

Absence protocol Managing your PhD

Absence coach sessions

1st time absent

- Send email including a valid reason for not being present at the meeting (only if very well motivated) one week in advance to the two coaches, and with at least 1 promoter in CC.
- The PhD student still sends the assignment related to the particular meeting to the coaches before the meeting (obligatory).
- Coaches need to approve the reason for absence and the assignment.
 - If insufficient: an one-to-one meeting with a coach follows, during which the student needs to show active participation and commitment.

2nd time absent

Similar as above:

- Send email including a valid reason for not being present at the meeting (only if very well motivated) one week in advance to the two coaches, and with at least 1 promoter in CC
- The PhD student still needs to send the assignment related to the particular meeting to the coaches before the meeting (obligatory).
- Coaches need to approve the reason for absence as well as the assignment.

Additionally!

- Successfully pass the repair assignment (see below)
- An one-on-one meeting to compensate for the missed meeting
 - During this meeting, the repair assignment will be discussed with the coach.

Missing more meetings: no certificate!

Coaches contact Maaïke Bansema and both coordinators in CC, if a PhD student misses out > 2 sessions and/or the above is insufficient.

Absence Workshops

Only with a valid reason the missed workshops can be attended in another round of workshops. The PhD student is responsible to communicate this as soon as possible to Maaïke Bansema (m.h.bansema@umcg.nl).