

2023
2023
2023
2023

AISSR PhD Guide

Manual for PhD
candidates and
supervisors
at the University
of Amsterdam

Amsterdam
Institute for Social
Science Research
(AISSR)

Graduate School
of Social Sciences
(GSSS)

Welcome!

Dear PhD candidate,

Congratulations on joining the Amsterdam Institute for Social Science Research (AISSR)!

We are glad to welcome you into our research community and look forward to helping you find your way with us.

This guide offers practical information on your new position, including guidelines and policies, and will introduce you to various members of our staff. It also describes the programme and supervision moments and clarifies roles and responsibilities of both PhD candidates and their supervisors. We advise you to read this guide at the start of your trajectory and use it as a reference book throughout.

As you pursue your PhD and do your research, you will be expected to follow courses in the PhD training programme and actively participate in the research community, both at a local, national and international level.

The AISSR is a large institute embedded in an even more complex organisation. At times, this might feel daunting, but we assure you that you will find your way, not only at our Institute, but in the wide international research community. This guide will, hopefully, offer you answers to the questions that arise along your trajectory. Please know that you can contact us any time for support. We are here to help you and look forward to working with you.

With best wishes,
Justus Uitermark, Academic Director
Yomi van der Veen, Managing Director
Simon Cijssouw, PhD Coordinator
The AISSR Bureau

Contents

0	Organisation and contacts	4
1	About the Amsterdam Institute for Social Science Research	7
2	PhD trajectories	9
3	Supervision	10
4	Monitoring your progress	13
5	Ethics, integrity and safety	17
6	PhD training and teaching	19
7	Guidance and support	23
8	Leave and illness	26
9	Facilities and expenses	29
10	Final months of the PhD program	32

Annex 1 Trajectory plan 36

Annex 2 Content of the 8-month paper 38

Annex 3 Guidelines for thesis manuscripts based on articles 41

0. Organisation and contacts

The Amsterdam Institute for Social Science Research (AISSR)

Academic Director
Justus Uitermark
j.l.uitermark@uva.nl

Managing Director
Yomi van der Veen
y.m.vanderveen@uva.nl

PhD Coordinator
Simon Cijssouw
s.t.cijssouw@uva.nl

Manager Programme
Development & Valorisation
Bea Krenn
g.r.krenn@uva.nl

Policy Officer Research
Nicole Schulp
n.schulp@uva.nl

Communication Officer
Jeske de Vries
j.devries3@uva.nl

Office Manager
Han Bakker
j.bakker4@uva.nl

Secretary Academic Integrity
Marleen Rademaker
m.e.b.rademaker@uva.nl

Data Stewards

Evelien Oomen
e.oomen@uva.nl

Marilena Pouloupoulou
m.pouloupoulou@uva.nl

Programme Managers

Anthropology
Janus Oomen
j.c.oomen@uva.nl

GPIO
Christianne van Domburg Scipio
c.vandomburgscipio@uva.nl

Political Sciences
Agnes Kiss
a.kiss@uva.nl

Sociology
Debby Kraaijenzang
d.b.j.kraaijenzang@uva.nl

AISSR Secretariat
aissr@uva.nl

For all contact details and email addresses, please visit the [AISSR website](#).

Graduate School of Social Sciences

Director
Annette Freyberg-Inan
a.freyberginan@uva.nl

The AISSR Bureau is located at Roeterseiland Campus in REC B8.01.

You are welcome to drop by during working hours if you have any questions.

Visiting address

REC B8.01.
Nieuwe Achtergracht 166
1018 WV Amsterdam

Postal address

AISSR
Postbus 15718
1001 NE Amsterdam
The Netherlands

+31 (0)20 525 2262
ai SSR@uva.nl
ai SSR.uva.nl

Contacts

Here below you will find an overview of the various departments and people who will support you throughout your trajectory.

The AISSR Secretariat will be able to assist with:

- PhD training programme: practical information and registration
- Practical support for academic meetings, conferences and workshops: arranging meeting rooms, making hotel reservations, organising catering
- Support with personal web pages
- Housing
- Insurance and residence permits for foreign PhD candidates
Please note: PhD candidates in Human Geography, Planning and International Development will need to contact the administrative staff at their department (GPIO) for residence permits

For any of the following matters, please contact the administrative staff at your department (Anthropology, GPIO, Political Science and Sociology):

- Your PhD contract at the UvA (for UvA employed PhD candidates)
- UvA net ID
- SiS registration
- (Flex) office space
- PhD conferral procedures
- Questions regarding teaching
- Calling in sick (please copy in your Programme Manager)

Questions on your 'Request for admission to the doctoral programme' will be answered by the following members of staff:

- Anthropology
Muriel Kiesel
M.C.Kiesel@uva.nl
- GPIO
Amy Lam & Linda Valenta
promoties-gpio-fmg@uva.nl
- Political Sciences
Naziha Irassir
N.Irassir@uva.nl
- Sociology
Klaartje Wartenbergh
K.M.Wartenbergh@uva.nl

The PhD Coordinator will be able to assist with:

- Questions about the admission procedure and start of your PhD trajectory
- All general issues regarding the AISSR PhD programme
- Progress monitoring
- Questions regarding the PhD training programme (including SICs)
- Joint Doctorate procedures
- Contacting the PhD Sounding Board
- Contacting the Educational Committee

PhD mentors per department:

- Anthropology
Marieke Brand
m.e.brand@uva.nl
- GPIO
Nicky Pouw
n.r.m.pouw@uva.nl
- Political Sciences
Floris Vermeulen,
F.F.Vermeulen@uva.nl
- Sociology
Kobe de Keere
& Ladan Rahbari
K.deKeere@uva.nl
L.Rahbari@uva.nl

Your Programme Manager will be able to assist with:

- Financial management
- (Financial) support for academic activities
- (Financial) reporting on PhD projects and scholarships which are funded externally (e.g. by the EU or NWO)

Your Data Stewards can be contacted regarding:

- Questions about the Research Management System (RMS)
- Support writing a Data Management Plan (DMP)
- Questions about storing/archiving/publishing data
- Questions about data security and GDPR
- Assistance with creating data processing and sharing agreements
- AISSR policy on research data management

The Office Manager will be able to assist with:

- Urgent issues regarding your residence permit
- Monitoring progress of the PhD Trajectory

**Information specialists/
subject librarians**

If you have a question about a particular subject, please contact one of the AISSR subject librarians. They are available for individual or group support and able to assist with:

- Search skills
- Literature and systematic review
- Open access and copyright issues
- Access to (online) collections
- Purchase suggestions
- Publication impact
- Bibliometrics

Your Secretary Academic Integrity can be contacted regarding:

- The ethical review procedure of the AISSR Ethics Advisory Board
- The AISSR Integrity Committee and AISSR Integrity protocol
- Questions, remarks and suggestions regarding AISSR research integrity

PhD representatives

Please visit the [AISSR website](#) for the most up to date information.

Their contact details are:

- Anthropology
Andreja Lekic,
a.lekic@uva.nl
- GPIO
Judith Opitz
j.c.opitz@uva.nl
- Political Science
Rika Theo
r.rika@uva.nl
- Sociology
Stefano Giani
s.giani@uva.nl

1. About the Amsterdam Institute for Social Science Research

The AISSR is the largest research institute for social sciences in the Netherlands. Led by Academic Director Justus Uitermark and Managing Director Yomi van der Veen, the institute is part of the Faculty of Social and Behavioural Sciences (FMG), and has four departments:

- Anthropology (ANTHRO)
- Human Geography, Planning & International Development Studies (GPIO)
- Political Science (POL)
- Sociology (SOC)

Our research programme focuses on both the functioning of contemporary societies and their interrelationships as seen from historical, comparative and empirical perspectives.

Programme groups

The programme is organised into thematically focused groups, anchored in one or more of the represented disciplines (ANTHRO, GPIO, POL and SOC). Through the lens of international comparison and multi-level analysis they cover a broad range of topics such as health, conflict, citizenship, urbanisation, gender, migration and democratic representation.

We have thirteen [programme groups](#), each of them led by one or more programme group directors. They are relatively autonomous and operate as intellectual communities of scholars, contributing complementary research perspectives to the institute. The groups are the primary units in which academic staff (including the PhD candidates) carry out their research activities.

Affiliated research centres

Across these programme groups, we currently have eight interdisciplinary research centres. They are run by staff from the AISSR programme groups, other UvA researchers and visiting researchers from other universities. More information on our AISSR research centres can be found [here](#).

Activities

We announce all AISSR activities such as workshops, lectures and summer courses that are open to a wider audience [online](#). You are most welcome to visit and participate in these events. Our annual Harvest Day in particular is an event we would encourage you to attend; this is where we gather our community and showcase our research.

The programme groups organise activities for sharing ideas and expertise as well. Please take note of the dates and topics of these meetings; all PhD candidates are expected to actively participate. We value your input! Both your programme group leaders and PhD representatives will be able to put you on a dedicated email list, so please contact either of them to sign up.

2. PhD trajectories

In this guide we distinguish three types of PhD trajectories.

1. Employed PhD candidate ('werknemerpromovendus')
2. Scholarship PhD candidate ('beurspromovendus')
3. External PhD candidate ('buitenpromovendus')

Employed PhD candidate

This is the trajectory you follow when you are employed by the University of Amsterdam. You will have an employment contract with the UvA and receive a monthly salary from us. Depending on the type of project these trajectories typically take 3,5 to 4 years.

Scholarship PhD candidate

This applies to you when you receive a scholarship from an external provider. You do not have an employment contract with us and will be registered at the UvA/AISSR as 'scholarship PhD candidate'.

External PhD Candidate

This trajectory applies to you when, in one way or another, you provide your own income. You might be an entrepreneur, use your savings, be employed elsewhere or be financially supported by your partner or family.

Supporting everyone

There are substantial differences not only between the three PhD types, but also among each of the individual candidates in the same category. While acknowledging these differences, we strive to treat all candidates the best we can and provide equal guidance, support and access to UvA facilities to all AISSR PhD candidates. If you feel this is not happening, please inform the PhD Coordinator.

3. Supervision

Your (co)supervisors are experts in the domain of your PhD research and have the methodological expertise required for your particular PhD project. In this chapter we will clarify their role and responsibilities as well as the responsibilities you have towards them.

INFOBOX 1

Composition and requirements supervision team

The UvA and the AISSR require a minimum of two (co)supervisors, at least one of which is a supervisor. A supervisor (in Dutch 'promotor') holds ius promovendi, the right to guide you towards the doctorate and grant you the title. A supervisor is responsible for monitoring the process and supporting you. A co-supervisor (in Dutch 'co-promotor') works closely with the supervisor and can, but does not need to hold ius promovendi. On your team you are allowed maximum two

supervisors and maximum two co-supervisors. Please note that at least one supervisor should be both a member of the AISSR staff and tenured (associate) professor. Your supervision team thus consists of at least two and at most four members, with at least one supervisor from the AISSR. The people on this team are also referred to as your (co)supervisors. For further information on the formal requirements of the (co)supervisors, please see: [UvA Doctorate Regulations 2020](#) (chapter 4 articles 13 and 14).

