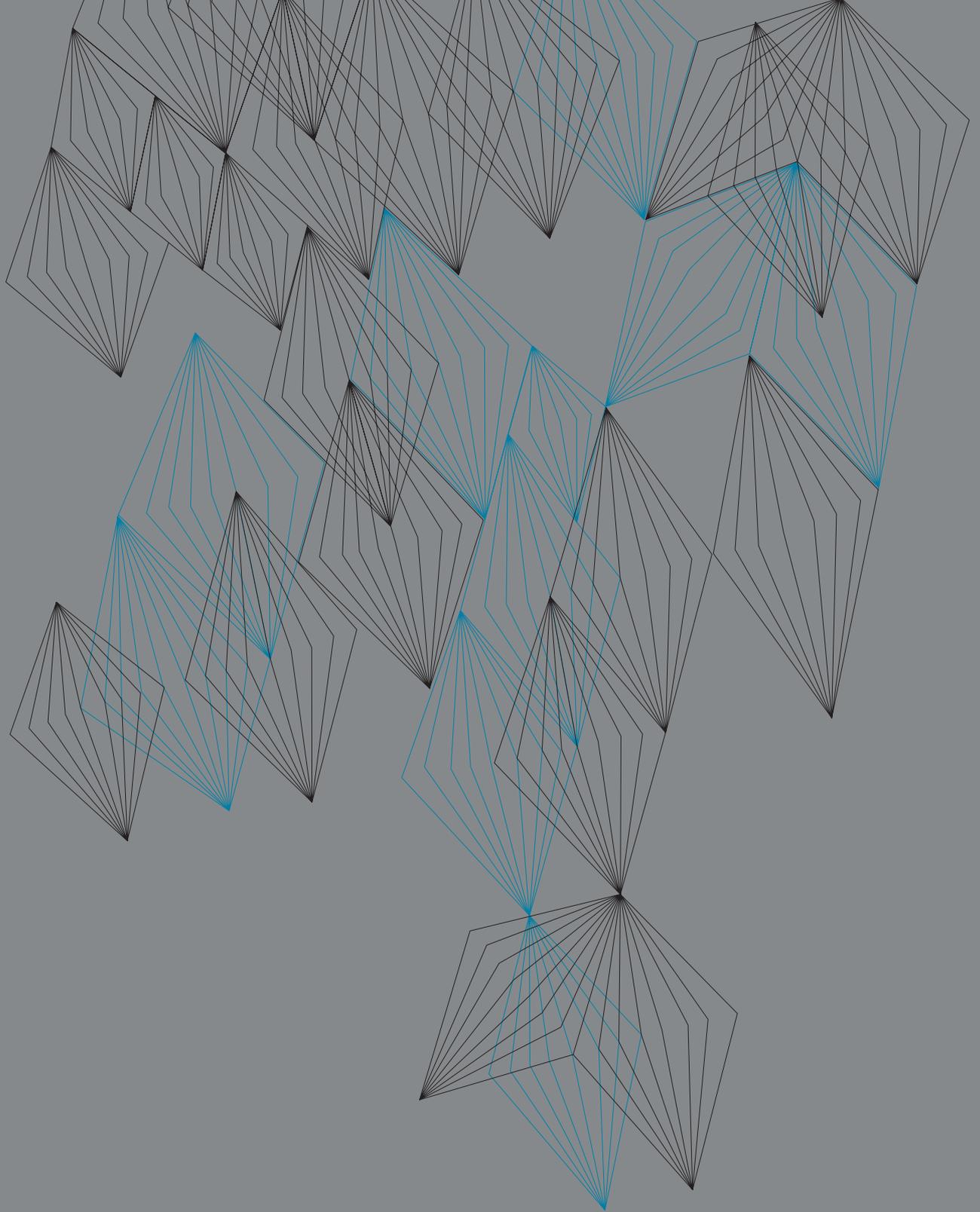


# CHARTER FOR DOCTORAL CANDIDATES

1 MARCH, 2026

UNIVERSITY  
OF TWENTE.



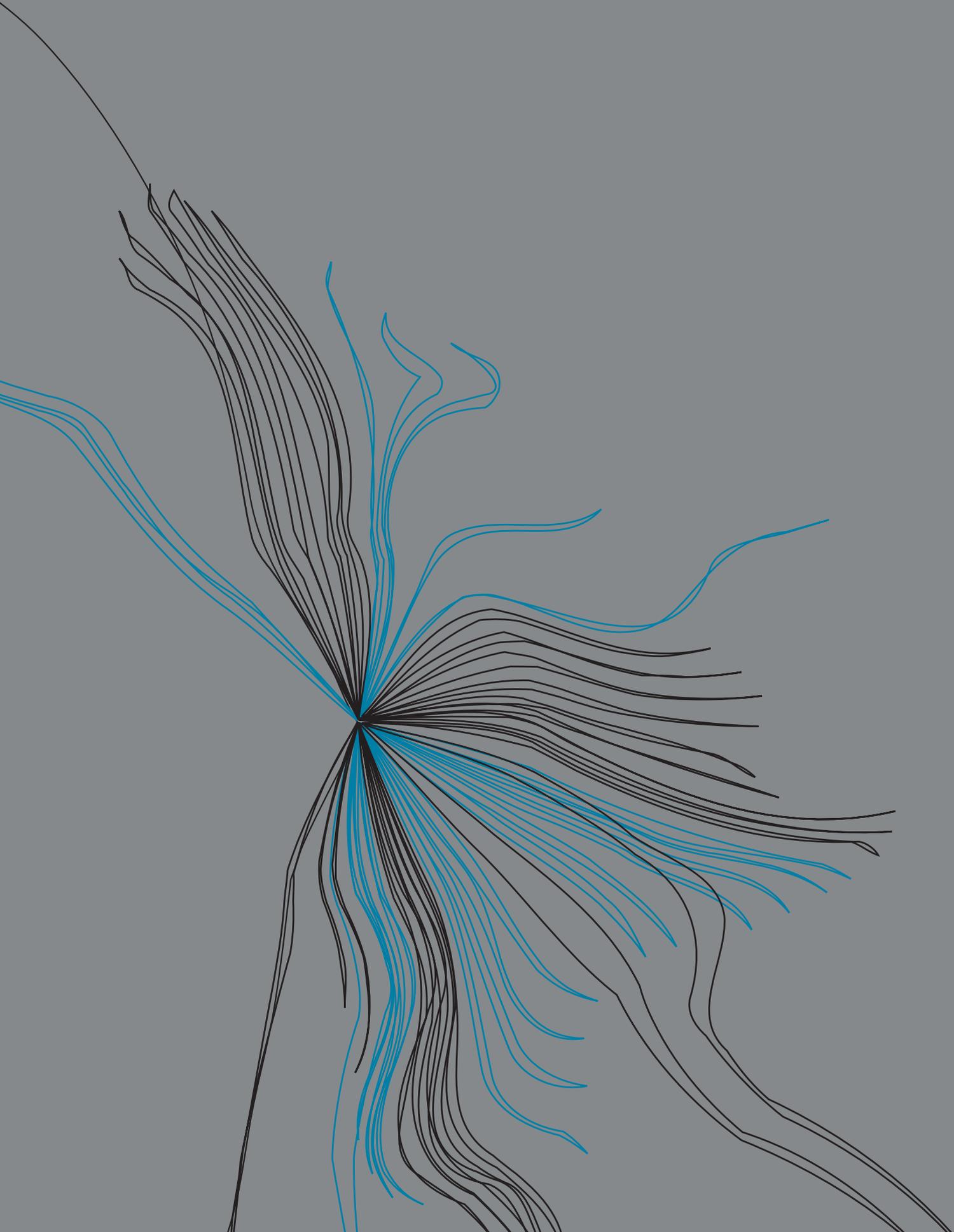
Approved by the Doctorate Board  
and adopted by the Executive Board

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# CHARTER FOR DOCTORAL CANDIDATES

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## PREAMBLE

# ON THE VALIDITY OF THE REGULATIONS

1. This Charter for Doctoral Candidates and the [Doctoral Regulations](#) of the University of Twente together fulfil the Doctorate Board's obligation to adopt its own regulations, as referred to in Section 7.18 and 7.19 of the Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek* – WHW).
2. This Charter applies to all PhD candidates at the University of Twente.
3. The text of this Charter states when a particular regulation applies to a specific type of PhD candidate.
4. Where this Charter refers to a doctoral thesis, this should be read as doctoral thesis, technical design or scientific justification.



## SECTION 1

## TERMS AND DEFINITIONS

**ARTICLE 1 DEFINITIONS OF TERMS**

**The terms used in this Charter have the same meaning as those used in the Higher Education and Research Act, in the Collective Labour Agreement of Dutch Universities and in the [Doctoral Regulations](#) of the University of Twente. The terms and their definitions are as follows:**

**SUPERVISORY TEAM**

A team consisting of one promotor and at least one and at most three co-promotors who are jointly responsible for supervising the PhD candidate during the PhD programme.

