

# A+BE:

## guide • 2012

valid until June '12

[version 2012, April 17th]

**TU Delft Graduate School of**

**Architecture and the Built Environment [A+BE]**

This guide outlines the basic rules of the newly established TU Delft Graduate School of Architecture and the Built Environment. It is written for the current BK-community involved in supervising and supporting PhD research, while [www.phd.bk.tudelft.nl](http://www.phd.bk.tudelft.nl) informs those interested in doing a PhD at our faculty.

The guide will be updated regularly in response to new developments and feedback from members of the A+BE Graduate School. The current version is valid until mid May 2012.

For remarks or questions: [n.s.blaauw@tudelft.nl](mailto:n.s.blaauw@tudelft.nl) (Nienke Blaauw)

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# 0. Organisation

## 0.1 Name

TU Delft Graduate School of Architecture and the Built Environment

## 0.2 Abbreviation

A+BE

## 0.3 Local school

The TU Delft Graduate School of Architecture and the Built Environment is a 'local school' in the framework of the overall TU Delft Graduate School. There are eight local Graduate Schools. Some of its rules are set centrally, and some locally.

## 0.4 Websites

A+BE Graduate School: <http://phd.bk.tudelft.nl>

TU Delft Graduate School: <http://tudelft.nl/en/research/graduate-school/>

## 0.5 Graduate School Director

Frank van der Hoeven                      until July 1st 2012

Henk Visscher                                from July 1st 2012

## 0.6 Graduate School board

The research council acts as a Graduate School Board. The members of the council are (Jan 2012):

Lara Schrijver	Architecture   APF
Sevil Sarayildiz	AE+T   C&P
Marie-Therese van Thoor	AE+T   D&H
Andy van den Dobbelsesteen	AE+T   GBI
Alexander Koutamanis	RE&H   IMBE
Vincent Nadin	Urbanism   Urbanism
Henk Visscher	OTB + RE&H   Housing Quality
Rob Docter	Berlage Institute
Henny Coolen	OTB (management)
Harry Boumeester	OTB (PhD mentor)
Irem Erbas	BK (PhD member)
Frank van der Hoeven	100%R (Director of Research)
Inge Meulenberg	100%R (Executive Secretary)

## 0.7 Graduate Office / contact

BG WEST 550 @ BK City

abe@tudelft.nl

Inge Meulenberg	100%R
Nienke Blaauw	100%R
Frank van der Hoeven	100%R
Theo van Drunen	O+S
Caro Coemans	HR

# 1. Selection and admission

## 1.1 Transition and current PhD students

All TU Delft PhD students in the field of Architecture and the Built Environment are part of the Graduate School A+BE. There are nonetheless differences between the levels at which PhD students are embedded in the Graduate School.

### One size fits all

All Graduate School administrative processes apply to all PhD students. Every PhD student may use the day-to-day services of the Graduate Office. Every PhD student may use the services of a PhD mentor. Every PhD student will be monitored by means of the Doctoral Monitoring Application (DMA). Every PhD student participates in the yearly progress presentations.

### Exemption from Doctoral Education

Every PhD student who started his research before September 2011 and staff members and external PhD students who started in or after September 2011 may be exempted from doctoral education. If they are, they will not receive a doctoral education certificate.

### Tailor-made solutions

PhD students who started their research between 1 January and 1 September 2011 and who wish to benefit from doctoral education should ask their supervisor and departmental secretary about budgetary options and the Graduate Office about developing tailor-made solutions.

## 1.2 PhD categories

The TU Delft Graduate School distinguishes four categories PhD students.

# Definitions

## cat. 1 PhD students (standard group) Doctoral Education

PhD-employees who have a contract with the TU Delft and the task of producing a thesis in four years. They are employed under the UFO profile of PhD student.

## cat. 2 Contract PhD students Doctoral Education

Self-funded PhD students who are not employed at TU Delft but are paid or funded otherwise. They do have a PhD hospitality at TU Delft and work here on a daily basis with the task of producing a thesis in four years.

The PhD student may be financed by:

- a) a foreign university
- b) grant-issuing organisations
- c) his/her employer
- d) personal or family funding.