Your (co)supervisors are your primary coaches during your PhD trajectory, monitoring your progress and results. We strongly advise you to be proactive when it comes to gathering the best team for your PhD project. Your supervisor must be appointed from the very beginning and will be able to assist in putting the rest of the team together. Ideally, the PhD candidate and the supervisor(s), jointly propose the supervision team before the start of the PhD trajectory. The other members of the supervision team can still be added during the first month of the trajectory but must be known before you hand in the 'Request for admission to the doctoral programme' form.

Your (co)supervisors will divide the tasks between them. One of them will be appointed 'daily supervisor'. All

members of the supervision team bear responsibility for the doctorate thesis as a whole and are expected to be actively involved in supporting and monitoring you; the frequency of meetings might, however, differ between them.

PhD candidates meet with their PhD supervisors on a regular basis, as agreed in the trajectory plan (for more information about the trajectory plan, [see 4.3](#)). Ideally, PhD candidates can drop in on their PhD supervisors outside such scheduled meetings as well.

3.1 Responsibilities of the supervisor

Each PhD project has one main supervisor who oversees the entire trajectory and is responsible for the overall supervision. In this role they are in charge of:

- assembling the complete supervision team
- finding and contacting external readers

This supervisor is also the person whose approval is required at three key moments in your trajectory. They must:

- approve and sign your PhD Trajectory Plan
- approve your 8-month paper before you submit it
- approve your thesis manuscript before it is submitted to the Doctorate Committee

Your main supervisor may or may not also be the daily supervisor. If they are not, they might delegate some of the above-mentioned tasks to the daily supervisor and/or co-supervisor.

3.2 Responsibilities of the supervision team

It is the responsibility of your (co)supervisors that you are aware of both the standards associated with a PhD degree and your project timeline. They must also help you identify those particular research skills (such as data-collecting and analysis techniques) that are best for you to use. They should advise you on research ethics and data management and are responsible for safeguarding good Research Data Management (RDM).

Furthermore, your (co)supervisors are expected to read the texts you submit thoroughly and to provide constructive feedback within reasonable time (no later than one month after your submission of the draft). They should comment on both the research project in general and its progress. They need to inform the PhD Coordinator, the PhD mentor and programme group leader(s) and/or Academic Director of the AISSR of any problems/issues that might arise.

Finally, your (co)supervisors are expected to take an interest in your future (academic) career and support you in building it. This support can take various forms, such as recommending opportunities for publication, introductions to colleagues, suggesting conferences to attend and discussing employment prospects.

If any of your supervisors is recruited to work abroad or accepts a position, be it temporary or permanent, at another university, they must notify you as soon as possible. They will have to draft an alternative guidance plan to be approved by you, the other (co)supervisors and the program group leader(s).

If the supervisor changing position is also the programme group leader, the AISSR Academic Director must help find a suitable new supervisor. In case a (co)supervisor changes position, your supervisor will find a new (co)supervisor in consultation with you.

3.3 Responsibilities of PhD candidates

Your (co)supervisors will expect you to regard your PhD thesis as your main priority and to act accordingly, except in the case of external PhD candidates who might have other primary occupations. Any change in your priorities must be reported to your supervision team as quickly as possible.

All PhD candidates are expected to take the recommendations they receive from their supervisors seriously. While you need not accept them blindly, the direction the feedback points towards really does matter. If you decide not to follow certain recommendations, you must inform your (co)supervisors and explain why.

As a PhD candidate you are also expected to:

- maintain cordial relations with your (co)supervisors
- obtain your supervisors' approval for any deviations from the PhD trajectory plan
- respond to queries from your (co)supervisors in a timely fashion (within one week)

Please note that if you wish to change your (co)supervisor after the first year, this request should be substantiated in writing and submitted to the programme group leader(s), with the PhD Coordinator copied in. The PhD mentor may be contacted at an early stage to discuss your request.

For further information on the responsibilities of doctoral candidates, please see the [Doctorate Regulations 2020 of the UvA \(chapter 4 article 12\)](#).

4. Monitoring your progress

4.1 Intake meeting

At the start of your PhD trajectory, you will have an intake meeting with the AISSR PhD Coordinator. He will welcome you at the AISSR and introduce you to the staff at the AISSR Bureau. The coordinator will answer any questions you might have and pay special attention to two documents: the PhD trajectory plan and the 'Request for admission to the doctoral programme'.

This is also when we doublecheck that we have all the information we need on your PhD trajectory and discuss potential (practical) problems you may have encountered upon your arrival in Amsterdam.

4.2 Request for admission to the doctoral programme

The 'Request for admission to the doctoral programme' form will have been attached to your AISSR Letter of Acceptance. You must finalise your admission within the first month of your PhD trajectory. Without this registration you cannot enter the Master and the Research Master courses of the Graduate School of Social Sciences. For further information about PhD training, please see [Chapter 6](#) of this guide.)

4.3 Trajectory plan

Keeping your research and writing on track is essential. Both you and your supervision team must, over the course of your PhD programme, be able to show what progress you are making. The document we use to record your planning and progress, is the PhD trajectory plan.

The PhD trajectory plan serves as a mutual agreement between yourself, your supervision team and the AISSR

Bureau. It must be completed in the first month of the formal start of your PhD project, signed by you and your supervisor and sent to the PhD coordinator.

The PhD Coordinator will check your trajectory plan and might ask you to revise it or add information. If revision or additional input is required, both you and your supervisor will be informed. Your revised plan must be submitted within two weeks after this notification. The PhD Coordinator registers all relevant information in the central AISSR database.

The plan covers your entire PhD trajectory and is drawn up in consultation with your supervision team. It must include the following:

- composition of your supervision team
- supervision agreement (type and frequency of meetings)
- summary of the thesis research and definition of the research problem
- composition of your individual training programme
- publication plan
- conference attendance plan
- your teaching activities (if applicable)
- time-line for the complete trajectory

In [Annex 1](#) you will find both the trajectory plan form and a PhD project time-line. These forms must be filled in separately.

