Utrecht University

PhD Manual
Information for (future) PhD students

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Universiteit Utrecht

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Information for (prospective) PhD candidates

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Contents

Section 1 Obtaining a doctorate at Utrecht University

1. Obtaining a doctorate at Utrecht University

Obtaining a doctorate requires dedication and motivation. That is because your doctoral research will make a significant and original contribution to the research being conducted at Utrecht University.

1.1. Developing as a professional

As a PhD candidate, you will attend courses arranged by Graduate Schools or other research schools in the Netherlands. A wide variety of courses, training programmes and conferences are available at the university and elsewhere. Additionally, you can count on getting professional help to explore your career perspectives (see section 6), while teaching, creating societal impact and looking for funding for future research (section 7).
Teaching students will often be part of your work.

1.2. Interdisciplinary collaboration

Collaboration with other PhD candidates is conducive to breakthroughs in knowledge, particularly in the case of research conducted on the interface between different disciplines. We encourage the sharing of ideas, methods and technologies.
That is why research groups and PhD candidates regularly meet to present their latest research to each other and exchange ideas. PhD candidates find this collaboration with colleagues inspiring, constructive and pleasant.

1.3. Open Science

Our university harbours substantial ambitions when it comes to Open Science. Funding providers are also increasingly making Open Science a condition scientists are required to meet. Open Science implies that scientists are required to share their research process and results – including data – as openly as possible right from the start of their research. By so doing, scientists create transparency and reinforce the scientific and societal impact of research.

1.4. Quality and integrity

Due care and integrity form the basis for research and are important conditions for fulfilling the university's primary tasks.
We exemplify professional, high-quality academic and scientific integrity and we endeavour to make ethically responsible choices in science, including having a responsible animal testing policy. Read more about the codes of conduct for academic and scientific integrity, research assessments and openness, and ancillary positions on uu.nl: https://www.uu.nl/en/research/research-at-utrecht-university/quality-and-integrity.

1.5. Diversity and inclusion

A diverse community of students and lecturers helps to build an inspiring and challenging learning environment. It is good preparation for working in a pluralistic society. Furthermore, diversity and inclusion enrich academic debate and foster intensive collaboration and exchange with civil society organisations.
Utrecht University considers it important to be a factor in bridging divides and creating equal opportunities for all. Diversity and inclusion in education, research and the organisation is therefore encouraged in various ways.

Section 2 Different types of PhD candidates

2.   Position of different types of PhD candidates

PhD candidates can be affiliated to Utrecht University in a number of ways. All PhD candidates, regardless of their position, must meet the same quality criteria for their thesis. In addition, Utrecht University considers it important that all PhD candidates have access to the same facilities, for example training programmes, as much as possible. PhD candidates' positions can affect their rights and obligations, however.

2.1. PhD candidate with employee status
If you are a PhD candidate who is employed by Utrecht University or the University Medical Center (UMC) Utrecht, you are known as a PhD candidate with employee status. As a PhD candidate with employee status you are covered by the Collective Labour Agreement for Dutch Universities. There is a separate salary scale with four increments for PhD candidates: P0 to P3. You can find current salary levels and further information about the collective labour agreement in the [Collective Labour Agreement of Dutch Universities](#).
Information about terms and conditions of employment, development, practical matters, HR and contact details can be found on the [UU intranet](#).

2.1.a Employee pursuing a doctorate
If you are employed by Utrecht University or the University Medical Center (UMC) Utrecht in a position other than that of PhD candidate and you have made arrangements to obtain a doctorate during working hours, you are known as an employee pursuing a doctorate. You should then come to agreements with your manager about which part of your working hours can be spent on doctoral research.

2.2. PhD candidate with a scholarship
A PhD candidate with a scholarship does not have an employment contract with the university but receives funding for doctoral research from an external scholarship provider. Besides the requirements a scholarship programme places on candidates, an added condition is that Utrecht University admits you as a PhD candidate. That means you must meet the entrance requirements, and that you have a prospective supervisor.

