PhD Guide
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1. Introduction

The SHE PhD guide is aimed at informing PhD candidates and their supervisors within SHE about our PhD policy. It offers information about the different phases of the PhD project, from start to end, focusing on relevant topics and practical matters to consider. Additionally, this guide contains an overview of relevant websites and contact persons.

The Graduate School of Health Professions Education (SHE)

The Graduate School of Health Professions Education (SHE) at Maastricht University is a graduate school for education and research in health professions education. SHE offers a wide range of courses in health professions education ranging from short courses to degree programs such as a Master and PhD program and includes a research program. SHE’s research program 2018-2023 is entitled ‘Task-Centered Learning Environments in the Health Professions’. The program has four main themes: (1) goals and values of and approaches to evaluation, (2) approaches to instruction, (3) approaches to assessment, and (4) approaches to implementation. The full description of the program can be found here. The SHE research program is led by the research program director, Prof. Dr. Jeroen van Merriënboer.

2. The SHE PhD program

The SHE PhD program is an important part of the SHE research program. Educational research is essential for finding new and better ways to educate doctors, nurses, physical therapists and other health professionals. SHE offers a face-to-face and distance-based PhD program. The PhD candidates receive supervision from highly experienced and internationally acknowledged educational researchers associated with SHE. The general aim of the PhD program is to develop the next generation of health professions education researchers who can contribute to research and innovation in health professions education.

Objectives of the PhD program

The main objective of the PhD program is to enable participants to perform educational research (typically a series of empirical studies), resulting in a PhD thesis. A PhD thesis at SHE consists of at least four journal articles published in or submitted to peer-reviewed international journals reporting on the empirical work that was conducted. PhD supervisory teams strive to have at least two articles within the thesis published or accepted in international peer reviewed journals before the approval of the thesis. In addition, the PhD thesis includes an introductory chapter, a conclusion/discussion chapter, and a summary in English and Dutch. The aim of writing a PhD thesis is to learn to independently conduct high-quality educational research.

Below, the final achievement standards for a doctorate within SHE are described. These are adopted from the VSNU (Association of Universities in the Netherlands) Position Paper ‘Hora est!’ (2004) and from the NFU guidelines (Dutch Federation of University Medical Centers).

• The successful candidate has made an original contribution to academic research of a quality which stands up to peer review at the level common within and outside of the Netherlands;
• The successful candidate has demonstrated their ability to apply the academic methods used in the discipline concerned for developing, interpreting and putting into practice new knowledge;

• The successful candidate has acquired and worked with a substantial body of knowledge, which, at the very least, embraces the principles and methods of international academic practice and of theorization, methodology and study in the discipline concerned;

• The successful candidate possesses the ability to design and implement a substantial project for the purpose of developing new knowledge;

• The successful candidate is able to communicate knowledge and methods pertaining to their discipline or specialism in an effective way;

• The successful candidate communicates their research and its results through publications in internationally recognized, peer reviewed journals.

• The successful candidate is able to exercise social responsibility in conducting, applying and making use of their own research.

Types of PhD candidates
Four types of PhD candidates are distinguished within SHE: 1) full time internal PhD candidates, 2) part time internal PhD candidates, 3) international external PhD candidates, and 4) Dutch external PhD candidates. All types will defend their PhD thesis at Maastricht University. Table 1 provides more details about the differences between the types of PhD candidates.

Table 1: Types of PhD candidates within SHE

<table>
<thead>
<tr>
<th>Type of PhD</th>
<th>Location</th>
<th>Employee status/on payroll SHE</th>
<th>Extent of PhD appointment</th>
<th>Supervision</th>
<th>Tuition fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time internal PhD</td>
<td>Maastricht University</td>
<td>Yes*</td>
<td>0.8 fte or more</td>
<td>Mostly face-to-face</td>
<td>NA</td>
</tr>
<tr>
<td>Part time internal PhD</td>
<td>Maastricht University</td>
<td>Yes</td>
<td>0.4 fte or more and less than 0.8 fte</td>
<td>Mostly face-to-face</td>
<td>NA</td>
</tr>
<tr>
<td>International external PhD</td>
<td>International</td>
<td>No</td>
<td>NA</td>
<td>Mostly online</td>
<td>Fee paid</td>
</tr>
<tr>
<td>Dutch external PhD</td>
<td>Dutch universities or institutions</td>
<td>No</td>
<td>NA</td>
<td>Mostly online</td>
<td>No fee paid</td>
</tr>
</tbody>
</table>

*An exception in this category are certain scholarship students, e.g. CSC scholarship students. They are not on the payroll of SHE, yet they are regarded as full time internal PhD candidates.

Team of supervisors
Minimally two and maximally three supervisors are involved in the PhD team. Commonly, one ‘promotor’ (full or associate professor with an appointment at SHE) and one ‘co-promotor’ (daily supervisor) are assigned to each PhD project. In the case of external PhD candidates, we advise to include an external supervisor from the candidate’s institution or context (holding a PhD degree is a requirement). Together, the supervisors are responsible for monitoring and stimulating the progress and quality of the project. When a supervisory team for specific reasons wishes to include more than 3...
members, approval from the Dean needs to be obtained. In the separate empirical studies that make up the PhD project, additional collaborators can be involved without approval from the Dean.

**Duration of the PhD program**

How much time it takes to write the thesis varies considerably. A full time PhD candidate on average needs four years to finish the PhD thesis (extension is possible in case of delay for reasons outside of the research such as pregnancy, maternal/paternal leave). Completion duration of part time and external PhDs greatly depends on the percentage of time available to spend on their PhD thesis, as well as prior research experience. It is important that at the start of each PhD project the starting and end date are carefully estimated and determined, taking into consideration prior research experience and percentage of time available to spend on the PhD thesis.

