



Twin Palm Leadership University

Charter for Doctoral Candidates

Approved by Board of graduate & Post-graduate Studies and adopted by the By the Senete
Date adopted on 13th January 2017

TPLU

Preamble Validity of the regulations

1. This Charter applies to all types of doctoral candidates at Twin Palm Leadership University.
2. The Charter states when a particular regulation applies to a specific type of doctoral candidate.
3. The pronouns 'he/his' used in this Charter also refer to the female equivalent, 'she/her'.
4. Wherever this Charter speaks of 'doctoral thesis', this may also be read as or Dissertation
5. The Senete of the Twin Palm Leadership University adopts the Charter after having heard the Board of graduate & Post-graduate Studies. Board of graduate & Post-graduate Studies may propose changes.

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Chapter 1 Definitions of terms

Article 1 Definitions of terms

The meaning of the terms used in this Charter is the same as the meaning of the terms used in the Higher Education Authority 2013 Act, Zambia Qualification Authority Act of 2013, Zambian Labour Law and the Doctoral Regulations of Twin Palm Leadership University.

The following terms have the following definitions:

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|---|----------------------|--|
| a | Act | Higher Education Authority 13 Act |
| b | assessment | assessment of the manner in which the employed doctoral candidate or the employee obtaining his doctorate performed his duties and his conduct during the performance of these duties, in accordance with the employment code of 2020 |
| c | progress interview | interview for non-employees during which the thesis supervisor discusses the progress of the doctoral process with the doctoral candidate, |
| d | thesis co-supervisor | senior lecturer or doctoral graduate, who has expertise in (part of) the subject described in the doctoral thesis/technical design and has been appointed by the Doctorate Board to assist the thesis supervisor at his request in supervising the doctoral candidate in his completion of the doctoral thesis/Dissertation. |
| e | faculty dean | Dean of a faculty of Twin Palm Leadership University. |
| f | Graduate Board | Board for overall policy on TPLU, in particular the decentralised TPLU clusters, |
| g | Doctorate Board | Board which acts on matters concerning the conferral of doctoral degrees |
| h | Doctoral Regulations | Doctoral Regulations of Twin Palm Leadership University |
| i | CH | Credit Hours, a credit which equals 28 hours of study, as provided in the Act |

- j doctoral programme individual programme of a doctoral candidate consisting of a research project which may result in a doctoral thesis and an education programme of, in principle, 60 Credit Hours, part of which may already have been included in a corresponding Master programme,
- k HR Service Department Human Resources,
- l doctoral candidate a person who has been admitted by the faculty dean to a doctoral programme and has an agreement with an (intended) thesis supervisor to conduct doctoral research, which may result in a doctoral degree. Before the thesis supervisor is formally appointed by the Doctorate Board, the term ‘prospective’ doctoral candidate is used,
- m Qualifier or Board of Examiners a meeting during which the doctoral candidate is assessed and it is decided whether the research proposal is of a sufficient level and whether it is likely that the prospective doctoral candidate will complete his doctoral project within the remaining period.
- n thesis supervisor a lecturer, associated with a University, who has been appointed as such by the Doctorate Board. Before the thesis supervisor is formally designated by the Doctorate Board, the term ‘intended’ thesis supervisor is used,
- o daily supervisor senior lecturer or doctoral graduate who supervises the doctoral candidate on a daily basis and may be appointed thesis co-supervisor by the Doctorate Board after the qualifier, as laid down in the Doctorate Regulations,
- p TGS Twinpalm Graduate School, the University section that registers doctoral candidates,
- q TGS Cluster Leader meeting representatives of decentralised TGS clusters,

r	TGS Dean	Dean of the Twinpalm Graduate School,
s	TGS programme	study path which supports doctoral candidates in their research and education in the form of a format for coherent and recognisable doctoral degree programmes, part of which may already have been included in a corresponding Master programme,
t	TGS Council of Doctoral Candidates	representing council of doctoral candidates at the University, currently the PhD Network of TPLU
u	T&SP	Training and Supervision Plan
v	University	Twin Palm Leadership University
w	CCCU	Christian Council of Colleges & Universities
x	doctorate agreement	agreement between a non-employee and the University concerning a doctoral programme
y	employee	a person employed by the University,
z.	EC	Employment Code of 2020