2.3. Externally funded PhD candidate
Externally funded PhD candidates are permitted to work on their doctoral research in their employer's time (which might be a government, company or research institute). They are often exempted from part of their work in order to conduct research. Their salaries are therefore paid by their employers, but their doctoral research is conducted under the guidance of a supervisor at Utrecht University.

2.4. External PhD candidate
External PhD candidates receive no funding for their doctoral research in the form of a salary or scholarship, but obtain their doctorates in their own time, supported by their own resources. Research is often conducted on a part-time basis and such candidates have no dedicated workspace at the university, which means that external PhD candidates are somewhat detached from the university. This demands a high degree of independence from such PhD candidates. The same requirements are placed on the quality of supervision and the thesis as in other types of doctoral programmes, however.
External PhD candidates receive guidance from a supervisor at Utrecht University.
Because of the part-time nature of the work, the programme plan will cover a longer period than that for other programmes. The intensity of the guidance will correspond to this. It is therefore essential to make agreements about progress with your prospective supervisor.

Section 3 Starting the doctoral programme

3.   **Starting at UU as a PhD candidate**

You have found a prospective supervisor and obtained a PhD place. Congratulations! What are the next steps?

3.1. **Doctoral programme in Utrecht**
Doctoral programmes at Utrecht University are hands-on. You are not a student but a researcher and you will conduct researcher by yourself from day one. This enables you to be a pioneer in your research group and develop your own ideas. You will maintain close contact with your supervisors and other colleagues throughout the programme.
A doctoral programme in Utrecht usually takes four years to complete. PhD research ends with a thesis comprising chapters or a series of articles.
An evaluation will take place about a quarter of the way through the programme to assess whether the quality of the research is sufficient to lead to a PhD: the "go/no go interview".

3.2. **Registration in 'MyPhD'**
Before a doctoral programme can start, all PhD candidates – regardless of type of doctoral programme – must register with MyPhD, the university PhD candidate tracking system. All the formal stages of your programme will be recorded in MyPhD in accordance with the rules and guidelines of the Board for the Conferral of Doctoral Degrees. PhD candidates can monitor their progress in their programme. Supplements may be entered during the course of the programme.

   3.2.1.   Documents and information required to register
It is useful to have the following documents to hand when registering in MyPhD:
- Your most relevant diploma
  - A copy of your most relevant diploma. If you have questions about the validity of foreign or other diplomas, ask the <u>Admissions Office</u>.
  - Name of institute, type of degree programme, type of diploma, date of diploma.
- A copy of a valid ID. If you wish, you may make your Citizens Service Number (BSN) illegible on the copy. <u>Rijksoverheid.nl</u> describes how to make a secure copy of your ID (only in Dutch).
- Working title of the thesis. This can always be altered at a later stage.
- Particulars of the supervisor(s) and co-supervisor(s). The particulars of the supervisor(s) and co-supervisor(s) who work for Utrecht University can be found in MyPhD. Fill in the particulars of supervisor(s) and co-supervisor(s) who do not work for Utrecht University providing as much detail as possible:
  - full name, initials, title
  - name of institute, address of institute, email.

Note:
- Faculties ask for specific information and documents when you register. If you have any questions about this, please contact the <u>faculty contact</u> for the faculty where your first supervisor works.
- Incomplete information and/or documents can adversely affect your exemption and/or admission to the doctoral programme, or the date of the doctoral thesis defence ceremony.

   3.2.1.1.   Contact MyPhD
- For more information about registration in MyPhD: please contact the <u>faculty contact</u> for the relevant faculty/department.
For more information about technical matters concerning MyPhD, please contact the IT Service Centre. Email: <u>ict-servicedesk@uu.nl</u>. Telephone: +31 (0)30 253 45 00.

