

3.2 Process description TSB

3.2.1 Top Level

The PhD Candidate applies for a PhD project. External PhD Candidates contact the Graduate School for a PhD position; Internal PhD Candidates apply at a TiU vacancy (where already a supervisor is appointed).

Reference number	Activity	Responsible	Input	Description/processing	Output	Agreements
	Registration	<i>Subprocess</i>	PhD candidate accepted	Complete the registration of the PhD Candidate	Registration completed	
	Project	<i>Subprocess</i>	Registration Completed	Activities during the PhD project phase	Manuscript ready	
	Final Phase	<i>Subprocess</i>	Manuscript ready	Activities up and until the PhD defense	Final Phase	

3.2.2 Registration

Reference number	Activity	Responsible	Input	Description/processing	Output	Agreements
01	Register PhD Candidate	PhD Coordinator	PhD Candidate notification	The PhD Candidate is imported in Hora Finita from the HR system. The PhD Coordinator checks the information imported from the HR system.	Registered PhD Candidate	The request for facilities for the PhD Candidate is done by de TSB Department. The TSB Department informs the Graduate School Officer of the request.

Reference number	Activity	Responsible	Input	Description/processing	Output	Agreements
02	Enter personal information	PhD Candidate	Registered PhD Candidate	The PhD Candidate enters personal information in Hora Finita. This includes: - Date, place and country of Birth - Gender - Nationality - Phone number - Private email address - Home address And information about the previous education: - Name of institution - Country - School - Degree program - Degree certificate (upload) Also project information has to be added: - Working title / subject - Research proposal (upload) - Supervisor(s)	Personal information entered	The names of the supervisors have to be added by selecting them from a drop-down menu in Hora Finita. In case the Supervisor is not present in Hora Finita, the PhD Candidate adds the information of the Supervisor.
03	Request for additional information	PhD Coordinator	Registered PhD Candidate	The PhD Coordinator sends an email to the PhD Candidate and asks to deliver additional information. Requested are: • Final Research Proposal • Final Training and Supervision Plan (TSP)	Request for additional information	The requested information has to be entered in Hora Finita by the PhD Candidate. The Final TSP and Final Research Proposal will usually be provided at a later moment.
04	Organize meeting	PhD Coordinator	Registered PhD Candidate	The PhD Coordinator arranges for an introductory meeting with the PhD Candidate (by email)	Introductory meeting	WISH: add mail functionality to Hora Finita
05	Attend meeting	PhD Candidate	Organized meeting	The PhD Candidate attends the meeting that was organized by the PhD Coordinator	Meeting result	
06	Hold meeting	PhD Coordinator	Organized meeting	The PhD Coordinator holds a meeting with the PhD Candidate	Meeting result	

Reference number	Activity	Responsible	Input	Description/processing	Output	Agreements
07	Submit information	PhD Candidate	Request for additional information	The PhD Candidate provides the requested additional information, by uploading and/or entering information in Hora Finita. This includes personal information, information about the previous education and project information. When all information is added, the PhD Candidate submits the information to the Graduate School Officer. Hora Finita automatically sends a message to the Graduate School Officer.	Submitted information	At TSB, the submitted information does not have to contain the final TSP and Research Proposal (they are considered 'deficiencies').
08	Check completeness of information	Graduate School Officer	Additional information	The Graduate School Officer checks all information provided by the PhD Candidate. When deficiencies are present (TSP, Research Proposal), the Graduate School Officer notes the deficiencies in Hora Finita. The Graduate School Officer asks the PhD Coordinator if the Intake meeting has been held and if the 'approval train' can be started. The Graduate School Officer approves the registration.	Information Complete. Noted deficiencies	
09	Approve registration	(Co)Supervisor	Approved registration	The Supervisor(s) and the Cosupervisor(s) approve the registration of the PhD Candidate	Supervisor approval(s) <i>AND</i> Co-Supervisor approval(s)	When multiple (co)supervisors are involved, each (co)supervisor individually approves the registration, in parallel.
10	Approve registration	Graduate School Officer	Supervisor approval(s) <i>AND</i> Co-Supervisor approval(s)	The Graduate School Officer approves the registration of the PhD Candidate	Graduate School Officer's approval	
11	Approve registration	Director Graduate School	Graduate School Officer's approval	The Director Graduate School approves the registration of the PhD Candidate	Director Graduate School's approval	
12	Approve registration	Secretary of the Doctorate Board	Director Graduate School's approval	The Secretary of the Doctorate Board approves the registration of the PhD Candidate	Secretary of Doctorate Board approval	