Your PhD trajectory plan is *discussed and updated* each year during the annual thesis progress evaluation. This evaluation is based on the chapters and/or articles you have handed in at that moment.

4.4 8-month paper

The so-called ‘8-month’ paper is a crucial document in the initial part of your PhD trajectory. You submit this document within eight months of the formal start of the project. We use this paper to assess your progress and decide whether or not you will be allowed to further pursue your doctorate.

The 8-month paper should, therefore, provide insight into your ability to successfully complete the PhD. It maps out the theoretical framework of your research, including methodologies and research questions. If you are on a Vidi, Vici, ERC or similar grant, your 8-month paper must indicate how your research fits in with the overall project.

Further specific information (content, structure and evaluation points) on the 8-month paper can be found in [Annex 2](#) of this guide.

Though we speak of 8-month paper, please note that you must submit it to the PhD Coordinator *two weeks before the end of the 8-month period*. Before submitting, your supervisor ([see also 3.1](#)) must have approved the paper. We encourage you to carefully plan, with the assistance of your supervisor(s), how and when you will put the 8-month paper together.

Your 8-month paper will be reviewed not only by your entire supervision team, but also by an external reader. The PhD Coordinator will send them your 8-month paper and a standard evaluation form.

The external reader is required to have theoretical and methodological expertise relevant to your research and must hold a Doctorate degree. They might be part of the programme group you yourself belong to (but preferably not) and can be part of the AISSR or UvA. The external reader may also be employed at another university or research institute (abroad). Finding an appropriate external reader and inviting them on time, is strictly speaking

the responsibility of the supervisor, but you yourself and the rest of the supervision team are encouraged to provide input. The external reader may be considered for participation in the Doctorate Committee, but it is not compulsory for them to take place in it.

4.5 Go/No Go decision

Go decisions

If your 8-month paper receives positive reviews only, the PhD Coordinator will communicate the 'Go' decision to you, your supervisor(s), the Programme Manager and programme group leader(s).

Depending on the type of your PhD trajectory ([see 2](#)), either your contract or your enrolment will be extended. If you are employed by the UvA, your contract will be extended to the end of your full contract time. The position of external or scholarship candidates will be extended until the end of their trajectory, the duration of which is defined in the AISSR Letter of Acceptance.

When in doubt

If one or more of the evaluators issues a 'No Go' decision, the PhD Coordinator informs the supervision team and the programme group leader(s). They consult and jointly reach a Go- or No-Go decision.

If the supervisor *is* the programme group leader, the other programme group leader(s) will be involved in the decision. If no other programme group leader is available, another professor of the programme group will be consulted. If the (co)supervisors and programme group leader(s) cannot reach a joint decision, the Academic Director of the AISSR will join the consultation.

No Go decisions

If the reviews lead to a 'No Go' decision, the Academic Director of the AISSR makes the final decision in liaison with the (co)supervisors. The PhD candidate is informed, in writing, about this decision and the reasons for termination of the contract (for employed PhD candidates) or enrolment (as scholarship/external PhD candidate).

4.6 Annual evaluations

There are two meetings you will be invited to on a yearly basis, each of them addressing a specific part of your PhD trajectory and the progress you are making. We will discuss them in this paragraph.

Annual Human Resource meeting

This meeting will be scheduled by the administrative staff of your department and is between you and the programme group Director. If the Director of the programme group is absent or in case they are already your supervisor, another member of the programme group will take their place. During this HR meeting you will discuss your supervision, contract, the facilities, teaching and other matters that might influence your PhD trajectory.

Annual thesis progress evaluation

The AISSR PhD Coordinator will remind you in advance to schedule your annual thesis progress evaluation (ATPE). At this meeting you and your supervision team formally monitor the progress of the research. The first ATPE must take place *before the end of your first year*.

You are expected to send your supervision team the chapters and articles that serve as a means to discuss your progress well in advance of the ATPE. If your PhD research involves extensive fieldwork, we recommend making arrangements for reports to be submitted and discussed in supervision team meetings prior to the ATPE.

In the ATPE you will discuss your trajectory plan (see 4.3) which must be updated after. It is your responsibility, as a PhD candidate, to adjust the plan, but adjustments are made only after consulting your (co)supervisors.

No Go decision in year 2, 3 or 4

The outcome of an ATPE might be that the progress made by the PhD candidate is insufficient. If the supervision team has repeatedly discussed a lack of progress and has re-established that the situation is unlikely to improve, they may issue a negative recommendation for continuation of the programme. If they do so unanimously, termination of the PhD trajectory will have to be considered.

If there are any doubts concerning the fairness of how the PhD was assessed, the AISSR Academic Director can assign two independent reviewers to examine the case. The AISSR 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 Academic Director and must be substantiated in writing.

4.7 End of trajectory evaluation

This type of trajectory evaluation is slightly different from the above-mentioned meetings as its purpose is not so much monitoring your progress, but improving the guidance and support the AISSR offers to you and other PhD candidates.

The PhD Coordinator will invite you for this evaluation:

1. if and when your contract with the AISSR expires. You will then discuss the overall experience you have had as a PhD candidate with the PhD Coordinator

2. after a 'No Go' decision: in this case the Coordinator might also invite the programme group leader(s) and/or the AISSR Academic Director

Depending on the circumstances, the evaluation can either be a digital form you are requested to fill in or be an in-person meeting.

Please note that procedures for employed PhD candidates to terminate the contract themselves are described in their contract. All PhD candidates should first discuss the voluntary termination of the PhD trajectory with their supervision team and inform their Programme Manager, the AISSR Secretariat and the AISSR PhD Coordinator once such a decision has been made.