3.3. **The Training and Supervision Agreement**
The agreements made between PhD candidates and their supervisor(s) and co-supervisor(s) are recorded in the Training and Supervision Agreement (TSA). Examples may include agreements about supervision, courses to be taken, maximum teaching obligations and career development.
The Training and Supervision Agreement must be filled in within three months of the start of the

doctoral programme. This applies to all PhD candidates who obtain a doctorate at Utrecht University, including those who are not employed by the university. Approval will be recorded digitally in MyPhD. Ask at your Graduate School how to arrange your TSA.

At the very least, the following is recorded in the TSA:
- supervision
- courses to be taken
- maximum teaching obligations
- career development.

3.4. Guidelines and procedures
A number of guidelines and regulations are relevant to you as a PhD candidate to ensure that the doctoral programme and the research meet all the university standards.

3.4.1.   Doctoral Degree Regulations
The Doctoral Degree Regulations lay down such matters as who is admitted to the defence of the doctoral thesis, how the supervisors and co-supervisors are designated, how the thesis should be developed, and the composition of the Assessment Committee. The regulations comprise:
- statutory provisions such as those laid down in the Dutch Higher Education and Research Act,
- conditions set by the Board for the Conferral of Doctoral Degrees at Utrecht University.

The PhD candidate and the supervisors and co-supervisors have a joint obligation to ensure that the doctoral degree regulations are adhered to before and during a doctoral programme.
See the letter from the Rector Magnificus containing procedures relating to obtaining a doctorate.

3.4.1.   Supervisors
You will be under the guidance of at least two supervisors during your doctoral programme. Your supervisor is a Professor or Associate Professor: since 1 January 2018 it has been possible to designate certain Associate Professors as supervisors. Please read the conditions which are based on the VSNU guide (PDF). You and your supervisor(s) and co-supervisor(s) jointly come to agreements about such matters as your progress.

3.4.2.   Quality assurance
To safeguard the quality of the doctoral programme, the Executive Board has set minimum requirements for the quality assurance system. Every Graduate School has a cyclical quality assurance system that enables the Board of Studies to monitor and continually improve the quality of the doctoral programme.

3.4.3.   Joint doctorates
Utrecht University has special regulations for joint doctorates. The regulations contain information on how to request permission for a joint doctorate at Utrecht University and the conditions which apply to such a joint doctorate.

Section 4 During your programme

4.   **During your doctoral programme**

You will learn a variety of skills during the doctoral programme and you will be expected to perform various tasks. Utrecht University has an extensive support network available to help you in all this.

4.1. **Training courses during your programme**
It is important to Utrecht University that PhD candidates enjoy their work and continue to develop. The Graduate Schools have an extensive range of training courses specific to your field as well as generic courses on offer which may help you. The Development Guide contains a variety of development opportunities, related to such topics as coaching, time management, mentoring, peer review, giving feedback, intercultural communication, English language skills and more. You can also learn Dutch or improve your Dutch. More information is available on UU intranet.

Taking a training course on academic and scientific integrity has become a permanent component of the programme for all PhD candidates who started after 1 September 2020. If you have teaching obligations as a PhD candidate, this also applies to training courses related to teaching.

4.2. **Storing data**
An important part of scientific research is the reuse of research data and the ability to verify it. Access to research data (as inclusive as possible) and the associated documentation makes science more efficient and more reliable and is often a condition set by research funders and journals. We store relevant data in a FAIR (Findable, Accessible, Interoperable and Reusable) and – where possible – open manner, while obviously giving due consideration to the limitations of privacy, sensitivity and intellectual property rights. Our maxim is "as open as possible, as closed as necessary".

To make research data accessible, it is important to prepare for it to be shared and reused correctly by applying good research data management (RDM) and by writing a Data Management Plan (DMP). Help is available for this:
- Online training 'Learn how to write your Data Management Plan', 0.5 credits for PhD candidates
- Research Data Management Support website with
  - useful guides, such as Data management planning, How to make your data FAIR
  - Tools, such as DMPonline, data management solutions, data publishing solutions
  - Services, such as Data Management Plan review
  - Training and workshops, such as Quick start to RDM, Introduction to R & Data, Handling Personal Data

And you can contact RDM Support directly for answers to specific questions: info.rdm@uu.nl.