Reference number	Activity	Responsible	Input	Description/processing	Output	Agreements
13	Approve registration	Rector Magnificus	Secretary of Doctorate Board approval	The Rector Magnificus approves the registration of the PhD Candidate. After the approval, a Conditional Admission mail is automatically sent to the PhD Candidate	Final approval	The date the Rector approves is the 'admission date'

3.2.3 Project

Reference number	Activity	Responsible	Input	Description/processing	Output	Agreements
<i>subprocess</i>	Solve deficiencies	PhD Candidate	Deficiencies	The PhD Candidate solves the deficiencies, by submitting the requested documents	Solved deficiencies	The deficiencies are registered in HF by the PhD Coordinator in the Registration phase. The deficiencies 'TSP' and 'Research proposal' have to be resolved within 6 months for internal PhD Candidates (external 12 months); the deficiency 'Go/nogo' has to be resolved within 9 months (18 months external) after registration. Deficiencies will be discussed in the first monitoring meeting. When the deficiencies are not solved in time, the contract of the PhD Candidate will be ended.
01	Finalize TSP	PhD Candidate	TSP	The PhD Candidate finalizes the TSP. The PhD Candidate requests approval of the TSP	Submitted TSP	The Deficiency "Final TSP" is automatically marked as 'completed' in HF when the TSP is approved by the Director Graduate School

Reference number	Activity	Responsible	Input	Description/processing	Output	Agreements
02	Deliver research proposal	PhD Candidate	Research Proposal draft	The PhD Candidate finalizes the Research Proposal	Final Research Proposal	The Deficiency "Final Research Proposal" is marked as 'completed' in HF by the PhD Coordinator
03	Follow mandatory integrity courses	PhD Candidate	Course information	The PhD Candidate registers for two mandatory integrity courses: - E-learning Training Research Integrity - Face-to-face Training Research Integrity The PhD Candidate follows the integrity courses.	Results of integrity courses	Courses have to be followed before the end of the second year of the contract.
04	Enter results of mandatory courses	Graduate School Officer	Results of integrity courses	The Graduate School Officer enters the results of the integrity courses in Hora Finita	Registered results of integrity courses	The results must be registered before the Defense takes place.
05	Send questionnaire	Graduate School Officer	Annually, based on date in GSO's Excel file.	The Graduate School Officer sends an email to the PhD Candidate with a questionnaire and asks the PhD Candidate to complete the questionnaire. Also, the PhD Candidate is asked to make an appointment with the PhD Coordinator to discuss the questionnaire in the progress interview.	Questionnaire request	Once every year. The questionnaire is input for the progress interview
06	Hold progress interview	PhD Coordinator	Completed questionnaire	The PhD Coordinator holds a progress interview with the PhD Candidate.	Progress interview	
07	Make interview report	PhD Candidate	Progress interview	The PhD Candidate writes a report with a summary of the progress interview. The PhD Candidate sends the report to the PhD Coordinator	Progress report	
08	Upload interview report	PhD Coordinator	Progress report	The PhD Coordinator uploads the progress report in Hora Finita	Uploaded Progress report	Only the PhD Coordinators have access to the progress reports in Hora Finita.