Article 2 Types of doctoral candidates

1. Twin Palm Leadership University has the following types of doctoral candidates
 - 1a. Employed doctoral candidate: a doctoral candidate who is temporarily employed by the University and holds a paid doctoral candidate position; Staff Development
 - 1b Employee obtaining a doctorate: University employee who has been admitted to a doctoral programme and has an agreement with a thesis supervisor to conduct doctoral research,

- | | | |
|----|--|--|
| 2a | doctoral candidate with grant from the University | doctoral candidate who is not employed by the University and who is in receipt of a grant from the University for his doctoral research |
| 2b | doctoral candidate with grant from another organisation: | doctoral candidate who is not employed by the University and who is in receipt of a grant from another organisation for his doctoral research |
| 3 | Externally funded doctoral candidate: | doctoral candidate who is not employed by the University and who receives funding and/or time for his doctoral research, for instance by his employer ³ |
| 4 | External doctoral candidate: | Doctoral candidate who is not employed by the University and who receives no funding or time for his doctoral research ⁴ |

2. Most employed doctoral candidates are engaged in a predetermined object of research which is described in a vacancy announcement or other recorded contract or agreement. All other doctoral candidates, hereinafter referred to jointly as ‘non-employed doctoral candidates’ or specifically as ‘doctoral candidates with a grant’, ‘externally funded doctoral candidates’ and ‘external doctoral candidates’, may put forward subjects of research within the research area of the research group (in consultation with the intended thesis supervisor).

Chapter 2 Programme

Article 3 Mission of the Twin Palm Graduate School

As a leadership university with the goal of Raising Informed Leaders for a better society our mission is to train and educate excellent researchers, usually at the start of their career, and to present and promote excellent research via clustered or separate doctoral programmes. The doctoral candidates are trained to prove their competence by means of a doctoral thesis. With this mission, the TGS aims to improve the quality of research and education, to accentuate the University's identity and profile and to differentiate and individualise the specific doctoral programmes and services for its participants.

Article 4 Exit qualifications

1. The exit qualifications of the doctoral programme are:

***Area of competence* After the doctoral candidate has obtained his doctorate, he is expected to have the following qualifications:**

<i>1. Skills and techniques in the research domain</i>	<ul style="list-style-type: none">- Has a systematic insight in his own field(s) of study and has a command of the research methods used in this field of study.- Makes a contribution to extending the boundaries of knowledge through an extensive amount of work, which deserves to be published in national and/or international scientific literature.
<i>2. Research management</i>	<ul style="list-style-type: none">- Has the ability to design, develop, implement and adjust an extensive research process using the appropriate integrity of a researcher.- Has been trained to accept a prominent position in research, society or the business sector
<i>3. Research environment</i>	<ul style="list-style-type: none">- Is able to explain/use the most important concepts in the research environment, e.g. financing, integrity, safety, research principles.- Has a clear picture of the position and role of his own research within the research group and the national and international scientific research community.

	- Is able to cooperate with other researchers and stakeholders in the execution of research; has the ability to combine insights from various disciplines and sub-disciplines and to cooperate with researchers from different backgrounds.
4. <i>Social context of research</i>	- Is able to identify the needs for new research in society and the business sector. - Is able to place the importance of his own research in a social perspective.
5. <i>Networks and teamwork</i>	- Participates in developing and maintaining relevant internal and external (academic) research networks and research teams
6. <i>Communicative skills</i>	- Communicates with colleagues, the broader scientific community and society as a whole (dialogue) about his area of expertise (large scope).
7. <i>Personal effectiveness</i>	- Is able to deliver an excellent performance when it comes to work and studies. - Is able to divide his time and meet deadlines. - Is able to reflect on his own effectiveness and to improve it.
8. <i>Career management</i>	- Formulates a vision of his career after having obtained his doctorate and takes steps that promote his career.