**ASSESSMENT**

Opinion on the way in which the employee PhD candidate or the employee conducting doctoral research performed his or her duties and his or her conduct during the performance of those duties, in accordance with Article 6.8 of the Collective Labour Agreement of Dutch Universities.

**CLA DU (CAO)**

Collective Labour Agreement of Dutch Universities

**DOCTORATE BOARD**

The University's Doctorate Board, which acts in matters concerning the conferral of doctoral degrees (cf. Section 9.10 of the Higher Education and Research Act). The [Administrative and Management Regulations](#) of the University of Twente contain further details of the tasks, composition and method of appointment of the Doctorate Board.

**COPROMOTOR**

An expert appointed as such by the Doctorate Board who holds a PhD, has expertise in all or part of the field associated with the subject described in the doctoral thesis and contributes as a member of the supervisory team to the supervision of the PhD candidate in the production of the doctoral thesis.

**DAILY SUPERVISOR**

Member of the supervisory team who carries out the day-to-day supervision of the PhD candidate and is the first point of contact for the PhD candidate.

**DEAN TGS**

Dean of the Twente Graduate School.

**DOCTORATE**

The university degree as described in the Higher Education and Research Act.

**EC**

European Credit, a course credit equivalent to 28 hours of study, as specified in the Act.

**FACULTY DEAN**

Dean of a faculty of the University of Twente.

**HR**

Human Resources service department.

#### **IND**

Dutch Immigration and Naturalisation Service.

#### **IUS PROMOVENDI**

The right to act as a promotor as referred to in Section 7.18(4) of the Higher Education and Research Act (the relevant criteria and procedure are set out in Annex 2 to the Doctoral Regulations).

#### **MANUSCRIPT COMMITTEE**

The committee established by the Doctorate Board that decides in an objective and expert manner whether the PhD candidate's manuscript can serve as proof of competence to conduct independent academic research and thereby allow admission to the doctoral defence.

#### **TRAINING AND SUPERVISION PLAN (T&SP)**

Training and supervision plan for a PhD candidate, as described in this Charter.

#### **TECHNICAL DESIGN**

One or more original and innovative technical designs developed in a way that is scientifically sound by processing and/or combining raw materials or by developing software. All of this must be documented and accompanied by a scientific justification.

#### **DOCTORAL THESIS**

A scientific or academic treatise in monograph or article form or a technical design as referred to in Section 7.18(2)(b) of the Higher Education and Research Act which meets the requirements set out in the Doctoral Regulations and has been approved as such by the manuscript committee.

#### **CONFERRAL OF DOCTORAL DEGREE**

The point during the public defence at which the title of Doctor is conferred on the basis of the Doctoral Regulations.

#### **DOCTORATE AGREEMENT**

Agreement between a non-employee and the University concerning a PhD programme.

#### **DOCTORAL DEFENCE AND CEREMONY**

The public defence of the doctoral thesis and the possible conferral of the doctorate.

#### **DOCTORAL PROGRAMME**

Individual programme of a PhD candidate consisting of a research project that may result in a doctoral thesis and an education programme of, in principle, 30 ECs.

#### **DOCTORAL REGULATIONS**

[Doctoral Regulations](#) of the University of Twente.

#### **PROMOTOR**

A professor affiliated with the University of Twente or a member of the academic staff of the University of Twente having the right to confer doctoral degrees (Section 7.18(4) of the Higher Education and Research Act) who is appointed as such by the Doctorate Board and who, as a member of the supervisory team, is ultimately responsible for the supervision of the PhD candidate and the production of the doctoral thesis.

**PHD CANDIDATE**

The person who, on fulfilling the requirements set out in the Doctoral Regulations, is entitled to be admitted to the doctoral defence and who has been admitted to the preparation of the doctoral defence by the Doctorate Board or the dean.

**QUALIFIER**

An assessment conducted in the second half of the first year of the PhD programme intended to lead to admission to the doctoral defence, as described in this Charter.

**TGS COUNCIL OF DOCTORAL CANDIDATES**

Representative council of PhD candidates at the University, currently the PhD Network of the University of Twente (PE-NUT).

**TWENTE GRADUATE SCHOOL (TGS)**

The part of the University responsible for the registration of PhD candidates, their education programme and their supervision. The TGS monitors the progress and quality of the PhD programme, coordinates the offering of generic courses (including their evaluation and further development), provides administrative support throughout the PhD programme and organises the doctoral defence ceremony. The TGS is led by the Dean TGS, who is accountable to the Doctorate Board.

**UNIVERSITY**

University of Twente.

**UNL**

Universities of the Netherlands, an association of universities in the Netherlands.

**PROGRESS INTERVIEW**

Assessment interview for non-employees, UNL type 2, 3 and 4 PhD candidates, in which the supervisory team discusses the progress of the PhD programme with the PhD candidate.

**EMPLOYEE**

A person having an employment contract with the University.

**WHW**

The Higher Education and Research Act (Wet op hoger onderwijs en wetenschappelijk onderzoek).

## ARTICLE 2 TYPES OF PHD CANDIDATES

1. The University of Twente has the following types of PhD candidates, based on the classification used by UNL (formerly VSNU) (2011, revised in [Healthy practices in the Dutch PhD system 2.0](#) in 2025):

Category 1: PhD candidates employed by the university or UMC

### 1a Employee PhD candidates

An employee who has an employment contract and for whom arrangements have been made for a PhD programme at his or her own university or UMC.

Indicators:

- a. Arrangements designed to help the PhD candidate complete a doctoral research project (access to graduate school, training and supervision plan, research plan, assignment of promotor and supervisors).
- b. Employee ID number and salary paid by the university or UMC > 0.
- c. Primary UFO (University Job Classification) code is 'PhD candidate' or the UMC equivalent.

This category also includes all persons who had such an employment contract at any time prior to the doctoral defence, even if the contract has already expired at the time of the defence.

### 1b Employees who are conducting doctoral research

An employee who has an employment contract and for whom arrangements have been made for a PhD programme at his or her own university or UMC.

Indicators:

- a. Afspraak te komen tot een promotie (toegang tot graduate school, opleidings- en begeleidingsplan, promotieplan, promotor aangewezen).
- b. Personeelsnummer en salaris van universiteit of UMC > 0.
- c. Eerste UFO-code is NIET promovendus of UMC-equivalent.

This will be a PhD candidate who has been allotted funding and/or hours by his or her university or UMC to conduct doctoral research. This category includes medical specialists whose regular hours at the UMC are reduced to allow them to conduct doctoral research. Employees conducting doctoral research financed from their own resources and who are not allotted any hours by their university or UMC to conduct their doctoral research fall under category 4.

In some cases, a secondary UFO code pertaining to the same appointment may come with the 'PhD candidate' code. Alternatively, one person may have two employment relationships, one of which is as an employee PhD candidate.

UNL uses the following algorithm to determine which is the primary employment relationship:

- a. Whichever employment relationship carries the greatest FTE allocation is considered the primary employment relationship.
- b. If both employment relationships have the same FTE allocation, a permanent contract takes precedence over a temporary one.
- c. If both employment relationships come with the same type of contract, the one with the higher salary scale takes precedence.
- d. If both employment relationships come with the same salary scale, the UFO code with the lowest number takes precedence.
- e. If none of these rules results in an outcome, the employment relationship that is first listed in the WOPI file (i.e. the employment relationship that commenced first) will be considered the primary employment relationship.

## Categories 2, 3 and 4: PhD candidates NOT employed by the university or UMC

### **2 PhD candidates on a grant**

These are PhD candidates who are not on an employment contract with the university where they are completing their doctoral research, but whose main objective is to obtain a doctorate and who have been awarded funding by a third party to do so.

Indicators:

- a. Arrangements designed to help the PhD candidate complete a doctoral research project (access to graduate school, training and supervision plan, doctoral research plan, assignment of promotor).
- b. No salary paid by the university or UMC (except perhaps a supplement to the third-party grant).
- c. The PhD candidate receives funding from a third party for the purpose of obtaining a doctorate.

Grants are awarded, for example, by Nuffic, the European Union, universities outside the Netherlands, grant-awarding bodies and foundations (Fullbright, banks). The grant may be supplemented by the candidate's own university or the UMC.

### **3 PhD candidates who receive external funding**

PhD candidates who receive external funding differ from external PhD candidates in that they either receive another form of funding to conduct doctoral research or have been allotted time by their employer to conduct doctoral research (regardless of the amount of time they have been allotted).

### **4 External PhD candidates (self-funded)**

These are PhD candidates who are not allotted any hours or funding to conduct doctoral research by an external party but do wish to obtain a doctorate. They fund their own research, or use funding made available by their relatives. For example: a pensioner who conducts doctoral research, an employee of a company who conducts doctoral research in his or her own time on top of the regular job, a university employee whose UFO profile does not include PhD candidate and who is not allotted any hours or funding by the university to conduct the research (formerly known as employee conducting doctoral research), or a medical specialist whose UMC is not reducing his or her regular hours to for the conduct of doctoral research.

