UNIVERSITY OF AMSTERDAM

AMSTERDAM INSTITUTE FOR SOCIAL SCIENCE RESEARCH

AISSR PhD Guide

2016-2017

www.aissr.uva.nl

For PhD Students and Supervisors

Information for PhD Students and Supervisors
at the
University of Amsterdam
Amsterdam Institute for Social Science Research (AISSR)
and the
Graduate School of Social Sciences (GSSS)

2016-2017

(Version of September 2016)

1. Introduction to this guide

This guide provides essential information on doing a PhD at the Amsterdam Institute for Social Science Research (AISSR) at the University of Amsterdam. It includes guidelines and policies relating to formal admission to the PhD programme and deadlines and evaluation procedures for the overall programme and courses in the training programme.

AISSR PhD students who are formally admitted to the AISSR PhD Programme usually have a four-year appointment in which their primary task is to do research for their doctoral thesis. As well as research, pursuing a PhD also involves taking courses in the PhD training programme (run jointly by the AISSR and the Graduate School of Social Sciences, or GSSS) and participating in the research community, both locally at the AISSR as well as at the national and international level. Depending on the contract AISSR PhD students also teach undergraduate and graduate courses within the Social Sciences departments (Anthropology, Sociology, Political Science and Human Geography, Planning & International Development Studies).
Please note that not every PhD has the same kind of contract. This variation relates to the different funding agencies and subsequent paths that exist to be admitted to the AISSR PhD programme. Your programme manager will inform you about the details of your contract.

Next to these guidelines all AISSR PhD students have to comply to <u>the General Doctorate Regulations of the UvA.</u>

2. Summary

AISSR PhD students usually have a four-year appointment in which their primary task is to do research for their doctoral thesis. PhD students at the AISSR work within programme groups in which they conduct their research. The PhD training programme is offered jointly by the AISSR and the GSSS. AISSR PhD applicants are typically admitted to the AISSR on the basis of:

1. A project grant allocated and financed by the UvA, the Netherlands Organisation for Scientific Research (NWO) or the EU (indirect government funding);
2. A project grant financed by a third party (e.g. a commercial company; contract research funding);
3. Individual grants (in the past e.g. the Ford Foundation, DIKTI and national government fellowships), or contracts with other institutes or companies;
4. Individual support (referred to as an external PhD, or *buitenpromovendus*);

In all cases the applicant submits a written proposal.

Dutch applicants wishing to be admitted to a PhD programme at the University of Amsterdam (UvA) must have at least a Master's degree, while international applicants must prove that their foreign academic degree is equivalent to a Dutch Master's. In the case of applicants for PhD positions in externally funded projects, additional admission procedures apply; these are specified in the PhD vacancy descriptions. PhD applicants financing their projects through other channels or under an external contract normally are not employed by the UvA but instead accorded visiting status.

All AISSR PhD have to comply to **the General Doctorate Regulations of the UvA.** One of the regulations is that each PhD needs at least two formal supervisors: two promotors or one promotor and one co-promotor. Additional regulations are formulated by AISSR, which we summarize here. On starting the first year of the PhD programme, the PhD student and their PhD supervisors jointly propose a supervision team made up of the PhD (co)supervisors, daily supervisors (if applicable) and potential third readers. For evaluation purposes, such as in case of the go/no go decision, third reader members must be included to assess the quality and progress of research. Over the course of the programme, the PhD student and the supervisor must demonstrate that progress is on schedule. Progress is assessed at specific intervals: upon submission of the Trajectory Plan (in the first month, with annual updates), the 8-month paper (eight months), the go/no go decision (nine months), the annual Thesis Progress Evaluation, the draft thesis and the final thesis.

Once admitted to the AISSR PhD programme, students can enrol in the training programme and

join the AISSR's PhD clubs. The AISSR-GSSS training programme consists of a theory course, methods courses, customised courses and transferable skills courses. PhD students design a training curriculum in their PhD Trajectory Plan in consultation with their PhD supervisors. Together, they decide which courses the student should take, depending on the previous training. PhD students should follow (or have followed) sufficient training in Methods, Disciplinary and Interdisciplinary Theory (equal to around 30 ECTS).

PhD students who are under contract at the AISSR might be expected to spend a certain percentage of their contract time teaching undergraduate and graduate social sciences courses. This depends on their specific contract. The exact percentage is determined on the basis of Faculty policy.

3. About the AISSR and GSSS

PhD students at the AISSR work within programme groups in which they conduct their research. The PhD training programme is offered jointly by the AISSR and GSSS.

3.1 The AISSR

The AISSR is the largest social sciences research institute in the Netherlands. It is based in a single faculty, the Faculty of Social and Behavioural Sciences (FMG), and spans four departments:

- Department of Anthropology
- Department of Human Geography, Planning & International Development
- Department of Political Science
- Department of Sociology

The AISSR's research programme is organised into thematic groups. There are 13 programme groups in all, each of which is led by one or two programme directors. These groups are the primary units in which academic staff carry out their research and teaching activities. They are relatively autonomous, with practical responsibility for both research strategy and teaching the curricular content assigned within the given discipline or sub-discipline. Together, these groups fall under the general responsibility of the academic director (Prof. Brian Burgoon), and each is represented in the AISSR Programmes Council/Graduate Studies Committee that meets around six times a year. This council/committee issues recommendations and decisions on AISSR policies and advises the director of the GSSS on the PhD curriculum. The director of the GSSS is also member of the Graduate Studies Committee.

Affiliated research centres that operate under the umbrella of AISSR foster activities across programme boundaries. There are currently eight affiliated research centres: ACCESS EUROPE (European Studies), Urban Studies, Global Health, Inequality Studies, Migration & Ethnic Studies, Gender & Sexuality, Conflict Studies and Sustainable Development Studies. Some of these centres are organised around University-wide research priority areas (*universitaire onderzoekszwaartepunten*) and Faculty research focus points (*facultaire onderzoeksspeerpunten*), as selected and financed by the UvA and the Faculty of Social and Behavioural Sciences. The centres are composed of AISSR staff from the programme groups and visiting researchers.

The AISSR's academic director, Prof. Brian Burgoon, and its programme directors are supported by the AISSR Bureau.

The Bureau is staffed by:

- Executive Director: Jose Komen
- Office Manager: Yomi van der Veen
- Programme Development Manager: Bea Krenn
- Policy and Communication Officer: Karen Kraal
- Management Information Coordinator: Nicole Schulp
- Administrator: Hermance Mettrop
- Programme Managers: Puikang Chan, Janus Oomen, Joris de Vries and Yomi van der Veen
- Secretaries: Joan Schrijvers, Teun Bijvoet and Alix Nieuwenhuis
- PhD Trust Persons: Rineke van Daalen, Anne Loeber and Nicky Pouw

Location:
Visiting address: Nieuwe Achtergracht 166, 1018 WV Amsterdam
Postal address: AISSR, Postbus 15718, 1001 NE Amsterdam
Tel.: +31 (0)20 525 2262
Email: **aissr@uva.nl**
Web: **www.aissr.uva.nl**

3.2 The GSSS

The Graduate School of Social Sciences offers a broad variety of Dutch and English-taught Master's, Research Master's and PhD programmes in the social sciences. The GSSS welcomes close to a thousand students a year in its disciplinary and multidisciplinary programmes spanning Anthropology, Political Science, Sociology, Human Geography, Planning & International Development Studies.

The GSSS was founded in January 2009 to combine and scale-up existing institutional structures and is one of four graduate schools at the UvA's Faculty of Social and Behavioural Sciences. Director Prof. Mark Rutgers is responsible for daily management of the School. The GSSS aspires to offer and maintain a high standard of academic training in an international setting. It promotes an open and engaged intellectual environment, in which students, staff and international guests (professors, researchers and lecturers) meet in the classroom, in seminars, summer schools and public debates.

The GSSS offers students:
- Curricula based on advanced and topical scientific knowledge, dealing with issues affecting local and regional communities across the world.
- Multidisciplinary study programmes oriented towards complex social issues.
- In-depth disciplinary study programmes that build on corresponding Bachelor's programmes.
- Selective two-year Research Master's programmes that train tomorrow's leading researchers and integrate research and learning.
- A stimulating, international learning environment with highly qualified teaching staff.
- A culture of excellence and innovation in scientific teaching.
- PhD training in association with the AISSR.

The Graduate Studies Committee advises the GSSS director on the PhD programme and is made of the representatives of the AISSR programme groups, the AISSR academic director and the GSSS director.

Graduate School of Social Sciences
Nieuwe Achtergracht 166
1018 WV Amsterdam
The Netherlands
Tel.: +31 (0)20 525 3777
Email**: gsss@uva.nl**
Web**: www.gsss.uva.nl**

3.3 Research programme

Broadly speaking, the AISSR research programme focuses on the functioning of contemporary societies and their interrelationships from the historical, comparative and empirical perspectives. More specifically, the research programme is organised into thematic programme groups that operate as intellectual communities of scholars who each contribute complementary research perspectives. The groups cover a broad spectrum of topics such as health, conflict, citizenship, urbanisation, gender, migration and democratic representation, yet all from an international comparative and multi-level analytical perspective.

Anthropology
- *Anthropology of Health, Care and the Body / Programme directors: Anja Hiddinga*
  This Programme Group aims to analyse: Changing experiences of health and well-being, sexual identities and body regimes; Social and cultural factors that influence the use of scientific knowledge in clinical settings, care and self-help practices; The exercise of biomedical power and the patterns of resistance to and acceptance of medical regimes and scientific knowledge and technology.
  www.aissr.uva.nl/healthcarebody
- *Globalising Culture and the Quest for Belonging: Ethnographies of the Everyday / Programme director: Mattijs van der Port*
  The common thread in this research programme is the question of how people in diverse places and from distinct vernacular and historical traditions interpret and remake themselves between competing cultural ideals and the practical necessities and strictures imposed by global economic, political and cultural currents.
  www.aissr.uva.nl/globalisingculture
- *Moving Matters: People, Goods, Power and Ideas / Programme director: Barak Kalir*
  The social consequences of the mobility of people and goods are the central focus of the Moving Matters programme group. We explore migrating people and moving commodities as well as the shifting networks - of solidarity, remittances, knowledge, meaning and power - that result from such practices.
  www.aissr.uva.nl/movingmatters

Human Geography, Planning & International Development Studies
- *Geographies of Globalisations (GoG) / Programme director: Robert Kloosterman*
  Since the mid-1970s the world has been experiencing a second wave of globalisation, leading to unpredictable but radical redistributions of human activity over different spatial scales. This research programme is premised on the empirical observation that we are seeing a set of differentiated articulations of globalisation at multiple scales, which are best understood as the unintended effect of the strategic engagements of many different agents,

each motivated by different goals, interests and preferences.
www.aissr.uva.nl/gog

- *Governance and Inclusive Development (GID) / Programme directors: Joyeeta Gupta*
GID aims to understand how changing geo-processes influence the capabilities of actors at various administrative levels and how these actors in turn influence geo-processes. It focuses at local (urban/rural) through to global levels.
www.aissr.uva.nl/gid

- *Urban Planning / Programme director: Luca Bertolini*
Urban Planning focuses on the organisation of collective action in a more and more fragmented, complex world. Research deals largely with the interrelationships between social and spatial interaction, alongside the need for taking collective action to transform spaces. New ways for organising collective action are sought out in the dynamic social and spatial context.
www.aissr.uva.nl/urbanplanning

- *Urban Geographies (UG) / Programme director: Sako Musterd*
Crucial urban transformations and current debates on interrelated social, cultural and economic issues in cities and metropolitan areas form the backdrop for this research. The aim of the Urban Geographies programme group is, first of all, to gain better understanding of the diverse and complex mutual relationships between the development of urban spaces and places, time-space behaviour, individual life courses and life chances.
www.aissr.uva.nl/ug

Political Science

- *Challenges to Democratic Representation / Programme director: Wouter van der Brug and Eric Schliesser*
What are the necessary and sufficient conditions under which democratic regimes can maintain stability and safeguard basic principles of democratic accountability, representation and legitimacy? This research programme addresses this classic theme from the perspective of normative democratic theory and by way of empirical inquiry. Recognising that democracy is also a historically contingent politically practice, issues of change over time form an integral part of its analytic approach.
www.aissr.uva.nl/democraticrepresentation