1a. Other exit qualifications of the doctoral programme are:

1 Degree Systematic acquisition and understanding of a substantial and complex body of knowledge which is at the forefront of an academic discipline or area of professional practice. Creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extending the forefront of the discipline, and merit publication.

Create, conceptualise, design and implement an investigation for the generation of new knowledge and/or adjust the design of the investigation in the light of unforeseen problems. Make expert judgements on complex issues in specialized

2	fields, often in the absence of complete data, and communicate ideas and conclusions clearly and effectively to specialist and non-specialist audiences. Undertake pure/applied research and development at an advanced level, contributing substantially to the development of new techniques, ideas or approaches.
3	Possess qualities, ethics and transferable skills necessary for utilisation in varied contexts requiring the exercise of full personal responsibility and largely autonomous initiative in complex and unpredictable situations. Demonstration of intellectual independence, authoritative judgement, adaptability and responsibility as an expert and leading practitioner or scholar. Undertake extended learning with a view to continuous generation of new knowledge.

2. Criteria for assessment of thesis and doctoral candidate

The criteria on which the thesis is assessed are as follows:

- Choice of topic and relevant research areas
- Command of the relevant literature
- Adequacy of the study design and the methodology applied to the issues researched
- Quality of the research data and the analysis of those data

- Quality of the conclusions in the context of the original research question, the data and the evidence provided.

The doctoral candidate:

- performs as an independent researcher, demonstrating the ability to:
 - formulate relevant research questions
 - conduct original academic research
 - publish in leading academic journals (or create and describe an original design)

- relate his research to the relevant academic discipline(s) and the broader academic context
- relate his research and the results to the broader social context.

Article 5 Programme content

1. An individual doctoral programme consists of:
 - part of a corresponding Master programme (optional);
 - a research project resulting in a doctoral thesis;
 - an education programme of, in principle, 60 Credit hours
2. The education programme referred to under point 1 consists of in-depth subject-specific courses, for example as indicated in the TGS programmes and activities in the area of academic skills and career orientation, in roughly equal shares, to be determined by the thesis supervisor and the doctoral candidate. The purpose of these activities is to support the doctoral programme and to help the doctoral candidate to obtain his exit qualifications.
3. Under certain conditions, education and supervision activities may form part of the doctoral programme. Specific regulations have been laid down in PhD prospectus
4. PhD prospectus must include a list of subjects to be taken within the context of the education programme.
5. Credit Hours can be obtained by taking PhD courses as offered by the university. CHs can also be obtained by attending national and international conferences and participating in activities by national research schools or other partners, or certain courses under the University's Master's programmes. Further provisions governing the obtaining of CHs in the context of the education programme are laid out in the PhD prospectus.
6. Exemptions from parts of the education programme, for example based on previously acquired skills (EVCs), can be submitted by the thesis supervisor to the TGS Dean, who will decide on this (after consulting the faculty dean, if necessary). Exemptions from 30 Credit Hours will be referred to the Doctorate Board.

Article 6 TGS education certificate

1. The thesis supervisor evaluates the performance delivered by the doctoral candidate in his education programme. After a positive assessment, the thesis supervisor submits the completed T&SP to the TGS Dean, along with a statement that the doctoral candidate completed the education programme in accordance with the T&SP and the TGS programme (if applicable).
2. The TGS Dean is responsible for the quality assurance of the doctoral educational programmes and consults the faculty dean, if necessary. The TGS issues a TGS education certificate for approved education programmes, which states that the doctoral candidate has met the requirements of the education programme of the doctoral programme according to the T&SP. The TGS education certificate is signed by the TGS Dean and the thesis supervisor.
3. The TGS education certificate contains a supplement with an overview of the education programme.
4. The TGS education certificate is issued during the doctoral defence ceremony.