## cat. 3 Internal PhD students

Staff members of TU Delft who have agreed with their superior to start a PhD research project. They do doctoral research in addition to their other tasks.

## cat. 4 External PhD students

People that have no employment at TU Delft but who do have the intention of getting their doctorate. The PhD research is usually not their daily work. They visit TU Delft occasionally for consultation with their supervisor.

## 1.3 A+BE selection & admission procedure

### PhD students (standard group)

Full-time PhD employees can be contracted within the framework and on the budget of an externally funded research project. These projects are initiated and executed by a faculty's research group.

### Contract PhD students

These full-time self-funded PhD students apply through the Graduate School website using the online Graduate School application form, indicating the research group/programme or thematic lab of their preference. The Graduate Office will ensure the digital documentation is correct and complete, before forwarding the application to the relevant research groups or those of the candidate's preference for assessment.

If you are approached directly by someone interested in a PhD position, refer them to the online application form at <http://phd.bk.tudelft.nl/>. Skype interviews are currently the norm, as many candidates are from abroad and not in a position to travel to the Netherlands to have a face-to-face interview.

### Internal PhD students

Staff members notify the Graduate Office about their decision to start a PhD and whether they will enrol for doctoral education or not.

### External PhD students

Same procedure as contract PhD students.

	<b>PhD students A+BE</b>			
	<b>standard</b>	<b>contract</b>	<b>internal</b>	<b>external</b>
full time PhD research	YES	YES	NO	NO
employment contract TU	YES	NO	YES	NO
Intake Graduate Office	M	M	M	M
DMA*	M	M	M	M
PhD agreement	M	M	M	M
PhD mentor	M	M	M	M
Daily supervisor	M	M	M	M
Basic facilities	M	M	M	M
Extra facilities	M	M	M	-
R&D cycle	M	M	M	-
Bench Fee	M	M	-	-
Doctoral Education	M	M	O	O
Yearly review	O	O	O	O
A+BE thesis series	O	O	O	O
M = mandatory / O = optional / - = doesn't apply				

\* Doctoral Monitoring Application

## 1.4 Registration at TU Delft GS Office

Once the selection & admission procedure with A+BE has been successfully completed, every PhD student, regardless of their category, will be invited for an intake at the Central Office of the Graduate School (Jaffalaan/E&SA building).

### Intake and improvements

This intake includes registration with the Office of the Beadle (Prom 1) and diploma validation, which is carried out by the Admissions Team of the International Office.

## 2. Doctoral education

The majority of newly qualified PhD holders will exchange the academic world for a professional career. The Doctoral Education programme (DE) will therefore improve a PhD student's abilities both as a future researcher and as a professional.

### 2.1 For whom?

The programme is **obligatory for** full-time PhD students (category 1 & 2) who started after 1 September 2011. The programme is **open to** internal and external PhD students -provided their supervision team and A+DE director agrees. Single courses can also be attended, at a cost.

### 2.2 Graduate School Credits (GS credits)

The full Doctoral Education (DE) Programme is equivalent to 45 GS credits. An 8 hour course (incl. possible preparation/assignments) is equivalent to 1 GS credit.

Aside from following DE courses/workshops offered by the Graduate School, you may also use credits earned following courses elsewhere to meet your DE requirements.

If MSc courses are followed and completed, the number of ECTS will count as Graduate School Credits.

Assuming that the final year is devoted entirely to writing the thesis, PhD students are advised to complete 15 credits per year.

## 2.3 Three categories

1. **Discipline-related skills** will improve your breadth of knowledge and, therefore, add to the quality of your doctoral research. Typically, discipline-related skills are offered within each faculty. Minimum of 15 Graduate School (GS) credits.
2. **Research skills** can be obtained by performing "Learning on-the-Job Activities" or by courses or training, for instance offered by the research schools. A+BE has the contracted research schools listed online. Minimum of 15 GS credits, including Learning on-the-Job activities 5-15 GS credits.
3. **Transferable skills** help you to improve yourself on a personal level. These skills will also help you to become a better professional, regardless of the career path you choose. The three main themes within generic skills are: Self-management, Communication and Cooperation. Within this section the PhD Start-Up (4 credits) and at least one Career Development workshop (1 credit) are mandatory. Minimum of 15 GS credits.

