

## **Graduate Program Innovation Sciences**

### **Eindhoven University of Technology**

#### **Subject: Quality control PhD programme**

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*This quality control document applies only to ‘internal’ PhD students who are the PhD students employed by the School of Innovation Sciences or through an own scholarship and who started 1 September 2012 or later. These students are also automatically part of Ecis (Eindhoven Centre for Innovation Studies) which unites all research activities within the School of Innovation Sciences.*

*All other PhD students are seen as ‘External’. For the latter, the Professor adopting such external PhD students is the sole responsible.*

## **1. Quality control related to the content**

### **1.1. Supervision**

Each PhD student should have at least two supervisors, at least one of whom is Professor from within the School of Innovation Sciences.

### **1.2. Research plan**

A research plan is written within 12 months after start of the PhD position. After finalization, the PhD student sends this research plan to the Ecis secretariat.

## **2. Quality control related to the person**

### **2.1. Go-Nogo assessment**

After 9 months, a go-nogo decision is made based on activities carried out by the PhD student and on his performance in the first 9 months. Also the progress of the Education and Supervision plan (see 2.2.) will be taken into consideration. The go-nogo decision is made with an evaluation committee consisting of the supervisors and a representative of Personnel Department. Personnel department is in charge of planning the meeting with the supervisor around 9 months after a PhD project has started.

## **2.2. Training**

As part of the PhD project, each PhD candidate is expected to follow courses and participate in Ecis research activities. The planning of these activities is part of the Education and Supervision Plan. The Personnel Department informs the PhD student and sends a reminder directly after start of the contract. This plan should be send to the personnel department and to the Ecis secretariat within 3 months after the project starts.

The minimal requirements of Education and Supervision Plan are:

- To follow courses adding up to 12 ECTS. In case a course does not express the work load in ECTS, the supervisor has to assess the work load (1 ECTS = 28 hours). Workload includes both following courses and preparation time.
- To follow at least the PROOF courses “scientific integrity” and “Planning and Communication” offered by the TU/e. Other courses of PROOF are strongly recommended “Writing Scientific Articles” and “Carreer orientation”.
- To follow at least 15 Ecis seminars (the 1<sup>st</sup> Thursday of each month, except in summer).
- To follow at least 2 Ecis annual research days.

Monitoring of these activities is carried out by the Ecis secretariat.

## **3. Checklist for supervisors**

- a. Notify the Ecis secretariat about a new PhD student when a PhD project starts.
- b. Send the Education and Supervision Plan within 3 months to Personnel Department and to the Ecis secretariat.
- c. Send research plan within 12 months to Ecis secretariat.