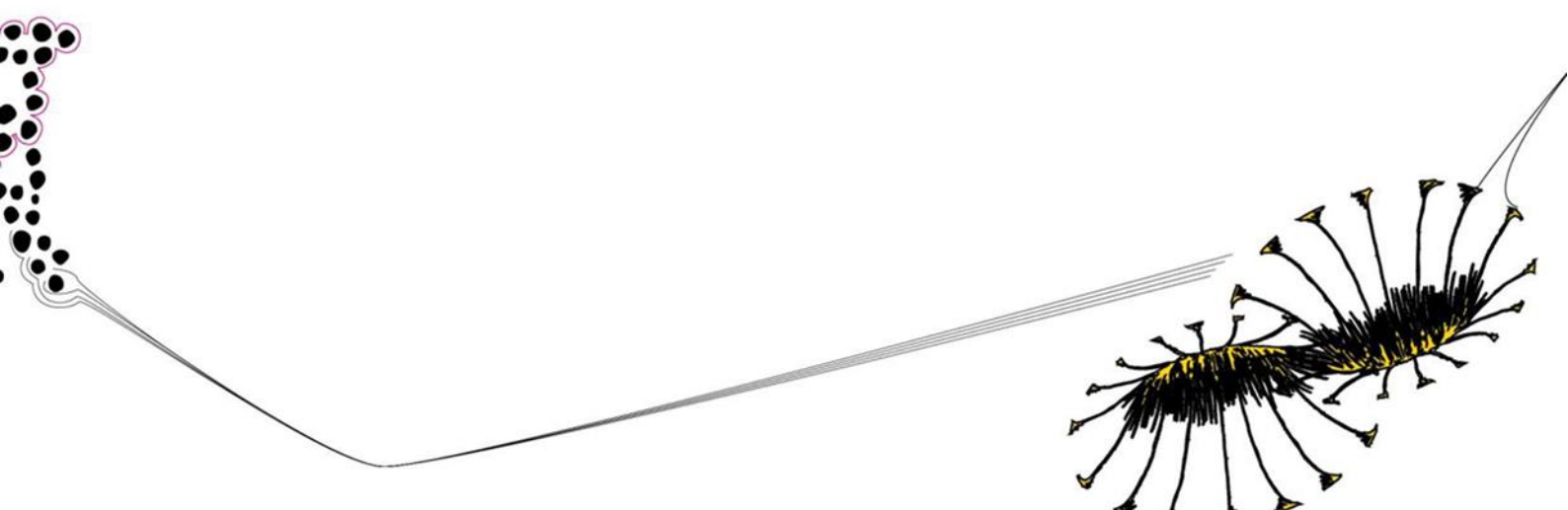




Charter for Engineering Doctoral Candidates



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Preamble Validity of the regulations

1. This Charter applies to all types of Engineering Doctoral candidates at the University of Twente.
2. The Charter states when a particular regulation applies to a specific type of Engineering Doctoral candidate.
3. The Executive Board of the University of Twente adopts the Charter after having heard the Doctorate Board. The Doctorate Board may propose changes.
4. 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 CCTO¹ regulations. The following terms have the following definitions:

1. Act the Dutch Higher Education and Research Act (WHW),
2. Assessment assessment of the manner in which the Engineering Doctoral candidate performed their duties and their 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 Engineering Doctoral graduate who supervises the Engineering 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 employed by the University,
9. Executive Board highest managing body of the University of Twente and is responsible for management and administration of the university,
10. Faculty dean dean of a faculty of the University of Twente,
11. Graduation committee the committee before which the Engineering Doctoral candidate defends the thesis and that decides on whether the professional doctorate is to be awarded,
12. HR Service department Human Resources,
13. Technological Design programme One of the certified post-master Technological Designer programmes (certification by CCTO) at the University of Twente
14. EngD BoE Board of Examiners for the EngD educational programmes
15. EngD Programme Director education director of one of the Technological Design programmes at the University
16. Engineering Doctoral programme individual programme of a Engineering Doctoral candidate consisting of a technological design project (minimum of 60 EC) which may result in a Engineering 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 Engineering Doctoral process with the Engineering Doctoral candidate,
18. Engineering Doctoral candidate a person who has been admitted by the faculty dean to a Engineering Doctoral programme and has an agreement with a thesis supervisor to conduct a Engineering Doctoral programme, which may result in a EngD degree.
19. Engineering Doctoral defence the moment at which the degree of EngD is conferred.
20. Professional doctorate (EngD) the academic degree Professional Doctorate in Engineering (EngD). Holders of the degree EngD will be registered as a technological designer in the Dutch register kept by the Royal Institution of Engineers in the Netherlands (KIVI),
21. EngD Board of Examiners Board of Examiners for EngD installed and mandated by the Doctorate Board of the University,
22. Professional doctorate agreement agreement between a non-employee and the University concerning a Engineering Doctoral programme,
23. Qualifier a meeting during which the professional doctorate candidate is assessed and it is decided whether the technological design proposal is of a sufficient level and whether it is likely that the Engineering Doctoral candidate will complete the Engineering Doctoral programme within the remaining period.
24. T&SP Training and Supervision Plan, which is kept in the electronic Engineering Doctoral candidate monitoring system,
25. TGS Twente Graduate School, the University section that registers doctoral and Engineering Doctoral candidates,

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 EngD degree.

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| 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), |
| 27. TGS Dean | Dean of the Twente Graduate School, |
| 28. Thesis supervisor | A professor or associate professor with the right to confer doctorates, associated with a university. The technological design project will be carried out under the supervision of 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. UNL | <i>Universiteiten van Nederland</i> , association of universities of the Netherlands. |

Article 2 Types of doctoral candidates

1. The University of Twente has the following types of Engineering Doctoral candidates, based on the classification used by the UNL (2011, revised in 2019):
 - a. employed Engineering Doctoral candidate a Engineering Doctoral candidate who is temporarily employed by the University and holds a paid Engineering Doctoral candidate position; (with the UFO profile of 'TOIO', see article 2.3 paragraph 10 sub c 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 Engineering Doctoral programme and has an agreement with a thesis supervisor to conduct a technological design,
 - c. Externally funded Engineering Doctoral candidate Engineering Doctoral candidate who is not employed by the University and whose employer gives financing and time or only financing for the technological design,

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 Engineering Doctoral programme are:

	Area of competence	After a Engineering Doctoral candidate has obtained the professional doctorate, they are expected to have the following qualifications:
Knowledge	1. Skills and techniques in the technological design domain	<ul style="list-style-type: none"> - Has a systematic insight in the 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.
	2. Technological Design management	<ul style="list-style-type: none"> - 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.
Design skills	3. Technological Design environment	<ul style="list-style-type: none"> - 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.
	4. Social context of technological design	<ul style="list-style-type: none"> - Is able to identify the needs for technical solutions in society and the business sector. - Is able to place the importance of their own work in a social and business perspective.
Professional skills	5. Networks and teamwork	<ul style="list-style-type: none"> - Participates in developing and maintaining relevant internal and external networks and teams, and is able to enhance collaboration between academia and companies.
	6. Communicative skills	<ul style="list-style-type: none"> - Communicates with colleagues, the broader industrial and scientific community and society as a whole (dialogue) about their area of expertise (large scope).
	7. Personal effectiveness	<ul style="list-style-type: none"> - Is able to deliver an excellent performance when it comes to work and studies. - Is able to divide their time and meet deadlines. - Is able to reflect on their own effectiveness and to improve it.
	8. Career management	<ul style="list-style-type: none"> - Formulates a vision of their career after having obtained the professional doctorate and takes steps that promote their career.

The generic exit qualifications named in the above table apply to all Engineering Doctoral programmes. Any additional exit qualifications applicable to a specific Engineering Doctoral programme will be listed in that programme's prospectus.