- *Political Economy and Transnational Governance (PETGOV) / Programme directors: Jonathan Zeitlin and Geoffrey Underhill*
The Political Economy and Transnational Governance (PETGOV) programme group explores the ongoing transformation of political and economic governance within and beyond nation-states. That exploration involves deciphering how politics affects and is affected by economics, and of how both political and economic governance spans local, national, and supranational levels of political conflict and experimentation.
www.aissr.uva.nl/petgov

- *Transnational Configurations, Conflict and Governance / Programme directors: Marieke de Goede and John Grin*
In recent decades, there has been a growing divergence between the organisation of society and the inherited conceptual framework of the 20th century political sciences. The

group seeks to re-examine established notions of identities, categorizations and boundaries defined by classical political science concepts through different forms of empirical investigation.

www.aissr.uva.nl/transnationalconfigurations

Sociology

- *Cultural Sociology / Programme director: Olav Velthuis and Don Weenink*
  Members of this program group study processes of cultural meaning making in a range of institutional fields. "Culture" is conceptualized in two ways. First, we look at the institutional or organizational fields of society in which cultural objects and collective meanings are produced, distributed, preserved, and received. Second, we study the meaningful dimension of social life, or how people give meaning to a wide range of social relations and how these meanings are constitutive of these relations.
  www.aissr.uva.nl/culturalsociology

- *Institutions, Inequalities and Life Courses / Programme director: Beate Volker*
  The IIL program examines institutions in a broad way as the formal and informal rules and arrangements in society that govern individual behaviour and social relationships. Examples of institutions are welfare states, labour market arrangements, educational systems, occupational groups, norms and rules in organizations, and gender role norms.
  www.aissr.uva.nl/inequalities

- *Political Sociology: Power, Place and Difference / Programme director: Christian Bröer*
  The programme group 'Political Sociology – Power, Place and Difference' researches evolving relations of conflict and cohesion in various national and international settings. Our research on citizenship, politics, policies, social movements and the state extends beyond actor-centred approaches through relational analyses and a keen eye for power differentials.
  www.aissr.uva.nl/politicalsociology

Collaboration across these programme groups is stimulated in eight affiliated research centres:

- *ACCESS EUROPE / Directors: Jonathan Zeitlin (UvA) and Ben Crum (VU)*
  ACCESS EUROPE, a cooperation of University of Amsterdam (UvA) and Free University Amsterdam (VU), is a platform for research, education and public debate about Europe, the European Union and its member states.
  www.accesseurope.org

- *Centre for Urban Studies (CUS) / Director: Luca Bertolini*
  The urban environment has become the natural habitat of more than half the world's population. Many important social issues such as quality of life, inequality, conflict, identity and culture, and pollution, are now considered first and foremost in the urban context. The CUS focuses on mutual relationships between key social, economic, cultural and political issues and the multifaceted urban environment. Urban Studies is one of the UvA's research priority areas.
  www.urbanstudies.uva.nl

- *Centre for Social Science and Global Health (SSGH) / Directors: Robert Pool and Anita Hardon*
  Increased international traffic and globalisation mean diseases have also become global. Globalisation has also led to more migration of medical staff and increasing inequality of healthcare between countries. The SSGH studies these developments. Social Science and Global Health is one of the UvA's research priority areas.
  www.ssgh.uva.nl

- *Amsterdam Centre for Inequality Studies (AMCIS) / Directors: Herman van de Werfhorst and Thijs Bol*
  AMCIS studies inequalities in both industrialised and post-industrialised societies. It focuses on the impact of stratifying variables such as social origin, education, gender and ethnicity on outcomes in three key areas: socio-economic attainment (education, work and income), political behaviour and opinions, and living arrangements. Inequality Studies is a research focus point of the UvA's Faculty of Social and Behavioural Sciences.
  www.amcis.uva.nl

- *Amsterdam Research Centre for Gender & Sexuality (ARC-GS) / Directors: Rachel Spronk and Liza Mügge*
  ARC-GS provides a platform for synergistic research and teaching, drawing on the state-of-the-art research being conducted by staff in various disciplines as well as developing new collaborations. It builds on the productive and innovative gender studies tradition of interdisciplinarity and is situated institutionally at the heart of the social sciences.
  www.arcgs.uva.nl

- *Institute for Migration & Ethnic Studies (IMES) / Directors: Olga Sezneva, Barak Kalir and Darshan Vigneswaran*
  The IMES focuses on international migration and the integration of immigrants and their descendants in host societies. Research is conducted from a comparative perspective, centring on themes such as transnationalism, religious diversity, multicultural democracy, radicalisation, labour and entrepreneurship, generational change and urban public space.
  www.imes.uva.nl

- *The Amsterdam Centre for Conflict Studies (ACCS) / Directors: David Laws and Anne de Jong*
  ACCS provides a forum for exchange between academics conducting research on conflict and practitioners engaged in conflict resolution. The Centre brings together two strands of conflict research: research on local, organizational, policy, and other conflicts in developed democracies and research on collective violence, civil war, and massive human rights violations.
  www.conflictstudies.uva.nl

- *Centre for Sustainable Development Studies (CSDS) / Directors: Joyeeta Gupta and Maarten Bavinck*
  CSDS frames sustainable development as a process that addresses the urgent environmental issues of this time, while attending to problems of poverty and human indignity. Sustainable development issues manifest themselves at multiple scale levels at global to local level.
  www.csds.uva.nl

3.4 Institute wide and programme group level activities

Activities (like lectures, workshops and summer schools) that are organised by the AISSR or one of the research centres or programme groups and that are open to a wider audience are announced in the online agenda on the AISSR website: **www.aissr.uva.nl/events**. You are welcome to attend. The programme groups also organise group level activities where ideas and expertise are shared. You will be informed about these activities by your programme manager and/or PhD representative. Make sure you are well informed about the frequency and content of these meetings (when in doubt check with the programme manager or PhD representative).

4. Admission

4.1 Application

Students can apply to do a PhD at the AISSR as follows:

1. **By applying for a PhD vacancy** in an externally funded (by the NWO, EU, etc.) research project through the open recruitment procedure. Vacancies are announced on the **AISSR and UvA websites.**
2. **By submitting their own research proposal** with funding from private resources, grants (Ford Foundation, national or local government fellowships, Nuffic, etc.) or under a contract with another UvA unit, institute or company. **Application procedures** are explained on the AISSR website.

4.2 Admission criteria

*   **Minimum education requirement:** all PhD applicants must satisfy a statutory minimum education requirement. Dutch applicants wishing to be admitted to a PhD programme at the UvA must have at least a Master's degree, while international applicants must prove that their foreign academic degree is equivalent to a Dutch Master's. Technically, international applicants must request to be exempted from the Dutch statutory education requirements. This request for exemption must state the name of the professor who has agreed to supervise their research (see more about exemption procedures in section 4.3.5).
*   **Additional admission procedures for externally funded PhD projects:** These are specified in the PhD vacancy descriptions.
*   **Additional admission procedures for self-funded PhDs:** Self-funded applicants have to complete **the online application form** including: a) the topic they would like to research, b) the programme group they would like to join, c) the supervisor they have in mind, c) the kind of funding they have obtained and d) a time plan. The programme group concerned (=the programme group of the supervisor) evaluates such proposals. If the programme group director approves the application and the supervisor accepts his role as supervisor, the applicant will be admitted conditionally as self-funded student, pending the submission of a valid language test score, a valid copy of diplomas, original transcripts and proof of funding.
*   **English language requirement:** If you are a non-native speaker of English you will be required to demonstrate sufficient proficiency in English. Students must be able to read textbooks, understand lectures, take part in programme group discussions and produce written work in English. Applicants who are nationals of countries other than Australia, Great Britain, Canada, Ireland, New Zealand or the United States – as evidenced by their identity papers – must submit an English test score that meets the entry requirement -please note that non-native speakers who conducted their (research) master in English are exempted

from this requirement-:
TOEFL:
Paper-based test: minimum total score 600; minimum score on each component 57
(components are: listening, structure/writing, and reading)
Internet-based test: minimum total score 100; minimum score on each component 22
(components are: listening, structure/writing, reading, and speaking)
IELTS
A minimum of 7.0 for the test, with a minimum of 6.5 for each test component.
Cambridge International Examinations
CAE and CPE: minimum score of C
For more information, click here.

If a PhD project is financed by the UvA or through a grant allocated to the UvA by a third party, the PhD degree will be conferred by the UvA.

4.3 The admission agreement

Students who apply for a PhD position in an externally funded project are typically under contract at the UvA. Their admission agreement will state the maximum duration of the project, specify the weekly workload in hours and/or FTEs available for the research project and other activities such as teaching (see more on teaching in section 10). Admission to the programme, the PhD grant and/or PhD position are valid for a period of one year and will be renewed after a go decision at the end of the first year for a maximum of up to four years (depending on the funding criteria).

Applicants who plan to finance their PhD project by other means or who are contracted elsewhere usually are not employed by the UvA but instead accorded visiting status (provided that the PhD defence takes place at the UvA). This status entitles the PhD student to:
- a UvA account, providing access to online facilities and email;
- participate in the PhD training programme for the duration of their affiliation.

All students who have been formally admitted to the AISSR PhD programme can enrol in the PhD training programme and PhD Clubs.

Admission to the AISSR PhD programme and AISSR membership automatically ends on the termination date stated in the admission agreement, as does the entitlement to supervision and access to office space and other facilities. Exemptions to the foregoing are only made under very strict conditions and with explicit permission from the programme group director and the AISSR and GSSS academic directors. Such dispensation will be granted in cases of pregnancy and parental leave and may be granted in cases of illness.

4.4 Minimum guidelines for PhD Contracts

AISSR, in close collaboration with the PhD Sounding Board, has developed Minimum Guidelines for PhD Contracts to maintain standards for fair and effective treatment and supervision of all PhD scholarship conducted within the AISSR fold. These guidelines direct the reviewing process of PhD contracts. For information on these guidelines and the reviewing procedure see Annex 2.

4.5 Exemption from the Dutch 'doctoraal' degree (for foreign students)

International applicants wishing to be admitted to a PhD programme at the UvA must prove that their foreign academic degree is equivalent to a Dutch initial university degree (*doctoraal* degree) or a Master's degree. Technically, you must request to be exempted from the Dutch statutory education requirements. This request for exemption must state the name of the professor who has agreed to supervise the research.

Departments can provide specific information about current possibilities for supervision. Please keep in mind that although a professor may be willing to supervise someone as a PhD student, they are not the ones who make the actual admission decision.

When submitting an exemption request, applicants must present the Doctorate Board with evidence proving they hold an academic qualification equivalent to a Master's degree. Equivalence will be established on the basis of an individual assessment of the applicant's previous education.

Not all foreign Master's degrees are equivalent to a Dutch Master's degree. Applicants with a foreign Master's or similar degree will only be admitted if the starting level, duration and content of the academic programme are sufficiently similar to Dutch requirements. Applicants with only a Bachelor's degree cannot be accepted as PhD students in the Netherlands, even if they may be accepted in other countries.

Documents in languages other than English, Dutch, French or German must be translated by an official translator. Certified copies of the originals must be submitted in addition to the translations.

For more information, contact your department or visit:
www.uva.nl/en/research/phd/doctoral-programme/admission/admission

4.6 Joint doctorate

It is possible to obtain a joint doctorate from the UvA. Under a joint doctorate, you obtain your degree from two or more universities simultaneously and your doctoral research is carried out in consultation with and under the supervision of two or more partner universities. Your doctoral research is carried out under the joint responsibility of the partner universities and your doctoral thesis is prepared and assessed jointly by the partner universities, leading to a joint doctorate. These arrangements are set out in a collaboration agreement between the universities concerned (partnership agreement or equivalent document) which must be approved by the Doctorate Board.

Like the exemption from the legal educational requirement (where necessary) and the admission to the doctoral programme, the joint doctorate must be agreed at the start of the doctoral programme. A period of grace of a maximum of one year will apply. The partnership agreement must be signed by all interested parties within a year of commencement of the doctoral research.

Consult the check list for a joint doctorate

5. Facilities

- *Offices*: As AISSR PhD student you will work within one of the research programme groups (see **www.aissr.uva.nl/programme-groups**). The department of your programme group will arrange your (flexible) office space. The departments are all housed in REC B/C at the Nieuwe Achtergracht 166:
    - Anthropology: 5th floor
    - Human Geography, Planning & International Development Studies: 4th floor
    - Political Science: 8, 9 and 10th floor
    - Sociology: 6th floor

When you start your PhD Trajectory at the AISSR your programme manager and the Department Secretariat will inform you on all the other facilities that are available to you. Here we list some extra handy links.

