



## PhD Information Booklet



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## Welcome!

Dear PhD candidate,

Welcome to your PhD track at the Faculty of Social and Behavioural Sciences of Utrecht University. There are approximately 275 PhD candidates doing research at this faculty.

The coming years are designed to be an inspiring time during which you will develop yourself into a knowledgeable and insightful researcher. At the end of your PhD track you will have become an expert in your field, and you will have the capacities to conduct good and original research.

This comprehensive information booklet will help you along with:

- all the essentials for life as a PhD candidate;
- steps you need to take at the start, during, and at the end of your PhD track;
- other practical information regarding your work and education at the faculty.

The PhD Council wishes you much success and pleasure during this journey.

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# 1. Organisation and overview

## 1.1. Utrecht University Graduate Schools

Utrecht University has 7 Graduate Schools:

- [Geosciences](#);
- [Humanities](#);
- [Law, Economics and Governance](#);
- [Life Sciences](#);
- [Natural Sciences](#);
- [Social and Behavioural Sciences](#);
- [Teaching](#).

The **Faculty of Social and Behavioural Sciences (FSBS)** consists of three Departments, each divided into Sections.

Departments	Social Sciences	Education & Pedagogy	Psychology
Sections	Cultural Anthropology	Clinical Child & Family Studies	Clinical Psychology
	Interdisciplinary Social Science	Development & Education of Youth in Diverse Societies	Developmental Psychology
	Methodology & Statistics	Education	Experimental Psychology
	Sociology	Youth & Family	Social, Health & Organisational Psychology

## 1.2. Organisation of the Faculty of Social and Behavioural Sciences

Besides your (co-)supervisors important people to meet with are the PhD programme coordinator, PhD Council representative and PhD mentor. In the overview below you will find who fulfil these positions in the PhD programmes.

Department and section	PhD programme / National Research School	PhD Programme coordinator	PhD Council representative	PhD mentor
<b>University College Roosevelt</b>				
			<a href="#">Ana Vlah</a>	<a href="#">Edward Nieuwenhuis</a>
<b>Social Sciences</b>				
Cultural Anthropology	CA / <a href="#">CERES</a>	Martijn Oosterbaan	<a href="#">Jolien van Veen</a>	<a href="#">Hans de Kruijf</a>
Methodology & Statistics	M&S / <a href="#">IOPS</a>	Irene Klugkist	<a href="#">Manuel Haqiqatkah</a> <a href="#">Daan de Jong</a>	<a href="#">Noémi Schuurman</a>
<ul style="list-style-type: none"> <li>• Sociology</li> <li>• Ercomer (part of Interdisciplinary Social Science)</li> </ul>	Sociology, ISS/ <a href="#">Ercomer</a> / <a href="#">ICS</a>	Tanja van der Lippe	<a href="#">Iris Boer</a> (ISS/Ercomer) <a href="#">Paula Hoffmann</a> (Sociology)	<a href="#">Ozge Bilgili</a>

Public Health (part of Interdisciplinary Social Science)	ISS/Public Health		<a href="#">Samuel Briones Barrales</a>	<a href="#">Jaap Bos</a>
<b>Education and Pedagogy (and Developmental Psychology)</b>				
<ul style="list-style-type: none"> <li>Cultural Diversity &amp; Youth (part of Interdisciplinary Social Science)</li> <li>Youth &amp; Family</li> <li>Clinical Child &amp; Family Studies</li> <li>Developmental Psychology</li> </ul>	Child & Adolescent Studies, ISS/CD&Y / <a href="#">CAS</a>	Susan Branje	<a href="#">Hilde Brons</a> <a href="#">Jenna Spitzer</a>	<a href="#">Joyce Endendijk</a> (Youth & Family, Developmental Psychology) <a href="#">Odilia Laceulle</a> (ISS/CD&Y, Clinical Child & Family Studies)
<ul style="list-style-type: none"> <li>Education</li> <li>Development &amp; Education of Youth in Diverse Societies (DEEDS)</li> </ul>	Education & Learning Sciences / <a href="#">ICO</a>	Liesbeth Kester	<a href="#">Nina van Graafeiland</a> (Education) <a href="#">Erin Gail MacDonald</a> (DEEDS) <a href="#">Jane Pieplenbosch</a> (Education)	<a href="#">Frans Prins</a> (DEEDS) <a href="#">Chiel Volman</a> (Education)
<b>Psychology</b>				
Clinical Psychology	Experimental Psychopathology / <a href="#">EPP</a>	Iris Engelhard	<a href="#">Vera Bouwman</a>	<a href="#">Esther Kluwer</a>
Experimental Psychology	Neuroscience & Cognition / <a href="#">Helmholtz</a>	Joke Baas	<a href="#">Sanne Böing</a> Larissa Meijer ( <a href="mailto:l.l.meijer@uu.nl">l.l.meijer@uu.nl</a> )	<a href="#">Caroline Junge</a> <a href="#">Nathan van der Stoep</a>
Social, Health & Organisational Psychology	Kurt Lewin Institute / <a href="#">KLI</a>	Henk Aarts	<a href="#">Tianchang Ji</a> <a href="#">Kshitij Mor</a>	<a href="#">Esther Kluwer</a>

- **PhD programme / National Research School**

Find more information on the [Intranet](#).

- **PhD Council representative**

You can contact your PhD Council representative for any PhD related issues, questions or comments, more information on the [Intranet](#). The PhD Council send a newsletter on a regular basis to all PhD candidates. Should you not receive the newsletter automatically, please contact [PhDCouncilFSBS@uu.nl](mailto:PhDCouncilFSBS@uu.nl).

- **PhD mentor**

See paragraph 3.3.2. for further details.

### 1.3. Overview PhD track

There are some necessary steps to take, from the start until the end of your PhD track. Find an overview of a typical PhD track below. More detailed information is given in chapter 2.

**Start of your PhD**

<b>When?</b>	<b>What?</b>	<b>Whom?</b>
ASAP	Meet with your mentor (see paragraph 1.2. for names) and meet with one of the colleagues of the PhD Office.	Mentor, PhD Office
ASAP	Complete your registration in the university PhD registration programme MyPhD within a week after receiving the welcome e-mail with instructions for the registration from the PhD Office. Please check the instructions <i>before</i> starting your registration so you have the information you need at hand.	PhD Office
ASAP	Complete, together with your supervisor(s) the Training and Supervision Agreement (TSA). As soon as your registration has been approved by the Board for the Conferral of Doctoral Degrees you must upload the TSA in MyPhD. For more information see paragraph 2.1.	(Co-)supervisors
On invitation	You will receive an invitation to the first Responsible Conduct of Research (RCR) module from the PhD Office. It will be one afternoon in combination with an introduction by the Director of the Graduate School, the PhD Office and the PhD Council and a Social Event (for alle PhD's) organised by the PhD Council.	PhD Office
<b>During your PhD</b>		
First year	Join professional associations such as a research school, get information from PhD representation. This is important to form a network, nationally and internationally.	
During track	<p>Research, education, teaching, conferences (do not forget to add the courses, conferences, etc. in MyPhD under the tab "Research phase - Plan to do" including a pdf of the diploma or confirmation of attendance you receive, as proof.</p> <p>Please note 1: For all PhD candidates the course Responsible Conduct of Research (RCR) is mandatory. All PhD candidates with a start date after 31.08.2020 will be invited for this course.</p> <p>Please note 2: For all employed PhD candidates who teach, a teaching course is mandatory. This may be the course "Start to teach", or the course "Supervising student research". The decision on which course to choose and the timing of the course should be made together with the (co)supervisors and stated in the Training and Supervision Agreement form (TSA). The "Start to teach" course needs to be carried out parallel to first time teaching duties.</p> <p>Please note 3: MyPhD is used by all faculties of Utrecht University, therefore a standard number of EC's PhD candidates need to accumulate is stated in the system, but EC's are not of importance to the faculty, it is important that PhD candidates take courses, workshops, etc., that help in their PhD track and/or future career. But when adding a course, conference, workshop, etc. in MyPhD you are required to fill out EC's otherwise the system does not except it. If you do not have/did not get EC's please add 99 as EC's. The system does not except 0 or no EC's.</p>	
Yearly	Employed PhD candidates will have an annual assessment and development meeting (A&D, in Dutch B&O). Non-employed PhD candidates will have an annual progress meeting. See paragraph 2.1.4. for further details. This is a prerogative a PhD candidate should make use of, in order to also discuss other than research/thesis/publication matters. Well-being, feeling at home, network, support,	(Co-)supervisors

	workload, etc. are matters that may be discussed. It is also a good moment to make alterations to the TSA when necessary, for instance to the timeline, or other/extra courses. Please remember to upload a renewed TSA in MyPhD again.	
<b>Finishing your PhD</b>		
Please also read "Instructions to the PhD candidate" on the <a href="#">website</a> under "PhD candidate".		
Before the start of the last year	The PhD Office organises a yearly event in September/October called Kick-ON Day. The day offers two seminars and four workshops to help you on your way to get the final work on your thesis and the preparation for your defence done. It also gives you an insight in what you can do to proceed in your career after your PhD. There is also a panel discussion with former PhD's who have recently finished their track to answer questions on their experiences. PhD's starting their final year/one-and-a half year are invited by the PhD Office for this event.	PhD Office
Before the start of the last year	Before the start of the final year of the PhD, in the TSA track agreements will be made about the organisation and planning of the last year, including agreements about the preparation of the doctoral thesis manuscript. See paragraph 2.1.2. for further details. In the final year a lot of work needs to be done, finalising the thesis, preparing for a career after the PhD track, preparing for the defence and all the paperwork to go with it.	(Co-)supervisors
Max. 6 months before defence ceremony	A PhD track is completed with a defence ceremony. During the ceremony, the PhD candidate defends the doctoral thesis before a PhD Committee. In order to be eligible for the ceremony, the PhD candidate and (co-)supervisors are expected to meet with several requirements. See paragraph 4.4. for instructions.  <b>Please note: these requirements are not optional! Each one will have to be dealt with.</b>	Beadle's Office



## 2. Forms and regulations

### 2.1. Forms to fill in

#### 2.1.1. MyPhD

MyPhD is the PhD registration system of Utrecht University. It gives the PhD Office an insight into all the current (and past) PhD's and the stage of their PhD track, their (co)supervisors, and more. As well as signing your contract (employed, non-employed, scholarship, etc.), you need to register in MyPhD. The PhD Office will send you a welcome e-mail with instructions for registration in MyPhD. Please check the instructions *before* starting your registration so you have the information you need at hand.

