Elaboration of some elements of the PhD Regulations

for external PhD candidates at Tilburg University

Tilburg University

Understanding Society

Objective

This document contains a further elaboration for external PhD candidates of some elements of the revised PhD Regulations. The aim of this elaboration is to further increase the quality of the thesis and the quality of the PhD process, including the supervision, of external PhD candidates.

Target group

VSNU uses the following classification of PhD candidates[1]:

- 1a Employee PhD candidate
  Employee who has an employment contract and an agreement aimed at a PhD program with his/her own university or UMC.
- 1b Employee working on a PhD
  Employee who has an employment contract and an agreement aimed at a PhD program with his/her own university or UMC, but with no appointment as a PhD candidate.
- 2a Scholarship PhD candidate own university or UMC[2]
  Scholarship provided by the candidate's own university or the UMC (this includes PhD candidates from the "PhD Education" experiment).
- 2b Scholarship PhD candidate with a different/external scholarship provider
  Scholarships provided by an organization other than the university as referred to under 2a, for example: NUFFIC, European Union, foreign university, grant providing organizations and foundations. The grant may be supplemented by the candidate's own university or the UMC.
- 3 Externally funded PhD candidate
  An externally funded PhD candidate is different from an external PhD candidate in that he/she is either funded in one way or another for his/her PhD program or that he/she is allowed to conduct PhD research in "the boss's time"(regardless of how much time is made available).
- 4 External PhD candidate (own resources)
  A person who does not receive time or money from an external party for the purpose of conducting PhD research but who does have the objective of obtaining a PhD. This is financed by own resources, or resources made available by the family.

This elaboration focuses on VSNU categories 3 and 4.
PhD candidates who come to Tilburg University with an external scholarship fall outside these regulations.

[1] Healthy Practices in the Dutch PhD System (in Dutch only) www.vsnu.nl/files/documenten/Nieuwsberichten/Een_gezonde_praktijk_in_het_Nederlandse_promotiestelsel.pdf

[2] Tilburg University has no PhD candidates in this category.

Further elaboration

Regarding Chapter 3 Admission to the PhD Program

Tilburg University's rights and obligations of with respect to external PhD candidates

- ASAP, the intended supervisor ensures that facilities are applied for for the external PhD candidate, so that the candidate's details become visible in Hora Finita.
- At least two researchers, whether or not from the Department of the intended supervisor, advise the (co-)supervisors, based on the documents required for admission to the PhD program, to what extent they expect the external PhD candidate to be able to complete the intended PhD program successfully and within a maximum of eight years. Ultimately, it is up to the relevant Director of the Graduate School (DGS) whether a request is made to the Doctoral Board for admission to the PhD program.
- No more than one year after obtaining the facilities, a request must be submitted to the Doctoral Board for approval for admission to the PhD program.
- The research of an external PhD candidate is in line with the research expertise of the School[3] concerned.
- Definitions for the starting dates in Hora Finita for external PhD candidates:
  - Contract start date: Start date as agreed in contract/agreement OR application date for facilities
  - Start program date: date of the Doctoral Board's approval
- An external PhD candidate has an annual evaluation of the progress of the PhD research with the possibility that, in the event of repeated insufficient progress, the PhD program may be terminated. The (co-)supervisors and the external PhD candidate prepare this evaluation, whether or not in cooperation with the Education Coordinator, where applicable. In the event of repeated insufficient progress, the DGS ultimately decides whether to submit a request to the Doctoral Board for the termination of the relevant PhD program.
- An external PhD candidate who, on his or her own initiative, wishes to terminate the PhD program prematurely is invited by the relevant DGS for an (exit) interview, before the request for deregistration is submitted to the Doctoral Board.

External PhD candidate's rights and obligations with respect to Tilburg University

- The external PhD candidate is willing and able to spend the number of hours per year agreed with the (co-)supervisors on the PhD program in the coming years.
- The external PhD candidate takes care of keeping the dossier in Hora Finita up to date.
- The external PhD candidate is familiar with Tilburg University's rules and guidelines for research in the areas of data management, scientific integrity, the GDPR, and the PhD Regulations.
- The external PhD candidate has access to progress interviews on the PhD program with the PhD coordinator, or a similar official, of the Graduate School in question.

Regarding Chapter 4: Supervisor and Co-supervisor

Tilburg University's rights and obligations with respect to external PhD candidates

- An external PhD candidate is always supervised by at least one (co-)supervisor who has Tilburg University as his/her primary employer.
- The (co-)supervisors provide annual supervision in proportion to the available time of the external PhD candidate for the PhD program (annually 40–80 hours of supervision for a full-time PhD candidate).

Regarding Chapter 6: Graduate School and Education

Tilburg University's rights and obligations with respect to external PhD candidates

- Each external PhD candidate is on the PhD candidates' mailing list of the School and/or the Department and receives relevant information via the Graduate School in question.
- Each external PhD candidate receives invitations for (research) meetings, PhD meetings, and social events organized by the School and/or Department.

[3] Since the Tilburg School of Catholic Theology is the only School in the Netherlands in this field, the research of external PhD candidates of this School may also fall outside the research lines.

- In addition to the facilities mentioned above, an external PhD candidate has access to:
  - the PhD Council of the School in question
  - the PhD confidential advisors
  - the Tilburg University confidential advisors
  - the Tilburg University Confidential Advisor on Scientific Integrity
- Each external PhD candidate has access to Tilburg University courses as agreed in the Training and Supervision Plan.
- The (co-)supervisors stimulate and facilitate sufficient moments of substantive feedback on the PhD research by the (co-) supervisors themselves and by other academic colleagues.
- Separate agreements are made about the costs of any courses in the Training and Supervision Plan (customization).
- Separate agreements will be made about possible travel and accommodation costs within the framework of the PhD process (customization).

External PhD candidate's rights and obligations with respect to Tilburg University

- Each external PhD candidate ensures that the agreements made in the Training and Supervision Plan are met.
- Each external PhD candidate is committed to (online) participating in research meetings of the School and/or the Department.
- Each external PhD candidate presents his/her research at least twice during the PhD program during a research meeting of the School and/or the Department.

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