

Frequently Asked Questions (FAQs):

Request for Composition of the Assessment Committee using PhD Track

PLEASE NOTE:

- Make sure you have finalized the admission procedure (using model letter 1) before you start your request to compose an assessment committee
- Use PhD Track for this request
- Check the PhD Track Manual: <https://www.maastrichtuniversity.nl/about-um/faculties/health-medicine-and-life-sciences/phd-fhmlmumc>
- Please ensure that all details are filled in accurately, including the names with their prefixes and affiliations of all members of the assessment committee.
- Pay close attention to the possible compositions for the committees as mentioned in the PhD regulations and do a 'quick check' of your assessment committee:
 - Minimum 4 and maximum 5 persons?
 - Have all members agreed to join the committee?
 - Is the proposed Chair a professor at UM?
 - Does the committee consist of 4-5 members from different scientific backgrounds?
 - Does the committee include at least 2 (emeriti) professors with ius promovendi?
 - Does the committee include at most 2 members without ius promovendi who are sufficiently expert in the area?
 - Does the committee include 2 members who are not attached to UM?
 - Is/was the proposed member a (co)supervisor in the team? This is not allowed
 - Is/was the proposed member a co-author on any of the papers? This is not allowed
 - Is/was the proposed member a partner of family to the 2nd degree? This is not allowed
- 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
- In case of questions, please contact the PhD Track administrator of your research institute or fhmldoctoraldegrees@maastrichtuniversity.nl



FAQ:

1. Where can I find the manual for PhD Track?

The manual can be found at the website of the UM <https://www.maastrichtuniversity.nl/about-um/faculties/health-medicine-and-life-sciences/phd-fhmlmumc>. Under the heading 'The new PhD regulations' you can find a PhD Track manual explaining how to compose an Assessment Committee using PhD Track. In due course, other manuals will be added explaining the use of PhD Track for other work processes.

Under the heading 'Starting your PhD', subheading 'Registration in PhD Track system' you can find general information about PhD Track.

2. Who should fill in PhD Track and who can make adjustments in PhD Track?

The responsibility for filling in, submitting, and adjusting the request to compose the assessment committee lies with the principal supervisor (alone).

3. Who can make adjustments to the details of the PhD programme and the supervision team in PhD Track?

For now, if it does not need official approval from the dean (because it has already been approved) this can be adjusted by the PhD Track administrators who work at the research institutes. They can modify the basic data and supervisors.

Research Institute	Contact person
CAPHRI	Chantal Claessens
CARIM	Esther Willigers
GROW	Brigitte Custers
MERLN	Noor ten Hoeve
MHeNS	Ankie Hochstenbach, Maarten van Hertrooy
M4I	Noor ten Hoeve
NUTRIM	Patrick van Gorp
SHE	Nicky Verleng, Lisa Dubois

4. Why does PhD Track show 'no member found' when selecting members of the assessment committee?

In this early stage of using PhD Track for the request to compose an assessment committee, it is well possible that the person you want to include as a member of the assessment team has not yet been added to the list of committee members. Once they are added to this list, they can then be assigned to the programme. Use the "Add Member" button for this.

5. Why can't I select members of the assessment committee?

This is most likely because the responsible supervisor has not been indicated as the 'Principal Supervisor' of the supervision team in PhD Track yet. Make sure that in PhD Track, the first supervisor has the role of "Principal Supervisor", otherwise it is not possible to send any requests to the FHML PhD Office. The PhD Track administrator of your research institute can adjust this.

6. Can model letter 3 still be submitted by email instead of through PhD Track?

With the introduction of the new PhD regulations as of January 1, 2024, the entire procedure regarding the composition of the assessment committee (previously model letter 3) is now

organized through PhD Track, which means that it is not possible any more to submit model letter 3 by e-mail.

7. Will I receive an e-mail confirmation upon approval from fhmldoctoratedegrees@maastrichtuniversity.nl or does it go through the PhD Track system?

An automatic email is sent upon approval via the PhD Track system.

8. Should the request to compose an assessment committee in PhD Track also be fully completed in case of a joint/double PhD?

The PhD Track system is programmed in such a way, that it will guide the first supervisor through the questions in PhD Track in every possible situation: regular (single) degree, or a joint or double degree. In case of a joint or double degree it is important to upload the underlying cooperation agreement.

9. Why is it not possible to resubmit the request to compose an assessment committee after I have 'reopened' the request?

In order to send the request to the secretary of the dean (FHML PhD Office) a comment is required in the comment box.