Article 5 Programme content

1. An individual Engineering Doctoral programme consists of:
 - a technological design project (minimum of 60 EC) resulting in a Engineering 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 study guide of the Technological Design programme concerned.
 - The total volume of the Engineering 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 study guide of that specific programme. The education programme is to be determined by the director of the EngD programme concerned, the thesis supervisor and the Engineering Doctoral candidate. The purpose of these activities is to support the Engineering Doctoral programme and to help the Engineering Doctoral candidate to obtain the 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 Engineering Doctoral candidate in the education programme. After a positive assessment, the thesis supervisor submits the completed T&SP to the EngD programme director, along with a statement that the Engineering Doctoral candidate completed the education programme in accordance with the T&SP and the concerned EngD programme.
2. The TGS Dean is responsible for the quality assurance of the Engineering Doctoral educational programmes and consults the faculty dean, if necessary. The EngD programme director is responsible for the content of the Engineering 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 Engineering Doctoral candidate has met the requirements of the education programme of the Engineering Doctoral programme according to the T&SP. The TGS education certificate is signed by the TGS dean, EngD 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 Engineering Doctoral defence ceremony.

Article 7 Quality control

1. The Doctorate Board is ultimately responsible for the quality of all Engineering Doctoral programmes.
2. In order to guarantee the quality of the education programme, the specific Engineering Doctoral courses as referred to in Article 5.4 are assessed under the supervision of the TGS Dean. The evaluation results are discussed in the EngD Board of Examiners 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 Engineering Doctoral candidates the opportunity to apply for vacant Engineering Doctoral candidate positions or to express interest by sending an open application.
2. Applicants for a vacant Engineering Doctoral candidate position are referred to the application procedure for employees (employed Engineering 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 an externally funded Engineering 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 Engineering Doctoral phase before a Engineering 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 EngD 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 Engineering Doctoral candidates or the registrations of externally funded Engineering Doctoral candidates. Selected registrations will be submitted to a selection committee. The selection committee consists of the EngD 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 obliged to ask the HR department² 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 to become familiar with the UT environment and the possible research group (and vice versa).
2. Any agreements on a Engineering 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 Engineering Doctoral programme, an applicant or a person who registered must meet the following requirements:
 - a. Engineering Doctoral candidates may only be admitted if their Master degree(s) and further academic record are approved³ 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 Engineering Doctoral programme, to be assessed by the faculty dean. These funds include salary and employer's contributions (in the case of externally funded Engineering 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. Externally funded Engineering Doctoral candidates are obliged to pay tuition fees (Article 18.2).
2. The decision to admit an applicant or registered person to a Engineering Doctoral programme is made by the intended thesis supervisor, after the approval of the faculty dean and the EngD programme director concerned.

² For pragmatic reasons, the choice was made to request this advice from the HR department for both employees and non-employees.

³ Evaluation of non-NVAO accredited degrees via Admission Office. Exemptions may be granted by the Doctorate Board.

3. The employed Engineering Doctoral candidate accepts an appointment, in conformity with the collective labour agreement.
4. In case of employed Engineering 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 Engineering Doctoral candidate and the agreed Engineering Doctoral programme.
5. In case of externally funded Engineering Doctoral candidates, the thesis supervisor must submit to the faculty dean a professional doctorate agreement between the Engineering Doctoral candidate and the University, which sets out the financing⁴, the time schedule, logistics and the facilities necessary for the entire Engineering Doctoral programme. The faculty dean gives 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 Engineering Doctoral candidate and the agreed Engineering Doctoral programme.
6. In all cases, the agreement must set out the intended start and end date of the Engineering Doctoral programme.
7. All admitted Engineering Doctoral candidates must be registered in the Engineering Doctoral candidate monitoring system 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 Engineering Doctoral programme takes in principle two full-time years.
2. Employed Engineering 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. in principle two years if the Engineering Doctoral candidate is employed full time (for 38 hours per week);
 - b. in principle two years and 6 months if the Engineering Doctoral candidate is employed for 32 hours per week.
3. A Engineering Doctoral agreement with externally funded Engineering 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 Engineering 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.

⁴ 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 Engineering Doctoral candidate. In consultation with the thesis supervisor, the Engineering 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 EngD programme director (or a mandated member of the EngD BoE) in the Engineering Doctoral candidate monitoring system within three months after the start of the Engineering 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 Engineering 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 Engineering 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 Engineering Doctoral programme⁵.
 - f. an overall plan for the total number of working hours for employed Engineering Doctoral candidates whose Engineering 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 EngD programme director (or a mandated member of the EngD BoE).