Please note 1: All PhD candidates need to register, employed as well as non-employed. Registration needs to be taken care of within a week after receiving the welcome e-mail from the PhD Office.

Please note 2: A (co-)supervisor is the same as a (co-)promotor.

Please note 3: There is always a small delay between starting your PhD track and receiving the welcome e-mail, the PhD Office receives a monthly report of new PhD candidates in the second half of each month.

Please note 4: In MyPhD you have to enter your "e-mail address of preference", if you decide to use your uu.nl e-mail address and you are not working at the UU, please remember to frequently check the UU mailbox or make sure messages are automatically passed on from the UU mailbox to the mailbox of your choice.

#### 2.1.2. How to make the best use of MyPhD

After your registration in MyPhD has been completed and approved by the Board for the Conferral of Doctorate Degrees, MyPhD needs to be updated by you at a regular base. The PhD Office will help remind you twice a year. These are the things that need to be taken care of during your PhD track:

- upload your Training and Supervision Agreement (TSA), if in the course of your track changes are made to the TSA – the TSA is a working document – do not forget to re-upload it;
- upload the information about the courses, workshops, conferences, etc., you have attended, if you did not receive EC's for the activity you have attended, please add 99 (the system does not except 0);
- during the final stages of your PhD track, MyPhD offers insight in the status of the tasks you have to take care of before your defence date. At the homepage of your registration, you will find the 'PhD checklist' (second half of the page), here you can check if all the boxes are ticked.

#### 2.1.3. Training and Supervision Agreement (TSA)

As soon as your registration in MyPhD has been approved, you need to upload the pdf of your Training and Supervision Agreement (TSA) in MyPhD, you will be reminded with an e-mail which will be sent in cc to the PhD Office.

Please find a model TSA [here](#). The TSA is an individual work plan which specifies the topic of the doctoral project, the (compulsory) courses to be followed by the PhD candidate, as well as the deliverables and contributions to be provided by the PhD candidate and the (co-)supervisors.

The TSA will contain the following information:

- description of the project: a brief summary of the research topic;
- employed candidates: the start and end date of the contract (type 1a);
- non-employed candidates: the name and duration of the scholarship, for instance a CSC scholarship (type 2b); the name of the institution such as for instance Altrecht, CBS, Trimbos (type 3); private funding (type 4);

- the doctoral thesis supervisor(s), the co-supervisor(s) and other guidance (if applicable);
- the nature of the supervision and a division of tasks between (co-)supervisors;
- teaching assignment(s) (if applicable), including what training and/or supervision the PhD candidate is given with regard to teaching;
- scientific community and membership of research school (including a plan of what internal and external academic meetings (seminars, conferences, etc.) the PhD candidate will attend);
- agreements with regard to coaching and career guidance;
- agreements with regard to domain specific courses and general academic courses.

The TSA may be amended during the PhD track, in line with agreements made during the annual Assessment & Development (B&O) meeting or the annual progress meeting. Before the start of the final year of the PhD track agreements will be made about the organisation and planning of the last year, including agreements about the preparation of the doctoral thesis manuscript.

The TSA is meant to be a device to support you during your track as a guideline and to keep an insight in the tasks ahead of you.

Please read chapter 6. for more information on personal and professional development.

#### **2.1.4. Training and Supervision CV**

PhD candidates have to maintain an Training and Supervision CV. In this CV you collect all documents relevant to your PhD track, including your annual evaluations, an overview of publications, the documentation/registration/diplomas of courses, etc. As you also have to upload your publications in the Pure system, you may also use that overview to avoid double work.

#### **2.1.5. Reflection report**

Employed PhD candidates will have an annual assessment and development meeting (A&D, in Dutch B&O). The PhD candidate needs to write a reflection report of last year's performance in preparation of the meeting (remember to use the information you have uploaded in MyPhD and use your TSA). See for the B&O reflection report form and more information on a B&O meeting: <https://intranet.uu.nl/en/assessment-and-development-interview-0>.

Non-employed PhD candidates will have an annual progress meeting and are to use the non-employed reflection report. The PhD candidate needs to write a reflection report of last year's performance in preparation of the meeting (remember to use the information you have uploaded in MyPhD and use your TSA). See for the non-employed reflection report form [here](#).

The B&O or progress meeting will be conducted under the "four eyes" principle. This means that there will be (at least) two people present during the meeting apart from the PhD candidate. This can be the second supervisor, the daily or co-supervisor or the section manager. Send the reflection form to those present at the meeting about ten days to one week before the B&O or progress meeting, so they can prepare, it is wise to add the latest version of your TSA.

- **Issues that may be discussed during your A&D (B&O) or progress meeting**

- Action points from the previous meeting.
- Successes, disappointments, dilemma's, remarkable details.
- Mutual expectations, support and collaboration of and with the supervising team.
- Progress, workload, teaching experiences (for those who are obliged to teach), specific issues.
- Education, courses, training, congresses, symposiums (your TSA).
- Planning for the coming months (and further).
- Life after your PhD track.

Every meeting should be recorded in the reflection report, agreed upon and signed by all present. For employed PhD candidates, the report will be added to the PhD candidate's personnel file of the HR department. As Non-employed PhD candidates have no HR files, they need to save their own progress report.

Please note 1: Add the date of your B&O or progress meeting in MyPhD under "Research phase - Progress interviews". This is still under construction, you will be informed as soon as the software has been updated.

Please note 2: In the first year a B&O or progress meeting is also a "go/no-go" moment for the continuation of the PhD track. This definitive decision is preceded by an interim evaluation after six months, a go/no-go meeting after 9 months and subsequently the final decision after 11 months. The decision will be formerly confirmed by the PhD Office. The procedure for the go/no-go decision is laid down in the TSA and the Quality Assurance Plan.

Please note 3: Initiating or arranging the B&O or progress meeting may differ per section, please check with the section manager.

### **2.1.6. Publication package**

Each empirical article / chapter of the thesis has a publication package (or one publication package in case of a monograph) in accordance with the current data / publication protocol of the faculty. The supervisor ensures the availability of the publication package(s) before sending the manuscript to the Assessment Committee. To that purpose the supervisor receives a form via the PhD Office with a cc to the PhD candidate. The supervisor will return the completed and undersigned publication package form to the PhD Office and the pdf will be uploaded in MyPhD. Unfortunately, this cannot be seen by the PhD candidate in MyPhD, it is the responsibility of the supervisor and the PhD Office to take care of this. To give you an idea of the text, please turn to Attachment 1 of this booklet to find the integral form for your information.

Occasionally a non-employed PhD candidate works for an institution that does not allow their data to be stored on the secure storage server within the faculty. The institute uses their own secure storage and all data obtained by the PhD candidate may not leave the institution; the supervisor can add this information to the publication package form he has to complete and sign, so it is clear where the data can be found.

## **2.2. General rights and regulations for PhD candidates FSBS**

### **2.2.1. Regulations for PhD candidates - IMPORTANT TO READ**

The official regulations for PhD candidates at UU (in Dutch: Promotiereglement) can be found [here](#) under "regulations before and during the PhD programme - Support" tab in MyPhD.

### **2.2.2. Quality Assurance FSBS PhD programmes**

The FSBS graduate school specifies a "quality assurance plan for PhD programmes" (QAP) which provides guidelines for what is expected from PhD candidates, supervisors, and coordinators in order to maintain the quality of PhD programmes at the faculty. The QAP can be found [here](#). Most of the guidelines have been incorporated into this booklet.

### **2.2.3. UU terms of employment (if employed)**

UU terms of employment are listed by category [here](#).

### **2.2.4. CAO / CLA**

Information on the "Collective Labour Agreement Dutch Universities" (CAO) can be found [here](#).

### 2.2.5. Pregnancy

In case of pregnancy during your time as a PhD candidate – employed as well as non-employed – you need to inform your supervisor(s) and discuss your planning of maternity leave, your return and assess what the impact on the planning of your PhD track will be and how to adapt your planning.

Check the following links for more information:

- [CLA / CAO](#) for complete and latest up-to-date information, see article 2.3, 6a;
- the UU website, [here](#);
- and on [this page](#).

Please note: The information given in the links mentioned above, will not all be applicable to non-employed PhD candidates.

### 2.2.6. Calling in sick

When employed and you are ill, let your supervisor(s) and the secretariat of your section know **before** 09:30 in the morning. It is appreciated if non-employed PhD candidates call in too when ill. Inform your supervisor(s) about what is going on, and if anything, practical needs to be arranged. Although not formally required, it is often helpful to let someone in your office know as well, in case anyone asks for you. See also [here](#).

### 2.2.7. Long-term illness

If you expect to be ill for an extended period or are presently suffering from long-term illness – employed as well as non-employed PhD candidates – you will inform your supervisor(s) and keep in touch in the course of your illness/recovery.

Check the following links for more information:

- [CLA / CAO](#) for complete and latest up-to-date information, see article 4.5, 4;
- and more information on [this page](#), as well as the name of the FSBS HR reintegration expert (see list of names at the bottom of the page).

Please note: The information given in the links mentioned above, will not all be applicable to non-employed PhD candidates.

## 3. Supervision and support

### 3.1. Supervision

Supervision is a very important, perhaps even a critical factor in the success of your PhD track. Look [here](#) for interesting workshops that may be able to help you. Here are some general tips on collaborating successfully with your supervisor(s):

- **Ask for expectations from the start**
  - What is the expected output at the end of the project?
  - What are your expectations for the coming weeks?
  - How should you communicate about the project, and how often?
  - Should you make appointments for consultation in advance, or can you just walk in if you have questions?
  - What is your budget for research expenses and conference visits?
- **Ask for continuous feedback**
  - What are your strong points?
  - What are your points for improvement?
- **Provide feedback to your supervisor(s)!**
  - Do you meet too (in)frequently?
  - On what subjects do you need more / less feedback?
  - What is, and what is not working for you?
- **Get agreements on paper / e-mail!**

### 3.2. (Co-)authorship

- Authorship is reserved solely for those who have made a significant intellectual contribution to the research.
- The introduction and summary / discussion / conclusion-chapters in the PhD thesis will, by definition, be single-authored and will be the sole responsibility of the PhD candidate (notwithstanding the supervisor's responsibility for approving the PhD thesis as a whole).
- The PhD candidate will preferably (but not necessarily) be (joined) first author of all articles / chapters.
- Every article / chapter in the PhD thesis that has co-authors will include a footnote at the start of each article / chapter with an "acknowledgement of author contributions". This "acknowledgement of author contributions" will specify the contribution made by each co-author. For every article / chapter to which this applies, the "acknowledgement of author contributions" will be included in the manuscript for the assessment committee and in the final PhD thesis.
- The supervisor must ensure that any discussion about the details of the responsibility for co-authorship (and the "acknowledgement of author contributions") will not cause issues when finalizing the PhD theses and will not cause issues for the PhD candidate.

