

This document provides insight into the applicable frameworks and requirements necessary to adequately support the promotion process.

PhD Process Support

1. The solution must support the full PhD lifecycle end-to-end, including:
 - application and registration
 - go/no-go milestones and monitoring
 - supervision and progress tracking
 - manuscript assessment
 - defense and completion
2. The solution must support all process steps in accordance with the Dutch PhD regulations.
3. The solution must support approval workflows for all key decision moments.
4. The solution must support exception processes (e.g. “reject thesis” and “cum laude”).

Users, Roles, and Authorizations

1. The solution must support role-based access for different user groups (e.g. PhD candidate, supervisor, external supervisor, dean, rector, administrative staff, HR, Graduate School).
2. The solution must allow fine-grained authorization (read/write permissions per role and/or per individual).
3. The solution must ensure confidentiality through role-based access to documents and data.

Registration, Data, and Progress Monitoring

1. The solution must support registration of all relevant data per PhD trajectory (candidate and process information).
2. The solution must support progress tracking, including registration of monitoring meetings.
3. The solution must allow saving data in progress (draft functionality).
4. The solution must provide management reporting and dashboards.

Document Management

1. The solution must support document management, including:
 - storage of multiple document types
 - version control (e.g. Manuscript and TSP)
 - archiving
2. Documents must be linked to relevant process steps.
3. The solution must include a search functionality for documents and records.

Communication and Notifications

1. The solution must support automated and manual communication (e.g. email notifications).
2. Notifications must be configurable based on process steps and deadlines.

Integrations

1. The solution must integrate with existing solutions, including:
 - HR solutions (e.g. SAP)
 - learning platforms (Canvas / Osiris / Testvision)
 - library/repository solutions (including embargo options)
 - research solutions (IRAP, Pure)
 - plagiarism detection tools (e.g. Turnitin)

User Experience and Functionality

1. The solution must be user-friendly and intuitive for all user groups.
2. The solution must provide dashboards with task overviews per user.
3. The solution must support multiple languages (at minimum Dutch and English).
4. The solution must allow secure access for external users.

Flexibility and Future-Proofing

1. The solution must be configurable without custom development when regulations or processes change.

2. The organization must be able to independently configure workflows, roles, and settings.
3. The solution must support differences between faculties or organizational units.

Implementation and Migration

1. The solution must support migration of existing data and records.
2. The supplier must support implementation and data migration.

Additional Functionalities

1. The solution must support an alumni module.
2. The solution must allow recording of deficiencies.