4.3. **Involving the general public in your research**
Utrecht University supports public engagement as one of the ways of achieving societal impact. Public engagement focuses on private citizens without a professional role who are interested in or concerned about topics which you as a researcher are able to clarify. By definition, engagement is a two-way process, in which the focus is on interaction and listening, with the aim of generating mutual benefit. Public engagement starts with the question: what is happening in society? By looking at ways research can help to answer or clarify societal questions, a productive dialogue emerges between research and the public, which will benefit both.

If you are interested in involving the general public in your research, the Centre for Science and Culture can help you to find your audience, develop your skills and organise public engagement activities. See, for example, our inspiring examples and our annual course in collaboration with PROUT.

Please contact us at publicengagement@uu.nl or find more information, researchers' stories and useful tips about public engagement on the public engagement website and intranet. Or contact the Communications department or RSO in your faculty.

4.4. Teaching

In many cases, you have the opportunity to teach during your doctoral programme. At Utrecht University, teaching is an important part of the doctoral programme. The university gives PhD candidates all kinds of opportunities to develop their teaching capabilities. The Centre for Academic Teaching helps academics to provide and revamp their teaching by offering a broad range of courses to assist their professional development, an Education Incentive Fund (USO), educational support, guidance and advice on applying for external grants and a meeting place where they can learn with and from each other.

- PhD candidates who are interested in and new to teaching can enrol for Start to Teach, an introduction to the teaching model in Utrecht and a course on a number of didactic skills.
- The UU-wide programme Educate-it helps lecturers to introduce innovations and integrate blended learning in their teaching by means of available IT tools, which will activate students and remove obstacles that stand in the way of good teaching and education.
- You can also take part in all sorts of activities arranged throughout the year, such as the annual Education Parade, the Autumn Festival, the Strengthen-Your-Education-Week and the Utrecht Scholarship of Teaching & Learning Conference.
- If you are interested in a specific topic, visit one of our Special Interest Groups, where lecturers share knowledge and experience of specific topics.
- You can put all sorts of questions about day-to-day teaching to the online lecturers' community TAUU (www.uu.nl/tauu).

Contact: www.uu.nl/cat and cat@uu.nlcat@uu.nl

4.5. Health and well-being

A doctoral programme requires supreme effort and motivation. PhD candidates sometimes have to deal with high expectations and/or an excessive workload. A healthy work-life balance has a positive effect on your productivity and well-being in your work.

4.5.1.   Psychologist for PhD candidates

The psychologist for PhD candidates is there to help PhD candidates who are struggling with psychological issues caused by the doctoral process or which have a direct effect on it. The work of the psychologist covers the area between staff welfare counselling and traditional Mental Health Services. The psychologist for PhD candidates specialises in short-term help for:
- Anxiety symptoms
- Mood symptoms
- Concentration problems (possibly due to...)
- Fear of failure
- Motivation problems

The psychologist for PhD candidates is well aware of the unique position of PhD candidates, which enables him or her to offer effective help that is specifically geared to the PhD candidate. More information can be found here, or make an appointment.

4.5.2.   Confidential Adviser

Utrecht University has confidential advisers for various matters, such as academic and scientific integrity, undesirable behaviour or for general personal matters. These could be complaints or questions about managers, colleagues, the working environment or the way in which complaints or questions are handled. Contact one of these confidential advisers.

4.5.3.   Staff Welfare Service

Sometimes you may be confronted with incidents you are unable to resolve on your own. Problems may affect you to such an extent that your work suffers. In general, you should discuss such problems with your manager first. Your manager can then refer you to the staff welfare service. You can also contact the staff welfare services directly yourself. More information can be found on the UU intranet.

4.6. Networks for PhD candidates
PhD candidates at Utrecht University have the option of joining a network for PhD candidates.

4.6.1. Promovendi Overleg Utrecht (Prout)
Prout stands for 'Promovendi Overleg Utrecht', and is the network for PhD candidates at our university. This network represents all PhD candidates at Utrecht University and it participates in a national platform for PhD candidates: PhD Network Netherlands.

