualifications and separate courses

	Final Qualification: After finishing an EngD degree Civil Engineering, the graduate...									
	1)... h as an overview of all disciplines within the field of civil engineering, and masters state-of-the-art knowledge in specific areas of civil engineering.	2)... has an overview of related disciplines like economics, environment and safety, and is aware of the relevance of these sub-areas of civil engineering in order to apply them within a project.	3) ...has an overview of and insight into the possibilities of new emerging technologies in the field of civil engineering and construction and is able to develop a roadmap for their implementation in the field.	4)...is able to analyse complex problems, is able to determine connections between multidisciplinary aspects of the design problem and is able to keep an overview of the entire design problem.	5)... is capable to think out-of-the-box and is able to apply creative thinking to design and realise innovative solutions.	6)... has knowledge of design methods, is able to determine which method is best suitable for a certain design problem and is able to apply the correct design method.	7)... is able to analyse constraints and demands of actors (with attention to the complete lifecycle of the design) in order to generate or select solutions that fit within the constraints, is able to make choices that lead to a feasible design, and is able to validate the design on the	8)... is able to actively participate/give direction to constructive informal team meetings in order to come to innovative solutions (by means of a discussion).	9)... is able to work in a project based setting and within a team, and is able to analyse the causes when a team is not functioning properly.	10)... has a critical attitude towards his short and long term professional development and takes active control of steps to secure this development.
Compulsory Design Project	X	X	X	X	X	X	X	X	X	X
Knowledge – elective courses										
Capita Selecta's	X	X	X	X	X					
Conference visits	X	X	X							
(Post-)Master courses	X	X	X							
Design – compulsory courses										
Systems Design and Engineering for EngD				X	X	X	X	X	X	
Technology Development and Management for Civil Engineering and Construction		X	X	X	X		X			
Professional development										
TGS Introductory Workshop										X
Professional Effectiveness								X	X	
Elective professional development courses								X	X	X

Appendix IV - Timeline EngD programme



Intake Office Manager EngD

First admission to the faculty is done by the faculty HR through appointment. Secondly, an appointment with the EngD Office and the candidate is planned. This should be within two weeks after admission for the EngD. The Hora Finita system will be introduced to the EngD trainee, and the EngD Office Manager will inform the trainee about his/her programme for the next two years.

Subscribe for courses

In order to prevent for study delay, you can already start subscribing for (compulsory) courses before the T&SP is approved. Registration for courses takes place through the internet on <https://canvas.utwente.nl> and <https://osiris.utwente.nl>.

Training & Supervision Plan (T&SP)

The T&SP in Hora Finita contains names of (daily) supervisors, supervision arrangements, the chosen set of courses and what knowledge and skills must be acquired and how this should be done. It should be accepted in Hora Finita within three months after start of the EngD by both the Thesis Supervisor and the EngD BoE. See the EngD study guide for the requirements of your T&SP.

Qualifier and Progress/assessment review

Judgment of work so far and prospect of success finishing the EngD in time; update of T&SP. Between 6-9 months after start, with optional a 3 months improvement period (with specified targets). Directly after the Qualifier, the progress/assessment review is held. See the EngD Charter for more information.

At least 8 weeks before the expected graduation, and after you have got approval (green light) from your Thesis Supervisor regarding the draft EngD thesis, you have to arrange the following:

- 1) **Make sure that all courses, including the capita selecta's, are listed in Osiris.** (This requires you to ask your daily supervisor to make a mark sheet of your attended capita selecta courses and send it to BOZ before you can download your grades from Osiris).
- 2) Make sure that your **T&SP is complete and approved in Hora Finita**. This includes the copies of professional development and capita selecta certificates, and it should meet all the programme requirements (Post-MSc level, design focus, scope etc.)
- 3) At least 5 weeks before graduation, **send a copy of the approval form for graduation**, signed by your Thesis Supervisor and the programme director to engd@utwente.nl for the signature of the Dean of TGS
- 4) **Prepare for graduation**
- 5) Make arrangements with the graduation committee on how and when they will receive the final report (at least two weeks before the graduation date) and send your final thesis to engd@utwente.nl
- 6) **Graduation**
See the EngD Charter and your study guide for more information about graduation.
- 7) Fill in the evaluation form that will be provided by the EngD office.