**Size of the PhD program**

<table>
<thead>
<tr>
<th>Table 2. Number of SHE PhD candidates and supervisors per 31-01-2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD candidates</td>
</tr>
<tr>
<td>Supervisors (including external supervisors)</td>
</tr>
</tbody>
</table>

**3. Start of the PhD project**

**Development, submission and approval of PhD project proposal**

Each PhD project is defined in a PhD project proposal in terms of starting date and end date of the project, the studies to be conducted, the team of promotors/supervisors, the available budget and the planning of the studies. A template for the PhD project proposal, as well as more information about admission and application, can be found [here](#). Many PhD candidates will prepare this proposal as part of the SHE course “Writing a PhD Research Proposal”.

Once final, the proposal has to be submitted to SHE, through the Journal of SHE PhD Projects (JSHEPP): [http://www.epress.ac.uk/jshepp/webforms/author.php](http://www.epress.ac.uk/jshepp/webforms/author.php). The PhD project proposal will be reviewed and must be approved by the SHE research program director. The PhD project proposal of all full time internal PhD candidates must also be approved by the Interuniversity Centre for Educational Research (ICO, see further below).

In some cases, an internal prospective PhD candidate without approved PhD project proposal is appointed as PhD candidate. This will be done if (internal or external) funding is guaranteed and if the PhD candidate has been recruited through a selection procedure. In this case, the PhD candidate will write the PhD project proposal at the start of their project guided by the supervisors.

**Letter of acceptance and other documents**

Once the proposal has been approved by the SHE research program director, external PhD candidates are asked to sign a Letter of Acceptance and Agreement that stipulates the conditions of the PhD programme. By signing this letter, external PhD candidates also state that they are familiar with and will commit to the 2018 Netherlands Code of Conduct for Research Integrity, the SHE Data Management Policy, and the Maastricht University Regulations for Obtaining the Doctoral Degree.
Internal candidates will sign the Code of Conduct in their employment condition interview with HR, and will receive the SHE Data Management Policy and Maastricht University Regulations for Obtaining the Doctoral Degree from the PhD coordinator in a welcome meeting.

In addition, candidates are asked to submit a number of documents, e.g. certified copy of diploma and transcript, and for external candidates, a letter of approval of the candidates’ involvement in the PhD program from the candidates’ institution.

Registration at Maastricht University
All PhD candidates are registered at Maastricht University and will receive a Maastricht University user name, password, email account, and registration (SAP) number. This will also grant access to the online library of Maastricht University and other resources, courses and services.

Access to SHE Research in Education WIKI
In addition, PhD candidates will receive an account to access the SHE Research in Education WIKI (https://www.elearningfhml.nl/ovowiki/doku.php) at the start of their project. This WIKI contains relevant information and documents related to starting, ongoing and completed SHE PhD projects, SHE meetings, grant possibilities and research resources. Jeroen Donkers (jeroen.donkers@maastrichtuniversity.nl) manages the content of and access to the WIKI.

Registration as ICO PhD student
The Interuniversity Centre for Educational Sciences (ICO) is the Dutch research school accredited by the Royal Netherlands Academy of Arts and Science. All full time internal SHE PhD candidates are required to register as member of ICO. More information about the application procedure can be found on www.ico-education.nl. As part of the application procedure, the candidate’s project proposal needs to be submitted to and approved by ICO. After approval, ICO PhD candidates need to fill out a training and supervision plan as used by ICO (ICO-OBP plan). Other SHE PhD candidates can also be involved in ICO if they meet ICO’s requirements. SHE covers the ICO membership fees of all full time, internal PhD candidates. Other PhD candidates need to cover their fees independently.

PhD budget
The PhD project budget is shortly specified in the PhD project proposal. The costs for internal PhD projects financed by other institutions than SHE (e.g. NWO) are paid for by the respective institutions. The same holds for external PhD projects. Internal PhD candidates whose projects are financed by SHE need to submit further details about their budget to SHE. They can use the example excel sheets provided on the Research in Education WIKI (under ‘Research Resources’) when specifying their budgets. Two example sheets are provided: one for (mostly) quantitative research and one for (mostly) qualitative research. The internal PhD candidates’ budget needs to be submitted to the SHE financial contact person, Joost von Weersch (joost.vonweersch@maastrichtuniversity.nl). The budget needs to be approved by the Research in Education Management Team as soon as possible after completing the PhD project proposal.

Registration in TRACK
Progress of the PhD project is monitored by the PhD candidate and their team through an online program called ‘TRACK’ (https://she.track.maastrichtuniversity.nl/Public/login). All PhD candidates receive a TRACK account at the start of their project and are asked to complete information about
their projects. They are also asked to upload a Personal Research Plan (PRP) within 12 weeks after the starting date. TRACK provides a template for the PRP, but the approved PhD project proposal can be used for this purpose as well. The PhD candidate will receive notifications and instructions from TRACK on where to upload the PRP/research proposal.

Candidates will also receive notifications and instructions from TRACK to complete a Training and Supervision Plan (TSP) and to discuss it with their team of supervisors within the first 12 weeks of their project. In this document the official starting and official end date of the project is included, the names of the supervisors, the PhD training courses to be followed by the PhD candidate, as well as the teaching activities (for fulltime internal candidates max 10%). The TSP needs to be signed by the PhD candidate and the team of supervisors. A copy should be sent to the PhD coordinator of SHE (j.frambach@maastrichtuniversity.nl), who needs to sign and approve the TSP on behalf of the Dean. For internal PhD candidates, the TSP needs to be forwarded to the HR office as well, and a member of the HR office will sign the document (the HR advisor for SHE is Dennis Aarts: d.aarts@maastrichtuniversity.nl).