4.6.2. Utrecht PhD Party
Utrecht PhD Party (UPP) is one of the parties on our University Council. UPP was founded with the aim of uniting PhD candidates who are interested in having a say and to draw up an electoral programme with a specific focus on their needs. UPP collaborates with PhD candidates and temporary staff to support the party during the campaign and term of office of Members of the University Council. UPP therefore works closely with Prout.

4.6.3. Promovendi Netwerk Nederland
The Promovendi Netwerk Nederland (PhD Network Netherlands, PNN) is the national representative organisation run for and by PhD candidates. The PNN is currently a discussion partner on behalf of PhD candidates for the Association of Universities in the Netherlands (VSNU), the Royal Netherlands Academy of Arts and Sciences (KNAW), the Dutch Research Council (NWO), the Accreditation Organisation of the Netherlands and Flanders (NVAO), the Dutch Ministry of Education, Culture and Science, the unions, the Executive Boards of all Dutch universities and other organisations. In addition, the PNN is also the initiator and a member of the European Council for Doctoral Candidates and Junior Researchers (EURODOC).

4.6.4. International Neighbour Group
The International Neighbour Group (ING) is an informal network that organises a broad range of social activities for international employees, postdocs and PhD candidates.

4.6.5. China- UU Scholar Association
CUSA is the abbreviation for 'China-UU Scholar Association' and is an association started by Chinese PhD candidates.

4.6.6. PhD Councils
Each Graduate School has at least one PhD council, which represents PhD candidates at Graduate School level. The PhD councils have regular meetings with the Graduate School Board or the Faculty Board.

Graduate School	PhD Council
Graduate School of Geosciences	• *Geo PhD council* • *AiO Platform Earth Sciences*
Graduate School of Humanities	• *PhD council Humanities*
Graduate School of Law, Economics and Governance	• *LEG PhD council*
Graduate School of Life Sciences	• *PhD council GS-LS* • *Beta PC* • *VETPhDC* • *ImagO (medical imaging)*
Graduate School of Natural Sciences	• *GSNS PhD council* • *Debeye PhD committee*
Graduate School of Social and Behavioural Sciences	• *PhD council SBS*

Section 5 Doctoral thesis defence ceremony

5.   **Completing your doctoral programme**

Do you expect to be finished in roughly six months? This it is the time to let everyone know that you will soon be completing your PhD. A variety of service departments and committees are involved in this and so you will need to start working through them all. Unfortunately, if you do not do the following things, your doctoral thesis defence ceremony cannot go ahead.

5.1.   **Doctoral thesis defence ceremony**
Concluding an intensive doctoral programme is of course something to celebrate. It usually takes place at a doctoral thesis defence ceremony in University Hall, in the centre of Utrecht. During the ceremony, the PhD candidate defends his or her thesis in front of a Doctoral Examination Committee. PhD candidates also pledge to act with academic and scientific integrity at all times. After that, the PhD candidate will receive a diploma written in Latin (degree certificate), an English translation of the Latin and a legally valid confirmation in English of the Doctoral Degree. The PhD candidate will only receive one original of the degree certificate.

For more information, please see:
-   [Appendix E: Text as delivered during the doctoral defence (PDF)](#)
-   [Appendix E1:'Frequently asked questions about the pledge made by PhD candidates (PDF)](#)
-   [Instructions to the PhD candidate](#), article 27.

5.2.   **What do PhD candidates have to arrange?**
The PhD candidate must take action at the following times.

5.2.1.   At least four months before the intended date of the doctoral thesis defence ceremony
After coordinating with their supervisor(s) and co-supervisor(s), PhD candidates can upload their manuscripts to [MyPhD external link](#). After formal approval in MyPhD by all the supervisor(s) and co-supervisor(s), the first supervisor will be asked by email to assemble an Assessment Committee.
As soon as the composition of the Assessment Committee has been approved in MyPhD, the Assessment Committee will receive a request from MyPhD to perform the assessment with a link to the uploaded manuscript. The members will have four weeks to complete their assessment.
See also: [the Doctoral Degree Regulations (PDF)](#) article 14.

