

Termination Procedure DR 7.7 -7.9

February 2025

Dear PhD Supervisor(s),

The Doctoral Regulations and Implementation Decree 2023 includes new articles (art. 7.7 - 7.9) on terminating a PhD trajectory (the relevant DR articles are included at the bottom of this document).

Practically, these new articles necessitate a different procedural route to terminate a PhD trajectory. Following the termination procedure, a deregistration from the administrative systems of the Graduate School will be carried out. This deregistration means the PhD candidate can no longer pursue the PhD doctorate at Delft University of Technology. Any termination that affects the employment agreement should be settled with the department head and HR and concerns a separate trajectory beyond the graduate school's responsibility.

Please find below the different scenarios for terminating a PhD trajectory and the required steps for each in general terms.

Scenario 1: Your PhD candidate wants to stop their PhD trajectory.

Scenario 2: You (the supervisors) want to stop a PhD trajectory. The PhD candidate agrees to stop the PhD trajectory.

Scenario 3: You (the supervisors) want to stop a PhD trajectory. The PhD candidate does not agree to stop the PhD trajectory.

In all three scenarios, it is imperative that you inform the FGS director about the situation. They play a pivotal role in addressing any termination processes and can provide guidance on the next steps.

Information on specific actions in each scenario will be included shortly on the GS webpage "[the supervisor situation](#)" in "related document". If there are any questions or doubts, please get in touch with your Faculty Graduate School or get in touch with the University Graduate School office (GS@tudelft.nl) or the executive secretary of the Board for Doctorates in case of scenario 3.

Steps to take in case of Scenario 1

When your PhD candidate wants to stop, the PhD candidate can write a brief motivation letter to the Faculty Graduate School (FGS) and the supervisor. The FGS will communicate and share the PhD's information with the University Graduate School (UGS). The UGS will deregister PhD candidates from the Graduate School archives on behalf of the Board for Doctorates (BfD), and this deregistration will take place within a limited amount of time. We expect that the PhD candidate has informed the supervisors about their decision to stop, and you, as a supervisor, agree to the termination. HR and the FGS may conduct a follow-up exit conversation with the PhD candidate.

Steps to take in case of Scenario 2

When the supervisors want to terminate the PhD trajectory, and the PhD candidate agrees to this, the supervisors must file a request stating one or more of the reasons listed in Article 7.9. For legal purposes, the wish for termination of the

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PhD trajectory should be motivated with supportive arguments that support and preferably include the active consent of the PhD candidate (in writing) and stated in the motivation. The promotor(s) should send the request to the FGS, who will communicate it to the UGS. The UGS will send a formal deregistration letter on behalf of the BfD. A deregistration letter will always contain a clause in which the PhD candidate can file an objection to the BfD within 6 weeks of the deregistration date.

Steps to take in case of Scenario 3

When there is a disagreement about the termination of a PhD trajectory, the supervisors must file a request stating one or more of the reasons listed in Article 7.9 to terminate the PhD trajectory. The promotors should submit the request to the BfD via the FGS. The BfD will ask the FGS director to hear all parties involved and build a dossier to support the decision-making process. The FGS director will discuss the options for a mediated solution. When the arranged mediation fails, the BfD will evaluate the submitted dossiers and ask for additional information from the relevant stakeholders, if needed, before making a final decision. The BfD will decide, after having exhausted all possibilities in collaboration with the FGS, to settle the dispute amicably.

In case of termination, a formal deregistration letter will be sent on behalf of the Board for doctorates via the executive secretary and BfD mail address. A deregistration letter will always contain a clause in which the PhD candidate can file an objection to the BfD within 6 weeks of the deregistration date. The arbitration committee will take up any objections in line with the Doctoral Regulations articles 19 and 20. Rest assured, the process is designed to be fair and respectful of everyone's rights.

Inform the FGS director about the situation. They play a crucial role in escalating or de-escalating the situation and can redirect you to the correct entry points for addressing your concerns if necessary.

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7.7. In addition to a termination of the Doctoral Programme as referred to in paragraph 6 of this article, the Doctoral Programme will end and the doctoral candidate's registration at TU Delft will be terminated:

- through termination by the doctoral candidate;
- through termination by the Board for Doctorates.

7.8 If the doctoral candidate wishes to terminate the Doctoral Programme, the doctoral candidate will inform the Board for Doctorates in writing, stating the reasons. The Board for Doctorates can ask the doctoral candidate, the director of the Faculty Graduate School involved and/or the (co)promotor for a clarification.

7.9 The Board for Doctorates can proceed to terminate the Doctoral Programme if:

- a) the doctoral candidate does not fulfil interim agreements with the promotor after being repeatedly summoned to do so in writing;
- b) it repeatedly appears, from interim progress evaluations, that the doctoral candidate is not making such progress that the doctoral candidate is expected by the promotor to be able to submit a (draft) doctoral dissertation which meets the requirements set by the promotor on the grounds of the latter's responsibility for the doctoral dissertation as a basis for the promotion;
- c) the doctoral candidate has not, during a period of at least six months, responded to repeated requests by the promotor for detailed consultation about the content and progress of the (draft) doctoral dissertation;

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- d) the Board for Doctorates decides not to appoint another promotor as referred to in Article 10 paragraph 6;
- e) the Board for Doctorates, acting on a proposal by the director of the Faculty Graduate School involved or otherwise, deems that it cannot reasonably be demanded of the TU Delft to continue with the Doctoral Programme.

The termination by the Board for Doctorates will take place in writing, stating reasons.