5. Ethics, integrity and safety

5.1 Ethical review

We believe it is important for researchers to consider and make explicit how their plans will lead to good research, not just methodologically but also in a social and ethical sense. That is why the AISSR Ethics Advisory Board has developed a procedure for the ethical review of research plans.

Approval from the AISSR Ethics Advisory Board on research plans is required before you start gathering data or doing fieldwork. Without the approval, your research cannot go ahead. We recommend submitting your proposal two to three months before the actual start of your research, so you have sufficient time to rewrite and resubmit it if it were to be rejected. It is also worth noting that the Board does not gather in the summer.

All PhD candidates must complete the ethics application (online) as compulsory part of their training programme. Detailed instructions, further information and the application portal can be found [on our website](#). Should you have any questions, please contact the Secretary Academic Integrity.

5.2 Research Data Management

Simultaneously with the ethical proposal you need to submit a Data Management Plan (DMP) for your PhD research. Filling in this questionnaire will enhance safe and secure data storage, it will help you to comply with the GDPR, structure your work and prepare your data for future use (if applicable).

The Data Steward(s) will review your DMP and assess whether a data agreement with a third party should be drafted and/or a Data Protection Impact Assessment (DPIA) is needed. DPIA is a process for establishing whether the

intended processing of personal data entails any privacy risks, and if so, what these are.

During an eventual DPIA meeting you are assisted by the AISSR Data Steward(s) and other data officers of the UvA. They will help you determine what measures, if any, you will have to take to mitigate the risks.

After your DMP has been reviewed and, if necessary, once changes to your data collection plan have been made, you can continue your research.

By following this procedure, the AISSR enables you plan and think through your research data management well before you start your fieldwork/data gathering.

In the course of 2022 our new research registration portal (RMS: Research Management Services) will be launched. This will automatically lead you to the DMP-questionnaire, which will be reviewed by the AISSR Data Steward(s).

For further information about Research Data Management, please visit [our website](#).

5.3 AISSR Integrity Committee and Integrity Protocol

The AISSR Integrity Committee handles integrity issues and questions and considers how to deal with violations of any aspect of the Protocol that come to its attention. The six members of the Committee are: the Academic Director, a representative of the AISSR Ethics Advisory Board and four researchers (one representative from each department). To get in touch with the AISSR Integrity Committee, please contact the Secretary Academic Integrity.

AISSR Integrity protocol

Good research practices come with acknowledging the responsibilities and professional role of academics in

academia and in society as a whole. The AISSR Integrity Protocol is there to promote and safeguard academic integrity for the institute and to facilitate and safeguard the quality and transparency of our data collection, data management and publication practices. See for more information and the Integrity Protocol [here](#).

The Protocol builds on fundamental principles and responsibilities that are internationally recognised as important: honesty, accountability, professional courtesy, fairness and good stewardship. The Integrity Protocol also relates to standards of collegiality and responsibility. Its focus, however, is on issues and misconduct with respect to research integrity, where misconduct is understood as ‘*scientific* dishonesty and infringement of *scientific* integrity’.

The Protocol is applicable to all researchers of the AISSR, including PhD candidates. You are requested to familiarise yourself with the Protocol and always consult it when in doubt about procedures and practices of good research. The AISSR Integrity Committee may also be freely approached for advice.

5.4 Travelling safely

The UvA insurance does not cover travel to countries or areas with code orange or code red travel advice. Should you still wish to travel to such an area, you must first ask permission to do so. Your programme manager can inform you about the procedure. If you gain approval, you need to contact Peter Wurtz (p.wurtz@uva.nl) as soon as possible. He will help you to take additional preparations such as making up a safety plan and advise you on additional insurance(s).

6. PhD training and teaching

6.1 The Graduate School of Social Sciences

The Graduate School of Social Sciences (GSSS) offers a broad variety of (English taught) Master's and Research Master's degrees as well as PhD courses. It offers disciplinary and multidisciplinary programmes spanning Anthropology, Political Science, Sociology and Human Geography, Planning & International Development Studies.

The GSSS offers excellent academic training in an international setting, encouraging an open and engaged intellectual environment where students, staff and international guests (professors, researchers and lecturers) meet in the classroom, in seminars, summer schools and public debates.

6.2 AISSR PhD training programme

The GSSS and the AISSR offer training on the specific knowledge and skills required to successfully complete a PhD in the social sciences. This specialist training programme is open to PhD candidates from all the AISSR disciplines and contributes to a stronger PhD community.

Courses on offer and more information on the training programme can be found on the [AISSR website](#). You will be notified per email well in advance of each upcoming semester so you can register on time. You must register for all the courses via the AISSR Secretariat. Our administration will also keep track of the courses you have completed.

All PhD candidates draw up their individual training programme in consultation with their (co)supervisor(s) and record it in the trajectory plan. As part of this plan, you will evaluate your training programme during the ATPE and adjust it as necessary.

Which courses you take, will depend on your research and previous training. You should at least follow (or have followed) sufficient training in Methods and Disciplinary and Interdisciplinary Theory. We generally advise PhD candidates to follow a total of 30 ECTS throughout their PhD trajectory, *but this is not compulsory*. Feel free to contact the AISSR PhD coordinator with any questions you may have regarding the training programme.

PhD courses have no formal exams as the curriculum is intended to contribute to the overall PhD research project which end product is a thesis. Most candidates take the courses during the first two years, in the project planning phase of their trajectory.

6.3 (Research) Master courses

The GSSS offers Master programmes as well as Research Master programmes. As an AISSR PhD candidate you are allowed to participate in both. Once a year, the AISSR will distribute [a list](#) of the (R)MA courses that are open for PhD candidates.