5.2.2.   No later than three and a half months before the intended date of the doctoral thesis defence ceremony
After approval of the composition of the Assessment Committee, the PhD candidate will receive confirmation of this by email. From then on, the PhD candidate can set a provisional date for the doctoral thesis defence ceremony with the [Beadle's Office](#).

5.2.3.   At least two and a half months before the date of the doctoral thesis defence ceremony
Register the title page and the back of the title page in MyPhD. The [Beadle](#) will check and approve registration via MyPhD. When making the title page and the back of the title page, apply the strict guidelines as laid out in the automatic email sent from MyPhD after approval of the Assessment Committee.
See also: [the Doctoral Degree Regulations (PDF)](#) article 19 and [Instructions to the PhD candidate (PDF)](#) articles 2 and 3.

The thesis can only go to the printer's once all those involved have approved the manuscript and the Beadle has approved the title page and the back of the title page. MyPhD will send a message to the PhD candidate about both approvals.
The conditions above do not take separate account of the time needed to print the thesis. This (tight) timetable allows seven weeks for having the thesis printed.
See also: [the Doctoral Degree Regulations (PDF)](#) articles 16 and 19 and [Instructions to the PhD candidate (PDF)](#) articles 4, 5, 6, 9 and 11.

5.2.4.   At least two months before the date of the doctoral thesis defence ceremony
Information about the options for obtaining a doctorate online or in person in University Hall is available from the [Beadle](#).

5.2.5.   At least six weeks before the intended date of the doctoral thesis defence ceremony
Register information in MyPhD for the Communications and Marketing office as stated in the email sent automatically from MyPhD after the Assessment Committee approved the manuscript.
What is required: popular summary (maximum of 250 words) of the thesis in Dutch and English and an academic summary of the thesis in Dutch. These summaries must be approved by your supervisor(s) and co-supervisor(s).
See also: [the Doctoral Degree Regulations (PDF)](#) article 19 and [Instructions to the PhD candidate (PDF)](#) articles 7 and 25.

5.2.6.   At least three weeks before the date of the doctoral thesis defence ceremony
Send one copy of the thesis to the [Beadle's Office](#). (This applies to both online doctoral degree conferrals and those attended in person). Take another 11 copies with you on the day of the in-person doctoral thesis defence. This is not necessary for online doctoral thesis defences.
Upload the definitive PDF of the thesis and its cover (as it has been sent to the printer's) to MyPhD for the University Library and complete the form as set out in the email sent automatically from MyPhD after the manuscript was approved by the Assessment Committee. Please note: this form also contains information about a possible embargo period for publication for the University Library.
See also: [the Doctoral Degree Regulations (PDF)](#) article 19, [Instructions to the PhD candidate (PDF)](#) articles 8, 9, 10 and 11.

Send one copy of your thesis to the Chair and members of the Doctoral Examination Committee. Arrange a meeting with the Chair of the doctoral thesis defence ceremony to introduce yourself. You can ask the faculty contact in your department or faculty for the name of the Chairperson.
See also: [the Doctoral Degree Regulations (PDF)](#) article 21, [Instructions to the PhD candidate (PDF)](#) article 13.

Section 6 After obtaining a PhD

6.   **PhD, and then?**

Your doctoral programme lays the groundwork for the rest of your career. It is not about achieving a specific goal, but rather about discovering what really suits you. You acquire knowledge and skills to determine your own subsequent path.

6.1.   People with doctoral degrees are of interest to employers
Almost three-quarters of those with PhDs find work in business or other social sectors. This was one of KNAW's conclusions in its report (with summary in English) 'Promoveren werkt'. In it, the KNAW describes how employers value those with doctoral degrees.
-    PhDs are often more advanced in their development than employees with Master's degrees: "In particular, PhDs are better at working independently and thematically, documenting (including writing publications) and oral presentations."
-    "In addition, employers appreciate the fact that PhDs have specialised in a particular field and have therefore mastered a broader and deeper range of research skills. Employers can make good use of PhDs' specialised knowledge and specific skills."