Article 7 Quality control

1. The Doctorate Board is responsible for the quality of all doctoral programmes.
2. In order to guarantee the quality of the education programme, the specific doctoral courses are assessed under the supervision of the TGS Dean. The evaluation results are discussed in the TGS Cluster Leaders meeting. Where necessary, steps are taken to improve the quality.
3. The PhD programme as a whole is evaluated regularly, focussing on issues such as supervision and support, by means of tools such as the final evaluation questionnaire, exit interviews and participation in the national PhD survey.

Chapter 3 *Application, selection, admission and term of the agreement*

Article 8 **Application or expression of interest**

1. The University website offers interested prospective doctoral candidates the opportunity to apply.
2. Applicants for a vacant doctoral candidate position are referred to the application procedure for employees (employed doctoral candidate, Article 2.1.a).
3. A chair holder (professor) who is interested in a potential candidate and the intended research may consider the possibilities to admit the person who expressed interest as a doctoral candidate with a grant, an externally funded doctoral candidate or an external doctoral candidate. The faculty of the chair holder may issue a conditional admission letter in order that the potential candidate can apply for financing; the faculty dean must, however, approve the research plan and budget for the entire doctoral phase before a doctoral candidate can be admitted.

Article 9 **Selection**

1. The intended thesis supervisor first makes a selection from the applications for positions for employed doctoral candidates. Selected registrations will be submitted to a selection committee. The selection committee consists of the intended thesis supervisor, any daily supervisor(s) and a staff member of another chair, if necessary supplemented with other experts, at the discretion of the intended thesis supervisor. The selection committee is chaired by the intended thesis supervisor. The selection committee is obliged to ask the HR department⁶ for advice. The selection committee checks, among other things, whether the registered person meets the admission requirements and conducts a recruitment interview. It is highly advisable to invite the selected person for a meeting at the University, in order for him to become familiar with the TPLU environment and the research group (and vice versa).
2. The intended thesis supervisor makes a pre-selection of applications addressed to him by potential doctoral candidates with a grant, externally funded doctoral candidates and external doctoral candidates. If the fit is not good, he may forward the application to a more suitable TPLU colleague. A selection interview can then take place with the intended thesis supervisor, any daily supervisors and at least one staff member of another chair, supplemented, if

necessary, with other experts, at the discretion of the intended thesis supervisor. The selection committee checks, among other things, whether the registered person meets the admission requirements, the candidate's motivation and the quality and originality of his research ideas. It is highly advisable to invite the selected person for a meeting at the University, in order for him to become familiar with the TPLU environment and the research group (and vice versa).

3. Any agreements on a doctoral project with employees obtaining their doctorate will be recorded in the annual performance appraisal report and submitted to the faculty dean for approval.

Article 10 Admission

1. In order to be admitted to a doctoral programme, an applicant or a person who expressed interest must meet the following requirements:
 - a. Doctoral candidates may only be admitted if their Master degree(s) and further academic record are approved after evaluation;
 - b. Doctoral candidates with a HEA approved certificate.
 - c. Sufficient funds must be guaranteed for the full doctoral programme, to be assessed by the faculty dean. These funds include research-related expenses and the education budget.
 - d. Non-employed doctoral candidates are obliged to pay tuition fees.
2. The decision to admit an applicant or registered person to a doctoral programme is made by the intended thesis supervisor, after the approval of the faculty dean.
3. The employed doctoral candidate accepts an appointment, in conformity with the employment code.
4. In case of employed doctoral candidates or employees obtaining their doctorate, the faculty dean will decide on approval and the TGS is informed by HR of the starting date of the doctoral candidate. The TGS will then initiate registration.
5. In case of non-employed doctoral candidates, the thesis supervisor must submit to the faculty dean a doctorate agreement between the doctoral candidate and the University, which sets out the financing (not applicable to external doctoral candidates), the time schedule, logistics and the facilities necessary for the entire doctoral research project. The faculty dean gives his final

approval to this formal agreement, after consultation with HR concerning the fiscal status. The TGS is informed by HR of the starting date of the doctoral candidate. The TGS will then initiate registration.