Article 13

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

Article 14 Supervisor and Supervision

1. The technological design project will be carried out under the supervision of a associate professor with the right to confer doctorates or a professor. This associate professor with the right to confer doctorates or professor will, as a rule, be appointed as the thesis supervisor. If an employee from another university is appointed as the thesis supervisor, a associate professor with the right to confer doctorates or 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 associate professor with the right to confer doctorates or 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 Engineering Doctoral candidates.
4. The supervisor is responsible for the acceptance of the thesis (Article 17), and must also ensure that the thesis meets the generally accepted requirements;
5. Regular meetings must be held between the Engineering Doctoral candidate, the thesis supervisor and the daily supervisor(s). The frequency of these regular meetings will be determined in joint consultation between the Engineering Doctoral candidate, the daily supervisor(s) and the thesis supervisor and must be recorded in the T&SP. A frequency of at least once every two weeks is strongly recommended.

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

⁵ See article 30.1 for transitional arrangements.

Chapter 5 Qualifier, Assessment / Progress review and defence

Article 15 Qualifier

1. The qualifier is a meeting organised by the thesis supervisor, which serves to provide the Engineering Doctoral candidate with subject-specific feedback on the 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 Engineering Doctoral candidate presents the progress of the EngD 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 assess whether the technological design proposal is of a sufficient level and whether it is likely that the Engineering Doctoral candidate will complete the Engineering Doctoral programme within the remaining period.
3. The qualifier is attended by the qualifier committee, existing of at least the concerned EngD 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 Engineering Doctoral candidate of this at least four weeks in advance.
6. As input for the qualifier, the Engineering Doctoral candidate fills in a progress report of no more than 2 pages, containing the results and (adjusted) planning, on the form provided and submits it to the members of the qualifier committee at least one week before the qualifier meeting.
7. The assessment of the Engineering Doctoral candidate 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, the progress of the planned education programme and the Engineering Doctoral candidate's performance. The assessment will be substantiated and recorded in writing in the qualifier report:
 - "SUFFICIENT" means that the committee believes that the technological design proposal is of sufficient level and it is likely that the Engineering Doctoral candidate will complete the Engineering 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 Engineering Doctoral candidate will complete the Engineering Doctoral programme within the remaining period. The committee will mention specific targets for improvement that can be achieved in a period of three months.
8. In all cases, the qualifier committee's report will be recorded in the Engineering Doctoral candidate monitoring system.
If the qualifier committee's report is negative, the dean of the faculty will be notified as soon as possible.
If the qualifier committee is unable to reach agreement, the dean of the faculty will decide.

Article 16a Assessment of employed Engineering Doctoral candidates and employees obtaining their professional doctorate

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

Qualifier committee's assessment is "sufficient":

1. The qualifier report is recorded in the Engineering Doctoral candidate monitoring system.

Qualifier committee's assessment is "insufficient":

2. In case of an "insufficient" assessment, the qualifier report is recorded in the Engineering Doctoral candidate monitoring system and the relevant HR employee is notified immediately.
3. Within two weeks after the publication of the qualifier report, an interview takes place between the thesis supervisor and the Engineering Doctoral candidate about the report. During this interview, agreements are made about the improvement period referred to in paragraph 9. Both before and during the interview, the Engineering Doctoral candidate has the

opportunity to respond to the assessment. The thesis supervisor will draw up a report of the interview. The candidate may be accompanied by a person during the assessment interview.

4. If necessary, the thesis supervisor can decide to adjust the assessment based on the interview, in which case the thesis supervisor will inform the Engineering Doctoral candidate in writing of the decision. The candidate will sign the assessment as seen, even if the candidate disagrees with its contents.
5. The assessment and any written response from the Engineering Doctoral candidate are recorded in the Engineering Doctoral candidate monitoring system.

Second-year assessment:

6. In the second year (and subsequent year(s) if applicable) the thesis supervisor conducts an assessment of the Engineering Doctoral candidate.
 7. The Engineering Doctoral candidate writes a progress report of max. 2 pages with the results and (adjusted) planning as input for the assessment. The assessment is recorded in the Engineering Doctoral candidate monitoring system.
- In case of a negative assessment, an improvement period can be granted.