The KNAW reported that a recent doctoral graduate usually earns as much as an employee with a Master's degree and two years' work experience. PhD candidates have a relatively low income in the first few years after obtaining their Master's degree, but will earn more on an annual basis after 11 years' work experience.
"This higher income in later years is sufficient to offset the initial loss of income. The income pattern suggests a positive return on obtaining a PhD over their entire working lives of between six and nine percent," according to the KNAW in its report.

6.2.   What does UU offer?
One of the ways in which the doctoral programme at Utrecht University focuses on your career – whether it lies in academia or outside it – is by hosting the two-day event 'PhACE'.

6.2.1.   PhACE
PhACE is a two-day programme for PhD candidates in their third or fourth year to help them to explore the job market. The programme consists of tracks in which speakers from various fields of practice who have obtained PhDs describe the sectors they are working in, their work and their own career paths. There are also workshops on career development. PhACE is held three times a year. More information can be found at: uu.nl/phace.
Questions and contact: phace@uu.nl.

6.2.2.   Career Services
You can get help all year round by contacting Career Services. Career Services for PhDs prepares every PhD candidate well for a career in or outside academia, by providing career guidance and employability skills, among other things. The services, such as coaching, courses and workshops and online tests are available to all PhD candidates, regardless of Graduate School, type of contract or the year of their PhD contract. PhDs who have recently obtained their doctoral degree are also welcome.

If you have questions about how to start your career, if you would like to discuss your curriculum vitae (CV) or practise a job interview, plan an interview online with one of the Career Officers.

6.2.3.   Utrecht University Development Guide
It is important to Utrecht University that PhD candidates enjoy their work and continue to develop. The Development Guide contains a variety of development opportunities, related to such topics as coaching, time management, mentoring, peer review, giving feedback, intercultural communication, English language skills and more. You can also learn Dutch or improve your Dutch. More information is available on UU intranet.
Questions and contact: developmentguide@uu.nl.

6.2.4.   Centre for job-to-job guidance

Work2Work provides coaching and guidance to enable you to find work or a new job. The coaching programme arms you with tools and information you can use to create opportunities and approach the job market efficiently. The faculty where you work will enrol you in the Work2Work programme. More information is available on [UU intranet](#).

Section 7 Good to know

7. **Who can help you?**

7.1. **Graduate Schools**
Your research is conducted in a research group in one of our seven faculties. In addition, your doctoral programme is overseen by one of the Graduate Schools. Each Graduate School comprises a number of Master's and doctoral programmes in related areas. The Graduate School is responsible for the general admission requirements for the doctoral programme, the education and training of PhD candidates, and supervision and quality assurance of the doctoral programme.

Graduate School	Contact
Graduate School of Geosciences	Eveline Helsper
Graduate School of Humanities	Aad Haverkamp
Graduate School of Law, Economics and Governance	Titia Kloos
Graduate School of Life Sciences	Saskia Ebeling
Graduate School of Natural Sciences	Gerjanne van Heek
Graduate School of Social and Behavioural Sciences	Stans de Haas

7.1.1.   Graduate Committee
The Graduate Committee comprises Vice-Deans and Directors who are responsible for the Graduate Schools. The members of the Committee meet six times a year and their work includes strengthening the doctoral phase at Utrecht University. For example, the Committee advises the Rector on quality assurance requirements for the doctoral programme, but it has also taken the initiative to provide training for all PhD candidates on academic and scientific integrity. The Committee meets representatives of PhD candidates at least once a year.

7.2. **Board for the Conferral of Doctoral Degrees/faculty contacts**
The Board for the Conferral of Doctoral Degrees is the university body which takes decisions on formal requirements in the Doctoral Degree Regulations. If you need official confirmation that you are enrolled as a PhD candidate at Utrecht University or official confirmation that you have obtained a doctoral degree, please contact Ms A.W. Hekking at phd@uu.nl.
The faculty contacts in MyPhD support the Dean in doctoral degree matters. You can contact them if you have any questions about the registration of your doctoral programme and about concluding your doctoral programme at faculty level.

