

Doctoral Education Requirements, Conditions & Costs

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This document is intended to give the doctoral candidate a condensed overview of the requirements, conditions and costs regarding the DE programme. The DE requirements are in place as to ensure depth and breadth regarding the development of your skills. These requirements are regarded as the minimum that must be achieved and not the maximum that may be reached.

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1. DE Requirements

- The full Doctoral Education (DE) Programme is equivalent to 45 GS credits.
- 15 GSC is the minimum number of credits that should be obtained per category (discipline-related skills, research skills and transferable skills).
- Aside from DE courses offered by GS, you may also follow courses elsewhere (e.g. research schools, other universities, online courses, summer schools, courses at conferences) in consultation with your Faculty Graduate School (FGS)/supervisor.

N.B. Please be aware that your FGS may have extra requirements concerning your DE programme. These requirements can be found on the website of your FGS. If you have any questions regarding DE, you can contact your FGS. All decisions regarding your DE programme (course selection/learning on-the-job activities, course enrolment) must be made in consultation with your Promotor/Daily Supervisor and according to the guidelines of your FGS.

2. About DE costs

- All courses in the Transferable and Research categories that are offered by the University Graduate School (UGS) can be followed free of charge by TUD PhD candidates. These courses will be financed by the UGS.
- Additional materials, that are required for some courses, need to be financed by the department/funding body of the PhD candidate. Hand-outs are included in the price of the course.
- Please note that if you choose to follow courses, other than those offered by the UGS, this needs to be financed by your department/funding body.
- Always consult your supervisor(s) regarding costs before enrolling in a course.

3. Mandatory Courses

There are two mandatory courses in the category transferable skills:

- PhD Start-up (Module A + B + C → total of 2 GS credits)
- Career Development (1 GS credit). The UGS offers various career development courses but you are free to do this elsewhere as long as this is in accordance with your supervisory team.

4. Course Enrolment/Cancellation

- You can enrol for most courses in the organisation "Graduate School" on Blackboard. (Enrolment is mostly via Blackboard and in some cases via e-mail.)
- You may only enrol for a course if you are able to complete all sessions of the course.
- If a course is full, you can enrol yourself in the waiting list for this course on Blackboard. If someone cancels their enrolment, you will be automatically enrolled into the course and you will be notified via e-mail about this.

- You can cancel your enrolment on Blackboard until 7 days before the start of the course. After this time, you can only cancel by sending an e-mail to graduateschool@tudelft.nl. If you cancel within 7 working days before the start of a course /do not attend one or more sessions of the course that you are enrolled in, your department will be required to pay the cost price per course day (160 Euros).
- If the course you are enrolling in does not reach the minimum number of participants, one week before the start of the course, it will be cancelled/re-scheduled.
- Enrolment in MSc courses is not via GS. You can find the instructions for enrolment in these courses and exams on the Graduate School website.

5. About GS credits

- Graduate School credits are used to quantify the workload of Doctoral Education courses.
- 1 GS credit is equal to 8 hours with an additional max. 4 hours for preparation and assignments.
- You may register a maximum of 5 GS credits per course.
- If you follow a Doctoral course at a location other than the GS, 1 course day is equal to 1 GS credit.
- You can only obtain credits by attending the full course. In case you missed part of a course, please send an e-mail to graduateschool@tudelft.nl whether you can follow the missed session with another group.
- You must obtain a minimum of 5 GS credits via Learning on-the-Job activities in the category Research skills. Some activities are listed as having a variable amount of credits e.g. 2-4 GS credits. As these activities are performed under the supervision of your Promotor/Daily Supervisor, they determine the exact number of credits that you can register for the particular activity. Several FGS have an own learning on-the-job activity list, which can be found on the website of the respective FGS.
- You can obtain a maximum of 4 GS credits via language courses.
- If you have already obtained 15 GS credits for transferable skills and would like to follow more GS courses in this category, you can do so in consultation with your supervisor, at no additional cost.
- If you follow a Master's course for your DE programme that is classified according to European Credits (EC), you can translate these credits to GS credits: 1 EC = 1 GS credit. The credits may only be included if you pass the exam (max. 5 GS credits per course).
- If you followed a doctoral level course at a research school or other organisation, your credits are determined by the duration of the course. One course day equals one GS credit.
Example: your course at a research school lasted 5 full days and the certificate states that you obtained 2 ECs. You may register 5 GSC in DMA.
- You may obtain a total maximum of 10 GS credits via online courses. Of these 10 GS credits, a maximum of 5 GS credits may be within the category transferable skills.