- *Website* UvA for PhD: **UvA PhD**
- *GIS facilities*
  There is a modern, fully equipped GIS lab with standard GIS software such as Mapinfo, Idrisi and ArcGIS, an A3 scanner, an A0 plotter and handheld GPS receivers to collect field data, all of which is available for PhD students to use. In addition, all computer facilities in the Geography buildings are equipped with desktop GIS Mapinfo. Students can also borrow CDs with Mapinfo or ArcView software for home use. To analyse satellite imagery, there is also a partner GIS lab at Science Park Amsterdam that students can use. Over time, the GIS lab has acquired various Dutch, European and international databases. Four GIS experts are responsible for teaching GIS courses, developing GIS applications and supporting students with GIS analysis.
- *Methods Expertise Centre (MEC)*
  The AISSR has set up an advanced methods lab to cluster methodological expertise. The lab plays a key role in the Research Master's and PhD programmes
  www.aissr.uva.nl/research/methods-expertise-centre-mec
- *Newsletter and website*
  The AISSR website and biweekly newsletter (**www.aissr.uva.nl**) are used to announce information about the institute, research output, other news and events. The AISSR website also includes a section for AISSR staff, containing information on procedures and regulations and **templates for communication material**. If you have a news item you would like to share, please send it to **news@aissr.uva.nl**. As a new AISSR staff member, your name will be added to the online AISSR staff list (**aissr.uva.nl/staff**), which links to the personal pages of UvA staff members. For more information, contact the communications officer: **k.kraal@uva.nl**.
- *UvA website* Research Data Management: **www.rdm.uva.nl**

- *PhD Council UvA Pro*, see UvA website: **UvA Pro**
- *ProActief* (for UvA contract PhDs): The company guides and promotes the mobility of employees and ex-employees of the University of Amsterdam: **www.proactief.uva.nl/**

6. Leave, sickness and extension

Please always consult your programme manager and department secretariat in case of leave or sickness. Also note that the Collective Labour Agreement of the Dutch Universities (CAO NU) only concerns PhDs with a UvA contract (who are employed at the UvA as Promovendus). Your programme manager is informed on the specifics of your contract.

There are many different types of leave. As a PhD student, you may be entitled to take leave due to specific circumstances or your employer may decide to grant you leave. The most common types of leave are sick, maternity and parental leave (see also: **staff.uva.nl/fmg/az/item/leave.html**, the 2007 Regulations on Special Leave at the UvA (*Regeling Buitengewoon verlof 2007*) and Articles 4.6 to 4.19 inclusive of the Collective Labour Agreement of the Dutch Universities (**Collective Labour Agreement of the Dutch Universities - www.vsnu.nl/cao**). These types of leave will be granted to PhD with an UvA employee contract and when formally reported, but do not all automatically entail a contract extension. The Dutch labor law prescribes that a contract will automatically be extended in the case of maternity leave. In the case of parental and sick leave, extensions will depend on the feasibility of your plans to finalise the reading version of the thesis within the extension period and always after a formal request to the Programme Director/programme manager.

PhDs who are paid by an external party and who do not fall under the Dutch labor law will typically receive extension after maternity leave (as AISSR guideline) and extension after sick and parental leave (depending on the feasibility of the extension planning), but there might be different rules stipulated in your contract and/or by your funding agency. Therefore, please always contact your programme manager to be informed on the specifics of your trajectory and contract.

In the event of illness, you are obligated to inform your department secretariat (Anthropology: Tel. 020 525 2504 **sec-antr-fmg@uva.nl,** Sociology: Tel. 020 525 3488, **secretariaat-soc-fmg@uva.nl**; POL: Tel. 020 525 2169, **sec-pol-fmg@uva.nl**; or GPIO: Tel. 020 525 4063, **gpio-fmg@uva.nl**) by telephone or email (with a copy to the AISSR secretariat: **aissr@uva.nl**). You should also inform the department and the AISSR secretariats on the day you return to work. In the event that you have to request an extension due to long-term illness, your absence must be registered with the University.

6.1 Requesting extension

In most cases, a request to extend your contract is not a formality or a right and if a request will be honoured depends on your specific contract and decisions by your programme group director.

A request for extension should be submitted to the programme group manager. Extension requests will only be taken into consideration under the following conditions:

- the request is made at least four months before the end of the contract;
- there is an official registration of (long-term) illness, pregnancy/maternity leave or parental leave;
- the request is accompanied by the submission of a 41-month paper (or equivalent in the case of a PhD based on articles, see 5.4) and a time plan for the duration of the extension, both approved by the PhD supervisor. The time plan should be organised in such way that the final manuscript can be ready for the reading committee and approved by the PhD supervisor(s) within the extension period;
- the evaluation will be made by the supervisors and has to be approved by the programme director. The evaluation will be based on the feasibility of the time plan: will the PhD student be able to finalise the manuscript for the reading committee within the extension period. The evaluation process of the thesis will remain the same, only with the extended deadline. Please also note the plagiarism check that has to take place before the thesis goes to the reading committee;
- an extension is only given once and must be approved by the programme group directors;
- in principle, your rights remain unchanged during the extension period, unless otherwise agreed.

7. Progress evaluation and assessment

7.1 Trajectory Plan

Over the course of the programme, the PhD student and the PhD supervisors must demonstrate that progress is on schedule. **Planning and progress are recorded in the PhD Trajectory Plan.** The PhD Trajectory plan acts as a mutual agreement between the PhD student, the supervision team, AISSR management and the GSSS (as regards the training component), and is signed by all parties involved. The PhD Trajectory Plan must be completed in the **first month** of the formal start of the PhD project. Only when the trajectory plan is completed and approved you can enrol in the educational programme. The plan is drawn up by the PhD student and PhD supervisors and includes the following elements:

- Composition of the supervision team
- Summary of the thesis research and definition of the research problem
- Composition of the individual training programme
- Schedule for the complete trajectory
- Publication plan
- Plan for conference attendance
- Supervision agreement (type and frequency of meetings)

The PhD Trajectory Plan is discussed and updated annually during the **Annual Thesis Progress Evaluation** based on the chapters/articles handed in by the PhD student. The Trajectory Plan spans the contract period in which the student writes the PhD thesis.

Model of a Trajectory Plan*	
Month	**Activity**
1 (year 1)	Hand in PhD Trajectory Plan
8 (year 1)	Hand in 8-month paper
9 (year 1)	*Go/no go decision/ Trajectory Plan update*
12 (year 1)	*Annual Thesis Progress Evaluation /Fieldwork starts/ Data collection*
18 (year 2)	Hand in fieldwork report (when applicable)
24 (year 2)	*Return from the field*
24 (year 2)	*Annual Thesis Progress Evaluation & Trajectory Plan update*
28 (year 3)	Draft of 1st chapter/article finished
32 (year 3)	Draft of 2nd chapter/article finished
36 (year 3)	Draft of 3rd chapter/article finished
36 (year 3)	*Annual Thesis Progress Evaluation & Trajectory Plan update*
40* (year 4)	Draft of 4th chapter (41th month paper)/article finished
44 (year 4)	Full draft of thesis finished
48 (year 4)	Thesis finished/exit meeting

*The dates/months are indicative, to be adjusted in accordance with length of the PhD trajectory and individual planning.

7.2 Evaluation of the PhD Trajectory Plan

The PhD Trajectory Plan is evaluated as follows:
1) The PhD student and PhD supervisor(s) discuss and agree on the Trajectory Plan and submit it to the programme manager.
2) The AISSR programme director evaluates the trajectory plan. If the director is one of the supervisors, the evaluation is delegated to the AISSR's academic director. In case of a revision, the programme manager informs the PhD student and the supervision team of the evaluation, accompanied by feedback on what needs to be revised.
3) A revised plan must be submitted within two weeks after the notification.
4) The PhD Trajectory Plan is discussed (and adjusted, if necessary) annually and the updated plan is submitted to the programme manager.
5) The programme manager and AISSR secretariat register all relevant information in the central AISSR database and share training plan data with the GSSS.

On starting the first year of the PhD programme, the PhD student and PhD supervisor jointly propose a supervision team made up of the PhD supervisor(s), a co-supervisor and/or a daily supervisor and potential third readers. For evaluation purposes, such as in case of the go/no

go decision in the first year, third readers must be included to assess the quality and progress of research. Third readers should be experts in other areas/disciplines or work in other programme groups/institutes and should be named in the PhD Trajectory Plan. They are chosen in collaboration with the supervisor. See section 8 for more information on guidance and supervision.

7.3 Eight-month paper and the go/no go decision

Within eight months of the formal start of the project, PhD students submit an 8-month paper. The 8-month paper is a crucial document: it is used in the formal assessment of the PhD student's first year and the go/no go decision on the project's extension after the first year. The paper is different from the research proposal on the basis of which PhD applicants are admitted, though this proposal will likely form the basis for it. The 8-month paper should provide insight into the student's ability to successfully complete a PhD. In the case of students on a Vidi, Vici, ERC or similar grant, the 8-month paper indicates how the research fits in with the overall project, as confirmed by the project leader. See section 11 for specific details about the 8-month paper.

7.4 Evaluation of the 8-month paper

PhD students and supervisors are expected to make a sound planning to develop the 8-month paper in order to allow enough time for feedback. On behalf of the PhD supervisors the programme manager sends the 8-month paper and a recommendation to the other members of the supervision team for evaluation. Their evaluation plays a critical role in the formal assessment of the PhD student's first year and the go/no go decision on the project's extension after the first year.

The supervision team issues a go/no go decision, which the programme manager communicates to the supervisor and programme director[1]. The programme director is delegated with the authority to make a go decision and to communicate this to the student. In the case of a recommended no go decision, the student is informed about this recommendation and the academic director of the AISSR makes a final decision. If this is a no go decision, it means that the contract will be terminated. The PhD student will be informed about the reasons for termination.
The supervision team must receive the 8-month paper **before** the first day of the ninth month.

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[1] Where the PhD supervisor and the programme director are the same person, the decision will be taken by another senior researcher in that programme group.

7.5 Ethical screening of your research project

The AISSR has developed a procedure for the ethical review of research plans. The aim is for you to devote time and effort to thinking through and making explicit how your research plans will lead to good research, not only in a methodological sense but also in another sense, call it social, ethical, aesthetic or something else.

The Faculty Ethics Committee has formally mandated the AISSR Ethics Advisory Board to advise and give guidance in addressing ethical issues specific to research in the domain of social sciences. This board supports the ethical reflection on new research projects and, if needed, grants permission to conduct them.

Each PhD is required to submit one A4 describing ethical issues and solutions before the start of data gathering. This should be accompayed by a description of your project from example your 8-month paper.

The AISSR Ethics Advisory Board is composed of researchers at the Amsterdam Institute of Social Science Research. In the case of a disagreement, it is possible to call upon the ethics committee of the Social Science Faculty.
More on: Procedure ethical review
Contact: k.kraal@uva.nl

7.6 Progress and evaluation Meetings

Please note: as PhD you will be invited for 2 annual evaluations: 1) the **Annual Human Resource Meeting** and 2) the **Annual Thesis Progress Evaluation**. The department secretariat will invite you for the Annual Human Resource Meeting. This meeting will take place with the PhD and programme director or (in case the programme director is also the supervisor or is absent) a programme group member delegated by the programme director. During this meeting you will discuss issues relating to your workplace environment.

The AISSR programme manager will be your contact you for the **Annual Thesis Progress Evaluation**. The PhD student and the PhD supervisors and, if necessary or desirable, others involved in the programme, will formally monitor at the Annual Thesis Progress Evaluation, discuss the progress of the research and adjust the Trajectory Plan as needed. Although the go/no go decision *is not* made during this annual evaluation, the decision is a point of discussion at the first one. Progress will be discussed based on input like chapters and articles. The AISSS secretariat will gather this input.