7.3. **National research schools in the Netherlands**
There are a number of research schools in the Netherlands where universities collaborate in specific fields. Research institutes and researchers in this field meet each other in a national research school and they provide a range of training courses for PhD candidates. Conferences specific to a particular field are also held there. The KNAW has a list of nationally recognised research schools in the Netherlands.

7.4. **Staff and student participation**
Students and staff at every level of the organisation at Utrecht University can contribute ideas for policy and make recommendations to the various administrative bodies. Organisations for PhD candidates work towards strengthening the representation of PhD candidates in as many places as possible. To find out how staff and student participation is organised at Utrecht University, and how you can become involved, visit the website.

7.5. **Research Support Offices**
Each faculty has a Research Support Office (RSO). The RSO can help researchers to attract external funding and grants. Its staff give advice on identifying potential funds, on national and international grant opportunities and help researchers to write grant applications and draw up a budget.

7.5.1.   Research Funding Academy
If you would like to find out how funding can enhance your research, take part in one or more activities run by the Research Funding Academy or use the tools available. Possibilities include an online writing course, research funding days, support programmes run by the European Research Council (ERC) and the NWO's funding instruments Veni Vidi Vici (VVV).
Contact: rfa@uu.nl

7.6. Personal development questions
If you have questions about which training course or development opportunity would suit you best, or how you might fund it, you can always contact the HR adviser in your own department.

Faculty HR departments

Faculty of Science HR department Hans Freudenthal Building Budapestlaan 6 3584 CD Utrecht room 215 Telephone: +31 (0)30 253 37 95 Email address: science.hr@uu.nl	**Faculty of Veterinary Medicine HR department** Martinus G. de Bruin Building Yalelaan 7 3584 CL Utrecht room 0.069 Telephone: +31 (0)30 253 48 41 Email address: HR.DGK@uu.nl
Faculty of Humanities HR department Trans 10 3512 JK Utrecht Telephone: +31 (0)30 253 62 44 Email address: hr.gw@uu.nl	**Faculty of Geosciences HR department** Vening Meinesz Building A Princetonlaan 8A 3584 CB Utrecht room 5.60 Telephone: +31 (0)30 253 29 94 Email address: hr.geo@uu.nl
Faculty of Law, Economics and Governance HR department Janskerkhof 2/3 3512 BK Utrecht Telephone:+31 (0)30 253 70 24 Email address: hr.rebo@uu.nl	**Faculty of Social Sciences HR department** Heidelberglaan 1 3584 CS Utrecht Langeveld Building Room H.208 Telephone: +31 (0)30 253 18 68 Email address: hr.fsw@uu.nl

7.7. International Service Desk
At the request of faculty HR departments, the ISD can apply for visas for international PhD candidates and guests, arrange extensions, help them to look for accommodation, give advice on insurance, bank accounts, etc., and can arrange the 30% ruling. In addition, the ISD organises social activities and an annual financial information market.

The ISD is available to provide information from Monday to Friday:
• Opening hours: 9 am-4 pm
• Address: Administration Building, Heidelberglaan 8, room 0.36A
• Telephone: +31 (0)30 253 19 34
• Email: internationalservicedesk@uu.nl

7.8. UU Corporate Identity
Our brand identity is the basis from which we communicate. It describes what the university sees is happening in the world (our vision), what we want to achieve in the world (our mission) and how we want to accomplish our mission (our ambition). But it also outlines the type of organisation we are, how we feel, how we think and act (our personality) and what we stand for and what we are aiming for (our profile).

Images, text, podcasts and graphic design are made in line with Utrecht University's brand identity. That means that the prescribed fonts, colours, image style and the university logo are always incorporated into productions and resources. The corporate identity guidelines describe the way in which that can be done.