Note, only the transferable skills offered by the TU Delft Graduate School are covered by the €2500 entrance fee (see 7 Finances). Course list and course calendar are available on the Graduate School website. PhD students should consult their supervisory team in composing their curriculum. The agreed selection of courses forms part of the annually updated PhD agreement.

## 2.4 A+BE courses

The departments are currently developing courses in the category 'discipline-related skills'. They will be communicated via the Graduate School website soon.

Frank van der Hoeven and Lara Schrijver are reviewing the list of learning-on-the-job activities currently and will add for A+BE a few more exiting, special activities like

- be on the board of a journal
- organise a symposium or expert meeting
- set up a lecture series

<b>A+BE</b>	<b>Doctoral education</b>	<b>GSC</b>
<b>Discipline-based competences and skills</b>		<b>15 C</b>
C1	Intellectual abilities	
C2	Research project management	
C3	Knowledge base	
C4	Data gathering, analysis and synthesis	
C5	Academic communication	
C6	Networking with(in) research community	
C7	Teaching	
<b>Transferable competences and skills</b>		<b>15 C</b>
C8	Personal effectiveness	
C9	Self-organisation	
C10	Professional development	
C11	Information, computing and language	
C12	Cooperation/teamwork	
C13	Effective presentation	
C14	Learning and coaching	
<b>Research competences and skills</b>		<b>15 C</b>
L1	Scientific presenting and interacting	
L2	Writing and publishing	
L3	Teaching & supervision	

<b>Doctoral education</b>			
<b>What courses would you advise to other PhD students</b>			<b>% GSC</b>
<b>C5.M2</b>	<b>Writing a scientific article in English</b>	<b>63%</b>	<b>3</b>
<b>C13.M1</b>	<b>Presenting scientific research</b>	<b>54%</b>	<b>3</b>
<b>C13.M5</b>	<b>Writing a dissertation</b>	<b>50%</b>	<b>3</b>
<b>C2.M1</b>	<b>Research design</b>	<b>48%</b>	<b>2,5</b>
<b>C9.M1</b>	<b>PhD start-up</b>	<b>38%</b>	<b>4</b>
<b>C4.M1</b>	<b>How-to make a questionnaire &amp; conduct an interview</b>	<b>37%</b>	<b>2</b>
<b>C11.M5</b>	<b>Dutch for foreigners</b>	<b>29%</b>	<b>3</b>
<b>C11.M2</b>	<b>How-to manage your information with EndNote</b>	<b>27%</b>	<b>0.5</b>
<b>C11.M4</b>	<b>English for academic purpose (EAP-3)</b>	<b>27%</b>	<b>3</b>
<b>C13.M4</b>	<b>Creative writing: Overcoming writer's block</b>	<b>25%</b>	<b>1</b>
<b>C2.M2</b>	<b>Project management of your PhD project</b>	<b>25%</b>	<b>1.5</b>

In the spring of 2012 we asked the PhD students from the Faculty of Architecture, the Research Institute of OTB and the Berlage-Institute: which courses did you attend yourself (if any) and which of those courses would you advise other PhD students to attend.

The table above shows the score in percentages and the corresponding graduate school credits (GSC). The percentages above reflect both the level of attendance and appreciation. Presented are courses with a score of 25% and higher.

Please consider that PhD students do not attend ALL courses. For instance: it should be clear that the course Dutch for Foreigners was not attended by native speakers. A score of 29% is high in this respect.

## 2.5 Course enrolment and registration

For enrolment, fill out the Course Enrolment Form from the TU Graduate School website and e-mail it to [graduateschool@tudelft.nl](mailto:graduateschool@tudelft.nl). Use one form for each course.

'Learning-on-the-job' activities shall be registered in the yearly PhD Agreement and signed yearly for accordance by the supervisor during the R&D meetings.

PhD students can keep track of their obtained credits by using the attendance form for each and every course that they participate in. As of March 2012, the Doctoral Monitoring Application (DMA) is in place. Students can upload this form in DMA; thereby allowing them to keep a digital record of their DE progress.