In subsequent years, the Thesis Progress Evaluation *is* used to determine whether PhD students may continue. If the supervision team unanimously issues a negative recommendation

for continuation after having repeatedly discussed the student's inadequate progress with them and having established that this situation is not likely to improve, termination of the contract may be considered. In that case, the performance of the PhD supervisor will also be evaluated. If there are any doubts concerning the fairness of how the student was assessed, the AISSR academic director and the GSSS director can assign two independent reviewers to examine the case in question. The AISSR and GSSS directors may decide whether these reviewers will remain anonymous. Under all circumstances, the decision to terminate a contract with the AISSR can only be made by the AISSR and GSSS directors.

7.7 Fieldwork report

The PhD student and their PhD supervisors can agree that the student will submit a fieldwork report encompassing:
1. a survey of the collected data insofar as it is directly related to the research issues and questions;
2. an assessment and analysis of this data from the perspective of the research issues and questions.

This report is evaluated by the PhD supervisors in consultation with another member of the supervision team. It is advised to hand in Fieldwork reports to the supervisors at least 3 months before the end of fieldwork.

7.8 Reading copy of the PhD thesis

The reading copy of the PhD thesis must be approved by the PhD supervisors. The PhD student and PhD supervisors together decide whether to send it to third readers (who may also be members of the supervision team). Following its approval and after the plagiarism check (see below), the PhD supervisors send the final thesis to the Doctorate Board (*college voor promoties*), which appoints a Doctoral Committee (*promotiecommissie*) to decide whether the PhD student will be permitted to defend their thesis, after which it can be printed. For information on these final steps in the process, please refer to the PhD procedures UvA Social Sciences (**PhD procedures UvA-Social Sciences**).

7.9 Plagiarism check

The obligatory checking of theses for plagiarism, as set down in the new UvA 2014 doctorate regulations, came into force on 1 October 2014. In accordance with the new doctorate regulations, the Dean is responsible for this check. The Dean of the Faculty of Social and Behavioural Sciences (FMG) has delegated this task to the Department Chairs. The Board of Social Sciences has decided to assign the practical implementation of the plagiarism check to

the Management Information Coordinator (Nicole Schulp) of the research institute (AISSR).

The doctorate regulations state that the manuscript must be submitted for evaluation to the Doctorate Committee no later than 14 weeks before the intended date of the defence ceremony. The plagiarism check will be carried out 2 weeks before the thesis is submitted to the Doctorate Committee. The manuscript will thus be submitted for a plagiarism check 16 weeks before the intended date of the defence ceremony:

- **Promotie Regelement (in Dutch)**
- **General Doctorate Regulations (in English)**
- **PhD procedures Social Sciences including the Plagiarism Check**

7.10 PhD thesis and thesis defence

The Doctorate Board has the legal authority to confer PhD degrees, which are the highest academic qualification. This qualification is granted to individuals who have proved themselves capable of the independent pursuit of scholarship. Proof of such capability is judged on the basis of a student's research towards a PhD thesis.

- As soon as the completion of your thesis is in prospect (around six months before the intended doctoral conferral date), your supervisor must submit a *Proposal for composition of the doctorate committee*. As soon as the doctorate committee has been officially appointed, you will receive notification from the Doctorate Board.
- Once you have received notification of the appointment of the doctorate committee, a provisional doctoral conferral date can be set. The Office of the Beadle is responsible for the administration and execution of PhD defence ceremonies. You can consult the PhD conferral calendar to find out whether UvA's doctorate locations (the Agnietenkapel or the Aula) are available on your intended date. Once you've agreed the potential dates with your supervisor(s), any co-supervisor(s) and all the members of your doctorate committee, you can contact the Office of the Beadle to provisionally reserve this date.
  Conferral agenda Agnietenkapel
  Conferral agenda Aula
- You will have to prepare the final, identical paper and electronic versions of your manuscript and have them approved by your supervisor(s) and co-supervisor(s).
- The thesis will be checked for plagiarism.
- The members of the doctorate committee will assess the manuscript and will notify the supervisor(s) and the dean of their decision no later than eight weeks before the doctoral conferral date using the Doctoral thesis assessment and admission to the PhD defence ceremony form.
- Once it has been established that no plagiarism is involved and the doctorate committee's assessment of the thesis has been found to be positive, the doctoral candidate will be admitted to defend his/her thesis and will be permitted to reproduce (print or photocopy) it.

7.11 Exit meeting

All PhD students are invited for an individual **exit meeting**. The resulting information is used to improve such guidance and support where possible. This meeting takes place:

1. When the contract with the AISSR expires (and is not being extended): the meeting is held between the student and AISSR/Human Resources to discuss the overall experience the student had as a PhD. Other issues may also be addressed at this meeting, such as the student's future plans, possible new research opportunities and finding new employment.
2. After a no go decision: one meeting will be held between the student and supervisor and another between the student and AISSR/Human Resources. The first meeting will focus on the reasons of termination and practical matters such as what to do with collected data, the latter on the overall experience the student had as a PhD. (see for more information on the no-go decision 7.3)

Procedures for terminating the contract yourself are described in the contract.

8. Guidance and support

PhD supervisors have final responsibility for the progress and quality of students' PhD research. They are responsible for coaching and monitoring students' progress (process) and their results (products). PhD supervisors have expertise in the domain of research, as well as the methodological expertise needed to complete such projects. PhD students meet with their PhD supervisor(s) on a regular basis. During these meetings, students are advised to take brief notes on the points discussed and actions agreed. Ideally, students can also drop in on their PhD supervisor(s) outside such scheduled meetings. Formal meetings and agreements are monitored by the programme managers.

One important point of attention is the project timeline, with a view to the objective of completing the thesis within the contract period. PhD supervisors should ensure that their students are aware of the standards associated with a PhD degree and help them identify the particular research skills that will be needed and the most appropriate data-collecting and analysing techniques to be used. PhD supervisors have the responsibility to provide students with feedback on their progress. At each formal evaluation, PhD students are asked to present an overview of their supervision meetings in the previous period (including date, subject of meeting, titles of works in progress that were discussed).

All planning, meetings and progress evaluations should be recorded in the PhD Trajectory Plan.

8.1 PhD thesis supervisors

The PhD (co)supervisors and daily supervisor are a PhD student's primary coaches. The UvA requires minimally two supervisors (either two promotors or one promotor and one co-promotor), who must then agree on an allocation of tasks; both of them bear responsibility for the thesis as a whole. One of the supervisors should be an AISSR staff member. PhD supervisors may be assisted by a daily supervisor if desired who will then be accountable to the PhD supervisor. On completion of the first year, the supervisors must decide who will act as the primary supervisor in the years to follow.

8.2 Supervision team

On starting the first year of the PhD programme, the PhD student and the PhD supervisors jointly propose a supervision team made up of the PhD supervisors, a daily supervisor (if relevant) and potential third readers. PhD students are advised to play a pro-active role in assembling this team and to try to assemble the best team for their project.

The University Doctorate Board will appoint a full professor of the University to act as supervisor. The co-supervisor must be a full professor, an associate professor holding a doctorate or an assistant professor holding a doctorate, and must be affiliated to a university, or hold a position that is the foreign equivalent of one of these positions. For more information on the requirements of the (co)supervisors, see the **UvA PhD Regulations.**

For evaluation purposes, such as in case of the go/no go decision in the first year, third readers must be included to assess the quality and progress of research. Third readers should be experts in other areas/disciplines or in other programme groups/institutes and should be named in the PhD Trajectory Plan.

The entire supervision team plays a crucial role in evaluating the 8-month paper and in the go/no go decision. At other progress monitoring such as the Annual Thesis Progress Evaluation, only one or two members of the supervision team need to be involved. However, it is highly recommend to include various third readers (preferably ones not involved in that student's PhD research) at progressive stages of the writing process.

At each evaluation, the PhD (co)supervisors first evaluate and approve the material before submitting it to third readers for their comments and advice. Third readers are expected to respond no later than six weeks after the evaluation request was made. Their evaluations are then discussed between supervisors and programme director(s). The programme group manager informs the PhD student about the result.

The setup of the supervision team leaves room to extend the range of supervision through joint arrangements with colleagues at the AISSR and other departments and research centres.

8.3 Responsibilities of PhD students

Supervisors can expect PhD students to regard the PhD thesis as their main priority and to act accordingly. Any change in the student's priorities should be brought to the supervisor's attention as quickly as possible.

PhD students are expected to take the recommendations they receive from their supervisors seriously. While they need not adopt them blindly, they should use them for orientation. If a student decides not to follow certain recommendations, they should inform their supervisor of this and explain why.

PhD students are also expected to:
- Maintain cordial relations with their PhD supervisors and co-supervisors.
- Gain their PhD supervisors' approval for any deviations from the PhD Trajectory Plan.

- Respond to queries from their PhD supervisors and co-supervisors in a timely fashion, preferably within one week.
- If a student would like to change their PhD supervisor or co-supervisor after the first year, this request should be substantiated in writing[2].
- If a student is doing a PhD on the job in a professional capacity, they must devise a realistic timeframe for the work (for example through a part-time arrangement).

8.4 Expectations applicable to PhD supervisors

PhD supervisors are expected to read texts submitted by their students thoroughly and to provide comments on the research project in general and its progress.
PhD supervisors who are recruited to work overseas or who accept a temporary or permanent appointment at another university must notify their PhD students. In that case, they should draft an alternative guidance plan to be approved by both parties and the scientific director of the AISSR.

PhD supervisors are expected to take an interest in the future academic careers of their PhD students and to support them. This support can take various forms, such as recommending opportunities for publication, introducing students to colleagues, suggesting conferences to attend and discussing employment prospects for after the PhD programme. Such additional scholarly activities should be compatible with the thesis research.

PhD Supervisors are also expected to:
- Take responsibility for overall supervision of the PhD student.
- A PhD supervisor may or may not also be the daily supervisor. In either case, the supervisor meets with the student on a regular basis. If the PhD supervisor is not the daily supervisor, they delegate the tasks described in this document to the daily supervisor.
- Maintain cordial and supportive relations with the student.
- In exceptional cases, if a PhD supervisor wishes to discontinue the supervision after the first year, this request should be substantiated in writing and submitted to the academic director.
- Be committed to reading submitted texts in a timely fashion, depending on the number of chapters submitted (indication: 25 pages = 1-2 weeks, etc.)
- Assist PhD students with finding and/or contacting co-supervisors and/or third readers.
- Inform the programme and/or academic director of any problems/issues with the student and/or research.
- Assist PhD students with finding additional funding for expensive fieldwork.
- Assist PhD students with finding peer-reviewed journals in which to publish research findings.

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[2] Refer to the UvA Staff Complaints Regulations: staff.uva.nl/fmg/az/item/complaints.html

- Approve the PhD Trajectory Plan, 8-month paper and research progress paper before submitting them to the supervision team and reading committee.
- Assist PhD students with career development, conferences and post-doc options.
- Make clear agreements with PhD students in case they will also perform other research activities when these are not directly part of the PhD Trajectory.

8.5 Expectations applicable to co-supervisors

- A co-supervisor may or may not also be the daily supervisor. In either case, the co-supervisor meets with the student on a regular basis. If the co-supervisor is also the daily supervisor, they carry out the supervisor's tasks as described in this document.
- Maintain cordial and supportive relations with the student.
- Be committed to reading submitted texts in a timely fashion, depending on the number of chapters submitted (indication: 25 pages = 1-2 weeks, etc.).
- Assist with identifying journals in which to publish research findings.
- Keep the PhD supervisor informed of what has been discussed.
- Sit on the reading committee in the final phase of the project.

8.6 Expectations applicable to third readers

- Preferably, be an expert in another field/domain or affiliated with another programme group/institute.
- May be from another university.
- May be from outside the Netherlands.
- Will be considered to sit on the reading committee, though this is not necessary.
- May be a different person at each evaluation.

8.7 Trust persons and confidential advisors

During your 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, unfair treatment. When problems occur in your trajectory we would urge you to raise them. There are several levels where you can bring up matters:

1. Discuss the issue with your **PhD supervisor or daily supervisor**,
2. Discuss it at the **Annual Human Resource Meeting** with your programme director or delegated programme group member. Or you can separately contact the programme group director.

3. Take up the issue with your **PhD representative**. They could (anonymously) submit your complaint to the PhD Sounding Board or AISSR management team (depending on the urgency).
4. Talk with your **programme group manager**. Like the representatives, and when needed, they discuss your issue with the PhD Sounding Board or AISSR management team.
5. Make an appointment with the AISSR **Policy Officer Karen Kraal**. She can offer you a listening ear and provide you with advice. If you would like, she can discuss your case on your behalf (anonymously) with the AISSR management board and/or with the PhD Sounding Board.