6. In all cases, also in case of part-time research with external doctoral candidates, the agreement must set out the intended start and end date of the doctoral project.
7. All admitted doctoral candidates must be registered by HR as soon as possible after the start of the employment or doctorate agreement and included in the doctoral candidate monitoring system. An intake interview with the TGS will then take place.
8. Before the thesis supervisor is formally designated by the Doctorate Board, the terms 'prospective' doctoral candidate and 'intended' thesis (co-)supervisor(s), may be used.

Article 11 Term of the agreement

1. A nominal doctoral programme without exception takes three (3) years.
2. Employed doctoral candidates enter into employment (with a 3-month probation period for:
 - a. no more than 3 years if the doctoral candidate is employed full time (for 40 hours per week);
 - b. no more than four years if the doctoral candidate is employed for 32 hours per week.
 - c. No more than five years in combination with extra educational responsibilities.
3. A doctorate agreement with doctoral candidates with a grant and externally funded doctoral candidates is concluded for 3 or 4 years.
4. A doctorate agreement with employees obtaining their doctorate and external doctoral candidates is concluded for at least 2 years and no more than 6 years.
5. The possibilities and regulations with respect to extension of the agreement have been laid down in the prospectus

Chapter 4 *Training and supervision; education activities*

Article 12 **Training and Supervision Plan (T&SP)**

1. A training and supervision plan (T&SP) must be drawn up for each doctoral candidate. In consultation with the thesis supervisor, the doctoral candidate draws up a T&SP, taking into account the requirements set in this Charter, any TGS programme, and, if applicable, the sponsor and other stakeholders. The T&SP has to be entered by the candidate and approved by the thesis supervisor in the doctoral candidate monitoring system within three months after the start of the doctoral programme.

2. The T&SP includes, in any case:
 - a. What knowledge and skills must be acquired and how such knowledge and skills must be acquired.
 - b. Who the (intended) thesis supervisor of the doctoral candidate will be and who will act as daily supervisor(s). At least one thesis supervisor and one daily supervisor must be mentioned. After the qualifier, a daily supervisor may be appointed thesis co-supervisor;
 - c. the extent, in number of hours per month, of the minimum personal supervision by the thesis supervisor and the appointed daily supervisor to which the doctoral candidate is entitled;
 - d. a data management plan in line with the data management policy of the faculty, indicating in which trusted repository the underlying data of the research will be deposited at the end of the PhD project.
 - e. An overall plan for the total number of working hours for employed doctoral candidates whose doctoral programme is financed by an external financing institution requiring such planning.

3. The T&SP is a working document. During the first year, at the time of the qualifier or Board of Examiners the T&SP is adjusted for the remaining period; after that, it may be adjusted during each annual assessment or progress interview, or more often as required.

Article 13 Education activities

1. Employed doctoral candidates may be engaged in educational activities (teaching and supervision or other relevant activities) as part of the doctoral programme. These activities must be limited to no more than 20% of their time.
2. Apart from their doctoral activities, employees obtaining their doctorate also perform educational and/or other activities.
3. Doctoral candidates with a grant, externally funded doctoral candidates and external doctoral candidates are no TPLU employees and therefore do not teach, in principle. For these doctoral candidates, teaching and supervision (and other relevant activities) can only form part of the education programme if these activities are described in the T&SP, contribute to the development of the doctoral candidate's skills and career orientation, are performed under the supervision of a senior staff member, and are expressed in CHs on the TGS education certificate.

Article 14 Supervision

1. Regular meetings must be held between the doctoral candidate, the (intended) thesis supervisor and the daily supervisor(s). The frequency of these regular meetings will be determined in joint consultation between the doctoral candidate, the daily supervisor(s) and/or co-supervisor(s) and the thesis supervisor(s).
2. At least once a year, an assessment or progress interview will be conducted between the thesis supervisor and the doctoral candidate, also attended by the daily supervisors and/or co-supervisors. During this interview, the T&SP, which is a dynamic document, may be adjusted and agreed upon.
3. At the end of the last-but-one year, the planning for writing and finishing the doctoral thesis and the defence will be discussed during the (third) annual assessment or progress interview.
4. A doctoral candidate will be assigned a minim of 3 supervisors
 - i. Content Expert Supervisor
 - ii. Research methodology instructional supervisor
 - iii. Independent Examination supervisor.