Indicators:

- a. Arrangements designed to help the PhD candidate complete a doctoral research project (access to graduate school, training and supervision plan, doctoral research plan, assignment of promotor).
  - b. No salary or grant paid by the university or UMC.
  - c. No funding and/or hours allotted by an employer or third party.
2. Employee PhD candidates (Article 2.1, type 1a) and employees conducting doctoral research (Article 2.1, type 1b) are in most cases engaged on a predetermined research subject that is described in a job advertisement or other recorded contract or agreement. All other PhD candidates (Article 2.1, types 2, 3 and 4; hereinafter also referred to as "non-employee PhD candidates" or individually as "grant-funded, externally funded and external PhD candidates") are engaged in a research subject laid down in a research proposal that has been approved in advance by the promotor within the research field of the research group.

UNIVERSITY OF



## SECTION 2

# APPLICATION, SELECTION, ADMISSION AND TERM OF THE AGREEMENT

## ARTICLE 3 APPLICATION OR EXPRESSION OF INTEREST

1. The University's website offers prospective PhD candidates the opportunity to apply for vacant PhD positions.
2. Applicants for a vacant PhD position are referred to the application procedure for employees (employee PhD candidates, as referred to in Article 2, type 1a).
3. A member of the academic staff with ius promovendi who is interested in a potential candidate and the intended research may consider the option of admitting the person who expressed interest as a grant-funded, externally funded or external PhD candidate (Article 2, types 2, 3 and 4). The faculty of the employee with ius promovendi may issue a conditional admission letter to enable the potential candidate to apply for financing; the faculty dean must, however, approve the total budget before a PhD candidate can start.

## ARTICLE 4 SELECTION

1. The intended promotor first makes a selection from the applications for positions for employee PhD candidates (as referred to in Article 2, type 1a). The selected applications will be presented to a selection committee. The selection committee consists of the intended promotor, any daily supervisors and a member of the academic staff of another chair, if necessary supplemented with other experts, at the discretion of the intended promotor. The selection committee is chaired by the intended promotor. The selection committee is obliged to seek an advisory opinion from the HR department<sup>1</sup>. The selection committee checks among other things whether the applicant meets the admission requirements (Article 5(1)) and then conducts an interview.
2. Any agreements on a doctoral research project with employees conducting doctoral research (Article 2, type 1b) will be recorded in the annual performance appraisal report and submitted to the faculty dean for approval.
3. Applications from grant-funded, externally funded or external PhD candidates (Article 2, types 2, 3 and 4) will initially be pre-selected by the intended promotor to whom they are addressed. In addition to the candidate's qualities, the intended promotor will also assess a research proposal submitted by the candidate. If the intended promotor considers there is not a good enough fit, they may forward the application to a more suitable colleague in the University of Twente. A selection interview can then take place with the intended promotor, any daily supervisors and at least one member of the academic staff of another chair, if necessary supplemented with other experts, at the discretion of the intended promotor. During this interview, the intended promotor will check that the applicant meets the admission requirements (Article 5(1)), assess the candidate's motivation and assess the quality and feasibility of the research proposal in terms of timing and design. It is highly advisable to invite the selected applicant to an interview at the University, to familiarise him or her with the University of Twente environment and the research group (and vice versa).

<sup>2</sup> For pragmatic reasons, it was decided to seek this advisory opinion from the HR department for both employees and non-employees.

## ARTICLE 5 ADMISSION

1. In order to be admitted to a PhD programme, an applicant or a person expressing interest must meet the following requirements:
  - a. PhD candidates can only be admitted if their master's degree (or degrees) and further academic record are approved after evaluation<sup>2</sup>;
  - b. PhD candidates with a non-Dutch qualification who have not received secondary and tertiary education in English may only be admitted if they have sufficient command of the English language. Official documents with test results are required for this purpose, showing a total band score of 6.5 in an academic IELTS (International English Language Testing System) or TOEFL (Test of English as a Foreign Language) test conducted online (TOEFL- iBT) of at least 90 or Cambridge CAE-C (CPE);
  - c. Sufficient funding must be guaranteed for the full PhD programme, to be assessed by the faculty dean (Article 19). This funding includes salary and employer's contributions (in the case of employee PhD candidates), grants/ sponsorship (in the case of non-employee PhD candidates, in accordance with the applicable requirements of the Dutch Immigration and Naturalisation Service (IND) if necessary), research-related expenses and the education budget (for all types of PhD candidates; see Article 2).
  - d. Non-employee PhD candidates (Article 2, types 2, 3 and 4) are obliged to pay a contribution towards costs (Article 19(2)). The relevant criteria and procedure are set out in the University of Twente's fee policy for PhD candidates.
2. If one or more non-Dutch master's degrees and/or the wider academic record cannot be approved immediately for a reason that cannot reasonably be attributed to the applicant, an applicant may still be conditionally admitted to a PhD programme, provided that the qualifier requirement described in Article 5(1)(a) is met.
3. The decision to admit an applicant or person expressing interest to a PhD programme as an employee PhD candidate is taken by the intended promotor after approval of the faculty dean.
4. An employment relationship is entered into with employee PhD candidates, in accordance with the Collective Labour Agreement of Dutch Universities.
5. In the case of employee PhD candidates or employees conducting doctoral research, the faculty dean will take a decision on approval and HR will inform the TGS of the PhD candidate's starting date. The TGS will then initiate registration.
6. In the case of PhD candidates who are not employed by the University (Article 2, types 2, 3 and 4), the promotor must submit a doctorate agreement to the faculty dean. This agreement, which is concluded between the PhD candidate and the University and signed by the faculty dean, sets out the agreed terms for the financing of the PhD programme<sup>3</sup>, the timeline, the logistical organisation and the facilities required for the entire duration of the PhD research. The faculty dean will only enter into this agreement after consulting HR with regard to the PhD candidate's tax status. Once that consultation has taken place and HR has confirmed the start date of the PhD programme, the agreement can be concluded and the details of the PhD candidate will be passed on to the Twente Graduate School (TGS), which will then initiate the registration.
7. In all cases, including in the case of part-time research by external PhD candidates, the doctorate agreement must state the intended start and end dates of the doctoral research project.
8. All admitted PhD candidates must be registered by HR as soon as possible, but no later than three months after the commencement of the employment contract or doctorate agreement, and thus included in the PhD monitoring system. This is followed by an onboarding interview with the TGS.

<sup>2</sup> Evaluation of non-NVAO accredited degrees takes place via the Admission Office. Exemptions can be granted by the Doctorate Board (Article 2.4 of the [Doctoral Regulations](#)).

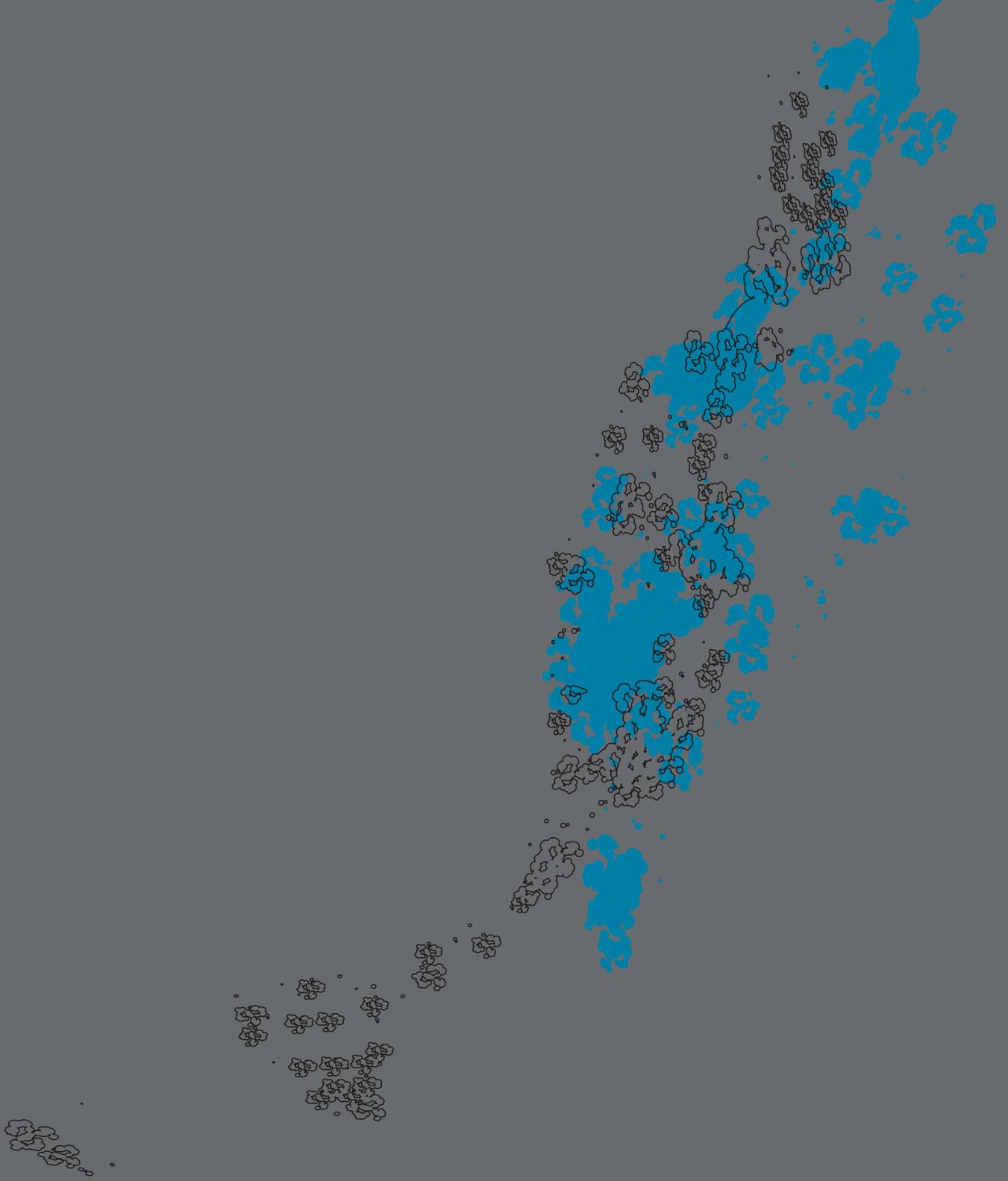
<sup>3</sup> The financing may be arranged by means of a sponsorship agreement with a third party, such as a grant-awarding body. External PhD candidates (Article 2, type 4) fund their PhD programme entirely themselves. This agreement is deemed to be part of the doctorate agreement.