If the options above are inadequate, you can contact one of the AISSR's PhD **trust persons.** 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).

There are three trust persons at the AISSR. You are free to contact **any** of them. You will be referred to the trust person who is least connected with your workplace. Sometimes it can be easier to contact an academic that is more distant to your research and your supervisor(s). When contacting the trust person(s) you are advised to specify, if possible, what kind of issue you would like to talk about. The trust persons are:
- Rineke van Daalen (based at the Department of Sociology): **R.M.vanDaalen@uva.nl**
- Anne Loeber (based at the Department of Political Science): **A.M.C.Loeber@uva.nl**.
- Nicky Pouw (based at the GPIO Department): **n.r.m.pouw@uva.nl**

If none of the above steps are viable options, you can refer to the **UvA confidential advisers.** This will typically be the matter if the problem is not content related: for example, in case of harassment or unfair treatment by a person or organisational unit at the UvA, including in the event of a conflict with a supervisor. Confidential staff advisers hold an independent position within the UvA (they are outside the AISSR in their role as confidential advisors) and are under an obligation of confidentiality: an adviser will not communicate any information to other parties (including the AISSR) unless requested and approved by the employee (PhD student) in question. You can contact **any** of the confidential advisors with your problem. **Contact details UvA confidential advisors**.

Please also see the **UvA Complaints Regulations** and the **PhD Researchers Association (UvApro)**.

8.8 PhD representatives and Sounding Board

Each programme group selects a PhD representative to represent PhD students in the PhD Sounding Board with AISSR and GSSS management. The representatives advise AISSR and GSSS management on PhD-related issues and survey such issues for this purpose; they also facilitate meetings between PhDs at programme group level and activities oriented towards the academic community - such as discussions of papers and seminars/lectures. Finally, they introduce new PhDs to the AISSR community and are the primary contact point for PhD-related issues.

Name	Programme Group	Email
Charlotte Albers	Sociology – "Political sociology"	**c.albers@uva.nl**
Andrea Forster	Sociology – "ILL"	**A.G.Forster@uva.nl**
Myra Bosman	Sociology – "Cultural Sociology"	**m.bosman@uva.nl**
Jordi Halfman	Anthropology- "Globalizing"	**j.halfman@uva.nl**
Roos Hopman + Chia-Shuo Tang	Anthropology- "Health, Care and the Body"	**r.a.hopman@uva.nl** **c.s.tang@uva.nl**
Arnoud Zwemmer	Anthropology – "MoMat"	**A.R.Zwemmer@uva.nl**
Ellis Aizenberg + Lisanne de Blok	Political Science - "Challenges"	**e.aizenberg@uva.nl** **e.a.deblok@uva.nl**
To be added	Political Science - "PETGOV"	**xx**
Esme Bosma	Political Science - "Transnational"	Esme.bosma**@uva.nl**
Daan Bossuyt	GPIO -"Urban Geographies"	**d.m.bossuyt@uva.nl**
To be added	GPIO -"GoG"	**xx**
Tracian Meikle	GPIO -"GID"	**t.a.meikle@uva.nl**
Daan Bossuyt	GPIO-"Urban Planning"	**d.m.bossuyt@uva.nl**

8.9 Administrative support: AISSR and department secretariats and programme managers

The *AISSR secretariat* can be contacted regarding:
- issues relating to housing
- insurance and visas (for foreign PhDs)
- PhD education – the organisation of PhD courses
- support for scientific meetings, conferences, workshops (booking meeting rooms, hotel reservations, catering)
- ICT contact person
- support for the personal web pages

The *department secretariats* can be contacted regarding:
- issues relating to teaching
- your 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)

Your *programme manager* can be contacted regarding:
- issues relating to support for academic activities
- the acquisition of indirect and contract funding
- financial management
- reporting
- issues relating to the AISSR PhD programme and student guidance

The programme manager liaises with secretaries who carry out institute-wide duties.

Each AISSR programme group is supported by a programme manager:

Puikang Chan (525 4148 / **p.chan@uva.nl**)
- o Geographies of Globalizations
- o Governance and Inclusive Development
- o Urban Planning
- o Urban Geographies

Janus Oomen (525 5388 / **j.c.oomen@uva.nl**)
- o Health, Care and the Body
- o Globalising Cultures

Joris de Vries (525 2235 / **j.devries@uva.nl**)
- o Cultural Sociology
- o Political Sociology
- o Challenges to Democratic Representation
- o PETGOV
- o Transnational Configurations, Conflict and Governance

TBA (contact aissr@uva.nl)
- o Institutions, Inequalities and Life-Courses

Yomi van der Veen (525 2745 / **y.m.vanderveen@uva.nl**)
- o Moving Matters

9. PhD training

AISSR offers a specialist curriculum for PhD students (in cooperation with the Graduate School), with training in the specific knowledge and skills needed to successfully complete a PhD in the social sciences. Open to PhD students from all the different disciplines at the AISSR, this training programme also contributes to a strong PhD community.

The PhD training programme is open to AISSR PhD students who are formally admitted to the PhD programme.

All PhD students have to draw up their own personal training programme in consultation with their PhD supervisor as part of their PhD Trajectory Plan. Together, they decide which courses the student should take, depending on their previous training. Which courses are relevant for you depends on your PhD trajectory and the programme group in which you are involved.

9.1 Courses in the training programme

The AISSR's PhD training programme is oriented towards methods, theory and transferable skills consists of five basic components (**www.aissr.uva.nl/phd-programme/training-programme/current-courses)**.

1. *Methodology:* advanced-level courses focusing on qualitative and quantitative issues, in Methodology Ethnographic Research and Research Design (equivalent to 12 ECTS). You will choose one of the Methods courses depending on your research.
2. *MultidisciplinaryTheory*: Advanced Course in Social Science Theory and the Great Thinkers Seminar Series (equivalent to 12 ECTS).
3. *Short Intensive Courses (SICs)*: highly specialised, in-depth lecture courses organised by PhD students and taught by visiting professors (equivalent to 2,5 ETCS).
4. *Transferable skills:* courses in writing and presenting in English (equivalent to 1-3 ECTS).
5. *Career Orientation Course:* This course aims to equip participants with a heightened sense of awareness of what it takes to be and become a successful social scientific researcher and how to pursuit a career outside academia.

Another, optional, component enables PhD students requiring a more customised training programme with courses on specific topics or methods to take Master's courses at the GSSS (or elsewhere), subject to the programme group's approval. Participation in such courses is financed from the programme group budgets.
6. *Optional and customised courses*: courses fitting specific needs, focusing on skills and topics that complement the individual student's existing expertise and are relevant to

the project (6/9/12 ECTS).

All PhD students are required to draw up a training programme. They are encouraged to include the core courses in this programme to help them build specific knowledge and skills, complete their 8-month paper and engage with the PhD community. Ultimately, however, it is up to the supervisor and student to decide which courses to take. PhD students who register for courses are expected to attend and complete them.

Please also keep an eye on:

- the annual AISSR Flying Circus of crash courses in various methods, based on wishes AISSR researchers have indicated and on teacher availability. This flying circus is organised by the AISSR Methods Expertise Centre: (**aissr.uva.nl/research/methods-expertise-centre-mec/flying-circus/flying-circus**)
- the annual skills courses organised by UvA ProActief like Career Orientation, Funding for all PhDs of the UvA and Communication and presentation of your PhD: **www.proactief.uva.nl/en/**.

9.2 Financing courses

PhD courses organised by the AISSR (in methods, theory, the SICs, Career and transferable skills) are financed from the central AISSR budget. At the programme group level, budgets are coordinated to cover the costs of non-AISSR courses (such as Research Master's courses at the GSSS). All courses that a PhD student intends to take should be recorded in the PhD Trajectory Plan and approved by the PhD supervisor (and the programme group in the case of external courses).

9.3 AISSR Short Intensive Courses (SICs)

Short Intensive Courses are initiated, developed and organised by PhD students themselves. The aim of a SIC's is to bring PhD students from various programme groups together to jointly discuss key methodological, theoretical or other academic related work. There a few requirements for SICs when applying for AISSR funding:

1) There needs to be a minimal amount of people participating, at least 8 from at least three programme groups, preferably from different disciplines. The commitment of these people needs to be clearly stated.
2) Non-AISSR participants are only allowed when the minimum requirement of 8 AISSR participants is reached. Please note that this is and should be an AISSR activity, so the majority of participants should always be from the AISSR. Costs for non-AISSR PhDs are usually around € 250 depending on SIC and budget.

3) If fulfilled, one can get ECT points for the course. The points will depend on the duration and reading requirements of the SIC. Literature: 10 pages per hour
4) Proposal needed beforehand (to AISSR Educational Committee, secretary: Karen Kraal, k.kraal@uva.nl). Needs to include: structured proposal with education targets, educational tools, methodology, content, participants, budget indication. Proposal may not exceed 2 pages.

Examples of previous SICs include:

- Globalisation, Crisis and Insecurity
- Rethinking Norbert Elias
- Migration, Medicine and Reproductive Insecurity
- Visual Methods
- Decision-making under Information Uncertainty, from Perception to Action
- The Body and Technology

For more information on these SICs, contact the AISSR secretariat.

9.4 Optional and customised courses

To register for these courses you first need approval from your supervisor and programme group (to be recorded in PhD Trajectory Plan), after which you can contact your programme manager.

PhD students wishing to take courses offered outside the AISSR-GSSS programme or to take GSSS Research Master's courses (**www.gsss.uva.nl**) can propose this to their PhD supervisor. Any such courses will also be recorded in the PhD Trajectory Plan.

Among the possibilities are also courses organised by other research schools such as Nethur (**www.nethur.nl**) and CERES (**www. ceres.fss.uu.nl/).**

9.5 Agreement with the Social Science Graduate School of the VU University

AISSR has come to an agreement with the Social Science Graduate School of the VU University to the exchange of course participation free of charge for PhD candidates. This means that in addition to our own internal **AISSR-GSSS Course programme** PhD candidates formally enrolled in the AISSR can participate without fee in the PhD courses offered at the Graduate School Social Sciences at the VU University. The actual overview of PhD courses offered by VU, and information about how to sign up can be found thorugh the link below.Some of the courses are not open for external participants, this is indicated in the course description.

Please note that this agreement is limited to the VU-GSSS PhD programme and that participation is only possible if space permits (usually there is a maximum of 15 participants in a course; internal PhDs get priority over external participants). This means that if you sign up for a course

at VU-GSSS you will first obtain a provisory registration. Ultimately two weeks before the start of a course you will get a definite confirmation that you can participate. If you register at a later date we may not be able to finalize it. **Graduate school Social Sciences VU**

9.6 Selection of courses and registration

PhD courses have no formal exams as the curriculum is intended to contribute to the overall PhD research project whose end product is a thesis. In general, these courses are taken during the first two years, during the project planning phase.

- Note that the AISSR and the programme groups continue to hold overall responsibility for monitoring PhD students.
- Within the first month of their appointment, PhD students must draw up a Trajectory Plan in coordination with their PhD supervisor. Among other things, this plan states which courses the student will take. Together, the student and supervisor select courses from among the PhD courses offered by the AISSR and GSSS or elsewhere and record these in the Trajectory Plan.
- The Trajectory Plan and components of the individual training programme will be evaluated during the Annual Thesis Progress Evaluation and adjusted as necessary.
- The AISSR programme managers and secretariat (Alix Nieuwenhuis) will monitor progress and keep track of completed courses.
- You can register for the AISSR courses with Alix Nieuwenhuis (a.nieuwenhuis@uva.nl)

9.7 AISSR PhD clubs

The AISSR has several clubs for PhD students. These clubs meet to discuss research plans, design, data, manuscripts, etc. They offer a friendly environment in which to give and receive feedback on research, ideas and papers from a group of peers rather than the supervisory team. At the same time, these clubs offer an opportunity to learn from fellow PhD students' research projects and to learn to give constructive feedback. The clubs are led by junior staff members whose role is to stimulate and mediate discussion. To be informed about the club(s) within you research domain please contact your PhD representative.

PhD students are highly recommended to take part in one of the AISSR PhD clubs. There might not be a PhD club for your research interest, in that case PhD students are encouraged to start their own PhD club. For information please contact your programme manager. PhD clubs are not necessarily organized along the lines of the programme groups.