When in doubt, consult your supervisor(s) about the rule of conduct on co-authorship in PhD theses.

### 3.3. Research and other support

At different levels, there are a number of organisations, councils, and persons that can provide support on various topics and issues during your PhD track. They are listed below per level.

#### 3.3.1. Research Group

- **Peers:** Fellow PhD candidates or other staff. For any questions or advice on how things work at the section / university, your work (e.g., feedback, how they handle certain issues / problems), where to go or find certain information, etc.

Please note: You do not have to (re)invent the wheel; make use of other people's knowledge who went through the same before you.

- **Co-supervisor (daily supervisor):** His / her role is to interact with you on a frequent basis to help you with your research design, to provide guidance, give you feedback, make sure you can develop yourself (training, courses), monitor your (research) progress, and make sure that sufficient academic research quality is reached by the end of your PhD.
- **Supervisor:** At least one supervisor (who is a full professor or an associate professor with *ius promovendi*) is employed at the Faculty of Social and Behavioural Sciences at Utrecht University, and he / she is responsible for your Doctoral Programme. In case of a second supervisor, (this is also a full professor or an associate professor with *ius promovendi*) but may be employed at another faculty of Utrecht University or any other Dutch or international university.

Please note: It is mandatory for a PhD candidate to have a minimum of two (co-)supervisors. This may be a first supervisor and second supervisor, or a supervisor and a co-supervisor.

- **Research schools:** Combining research with education and training (courses) for PhD candidates and Postdocs in your field (see paragraph 1.2.).

### 3.3.2. Department

- **Secretary office**  
Employees can help you with a whole range of things, such as supplies, planning / arranging rooms, calling in sick, etc. If they cannot help you, they will know where you should go for what you need.
- **Section / department manager:** If you need help with anything budget related (e.g., declarations, travels), or organisational questions (e.g., planning of B&O or progress meetings).
- **PhD representatives:** The Faculty of Social and Behavioural Sciences has a PhD Council, with representatives for every section. They aim to support the social and professional needs of the PhD community at the faculty. If you have any issues or want more information, you can contact the council ([PhDCouncilFSBS@uu.nl](mailto:PhDCouncilFSBS@uu.nl)), or contact the representative of your section (see paragraph 1.2.). The PhD Council send a newsletter on a regular basis to all PhD candidates. Should you not receive the newsletter automatically, please contact [PhDCouncilFSBS@uu.nl](mailto:PhDCouncilFSBS@uu.nl).
- **PhD mentor:** All PhD-programmes have a mentor (see paragraph 1.2.), whom can be contacted / consulted for support / advice if you encounter any issues concerning the process and progress of your PhD track (that cannot be solved with your (co-)supervisors). They are also quite prepared to function as a sparring partner and/or advisor at any time, not just when there is a problem. All contact is confidential.

### 3.3.3. Faculty of Social and Behavioural Sciences

- **Methodology support:** The Methods and Statistics section provides free consultations for PhD candidates at the faculty who have questions about methodology or statistics. More info: <https://www.uu.nl/en/organisation/methodology-and-statistics/training-and-support>.
- **Technical support:** IT service desk (<https://www.uu.nl/en/organisation/information-and-technology-services-its/i-want-to/get-help-and-advice> or call (+31) (0)30 2534500.

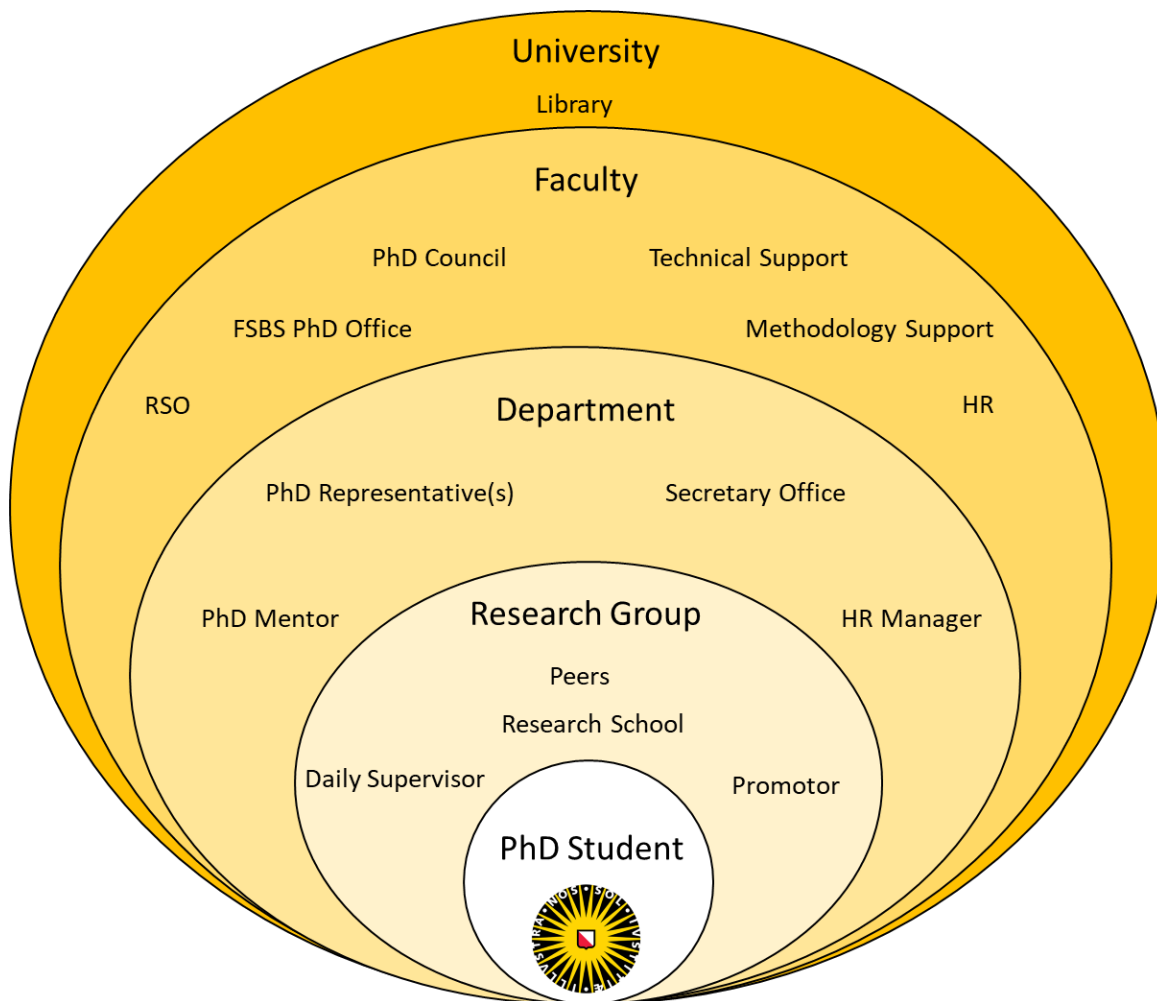
- **Faculty Ethics Review Board:** FERB promotes, monitors and tests ethical conduct in scientific research. The Faculty Board assumes that all research at the Faculty of Social Sciences will be carried out in an ethically responsible manner, following the applicable codes of conduct and professional codes and (European, national and international) legislation and regulations. More info: <https://intranet.uu.nl/en/knowledgebase/faculty-ethics-review-board>.
- **HR department:** Advisors for terms of employment (e.g., pension, special leave, safety, holidays, regulations regarding holiday pay, taxes, exchanging leave hours for money / bike / gym membership, etc.) <https://intranet.uu.nl/en/knowledgebase/contact-human-resources-departments>.
- **FSBS PhD Office:** For information about general courses available and questions regarding your PhD track and progress, MyPhD, or any other questions, please contact Madelon Pieper [m.pieper@uu.nl](mailto:m.pieper@uu.nl) at the PhD Office. If she is away for a prolonged time (holiday, illness), Inge Bakker will check her e-mails.
- **PhD Council:** The Faculty of Social and Behavioural Sciences has a PhD Council, with representatives for every section. They aim to support the social and professional needs of the PhD community at the faculty. If you have any issues or want more information find more information: <https://intranet.uu.nl/kennisbank/fss-phd-council>, you can contact the council ([PhDCouncilFSBS@uu.nl](mailto:PhDCouncilFSBS@uu.nl)), or contact the representative of your section (see paragraph 1.2.). The PhD Council send a newsletter on a regular basis to all PhD candidates. Should you not receive the newsletter automatically, please contact [PhDCouncilFSBS@uu.nl](mailto:PhDCouncilFSBS@uu.nl).
- **Research Support Office (RSO):** [The Research Support Office](#) helps researchers at the faculty with information on grants and potential scholarships, both national and international. RSO also offers workshops (find information [here](#)), coaching, and its extensive experience with writing grant applications.
- **Research Data Management Support (RDM Support)** can assist you in writing a data management plan. <https://www.uu.nl/en/research/research-data-management>.

### 3.3.4. University Library

Access to the University Library (online) publications is granted with the use of your Solis-id.

You can contact the University Library when you need to set up a systematic review, publish in open access, need access to a book or article or want to know more about Open Science and managing scholarly information.

Contact: Jan de Boer, [J.deBoer@uu.nl](mailto:J.deBoer@uu.nl), (Psychology, Sociology, Methodology & Statistics) or Erika Manten, [e.manten@uu.nl](mailto:e.manten@uu.nl), (Education, Pedagogy, Cultural Anthropology, Interdisciplinary Social Science).