## ARTICLE 6 TERM OF THE AGREEMENT

1. The duration of a nominal PhD programme is in principle four years in the case of full-time availability of the PhD candidate. In the case of part-time availability of the PhD candidate, the duration of the nominal PhD programme is in principle extended proportionally.
2. The terms of employment for employee PhD candidates and employees conducting doctoral research are laid down in the Collective Labour Agreement for Dutch Universities and the employment contract.
3. Employee PhD candidates enter into employment (with a two-month probationary period in accordance with Article 2.2(2) of the Collective Labour Agreement for Dutch Universities) with a term of:
  - a. four years in principle if the PhD candidate is employed full time (for 38 hours per week);
  - b. five years in principle if the PhD candidate is employed for 32 hours per week.
  - c. six years in principle in combination with additional duties (for example two-thirds doctoral research, one-third teaching).
4. A doctorate agreement with grant-funded and externally funded PhD candidates is concluded in principle for four years in the case of full-time availability of the PhD candidate. In the case of part-time availability of the PhD candidate, the term of the doctorate agreement will in principle be extended proportionally. If no extension is granted after the agreed term, the agreement will end by operation of law, without the intervention of a court or the University of Twente.
5. A doctorate agreement with employees conducting doctoral research and external PhD candidates is concluded for at least two years and no more than six years. If no extension is granted after the agreed term, the agreement will end by operation of law, without the intervention of a court or the University of Twente.
6. An employment contract is concluded with employee PhD candidates for the term referred to in paragraph 3. If no extension is granted after the agreed term, the agreement will end in accordance with the applicable legal requirements.
7. The procedure as referred to in Articles 15 and 16 may lead to the conclusion that the employment referred to in paragraphs 2 and 3 or the doctorate agreement as referred to in paragraphs 4 and 5 respectively will be terminated early.
8. A negative assessment by the manuscript committee or doctoral degree committee may lead to termination of the PhD programme. This procedure is detailed in Sections 5 and 6 of the [Doctoral Regulations](#).
9. The possibilities and arrangements for an extension of the employment contract or the doctorate agreement are set out in Article 7.

## **ARTICLE 7 POSSIBILITIES FOR EXTENSION**

1. In a limited number of situations, the maximum term of the agreement as referred to in Article 6 may be extended at the request of the PhD candidate. A substantiated proposal for this purpose must be submitted to the faculty dean after approval by the promotor. This proposal must include at least a justification of the need for an extension, an adjusted time planning and an overview of research activities already carried out and those still planned.
2. Any extension will depend in part on the availability of the necessary resources.
3. The provisions on the duration of the employment and the number of extensions as referred to in Articles 2.3, 2.4 and 2.5 of the Collective Labour Agreement of Dutch Universities apply to employee PhD candidates and employees conducting doctoral research (see Article 2, types 1a and 1b). Under an internal compensation scheme, faculties may in certain circumstances receive financial compensation for the costs of extending an employee's term of employment. In other circumstances or situations of force majeure, the faculty dean will, by balancing personal interests and the interests of the University, determine whether and to what extent the employment can be extended.
4. In the case of extensions due to maternity leave, parental leave and supplementary childbirth leave, Article 2.5(2) of the Collective Labour Agreement of Dutch Universities applies.
5. In the case of grant-funded and externally funded PhD candidates (see Article 2, types 2 and 3), an extension is only possible if the sponsor provides additional funding for the extension or if another type of funding is available and permitted for tax purposes, and accords with the requirements set by the IND in the case of non-EU residents.
6. The faculty dean will take a decision on the extension after consulting the HR adviser and will inform the TGS of his or her decision.





Enschede, 24 May 2024  
**Marina van Damme  
 Scholarship 2023**  
 Shira van Lohuizen MSc.

*Miriam Lutzke*  
 Chair, Faculty & University Fund

**U75** twente university fund  
EST. 1966

Enschede, 24 May 2024  
**Professor de Winter  
 Award 2023**  
 Dr. Mariana Belgiu

*Miriam Lutzke*  
 Chair, Faculty & University Fund

**U75** twente university fund  
EST. 1966

OVERIJS  
 A cheque for  
**€ 5**  
 Presented on 2  
**Meike Nauta,**  
 winner of the 2

provincie

## SECTION 3

## PROGRAMME

**ARTICLE 8 THE TWENTE GRADUATE SCHOOL**

The Twente Graduate School (TGS) is the part of the University responsible for the registration of PhD candidates, their education programme and their supervision. The TGS monitors the progress and quality of the PhD programme, coordinates the offering of generic courses (including their evaluation and further development), provides administrative support throughout the PhD programme and organises the doctoral defence ceremony. The TGS is led by the Dean TGS, who is accountable to the Doctorate Board.

**ARTICLE 9 EXIT QUALIFICATIONS**

The exit qualifications of the PhD programme, classified by area of competence, are:

Area of competence	Exit qualifications After obtaining the doctorate, the following will be expected of the PhD candidate:
<b>1. Conducting research</b>	<ul style="list-style-type: none"> <li>• The PhD candidate demonstrates systematic insight into the discipline and has mastered the relevant theories or advanced technologies as well as research methods.</li> <li>• The PhD candidate makes an original contribution to the expansion of knowledge by independently formulating research questions, identifying knowledge gaps and developing a coherent research framework.</li> <li>• The PhD candidate is able to assess the academic and social importance of his or her own research.</li> <li>• The written work makes an original contribution to the discipline and must fulfil the criteria for publication in national and/or international academic literature.</li> </ul>
<b>2. Managing research</b>	<ul style="list-style-type: none"> <li>• The PhD candidate is able to develop a project management plan with clear milestones, individual tasks and risk mitigation measures and to flexibly adapt this plan to changing circumstances.</li> <li>• The PhD candidate is able to manage research data in accordance with institutional and legal requirements.</li> <li>• The PhD candidate is able to conduct research with integrity in accordance with institutional and legal standards.</li> <li>• The PhD candidate demonstrates an understanding of the academic publishing process, including the author's responsibilities, appropriate journal or conference selection and compliance with publication requirements.</li> </ul>
<b>3. Responsible use of research tools</b>	<ul style="list-style-type: none"> <li>• The PhD candidate is able to use research tools and infrastructures – such as digital systems, laboratory facilities and artificial intelligence-based technologies – responsibly and in accordance with institutional guidelines and legal requirements</li> </ul>
<b>4. Contributing to change</b>	<ul style="list-style-type: none"> <li>• The PhD candidate is able to communicate the impact of his or her research effectively to diverse target groups, contribute to societal and business needs and adapt communication strategies to different stakeholders.</li> </ul>
<b>5. Collaboration</b>	<ul style="list-style-type: none"> <li>• The PhD candidate is able to collaborate effectively in interdisciplinary and international teams and to develop or use networks for knowledge exchange and co-creation.</li> </ul>
<b>6. Self-management</b>	<ul style="list-style-type: none"> <li>• The PhD candidate is able to manage time and resources efficiently to meet project deadlines.</li> <li>• The PhD candidate is able to evaluate the skills required to shape his or her own career.</li> <li>• The PhD candidate is able to evaluate his or her own performance and stay on track by adapting to feedback or setbacks.</li> </ul>
<b>7. Innovative thinking</b>	<ul style="list-style-type: none"> <li>• The PhD candidate is able to develop ideas and opportunities to create value by formulating better solutions to existing and emerging challenges, experimenting with innovative approaches and combining knowledge and resources to achieve meaningful impact.</li> </ul>

2. Assessment criteria for the doctoral thesis and the PhD candidate.

The criteria on which the doctoral thesis is assessed are (see also the [Doctoral Regulations](#)):

- original contribution to the discipline;
- academic quality of the research chapters;
- written work meets the standards for national or international academic publication;
- reflection on the societal and academic relevance of the research as presented in the introduction and general conclusion;
- quality of the written work.