Current PhD Clubs:

- *OLA PhD platform*
  For PhD who conduct research in Latin-America and the Caribean area:
  www.nalacs.nl/ola
- *PETGOV (Political Economy and Transnational Governance) PhD club.*
  Contact: Joep Schaper (j.c.schaper@uva.nl)
- *Post-field group*
  This group is essentially for PhD students (mainly from the Health, Care and the Body programme group) who already conducted fieldwork and are in the writing stage.
- *Political Sociology PhD Club*
  This club serves as a discussion forum among PhDs of sociology, political science, anthropology and other social sciences interested in the sociological study of political life. The club covers a wide variety of topics - from ethnicity, migration and gender to conflict, social movements and urbanism. All qualitative or mixed-methods approaches are welcomed, including archival research, discourse analysis, policy analysis or ethnography. The PhD Club meets once a month, usually on the third or last Tuesday, from 3.30 to 5pm. The meeting is usually centered around the discussion of a (draft) paper written by one of the PhDs. The aim is to provide honest feedback on the paper and at the same time to discuss broader methodological or theoretical issues that are relevant to many of us. If you would like to be added to the mailing list or have any other questions contact: Katharina Natter (k.natter@uva.nl).
- *Science and Technology Studies Reading Club*
  They read diverse texts within the field of STS, but with a focus on ANT and material semiotics. Authors whose work have recently been read include: Donna Haraway, Londa Schiebinger, Bruno Latour, Sarah Whatmore, Timothy Choy, Isabelle Stengers, Vinciane Despret, Teun Zuiderent-Jerak, Stefan Helmreich, Des Fitzgerald, Felicity Callard, Annemarie Mol, Marisol de la Cadena, Astrid Schrader, Marilyn Strathern, Eduardo Viveiros de Castro, Chunglin Kwa and John Law. They meet every month. The reading club is open for everyone (regardless of 'rank' or university) but is based at the University of Amsterdam and counts as an 'official' PhD reading club for the graduate programme at AISSR. Contact Else Vogel for more information: E.Vogel@uva.nl
- *PhD club Quantitative Inequality and Network Research*
  The PhD club currently consists of a core group of about 9 PhD students. New PhD students from all disciplines are welcome. They meet every 2nd Tuesday of the month from 15.30-17.00 in B5.12. Research topics within the group are rdiverse, e.g., education systems, neighbourhoods, family structure and social networks. The research topics are related to inequality in the broadest sense and make use of quantitative methods. Contact: Marina Tulin (m.tulin@uva.nl) and Andrea Forster (a.g.forster@uva.nl).

9.8 Educational committee

The AISSR Educational Committee PhD has the task of assuring the quality of teaching and of the teaching process of the AISSR-GSSS PhD educational programme. The Committee will meet twice a year, in December and June, to:

- Advise on the curriculum
- Advise on the regulations of the AISSR-GSSS Training Programme
- Discuss the results of the student evaluations
- Discuss proposals for Short Intensive Courses (SIC's)
- Discuss other education related issues (based on remarks/complaints from students, teachers, supervisors, PhD Sounding Board etc.)
- Prepare an advisory or discussion note for the annual meeting of the AISSR Scientific Educational Board (Programme Council plus GSSS Director)

The committee is composed of the AISSR Scientific Director (Brian Burgoon), the GSSS Scientific Director (Mark Rutgers), two senior academic staff (Hebe Verrest and Beate Volker), 2 PhD representatives (Mark Hann and Francesco Colona) and a secretary (Karen Kraal).

10. Teaching

AISSR PhD students who are under contract at the AISSR are expected to spend at least 10 percentage of their contract time teaching in the undergraduate and graduate social sciences programmes. The exact percentage is determined on the basis of Faculty policy. The organisation of teaching duties should be discussed with the supervisor and recorded in the PhD Trajectory Plan. PhD who are not under contract at AISSR but would like to teach should discuss this with their supervisor or during the annual Human Resource meeting.

Possible teaching activities in the first phase of the PhD:
- Preparation of study/tutorial groups to support lecture courses (first and second-year undergraduate programmes).
- Marking lecture course papers/exams.

Possible teaching activities in the later phase of the PhD:
- Contribute to thematic courses as a lecturer for specific modules (third-year undergraduate programmes)
- Co-supervise Bachelor's thesis projects.
- Contribute to teaching Master's courses in the particular research domain in cooperation with the regular staff member (PhD supervisor).
- Occasionally, co-supervise a Master's thesis within the particular research domain.

Teaching tasks will be planned during the first months of the calendar year and finalised in April/May.

As only a few of the undergraduate courses (e.g. International Development Studies) are offered in English, and many PhD students do not speak Dutch, alternative possibilities for fulfilling the teaching requirement are:
a. Contribute to departmental courses taught in English (teaching assistantships at the International School).
b. Assist AISSR staff members with their research.
c. Other types of assistance at the departments.
d. Contribute to teaching Master's courses in the particular research domain in cooperation with the regular staff member (PhD supervisor).
e. Occasionally, supervise a Master's thesis within the particular research domain.

It is advisable to spread these teaching activities out evenly over the three/four years of the appointment. Because many PhD students are unable to teach in their second year whilst doing fieldwork and collecting data, most will have a relative heavier teaching load in their first, third and (if applicable) fourth years.

The total number of hours that a PhD student has worked per course will be calculated jointly by

the student and senior staff members (course coordinators). To this end, PhD students are to keep a record of the actual hours worked. If a student spends more working hours on a course than agreed, these additional hours will be carried over to the next year of the appointment and taken into account when determining the teaching load or other duties for that year. In March of each year, the chairpersons of the departments involved and the AISSR academic director will lay down the educational or other duties required of PhD students in the academic year ahead. These provisions will be based on departmental overviews of courses or activities for which the departments wish to call on PhD students.

As an aid to fulfilling their teaching duties, PhD students at the AISSR can take an introductory didactics course and receive coaching for new lecturers. PhD students are informed about teaching-related issues by the department secretariats.

11. Financial expenses and support

The rules set out in this section are general rules. The final study and research budget allocated for each PhD student is determined in consultation with the relevant programme director and may deviate from these general rules, depending on the PhD grant. **Your contact person for matters relating to financial support is the programme manager of your programme group**. All funding requests are handled by this programme manager and they will explain all the procedures when you start your PhD.

11.1 Study and research expenses

AISSR PhD students can submit a budget proposal for a maximum of EUR 1,500 per year (max. EUR 6,000 for four years) to cover the costs of courses and conferences, travel expenses for fieldwork and other research-related costs insofar as they are not covered by grants (from the NWO, WOTRO, NFP, EU, etc.). The programme director presents this proposal to the programme manager for approval three months in advance, using a fixed budget template provided by the programme manager. PhD students are expected to make optimal use of opportunities to obtain third-party grants to finance their study and research, and in particular NWO grants to fund study periods abroad and remaining PhD research.

Funding applications are evaluated by the programme manager on basis of the following criteria:
1. The applicant can present an invitation from a conference organiser or the director of the institute where the study visit will take place.
2. The applicant will be presenting a paper (in the case of a conference)
3. The applicant will be presenting work in progress (chapters of their PhD thesis) to staff members at the institute where the study visit will take place. The applicant can give the names of at least three colleagues with whom the work in progress can be discussed (in the case of a study visit).
4. The applicant can explain the importance of the visit for the completion of the thesis (in the case of a study visit or conference).
5. If possible, the applicant can illustrate that the conference paper may lead to publication in an academic journal.
6. The supervisor fully supports the visit and its timing (as attested in a written statement, to be requested by the applicant).

11.2 Books

In exceptional circumstances where books needed for thesis research are not available from a Dutch library (via Interlibrary Loan, IBL), students may purchase them and submit a request for reimbursement.

11.3 Transcription of interviews

As a rule, students should transcribe 1/3 themselves in order to ensure they are familiar with the material. The maximum rate for transcription is EUR 12,50 per hour.

11.4 Reimbursement of travel expenses incurred for application and first and last working days

PhD students from abroad with direct funding from the AISSR can apply for a reimbursement of the travel expenses for their admission interview at the AISSR and for their first and last working days (does the last working day include the day of the PhD defence as well as opposed to the last day of the contract), and for travel to their country of origin. PhD students funded by the NWO, WOTRO, NFP and other agencies can usually cover these costs from their grant.

11.5 Thesis production expenses [3]

1. There should be a mention in the text that the AISSR helped to make the research possible and helped finance the thesis. The AISSR requires two copies of the printed thesis, which can be handed in at the AISSR secretariat.
2. The AISSR can contribute a maximum of EUR 1,500 (including VAT) toward the production expenses (like book printing, visuals, layout), plus a maximum of EUR 1,500 for editing if the supervisor and the PhD student feel it is important to publish the thesis in English, French or German. Applications for these funds should be directed to the programme manager.
3. If the thesis cannot be presented to the evaluation committee on the date on which the appointment terminates, further consultation with AISSR management will be required to determine the financing of thesis production costs.
4. Please note that it is **not** a formal requirement that your thesis is edited by a professional editor, or printed by a printing company.

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[3] These rules apply to the PhD students who hold an appointment at the AISSR or receive a fellowship from the AISSR. Rules for PhD students funded by other organisations are laid down in special agreements.

11.6 Editing

If you are having your thesis edited, it is highly advisable to choose an editor that is familiar with your topic and/or your field of research. We would suggest asking your close colleagues or supervisor who they would recommend as an editor. You can also ask your progamme manager. Please also note that layout may add to the production costs (most notably for graphs and cover); you can either do the layout yourself or ask printing companies to do it for you.

Editors that are familiar with the social sciences are following (NB: this list is illustrative: it is by no means exhaustive and the persons on the list are not as such officially recommended/endorsed by the AISSR):

- Karina Hof: k.t.hof@uva.nl
- Michelle Luijben, michelle@marksediting.nl, www.marksediting.nl
- Miriam McCabe Consulting: Fokke Simonszstraat 40-3 / NL-1017 TH Amsterdam / The Netherlands / Tel.: +31 (0)6-18089853 / info@mccabe-consulting.com
- Suzan Piper: www.wotcrossculture.com.au/
- Lee Mitzman: lmitzman@xs4all.nl
- Turner Translations (Ian Turner): I.Turner@kpnplanet.nl
- Zoe Goldstein: zoegoldstein@hotmail.com

11.7 Printing/production

If you are having your thesis printed by a printing company, it can be difficult to choose which one is the most suitable. This will usually depend on a number of factors, such as the quantity, whether or not you work with graphs or only text; whether or not you need coloured images etc.. Please note that you will need to provide 12 copies of your thesis to the university and 2 copies to the AISSR (see above); in addition, you will need a copy for each member of your committee. Therefore count on a minimum of 20 copies - but maybe you would like to have more for colleagues or family.

Examples of printing companies that we often see in the social sciences are the following (NB: this list is illustrative: it is by no means exhaustive and the companies on the list are not as such officially recommended/endorsed by the AISSR):

- Proefschiftmaken.nl > www.proefschriftmaken.nl
- Proefschrift all in one > http://www.proefschrift-aio.nl/
- Almanakker > http://www.almanakker.nl/
- Wörhmann Print Service Zutphen > http://cpibooks.com/nl-proefschrift/

11.8 Defence costs

There are various costs that relate to the PhD defence: these can be split between production costs (for the editing and printing of the PhD thesis) and other costs, such as location, reception and dinner/lunch with your committee. The AISSR can reimburse some of the costs related to the printing and editing of the thesis (see under 10.3. of this guide), but *not* the other costs that relate to your defence. The costs for the PhD defence that are not reimbursable (and you will therefore have to pay <u>yourself</u>) are the following:

- **Location**
  The defence takes place at either the 'Agnietenkapel' or the 'Aula' (Spui). The Agnietenkapel is the more common location. It is not possible to defend at an alternative location, for example in an office or a teaching room. The costs for the 'garderobe' (cloak room at the entrance) range from 70-140 euros (prices depending on number of guests) and have to be paid by the student. The cloak room cannot be excluded from the location; you will have to accept it, even if you do not want or need it.