Should you wish to make use of this opportunity, then you must:

- gain approval from your supervisor
- be formally registered as PhD candidate at the Doctorate Board (via the 'Request for Admission to the Doctoral Programme' form.
- be registered in SiS (through your department)
- register for the course via the AISSR Secretariat
- participate fully and meet the attendance requirements: 'auditing' MA courses is not allowed

Participation in these (R)MA courses is free. MA students have priority above PhD candidates.

Other customised courses that might be interesting for you to follow are those organised by research schools such as Nethur (nethur.nl) and CERES (ceres.fss.uu.nl). Before registering for these courses you need approval from your supervisor and programme group (to be recorded in the PhD Trajectory Plan). You must also inform your Programme Manager as there might be course costs involved.

6.4 AISSR Short Intensive Courses

Short Intensive Courses (SICs) are initiated, developed and organised by PhD candidates themselves. The aim of a SIC is to bring PhD candidates from various programme groups together to discuss key methodological, theoretical or other academic related topics.

Examples of previous SICs include:

- Rethinking Norbert Elias
- Migration, Medicine and Reproductive Insecurity
- Visual Methods
- Decision-making under Information Uncertainty, from Perception to Action
- The Body and Technology
- Human Rights: Activism and Site-Specific Research
- The Co-existence of the Living and the Non-Living in the City
- Feminist Urban Lab
- Fieldwork from Home

Are you thinking of initiating a Short Intensive Course? The PhD Coordinator is looking forward to hearing from you. On [our website](#) you will find the requirements a SIC needs to meet to be eligible for AISSR funding.

6.5 AISSR PhD clubs

AISSR has several clubs for PhD candidates. These clubs, like the SICs, are initiated and organised by PhD candidates themselves. They meet to discuss research plans, design, data, writing etcetera. The clubs offer a friendly environment for feedback on your research, ideas and papers from peers rather than your supervisors. At the same time, they offer an opportunity to learn about the research projects your fellow PhD candidates are working on and to practice giving constructive feedback. PhD clubs are not necessarily organised along the lines of the programme groups. More details on the current PhD clubs can be found on [our website](#).

We highly recommended you take part in at least one of the AISSR PhD clubs. If there is no PhD club for your research interest, although there are others who share it, we encourage you to start your own. For information about initiating a PhD club, feel free to contact the PhD Coordinator.

6.6 AISSR Educational Committee

The AISSR Educational Committee monitors the quality of teaching and the teaching process of the AISSR-GSSS PhD educational programme. The Committee meets three times a year to:

- Advise on the curriculum for PhD training and courses
- Advise on the regulations of the AISSR-GSSS training programme
- Discuss the evaluations of the AISSR PhD courses
- Discuss proposals for Short Intensive Courses (SICs)
- Discuss other education related issues (based on remarks from PhD candidates, teachers, supervisors, PhD Sounding Board etc.)

The Educational Committee consists of: the AISSR Academic Director, the GSSS Director, two senior academic staff members, one PhD representative and the PhD Coordinator. If you have remarks, questions or ideas about the PhD training programme, please contact the PhD Coordinator, who is both a member and the secretary of the Committee. More information on the Committee and its current members can be found on [our website](#).

6.7 Teaching

Teaching can be a valuable experience if you aspire to pursue an academic career. It allows you to engage with academic work and the academic community, to develop your skills and expertise and share research findings and experience.

Generally, PhD candidates are informed about teaching opportunities by the administrative staff of your department.

Teaching opportunities and duties are different for each of the three types of PhD trajectories. The opportunities are not open to anyone and will always depend on the teaching needs your department has. However, if you are employed by us, we do expect you to contribute to your department's teaching. We will further explain the obligations and options for each of the different trajectories here below.

The basic principles of PhD candidates' involvement in teaching are as follows for *UvA employed PhD candidates* (as agreed April 2018 by the Board of Social Sciences):

1. PhD candidates are, in any given year, expected to spend 10% of their time on teaching duties.
2. This percentage may, in some cases, be adjusted in consultation with the PhD candidate and their supervision team.

3. The department will first check the curriculum for teaching opportunities for PhD candidates.
4. In consultation with their supervisor and/or the Principal Investigator (PI) for the NWO or EU project, the actual involvement in the teaching program of the employed PhD candidates concerned will be agreed upon (when their employment contract commences).
5. In case of a fulltime four-year programme, the time PhD candidates are expected to spend teaching is considered part of their PhD trajectory. Practically this means that the candidates will not obtain a separate financial compensation for their teaching activities.
6. If a PhD candidate is doing a three or three-and-a-half-year PhD programme (be it fulltime or parttime), they will be offered an extension of their contract on the basis of teaching duties. This extension will amount to three months or one -and-a-half months, respectively. If the PhD is expected to spend more or less than 10% of their time teaching the extension will be calculated pro rata,
7. The organisation of teaching duties should be discussed with the supervisor and recorded in the PhD Trajectory Plan.

External PhD candidates and Scholarship PhD candidates have no teaching obligations. If, however, you follow this type of trajectory and would like to teach, you may discuss this with your supervisor. We advise you to bring this up well in advance, for example when filling out the PhD trajectory plan or during the annual Human Resource meeting.

You will also have to record your teaching duties in your trajectory plan and inform your programme manager. If external PhD candidates take up teaching responsibilities, an agreement specifying teaching hours and financial compensation should be set up. Due to tax regulations it is, unfortunately, not possible to do the same for Scholarship PhD candidates, so they can only take up teaching obligations voluntarily and no financial compensation is offered.

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

To support them in their teaching activities, AISSR PhD candidates are offered an introductory didactics course. More information can be found on the [Teaching and Learning Centre website](#).

7. Guidance and support

7.1 AISSR PhD mentors

Your physical and emotional wellbeing is as important as your research, writing and teaching are. Feeling safe, supported and well are essential for your PhD trajectory. We are here to help you with any difficulties or problems you may encounter.