### 3.3.5. PhD organisations and networks

- **PROUT:** At the University level, PhD candidates are represented by Prout (in Dutch: PRomovendi Overleg Utrecht; PhD Network Utrecht). Prout aims to influence decision-making within the university, based on input from PhD candidates, through direct contact with the Rector Magnificus and the University Council via UPP. At the same time they inform PhD candidates about relevant issues both at university and national level. You can contact them via [representatives@prout.nl](mailto:representatives@prout.nl) or you can find the representatives of each faculty here: <http://prout.nl/prout/representatives/>. Prout also have a newsletter you can sign up for at their website. If you are interested in interesting events and university wide PhD representation, it is a great resource for information.
- **UPP:** The Utrecht Phd Party (UPP) is the (university) party representing the interests of PhD candidates in the University Council. They work closely together with Prout. You can find more information about their vision and statements on <http://utrechtphdparty.nl/>.
- **PNN:** At the national level, PhD candidates are represented by PNN (PhD Candidates Network of the Netherlands (<https://hetpnn.nl/en/>)).
- **Eurodoc:** At the European level, PhD candidates are represented by Eurodoc (<http://www.eurodoc.net/>).



### 3.4. Mental health PhD candidates and contact persons

Doing a PhD may be overwhelming. PhD candidates might feel a lot of pressure which can cause stress or mental health problems. It is of course important to avoid these issues. If you experience any personal issues or if you feel stressed out, our first advice is to discuss it with fellow PhD candidates (they know what you are going through!), your (co-)supervisor(s) or PhD mentor. Please also see the [PhD Mental Health guide from Prout](#). But also, do not wait too long asking for help with any of the consultants below.

If you do not feel comfortable doing this or you still experience some problems, you can contact the persons mentioned below:

- **Mentor**

PhD candidates can consult their mentor if they have a problem or issue that they want to discuss with an independent person, other than the (daily) supervisor. Issues can concern work, supervisor, collaboration problems, problems with office mates, or personal issues. They are quite prepared to function as a sparring partner and/or advisor at any time, not just when there is a problem.

Mentors inquire into the relations with the main and secondary supervisors, encourage candidates to take ownership of issues and provide additional support. The mentor is independent and acts in the interest of the PhD candidate. The mentor is bound to confidentiality and will not take any action without the explicit consent of the PhD candidate. The mentor is a staff member of the Faculty of Social and Behavioural Sciences and has substantial experience with regard to PhD tracks. However, he or she is not a professional counsellor.

In case of conflicting interests between the mentor and the PhD candidate, the PhD candidate may contact a mentor of a different PhD programme, preferably in their own department. A list of PhD mentors is available in paragraph 1.2.

- **Staff welfare service**

If you want (need) support from someone outside your department, there are social workers who can help you with minor issues or can refer you to other professionals (<https://intranet.uu.nl/en/staff-welfare-service>).

- **Coach**

For (professional) issues that cannot be solved together with your supervisor(s) and / or PhD mentor you can request coaching from a coach outside the UU through the HR department ([HR.FSW@uu.nl](mailto:HR.FSW@uu.nl)). Coaching requests do not need to be discussed or approved by the supervisor(s).

- **Confidential advisors - UU Ombudspersons for staff**

Employees who have complaints or questions about circumstances or events at work can go to the staff confidential advisor. These complaints or questions can be about a supervisor, colleagues, the work atmosphere or the way in which complaints or questions are handled.

In some cases, given your authorization, they can act as mediators between two parties. They can provide some practical tips and suggestions, and for more profound / structural problems, they can refer to a coach, psychologist, or other specialist. E-mail: [vertrouwenspersonen-personeel@uu.nl](mailto:vertrouwenspersonen-personeel@uu.nl). For more information see [here](#) and <https://www.uu.nl/en/organisation/governance-and-organisation/confidential-advisor>.

- **The FSBS PhD confidential advisor**

In case of problems, Werner Raub, PhD, professor emeritus of sociology, is available as the FSBS PhD confidential advisor ('PhD vertrouwenspersoon FSW'). Issues can deal with the PhD candidate's work, supervisor(s), collaboration, colleagues, integrity, treatment by others, work atmosphere, or how complaints and questions are dealt with (for more information: <https://www.uu.nl/staff/WRaub>). He can be contacted at [w.raub@uu.nl](mailto:w.raub@uu.nl).

To get an insight in the work the confidential advisor does, please see the protocol in Attachment 2.

- **Confidential advisors research integrity**

If you have any dilemmas or questions regarding your own academic work, you can contact the faculty-specific contact person for research integrity [Peter van der Heijden](#).

More information can be found here: (the website is currently being built, link will follow soon).

Complaints about or suspicions of violations of research integrity are not dealt with by the faculty-specific contact persons. This is the task of the UU [Research Integrity Committee](#).

- **Confidential advisors inappropriate behaviour**

Utrecht University thinks a safe social climate is important. However, it may happen that students or employees are confronted with inappropriate behaviour. If that happens, you can contact the confidential advisors for inappropriate behaviour. E-mail: [vertrouwenspersonen-ongewenstgedrag@uu.nl](mailto:vertrouwenspersonen-ongewenstgedrag@uu.nl). See also: <https://www.uu.nl/en/organisation/governance-and-organisation/confidential-advisor>.

- **The UU PhD psychologist**

The UU PhD psychologist offers psychological support with psychological problems caused by the doctoral degree track or that have a direct effect on the track

The PhD psychologist is specialised in short-term treatment for anxiety issues, mood complaints, concentration problems, fear of failure, motivational issues, etc. The PhD psychologist is available for all PhD candidates at Utrecht University (up to one year after contract ending) and is well aware of the unique position the PhD candidates are in. Therefore, the PhD psychologist is able to offer adequate assistance that is specifically tailored to the PhD candidate. An appointment can be made using the following link:

<https://students.uu.nl/en/schedule-an-appointment-with-phd-psychologist>. Depending on the specific support needed, there are a number of options after the intake: one-off advice / information, (short-term) individual counselling, group sessions or referral. There are no costs involved for any of the options. And of course, everything that is discussed will remain strictly confidential. The PhD psychologist can be reached via [phduu@uu.nl](mailto:phduu@uu.nl).

## 4. PhD track

### 4.1. Finances

#### 4.1.1. Personal budget

Each PhD candidate (with employee status at the UU) has a personal budget to fund research expenses, including conference visits. This typically amounts to €5,000-€10,000 for the entire PhD track, but be sure to discuss this with your supervisor(s). In case of non-employed candidates, specific arrangements need to be made with the section involved **before** the PhD track starts.

- General info on finances for UU PhD candidates is also provided by [Prout](#).
- A helpful summary on how to do your taxes can be found [here](#).

#### 4.1.2. Expenses

When you have incurred a cost or want to request an advance on future costs you can declare them at the expense portal [here](#), including an instruction manual and more extensive information.

In general, you declare your work-related costs to the WBS element of your PhD track, but in some cases, you may declare costs to the section's WBS-element. You may consult the manager of your section. Typical costs that you may incur include:

- conference fees;
- travel and accommodation costs (e.g., for a symposium or a conference);
- if you travel to a conference a few days earlier or leave a few days later to spend a holiday, please check with your section what rules the section have on payment of the extra costs;
- research costs (e.g., reimbursing participants).

#### 4.1.3. Going abroad

When going abroad for your PhD track for a period longer than 45 days (or trips of at least 15 days each, together adding up to 45 days) the UU can provide 30% of an employee's salary as a tax-free reimbursement. More information [here](#).

#### 4.1.4. Travel insurance

Requests about how to arrange UU travel insurance (work travel is often not covered in consumer packages) first of all check with your department manager. Also read more information [here](#) and [here](#).

Please note: The PhD Council have committed that PhD candidates preferably travel by train whenever possible, see also: <https://www.uu.nl/en/sustainabletravel> in line with the policies of the Executive Board of Utrecht University.

### 4.2. Research at the Faculty of Social and Behavioural Sciences

#### 4.2.1. Research facilities and protocols

The research conducted at FSBS is very diverse, but there are shared facilities and protocols among the different sections.

- It is obliged to get **ethical approval** *before* starting your research. Try to get approval for a whole research line, rather than for one specific experiment. Ask your supervisor(s) about the guidelines and procedures within your research programme. Or see the Faculty Ethical Review Board (Facultaire Ethische Toetsingscommissie; FETC) [here](#).
- **Conducting research**, particularly in the behavioural sciences, is often done in the laboratory on the ground floor (Langeveldbuilding, G0.07). The lab schedule and manual (info on signing up for lab space, etc.) can be found [here](#).

#### 4.2.2. Data storage and scientific integrity

In order to guarantee transparency, replicability and good science, the Faculty of Social and Behavioural Sciences has compiled a protocol for processing and storing data. **Please note:** data storage of your thesis is mandatory **not** optional. Storage should be completed before the date of the defence ceremony. It may be wise to use the DMT tool and watch the webinar at the start of your track to organise your data storage properly straight away : <https://www.uu.nl/en/research/research-data-management/training-workshops/online-training-learn-to-write-your-dmp>. [Click here](#) to read the complete *Faculty Of Social And Behavioural Sciences Research Data Storage (Archiving) Protocol 2016*, or read our summary below:

- A publication package must exist for each publication (based on data):
  - as well as for each thesis chapter;
  - before submitting the PhD manuscript, the supervisor has to sign a form declaring that a publication package exists for each thesis chapter, the completed and signed form will be added to the PhD candidates file in MyPhD by the PhD Office, to give you an idea of the text, please turn to Attachment 3 of this booklet to find the integral form for your information, you will receive a copy of the e-mail with the form that is sent to the supervisor;
- Publication packages consist of:
  - description of hypothesis, conceptual framework, and method;
  - procedures and stimulus materials necessary for replication;
  - raw data files (e.g., untransformed, all participants included);
  - if data files have been collected on paper it suffices to indicate the location of the storage of the files they do not need to be digitalised, vice versa if paper data files have been digitalised it is not necessary to store the paper data files as well;
  - data used for analysis (e.g., transformed data);
  - computer code describing how raw data was transformed to the final dataset;
  - computer code describing how the final dataset was analysed, producing the results described in the manuscript;
  - descriptives of authors and the manuscript;
  - read-me file on how to use and interpret all files;
  - stimuli and / or stimulus presentation software files;
  - informed consents;
  - final version of the manuscript.
- Digital storage must be safe, robust, and connected to a research organisation such as the UU:
  - individual and / or cloud storage is not appropriate;
  - there is a secure storage server within the faculty, contact the faculty laboratory coordinator [Dennis Hofman](#), or request access to the FSS storage, by filling in the form found on the [Tech Support Desk website](#) under FSS storage;
  - occasionally a non-employed PhD candidate works for an institution that does not allow their data to be stored on the secure storage server within the faculty. The institute uses their own secure storage and all data obtained by the PhD candidate may not leave the institution; the supervisor can add this information to the publication package form he has to complete and sign, so it is clear where the data can be found.

