

Proposed procedure for ORPHEUS labelling

(05.12.2012)

The basis for the labelling procedure is (a) a website for the graduate school in English and (b) a self-evaluation based on the ORPHEUS/AMSE/WFME PhD standards document. Labels should only be given to ORPHEUS members.

The website should contain all relevant details in English about the graduate school, for example:

- the background for the graduate school and the research environment
- the expected outcomes of the PhD programmes
- the admission criteria and enrolment procedures
- the length of PhD programmes (e.g. 3 year) and their content, including course requirements and type of courses offered, possible time in other institutions
- supervision policy: supervisor qualifications, duties of supervisors and duties of PhD students
- the requirements for the PhD thesis
- the procedure for assessing PhD theses
- description of the graduate school leadership and administration
- appeal procedures

The self-evaluation is performed with reference to the attached questionnaire, where a short response is requested for each of the standards listed in the ORPHEUS/AMSE/WFME PhD standards document ("basic standards" and "quality development").

In addition the following information is requested for the previous calendar year. If precise information is not available, then estimates should be given.

- Number of enrolments during year, and total enrolment at year's end
- Gender, age, etc. of PhD students
- Number of PhD degrees awarded. Number of dropouts
- Content of thesis. Number of papers (published or accepted), number of manuscripts in theses. If possible information on subsequent publication of manuscripts. Number of monographs.
- Actual length of study from enrolment to (a) submission, (b) defence.
- Number of supervisors, number of co-supervisors. Size of supervisor team for each student.
- Number of international PhD students.
- Number of students who spent time abroad at another institution.
- List of courses held in previous calendar year
- List of courses in supervision
- Any student evaluation
- A random sample of 10-20% of PhD theses accepted in previous calendar year

This information will be evaluated by the ORPHEUS executive committee and, if found satisfactory, a panel of two members of the committee will then make a short site visit to discuss points arising from the written material, and to meet with various stakeholders. There should be a geographical spread in the panel. Possibly, when EC members' institutions are being evaluated, there should be an external member of the panel. Institutions receiving a label will receive a diploma.

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