

General information

The FHML has decided to invest in the further development of PhD Track as an efficient digital tool to help the administrative work processes around the PhD trajectories. The digitization of the entire process is currently ongoing, step by step, with constant improvements being implemented to ensure the smoothest possible experience for all involved. The first work process to be digitized concerns the composition of the Assessment Committee. Other work processes, such as the admission of the PhD candidate and supervisory team, and the request for a change in the supervisory team will follow. This means, that we will still have to apply the 'old' working methods for a number of work processes alongside PhD Track. For example, regarding the request for admission, model letter 1 is still being used for the time being. Information on the progress of the digitization process will be communicated on the dashboard in PhD Track.

We kindly request extra attention to the following points:

In general:

- Fill in the letters/forms completely, as indicated in the format. An incomplete form will be sent back, which will take more time.
- Use the new model letters in English or Dutch; the letters, along with the promotion regulations and declaration of scientific integrity, can be found at: <https://www.maastrichtuniversity.nl/support-phd-candidates>
- Please fill in all data in PhD Track in English.
- As the first supervisor is responsible for the procedural aspects of the doctoral degree trajectory, please make sure that in PhD Track, the first supervisor has the role of "Principal Supervisor", otherwise it is not possible to send any request to the FHML PhD Office. This can be done by the PhD Track administrator of your research institute.
- When you have a PhD-candidate in the 4th year (and later) and you have not yet send in the Model Letter 1 (for admission + supervisory committee), please do so, otherwise you cannot send in your request to compose an assessment committee.