Chapter 5 Qualifier/Board of Examiners, Assessment / Progress review and defence

Article 15 Qualifier/Board of Examiners

1. The qualifier is a meeting organised by the intended thesis supervisor, which serves to provide the prospective doctoral candidate with subject-specific feedback on his research, from the perspective of those who are active in this field of study. During this meeting, the prospective doctoral candidate presents his first results and the research proposal for the remaining period. The presentation is followed by a discussion.
2. The main goal of the qualifier is to assess whether the research proposal is of a sufficient level and whether it is likely that the prospective doctoral candidate will complete his doctoral project within the remaining period.
3. The qualifier is attended by the qualifier committee, existing of at least the intended thesis supervisor, the daily supervisor(s) and at least one professor or senior lecturer qualified to supervise doctoral candidates from outside the chair.
4. The qualifier is held between 6 and 9 months after the start of the employment or after the start of the doctorate agreement or, in the case of part-time research (<50%), after a maximum of 1 year.
5. The intended thesis supervisor is responsible for the organisation of the qualifier and informs the doctoral candidate of this at least four weeks in advance.
6. As input for the qualifier, the doctoral candidate draws up a progress report of no more than 2 pages, containing his results and (adjusted) planning on the form provided and submits it to the members of the qualifier committee at least 1 week before the qualifier meeting.
7. The assessment of the doctoral candidate by the qualifier committee is based on the evaluation of the research results achieved so far, the assessment of scheduled future research activities and the doctoral candidate's performance. The assessment will be substantiated and recorded in writing in the qualifier report:
 - "SUFFICIENT" means that the committee believes that the research proposal is of sufficient level and it is likely that the prospective doctoral candidate will complete his doctoral programme within the remaining period.
 - "INSUFFICIENT" means that the committee believes that the research proposal is of insufficient level and/or it is unlikely that the prospective doctoral candidate will complete his

doctoral programme within the remaining period. The committee will mention specific targets for improvement that can be achieved in a period of three months.

8. The thesis supervisor includes the qualifier committee's report in the doctoral monitoring system. If the qualifier committee's report is negative, the thesis supervisor notifies the faculty dean as soon as possible. If the qualifier committee is unable to reach agreement on the assessment, the faculty dean will decide.

Article 16a Assessment of employed doctoral candidates and employees obtaining their doctorate

This article only applies to employed doctoral candidates and employees obtaining their doctorate

Qualifier committee's assessment is "sufficient":

1. The thesis supervisor records the qualifier report in the doctoral monitoring system.
2. If the qualifier committee's assessment is positive, the doctoral candidate submits a request for appointment of thesis supervisor(s) to the Doctorate Board.

Yearly assessment from second year onwards:

3. Each year after the first year, the thesis supervisor conducts an assessment of the doctoral candidate.
4. The doctoral candidate writes a progress report of max. 2 pages with the results and (adjusted) planning as input for the annual assessments as part of the T&SP. The thesis supervisor records the assessment results in the doctoral monitoring system.

Qualifier/Board of Examiners' committee's assessment is "insufficient":

5. If the assessment is "insufficient", the faculty's HR department is notified as soon as possible.
6. Within two weeks after publication of the qualifier report, an interview takes place between the thesis supervisor and the doctoral candidate about the report. During this interview, agreements are made about the improvement period. Both before and during the interview, the doctoral candidate has the opportunity to respond to the assessment. The thesis supervisor will draw up a report of the interview. The doctoral candidate may be accompanied by a person during the interview.
7. If necessary, the thesis supervisor can decide to adjust the assessment based on the interview, in which case the thesis supervisor will inform the doctoral candidate in writing of his

decision. The doctoral candidate will sign the assessment as seen, even if he disagrees with its contents.