If the matter at hand is something you cannot or would rather not speak about with your (co)supervisors, please get in touch with our PhD mentors. They are senior members of staff who are there to listen, offer advice and – if you wish – put you in touch with others who can further assist you. All sensitive information is kept confidential.

It is not uncommon for PhD candidates to experience stress, struggle with time management, feel lonely, homesick or have difficulty finding their way in a new city or even country. We are very aware that cultural differences can sometimes be hard to navigate, so please feel free to talk about them.

Conflicts with your supervisors, harassment or unfair treatment are also topics to seek assistance from the PhD mentors with. The PhD mentor can, if necessary, act as a mediator or negotiator between you and your (co) supervisor(s). They will also help you take steps if the case is so serious it needs to be brought to the attention of a UvA confidential advisor or ombudsperson (see also below).

Each of the AISSR departments has its own mentor, whom you will get to know at the start of your trajectory. They will invite you for a meeting to introduce themselves and see if there is anything that, at that point, you might need help with. You are, over the course of your trajectory, free to contact any of the PhD mentors of the other departments if you prefer to speak to them.

7.2 UvA support

The UvA has various staff members and departments who offer support when it comes to social safety, wellbeing, participation, integrity and complaints procedures. You may contact them directly or seek advice from the PhD mentors on whom to get in touch with.

Central PhD Council

The [Central PhD Council](#) serves the interest of all PhD candidates at an administrative level and is a sounding board for organisational developments within the university concerning PhD candidates.

FMG PhD Council

The [FMG PhD Council](#) specifically looks after the interests of PhD candidates within the Faculty of Social and Behavioural Sciences (FMG). This council is the sounding board for the dean of our faculty on PhD education, research and other policy matters.

Diversity and Inclusion

Each UvA Faculty has its own Diversity Officer, who works together with the faculty's own staff and students to establish the diversity policy within the faculty from the bottom up. The Diversity Officers of the Faculty of Social and Behavioural Sciences (FMG) are Mill Hail (m.hail@uva.nl) and Olga Sezneva (o.sezneva@uva.nl).

On our [dedicated UvA page](#) you will find more information on initiatives and events, diversity documents and communities (such as UvA Pride, Care Amsterdam and more).

Ombudsperson

Samera Ouchene is the UvA Ombudsperson. Employees, PhD candidates and students can contact her confidentially if they seek someone to share any work- or study related problems with. She will listen to your story and offer independent and impartial advice or mediation.

Situations to discuss with our Ombudsperson vary from interpersonal conflicts in your working relationship to unacceptable behaviour and integrity issues. The Ombudsperson may also refer you or initiate further investigation. More information on Ms Ouchene as well as her contact details, can be found [here](#). Further details on several complaints procedures, can be found in the [UvA A to Z](#).

Psychologists

The UvA's psychologists can provide you with various types of support. You can read all about this on [our website](#). They offer both cost-free trainings and individual sessions that you, as a UvA PhD candidate, can register for without a referral. Please note that there is usually a waiting list.

Social Safety support guide for staff

Find all information on social safety listed [here](#).

7.3 AISSR Sounding Board

Another place to turn to when you seek support, is the AISSR Sounding Board.

The AISSR Sounding Board consists of:

- Academic Director AISSR
- Director GSSS
- PhD Coordinator
- PhD Mentors
- PhD representatives of each programme group

The AISSR Sounding Board:

- advises the AISSR and GSSS management on PhD-related issues
- offers input and advice to the programme group leaders
- conveys questions and concerns from the PhD community/group to the leaders
- introduces new PhD candidates to the programme groups

If you would like to actively take part in discussions and decision making on PhD matters and research policy, you might want to join our Sounding Board. You can put yourself forward as a representative of your programme group by expressing your interest to your programme group leader and/or the PhD Coordinator.

As PhD representative, you are entitled to a compensation of € 750 per year. If the programme group is large, it might have two representatives, who both receive € 750 for their work. The compensation will be awarded as reimbursement and has to be put towards either your research or food/drinks after the public defence of your thesis.

For further information on the Sounding Board, you may contact the PhD Coordinator. The current PhD representatives can be found [here](#).

8. Leave and illness

It is not uncommon for PhD candidates to take leave. During your trajectory anything might happen. The most common reasons for absence are illness, maternity and parental leave. In this chapter you will find information on what to do in case circumstances force or invite you to put working on your PhD on hold for a (significant) period of time.

Your programme manager and the administrative staff of your department should always be informed in case of leave and illness. They will provide you with the information you need on our resources and procedures (see also below) and they can discuss potential consequences for your PhD contract with you. It is important to always register your absence on time, even if you (expect to be) absent only for a few days.

Your supervision team also needs to know about leave and illness. They are the ones to discuss the impact on your trajectory and planning with.

Here below you'll find the specific procedures and resources per PhD type. Please note that provisions of the Collective Labour Agreement of the Dutch Universities (CAO NU) only apply to employed PhD candidates.

Employed PhD candidates

As an employed PhD, you are entitled to take leave in specific circumstances such as maternity and parental leave and illness.

INFOBOX 2

For more information, please visit 'Leaves and days off' and 'Illness and Recovery' in the A to Z list on the [UvA Website](#). Further information can also be found in the Collective Labour Agreement of the Dutch Universities ([CAO NU](#)).

In case of illness, please register yourself as sick with the Self-Service Tool in the [A to Z](#) list on our website. Once

you have recovered, you must deregister using the same tool. Please also inform your programme manager and the Secretariat of your department, even if you only expect to be ill for a few days.

If you need to go on maternity or parental leave, please contact your supervisors and programme group manager to discuss the arrangements. Maternity and parental leave will result in a contract extension at the end of the PhD trajectory. The CAO NU prescribes that a contract will be extended in the case of maternity and parental leave.