## ARTICLE 10 PROGRAMME CONTENT

1. An individual PhD programme consists of:
  - a research project resulting in a doctoral thesis;
  - a six-month education programme (30 ECs) with compulsory elements.
2. The education programme referred to in paragraph 1 is an individual, tailor-made programme with a total study workload of six months (30 ECs), comprising approximately 50% disciplinary skills and approximately 50% generic skills.. The education programme may consist of subject-specific courses, academic skills training,<sup>4</sup> career development activities and other relevant academic activities, such as presenting at conferences, attending scientific meetings and providing teaching.<sup>5</sup>
3. The PhD Introduction Workshop (Academic Integrity) and the Data Management Bootcamp are compulsory parts of the education programme. In addition, if a PhD candidate is teaching (i.e. gives lectures), the Taste of Teaching bootcamp or a comparable course is compulsory.
4. In consultation with the promotor, the training and supervision plan (T&SP; Article 13) will specify which competences will be emphasised for development. The exact content and focus will be determined on the basis of existing competences, the requirements of the research project and the development ambitions of the PhD candidate. This choice will support the research project and help the PhD candidate to achieve the exit qualifications (Article 9).
5. The training and supervision plan (T&SP; Article 13) describes for each exit qualification (Article 9) how the PhD candidate will undertake activities during the PhD programme to obtain the exit qualification or whether it has already been attained.
6. The attainment of the 'conducting research' exit qualification (competence area 1) referred to in Article 9(2) will be assessed by the manuscript committee on the basis of the draft doctoral thesis (see [Doctoral Regulations](#), Section 5). The attainment of the exit qualifications associated with the other competence areas will be assessed by the promotor. The PhD candidate may have already attained these exit qualifications before starting the PhD programme, or develop them further during the education programme.
7. The PhD candidate is expected to complete the education programme within the first eighteen months.
8. During the PhD programme, the PhD candidate will record the results of the education programme in a portfolio within the PhD monitoring system.

<sup>4</sup> PhD candidates can use the services of the University's [Centre for Training & Development](#).

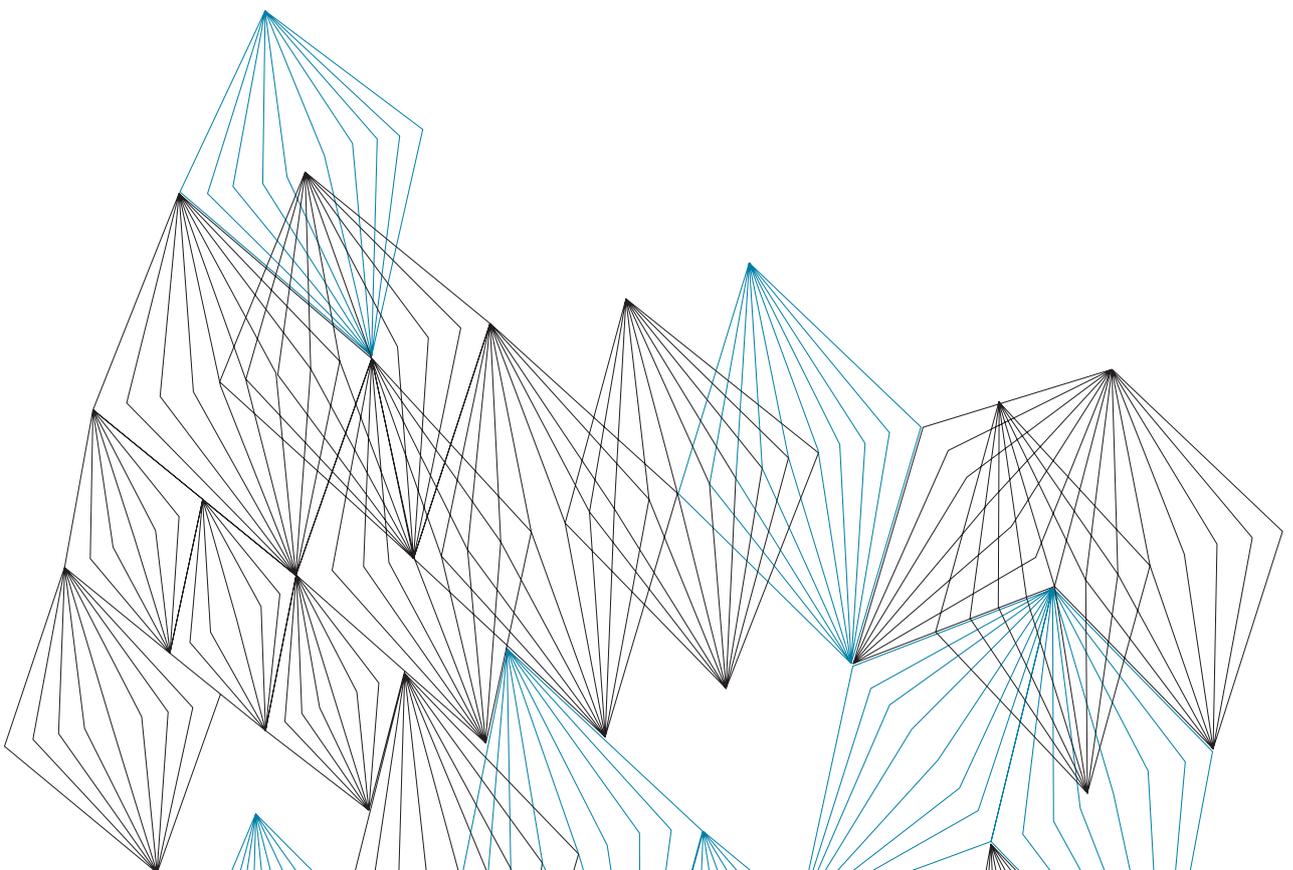
<sup>5</sup> Supporting documents (or translations of such documents) may be requested in order to recognise activities.

### ARTICLE 11 TGS EDUCATION CERTIFICATE

1. The PhD candidate must submit the completed portfolio to the Dean TGS, together with a declaration that the education programme has been completed in accordance with the T&SP (Article 13).
2. The Dean TGS is responsible for the quality control of submitted education programmes and will consult the faculty dean if necessary. The TGS will issue a TGS education certificate for approved portfolios, stating that the PhD candidate has fulfilled the exit qualifications of the education programme and has done so in accordance with the T&SP. The TGS education certificate is signed by the Dean TGS and the promotor.
3. The TGS education certificate includes a supplement with an overview of the education programme.
4. The TGS education certificate is issued during the doctoral defence ceremony.

### ARTICLE 12 QUALITY MANAGEMENT

1. In order to guarantee the quality of an education programme, the specific courses referred to in Article 10 are evaluated by the TGS. The evaluation results are discussed by the Dean TGS with the Doctorate Board, after which any necessary measures are taken to improve the quality of the generic education programme.
- 2.. The PhD programme as a whole is evaluated regularly, focusing on areas such as supervision and support, by means of tools such as the final evaluation questionnaire, exit interviews (Article 21) and participation by the University of Twente in the national PhD survey.