#### 4.2.3. Academic integrity

Please find more information about Academic integrity [here](#).

#### 4.2.4. Responsible use of scientific sources

Interesting information on the responsible use of scientific sources may be found [here](#).

During the process of completing your manuscript, it may be that your supervisor(s) request for a plagiarism control. Good programmes for these checks are: Urkund and Ephorus.

#### **4.2.5. Privacy**

With regard to data used in research and administrative purposes, such as SAP and Oriris, as well as local- and digital files, new European privacy regulations have been introduced. More information [here](#).

#### **4.2.6. First author responsibility**

If the first author is a researcher at the Faculty of Social and Behavioural Sciences, he or she is responsible for data storage. If the second or subsequent author is a researcher at the faculty, he or she is aware that the data has been stored with due care and how this has been achieved. This is also the case when the first author is not working at the faculty.

See for more information:

- UU Code for Scientific Integrity:  
The code can be found [here](#);
- Faculty [Ethics Review Board](#):  
The Dutch regulations can be found at the bottom of the page.

#### **4.3. Conferences**

Conferences are great opportunities to gain new insights and broaden your research network. Discuss with your supervisor(s) whether you should submit an abstract and present your work (this is usually a requirement).

##### **4.3.1. Travel insurance**

Requests about how to arrange UU travel insurance (work travel is often not covered in consumer packages) first of all check with your department manager. Also read more information [here](#) and [here](#).

Please note: The PhD Council have committed that PhD candidates preferably travel by train whenever possible, see also: <https://www.uu.nl/en/sustainabletravel> in line with the policies of the Executive Board of Utrecht University.

##### **4.3.2. Confirmation letter**

When going to a conference, it is sometimes required to provide a letter of confirmation, that indeed you are a PhD candidate at the faculty. The PhD Office can provide you with such a letter, [m.pieper@uu.nl](mailto:m.pieper@uu.nl).

##### **4.3.3. Relevant conferences**

Consult colleagues, including supervisors, or an information booklet of your section about what might be relevant conferences for you to attend.

##### **4.3.4. Working visit abroad**

Sometimes it may be interesting to undertake a working visit to a university or institution abroad where researchers are specialised in your field of research and/or your (co)supervisors may be working in collaboration with. Discuss the possibilities of such a working visit with your (co)supervisors. It also could be interesting to enlarge your network.

#### **4.4. Finishing your PhD track**

A PhD track is completed with a defence ceremony. During the ceremony, the PhD candidate defends the doctoral thesis before a PhD Committee. In order to be eligible for the ceremony, the PhD candidate and (co-)supervisors are expected to meet with several requirements.

##### **4.4.1. Required actions to complete a PhD programme - IMPORTANT TO READ**

Please read "Required actions to complete a PhD programme" on the [website](#) under "PhD candidate" or in MyPhD under "Support".

#### 4.4.2. Prout

Helpful information from Prout [here](#).

#### 4.4.3. Preparation time before defence

The official regulations for PhD candidates at UU “The Doctoral Degree Regulations” (in Dutch: Promotiereglement) can be found [here](#) under “Regulations before and during the PhD programme”. Important to read!

<b>Finishing your PhD</b>	
<b>What?</b>	<b>Whom?</b>
<p>The PhD Office organises a yearly event in September/October called Kick-ON Day. The day offers two seminars and four workshops to help you on your way to get the final work on your thesis and the preparation for your defence done. It also gives you an insight in what you can do to proceed in your career after your PhD. There is also a panel discussion with former PhD's who have recently finished their track to answer questions on their experiences. PhD's starting their final year/one-and-a half year are invited by the PhD Office for this event.</p>	PhD Office
<p>Once you and all (co-)supervisors are in agreement the manuscript is ready for the defence ceremony, you may upload the manuscript in MyPhD under “Graduation phase – Submit thesis to supervisor”.</p> <p>Please note 1: It is required to upload the full manuscript, including notes of authorship, introduction, conclusion, references, acknowledgements and an academic summary in Dutch.</p> <p>Please note 2: Should you need to re-upload your manuscript, (e.g. because of typo's, wrong version) you may do so until the moment the Assessment Committee has been approved by the Board for the Conferral of Doctoral Degrees. From that moment on the ability to re-upload is blocked.</p> <p>Uploading the manuscript will set in motion a number of actions that need to be taken, and in total will take approx. 5-6 months until the defence date. For an insight in the timeline, please read the “Required actions to complete a Phd programme” on the <a href="#">website</a> under “PhD candidate”. On the same webpage you will find a time schedule for your supervisor, for all the procedural matters he/she will have to arrange in order for you to be allowed to defend your thesis. Both documents can also be found under the tab “Support” in MyPhD.</p>	PhD candidate
<p>Once the manuscript is uploaded in MyPhD, all (co-)supervisors will receive an e-mail with a request to approve the manuscript.</p>	(Co-)supervisors
<p>Around the same time the e-mail for the approval is sent, the first supervisor will receive an e-mail from the PhD Office (with you in cc) with the request to complete the Data Publication Form (see also Attachment 1). The supervisor will send the completed and undersigned form to the PhD Office, who will make sure the form is uploaded in MyPhD.</p>	First supervisor
<p>Once the manuscript has been approved by all (co-)supervisors, you will receive an e-mail confirming the approval plus an instruction that it is now permitted to contact the Beadle's Office to find a date for your defence ceremony.</p>	PhD candidate

<p>The Beadle's Office can be contacted on workdays, telephone number +(31)(0)30 253 8259. The Beadle will always give 2 or 3 dates from which you can choose in agreement with your (co-)supervisors.</p> <p>Please note: The defence date will remain a provisional date until the Assessment Committee have approved the manuscript.</p>	
<p>At the same time as the above e-mail, the first supervisor will also receive an e-mail with a confirmation, plus a request to enter the names of the members of the Assessment Committee in MyPhD. Before this is done, the supervisor has to consult via e-mail with the Dean of the faculty to receive his consent.</p> <p>After entering the names in MyPhD, an e-mail will be sent to the PhD Office for a check, subsequently to the Dean and to the Board for the Conferral of Doctoral Degrees for an approval. Once approval has been given, all members of the Assessment Committee will receive an e-mail with a link to the manuscript and the assessment form. They have one month to give their assessment. The PhD Office will check the progress and send a reminder to a member if necessary.</p> <p>Please note 1: Because the Assessment Committee members have already been contacted before a defence date has been set, the first supervisor has to contact all members a second time to inform them of the date and make sure that at least three members can be present at the defence ceremony. It is allowed for members to join the defence ceremony online.</p> <p>Please note 2: Defence ceremonies are organized online or in a "hybrid" setting. The Beadle's Office will inform all PhD candidates who are about to have their promotion well in time about the procedure.</p> <p>Please note 3: If the Assessment Committee members are invited to give their assessment shortly before the end of year holidays or before the start of the summer holidays, it may take a little more than one month for them to deliver their assessment.</p>	First supervisor
<p>As soon as the manuscript has been approved by the Assessment Committee and this has been confirmed by the Dean of the faculty and the Board for the Conferral of Doctoral Degrees, the PhD candidate will receive an e-mail with a list of tasks that need to be dealt with. The first two tasks mentioned below are not listed in the e-mail, but they will also have to be dealt with before the defence date. Please also see the "Instructions to the PhD candidate" on the <a href="#">website</a> under "PhD candidate" or in MyPhD under "Support" with more detailed information.</p> <p><b>Please note: these tasks are not optional! Each one will have to be dealt with.</b> You can check the status on the home page of your MyPhD registration (second half of the page) in the 'PhD checklist'. All the boxes need to be ticked before your defence date.</p> <p>Task 1: Add the courses/workshops/conferences/summer-winter schools, etc., you have attended in MyPhD if you not have already done so. Go in MyPhD (<a href="https://myphd.uu.nl/login/index.php">https://myphd.uu.nl/login/index.php</a>) to the right hand side of the screen, under "Training and Professionalization - Open training overview page". Add the courses. If you did not receive EC's (for a conference for instance you probably have not received any), add 99 as EC's, because you cannot enter the courses without adding EC's.</p>	PhD candidate