Moreover, within 12 weeks after starting the PhD project, the PhD team is asked to discuss how they would like to collaborate and communicate, through use of the PhD Team Tool. The PhD Team Tool can be found in TRACK under ‘documents’.

### Table 3. Overview of starting documents

<table>
<thead>
<tr>
<th>Document</th>
<th>Internal</th>
<th>Full time PhD</th>
<th>Part time PhD</th>
<th>Dutch PhD</th>
<th>International PhD</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD project proposal</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Signed letter of acceptance</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Approval letter from the candidate’s institution</td>
<td>no</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>Training and supervision plan (TRACK)</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>Personal research plan (TRACK)</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>PhD Team Tool (TRACK)</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>Budget</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>Detailed budget to be submitted to SHE</td>
<td>yes</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td></td>
</tr>
<tr>
<td>ICO project proposal</td>
<td>yes</td>
<td>if ICO member</td>
<td>no</td>
<td>if ICO member</td>
<td></td>
</tr>
<tr>
<td>ICO training and supervision plan</td>
<td>yes</td>
<td>if ICO member</td>
<td>no</td>
<td>if ICO member</td>
<td></td>
</tr>
</tbody>
</table>

### 4. During the PhD project

**Research ethics and data management**

In addition to complying with the Netherlands Code of Conduct for Research Integrity, ethical approval is needed for all research projects carried out within SHE. Researchers will typically need ethical approval from their own university or hospital. For SHE researchers located in the Netherlands, ethical approval can be asked from the Netherlands Association for Medical Education (NVMO): [http://www.nvmo.nl/ethische%20toetsing%20onderzoek](http://www.nvmo.nl/ethische%20toetsing%20onderzoek) (website in Dutch). The SHE contact person for research ethics is Karen Könings (kd.konings@maastrichtuniversity.nl).
With regard to European regulations for privacy (GDPR) and national policy concerning research data, PhD candidates must follow the SHE policy for research data management. This policy has implications for the storing, sharing and transferring of research data. Detailed information about this policy, including a template for the data management plan, can be found on the Research in Education WIKI. For each separate study of the project, a data management plan needs to be developed.

The SHE data manager is Jeroen Donkers. Contact shedata@maastrichtuniversity.nl for any questions on research data management.

Supervision
During all steps of the PhD project, supervision will be provided (e.g. feedback during the writing process, methodological advice on data analysis) by means of face-to-face meetings, or for external PhD candidates via email, Skype, and other media.

Commonly, PhD candidates schedule a one-hour meeting with their team of supervisors approximately once every three to four weeks. Typically, the PhD candidate submits an agenda for the meeting and documents to be discussed. In addition, the PhD candidate commonly organizes more frequent meetings with the co-promotor (daily supervisor), e.g. once per one or two weeks, and/or drops in on their daily supervisor at any time for questions. The hours specified for supervision hold for PhD candidates with a contract of at least 0.8 fte. PhD candidates who spend less time on their PhD receive a proportional number of hours for supervision per week. Furthermore, it is important to keep in mind that the numbers of hours of supervision per week might differ per phase of the PhD project and per specific needs of the candidate.

Monitoring through TRACK and ICO
Several monitoring instruments are used to signal problems that hinder the completion of the PhD project within the contract period. Once a year, TRACK sends out a questionnaire to the PhD candidate to evaluate progress, supervision and wellbeing. The candidate can use the content of the questionnaire to discuss these issues in the annual progress meeting between the PhD candidate and the supervisors (see below). PhD candidates and supervisors are strongly encouraged to discuss and evaluate the progress of the PhD project at a regular basis during their supervision meetings.

The PhD coordinator monitors the questionnaires to maintain quality of the PhD program. If the responses suggest that further action is needed, the PhD coordinator will first contact the PhD candidate in question to discuss this. When deemed necessary, a meeting might be organized between the PhD candidate and supervisors to discuss solutions. It is also possible to consult the PhD coordinator or confidential PhD counsellor (see below).

Twice a year, TRACK asks the supervisors to register the progress of the project in TRACK by means of a colour code: green is good progress, orange is attention, red is insufficient progress. The research programme director of Research in Education will be notified in case of orange status. In case of red status, the research programme director will be involved in discussing a resolution or next steps.

Email notifications will be sent out to the PhD candidate and PhD team whenever action in TRACK is required. If you have any questions about the use of TRACK, contact Lilian Swaen (l.swaen@maastrichtuniversity.nl).
Once a year, ICO PhD candidates are asked to fill out the ICO monitor. In other words, all full time internal SHE PhD candidates are also monitored by the national research school.

**Progress meeting and assessment interview**
Each year a progress meeting takes place between the PhD candidate and the supervisors. The aim of these meetings is to discuss the progress of the PhD project, quality of the supervision, the candidate’s wellbeing, the PhD training courses that were done or still need to be done, the teaching activities, career development plans, problems encountered and appointments for improvement. The annual questionnaire sent to the candidate through TRACK (see above) can be used as input for this meeting.