In search of markers associated  
with morbidity and mortality in  
COPD

Emanuel Cifuentes  
03-10-2025



## SECTION 4

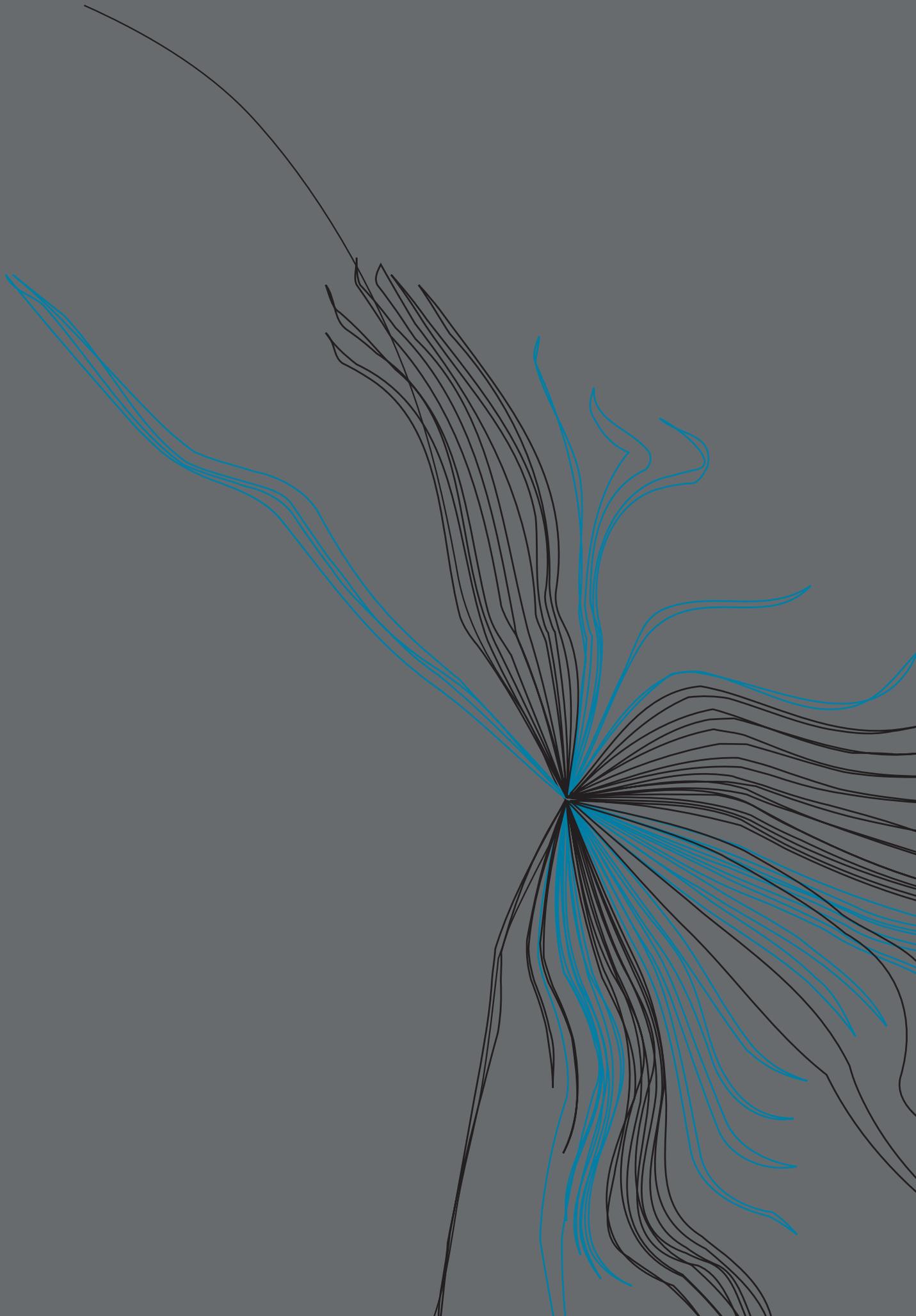
# TRAINING AND SUPERVISION

## ARTICLE 13 TRAINING AND SUPERVISION PLAN (T&SP)

1. A training and supervision plan (T&SP) must be drawn up for each PhD candidate. The PhD candidate draws up this plan in consultation with the promotor, taking into account the requirements of this Charter and, where applicable, the wishes of the sponsor and other stakeholders. No later than three months after the start of the PhD programme, the T&SP must be entered into the PhD monitoring system by the PhD candidate and approved by the promotor.
2. In preparation for the T&SP, an meeting takes place between the supervisory team and the PhD candidate to discuss mutual expectations. The resulting agreements are recorded in the T&SP.
3. Periodic meetings should take place between the PhD candidate, the promotor and the co-promotors. The frequency of these periodic meetings is determined in consultation between the PhD candidate and the supervisory team, after which it is recorded in the T&SP.
4. The T&SP includes at least the following:
  - a. What knowledge and skills must be acquired and how this must be achieved (as specified in Articles 10 and 14);
  - b. The names of the PhD candidate's promotor and co-promotors and a specification of which of them will act as the daily supervisor. At least one promotor and one co-promotor must be named (see [Doctoral Regulations](#) Section 5);
  - c. The minimum time spent on personal supervision by each member of the supervisory team, expressed in hours per month, and the frequency of consultations between the PhD candidate and the supervisory team;
  - d. Agreements on the method of providing feedback and the expected response times;
  - e. Agreements on mutual expectations between the PhD candidate and the supervisory team;
5. The T&SP is a dynamic document that can be adjusted. During the first year, at the time of the qualifier (Article 15), the T&SP will be adjusted if necessary for the remaining period; thereafter, it can be adjusted following a decision to that effect during the PhD candidate's annual assessment or progress interviews (Article 16), or at any intervening time if necessary.
6. If desired, the PhD candidate may nominate a mentor. This person acts as an independent sounding board and source of support alongside the supervisory team, but is not part of the supervisory team and plays no role during the doctoral defence and ceremony.

## ARTICLE 14 EDUCATION ACTIVITIES

1. In the case of employee PhD candidates, the PhD programme may include educational activities (teaching, supervision or other relevant activities). These activities should be limited to a maximum of 20% of the PhD candidate's time.
2. Educational activities may be part of the training programme up to a maximum of 10 ECs if such activities are described in the T&SP (Article 13(4a)), contribute to the PhD candidate's skills development and career orientation and are carried out under the supervision of a senior member of the academic staff. If a PhD candidate is teaching (i.e. gives lectures), attendance at a Taste of Teaching bootcamp or a comparable course is compulsory.
3. In addition to their doctoral research work, employees conducting doctoral research also perform teaching and/or other duties related to their UFO (University Job Classification) profile. Teaching and supervision can be part of the education programme up to a maximum of 10 ECs.
4. Grant-funded, externally funded and external PhD candidates are not employees of the University of Twente and therefore in principle do not provide teaching. For these PhD candidates, teaching and supervision (and other relevant activities) can only be part of the education programme if these activities are described in the T&SP ([Article 13](#)) with a maximum of 10 ECs, contribute to the PhD candidate's skills development and career orientation and are carried out under the supervision of a senior member of the academic staff.





## SECTION 5

# QUALIFIER ASSESSMENT / PROGRESS INTERVIEW

## ARTICLE 15 QUALIFIER

1. The qualifier is a meeting organised by the promotor to assess whether the PhD candidate's research proposal is of a sufficient level and whether it is likely that the PhD candidate will complete the doctoral research project within the remaining time. During this meeting, the PhD candidate will present the initial research results and the research proposal together with the time planning for the remaining time. The presentation will be followed by a substantive discussion.
2. The qualifier is attended by the qualifier committee, consisting of the entire supervisory team and at least one independent member (a member of the academic staff of the University of Twente with ius promovendi from outside the chair). In principle, the qualifier is an open academic meeting for employees and students.
3. The qualifier will take place between six and nine months after the start of the employment contract or the doctorate agreement, and in the case of part-time research (<50%) after a maximum of one year.
4. The promotor is responsible for organising the qualifier and will announce it to the PhD candidate, the other members of the supervisory team and the independent member at least four weeks in advance through the PhD monitoring system.
5. As input for the qualifier, the PhD candidate prepares a progress report detailing the results already achieved, the research plan for the remaining time and a (possibly updated) time planning. This is made available to the members of the qualifier committee through the PhD monitoring system at least one week before the qualifier meeting.
6. After the qualifier meeting, the independent member provides written advice on the level of the research proposal and the feasibility of successful completion within the set deadline, and records this advice in the PhD monitoring system.
7. The promotor decides on the assessment after hearing the views of the other members of the supervisory team and considering the advice of the independent member. The assessment of the doctoral candidate by the qualifier committee is based on the evaluation of the research results achieved up to that time, the assessment of planned future research activities and the PhD candidate's performance. The assessment is substantiated and recorded in writing in the qualifier report. The promotor records the qualifier report in the doctoral monitoring system.
  - a. "SUFFICIENT" means that the committee considers that the research proposal is of a sufficient level and that the prospective PhD candidate is likely to complete the PhD programme within the remaining time;
  - b. "INSUFFICIENT" means that the committee considers that the research proposal is of an insufficient level and/or that the prospective PhD candidate is unlikely to complete the PhD programme within the remaining time. The committee will mention specific points for improvement that can be achieved within three months.

8. The assessment and the written response from the PhD candidate are recorded in the PhD monitoring system. If the qualifier committee gives a negative assessment, the faculty dean and HR are automatically informed of the outcome through the PhD monitoring system. If the qualifier committee is unable to reach agreement on the assessment, it will be decided by the faculty dean.
9. In the event of a negative assessment by the qualifier committee, the PhD candidate will be given an opportunity to address the specific points for improvement and achieve the required results within an improvement period of no more than three months. No later than two weeks after the publication of the qualifier report, an interview takes place between the promotor and the PhD candidate to discuss the report, during which agreements with regard to the improvement period will be made. Both before and during the interview, the PhD candidate has the possibility of responding to the assessment. The promotor will draw up a report of the interview and record it in the PhD monitoring system. The PhD candidate may choose to be accompanied by another person during the interview.
10. After the improvement period, a second qualifier meeting takes place to assess the PhD candidate's progress. The composition of the qualifying committee is the same as for the first qualifier, as referred to in paragraph 2. The promotor discusses the assessment with the PhD candidate.
11. If the assessment is insufficient after an improvement period, the following provisions apply depending on the type of PhD candidate as referred to in Article 2.
  - a. The faculty dean proposes the employee PhD candidate (Article 2, type 1a) to the Executive Board for early termination of the employment contract. The employee PhD candidate may be required to temporarily perform work other than his or her usual duties, provided that such work can be reasonably assigned to the employee PhD candidate having regard to his or her personality and circumstances.
  - b. In the case of an employee conducting doctoral research (Article 2, type 1b), the termination of the doctoral research activities and any labour law-related consequences will depend on prior agreements concerning the PhD programme.
  - c. In the case of grant-funded, externally funded and external PhD candidates (Article 2, types 2, 3 and 4), the doctorate agreement will be terminated.
12. Once the employment contract or doctorate agreement has been terminated, the PhD candidate will be deregistered from the TGS. In that case, agreements will also be entered into concerning the termination of the PhD research project.