Improvement period:

8. In case of a negative assessment by the qualifier committee in the first year, the Engineering 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. At the end of the improvement period, the qualifier committee meets a second time to assess the Engineering Doctoral candidate. The thesis supervisor then discusses the assessment with the Engineering Doctoral candidate.
9. If the assessment is negative in the subsequent year (or years), the Engineering Doctoral candidate will also be given the opportunity to meet the specific points for improvement and required results within an improvement period of no more than 3 months, provided that there is time to do so before the end of the employment contract. At the end of the improvement period, the thesis supervisor will conduct an assessment and discuss it with the Engineering Doctoral candidate.
10. If the assessment conducted at the end the improvement period is unsatisfactory, the faculty dean may propose to the Executive Board that the employed Engineering Doctoral candidate's employment contract be terminated. If the Executive Board decides that the employed Engineering 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 Engineering Doctoral programme by the candidate. For employees obtaining their professional doctorate (according to article 2.1.b), the termination of the Engineering Doctoral activities and any labour law-related consequences will depend on prior agreements made on the Engineering Doctoral programme.

Article 16b Progress review of other doctoral candidates

This article does not apply to employed Engineering 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 Engineering Doctoral candidate, which will be conducted after the qualifier. The results of the qualifier and the progress interview are recorded in the Engineering 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 Engineering Doctoral candidate draws up a progress report of no more than 2 pages, containing the 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 Engineering 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 Engineering 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 Engineering Doctoral candidate will present the thesis (in its entirety or in parts) to the thesis supervisor, make the agreed amendments and then submit the thesis 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, the supervisor will grant approval to the thesis, having first familiarised himself with the judgement of any co-supervisor(s), referee(s) and the concerned EngD programme director.
3. The thesis supervisor shall decide on approving the thesis within one month of receiving it, and shall inform the doctoral candidate and the concerned EngD programme director.
4. The Engineering 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 has been approved by the concerned EngD programme director, the doctoral candidate should contact the Support Office 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 Engineering 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. one copy for the University Library;
8. The University Library announces the publication of the thesis to a broad audience, also supplying information about the availability of the underlying data. To facilitate this process, the Engineering Doctoral candidate submits the following to the University Library at least two weeks before the Engineering Doctoral defence ceremony:
 - a. a printed copy of the thesis, to be handed in to the University Library desk;
 - b. the complete thesis in electronic form, including the cover, to be submitted via the University of Twente research information system or, if the Engineering Doctoral candidate no longer has access to this system, via librarybackoffice@utwente.nl. The Engineering Doctoral candidate also provides an English-language summary of 250 to 350 words and, if relevant, information about the location and availability of the underlying information linked to the research project in a trusted repository, with due regard to the relevant legislation and any terms laid down in agreements with third parties;
 - c. permission to disseminate the thesis and the information about it as outlined in paragraph 9.
9. The University Library arranges for:
 - a. the printed copy of the thesis to be included in the University Library collection;
 - b. public access to the electronic version of the thesis⁶ via University of Twente Research Information, upon receipt of permission from the Engineering Doctoral candidate, as copyright holder, to publish this version of the thesis (see Article 17.9c). Note that if the copyright on this version of the thesis has been transferred to a third party, said third party may place an embargo on the publication of the electronic thesis;
 - c. the electronic thesis to be archived in the National Library of the Netherlands to ensure long-term accessibility.
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 Engineering Doctoral defence.

⁶ See article 25 for restrictions

12. The Graduation Committee will always comprise the following members:
 - a. EngD programme director (chair)
 - b. Thesis supervisor
 - c. 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. 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 Engineering 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 Engineering 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 Engineering Doctoral candidate.
19. 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 EngD programme Director, the Engineering Doctoral candidate, and validated by the seal of the University of Twente.

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. The thesis supervisor must notify the Support Office of the Doctorate Board at least four weeks before the planned defence ceremony date that a 'with distinction' may be awarded.
4. If it is already known who will be on the Graduation Committee, the thesis supervisor notifies the committee members of the wish for the awarding of a 'with distinction' to be considered, giving reasons in writing.
5. The Graduation Committee members do not need to indicate beforehand whether they plan to award a 'with distinction'. 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, the presentation and defence, together with the arguments raised by the proposer(s).
6. 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.
7. The proposal will be accepted if all members vote in favour the proposal unanimously.