<p>Please note: FSBS does not require a minimum of EC's for a PhD track. It is important that you take the courses you need for your research, (future) career or well-being, EC's are not counted, but some other faculties do make use of this, so therefore the EC's cannot be removed from MyPhD.</p> <p>Task 2: Complete your data/publication package as described in paragraphs 2.1.5. and 4.2.2. The publication package needs to be stored on the separate faculty server before the defence date.</p> <p>Task 3: Complete title page and revers of the manuscript in MyPhD. The Beadle will check the text and give her comments or approval. It is not allowed to make any changes or additions to the approved text of the title page and reverse. Changes to the lay-out are permitted. The members of the Assessment Committee may be mentioned in the acknowledgements and not on the title page, reverse or any other page at the beginning of the thesis.</p> <p>Task 4: Prepare your thesis book. Request an <a href="#">ISBN-number</a> (in Dutch); apply for the €750 printing grant at the faculty <a href="#">here</a>, or look at research associations. Look for printing companies, suggestions can be found under paragraph 4.4.4. Upload the printer's version of the thesis in MyPhD under "Graduation phase – Submit dissertation" and complete the form on publication rights and/or embargo for the University Library. The university is required by law to have a proof of your thesis book (digitally), therefore it is imperative you upload the definitive (printer ready) version in MyPhD.</p> <p>Task 5: Provide press-related information. Please do not forget to do this. If you do not fill out the relevant form in MyPhD, the press officer will not receive any information and your defence ceremony date will not be added to the university agenda, there will not be any press information prepared, nor will the link to the live stream of your defence be added to the agenda item on the UU website.</p> <p>Task 6: Decide on <a href="#">paranymphs</a>. Plan a reception - remember to cancel or confirm the reception room at University Hall.</p> <p>Task 7: Distribute your thesis. Use it as advertisement of your work. Do not forget to hand in 15 thesis books to the Beadle's Office.</p> <p>Task 8: Plan to meet the chair of the promotion ceremony. The name of the chair is announced in MyPhD.</p> <p>Task 9: Prepare for your defence. Do a mock defence.</p>	
<p>If the Assessment Committee, Dean and the (co-)supervisors feel a PhD candidate deserves a "cum laude" degree, the supervisors and the Dean have to register this in MyPhD and it has to be approved by the Board for the Conferral of Doctoral Degrees after confirmation by at least two experts in the field who are not involved in any part of the PhD track or thesis. This process should be started at least four weeks before the intended date of defence. This addition in MyPhD and the chance of "cum laude" will not be known or visible to the PhD candidate, as it remains confidential until after the defence has actually taken place.</p>	<p>Members of the Assessment Committee, (co-)supervisors, Dean, Board for the Conferral of Doctoral Degrees</p>



The first supervisor will receive an e-mail with a request to enter the members of the Doctorate Examining Committee in MyPhD. Once the Dean and the Board for the Conferral of Doctoral Degrees have approved the members, all parties concerned will receive an e-mail, with date, place, time and instructions on the ceremony.	First supervisor
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#### 4.4.4. Tips for printing your thesis

- Sign up with a group of PhD candidates to print your thesis at the same printing company, as they may then offer discounts of up to 30%.
- A candidate printing company could be:
  - Canon, contact: [uu@canon.nl](mailto:uu@canon.nl), Canon is the official supplier for all UU printwork
  - BOXPress Editors, contact: <https://www.proefschriftmaken.nl/en/>;
  - Proefschriftspecialist, contact: <https://www.proefschriftspecialist.nl/home-en>.
- Apply for the €750 (maximum) printing grant at the faculty, [here](#). A compensation may only be applied for up to 2 weeks after the defence ceremony took place. **Please note:** the invoice of the printing company must be addressed to the PhD candidate, NOT to the faculty. When claiming the expenses do not forget to add to the form, the invoice and a proof of payment (bank statement, credit card statement).
- Make sure to disclose copyright for the cover of your thesis.
- DTP / cover design of your thesis and do not forget to arrange photography at your defence!

#### 4.4.5. DOI's automatically assigned

The University Library automatically assigns a DOI to Utrecht dissertations.

## 5. Teaching and obligatory courses

All PhD candidates employed by the Faculty of Social and Behavioural Sciences are required to spend 10% of their time on teaching tasks as part of their PhD track<sup>1</sup>. If in a single year more or less hours are spent teaching, this may be compensated in the following year. PhD candidates are mostly deployed for supervising Bachelor and Master theses whenever possible. If this is not feasible, they will be deployed to supervise Bachelor degree workgroups. The objective of these teaching activities is to:

- gain teaching experience and improve qualifications for a future academic position;
- increase reciprocity between teaching and research activities;
- involve candidates in doctoral research, e.g., when writing a Bachelor or Master thesis, and to let them contribute to it with data collection.

### 5.1. Obligatory courses

For all employed PhD candidates who teach it is obligatory you follow one or more courses on teaching and supervising student research (teacher training). Time spent on these courses will count as part of your 10% teaching activities. Available courses are listed [here](#). Please scroll down to see which teaching courses our faculty has to offer.

For all PhD candidates, employed and non-employed, the course Responsible Conduct of Research (RCR) is mandatory. The course consists of four modules, one for each year of your PhD track. The course is new and all PhD candidates with a start date after 31.08.2020 will be invited for this course by the PhD Office. For more information on the RCR course please check Attachment 4.

### 5.2. Teaching activities in TSA

Teaching activities will be included in the TSA. PhD candidates who teach, have to discuss with their supervisors which course is most suitable for them taking into account previous experience and the nature of the teaching responsibilities.

There is a possibility for candidates to get an exemption for teacher training. In individual cases where PhD candidates have sufficient experience as a teacher and already have followed teacher training, the supervisors are allowed to exempt the PhD candidate from teacher training. The course that is chosen or the reason for exemption, should be documented in the TSA.

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<sup>1</sup> For PhD candidates who are appointed on projects funded by the European Research Council (ERC) and Marie Skłodowska Curie Actions (MSCA) there are restrictions to teach. These funding agencies require that awarded grants are spent only on the proposed research project. This implies that these PhD candidates are only allowed to teach if the course they teach is closely related to (i.e. benefits) the research topic of their project.

## 6. Professional development

### 6.1. PhD Education

As a PhD candidate you are encouraged and entitled to develop yourself by following courses and / or attending seminars. This can be done at Utrecht University, or at any other university or research school.

#### 6.1.1. General information about professional development

The HR department have developed an on-line environment to support the professional development of all UU employees. More information [here](#). This development guide offers information about development opportunities for specialisation, broadening your horizon and looking for a change.

#### 6.1.2. Courses at the Faculty of Social and Behavioural Sciences

The FSBS primarily offers [generic courses](#) that may be applicable to every PhD candidate at the faculty and they aim to develop transferable skills, such as:

- research skills, including methodology and statistics (e.g., meta-analysis, Bayes);
- research integrity and data management;
- personal effectiveness (e.g., Research planning and Time management);
- communication (e.g., Writing in English for Publication, Presenting your research);
- professional development (e.g., Grant application);
- teaching (e.g., Supervising students, Teaching in tutorials and seminars).

More [domain specific courses](#) are often offered through national research schools. Registration to all courses can be done with the use of the Solis-id.

If a course provider requests a course fee, PhD candidates can apply for a reimbursement from the PhD Office, via [PhDofficeSBS@uu.nl](mailto:PhDofficeSBS@uu.nl). The PhD-office will assess whether the course is eligible for reimbursement. Alternatively, PhD candidates can contact the PhD Office before booking the course to ask for consent, if this is the case they will receive payment details, so the invoice can be sent to the university and PhD candidates do not need to advance the money themselves.

Additionally:

PhD candidates can participate in Research Master courses offered by the faculty ([click here](#) for an overview of programmes and their courses) if there are places available. If you are interested in following a Research Master course, contact the Faculty Student Desk and state clearly your background and current position as a PhD candidate: [stip.fsw@uu.nl](mailto:stip.fsw@uu.nl).

#### 6.1.3. Courses at National Research Schools

For the research fields within Social and Behavioural Sciences there are National Research Schools that offer domain specific education programmes for PhD candidates (but also for postdocs, and others). Joining a research school in your discipline / research field is highly recommended, helping with:

- access to courses relevant for your PhD training;
- feedback on your on-going and future research projects;
- building a research network.

Find your relevant National Research Schools / Graduate Schools under paragraph 1.2.

#### 6.1.4. Summer schools

Various universities offer courses by means of summer schools, these are often internationally oriented and count towards your educational requirements.

Relevant summer school courses are often promoted through National Research Schools or professional / research associations. However, be sure to ask your supervisor(s) and colleagues, search online for yourself, or look a bit closer to home at: [www.utrechtsummerschool.nl](http://www.utrechtsummerschool.nl).

#### **6.1.5. Relevant professional memberships**

There are professional or research associations for nearly every research area or topic. Joining one or a number of such associations is highly recommended for:

- building and broadening your research network;
- providing resources:
  - general information about the field;
  - job listings;
  - access to summer schools;
  - (travel) grant opportunities;
  - a possible peer-reviewed journal;
  - ask your fellow colleagues or your supervisor(s) which professional associations might be relevant to you.

Consult colleagues, including supervisors, or an information booklet of your section about what might be relevant professional memberships for you.

#### **6.1.6. International experience**

It is highly recommended to visit another (international) research group or laboratory or to do a research internship. Here is why:

- to gain insights into benefits and drawbacks of different research environments;
- to provide opportunities for different feedback and ideas for your research;
- to broaden your research network.

Travel grants are sometimes available through professional memberships:

- the [Fulbright Center](#) offers scholarships for PhD candidates wishing to spend three to six months in the US;
- the website [Research Professional](#) also lists funding opportunities, as does the this webpage: <https://www.uu.nl/organisatie/doneren/rosanna-fund-for-women-grants-2022>;
- or contact the Research Support Office for other prospects, see paragraph 3.2., and/or the PhD Office.

## **6.2. Preparing for working life after your PhD**

It is wise to start thinking about your future career at an early stage of your PhD track. Therefore, UU PhD candidates are offered different [employment programmes](#) before the end of their PhD track. It is advised to discuss opportunities with your supervisor(s) at an early stage and to make use of the services Utrecht University offers:

- **“PhD Activating Career Event” (PhACE)**  
All PhD candidates are encouraged to take part in this career event during the penultimate or final year of their project. This two-day event takes place three times each year and aims to help PhD candidates at the end of the doctorate to explore different career steps. More information can be found [here](#).
- **Career Services**  
Services for PhD candidates to ensure that every PhD candidate is well prepared for a career in or outside academia. These services, such as career coaching, workshops and online tests are for all PhDs, regardless of Graduate School, type of contract or the year of the PhD contract. PhDs who recently finished their promotion are also welcome. Please check <https://students.uu.nl/career-services/career-services-voor-phd> for more information.

- **Work2work**

If you did not manage to find a job by the end of your contract, Work2Work will offer you a re-employment coaching programme approximately four months before the official end date of your contract. More information can be found [here](#).

## Attachment 1: Example of "Publication package form"

For your information: the integral text of the "Publication package form" to be filled out by the supervisor as soon as the Assessment Committee have started their assessment. See also items 2.3, 3.1 and 4.2.

Form: Rule of conduct on co-authorship in PhD theses and on 'publication packages', Faculty of Social and Behavioural Sciences,  
Utrecht University  
August 2015

To be filled in and signed by supervisor ('eerste promotor') before submitting the PhD-manuscript to the assessment committee.