## **ARTICLE 16 ANNUAL ASSESSMENT / PROGRESS INTERVIEWS**

1. After the first year, the promotor organises annual assessment interviews with employee PhD candidates and employees conducting doctoral research (Article 2, types 1a and 1b) or progress interviews with grant-funded, externally funded and external PhD candidates (Article 2, types 2, 3 and 4). The main purpose of this annual interview between the PhD candidate and the supervisory team is to assess whether the PhD candidate's work is of a sufficient level and whether they are likely to complete the PhD programme within the remaining time.
2. The PhD candidate draws up a progress report containing the results and (possibly updated) time planning as input for the annual assessments. During the progress interview, the PhD candidate's progress in attaining the exit qualifications and/or any necessary adjustments to the training and supervision plan (Article 13) are discussed. The assessment will be substantiated and recorded by the promotor in the PhD monitoring system no later than ten days after the interview. In the event of

a negative assessment, the faculty dean and HR are automatically informed of the outcome through the PhD monitoring system.

3. In the event of a negative assessment, the PhD candidate will be given an opportunity to address the specific points for improvement and achieve the required results (employee PhD candidates and employees conducting doctoral research, Article 2, types 1a and 1b) or doctorate agreement (grant-funded, externally funded and external PhD candidates, Articles 2, type 2, 3 and 4) within an improvement period of no more than three months. After the improvement period, an assessment will be made by the supervisory team. The supervisory team will discuss the assessment with the PhD candidate. The promotor will draw up a report of the interview and record it in the PhD monitoring system. The PhD candidate may choose to be accompanied by another person during the interview.
4. If the assessment is insufficient after an improvement period, the following provisions apply depending on the type of PhD candidate as referred to in Article 2.
  - a. The faculty dean proposes the employee PhD candidate (Article 2, type 1a) to the Executive Board for early termination of the employment contract. The employee PhD candidate may be required to temporarily perform work other than his or her usual duties, provided that such work can be reasonably assigned to the employee PhD candidate having regard to his or her personality and circumstances.
  - b. In the case of an employee conducting doctoral research (Article 2, type 1b), the termination of the doctoral research activities and any labour law-related consequences will depend on prior agreements concerning the PhD programme.
  - c. In the case of grant-funded, externally funded and external PhD candidates (Article 2, types 2, 3 and 4), the doctorate agreement will be terminated.
5. Once the employment contract or doctorate agreement has been terminated, the PhD candidate will be deregistered from the TGS. In that case, agreements will also be entered into concerning the termination of the PhD research project.
6. At the end of the penultimate year, the time planning for writing and completing the doctoral thesis and the defence will be discussed during the annual progress interview. The main purpose of this interview is to complete the PhD programme on time and assess how realistic it is to expect successful completion within the final year. During this progress meeting, an independent member of the University of Twente's academic staff with *ius promovendi* from outside the chair will be present to assess the feasibility of completing the PhD programme within the remaining time and to ask critical questions. After this annual progress interview, this independent member provides written advice on the feasibility of successful completion within the remaining time, and records this advice in the PhD monitoring system.

## **ARTICLE 17 EARLY TERMINATION OF THE PHD PROGRAMME**

1. The PhD programme will end early:
  - a. due to the death of the PhD candidate during the PhD programme;
  - b. due to termination by the PhD candidate;
  - c. due to termination by the Doctorate Board;
  - d. if a person has been conditionally admitted to the PhD programme in accordance with Article 5(2) of this Charter and the approval referred to therein for the qualifier meeting is not forthcoming.
2. If a PhD candidate wishes to terminate the PhD programme, they must notify the TGS and the Doctorate Board in writing, stating the reasons. In this case, the Doctorate Board may ask the PhD candidate, the Dean TGS and/or the promotor for a more detailed explanation.



## SECTION 6

## SUNDRY PROVISIONS

**ARTICLE 18 PREPARATION OF THE DOCTORAL DEFENCE AND CEREMONY**

In accordance with Section 7.19 of the Higher Education and Research Act, the [Doctoral Regulations](#) lay down the procedure for preparing for the doctoral defence and ceremony, including the duties and powers of those involved and the settlement of any disputes.

**ARTICLE 19 FINANCE**

1. The total budget of a PhD candidate (if applicable in accordance with IND requirements) must be approved by the faculty dean, in accordance with the applicable procedure.
2. Non-employee PhD candidates are required to pay a contribution towards costs. The relevant criteria and procedure are set out in the University of Twente's fee policy for PhD candidates.
3. The educational programme budget, i.e. the financial resources required for the (possibly external) education activities, must be recorded in the faculty. The promotor is responsible for the proper use of this budget.
4. The research budget, i.e. the financial resources required to conduct the research (for laboratories, fieldwork etc.), must be recorded in the faculty. The promotor is responsible for the proper use of this budget.

**ARTICLE 20 SUPPORT FOR PHD CANDIDATES**

1. Information for and about the TGS, courses and administrative procedures is provided through the TGS website.
2. The university has access to plagiarism detection software, which can be used by PhD candidates and members of the supervisory team.
3. All PhD candidates receive training in scientific integrity and are expected to apply these standards in their work.
4. All PhD candidates have access to confidential and independent advice and coaching from a PhD/EngD counsellor through [Student guidance & well-being](#).
5. All PhD candidates have access to the University of Twente's support structure. For directions to the support structure, see the [PhD integrity guide](#) and the [social safety guide](#).
6. In principle, all PhD candidates can use the general university facilities, although access may vary depending on the type of PhD candidate.

**ARTICLE 21 EXIT INTERVIEW AND EVALUATION**

1. All doctoral candidates who have been admitted to the doctoral defence and ceremony will be asked to complete a questionnaire and will be given an opportunity to have an exit interview with the TGS.
2. All PhD candidates who terminate their PhD programme early will be invited by the TGS to an exit interview before they leave.

## ARTICLE 22 CONDUCT AND INTEGRITY

1. The [University of Twente codes of conduct](#) state the conduct that is expected of anyone using the University's buildings and sites.
2. The University endorses the guidelines for [scientific integrity](#), as laid down in the [Netherlands Code of Conduct for Research Integrity](#). The [European Code of Conduct](#) and the [Singapore statement on research integrity](#) are also relevant. All PhD candidates are expected to comply with these guidelines and codes of conduct. An introduction to scientific integrity forms part of PhD candidates' education programme.

## ARTICLE 23 INTELLECTUAL PROPERTY

1. In the case of employee PhD candidates and employees conducting doctoral research at the University of Twente, please refer to the Collective Labour Agreement for Dutch Universities and to the [staff manual](#).
2. In the case of non-employee PhD candidates, written agreements on intellectual property are entered into between the University of Twente and the PhD candidate and/or his or her employer before the PhD candidate carries out work at and/or on behalf of the University of Twente. These agreements can be included in the doctorate agreement.