8. The assessment and any written response from the doctoral candidate are recorded in the doctoral monitoring system.

Improvement period:

9. In case of a negative assessment by the qualifier committee in the first year, the doctoral candidate will be given the opportunity to meet the specific points for improvement and required results within an improvement period of no more than 3 months. At the end of the improvement period, the qualifier committee will meet a second time to assess the doctoral candidate. The thesis supervisor then discusses the assessment with the doctoral candidate.
10. If the assessment is negative in the subsequent year (or years), the doctoral candidate will also be given the opportunity to meet the specific points for improvement and required results within an improvement period of no more than 3 months. At the end of the improvement period, the thesis supervisor will conduct an assessment and discuss it with the doctoral candidate.
11. If the evaluation following an improvement period is unsatisfactory, the faculty dean may propose to the Senete that the employed doctoral candidate's employment contract be terminated. As soon as the employment contract has been terminated, the doctoral candidate will be deregistered with the TGS. Moreover, agreements will be made on the termination of the doctoral research project by the doctoral candidate. For employees obtaining their doctorate, the termination of the doctoral activities and any labour law-related consequences will depend on prior agreements made on the doctoral process.
12. In case the evaluation following an improvement period as referred to in paragraph 9 is sufficient, and the thesis supervisor has not yet been appointed, the doctoral candidate still submits a request to appoint thesis supervisor(s) to the Graduate and Post Graduate Committee.

Article 16b Progress review of other doctoral candidates

This article does not apply to employed doctoral candidates and employees obtaining their doctorate.

Qualifier committee's assessment is "sufficient":

1. The thesis supervisor records the qualifier report in the doctoral monitoring system.
2. After a positive result from the qualifier, the doctoral candidate will submit a request for appointment of the thesis supervisor(s) and, if applicable, thesis co-supervisor(s) to the Doctorate Board.

Yearly assessment from second year onwards

3. Each year after the first year, the thesis supervisor conducts a progress interview with the doctoral candidate.p
4. The doctoral candidate draws up a progress report of no more than 2 pages, containing his results and (adjusted) planning, as input for the annual progress interviews and as part of the T&SP. The thesis supervisor records the progress interviews in the doctoral monitoring system.

Qualifier/ Board of Examiners committee's assessment is "insufficient":

5. If the result of a qualifier or progress interview is negative, the doctoral candidate will be given the opportunity to act upon the specific points for improvement mentioned during the qualifier or progress interview and to meet the required results within an improvement period of no more than 3 months. As a result of a negative progress interview after an improvement period, the doctorate agreement may be terminated and the doctoral candidate may be deregistered with the TGS. In that case, agreements will also be made on the termination of the doctoral research project. Complaints, appeals or objections by non-employed doctoral candidates may be lodged to the Examination Irregularities Communi

Article 17 Defence

1. At least 6 months before the intended date of the doctoral thesis defence ceremony, the thesis supervisor and the doctoral candidate must start the application for admission to the defence ceremony via the doctoral monitoring system.
2. The research charter describe the procedure for the public defence of doctoral thesis or technical design and the conferment of the doctoral degree.
3. Summary of Defense
 - Topic Proposal – Defebse before the research instructor

- Proposal Defense
- Final Research Defense

Chapter 6 Miscellaneous

Article 18 Finances

1. The doctoral candidate's total budget (in accordance with the requirement set) must be approved by the faculty dean, according to the applicable procedure.

2. Non-employed doctoral candidates are obliged to pay tuition fees unless those on scholarship
3. The education budget, i.e. the financial resources required for the (external) education activities, must be recorded in the faculty. The thesis supervisor is responsible for the proper use of this budget.
4. The research budget, i.e. the financial resources required for performing the research (for laboratories, fieldwork, etc.), must be recorded in the faculty. The thesis supervisor is responsible for the proper use of this budget.

Article 19 Facilities

1. Information for and about the TGS, doctoral courses and administrative procedures will be provided via the TPLU website.
2. In principle, all doctoral candidates can make use of the same general University facilities. However, this may depend on the status of the doctoral candidate.