Reference number	Activity	Responsible	Input	Description/processing	Output	Agreements
09	Initiate meeting with PhD Candidate	(Co)Supervisor	18 months after start (external candidates)	The Supervisor initiates a meeting with the PhD Candidate, to discuss the progress of the project and to decide if the PhD Candidate may continue (Go/NoGo decision). Attendees are the PhD Candidate and the (Co)Supervisors.	Go/NoGo meeting	Only for External PhD Candidate
10	Request outcome of go/nogo meeting	PhD Coordinator	18 months after start (external candidates)	For external PhD Candidates: The PhD Coordinator asks the supervisor the outcome of the Go/NoGo meeting. For internal PhD Candidates: the PhD Coordinator asks HR if the Candidate's contract has been prolonged.	Deficiency "Go/NoGo" is completed	The Deficiency "Go/NoGo" is not marked as done, but deleted from Hora Finita. WISH: register Go/NoGo separately, not as a deficiency
11	Approve TSP	(Co)Supervisor	Submitted TSP	The (Co)Supervisors approve the submitted TSP.	(Co)Supervisor's TSP approval	
12	Approve TSP	Graduate Programme Coordinator	(Co)Supervisor's TSP approval	The Graduate Programme Coordinator approves the new version of the TSP.	Final TSP approval	

3.2.4 Defense

Reference number	Activity	Responsible	Input	Description/processing	Output	Agreements
01	Submit manuscript	PhD Candidate	Manuscript	The PhD Candidate submits the final version of the manuscript in Hora Finita. Hora Finita sends a request to the (Co)Supervisors to assess the manuscript	Submitted Manuscript AND Request for assessment	The manuscript is uploaded at least 6 months before the suggested defense date.
02	Request defense date	PhD Candidate	Manuscript	The PhD Candidate requests a defense date with the Secretary of the Doctorate Board.	Defense date request	The request is made at least 6 months before the suggested defense date.

Reference number	Activity	Responsible	Input	Description/processing	Output	Agreements
03	Confirm Preliminary defense date	Secretary of Doctorate Board	Defense date request	The Secretary of the Doctorate Board selects two dates and sends them to the PhD Candidate. The PhD Candidate forwards the dates to the (Co)Supervisors and they coordinate with the PhD Committee to determine the best fitting date(s). The PhD Committee sends the chosen date(s) to the (Co)Supervisors, and they send the date(s) to the PhD Candidate. The PhD Candidate selects one date and sends it to the Secretary of the Doctorate Board. The Secretary receives the date and sets it as Preliminary defense date. The Secretary sends a mail with the preliminary date to the PhD Candidate	Preliminary defense date	The (Co)Supervisors and intended committee members have 2 weeks to determine the best fitting defense date(s).
04	Approve manuscript	(Co)Supervisor	Submitted manuscript	The (Co)Supervisors review the manuscript. The (Co)Supervisors can reject or approve the manuscript. When rejected, the (Co)Supervisors can add comments about the rejection.	Approved manuscript (=thesis)	All supervisor(s) and co-supervisor(s) review the manuscript simultaneously In practice, the manuscript is <i>never</i> rejected.
05	Perform plagiarism check	Graduate School Officer	Thesis	The Graduate School Officer downloads the thesis from Hora Finita. The Graduate School Officer uploads the thesis in TurnItIn for a plagiarism check. TurnItIn generates a plagiarism report. The Graduate School Officer uploads the Report in HF. The GSO selects the Similarity Score from the report and enters it in HF. Then the GSO mails the report to the (Co)Supervisors and asks them to approve the result.	Plagiarism report	The plagiarism report is provided within 24 hours (usually 0,5 hours) after uploading the thesis in TurnItIn.
06	Approved plagiarism check	(Co)Supervisor	Plagiarism report	The (Co)Supervisors assess the plagiarism report and the Similarity score. The (Co)Supervisors approve the plagiarism report and send the Similarity score via an email to the Graduate School Officer	Similarity report	