8. The certificate will then be endorsed with the statement 'with distinction'.
9. 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.

Chapter 6 *Miscellaneous*

Article 18 Finances

1. The Engineering 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. Externally funded Engineering 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 Engineering 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 and the relevant EngD programme's prospectus.
2. In principle, all Engineering Doctoral candidates can make use of the same general University facilities. However, this may depend on the status of the Engineering Doctoral candidate (see Article 2).

Article 20 Support

1. All Engineering Doctoral candidates have the opportunity to talk to a PhD counsellor via [Student Counselling](#).
2. In exceptional cases, the Engineering Doctoral candidate can contact the TGS. The TGS Dean may request the faculty to appoint a coach. The coach monitors the progress made by the Engineering Doctoral candidate and is usually an employee of the faculty at which the Engineering Doctoral candidate performs the research.

Article 21 Exit interview and evaluation

1. All Engineering Doctoral candidates who have been admitted to the defence of their Engineering 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 Engineering Doctoral candidate will be handled in accordance with faculty procedures and reported by the faculty to the TGS as soon as possible.
3. All Engineering Doctoral candidates who terminate their Engineering Doctoral programme early will be offered the opportunity to arrange an exit interview with TGS before they leave.

Article 22 Terms and conditions of employment for employed Engineering Doctoral candidates and employees obtaining their professional doctorate

The terms and conditions of employment for employed Engineering 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 Engineering 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 Engineering 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 externally funded Engineering 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 the decision.

Article 24 Conduct and integrity (see also Appendix 1)

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 Engineering 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 Engineering 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 Engineering 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 externally funded Engineering 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. Engineering Doctoral candidates are entitled to participate in decision-making through the University Council or, as far as the rights or obligations of employed Engineering 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 Dean on relevant issues concerning the Engineering Doctoral programmes and also have the right to advise, urge and inform the TGS Dean. A platform (similar to [P-NUT](#)) may be established to facilitate this.

Chapter 7 Complaints and disputes

Article 27 Complaints

1. Employed Engineering Doctoral candidates and employees obtaining their professional doctorate may submit any complaints on certain behaviour to the [Executive Board](#).
2. Externally funded Engineering Doctoral candidates⁷ may submit any complaints on certain behaviour to the [UT Complaints Desk](#).

Article 27a Disputes

The EngD Charter regulation shall apply if any dispute arises during the preparation of the thesis involving one or more of the following persons: EngD programme director, supervisor, co-supervisor, Engineering 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 the 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 Engineering 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 Engineering 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.

⁷ Although the EngD 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 Engineering 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 authorise 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 Engineering Doctoral candidates is introduced on 1 January 2016 for all Engineering Doctoral candidates at the University.
2. All new Engineering Doctoral candidates as from 1 January 2016 must be registered on commencement (Article 10.7), will follow this Charter, and will use the Engineering Doctoral monitoring system throughout their entire Engineering Doctoral phase.
3. Article 12.2.d (data management plan) will be implemented in line with the data policy adopted by the University of Twente and its faculties.

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

Appendix 1 - Codes of Ethics, Scientific Integrity, plagiarism, fraud and copyright

The University of Twente is subject to a [Code of Ethics](#), which provides behavioral guidelines for everyone who is part of the university community. The code is not binding but provides the opportunity to hold one another accountable for their conduct. It includes the basic principles for the professional conduct of any individual who, as an employee or student, is part of the University of Twente and/or represents the university. The EngD programme follows the rules and behavioral guidelines that have already been established in relation to integrity and courtesy for employees and students. The objective of this document is to summarize the regulations and procedures regarding academic misconduct, fraud and plagiarism that apply to EngD trainees.

Academic misconduct and fraud

EngD trainees and PhD's receive instruction in relation to standards of scientific integrity in the mandatory TGS course on Academic Integrity and are expected to apply these standards in their work.

The Netherlands Code of Conduct for Research Integrity can be found at [the UT website](#). The rules below are concerned with examinations, assessments and group work of EngD trainees.