## 2.6 No Show-fee

Please note that PhD students who are enrolled in a course and choose to cancel their enrolment less than two days in advance/or miss one or more sessions, (without valid reason) their department will be fined 160 Euros per missed course day.

## 2.7 Doctoral education certificate

After completion of the DE programme, students should ask for a print-out at the Graduate Office of A+BE and submit it to the Board for Doctorates. The Board assesses whether the requirements of the Graduate School have been met and whether the full Doctoral Education Certificate can be awarded.

The certificate comes with an appendix which comprises of an overview of the educational program.

## 2.8 Teaching by contract PhD students

If the PhD students desires so, about a maximum of 12% of the contract can be dedicated to teaching in the BSc/MSc. Registered as a learning-on-the-job activity however, credits can be gained.

# 3. Supervision and support

## 3.1 PhD supervision team

PhD students of all categories have a supervision team of at least two people.

### Always

Supervisor (promotor)	Professor at TU Delft [PhD]
Day-to-day supervisor	Associate/Assistant Professor, Researcher [PhD]

### Extra

Second Supervisor	Professor [PhD]
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### Extra (required if the supervisor doesn't hold a PhD)

Co-supervisor	Associate/Assistant Professor, Researcher [PhD]
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### External supervisors

Professors from other faculties and universities may act as the second supervisor. The Graduate School does not provide financial support for their services.

## 3.2 PhD mentors

### Who

Tahl Kaminer	A	T.Kaminer@tudelft.nl
Michael Bitterman	AE+T	M.S.Bittermann@tudelft.nl
Ina Klaasen	U	I.T.Klaasen@tudelft.nl
Ruud Binnekamp	RE&H	R.Binnekamp@tudelft.nl
Harry Boumeester	OTB	H.J.F.M.Boumeester@tudelft.nl

### Why and when

A mentor can be approached for guidance and/or advice in the case of process-related aspects of supervision when these problems cannot be resolved with the supervisor or day-to-day supervisor. The PhD mentor may also play an active role in mediating a solution to the problem, if this is what the PhD student wants. PhD students are free to either approach a mentor in their own department or from another.

### Introduction

The minimum level of expected activities should ensure that every PhD student will at the very least have a personal meeting with the mentor as soon as possible and know what the role of the mentor is, in case he or she is needed at any stage of the PhD student process.

### Confidential

All contact is strictly confidential. However, the PhD mentor reports any trends to the Faculty GS Director but without disclosing details of any particular case.

### Exit interview

Exit interviews have been introduced for all PhD students leaving TU Delft, whether they have completed their PhD programme by defending their PhD thesis or not. These exit interviews should preferably be conducted by the PhD mentors, possibly together with an HR advisor. The results are reported to the Faculty GS Director.

### 3.3 Confidential advisor

For support in relation to undesirable or unethical behaviour of others (intimidation, sexual harassment, etc.) please contact one of the confidential advisors at A+BE.

Ellen Sakkers P.E.Sakkers@tudelft.nl 06-39251306

Eveline Vogels E.M.Vogels@tudelft.nl 015 -2783560

### 3.4 Career counsellor and psychologist

Operating for the full university, a career counsellor and student psychologist are available: <http://home.tudelft.nl/en/research/graduate-school/support-and-supervision/>

### 3.5 Valorisation and intellectual property rights

Authors own copyrights on papers and books, such as dissertation texts, presentations, and research articles. Copyrights come into existence if and when texts are written. In contracts with publishers, the transferable rights are usually but not necessarily taken over by the publisher. Other intellectual property rights on results of research, such as patent rights or design rights, must be applied for; this must be done before the results are shared with others. TU Delft may assist in developing business or obtaining intellectual property rights based upon research results.

Further information can be obtained from 100% Research, Jan Schiereck. J.D.Schiereck@tudelft.nl

### 3.6 Networks

Among the several networks in which PhD students can participate, Promood is of particular interest. This is the independent representative body of PhD students at TU Delft. For more information about PROMOOD and how to join, please visit [www.promood.tudelft.nl](http://www.promood.tudelft.nl).