6. About registration of your credits

The below information provides a short overview of how to register credits for the different types courses/activities for your DE programme. Keep all of your certificates and course attendance forms, as you may be asked to show them. For full instructions on how to register this information in DMA, please consult the DMA manual on the GS website.

- You are required to keep track of the credits you obtained by using the attendance form Course Attendance Form for each and every course that you participate in. You can also use this form as a proof of participation for courses followed outside of the Graduate School (when a certificate has not been issued to you).
- **Registration of doctoral courses:** Download the "Course Attendance Form" from the organisation Graduate School in Blackboard and ask the trainer to sign the form at the end of the course. Upload the signed form in the DE section in DMA.
- **Registration of online courses:** If you do not receive a certificate for an online course that you followed, download the "Course Attendance Form for Online Courses" from the organisation Graduate School in Blackboard. In this form you must write a short reflection on your key learnings. Your supervisors must sign this form. Upload the signed form in the DE section in DMA.

- Registration of MSc courses: If you are registering credits for a MSc course (max. 5 GS credits per course), you also need to use the "Course Attendance Form". The lecturer must indicate that you have passed the exam and also record your grade on the form. The lecturer will send the original to Education and Student Affairs, Account Group 1 at Jaffalaan 9a. Upload the signed form in the DE section in DMA.
- Registration of learning on-the-job: You can register learning on-the-job activities directly in DMA. You do not need a course attendance form.

7. Exemption / Full Dispensation

In some cases, the Board for Doctorates will grant PhD candidates partial exemption / dispensation for the entire DE Programme. If you and your supervisor agree that you have valid reasons for an exemption or dispensation, make your request as soon as possible, but no later than 4 months after the date that you started your PhD at TU Delft. The procedure for this is as follows:

Exemptions

PhD candidates who have completed doctoral level course work prior to starting their PhD at TU Delft, are eligible for requesting an exemption. The total exemption request should be for a minimum of 5 GS credits. If you are granted an exemption for more than 15 Graduate School credits, you will not receive a DE certificate. However, you are still required to complete the remainder of the DE programme.

If you would like to request an exemption, you can fill out the [application form](#) and send it to your FGS. PhD candidates should register their approved exemption request(s) in DMA. See the [DMA manual](#) for instructions.

Full dispensation

In exceptional cases, the Board for Doctorates may grant a full dispensation. If granted dispensation, you are no longer required to fulfil any requirements of the DE programme.

1. Send your request via e-mail to your FGS and cc to your promotor including your CV. In this request, please specify your doctoral level work/course experience and how this relates to the competences and requirements of the DE programme. If there are any other exceptional circumstances as to why you should receive dispensation, you can also state this in your request. E.g. limited time to complete the PhD, transfer from another university.
2. If the FGS supports your request, they will forward it to the Board for Doctorates (via the UGS).
3. The vice-rector will approve or disapprove your request on behalf of the Board for Doctorates.
4. You will receive an e-mail from the UGS office with the decision within 2 weeks after the receipt of your request by the vice-rector. This e-mail will also be sent to your promotor and the FGS office.
5. The outcome will also be registered in DMA by the UGS.

N.B. If PhD candidates are awarded an exemption/dispensation, their faculty/funding body are still required to pay the entrance fee which must be paid for all new PhD candidates.