For internal PhD candidates who are employed within the Department of Educational Development and Research or other departments of Maastricht University, it is the responsibility of the chair of the department to schedule the annual progress meeting or interview. In addition to the PhD supervisors, it can be decided to invite another staff member who might be better informed about the non-PhD related activities of the candidate to the meeting. During the interview a review form provided by the HRM office of FHML is used for PhD candidates who are employed at Maastricht University.

For full time internal PhD candidates, at the end of the first year, a formal assessment interview will take place. An HR representative is present in this meeting as well. The promotor must give an advice to either continue or stop participation of the candidate in the PhD program. The final go/no-go decision after year 1 will be taken by the SHE research program director. The minimum requirement for acceptable progress is one completed manuscript (ready for submission to a journal) per year. A signed copy of the first year assessment interview report is sent to HR.

**PhD coordinator and confidential PhD counsellor**
A PhD-coordinator is available for all PhD candidates involved in SHE. The SHE PhD coordinator (Janneke Frambach, j.frambach@maastrichtuniversity.nl) arranges a meeting with each internal PhD candidate at the start of the PhD project. The PhD coordinator informs the PhD candidates about the SHE PhD policy and procedures, PhD courses, supervision of PhD candidates, and other relevant aspects. The PhD coordinator can also be contacted by PhD candidates and PhD supervisors when problems are encountered within the PhD project. The PhD coordinator is also responsible for use of the monitoring system TRACK, and for organizing the PhD conference ‘SHE Academy’. Finally, the PhD coordinator is responsible for PhD issues within the Research Management Team of SHE, and she represents the interests of SHE PhD candidates and supervisors at Faculty and University level.

Furthermore, a confidential PhD counsellor is available for PhD candidates within SHE. This is Herma Roebertsen (h.roebertsen@maastrichtuniversity.nl). PhD candidates can contact the confidential counsellor for all issues they would like to confidentially talk about with an independent outsider. The confidential counsellor will treat all information confidentially. PhD candidates are recommended, if possible, to first discuss their concerns with their supervisors and to search within their team of supervisors for solutions if problems are experienced. However, if there are particular issues that they would prefer to talk about with an independent outsider or if they need advice on how to discuss a topic with their supervisors, there is always the possibility to contact the PhD confidential counsellor of SHE. In case of serious conflicts, it is also possible to consult the confidential office of Maastricht University through https://www.maastrichtuniversity.nl/support/um-employees/you-and-your-work/working-conditions/confidential-advisor-employees.
Teaching opportunities

Full time internal PhD candidates are expected and encouraged to fulfill educational roles at Maastricht University, such as tutor, block planning group member, skills teacher, etc. at 10% of their appointment. Part time internal PhD candidates may fulfill educational roles as agreed in their appointment. Once a year, usually in April/May, acquisition for the fulfillment of the different educational roles within the Department of Educational Development and Research takes place. All starting internal PhD candidates at this department are asked to schedule a meeting with the education coordinator of the Department of Educational Development and Research, Ineke Wolfhagen (i.wolfhagen@maastrichtuniversity.nl), to discuss their teaching ambitions and which educational roles might fit their interests and expertise.

Internal candidates are also encouraged to register for teaching faculty development courses, such as tutor training, University Teaching Qualification course, and others.

PhD courses

PhD courses offered by Maastricht University

Relevant PhD courses are offered for all PhD candidates at the Faculty of Health, Medicine and Life Sciences (FHML). Many of these FHML courses are free of charge for internal and external SHE PhD candidates. Most of these courses are face-to-face, however, the online course offer is growing. For example, there is an online introductory course into statistics, and an online academic writing course. The FHML course offer can be found [here](#).

For internal PhD candidates, the Maastricht University Staff Career Centre offers a range of courses that are particularly aimed at PhD candidates, such as time management, self management and career management. A small fee is asked for these courses. More information can be found [here](#).

SHE offers several courses at PhD level. *Critical Choices in Qualitative Research* is a one-week face to face course on qualitative research approaches and skills. Two online courses focus on state of the art research in relevant domains: *Assessment, a critical appraisal*, and *Problem & Project Based Learning, a critical appraisal*. Fees for these courses have to be covered from the candidate’s individual budgets. More information can be found [here](#).

PhD courses offered by ICO

The Interuniversity Centre for Educational Research (ICO) also organizes PhD courses. In order to receive their ICO certificate, all ICO PhD candidates are required to participate in the following ICO modules: ICO introductory course (5 Education Credits (EC)), two thematic ICO master classes (each 3 EC), one methodological ICO master class (3 EC), ICO’s National Spring School (1 EC) and ICO’s International Spring School (3 EC). Thus, ICO PhD candidates attend about 500 hours in the ICO educational program (18 EC). The master classes deal, among others, with design-based research, assessment, qualitative research, research on teaching and teachers. Participation is free of charge for ICO members. For non-ICO members, participation costs € 1000 per course. The training courses mainly take place in Utrecht in the Netherlands and are spread over a period of several weeks. More information is available at the ICO website ([www.ico-education.nl](http://www.ico-education.nl)).

Methodological and language support

PhD candidates who struggle with academic writing and/or English language, may send the final draft manuscripts of their studies to the SHE language editor, Angelique van den Heuvel (ajm.vandenheuvel@maastrichtuniversity.nl), who can perform a language revision before submission.
to a journal. Drafts submitted to Angeli have to comply with the formal requirements of the journal they will be submitted to (maximum number of words, structure/headings etc.). Non-Dutch speaking PhD students who wish to have their PhD dissertation summary translated into Dutch can also contact Angelique.