At the Faculty of Architecture, Nelson Mota is involved as editor-in-chief of 'Het Proefschrift', is the journal for PhD candidates at TU Delft, published by Promood. It is published on a regular basis, once-twice a year, and sent by internal mail to all the members.

# 4. Monitoring

## 4.1 Improved, not new

The moments and items for monitoring PhD trajectories described below are not new in relation to the former situation. What is different is that they will be more firmly embedded in order to ensure that they are no longer omitted or inadequately followed up in individual cases.

The role of the TU Graduate School has been to set out the basic guidelines as described below.

The A+BE Graduate office is involved in the practical aspects: it provides information on the new system, supports the streamlining of items (go/no-go reviews, for instance) where desired, observes and monitors the implementation process. The office has not taken over existing responsibilities; HR organises the R&D cycle, while PhD students and their supervision teams set up the PhD agreements, etc.

### Digital

The full R&D cycle is registered in the Doctoral Monitoring Application; PhD agreement, the Doctoral Education overview and R&D arrangements for the coming year. On DMA: <http://tudelft.nl/en/research/graduate-school/doctoral-monitoring-application-dma/>

### Monitoring moments

1-3 months	PhD agreement completed
6 months	R&D meeting (optional)
9-15 months	Go/no-go review
24 months	R&D meeting 2
36 months	R&D meeting 3
Exit interview	(including PhD students who leave without completing)

The (shortcut to the) timeline is available here: <http://tudelft.nl/en/research/graduate-school/>

## 4.2 Year 1

### PhD agreement

All four-year PhD students are required to have a PhD agreement (formerly known as an 'opleidings- en begeleidingsplan'). This agreement has to be filled out by the PhD student together with the supervisor within three months of the start of the PhD. The agreement describes the supervision team, their duties and obligations, the frequency of supervision by the members of that team, the skills and competencies that the candidates intends to develop, the courses he or she intends to follow, any other activities he or she will undertake during the PhD programme, such as teaching or coaching and an initial timetable of the research itself. In the progress reviews (the go/ no-go and subsequent R&D cycle), the PhD agreement is used as a reference to check whether the student's development is going according to plan. The PhD agreement is a living document, a building brick for the R&D meetings. It is updated every year in the Doctoral Monitoring Application by the PhD student.

### Six-month meeting

The meeting is held between supervisor, day-to-day advisor and the PhD student and is intended as a pre-go/no-go check. The PhD student will be advised as to where improvements to his or her ongoing research are needed in order for him or her to get a 'go'.

### Go/no-go review

This review assesses the progress so far and whether the research project can realistically be completed within the allotted four years. The PhD agreement is discussed at this point and changed or updated if necessary. The minimum set of 'reviewers' is the supervision team. It is with them where the final decision rests.

PhD students who fail to pass this stage will have to leave the Graduate School and, as a consequence, TU Delft. Those who are given a 'go' will have their contracts renewed, at which point 'Prom 2' will have to be completed. At the A+BE Graduate School, the go / no-go review is organised as a public presentation and includes invited external peers to assess the scientific quality. In the next edition of this guide, the organisation of these reviews will be discussed.

### 4.3 Doctoral Monitoring Application (DMA)

The Doctoral Monitoring Application (DMA) is an administrative tool that enables the uploading of data and keeping track of the progress of the candidate. As many forms as possible will be digitised and uploaded to the system: Prom 1 &2, PhD Agreement, course certificates, R&D forms, etc.

Access to the system is linked to the NetID. The most active users and uploaders are PhD students themselves. Supervisors can access the R&D section of their students, while the departmental secretaries have viewing rights of their departments.

The A+BE Graduate School director and office have the right to view and insert items. The office can remind the supervision teams to make sure that all deadlines are met (PhD Start Up, PhD Agreement, PhD courses, Go/No-Go, R&D, Colloquia, etc.).

### 4.4 Result & development cycle

As of 2013, all full-time TU Delft PhD students will take part in the R&D cycle.. External PhD students will not face this obligation. TU Delft staff members continue to participate in the yearly R&D cycle.