Reference number	Activity	Responsible	Input	Description/processing	Output	Agreements
07	Propose PhD Committee	(Co)Supervisor	Similarity report	The (Co)Supervisors select the proposed committee members. The (Co)Supervisors email the list of proposed committee members to the Graduate School Officer.	Proposed PhD committee	Using the standardized form "personal details committee members", created by the Doctorate Board
08	Request approval of PhD committee	Graduate School Officer	Proposed PhD committee	The Graduate School Officer enters the proposed Committee members in Hora Finita The Graduate School Officer starts the 'approval train' in HF for approval of the PhD Committee.	Entered PhD Committee	
09	Approve PhD committee	(Co)Supervisor	Entered PhD Committee	The (Co)Supervisors approve the PhD Committee	(Co)Supervisors' committee approval	
10	Approve PhD committee	Graduate School Officer	(Co)Supervisors' committee approval	The Graduate School Officer approves the PhD Committee	Graduate School Officer's committee approval	
11	Approve PhD committee	Director Graduate School	Graduate School Officer's committee approval	The Director Graduate School approves the PhD Committee	Director Graduate School's committee approval	
12	Approve PhD committee	Secretary Doctorate Board	Director Graduate School's committee approval	The Secretary Doctorate Board approves the PhD Committee	Secretary Doctorate Board's committee approval	
13	Approve PhD committee	Rector Magnificus	Secretary Doctorate Board's committee approval	The Rector Magnificus gives final approval on the PhD Committee	Committee final approval	
14	Forward thesis to PhD committee	Graduate School Officer	Committee final approval	The Graduate School Officer sends an email with the thesis to all members of the PhD committee (including a deadline for assessment)	Mail with thesis	

Reference number	Activity	Responsible	Input	Description/processing	Output	Agreements
15	Review thesis	PhD Committee member	Mail with thesis	The PhD Committee members review the received thesis.	Thesis approved OR Thesis rejected	The PhD committee members have 4-6 weeks to review the thesis
16	<i>Subprocess: Reject procedure</i>		Thesis rejected			See separate subprocess model
17	<i>Subprocess: Cum Laude procedure</i>		Thesis approved			See separate subprocess model
18	Approve thesis	Graduate School Officer	Thesis approved	The Graduate School Officer enters the result of the thesis review in Hora Finita.	Thesis approved by GSO	
19	Ask final assessment	Graduate School Officer	Thesis approved by GSO	The Graduate School Officer asks the Director Graduate School for a final assessment of the thesis	Request final assessment thesis	A mail is sent to the DGS by Hora Finita
20	Perform final assessment	Director Graduate School	Request final assessment thesis	The Director Graduate School performs a final assessment on the thesis The Director Graduate School approves the thesis in Hora Finita Hora Finita sends an email to the PhD Candidate, the (Co)Supervisors, the Doctorate Board and the Graduate School with a confirmation of the final thesis, and including all feedback	Final thesis	After approval, the defense date is set to 'final'
21	Request approval title page and scientific summaries	PhD Candidate	Final thesis	The PhD Candidate creates the title page and two scientific summaries (in English and in Dutch). The PhD Candidate uploads the title page and the summaries in Hora Finita. HF sends a request to the Secretary Doctorate Board for approval.	Request for approval title page	The PhD candidate also writes a public summary for a non-introduced audience
22	Approve title page and scientific summaries	Secretary Doctorate Board	Request for approval title page	The Secretary Doctorate Board assesses the title page and summaries. The Secretary Doctorate Board approves the title page and summaries.	Approved title page	

Reference number	Activity	Responsible	Input	Description/processing	Output	Agreements
23	Order printing of thesis	PhD Candidate	Approved title page	The PhD Candidate sends the complete thesis to a printing house to print the thesis After receiving the printed theses, the PhD Candidate distributes the theses to Tilburg University.	Printing order	Tilburg University needs 17 printed copies. The PhD Candidate can enter a declaration of the printing cost (via Declaree).
24	Prepare defense	PhD Candidate	Defense date	The PhD Candidate prepares for the defense of the PhD Thesis.	Prepared defense	
25	Organize exit meeting	PhD Coordinator	Defense date	Shortly after the defense date, the PhD Coordinator sends a request for an Exit meeting to the PhD Candidate.	Exit meeting	
26	Hold exit meeting	PhD Coordinator	Exit meeting	The Graduate School Officer holds a progress interview with the PhD Candidate. The Graduate School Officer uploads the notes from the exit meeting in Hora Finita	Notes from exit meeting	The PhD Candidate is asked for feedback on the process, on courses etc. The PhD Candidate has access to the notes of the exit meeting in Hora Finita. WISH: let the PhD Candidate keep all facilities until at least 3 months after the defense