PhD candidates who struggle with quantitative methodology and statistics can contact Jeroen Donkers at shedata@maastrichtuniversity.nl. Based on topic, expected methods, and availability of the PhD candidate and consultants, the PhD candidate will then be assigned to one of the following consultants: Dr. Jeroen Donkers, Dr. Carlos Collares, or Dr. Shahab Jolani.

PhD candidates who struggle with qualitative methodology can contact one of the SHE qualitative research consultants: Dr. Janneke Frambach (j.frambach@maastrichtuniversity.nl) and Dr. Renée Stalmeijer (r.stalmeijer@maastrichtuniversity.nl).

**SHE activities and events**

**SHE presents new candidates**
Recently started PhD candidates present themselves and their proposal in one of the ‘SHE-presents new candidates’ meetings. These are organized twice a year.

**SIG presents**
SHE has a number of Special Interest Groups (SIG), i.e. groups of junior and senior researchers who have organized themselves around a certain area of interest. Currently, SHE has five SIG’s:
- Educational Change and Co-Creation
- Globalization and Internationalization
- Interprofessional Education and Collaboration
- Self-Regulated Learning
- Workplace-Based Learning

More information and contact persons for each SIG can be found on the Research in Education WIKI. It is encouraged that SHE PhD candidates participate in one (or more) SIG’s. Most SIG’s hold regular (online) meetings with their group. Once a year, each SIG organizes a ‘SIG presents’ meeting that can be attended by other SHE researchers and PhD candidates.

**SHE Journal Club**
SHE organizes a number of journal club meetings per year during which relevant literature is discussed between SHE researchers. The meetings last one hour and take place at Maastricht University. Online presence is facilitated. During each meeting one paper is discussed. This paper typically is a state-of-the-art paper that is selected by a staff member or the organizing team. The discussion is organized around the reading questions that are formulated by the staff member or the PhD candidate who has put forward the paper.

**SHE Academy**
Biannually (every odd-numbered year) the PhD conference ‘SHE Academy’ is organized in Maastricht. The goal of this meeting is community building and exchange of ideas among SHE researchers and PhD candidates, for both internal and external PhD candidates. PhD candidates are strongly encouraged to attend at least one SHE Academy meeting during their PhD project. The next SHE Academy is planned in 2021.
Relevant conferences
PhD candidates are encouraged to present their work at national and international conferences. Interesting Dutch conferences are: Onderwijsresearchdagen (ORD, organized by the Dutch Association for Educational Research/VOR) and the NVMO conference (organized by Dutch Association for Medical Education). Interesting international conferences are: AERA (American Educational Research Association), EARLI (European Association for Research on Learning and Instruction), and AMEE (Association for Medical Education in Europe). Naturally there are many more. At the annual AMEE conference, SHE organizes a social gathering for all SHE students, staff, alumni and SHE partners.

Relevant professional associations
The following professional associations might be of relevance for SHE PhD candidates. Two Dutch associations are of interest: NVMO (Dutch Association for Medical Education) and VOR (Dutch Association for Educational Research). The Department of Educational Development and Research has a collective membership of NVMO, due to which all PhD candidates are automatically member of this association. The NVMO also has a network for PhD candidates and organizes a meeting once a year for PhD candidates and supervisors. See [www.nvmo.nl](http://www.nvmo.nl). The VOR is the Dutch association for educational research. The VOR also has a network for PhD candidates, entitled VPO (VOR PhD consultation). They also organize a meeting for their PhD candidates once a year [www.vorsite.nl](http://www.vorsite.nl).

At the international level the following associations might be of relevance: AERA, EARLI and AMEE. The AERA is the American Educational Research Association. PhD candidates of SHE do not need to subscribe as a member, because promoters within SHE are members, due to which PhD candidates can subscribe to the AREA meetings. [www.aera.net](http://www.aera.net). The EARLI is the European Association for Research on Learning and Instruction. This association also has a network for Junior Researchers (JURE) that is of interest to junior researchers and PhD candidates. They organize pre-conferences for junior researchers before the EARLI conference (once in two years) that can be attended by PhD candidates. [www.earli.org](http://www.earli.org). Furthermore, conferences on specific topics are organized by special interest groups within EARLI. The AMEE is the Association for Medical Education in Europe and also organizes a conference once a year. [www.amee.org](http://www.amee.org).

SHE Scholarships
SHE offers a number of scholarships to financially support students and researchers who would like to participate in SHE’s educational or PhD program. Below, an overview is provided of the types of scholarships, eligibility criteria, and their deadlines. You can find all details of the Scholarship program here.

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Scholarship</th>
<th>Eligibility</th>
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<tr>
<td>July 1 Deadline</td>
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<td>SHE MHPE graduates who completed the Research Track</td>
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<td>December 1 Deadline</td>
<td>Course Writing a PhD research proposal</td>
<td>SHE MHPE graduates who completed the Research Track</td>
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<td>Coursework at PhD level</td>
<td>International SHE PhD candidates</td>
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Open access policy
Maastricht University encourages open access publication of research, in accordance with national policy. More info about open access can be found on this UM Library page on Open Access. Maastricht University has agreements with many scientific publishers, allowing Maastricht University researchers and PhD candidates (internal and external) to publish open access free of charge. PhD candidates can check whether an agreement exists with a journal/publisher that they want to publish in, meaning that no fee needs to be paid. Select a journal from the following list: open access journals free for UM. Many major journals in our area are on this list: Medical Education, Medical Teacher, and so on. For some journals it is stated in the list that the agreement status is unknown (e.g. for Academic Medicine). In that case, always contact the library to ask about the possibilities. In the case of Academic Medicine, for example, the library can provide a voucher code for free open access publication. This is the library email address to contact with all questions about open access: ub-ayle@maastrichtuniversity.nl. In case costs are charged for open access publication, PhD candidates need to cover these from their individual research budgets. More information about the SHE open access policy can be found on the Research in Education WIKI (under ‘Research Resources’).