Examinations and assessments

Examinations are assessments of the knowledge, insight and/or aptitude of the participating candidates, including an evaluation of the results of that assessment ([article 7.10 of the WHW](#)). A test or examination may consist of several parts. Cheating, plagiarism and fraud are actions or omissions on the part of a trainee that preclude an accurate assessment of their knowledge, understanding and aptitude. In any case, **cheating** involves:

- 1) the use during a test or examination of (any form of) resource or device (electronic or technological) which, before the start of the study unit and/or examination or test, the examiner has prohibited, or which the trainee knew or should have known were prohibited;
- 2) conduct on the part of students/trainees which, before the start of the study unit and/or examination or test, the examiner has deemed to be academic misconduct, or which the trainee knew or should have known to be prohibited. Specifically, this includes (but is not limited to):
 - a. procuring copies of a test or examination before that test or examination has taken place;
 - b. also cheating, whether or not by:
 - using cheat sheets or crib sheets;
 - copying the work of others during the test or examination;
 - letting others copy one's work during the test or examination;
 - sending or receiving (text) messages;
 - c. communicating about the content of the exam with any party other than the invigilators during the test or examination while that test or examination is underway (including by means of electronic devices);
 - d. claiming to be another person during a test or examination, or having someone else impersonate them.
- 3) **fraud**, that includes, but is not limited to:
 - a. manipulating research data in (group) assignments;
 - b. falsifying data (for example, by filling in questionnaires or answering interview questions oneself);
 - c. 'free-riding'; i.e. not contributing equally to a group assignment (see below)
- 4) **plagiarism** (using someone else's work or one's own work without a proper citation), that includes, but is not limited to:
 - a. using (parts of) other people's work (original terms, ideas, results or conclusions, illustrations, prototypes) and presenting this as one's own work; if parts of another text (printed or digital) are used without attribution (and even if small changes are made), plagiarism has occurred;
 - b. using visual or audio material, test results, designs, software and program codes without attribution and thereby presenting this as one's own original work;
 - c. using verbatim citations without attribution or a clear indication (by, for example, omitting quotation marks, indentation, leaving white space) and thereby creating the false impression that (part of) these citations are one's own original work;
 - d. citing literature that one has not read oneself (for example, using references taken from somebody else's work);
 - e. using texts that have been written in collaboration with others without explicitly mentioning this;
 - f. submitting work that has already been published in whole or in part elsewhere (e.g. work from other courses or educational programmes), without reference to the original work.

In the case of cheating, plagiarism and fraud, the work of the trainee will not be assessed and the EngD Board of Examiners (EngD BoE) is informed. The EngD BoE can exclude the trainee from participation in the relevant exam for a maximum period of 1 year. In the case of preconceived fraud, the examination board can exclude the trainee from participation in (any) exams for a maximum period of 1 year.

Regulations regarding fraud and plagiarism in written work and (group)assignments

Individual assignments

There is one author who will receive a grade based on the assignment.

If passages are included or information is used which are/is derived from other people's work, the EngD trainee must clearly indicate, e.g. by:

- which passages these are (e.g. by printing them in italics or between quotation marks);
- where they come from (by providing a clear source reference: a formal literature reference or a phrase such as "verbal information from Mrs XX").

Group assignments with explicit individual contributions

Different group members are responsible for different components of the assignment.

- clearly list which group member was responsible for which component of the assignment;

If passages are included or information is used which are/is derived from the components written by other group members, the EngD trainee must clearly indicate, e.g. by:

- which passages these are (e.g. by writing them in italics or between quotation marks);
- where they come from (by providing a clear source reference: a formal literature reference or a phrase such as "verbal information from Mrs XX").

Group assignment without explicit individual contributions

The group as a whole is responsible for the entire contents of the report, even though each member wrote a different component of the assignment.

In that case, it is not necessary to indicate who was responsible for which part.

Note that when using external sources, the rules for individual assignments apply here as well.

If the student/trainee does not follow these regulations and literally copies or paraphrases someone else's work without a proper source reference, they are committing plagiarism.

