



PhD Consultation Hours and PhD Contact Points

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During your PhD trajectory you might encounter problems that you would like to talk about, but you do not know with whom. Think of problems related to time management, stress, physical burdens, loneliness, cultural differences, homesickness, conflicts with your supervisors, harassment and unfair treatment.

The 2017 PhD survey and discussions with the PhD Sounding Board flagged the lack of sufficient channels to discuss sensitive supervision and PhD related issues. To address this sense, we aim to make the channels already in place more visible and will, additionally, introduce the PhD Consultation Hours.

PhD Consultation Hours

The AISSR Bureau initiates the institution of weekly PhD Consultation hours for discussion of problems that arise from the point of view of PhD scholars. The 4 AISSR Programme Group Managers will carry out these Consultation hours according to the scheme on the next page. As PhD candidate you can choose to discuss with whichever Programme Manager you feel most comfortable.

Schedule PhD Consultation Hours (Location is B8.09M)

	Evelien Oomen	Janus Oomen	Jeske de Vries	Joan Schrijvers	Puikang Chan
11 April 2018					16.00-17.00
18 April 2018	16.00-17.00				
25 April 2018			16.00-17.00		
02 May 2018				16.00-17.00	
09 May 2018		16.00-17.00			
16 May 2018				16.00-17.00	
23 May 2018	16.00-17.00				
30 May 2018					16.00-17.00
06 June 2018			16.00-17.00		
13 June 2018					16.00-17.00
20 June 2018	16.00-17.00				
27 June 2018				16.00-17.00	
04 July 2018		16.00-17.00			
11 July 2018			16.00-17.00		
18 July 2018		16.00-17.00			
25 July 2018				16.00-17.00	

Overview AISSR channels to discuss PhD related issues

Including the PhD Consultation Hours you can use the following channels to address PhD related issues:

1. PhD supervisors
2. The Annual Human Resource Meeting
3. PhD representatives (and PhD Sounding Board)
4. PhD Consultation Hours
5. PhD Trust Persons¹
6. UvA Psychologists ([more information](#))

¹ A trust person can help you out with, or facilitate dialogue on, content- and supervision-related issues in your PhD. The trust persons do not have a supervisory relationship with the PhD student, and are usually not a close colleague of the supervisor. In this position they can help to sort out problems of varying kinds, whether professional or personal, in the PhD trajectory. The adviser can offer a listening ear, give advice and, if necessary, act as a mediator or negotiator between the PhD student and the supervisor(s).



Practical questions about your PhD Trajectory

For more practical oriented questions please Consultation the PhD Guide first and, when still in doubt, the units in the table below (depending on the topic).

Housing	<i>AISSR secretariat</i>
Insurance and visas (for foreign PhDs)	
PhD educational programme and SIC's	
Support for scientific meetings, conferences, workshops (booking meeting rooms, hotel reservations, catering)	
ICT contact person	
Personal web pages	
Teaching as PhD	<i>Department secretariat</i>
PhD appointment at the UvA (for PhD with an UvA contract)	
(flex)office space	
PhD conferral procedures	
Reporting sick (with a copy to the AISSR secretariat)	
Support for academic activities	<i>Your programme manager (regular working hours)</i>
The acquisition of indirect and contract funding	
Financial management	
Reporting	
PhD appointment at the AISSR (for PhD who do not have an UvA contract)	