



**QUALIFIER FORM FOR PHD CANDIDATES (FIRST YEAR APPRAISAL)¹
TWENTE GRADUATE SCHOOL - UNIVERSITY OF TWENTE.**

This Qualifier form for PhD candidates consists of the following parts:

1. Basic information (to be filled by the PhD candidate)
2. Progress report (by the PhD candidate)
3. Qualifier report (by the supervisor on behalf of committee)
4. Personal performance (by the supervisor)

Note: The Qualifier (ref. PhD Charter, article 15) is a meeting convened by the PhD supervisor (promotor) and is held after 6-9 months of the start of the PhD project. In principle this is a public scientific meeting, so apart from the committee also others may be present. The supervision team takes part in the qualifier committee as well as at least one member (professor or UHD with ius promovendi) from another department (inside or outside UT; the external should not have a hierarchical relationship under the PhD supervisor). In case of a negative outcome only one repeat of the qualifier is possible after an improvement period of 3 months. For the second qualifier this same form is used. There is no separate annual interview in the first year.

1. BASIC INFORMATION (TO BE FILLED BY THE PHD CANDIDATE)

1.A. Name doctoral candidate: Faculty, Department:	
1.B. Name PhD supervisor(s): Faculty, Department: (Dutch: promotor, max. 2 and incl. co-promotors max. 3 for graduation). ²	
1.C. Name other supervisor(s): Faculty, Department: This includes daily supervisors and/or -envisaged- co-supervisors (At least 2 supervisors should be named in box 1.B./1.C.)	
1.D. Start date and expected end date PhD trajectory: (date format is dd-mmm-yyyy)	Start date:
	End date:
1.E. Status of the PhD candidate:	<p>Employed by the UT: This Qualifier will be based on article 15 and 16a of the Charter for Doctoral Candidates (PhD Charter). Conditions of the Collective Labour Agreement Dutch Universities (CAO-NU) apply. This applies to doctoral candidates conform article 2.1.1.a and b of the PhD Charter: employed doctoral candidates or employees obtaining a doctorate.</p> <p>Not employed by the UT: This Qualifier will be based on article 15 and 16b of the Charter for Doctoral Candidates (PhD Charter). This applies to doctoral candidates conform article 2.1.2.b, 2.1.3 and 2.1.4 of the PhD Charter, contract doctoral candidates (including bursary PhD's and those financed otherwise and/or employed elsewhere) and external doctoral candidates (non-financed/non-employed).</p>

¹ Version Hora Finita 2020. Please note that for the second and following years the "Annual Interview Form for PhD candidates (second and subsequent years)" has to be used.

² In case of a change in the supervisory team please notify the Doctorate Board (promoties@utwente.nl)

2. PROGRESS REPORT ON QUALIFIER PERIOD (TO BE FILLED BY THE PHD CANDIDATE; MAX. 2 A4)

NOTE: THE PHD CANDIDATE SHOULD DISTRIBUTE THE CONTENT OF THIS QUALIFIER PROGRESS REPORT (PART 2), OR A SIMILAR FREE FORMAT, TO ALL MEMBERS OF THE QUALIFIER COMMITTEE AT LEAST ONE WEEK BEFORE THE QUALIFIER TAKES PLACE.

2.A. Title of PhD project:

2.B. Summary of main achievements over the Qualifier period:

2.C. Indicate the envisaged chapters/publications for the PhD thesis:

2.D. Space to elaborate from 2.B. on progress and planning, including possible delays (e.g. due to the Covid-19 pandemic) and what is done to make it possible to keep the PhD on target:
(Note: for aspects of the T&SP see also section 4.F.)

3. QUALIFIER COMMITTEE REPORT (TO BE FILLED BY THE PHD SUPERVISOR ON BEHALF OF THE COMMITTEE)

<p>3.A. Composition Qualifier Committee:</p> <p>(Minimum composition = PhD supervisor(s) (chair), daily supervisor(s), external member³)</p>		Name	Title	Department	Institution
	1				
	2				
	3				
	4				
	5				
	6				
	7				
	8				
<p>3.B. Date of the Qualifier:</p> <p>Status of the Qualifier:</p>			First	Second	
<p>3.C. Judgement on progress summary report of research by the PhD candidate (= part 2 above; 2 A4)</p>	Strong points:				
	Weak points:				
	Conclusion:				
<p>3.D. Judgement on Qualifier oral presentation and response to questions:</p>	Strong points:				
	Weak points:				
	Conclusion:				
<p>3.E. Judgement on research achievements so far:</p>	Strong points:				
	Weak points:				
	Conclusion:				

³ The external member should be a professor or UHD with *ius promovendi* from outside the department of the supervisor (may also be from outside UT). The external member should NOT have an hierarchical relationship under the PhD supervisor.