Career development
Supervisors are encouraged to discuss career development at regular intervals with their PhD candidate during the last year of the PhD project. Excellent PhD candidates will be encouraged to write a grant research proposal. PhD candidates are encouraged to discuss their career development with their supervisors. Internal PhD candidates are encouraged to register for the PhD career management courses offered by Maastricht University. The Maastricht University Staff Career Centre also offers individual career guidance and coaching. More information can be found here.

5. End of the PhD project

Final steps of the PhD process within SHE
When the separate studies of the PhD project have been completed, PhD candidates can start writing the final two parts of their PhD thesis, being the introduction chapter and the discussion chapter. Supervisors can provide several examples of SHE PhD theses. When finalizing these chapters, the steps below should be started. Keep in mind that the entire approval procedure, starting with submission of the thesis to the assessment committee and ending with the PhD defense ceremony, takes at least 20 weeks.

Thesis preparation
Make sure your research data are stored in Dataverse
After you published a study, but in any case before you defend the PhD thesis, your anonymized data needs to be made available on the Dataverse platform (www.dataverse.nl). See the Research in Education WIKI for more information about data management and Dataverse, or contact the SHE data manager at shedata@maastrichtuniversity.nl.

Discuss the members of the assessment committee
Discuss with your team of promotores which assessors could be involved in the assessment committee. When your team of promotores perceive the PhD thesis to be of sufficient quality, it will be presented to the assessment committee. The committee consists of five members: three from Maastricht University (internal reviewers; one of them is the chair of the committee), two external members, and
the majority should be professor. This is detailed in the Maastricht University promotion regulations: https://www.maastrichtuniversity.nl/support/phds. The promotor approaches and invites the assessment committee members.

**Edit or layout your thesis**

Before the PhD thesis can be sent to the assessment committee, it should be edited. The layout of the document sent to the assessment committee preferably does not differ from the layout of the final thesis. Contact Lilian Swaen (l.swaen@maastrichtuniversity.nl) for more details about thesis layout and required elements of the thesis (and see further below). Also, have a look at thesis examples provided by your supervisor. PhD candidates can layout the thesis themselves or they can ask an official publisher for help; e.g. www.datawyse.nl. The costs for layout and printing the PhD thesis are to be paid by the PhD candidate, except for PhD candidates who are employed at SHE if they have specified in their budget a maximum amount of 1000 euro for printing costs of the PhD thesis. However, part of the printing (and reception) costs may be claimed to Maastricht University. A claim form can be submitted. See for further details: https://www.maastrichtuniversity.nl/support/um-employees/you-and-your-work/legislation/phd-ceremony-allowance.

**Send manuscript to the assessment committee**

The version for the assessment committee should contain at least: title page, names of supervisors and assessment committee members, table of contents, introductory chapter, chapters reporting the studies, discussion chapter, and English summary. Once the team of supervisors approves this version, the promotor will send the manuscript to Lilian Swaen, who will share it with the assessment committee members. The assessment committee will assess the quality of the thesis and will decide whether the thesis is of sufficient quality to be defended at Maastricht University. The committee will need at least four weeks to give their judgment. The committee will only approve (or, in very exceptional circumstances, reject) your thesis. They will provide no suggestions for further improvement of the thesis.

**Finalize your thesis**

Meanwhile, you can work on finalizing additional elements of the thesis. The final version should in addition contain: formal information page about the defense ceremony, Dutch summary (non-Dutch-speaking candidates can contact the SHE language editor to translate their English summary into Dutch), valorization chapter, brief CV of the author, acknowledgements, SHE dissertation series, and (for ICO PhD candidates only) ICO dissertation series. Lilian Swaen can share the most recent SHE and ICO dissertation series. In addition, the thesis should contain a separate leaflet that includes 8-11 propositions, and may contain a separate invitation to the public defense ceremony.

**Write propositions or statements**

Propositions or statements should be added to your thesis. Four propositions shall relate to the subject matter of the dissertation. Four shall relate to the subject field of the candidate, but excluding the topic of the dissertation. Any other propositions need not be related to the topic of the dissertation or the subject field of the candidate. The number of propositions is at least 8 and no more than 11. Make a longer list, so your team of promotors can indicate which propositions they prefer. Your team of promotors must approve the final list of propositions. Start in time with thinking about your propositions, preferably when writing the discussion chapter. During the defense questions can be asked about your propositions. You should be able to defend them.

**Write valorization chapter**

The promotion regulations (available at https://www.maastrichtuniversity.nl/support/phds) include the requirements for the valorisation chapter and the propositions. Five questions are provided that can guide candidates in writing this addendum:
1. (Relevance) What is the social (and/or economic) relevance of your research results (i.e. in addition to the scientific relevance)?

2. (Target groups) To whom, in addition to the academic community, are your research results of interest and why?

3. (Activities/Products) Into which concrete products, services, processes, activities or commercial activities will your results be translated and shaped?

4. (Innovation) To what degree can your results be called innovative in respect to the existing range of products, services, processes, activities and commercial activities?

5. (Schedule & Implementation) How will this/these plan(s) for valorization be shaped? What is the schedule, are there risks involved, what market opportunities are there and what are the costs involved?