**Title PhD thesis:**

**Name PhD-candidate:**

**Name supervisor ('eerste promotor'):**

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**Rule of conduct for co-authors of PhD theses and on publication packages** that will apply to all PhD theses submitted to the assessment committee ('reading committee') from 1 September 2015 onward:

- Authorship is reserved solely for those who have made a significant intellectual contribution to the research;
  - The introduction- and summary / discussion / conclusion-chapters in the PhD thesis will, by definition, be single-authored and will be the sole responsibility of the PhD candidate (notwithstanding the supervisor's responsibility for approving the PhD thesis as a whole);
  - The PhD candidate will preferably (but not necessarily) be first author of all articles;
  - Every article in the PhD thesis that has co-authors will include a footnote at the start of each article with an 'acknowledgement of author contributions'. This 'acknowledgement of author contributions' will specify the contribution made by each co-author. For every article to which this applies, the 'acknowledgement of author contributions' will be included in the manuscript for the assessment committee and in the final PhD thesis;
  - The supervisor must ensure that any discussion about the details of the responsibility for co-authorship (and the 'acknowledgement of author contributions') will not cause issues when finalizing the PhD thesis and will not cause issues for the PhD candidate.
  - Each empirical chapter of the dissertation has a publication package (or one publication package in case of a monograph) in accordance with the current data protocol of the faculty. The supervisor ensures the availability of the publication package(s) before sending the manuscript to the assessment committee.
- 

- I declare that each co-authored chapter of the thesis manuscript includes a footnote with an acknowledgement of author contributions. The footnotes will be likewise available in the final PhD thesis.
- I declare that publication packages in accordance with the current data protocol of the faculty are available for the thesis. For more information on the data protocol of the faculty see: <https://intranet.uu.nl/en/academic-integrity-faculty-data-storage-protocol>.
- I declare that in case of one or more missing publication packages (because, for example, one or more chapters of the thesis have been published or accepted for publication before September 1, 2014, that is, before the availability of the data protocol of the faculty) concise information on the data and data storage is available. This is the case for the following chapters of the thesis (please provide the titles of the respective chapters and briefly indicate the reasons for missing publication packages):

Remarks:

Date:

Signature supervisor ('eerste promotor'):

## **Attachment 2: Protocol Faculty of Social and Behavioural Sciences PhD confidential advisor**

PhD candidates can come to the PhD confidential advisor if they have a problem or question that they would like to discuss with an impartial person other than their day-to-day supervisors or co-supervisors<sup>1</sup>. The issues can deal with the PhD candidate's work, supervisor(s), collaboration, colleagues, integrity, treatment by others, work atmosphere, or how their employer deals with complaints or questions.

### **Operating framework**

The PhD confidential advisor:

- is impartial;
- is obliged to maintain strict confidentiality;
- has direct access to all departments and information within Utrecht University;
- is there to help the complainant, but doesn't necessarily act on the complainant's behalf;
- is an impartial party in the social infrastructure at Utrecht University's Faculty of Social and Behavioural Sciences.

The PhD confidential advisor takes a position between the parties, and can advise or mediate upon request. However, the counsellor may only act as a mediator with the complainant's approval. Without the complainant's express permission to waive the right to confidentiality, the PhD confidential advisor cannot contact other individuals such as the complainant's supervisor or colleagues. The PhD confidential advisor may only contact third parties with the complainant's express permission to waive the right of confidentiality.

Depending on the nature of the issue, the PhD confidential advisor may refer the complainant to another party within or outside Utrecht University. In other cases, with the complainant's approval the PhD confidential advisor may act as a mediator to help arrive at a solution. In their work the PhD confidential advisor acts in accordance with the PhD Confidential Advisor Protocol (see Appendix 1).

The PhD confidential advisor also has the following duties and responsibilities:

- answer PhD candidates' questions regarding supervision, collaboration, integrity, treatment by others, work atmosphere, and careers, within a reasonable period of time, depending also on the urgency of the matter at hand;
- identifying systematic gaps in regulations or organisational arrangements, and advising the dean and director of the Graduate School upon request and at his/her own initiative;
- reporting on the demand for the PhD confidential advisor's services and the purpose for which the services are requested. To this end, the PhD confidential advisor records contacts and reports and issues annual anonymous reports to the dean and the director of the Graduate School;
- raising awareness of the position and its services among PhD candidates;
- ensuring the structural coordination with other confidential advisors at Utrecht University and the PhD mentors within the faculty;

<sup>1</sup> Please note that in each doctoral programme a PhD mentor is appointed as well. They invite all new PhD candidates in their PhD programme for an introductory conversation and they discuss problems or issues with PhD candidates upon their request. PhD candidates may decide themselves whether they prefer to talk to their mentor or to the PhD confidential advisor or both. The difference between the mentor and the PhD Confidential Advisor is that the former is associated to the PhD programme as someone who is easily approachable whereas the latter is an impartial party in the social infrastructure at Utrecht University's Faculty of Social and Behavioural Sciences. Both the mentor and the PhD Confidential Advisor are bound to confidentiality.

## **Appointment**

The PhD confidential advisor is appointed by the Faculty Board for a period of three years, for an average of 4 hours per week (0.1 FTE).

If the confidential advisor is employed by the Faculty of Social and Behavioural Sciences, then the appointment letter must state that the counsellor is protected by law. The PhD confidential advisor may not suffer negative legal consequences as a result of their counselling and mediation services.

The PhD confidential advisor must be able to function autonomously, without orders from or consultation with university management.

## **Profile**

The profile for the PhD confidential advisor is:

- ideally has a PhD;
- ideally has experience supervising PhD candidates;
- has experience with mediation or completed mediation training, or the intention to complete mediation training in the near future;
- has a good sense of the boundaries on people's behaviour and their intrinsic motivations, as well as for their interrelationships and the organisational culture;
- is able to ask follow-up questions about the PhD candidate's goals and the paths that he/she is willing and able to travel in an unbiased and non-judgemental manner;
- has a talent for giving constructive feedback;
- functions effectively in conflict situations, and maintains a professional distance to the case;
- strictly complies with the applicable social, ethical and professional norms and values, including those formulated in the Code of Conduct and CLA.
- has excellent intercultural competences
- is fluent in written and spoken Dutch and English.

## **Appendix 1**

FSBS PhD CONFIDENTIAL ADVISOR PROTOCOL

### **Authorisations**

- a) The PhD confidential advisor is open to requests for advice regarding work-related issues that the PhD candidate does not feel comfortable raising with their supervisors and/or managers, such as how to deal with the supervisor, doubts about their own research, plans for the future, etc.
- b) The PhD confidential advisor handles PhD candidates' complaints or grievances regarding perceived unfair or incorrect treatment by individuals or organisations within the university.
- c) The complaint may pertain to a measure or decision regarding the individual complainant, or one that the authorised organisation explicitly or implicitly refuses to take regarding the individual.
- d) The confidential advisor seeks insight into the background and facts of the case. To that end, the confidential advisor seeks and maintains the necessary contacts with local management. Organisations and officers are required to provide the requested information and access to the necessary documents.
- e) The confidential advisor may conduct further research into the case (such as the working conditions in the organisational unit), and may question management for this purpose. If



necessary, the confidential advisor will report their findings to (local) management and the PhD candidate.

- f) Depending on the conclusions, the confidential advisor may attempt to facilitate a solution within the authorisation and responsibility structure by means of referral, mediation or advice.
- g) The Faculty Board, other organisations and individual employees can notify the confidential advisor of complaints or request mediation. Before honouring a request for mediation, the confidential advisor must determine whether the action complies with the frameworks for the position and this Protocol.
- h) The PhD confidential advisor may inform individuals or organisations within the university of their opinion or recommendations regarding certain issues pertaining to general policy or administration, in consultation with the relevant local management of a faculty or service, or with the Executive Board or the Supervisory board if the complaint pertains to the Executive Board.

### **Method for handling complaints**

- a) In the first phase of contact with the complainant, the confidential advisor forms an opinion of the problem as described by the complainant and based on the background and actual facts of the issue.
- b) The confidential advisor then reviews whether the complaint or grievance has already been submitted to the management of the relevant organisational unit.
- c) If the intended procedures have been followed, but have stagnated or been obstructed, then the confidential advisor will acquire insight into the broader context of the problem by reading and analysing documents and the opinions of other persons involved.
- d) Taking all of the relevant aspects into consideration, the confidential advisor will then determine which posture to adopt in the further handling of the complaint. This consideration should be determined by a balanced approach to the personal well-being of the complainant and the interests of the organisation or unit.
- e) The confidential advisor will monitor the progress of the issue, even if the complainant has been referred to another party, and if necessary will report to the complainant and relevant organisations if doing so would be useful or necessary for the prevention or solution of the problem.
- f) If the mediation of the confidential advisor does not provide a satisfactory result, then the counsellor will formulate their own position on the matter and submit it to the dean or their deputy, with the complainant's knowledge (or approval if necessary).

### **Complaint handling periods**

- a) Individuals and organisations must answer questions asked by the confidential advisor within 30 calendar days.
- b) If necessary, the confidential advisor may escalate the matter to the Faculty Board.

### **Counsellor's response to complaints**

When deciding how to respond to a complaint, the confidential advisor will take the following aspects into consideration:

- The nature of the problem;
- The interests of the complainant, other stakeholders and the organisation;
- The delegation of responsibilities and authorisations within Utrecht University, including existing complaint procedures.

The counsellor will then choose one of the following alternatives:

a) *Not to handle the complaint*

The confidential advisor will not handle anonymous complaints or those that have been rejected in the past. The confidential advisor also will not intervene in current appeal or objection procedures.

If the complainant submits the complaint to the district court while the complaint is being processed, then the confidential advisor will cease acting as a mediator.

b) *Referral*

If the complainant wishes, the confidential advisor may refer the complaint to the most suitable third party. This may be done if the complainant has not yet consulted the proper organisations or individuals (local management, HR adviser, occupational physician, OSHA consultant, social worker, PhD candidate psychologist) which serve as the first point of contact for the specific complaint.

c) *Mediation between two or more parties*

The confidential consultant may attempt to mediate between the complainant and the subject of the complaint in order to facilitate the handling of the complaint in the normal chain of authority. If appropriate, the confidential consultant can also make suggestions to the parties and/or suggest interim proposals for the solution of the complaint.

d) *Process consultation and assistance to mediators*

If the conflicting parties cannot be brought together, or have taken such conflicting positions that a solution is not feasible, then the confidential advisor may attempt to improve the conditions by means of specific interventions geared to the individual parties. The confidential advisor may also support the authorised individuals or organisations in their attempts to solve the problem.

e) *Call on third parties*

If the confidential advisor's assistance is sought by parties other than the complainant or conflicting parties themselves, then the investigation or mediation attempt will be preceded by another phase in which the confidential advisor determines whether the conditions for working within the boundaries of the position are sufficiently satisfied.