## ARTICLE 24 EMPLOYEE PARTICIPATION AND PE-NUT

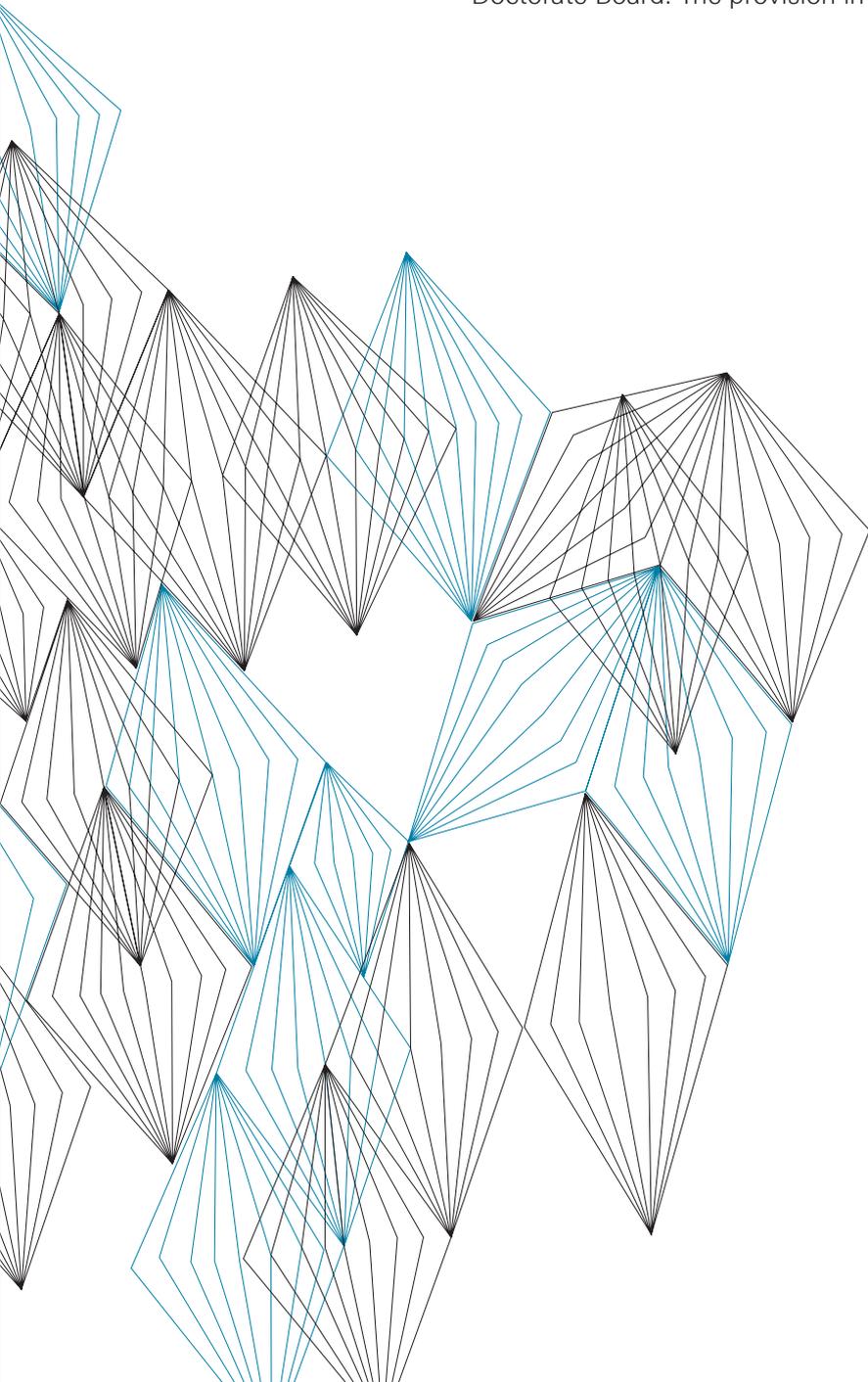
1. The University of Twente's [participation regulations](#) set out the participation arrangements at the University of Twente.
2. On relevant matters relating to the PhD programmes, the Dean TGS consults the PhD/EngD network of the University of Twente ([PE-NUT](#)), which also has the right to advise, impel and inform the Dean TGS and the Doctorate Board.

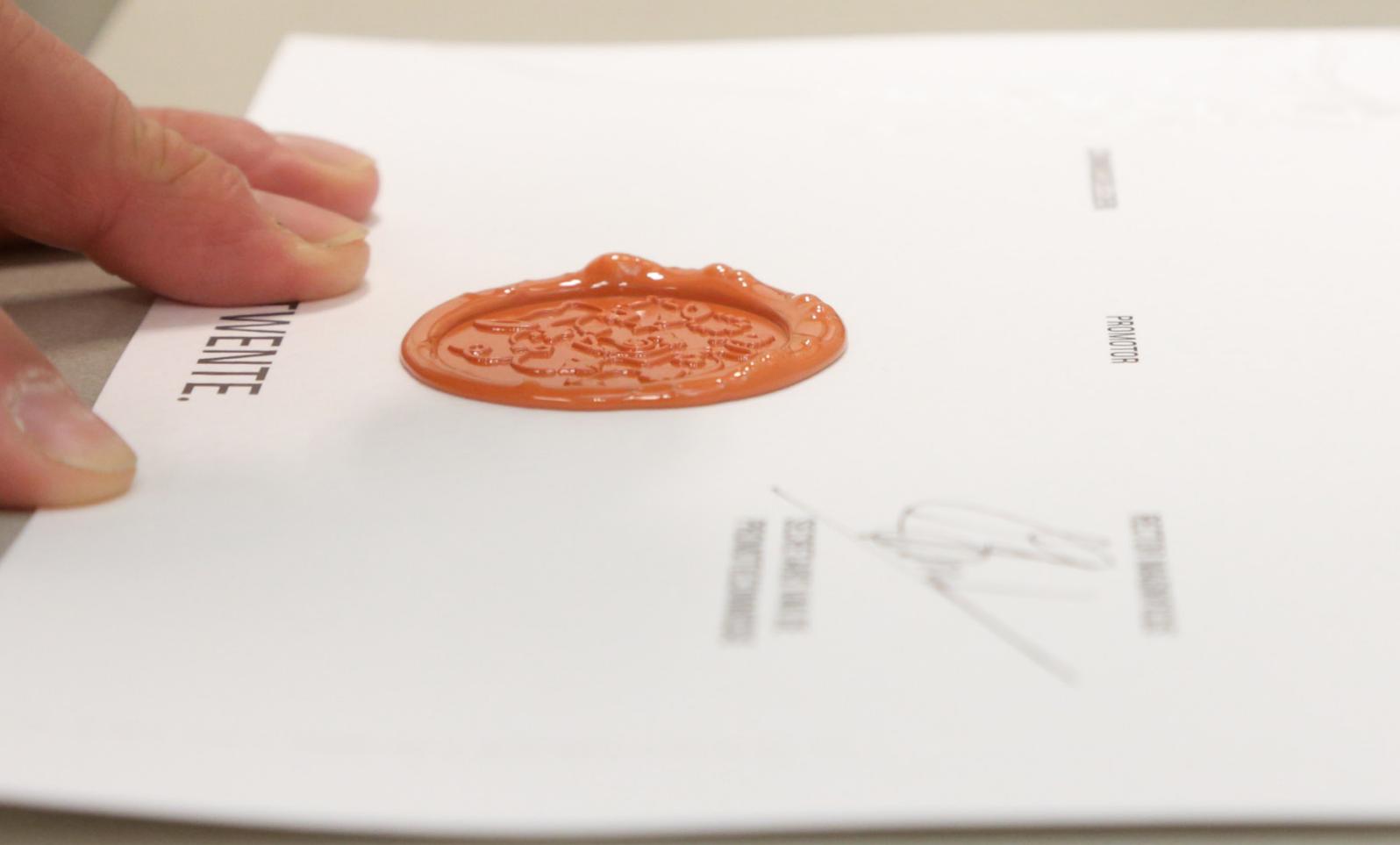
## SECTION 7

# COMPLAINTS AND DISPUTES

**ARTICLE 25 COMPLAINTS AND DISPUTES**

1. PhD candidates can submit complaints about conduct, as referred to in the complaints procedure, to the secretary of the complaints committee.
2. In the event of a dispute, employee PhD candidates and employees conducting doctoral research can submit a petition to the Disputes Committee, as referred to in the University's disputes procedure.
3. If a decision is taken by or on behalf of the Doctorate Board under these regulations, the interested party may lodge a notice of objection with the Doctorate Board. The provision in Article 34 of the Doctoral Regulations applies.





## SECTION 8

# DISCREPANCIES, CHANGES AND IMPLEMENTATION

## ARTICLE 26 DISCREPANCIES

1. In the event of discrepancies between the University's Doctoral Regulations and this Charter, the Doctoral Regulations will prevail.
2. In the event of discrepancies between guidelines, manuals or other regulations concerning the education programme and this Charter, this Charter will prevail.
3. This Charter has been translated into English. In the event of a conflict, the Dutch text will prevail.
4. In cases not covered by the regulations or where any article may be interpreted in different ways, the Doctorate Board will have the final decision.
5. In exceptional cases, the Doctorate Board may authorise departures from the provisions of this Charter. A request to this effect must be submitted in writing and must always include the reasons.

## ARTICLE 27 ADOPTION AND PUBLICATION

1. Amendments to the content of this Charter may be adopted by the University's Doctorate Board.
2. Amendments to provisions relating to employment law and employment conditions in this Charter will be adopted by the Executive Board.
3. This Charter will be published on the University's website.

## ARTICLE 28 TRANSITIONAL PROVISIONS

1. This Charter for Doctoral Candidates was introduced on 1 January 2014 for all PhD candidates at the University.
  - a. All new PhD candidates from 1 January 2014 onwards must register upon commencement (Article 5.7), adhere to this Charter and use the PhD monitoring system throughout their PhD programme.
  - b. In the case of PhD candidates who started before 1 January 2014, existing agreements and obligations (such as the training and supervision plan, the annual assessment or progress interview, the education programme) will remain in force. These PhD candidates will adhere to the procedures that existed when they started their PhD programme.

## ARTICLE 29 START DATE

This Charter for Doctoral Candidates, approved by the Doctorate Board and adopted by the Executive Board at the meeting of 2 February 2026, will enter into force on 1 March 2026, simultaneously cancelling the Charter for Doctoral Candidates of May 2022.