**Prepare printing of PhD thesis after approval**

After the thesis has been approved by the assessment committee, you can continue with further preparing the printing of the thesis. Before the thesis can be printed, page 3 of the thesis, on which the data of defense is stated, must be officially approved by the secretary of SHE (J.swaen@maastrichtuniversity.nl). The same holds for page 4, on which the names of the team of promoters and the assessment committee are included. Check and re-check tables etc. before you print the thesis. A printed version of the PhD thesis should be sent to the assessment committee members and any others at least one month before the defense. The number of PhD theses to be sent to the SHE secretary is about 20, which includes 6 copies for the Deans’ office.

You will be asked to send a digital version of your dissertation to the University Library before the PhD defense. You have to submit a Statement of Approval, signed by your promotor, in order for the thesis to be accessible worldwide. More information will be sent to you by the University Bureau of Academic Ceremonies.

**Thesis defense**

**Schedule the defense ceremony**

As a final step, the thesis has to be presented and publicly defended in a one-hour session. This ceremony should be scheduled. It is only allowed to make a reservation for the day of the defense at Maastricht University after the assessment committee has approved the PhD thesis. Exceptions can be made considering special circumstances. The date reservation is made by the secretary of SHE after the PhD candidate has been consulted about a possible date and the secretary has checked which date is appropriate for the team of promoters and if possible the assessment committee members. The assessment committee members will not be paid any fees or travel costs to participate in the PhD ceremony by SHE. If travel of an external member needs to be covered, the PhD candidate must find financial resources themselves. If certain committee members cannot attend the defense ceremony, additional examiners have to be found. This has to be discussed with the team of supervisors at least one month prior to the defense. The promotor will invite the examiners.

The thesis will be publicly defended in a one-hour session in which members of the assessment committee and possibly additional examiners question the candidate on various aspects of the research. The defense is an open ceremony and may be attended by relatives, friends and colleagues of the candidate. The PhD degree from Maastricht University is awarded after the ceremony. The defense will take place at Minderbroedersberg 4-6, Maastricht (in the city centre).

After the defense, there is a possibility to organize a reception onsite to shake hands. Drinks can be ordered, to be covered by the candidate. The PhD candidate will receive an email with information...
about the possibilities. There is a possibility to claim the costs of the reception to Maastricht University, using the PhD ceremony allowance. More details can be found here.

**Prepare a presentation and discussion for the defense**

Prepare a (powerpoint) presentation to be presented during the defense during at max. 15 minutes. This time limit is strict! The powerpoint should summarize your thesis and is meant to inform the (lay) audience. Ask your peers and team of promotors for feedback on the presentation.

In order to prepare well for the defense, start thinking about possible questions that could be asked by the assessment committee members and think about your answers. You could also arrange a session with some colleagues in which you present your powerpoint and defend the questions raised by the colleagues (i.e. mock defense). You could for example divide the chapters among your colleagues and ask each colleague to prepare one question, and ask them for feedback.

**Select “Paranimfs”**

During the defense two persons will support the candidate. They are called “paranimfs”. They will sit next to the PhD candidate during the defense and have no further role. They could be asked to read aloud one of the propositions during the defense. The PhD candidate can choose these persons; it could be relatives, friends or colleagues.

**Check the powerpoint for the defense**

A few days before the defense, the PhD candidate can check the powerpoint in the building where the defense will take place, Minderbroedersberg 4-6. An email will be sent to the PhD candidate to make an appointment.

**SHE Dissertation Award**

About 10 PhD candidates defend their thesis at SHE each year. Many of the theses are of very high scientific quality. To honor our PhD candidates and to celebrate scientific progress in health professions education, SHE offers an annual SHE Dissertation Award for the best PhD thesis defended in a particular year. The winner is announced at the SHE social gathering at the annual AMEE conference.

**SHE Alumni Community**

When you’ve successfully defended your thesis you will become part of the SHE alumni community. The SHE alumni community facilitates activities for and by SHE alumni. This community provides a sounding board for professionals who share the same interests. It aims to contribute to a continuation of the collaborative learning that took place during the SHE education programmes.

SHE alumni members all have either a Master in Health Professions Education (MHPE) degree or a PhD degree from the School of Health Professions at Maastricht University and advantages of being part of the SHE Community network. SHE alumni constitute a worldwide bridge between the graduate school and society, making them our best ambassadors. They continue to be part of the academic community and provide a strong link to the health professions education community and societal institutes.

As a SHE alumni you:
- Continue to be part of the scholarly community—an important and useful network—and can rely on a bond of collegiality and friendship in which both the School of Health Professions Education and alumni actively participate;
- Have access to participation in special alumni activities;
- Exchange knowledge in health professions education and collaborate in projects;
- Receive regular updates on educational and research developments within SHE;
- Above all: enjoy staying in touch with former classmates, returning to Maastricht once in a while, reminiscing together and forging new friendships.
Guidelines for thesis layout
In order to promote the School of Health Professions Education (SHE) dissertations, PhD candidates within SHE are requested to use the following structure for first and last pages of their thesis.

Page 1:
Title thesis

Page 2:
The research reported here was carried out at

in the School of Health Professions Education

in the context of the research school (if applicable)

(Interuniversity Center for Educational Research)

and was funded by (if applicable)

(or other funding agencies)

ISBN
Copyright info
Cover design and printing info

Pages 3 and 4:
See official regulations Maastricht University

Second-to-last page:
SHE dissertation series, check the most recent version with the secretariat of SHE.