# 5. PhD environment

## 5.1 Workplace

PhD employees and self-funded PhD students are given a workplace at BK City or at the OTB building. Staff members already have such a workspace. External PhD students work elsewhere and require a flex-space every now and then. The Graduate School will consult the PhD students to work out an optimal working environment, whether this is integrated in the research group/department or in the form of dedicated PhD studios. Options may be limited owing to the amount of space available at BK-city and to budget and process-related constraints.

## 5.2 Facilities

External PhD students receive just the basic facilities.

### Basic facilities

- access to the TU Delft software distribution server;
- access to the in-house library at BK City with its collection of 40,000 books;
- access to the central TU Delft library with its collection of 700,000 books;
- access to 15,000 journal subscriptions;
- free use of the model shop;
- mobile internet at work (Eduroam);
- publication of the PhD thesis series A+BE, see chapter 8.

### Extra facilities

- workplace at BK-city or the OTB building
- a laptop computer;
- access to the TU Delft graduate school courses;
- a yearly conference/education budget of €1250;
- free photocopying and printing.

# 6. Communication and news

## Updates GS guide

Updates of this Graduate School A+BE guide will appear on a regular basis.

## BK CITY News

The Graduate School A+BE will regularly organise all kinds of informative meetings and act as a platform for activities. These will be announced in the faculty of Architecture's own newsletter, BK City news.

## TU Graduate School

The central graduate office regularly sends newsletters to the A+BE office for distribution in the A+BE Graduate School.

## A+BE website

All relevant PhD information can be found at <http://phd.bk.tudelft.nl>

# 7. Finances

## 7.1 Bench fee

The Graduate School of Architecture and the Built Environment requires a **annual** bench fee of €5,000 (total 20.000) from PhD students, for which it provides the extra facilities described in this guide. The bench fee is charged by the department. When a high potential applicant comes along, the department may decide she wants to invest and as a result pays the bench fee herself. For the intended PhD student, the bench fee is waived. However, this has no impact on the required allocation of €7,500 for each PhD student. CICAT is currently preparing a letter –signed by the Rector Magnificus- which motivates the requested 7500 euro for the DE programme to funding parties. This letter will be made available to the departments soon.

## 7.2 Budget per PhD student

Departments are required to allocate €7,500 for each PhD student who enters the Graduate School. This requirement took effect on 1 September 2011. The budget of €7,500 covers the full period of four years.

## 7.3 Transferable DE courses

The TU Delft Graduate School charges departments €2,500 for each PhD student who enters the Graduate School and offers in return free access to the transferable doctoral education courses. The €2,500 is paid from the €7,500 budget.

## 7.4 PhD allowance

The remaining €5,000 (€7,500 minus €2,500) is available to PhD students as a course/travel/conference allowance of €1,250 yearly.

# 8. PhD thesis series A+BE

The A+BE graduate school provides a unique service for PhD students, giving them the opportunity to publish their PhD thesis as part of a dedicated series, launched in 2011: A+BE | Architecture and the Built Environment, under the ISSN 2212-3202. Publisher is the TU Delft Library.

## 8.1 Multiple formats

Together with Sirene-Ontwerpers, A+BE has developed a procedure that makes it possible to publish an PhD thesis simultaneously as a hard copy book, an interactive PDF, a EPUB, and a HTML file.

## 8.2 Open Access

If you decide to publish your PhD thesis in the A+BE series, then the Graduate School will provide the number of printed copies of the PhD thesis that is required for the academic procedure at TU Delft free of charge. It will also cover the costs for the lay-out, the production of the interactive PDF, the EPUB, and the HTML version. Distribution is based on the principle of Open Access.

## 8.3 Printing-on-Demand

In addition, you can decide to publish your thesis through major on-line retailers as a Print-on-Demand (POD) title. Alternatively, you can order a fixed number of hard copies. The Graduate School covers the cost for the POD-version but not for the additional hard copies.

## 8.4 Template

If you are interested in publishing your PhD thesis in the A+BE series, please make sure to contact us sooner rather than later. The procedure that makes it possible to produce the multiple kinds of output requires using a specific template in MS Word. Adjusting your thesis text file at the end of the process will take you longer, but is still possible.