<p>3.F. Scheduled future research activities:</p>	<p>Ambitious?</p>
	<p>Realistic?</p>
	<p>Conclusion:</p>
<p>3.G. Conclusion of the Qualifier committee:</p> <p>NOTE: HR and the Hora Finita support office have to be notified by the supervisor directly after an “insufficient” result. A 2nd Qualifier with “insufficient” conclusion is reason to discontinue the PhD.</p>	<p>1. Does the committee believe that the research plan is of sufficient level? Yes No</p> <p>2. Is it likely that the doctoral candidate will complete his/her doctoral project within the remaining period? Yes No</p> <p>3. Overall conclusion Qualifier committee: Sufficient Insufficient</p>
<p>THE NEXT QUESTION (H) HAS TO BE FILLED ONLY AFTER A FIRST “INSUFFICIENT” QUALIFIER. IN THAT CASE HR HAS TO BE INVOLVED IN THE PROCEDURE.</p>	
<p>3.H. In case of “INSUFFICIENT” at first Qualifier:</p> <p>3.H.1 Specific areas of improvement</p>	
<p>3.H.2 Specific results required within the improvement period of 3 months</p>	
<p>3.H.3 New date for 2nd Qualifier (in 3 months)</p>	

4. PERSONAL PERFORMANCE

(TO BE FILLED BY THE PHD SUPERVISOR AND DISCUSSED WITH THE PHD CANDIDATE)

<p>4.A. General performance and functioning of PhD candidate:</p> <p>(e.g. cooperation/teamwork, communication, effectiveness, keeping deadlines, independence, perseverance, creativity, language/ writing skills)</p>		
<p>4.B. Personal circumstances:</p> <p>(e.g. illness, maternity leave, other)</p> <p>Include possible negative consequences of the Covid-19 pandemic and how these will be addressed in the planning (with the aim to keep the nominal duration of the PhD).</p>		
<p>4.C. Training & Supervision Plan</p>		
<p>4.C.1. Are any amendments necessary in the research plan and goals?</p> <p>(e.g. planning; deviations; response to delaying factors, etc.)</p> <p>If yes, indicate the necessary changes/actions here and include deadlines if applicable:</p>	<p>Yes No</p>	
<p>4.C.2. Supervision</p> <p>Are the supervision arrangements satisfactory, both ways?</p> <p>(e.g. frequency of meetings, response time, content)</p> <p>Also consider interaction with other groups and incidental supervisors; networking.</p>	<p>Consideration supervisor:</p>	
	<p>Consideration candidate:</p>	
	<p>Adjustments on supervision agreement in T&SP:</p>	

<p>4.C.3. Are the research facilities sufficient?</p> <p>(e.g. data, fieldwork, infrastructure, etc.)</p>	<p>Consideration supervisor:</p>	
	<p>Consideration candidate:</p>	
	<p>Amendments agreed upon:</p>	
<p>4.C.4. Teaching/supervision duties⁴</p> <p>Is the teaching/supervision less than 20%? Are the teaching/supervision duties clearly defined in T&SP? (see footnote 5). Mention any changes in planning:</p>		
<p>Are relevant courses in teaching and/or supervision skills planned before these tasks are carried out? (refer to T&SP for planning of courses). If no indicate how these skills are acquired:</p>	<p>YES</p> <p>NO</p>	
<p>4.C.5. Doctoral education status:</p> <p>Comments:</p>	<p>PhD candidate and supervisor declare that the entry and approval of completed subjects in Hora Finita is up to date.</p> <p>YES NO</p>	
<p>4.C.6. Other mutual agreements</p> <p>(for example on mobility, external collaboration, fieldwork etc.)</p>		

⁴ Teaching/supervision and any other duties are limited to 20% for employed PhDs, and are not allowed for non-employed PhDs. Non-employed PhDs can only be involved in teaching and/or supervision within the scope of their personal development as part of their Doctoral Education, with guidance of senior staff and preceded by a relevant teaching or supervision/coaching course.

4.D. Signatures: The undersigned comply to the notes below and declare that the Qualifier meeting interview took place. This form will be uploaded in Hora Finita by the supervisor.

Notes:

In case the validation process of both the Master diploma (if not NVAO accredited) and the proof of English language level was not yet completed at the time of admission please check via the department and bureau of the faculty dean that this process is now completed and documented in Hora Finita (ref. PhD Charter, art. 10).

The next step following a successful (second) Qualifier is to request the Doctorate Board to appoint (co-) promotor(s) (ref. Doctoral Regulations Article 4). The candidate should download the form that has to be signed by the promotor(s) and the candidate. Co-promotors can also be mentioned on the form (later addition is also possible). The candidate has to submit the form to the Doctorate Board via the bureau of the Faculty Dean immediately after the positive Qualifier. The Doctorate Board formally appoints the promotor(s) and co-promotor(s) –in total max. 3 persons- and informs the candidate, the promotor(s) and the Faculty Dean (ref. Doctoral Regulations, article 4; PhD Charter article 16.a.3 and 16.b.2).

<p>4.D.1. PhD supervisor: <i>The Qualifier report (part 3) represents the views of the Qualifier committee, and part 4 is completed after consulting the other supervisors.</i></p>	<p>Name:</p>	<p>Signature:</p>	<p>Date:</p>
<p>4.D.2. PhD candidate: <i>I have read the content of the Qualifier report (part 3), and part 4, the personal performance.</i></p>	<p>Name:</p>	<p>Signature:</p>	<p>Date:</p>