Both copying without a source reference and allowing one's work to be copied are considered plagiarism/fraud.

During joint group assignments, the entire group can be held responsible for the fraud

Free-riding behavior

The definition of free-riding behavior: a trainee/student benefits from someone else's efforts and by doing that, delivers none (or less than proportional) contribution to an assignment that has to be executed by the project group. Such person will gain from the positive grading of the group assignment with a low contribution. The contribution in this matter can be knowledge, skills or effort.

Possible consequences and sanctions for the trainee are:

- They will not develop sufficient skills to be able to finish their individual assignments;
- They risk receiving a lower grade than their group members;
- The examiner can report the profiting as possible fraud to the Examination Board;
- The examiner can provide the EngD trainee with a new or complementary assignment, this can also be (part of) the sanction of the EngD Board of Examiners.

If students notice free-riding within their project group, what can they do?

- Discuss this matter in a meeting of the project group and use their own skills and knowledge about giving and receiving feedback;
- Confront group members with the registered distribution of tasks and the possible lack of collaboration;
- If no improvement occurs, contact the coordinator of the course in time.

Procedure in case of fraud or plagiarism

If an examiner or invigilator has a motivated suspicion of fraud before, during or after an exam, the examiner/invigilator makes a note of this on the student's exam (test) The examiner also notes the circumstances surrounding the irregularity and fills out the [Notification of Fraud and Irregularities](#) form. This notification is submitted to the EngD BoE.

- The examiner/invigilator has the right to temporarily confiscate devices and other resources whose use is not permitted during an exam;
- The trainee has the right to finish the exam;

- The examiner/invigilator reports the suspicion of fraud in written (by filling in a Notification of fraud) to the trainee, the Thesis Supervisor and to the EngD BoE. This rule also applies in case of a suspicion of fraud in a (part of a) unit of study, such as an assignment, presentation or essay;
- The written report should at least contain the following information (to be mailed to the EngD Office):
 - a) Name of the trainee involved including student number;
 - b) Course name and course code. If necessary, the specific component/part of the course in which the fraud was detected should be mentioned;
 - c) Written information on the suspected fraud detected and/or what conduct or misconduct occurred during the exam;
 - d) Additional information (evidence from plagiarism software)
- The examiner should notify the trainee involved of the suspected fraud;
- The assessment of the assignment/exam needs to be put on hold.

Measures or sanctions

The EngD BoE decides which the sanction the trainee receives if fraud is actually determined. The EngD BoE may give the trainee a warning or exclude a trainee who commits an academic offence from sitting the exam, test or other part of a unit of EngD programme involved.

In cases of fraud the trainee can be excluded from the exam up to a maximum of one (1) year. If a trainee commits repeated fraud, the EngD BoE may lodge a request at the Doctorate Board to end the trainee's enrolment in the programme at the University, with effect from the month following the month the fraud passed a final judgement and was made known to the EngD trainee.

For the right to appeal against a decision taken, based on these regulations, article 27a of the EngD Charter applies.

Copyright

EngD trainees may come into contact with [copyright rules](#), for example, because they use publications (journals and streams) that are subject to copyright. The person who holds the copyright is usually indicated on the first page or in the publishing details. In some cases, it is permissible to make photocopies or otherwise copy existing texts and images without permission of the copyright holder. However, certain rules are applicable under the provisions of or pursuant to the Copyright Act. This includes:

- When making photocopies from books, magazines, newspapers and other written materials, only a small section may be copied. Short articles that have been published in daily or weekly newspapers and magazines may be copied in their entirety (Article 16b, paragraph 1 of the Copyright Act);
- It is permissible to cite directly from a publication in one's own work, provided the original source and author are included. The maximum permitted size relates to the purpose of making the copy (article 15a of the Copyright Act).

Lectures are copyrighted work. The University of Twente holds the copyright to lectures and may decide whether a trainee/student may film them; this also applies to audio recordings. Permission from the member of teaching staff concerned is therefore required before a trainee/student may film or record a class or lecture. If the staff member gives permission for a lecture to be recorded, the recording must remain for the personal use of the trainee/student; dissemination of the film is not permitted. Privacy legislation means that fellow trainees/students may not be filmed when recording a lecture.