In that case, the goal is to transfer the handling of the issue to the authorised individuals or organisations as quickly as possible.

f) *Consulting*

Based on common complaints or a (marginal) review of measures.

### **Complaints about the confidential advisor**

An employee, PhD or organisation with complaints about the confidential advisor's activities may submit the complaint to the confidential advisor in writing. If the discussion of the complaint does not result in a solution that is satisfactory to the complainant, then they may notify the Faculty Board of the matter in writing.

Please note that this complaint procedure is in place to handle complaints about the PhD confidential advisor, should they occur. It could also be the case that a PhD candidate is in need of a second opinion and they may want to turn to one of the UU Confidential Advisors (<https://intranet.uu.nl/en/knowledgebase/confidential-advisor-for-staff>), who are available as well. If the discussion does not result in a solution that is satisfactory to the complainant, then they may notify the Faculty Board of the matter in writing.

### **Attachment 3: Examples of reflection forms and Training and Supervision Agreement (TSA)**

Example of B&O reflection form employed PhD candidates: [here](#).

Example of Progress meeting reflection form non-employed PhD candidates: [here](#).

Example of Training and Supervision Agreement (TSA): [here](#).

## Attachment 4: The mandatory Responsible Conduct of Research Course

### Aim of the course

Being a scientist brings challenges, and not always only related to the content of your research. There will be many responsibilities, not only to your direct supervisor, but also towards your colleagues, your field, science in general and society. At the same time, your project will come with expectations and deadlines whereas unexpected complications with your data will more often than not, hinder straightforward conclusions. With all these pressures, scientists may not always be able to resist the temptation to cut corners or turn a blind eye towards (potential) flaws in their own research and that of their close collaborators.

What this course will do is help you to think about how you can be a responsible researcher. Aspects of Responsible Conduct of Research will be discussed, and most importantly, you will have ample opportunity to discuss issues that arise with your fellow PhD's. The course will stimulate open discussion and show you how Utrecht University and our faculty is working towards an organisational culture of integrity. Utrecht University has set principles and goals in a Code of Conduct: the '*Code of Conduct for Scrupulous Research Practice and Integrity*'. This Code of Conduct is an addition to the '*Netherlands Code of Conduct for Research Integrity 2018*' of the Universities of The Netherlands (Universiteiten van Nederland)

The course's aim is to empower you to stay true to your critical attitude, and to feel empowered to address shortcomings when you encounter them. There will be seductions and challenges put on you by supervisors, 'the system' and your own ambitions. This course will discuss daily life experiences in research practice and will help you to navigate the grey areas of science in a responsible way.

As research integrity is a topic that involves everyone who is part of the academic community, the focus in this course will not so much be on serious cases of misconduct, but rather on the 'grey zone areas' where daily research decisions can turn into integrity issues. The PhD candidates' own research experience is highly relevant in this course. Participants are invited to share their own experiences, and to think carefully about what is needed to becoming better equipped to face and deal with integrity issues (in the future) by sharing thoughts with all in this course. Obviously, all cases will be respectfully and constructively discussed.

### Set-up

As of the academic year 2020-21, all new PhD candidates are required to follow the RCR as part of their PhD track and development, to deepen and broaden their knowledge and expertise skills necessary to become independent scientists. The course is spread over a period of four years. Each year you will follow at least one module. For the faculty of Social and Behavioural Sciences the PhD Office organises the courses and informs about and invites PhD candidates for the modules. The courses are coordinated and taught by Joke Baas (<https://www.uu.nl/staff/JMPBaas>), Jaap Bos (<https://www.uu.nl/staff/JCBos>), and Minet de Wied (<https://www.uu.nl/staff/mdewied>).

### Overview of the modules per year

The modules are taught in an atmosphere of social interaction in an open and safe environment, where participants feel comfortable and confident in sharing ideas, opinions and knowledge. The modules are arranged across the four years of your PhD training. Across the different elements of the course, you are asked to keep a portfolio of dilemma's that you encounter. In the SPOCs (Small Private Online Courses), individual assignments that you submit privately to the instructor (they are not publicly shared) may be included in the portfolio.

Overview of course elements across the four years of PhD training:

- First year:  
A general introduction to Responsible Conduct of Research will kick off the RCR curriculum. You will get general information on what the topics will be, where you can find information about our institute's policies, and who you can turn to in case you want to discuss difficulties you may encounter. If you are interested, you can enroll in an intervision group with fellow first year PhD candidates after you have followed this introduction. This first session will take approx. 3 hours.
- Second and third year:  
Four Small Private Online Courses (SPOCs) (between 15 and 20 participants) on topics in research integrity will be offered in an alternating manner. The course topics and perspectives taken are developed by a recent European project (<https://h2020integrity.eu/>) and are based on important characteristics of effective Responsible Conduct of Research (RCR) education.

Below are the topics that will be offered. Each year a different selection out of these four SPOCs will be offered for you to choose from. Each PhD candidate may choose those courses that appeal most to them and follow one in the second and one in the third year (appr.) of their PhD project.

Year 2	SPOC 0: RCR how to do it right (introductory course)	4-week course, 3 hours per week	Core assignment: reflect on RCR learning experiences
Choices for year 3	SPOC 1: RCR through supervision and mentoring and working together	5-week course, 2.5-3 hours per week	Core assignment: 'challenge' your supervisor with RCR issues you usually do not discuss
	SPOC 2: Data collection and handling in RCR	3-week course, 2 hours per week	Core assignment: analyse the RCR relevance of use of data in your own project
	SPOC 3: Integrity in academic publication: authorship and peer review	3-week course, 2-3 hours per week	Core assignment: learn to constructively review and discuss authorship in your own project
Year 4	Reflection on RCR	TBA	TBA

- Fourth year:  
The module for the fourth year will wrap up the teaching on RCR with a reflection on what you have encountered and how you dealt with this in the course of your PhD track. You will select from your portfolio or other experiences one 'case study' to analyse more in-depth. The insights from this analysis will be presented to the group. In this reflection you will also look forward to how you plan to carry what you have learned about RCR with you and how you may use these insights in your future career. This is the right moment to reflect on this issue, for when you defend your thesis, you will be asked to take a pledge about accepting your responsibilities towards science and society. Details about the set-up and planning of the program in the 4<sup>th</sup> year will be announced in due time.

### What to expect from the SPOCs?

The modules for the second and third year are SPOCs (small private online courses) to which only a limited number of participants can subscribe. Some SPOCs will also include 'live' sessions, that can be planned on the UU campus or if needed online. Each week, new course materials will become available, and participants are expected to log-in themselves and start with the learning activities. Some of these activities involve interaction with other participants, while others can be done individually. There will be a technical moderator and an instructor who will check the activity, sometimes comment on discussions, and give some feedback, but they will not be present all the time. The course runs for several weeks, the number of weeks differs per SPOC. A number of activities is offered, varying from reading something, to a video or an assignment. New content will be made available every week, in order to spread the workload.

### Learning objectives

The course will challenge PhD candidates to reflect on their own stance with regards to how to conduct their academic research with integrity. An overview of the competences the course aims to address:

#### CORE COMPETENCES

<i>A good researcher ...</i>
<i>Has basic knowledge on what (a) research (project) entails (research cycle, designing a study, using appropriate methodology, collecting &amp; analysing data, reporting findings) and what challenges this brings with it;</i>
<i>Can explain rules and regulations regarding academic &amp; research integrity (like codes of conduct, rules on plagiarism, etc.) and apply them to generic cases;</i>
<i>Is able to apply rules and regulations of Responsible Conduct of Research and research/academic values to one's own project/field, and to conduct one's research (project) according to RCR standards and values;</i>

<i>Can recognize and point out what integrity issues are relevant in one's own context and how they relate to debates on Responsible Conduct of Research (RCR);</i>
<i>Is able to identify and reflect on relevant RCR aspects in a given situation;</i>
<i>Is able to determine relevant strategies in a situation in which RCR is at stake;</i>
<i>Can determine an appropriate course of action in a situation in which integrity is at stake (also in consultation with others);</i>
<i>Is an active bystander (i.e. takes active responsibility) when encountering situations that could jeopardize RCR;</i>
<i>Expresses adherence to norms of Responsible Conduct of Research;</i>
<i>Demonstrates in one's reflections and decisions that one feels up to addressing issues of RCR and integrity with others;</i>
<i>Recognizes, and is able to withstand stimuli to condone misconduct;</i>
<i>Understands the institutional context of integrity issues, and how one's individual role is sometimes limited yet relevant;</i>
<i>Acts respectfully towards others (humans, animals, nature) when conducting research (projects);</i>
<i>Acts with honesty, responsibility, and transparency as core values of research;</i>
<i>Demonstrates sufficient analytic, problem-solving, and communicative skills in discussions and deliberations on RCR issues.</i>

#### **ADDITIONAL COMPETENCES**

<i>A good researcher can additionally ...</i>
<i>Reflect on the underlying structures and aims of academic work/research and on how they relate to debates on RCR;</i>
<i>Understand, and is able to detect and critique the (cognitive) biases that may lead into integrity issues;</i>
<i>Identify topical and novel issues in integrity debates and how they apply to one's field of research (like replicability, photoshopping or the impact of predator journals on the research community);</i>
<i>assess and analyse how the institutional and systemic context aligns or deviates from RCR and what is needed to change it towards RCR;</i>
<i>Show the willingness and ability to initiate and lead discussions on Responsible Conduct of Research with peers (colleagues, fellow PhD candidates);</i>
<i>Take responsibility (and shows courage if necessary) to address issues of RCR within institutional contexts;</i>
<i>Prioritize (if necessary) Responsible Conduct of Research above one's strive for success as researcher.</i>