- **Reception**
  You can opt to have drinks or snacks served in the Agnietenkapel or Aula after the defence ceremony. The costs depend on the number of guests and the types of drinks/snacks ordered. A reception is not an obligation. However, if a reception is not ordered you are asked to leave the defence location immediately after the defence. In that case there is no possibility for on the spot congratulations. Catering on location is provided by Eurest. There is no possibility to cater yourself on location, or to have a caterer that is different from Eurest. If you decide to have a reception on location, please note that the catering ordered at Eurest cannot be limited/capped (i.e. you cannot just order 5 cans of tea: you just order 'tea' and then later you pay later the amount you have actually used). This makes it difficult to estimate what you will spend on the reception in advance. Alternatively, you may consider taking guests to a nearby bar/café.

- **Dinner / lunch with the defence committee**
  Sometimes, there is an (informal) expectation that PhD student will take his or her defence committee out for lunch or dinner. Although this is not a formal requirement, in practice many PhD students do this as a gesture of appreciation.

11.9 Premium for theses defended within six months

Under AISSR regulations, students who defend their PhD thesis within six months after the termination of their PhD grant will receive a premium payment of EUR 1,500. In view of the practical and bureaucratic problems PhD students can encounter in the process leading to up to the thesis defence, AISSR management has decided to offer this premium payment of EUR 1,500 if:

a) the defence takes place within <u>six months</u> after the termination of the PhD grant; or
b) the student's manuscript is approved by the Doctoral Committee within <u>four months</u> after

the termination of the PhD grant (academic holidays not included, if any or all of the six-week evaluation period falls in an academic holiday).

In the event that circumstances beyond the student's control (for example, if the committee takes more than the allotted six weeks to evaluate the manuscript) make it impossible to obtain approval from the committee within four months after the termination of the grant, and provided the student can furnish evidence (e.g. the mailing date) verifying that the manuscript was delivered in time, the student has a right to request AISSR management to grant the premium as soon as the committee approves the thesis. This rule only applies if the committee approves the manuscript in the first round of evaluation.

11.10 Financial aspects of foreign participation in thesis committees

AISSR management has laid down the following criteria for paying the expenses associated with foreign-member participation in thesis committees.
1. The foreign member's participation is of the utmost importance for an adequate evaluation of the manuscript (an invitation based solely on relational considerations is insufficient).
2. The foreign member's presence is important not only for the defence ceremony but also for the AISSR in other respects. Examples are if the foreign member gives a presentation at a staff seminar or meets with a group (minimal 5) of PhD students to discuss their work in progress.
3. If other research schools or institutes also have a stake in the foreign member's visit, the costs will be shared between them and the AISSR.
4. The AISSR can only fund the visit of <u>one</u> foreign committee member.

12. Ethics and Integrity

The AISSR has developed a procedure for the ethical review of research plans and an Integrity protocal.

Ethics

The aim is for you to devote time and effort to thinking through and making explicit how your research plans will lead to good research, not only in a methodological sense but also in another sense, call it social, ethical, aesthetic or something else.

The Faculty Ethics Committee has formally mandated the AISSR Ethics Advisory Board to advise and give guidance in addressing ethical issues specific to research in the domain of social sciences. This board supports the ethical reflection on new research projects and, if needed, grants permission to conduct them.

If you ask for ethical permission, your research plan, including your ethics section, will be assessed by the AISSR Ethics Advisory Board, which is composed of researchers at the Amsterdam Institute of Social Science Research. In the case of a disagreement, it is possible to call upon the ethics committee of the Social Science Faculty.

Each PhD is required to submit their 8-month paper along with one A4 describing ethical issues and solutions.

Procedure ethical review (www.aissr.uva.nl/research)
Contact: mailto:k.kraal@uva.nl

Integrity

The AISSR has developed an Integrity Protocol that articulates AISSR-wide standards on scholarly integrity and research data management in the AISSR research community. Its purpose is to promote and guard academic integrity for the AISSR, but also to facilitate quality of our research enterprise in terms of scholarly and societal impact. Good research practices come with responsibilities that not only acknowledge the professional role of academics in academia, but also in society as a whole.

The Protocol builds on fundamental principles and responsibilities that have become the basis of international consensus: honesty, accountability, professional courtesy and fairness and good

stewardship.[4] The standards with respect to all of these themes apply to all researchers: regardless of discipline or research group; regardless of one's views on how theoretical argument relates to the empirical world (diverse positions on epistemology and on the value of causal and descriptive inference); and regardless of one's methodology (e.g. particular qualitative or quantitative methods). Given that social scientists are public intellectuals, the standards apply to researchers in all their professional capacities and all their public statements (in online- or print-writing, audio or video interaction).

The integrity issues on which we focus also relate to standards of collegiality and responsibility. However, our focus here is on issues and misconduct with respect to actual research integrity, where misconduct is understood as 'scientific dishonesty and infringement of scientific integrity'.[5]

The Protocol focuses on standards with respect to five different aspects of (non-)integrity that deserve further elaboration: (1) Scientific fraud; (2) Plagiarism; (3) Self-citation; (4) Ownership and intellectual property rights; (5) Authorship; (6) Conflicts of interest; and (7) Research data management (RDM).

These standards should be taken as *binding guidelines* for the entire AISSR research community, and can be the basis of scholarly review of individual members and programme groups in that community. Most importantly, the standards ought to be the subject of discussion and debate to clarify, carry-out and update these standards to the end of improving our scientific quality.

The AISSR Integrity Protocol will be published soon. For questions please contact: Yomi van der Veen **(y.m.vanderveen@uva.nl**)

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[4] See: Singapore Statement on Research Integrity, www.singaporestatement.org (8 April 2016). Compare with: Europe-an Science Foundation and ALL European Academies (2011), "The European Code of Conduct for Research Integrity", URL www.esf.org/fileadmin/Public_documents/Publications/Code_Conduct_ResearchIntegrity.pdf
VSNU (2004, herziening 2014), "De Nederlandse Gedragscode Wetenschapsbeoefening. Principes van Goed Weten-schappelijk Onderwijs en Onderzoek", URL:
www.vsnu.nl/files/documenten/Domeinen/Onderzoek/Code_wetenschapsbeoefening_2004_(2014).pdf
[5] Heilbron, Johan, (2005), "Scientific Research: Dilemmas and Temptations", KNAW.

13. PhD Trajectory Plan form

(first draft to be finalised in the 1st month of the PhD Trajectory. You can only enrol in the educational programme when this Trajectory Plan is completed and approved by your supervisor)

This form needs to **be filled out** and **updated** for each annual meeting. It is signed by the promotor(s) and the PhD candidate and formally approved by the programme director, the AISSR academic director and the GSSS academic director (training element). When completed please send it to your programme manager.

Personal details:

1.   Name of PhD candidate:
      Starting date:
      End date:
      Title of the research project:
      Programme group:

Supervision Team:

2.   Promotor:[6]
3.   Co-promotor(s): *please indicate if also daily supervisor*
4.   Third reader(s):

Summary Dissertation:

5.   Summary of dissertation research and definition of research problem (not to exceed 100 words):

Education:

6.   Courses followed/planned:
      Year 1:
      Year 2:
      Year 3:
      Year 4:
7.   Involvement in PhD clubs:

Teaching:

8.   Teaching load and agreements with the supervisor and department
      Year 1:
      Year 2:
      Year 3:
      Year 4:

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[6] Please note that a daily supervisor need *not* necessarily be a full professor. The promotor does, however, need to be a professor and can be distinct from the daily supervisor.

Supervision:

9.   Agreements on supervision between PhD candidates and (co)promotors. Specify the frequency of meetings, etc. If applicable, which agreements have been made regarding supervision in case of promotor's absence or sabbatical leave?[7]

Year 1:

Year 2:

Year 3:

Year 4:

Publishing:

10.   Publication Plan

Year 1:

Year 2:

Year 3:

Year 4:

Participation (international) academic community:

11.   Conferences and workshops

Year 1:

Year 2:

Year 3:

Year 4:

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[7] PhD candidates and supervisors are advised to meet on a regular basis. To prevent misunderstandings, it is also advisable to keep a list of appointment dates and to take notes during meetings.

Overview Schedule

12.   Trajectory at a glance

Schedule for 4 years PhD Trajectory*		Year 1	Year 2	Year 3	Year 4
Month	Activity	Date***			
1	Hand in PhD Trajectory Plan				
8	Hand in 8-Month Paper				
9	*Go-No-Go/Annual Thesis Progress Evaluation & update of Trajectory Plan*				
12	*Fieldwork start*				
18	Hand in Fieldwork Report				
(24)**	*Return from the field*				
24	*Annual Thesis Progress Evaluation & update of Trajectory Plan*				
(28)*	Draft 1st chapter/article finished				
(32)**	Draft 2nd chapter/article finished				
(36)**	Draft 3rd chapter/article finished				
36	*Annual Thesis Progress Evaluation & update of Trajectory Plan*				
(40)**	Draft 4th chapter/article finished				
44	Draft dissertation finished				
48	Dissertation finished/Exit meeting				

*This trajectory plan is a model for a 4-years trajectory. Please adjust the plan in agreement
with your contract and your supervisor and programme director/programme manager.

** Indicative, please adjust these according to your specific planning

***Please insert the specific dates.

Checklist

Did you request permission to apply for a doctorate degree from the department secretariat (for Anthropology: secretariaat-antr@uva.nl, Sociology: secretariaat-soc-fmg@uva.nl), Political Sciences: sec-pol-fmg@uva.nl, GPIO: gpio-fmg@uva.nl)? This should be done at the start of your trajectory.	
Did you submit your research proposal or 8-months paper to the AISSR Ethical Advisory Board (www.aissr.uva.nl/research/ethical-review)? This should be done before the start of your data gathering/fieldwork	

PhD candidate:
Date:
Signature:

Promoter/supervisor:
Date:
Signature:
Please submit a signed version of the (updated) Trajectory Plan to your programme manager.

14. Structure of the 8-month paper[8]

1. Project title
2. Brief description of the project (16 lines)
3. Research question
   a. Describe the field of study and the existing/relevant body of knowledge with reference to what is not known, what has been neglected and what the central aim of the proposed research is.
   b. The core question: What is the central question you would like to answer with this research? How will you break the central question down into sub-questions such that the answers to these, when linked, provide answers to the central question? Substantiate each sub-question.
4. Innovative character of the proposed project
   - What is the significance of your thesis?
   - Does it make an original contribution to the field?
   - Is it of specific social or theoretical relevance?
5. Theoretical considerations
   - Sketch the dominant theoretical approaches.
   - Sketch the dominant empirical and theoretical debates.
   - How does your research fit in with the present state of research and theoretical discussions in your field?
   - Which scholars in your field do you find especially relevant to your work?
6. Proposition, hypotheses and concepts
   - What is the central proposition?
   - What are the working hypotheses?
   - What are the main theoretical concepts you intend to use?
7. Data
   - Describe the empirical data, i.e. the sources to be used for answering the research questions.
   - How do you intend to gather your data?
   - Do you have all the permissions that may be required?
   - Have the necessary informants agreed to cooperate?
   - Do you have access to the archives you need?
8. List of publications relevant to the project

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[8] Please note that this is not the same as the research proposal for or through which a PhD student is hired, though that proposal may serve as the basis. In the case of students with Vidi, Vici, ERC or similar grants, the 8-month paper should always reflect the interests of the project. 8-month papers are a minimum of ten and preferably not more than 20 pages. Line spacing:1.5, font size: 11 or 12, font: Times New Roman, Book Antiqua, Arial or similar. Papers may be longer if the daily supervisor deems necessary.

9. Short provisional bibliography
10. Proposed time schedule for the activities planned.
11. Draw up a provisional table of contents in writing.

14.1 Main evaluation points for the 8-month paper

The 8-month paper is mainly intended to set out the following aspects of the student's project and the research problem to be studied:

- *Disciplinary embedding*
    - Subject of research in relation to the field of study.
    - Choices made and presuppositions on which these are based.

    The disciplinary embedding of a research problem is considered adequate when the following aspects of the problem have been clarified:
    - The field of study.
    - The research theme(s) associated with the problem.
    - The choices and presuppositions made in relation to the subject matter.
    - The rationale for these choices and presuppositions.
- *Relevance*

    A well-formulated substantiation convinces the reader of three things:
    - That the research problem has not yet been answered satisfactorily.
    - That answering the research problem is worthwhile in that it contributes to science.
    - That the student has tried to make the research problem as informative as possible.
- *Precision*

    The student's research is aimed at finding an answer to a question. That answer represents a statement about a particular subject. To be considered precise, a research problem should incorporate as comprehensive as possible a formulation of this statement. There are three steps to the precise formulation of a research problem: limit the domain, add a core statement, and define the variables (and underlying relations between them).
- *Methodical functionality*
    - A research problem is considered functional when it helps the researcher to determine or stake out the steps that need to be taken to answer the research question. A functional research problem: makes clear what the *purpose* of the research is and is worked out to into a fitting *research framework*. Possible functions of a research problem include describing, comparing, defining, evaluating, explaining and designing.
    - A research problem must be placed within a research framework. This framework is an elaboration of the basic research problem into a number of sub-questions, each of which requires a particular line of investigation within the parameters of the overall research project.