Article 20 Supervision

1. The thesis supervisor is responsible for supervising doctoral candidates.
2. All doctoral candidates have the opportunity to talk to The Dean of Students
3. In exceptional cases, the doctoral candidate can contact the TGS. The TGS Dean may request the faculty to appoint a coach. The coach monitors the progress made by the doctoral candidate and is usually an employee of the faculty at which the doctoral candidate performs his research.

Article 21 Exit interview and evaluation

1. All doctoral candidates who have been admitted to the defence of their doctoral thesis will be asked to complete a questionnaire and will be given the opportunity to attend an exit interview with the TGS.
2. Any early termination of the programme of a doctoral candidate will be handled in accordance with faculty procedures and reported by the faculty to the TGS as soon as possible.
3. All doctoral candidates who terminate their doctoral programme early will be invited by the TGS for an exit interview before they leave.

Article 22 Terms and conditions of employment for employed doctoral candidates and employees obtaining their doctorate

The terms and conditions of employment for employed doctoral candidates and employees obtaining their doctorate as University employees will be laid down in the contract

Article 23 Possibilities for extension

1. In a limited number of situations, the maximum term of the agreement as referred to in Article 11 may be extended at the request of the doctoral candidate. The thesis supervisor must submit a substantiated proposal for this purpose to the faculty dean.
2. Any extension depends on the availability of the necessary resources, among other things.
3. For doctoral candidates with a grant and externally funded doctoral candidates, an extension is only possible if their sponsor provides additional resources for the extension or if another type of financing is available and allowed.
4. The faculty dean will make a decision after consulting the HR advisor and will inform the TGS of his decision.

Article 24 Conduct and Integrity

1. The TPLU contract sets out provisions on the conduct that is expected of anyone using University buildings and sites.
2. The University endorses the guidelines for scholarly integrity on research integrity are also relevant. All doctoral candidates are expected to comply with these guidelines and codes of

conduct. An introduction to scholarly integrity forms part of the education programme of doctoral candidates.

3. The University does not take lightly issues of plagiarism

Article 25 Intellectual property

Intellectual property rights are vested in either the assigning party, the subsidy granting party or the doctoral candidate himself/herself, unless otherwise agreed upon. Conditions may be laid down in the doctorate agreement (with respect to confidentiality, intellectual property and collaborative research, amongst others).

Article 26 Participation

1. Doctoral candidates are entitled to participate in decision-making through the University Council or, as far as the rights or obligations of employed doctoral candidates or employees obtaining their doctorate are concerned, through the Local Consultation.

2. The PhD Network of Twin Palm Leadership University, in its function of the TGS Council of Doctoral Candidates, is heard by the TGS director on relevant issues concerning the doctoral programmes and also has the right to advise, urge and inform the TGS Dean. A P-NUT representative is invited to attend the TGS Cluster Leaders meetings.

Chapter 7 Complaints and disputes

Article 27 Complaints and disputes

1. Employed doctoral candidates and employees obtaining their doctorate may submit any complaints on certain behaviour to the Senete.

2. Other doctoral candidates may submit any complaints to the Examination Irregularities Committee.

3. In case of any disputes on the assessment and defence of the doctoral thesis, the provision of the Doctoral Regulations will apply.

Chapter 8 Discrepancies, changes and implementation

Article 28 Discrepancies

1. In case of any discrepancies between the University's Doctorate Regulations and this Charter, the Doctorate Regulations will prevail.
2. In case of any discrepancies between guidelines, manuals or other regulations on the doctoral programme and this Charter, this Charter will prevail.

Article 29 Changes to the regulations

Changes to the contents of the Charter will be determined by the Senete of the University.

Article 30 Representative on the Doctorate Board

The following will be the representative on the Doctorate Board:

1. One Principle Officer of the Executive
2. One Officer from the Academic Department
3. Three Supervisors from each of the three catigpries
 - Content
 - Instructional
 - Examination
4. One External Examiner
5. Registrar as Secretary