

# ASCI Education Regulations

The aim of these regulations is to outline and establish all the concepts that are relevant to the smooth functioning of education in the ASCI research school.

## Article 1. Education Programme

The ASCI Education Programme consists of a compilation of this set of regulations and the ASCI course package which is revised when something is changed.

## Article 2. Primary Target Group

1. A doctoral student may be defined as an AIO (Assistant in Training), OIO (Researcher in Training) or grant recipient who, in accordance with ASCI directives, has been admitted to the research school.

Explanation: It is the body known as the Admissions Commission which decides whether or not individuals are eligible for ASCI. This commission consists of the chairmen of the Scientific and Education Commissions and the scientific director of ASCI who chairs that particular commission. Appeals against any decisions made by this Commission may be lodged with the chairman of the ASCI Board.

2. The education programme is intended for, and compulsory for, all ASCI doctoral students.

Explanation: the education programme therefore applies integrally to all doctoral students admitted to ASCI. The programme may not, in other words, be weighed up or partially applied to doctoral students partly affiliated to another research school.

## Article 3. Secondary Target Group

1. Doctoral students from other research schools may be admitted to ASCI courses.

Explanation: ASCI has drawn up agreements with other research schools so that doctoral students may benefit from courses given by different schools. Any doctoral students from outside ASCI may be asked to contribute financially in return for obtaining the right to follow ASCI courses

2. All ASCI members have automatic access to ASCI courses.

Explanation: This means that courses are open to all permanent and temporary academic personnel within ASCI. In principle, ASCI courses are also open to students who are in the final phases of their study. Clearly, though, no one course may be followed twice by the same student, i.e. once as an undergraduate and once as a doctoral student.

3. ASCI courses may only be followed by non-university post-academic participants if permission is received from the lecturer concerned and a course fee may well be demanded.

## Article 4. The Components of the Education Plan

For every doctoral candidate embarking on an ASCI course, an individual education plan is drawn up upon being admitted. Such an education plan comprises the following elements:

### 1. Courses

A course is a concentrated block of lectures and/or practicals given over the course of a number of whole days. The course days are preferably consecutive or, if not, concentrated within a space of 5 weeks. A course lasting for 5 days counts for 4 study points and a total of 2 weeks is allowed for reparation and rounding off. Testing takes place within a month of the course ending and an assessment is made. The test may consist of (A) having to complete a written assignment, (B) having to carry out a practical assignment, or (C) of having to write a "very short paper". The work (in the case of written or practical assignments) should be submitted preferably during the course or otherwise within 14 days of its ending and, within 4 weeks of the course ending, the work should have been assessed. It is possible that sometimes a "meeting up day" is organized so that the participants' work may be discussed.

Explanation: Testing is an essential aspect of responsible education and one which stimulates students to achieve greater and more active levels of participation and which is, moreover, in line with the intentions of the KNAW. No fixed guidelines exist on obligations to carry out practical work during the course. Such matters are left to the discretion of the lecturer who is expected to select a framework that is didactically sound.

### 2. Summer/Winter school

Summer/Winter school participation is rewarded with 2-4 study points. This depends on the workload of the specific school. The chair of the Education Committee decides on the number of points.

### 3. Work discussions, Seminar series, Colloquium series or Literature lectures

It is presumed that this section forms a part of each individual education plan and contains, for the full duration of the Ph.D. research period, both frequent progress debates on the research process of the relevant candidate and frequent meetings at the relevant ASCI institute, during which the doctoral student is required to give public talks on the (progress of) the study. Public meetings in which the literature relevant to the study is discussed in a work-group context also falls under this section of the course.

This section has an educational value amounting to a total of 6 study points.

### 4. Conferences or Workshops or Courses on writing and presenting

Attending a conference or taking part in workshop activities counts for 2 study points provided that the doctoral student concerned gives a paper or poster presentation.

Completing a course on writing or presenting a paper counts for 2 study points.

Explanation: The doctoral candidate would be well advised to prepare his or her lecture in collaboration with his or her supervisor and to possibly even have a trial run and then later to discuss, with the supervisor, how the presentation went when the conference or workshop is over.

## Article 5. The Individual Education Plan

1. Individual education plans are drawn up for all ASCI doctoral students under the supervision of the relevant ASCI supervisor and according to the following rules:

- An education plan should account at least for 24 study points.
- An education plan must include at least 3 courses and may include summerschools. Of these courses and/or summer school sessions, at least 2 and preferably 3, should be organized by ASCI. This section should account for at least 12 study points.
- An education plan provides, for the duration of the PhD period, sufficient work progress discussions and opportunities to attend seminars and colloquia. PhD students are expected to give at least 3 supervised presentations at these occasions. This section accounts for 6 study points.
- The education plan should include the attendance of conferences or workshops (at least 3) and/or courses on writing or presenting. This section should account at least for 6 study points.

Explanation: There is a general preference for education plans in which at least 2, but preferably 3 of the courses and/or the summer school are set up by ASCI. This has to do with the fact that doctoral students who work in cooperation with scientists outside ASCI should, nevertheless, be able to benefit from good quality courses. As far as the educational regulations go such students must fall either completely under a different research school or completely within ASCI, depending on where the main weight of their research project lies. It goes without saying that courses followed elsewhere should be of a standard that is high enough.

2. In exceptional cases the directives outlined in the previous article may be departed from when it comes to the matter of compiling an individual education plan. In cases such as these the supervisor is obliged to submit a report of the proposed education plan together with justifications. The Admissions Committee may, when assessing the education plan that has been submitted, turn to the ASCI Education Committee for advice.

3. The final responsibility for the execution of an individual education plan lies with the Education Committee which delegates this task to the relevant supervisor.

4. A copy of each individual education plan is kept in the ASCI's administration records.

Explanation: Copies of the various education plans must be kept in the ASCI administration department so that it is possible to report to the KNAW (Dutch Royal Academy of Science) whenever assessments are made.

## Article 6. The ASCI Certificate

1. Doctoral students who, by the time of their graduation ceremony, have completed their individual education plan will receive a signed certificate from the scientific director indicating that the graduate in question has completed his or her education plan at ASCI with success.

2. Further to the previous clause, should the PhD candidate also indicate in his or her thesis that the study was completed at ASCI and if this is accompanied by the ASCI logo - provided that this does not contravene the doctoral regulations of the relevant institute - and if 1 copy of the thesis is emailed to the ASCI Office ([www.asci-office@tudelft.nl](mailto:www.asci-office@tudelft.nl)) then the candidate will receive a contribution of €750 Euro towards the graduation costs.

Explanation: Further details on this particular rule may be obtained from the ASCI Office. Each thesis completed within ASCI is given a series number.

### **Article 7. Quality Control**

Each educational component that takes the form of a course followed within ASCI will be evaluated in one way or another.