14.2 Points of note for the 8-month paper

- Does it pose a clear, central 'social science' question/problem?
- Is there an overarching idea and hypothesis? Are there good working hypotheses?
- Does the author express a clear and original line of thought? Is the author's own position sufficiently clear? Is the author prepared to take certain risks in the course of the research? Is the subject truly relevant? Is this the first time that the problem is being studied? Does the topic have social relevance? Does the study include interesting comparative aspects?
- Has the author integrated relevant thematic literature and has the topic also been studied in a setting besides the case study location (in terms of the scope of the study)?
- Is there evidence of a debate, dispute or difference of opinion? Does the author make reference to important discussions? Has the relevant literature been studied? Has the author used results from other studies?
- Is it clear how the theories presented will fit into the thesis? What is the theoretical relevance of the study? Is there sufficient theoretical grounding? Will the thesis contribute to important theoretical debates? Is there a balance between the 'how' and the 'why' (in terms of the relationship between description and explanation)? Does the author plan to confine their discussion to social science interpretation? Have they clearly opted for social science explanations, or are they simply planning to make inventories?
- Does the paper operationalise concepts in lucid terms? And is there a clear link between theoretical and empirical aspects?
- Has the author engaged in the key processes of elaborating, compiling, developing and describing? In other words, does the author go beyond simply summing up unchanging and uncontextualised concepts; do they seek out patterns and apply a 'social science approach'?
- What is the author trying to demonstrate and what data are needed to do this?
- Is the plan overly ambitious? Is there enough of a focus, and have the boundaries been sufficiently delineated? What are the author's chances of actually being able to gather the required data within the specified period of time?
- As regards research methods:
  - What is the relationship between quantitative and qualitative research? How has the source material been studied? What is the quality of the sources? How will the interviews be carried out? Does the paper provide adequate information about the interviews and respondents? Is it clear why a certain period or periods is/are being studied? Is the material representative? Is it clear which data and methods will be used?
  - The paper should also provide a provisional table of contents and present a structure and plan that are formulated as clearly and concisely as possible.

15. Structure of the interim fieldwork report (if applicable)

1. Name
2. PhD supervisor
3. Fieldwork location
4. Description of data collection to date
   - Month by month overview
   - People interviewed/spoken with
   - Archives/information sites visited
   - Special cases/events
5. Problems in the field
   - Difficulties of access
   - Language issues
   - Research design issues
   - Personal and/or traumatic issues
6. Initial data analysis
   - Which themes can already be identified?
   - Reconsideration of the main research question(s)
   - How well do the findings connect with the theoretical framework?
   - What topics/issues need more attention?
   - Revision of the proposed table of contents
7. Schedule for the coming months

Annex 1 Guidelines for PhDs based on articles

1. All guidelines are subject to the General Doctorate Regulations of the UvA (*Algemeen Promotiereglement*) and to the formal agreement between the official PhD supervisor and PhD student (as recorded in the PhD Trajectory Plan).
2. The General Doctorate Regulations of the UvA require:
    a. "If the thesis consists of an article or articles in the name of several authors: the thesis should include a page with a complete reference list with a list of authors for each article and an explanation of the relative importance of the co-authors" (Article 15, clause 5).
    b. "If the thesis manuscript includes articles that have been written by several authors, it is the duty of the supervisor to evaluate whether the doctoral candidate has made an independent contribution to the articles that is sufficient to warrant the conferral of the doctorate. If necessary, the supervisor will inform the Doctorate Committee of the manner in which the articles were written and what the contribution of the doctoral candidate was. As defined in Article 15, clause 5, the candidate is required to include a list of references in the thesis manuscript" (Article 16, clause 5).
3. PhD students at the AISSR have the option to complete a PhD thesis on the basis of research articles. It can also be written in the form of a monograph.
4. In keeping with the primary role of PhD supervisors under the General Doctorate Regulations, it is at the PhD supervisor(s) and supervisors discretion whether to permit a student to do a PhD thesis based on articles or as a monograph.
5. It is wise to make the choice for an article-based thesis or a monograph during the first year of the PhD.
6. In the case of an article-based thesis, all agreements must be recorded in the PhD Trajectory Plan that is signed by the PhD student and PhD supervisor.
7. A PhD thesis based on research articles must meet the following minimum criteria:
    a. The thesis should consist of at minimum four substantive articles (as opposed to pieces that could only be submitted as book reviews or research notes).
    b. One of the articles may also be published in or submitted for an edited collection of papers published by an academic press.
    c. At least one of the articles should be written by the PhD student as sole author.
    d. The articles can include pieces for which the PhD student is listed as second (or later) author, but the student should be the first or only author for the majority of the articles (i.e. should there be four articles, no more than one may list the student as second or later author).
    e. In exceptional cases a PhD thesis may include no single-author article(s). In that case, the PhD student should be the first author of all articles that make up the thesis. Approval for such exceptions must be explicitly requested from and granted in writing by the PhD supervisor.

f.   In exceptional cases a PhD thesis may consist of only three research articles if a substantial amount of time was spent on collecting new data. This must be approved in writing by the PhD supervisor.

g.   At least one article should be accepted and three other articles formally submitted and under review.

h.   PhD student who want to pursue an academic career should try to build up a strong academic CV. Therefore, it is advisable to submit the four papers to journals with a good reputation, and not to journals that do not meet the minimal criteria of internationally peer-reviewed journals. These minimal criteria are typically formulated on programme group/discipline level.

i.   The articles should be accompanied by an introductory chapter and conclusion that are single-authored by the PhD student and that provide an integral overview of the project, identifying links between the articles and articulating the broader research agenda.

j.   The model of authorship (e.g. co-authorship with supervisors or PhD supervisors) is to be mutually agreed between the PhD supervisor and the PhD student and must be recorded in the PhD Trajectory Plan.

8.   Authorship should without exception be based upon:

a.   Substantial contributions to ideas and development thereof, or development and analysis of theoretic models, or data collection, or analysis and interpretation of data. We strongly advise to include a footnote or other text form that specifies the contributions.

b.   Preparation of the actual manuscript or critical revision of the article's intellectual content.

c.   Responsibility for the article version that shall be published.

9.   The above three criteria (8 a, b and c) must all be fulfilled in order to qualify as co-authorship. An administrative relationship, acquisition of funding, collection of data, or general supervision of a research group alone does not constitute authorship.

10.   PhD candidates should explicitly discuss co-authorship with all possible parties (among which one's supervisor). Where the work is directly a result of the PhD project, the PhD candidate will be first author. In other projects, order of authorship should be decided on the basis of importance of contribution and otherwise alphabetically. All agreements should be documented in the PhD Trajectory Plan.

11.   These criteria should be met for each article separately.

Annex 2 Monitoring PhD Contracts and Rights

The AISSR seeks to maintain standards for fair and effective treatment and supervision of all PhD scholarship conducted within the AISSR fold. To facilitate such treatment and supervision, we have developed *guidelines to PhD standards.*

We will distinguish between *modal standards* and *minimum standards*. The *modal standards* guide the reviewing process: when contracts are below these standards reviewing will take place and supervisors and programme groups will be contacted to provide additional information around the contract and the PhD student in special. Main question to be answered is if the PhD student is equipped enough (educational background, finances, experience) to finalise his/her thesis under the contract conditions. The *minimum standards* are in principle the bottom line under which preferably no contracts should be offered. These minimum standards have been approved by the AISSR Programme Council.

Note that these are guidelines and not rules, since we know that PhD contracts may and do sometimes depart from the standards, also the minimum in exceptional cases. Furthermore, as AISSR we have to respect the top-down structure of our organisation and with that the autonomy of our programme groups and supervisors/professors. With this important point in mind, here are the standards that guide our monitoring of PhD contracts and benefits.

Guidelines PhD Contracts

	Modal	Minimum
Monthly pay	The modal income for a PhD's contract is no less than € 1.430 bursary amount (while living in the Netherlands), which in contractual time translates into the income from an UvA contract of 0.8 FTE employment. This can involve monies coming from a given combination of UvA-financed teaching and research time. But it can also come from any other external source of funding – as is already true for those with an extra-UvA employer.	Similar to Modal
Research time	The modal research time is roughly 0.6 FTE (0.8 FTE being the legal contractual minimum for UvA staff). When other activities are carried out at an employer or within the context of employment that is related to or an extension of the PhD research this should be clearly stated.	In UvA contracts, the guideline is that this be no less than 0.4 FTE reserved for a research appointment, half of the 0.8 FTE minimum. When other activities are carried out at an employer or within the context of employment that is related to or an extension of the PhD research this should be clearly stated.
Duration	The modal appointment duration is 4 years, where the PhD contract is at or close to full time. When this period is shorter it should be argued that PhD is equipped enough to complete the trajectory within the given timeframe.	The minimum term of an appointment when at the start of a PhD should be 3.5 years where the PhD contract is at or close to full time. When this period is shorter it should be argued that PhD is equipped enough to complete the trajectory within the given timeframe.

Guidelines PhD benefits

For PhD who are financed by external parties, external parties might have formulated different benefits. Therefore, please check the specifics of your contract with your programme manager.

a. PhD students registered as AISSR PhD are entitled to register to take courses within the AISSR doctoral programme.
b. PhD students registered as AISSR PhD are entitled to ask for compensation of research expenses and to attend at least one academic conference per year (guideline: agreement of his/her supervisor; is he/she presenting a paper). In case of external funding: applications should be submitted to the project leader of the externally funded research, and if the

project's means are insufficient to the AISSR programme director. Applications will be evaluated on their substantive merits.

c. PhD students registered as AISSR PhD are entitled to €1500 for dissertation production costs (based on receipts, reduced by other contributions, such as from NWO).

d. PhD students registered as AISSR PhD receive €1500 bonus for obtaining a doctorate within 6 months of expiry of the formal employment contract/bursary agreement or, after approval by the reading committee, within 4 months of expiry of contract (with due regard for the holiday period July and August).

e. PhD students registered as AISSR PhD may send a formal request to the programme group manager for English correction up to a maximum of €1500.

f. Reimbursement PhD students coming over for his/her defence: airline ticket; accommodation to a maximum of a 7 days stay; per diem to a maximum of €30 a day (10 lunch and 20 dinner) for a period of max 7 days (this only concerns PhD students living abroad who will not have reimbursed the costs mentioned above out of their project or otherwise).

Monitoring PhD Contracts

Formal agreements are developed by supervisors and programme group/department and monitored by AISSR. In specific cases (when contracts are flagged by AISSR) and when approved by both new PhD and supervisor the potential contracts will be shared with the AISSR PhD Sounding Board who may give their advice within a given timeframe. Conformance with agreements will be discussed during the annual Human Resource meetings. The overall monitoring of contracts will be discussed during the PhD Sounding Board meetings. All cases will be dealt with confidential and anonymous.

Flagging your case

When an AISSR PhD is of the opinion that his/her contract is not a fair contract he/she can take the following steps:

1. If possible, discuss the contract terms and your PhD Trajectory with your supervisor. When supervisor and PhD both agree that the terms need to be discussed the supervisor has to take this to the programme group director and AISSR Management. When there exists a conflict of opinion between supervisor and PhD, PhD can discuss this with the PhD representative of his/her group who can take the case (anonymously) to the PhD Sounding Board or see step 2.

2. When it is not possible to discuss the terms with the supervisor PhD can discuss the terms during the annual Human Resource Meeting or contact one of the following persons:
   a. Programme group manager. The programma group managers are well informed on the policies within that programmegroup as well as AISSR policies.
   b. Programme group director. The programme group director is well informed on the policies within that programmegroup.

c. PhD representative. The PhD representative can discuss your case in the Sounding Board.

d. Executive director Jose Komen. The executive director is well informed on the policies within that programme group as well as AISSR policies.