Name trainee:	Student number:
Project Title:	Course Code: 201300262
.....	EC: .. EC

<u>Committee members:</u> Dr.ir. S.R. Miller (programme director) (thesis supervisor) (daily supervisor)(external examiner)(company supervisor)	EngD programme: <input type="checkbox"/> Not graduated (F) <input type="checkbox"/> Graduated (P) <input type="checkbox"/> Graduated, with distinction (P) Report: <input type="checkbox"/> Public <input type="checkbox"/> Confidential, until: <i>(max 5 years)</i> <input type="checkbox"/> No plagiarism detected
--	--

Signature Dr. S.R. Miller: 	Date:
Signature thesis supervisor: 	

Graduation Criteria

Criteria	What went well / what could be improved
<p>Knowledge:</p> <ul style="list-style-type: none"> • Mastering state-of-the-art knowledge • Insight into the possibilities of new technologies in the field • Quality of Design in relation to requirements, functionality, realisability and innovativeness, • Out-of-the-box thinking • Design validation • EngD Thesis 	
<p>Design skills:</p> <ul style="list-style-type: none"> • Able to analyse complex problems • Able to apply design cycle process • Knowledge of design methods • Self-critical on design results • Able to apply related disciplines such as economics, environment, life cycle and safety • Able to develop give an outlook on the practice • Risk management • Value management • Defense at exam session, answering and understanding of questions 	
<p>Professional skills:</p> <ul style="list-style-type: none"> • Independent, critical, creative • Project meetings (preparation, feedback, leading) • Planning and project management (well defined and regularly updated plan to transform design steps to results) • Critical attitude towards own professional development • Communication with stakeholders, social skills • Presentation skills 	

Appendix V – Approval form for Graduation

Please fill in the requested information below, and ask your thesis supervisor and the programme director for a signature for approval of your professional doctoral thesis and the educational programme.
After approval by your thesis supervisor and the programme director, send a copy of this document to engd@utwente.nl for the approval by the Dean of TGS.

Professional Doctoral candidate		
Name:		
Place of birth:		
Date of birth		
EngD Programme		
EngD programme:	Civil Engineering	
Faculty:		
Title thesis:		
Graduation date:		
Pre-education Professional Doctoral candidate		
Academic Title:		
Discipline:		
Year of graduation:		
Institute/University:		
Graduation committee		
Name including title:	Affiliation:	Role in the committee*:
1. Dr. S.R. Miller	University of Twente	Programme Director
2.		Thesis Supervisor
3.		Daily Supervisor
4.		External examiner
5.		Company Supervisor
6.		
Signatures		
Thesis Supervisor	EngD Programme Director	Dean TGS
	Dr. S.R. Miller	Prof.dr. A. Need

*Choose from chair (this is the EngD programme director concerned), thesis supervisor, daily supervisor, company supervisor or expert

Appendix VII – EngD Thesis template

Cover: see <https://www.utwente.nl/nl/intranet/huisstijl/templates/varianten-omslagen.zip>

Table of content

Acknowledgement

1. Introduction

- Background
- Motivation
- Company
- Outline of the EngD thesis

2. Objectives

- Description of the design issue
- Objectives of the design project

3. Programme of requirements

- Safety/Risks
- Reliability
- Maintenance
- Finances/Costs
- Legal requirements
- Environmental/Sustainability
- Social impact
- Recyclability/Disposability

4. Literature review

5. Design methodology/Design steps

6. Development phase

- Conceptual design
- Set-up
- Experiments and evaluation
- System/Product/Process development
- Tests, Improvements and Evaluation of the design

7. Design Deliverables

- Prototype description (functionality, realisability, construction, properties vs requirements)
- Techno-economic feasibility
- Impact (environment, societal, risk)

8. Conclusion and Future work

9. Literature

10. Appendices