Last page (only for ICO PhD candidates):
ICO dissertation series (download at www.ico-education.nl)
6. Overview of contact persons and useful websites

<table>
<thead>
<tr>
<th>ROLE</th>
<th>NAME</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scientific Director SHE</td>
<td>Cees van der Vleuten</td>
<td><a href="mailto:c.vandervleuten@maastrichtuniversity.nl">c.vandervleuten@maastrichtuniversity.nl</a></td>
</tr>
<tr>
<td>SHE Research Program Director</td>
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<td><a href="mailto:j.vanmerrienboer@maastrichtuniversity.nl">j.vanmerrienboer@maastrichtuniversity.nl</a></td>
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<td>Secretary PhD program</td>
<td>Lilian Swaen</td>
<td><a href="mailto:l.swaen@maastrichtuniversity.nl">l.swaen@maastrichtuniversity.nl</a></td>
</tr>
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<td>PhD Confidential counsellor</td>
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<td><a href="mailto:h.roebertsen@maastrichtuniversity.nl">h.roebertsen@maastrichtuniversity.nl</a></td>
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<tr>
<td>PhD Representative</td>
<td>Stephanie Meeuwissen</td>
<td><a href="mailto:s.meeuwissen@maastrichtuniversity.nl">s.meeuwissen@maastrichtuniversity.nl</a></td>
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<td>SHE Journal Club contact person</td>
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<td><a href="mailto:joost.vonweersch@maastrichtuniversity.nl">joost.vonweersch@maastrichtuniversity.nl</a></td>
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<td>SHE Coordinator educational roles</td>
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<td><a href="mailto:i.wolfhagen@maastrichtuniversity.nl">i.wolfhagen@maastrichtuniversity.nl</a></td>
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<tr>
<td>SHE Language editor</td>
<td>Angelique van den Heuvel</td>
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<td>SHE Research ethics contact person</td>
<td>Karen Könings</td>
<td><a href="mailto:kd.konings@maastrichtuniversity.nl">kd.konings@maastrichtuniversity.nl</a></td>
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<tr>
<td>SHE Data manager</td>
<td>Jeroen Donkers</td>
<td><a href="mailto:shedata@maastrichtuniversity.nl">shedata@maastrichtuniversity.nl</a></td>
</tr>
<tr>
<td>Maastricht University Library contact email (e.g. for open access questions)</td>
<td>NA</td>
<td><a href="mailto:ub-ayl-e@maastrichtuniversity.nl">ub-ayl-e@maastrichtuniversity.nl</a></td>
</tr>
<tr>
<td>SHE contact person quantitative research and statistical support</td>
<td>Jeroen Donkers</td>
<td><a href="mailto:shedata@maastrichtuniversity.nl">shedata@maastrichtuniversity.nl</a></td>
</tr>
<tr>
<td>SHE qualitative research consultants</td>
<td>Janneke Frambach, Renée Stalmeijer</td>
<td><a href="mailto:j.frambach@maastrichtuniversity.nl">j.frambach@maastrichtuniversity.nl</a>, <a href="mailto:r.stalmeijer@maastrichtuniversity.nl">r.stalmeijer@maastrichtuniversity.nl</a></td>
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USEFUL WEBSITES

- SHE website. Contains info about the SHE research program, the PhD program, SHE courses, SHE scholarships, SHE community and more. [https://she.mumc.maastrichtuniversity.nl/](https://she.mumc.maastrichtuniversity.nl/)
- Maastricht University website for PhD support. This page contains relevant practical information as well as important information on PhD regulations. [https://www.maastrichtuniversity.nl/support/phds](https://www.maastrichtuniversity.nl/support/phds)
- PhD courses offered by the Faculty of Health, Medicine and Life Sciences. Also contains links to relevant other courses, e.g. by the University Library, the Staff Career Centre, and external parties. [https://www.maastrichtuniversity.nl/about-um/faculties/health-medicine-and-life-sciences/phd-fhmlmucm/phd-training-programmes-fhmlmunc](https://www.maastrichtuniversity.nl/about-um/faculties/health-medicine-and-life-sciences/phd-fhmlmucm/phd-training-programmes-fhmlmunc)
- SHE TRACK. Online monitoring system for PhD projects. [https://she.track.maastrichtuniversity.nl/Public/login](https://she.track.maastrichtuniversity.nl/Public/login)
- SHE Research in Education WIKI. Contains relevant information for SHE researchers and PhD candidates, for example on data management, research ethics, special interest groups and more. [https://www.elearningfhml.nl/ovowiki/doku.php](https://www.elearningfhml.nl/ovowiki/doku.php)
- JSHEPP. The submission website for SHE PhD project proposals. [http://www.epress.ac.uk/jshepp/webforms/author.php](http://www.epress.ac.uk/jshepp/webforms/author.php)
- ICO website. Dutch Interuniversity Centre for Educational Sciences. [www.ico-education.nl](http://www.ico-education.nl)
- Maastricht University Library page on open access publishing. [https://library.maastrichtuniversity.nl/open-access/](https://library.maastrichtuniversity.nl/open-access/)
- Datawyse website. A publisher of PhD theses. But know that there are many other options and you are free to choose. [https://www.datawyse.nl/](https://www.datawyse.nl/)
- PhD ceremony allowance page. Here you can find the Regulations for printing and reception costs for PhD’s at Maastricht University, including a claim for to claim part of the printing and reception costs. [https://www.maastrichtuniversity.nl/support/um-employees/you-and-your-work/legislation/phd-ceremony-allowance](https://www.maastrichtuniversity.nl/support/um-employees/you-and-your-work/legislation/phd-ceremony-allowance)