The CAO NU does not prescribe contract extensions in case of sick leave. If however you find yourself ill for more than six weeks, you may submit a request for extension with the AISSR. Your request must be sent to both your programme group manager and the group leader(s). If it meets the conditions specified in the box below, the AISSR will explore the options and financial means to extend your trajectory.

External PhD candidates

Please inform your programme manager and the Secretariat of your Department in case of leave or illness and notify your supervision team. Timely registration of your absence is required if you wish to request an extension of your PhD trajectory later on.

The AISSR facilitates extensions for maternity and parental leave for external candidates as we do for employed and scholarship PhD candidates.

If you find yourself ill for more than six weeks, you may submit a request for extension with the AISSR. Your request must be sent to both your programme group manager and the group leader(s). If it meets the conditions specified in the box below, the AISSR will explore the options and financial means to extend your trajectory.

Please note that extensions for external PhD candidates only provide extended access to UvA facilities and supervision, but do not entail a monthly allowance.

Scholarship PhD candidates

Please inform your programme manager and the administrative department in case of leave or illness and notify your supervision team. Timely registration of your absence is required if you wish to request an extension of your PhD trajectory later on.

The AISSR facilitates extensions for maternity and parental leave for scholarship candidates as we do for employed and scholarship PhD candidates.

If you find yourself ill for more than six weeks, you may submit a request for extension with the AISSR. Your request must be sent to both your programme group manager and the group leader(s). If it meets the conditions specified in the box below, the AISSR will explore the options and financial means to extend your trajectory.

Please note that it will depend on your scholarship and its conditions whether an extension included a monthly allowance or not. We might only be able to extend your access to UvA facilities and supervision. Make sure to contact your programme manager well in advance so you are familiar with the specifics of your trajectory.

AISSR Conditions for requesting extension due to long-term illness:

- your (long-term) illness is officially registered at the Administrative Service and with your programme manager. If you are an employed PhD candidate, you have additionally registered sick using the UvA Self-Service Tool.
- your request is submitted to your programme manager and programme group leader(s) at least four months before the end of your contract
- along with the request you must submit the following, both approved by your supervisor(s):
 - a) all chapters minus the introduction and conclusion or, in the case of a PhD based on articles, the equivalent amount of material
 - b) a time plan for the duration of the extension
- your time plan must be such that your final manuscript can be approved by your supervisor(s) and ready for the Doctorate Committee within the extension period. Please take the plagiarism check into account when devising the new plan.
- your supervisor(s) will evaluate the feasibility of your time plan
- an extension is only given once and must be approved by the programme group leader(s);
- the evaluation process of the thesis will remain the same, but with the extended deadline
- your rights remain unchanged during the extension period, unless otherwise agreed
- Make clear agreements with PhD candidates in case they will also perform other research activities when these are not directly part of the PhD trajectory.
- Advise the PhD candidate on research ethics and data management and be responsible for safeguarding good Research Data Management (RDM).

9. Facilities and expenses

9.1 Facilities

An essential part of getting started, is finding your way in the digital UvA space. Our administrative staff will make sure you receive an UvA email address as well as an ID to log in on UvAnet. With your UvAnetID you have access to digital services such as the online library and storage space on the Faculty server.

If you are employed by us, you will receive a laptop to use for the duration of your contract. Your Programme Manager or the administrative department will be able to offer further information.

If you have any questions relating to ICT (facilities), please contact the Servicedesk ICTS. They are available Monday - Friday from 08.00am till 06.00pm on +31 20 525 14 02 or servicedesk-icts@uva.nl. Should they refer you to your 'ICT contact person', please contact the AISSR Secretariat. They are your ICT contact person.

Workspace

All AISSR departments are based in the Roeterseiland-campus - building B/C/D (entrance B/C) at Nieuwe Achtergracht 166. In general, PhD candidates have the right to use any of the desks in all the large open office spaces (flex rooms) during their entire PhD trajectory. The administrative staff of your department will be able to provide further information. They will also inform you about the workspace policy regarding office desks. Due to the limited number of desks, it might not always possible to work in the office each day of the week.

9.2 Residence permit

The AISSR Secretariat can help you if you have any general questions about your residence permit.

The AISSR Office Manager Han Bakker is the first contact person in case of urgent issues regarding residence permits. Email: aissr-fmg@uva.nl.

9.3 Research facilities

Geographic Information Systems

The GIS Lab provides UvA staff and students with advice and support on Geographic Information Systems. The Lab is located at the Roeterseiland Campus in building L. There you'll find:

- Computer room with twelve high-performing double-screen computers equipped with all the common GIS software such as ArcGIS Desktop, ArcGIS Pro, MapInfo, QuantumGIS and Google Earth
- A0 plotter, A3 scanner
- GPS receivers for field data collection.

If you have any GIS-related inquiries, seek advice on research and spatial data or access to standard GIS software installation and licenses, the Lab team are there to help you. Four GIS experts are tasked with teaching GIS courses, developing GIS applications and supporting PhD candidates with GIS analysis inquiries. Further information can be found [here](#).

Methods Expertise Centre (MEC)

The AISSR has set up a Lab where methodological expertise is gathered for researchers to make use of. This Methods Expertise Centre plays a key role in the Research Master's and PhD programmes. More information can be found on the [AISSR website](#).

Sharing information

We share information about the institute, research output, other news and events on our [website](#) and in our newsletter.

As a new AISSR staff member, your name and email address will automatically be added to our mailing list.

If you yourself have a news item to share, please email us: aissr@uva.nl.

If you have any questions about sharing and receiving information, please contact the Communication Officer.

9.4 Research expenses and support

The rules set out in the section below are general rules. The study and research budget allocated to you is determined in consultation with your programme group director and may differ from these general rules, depending on your PhD contract/position.

Please note that PhD candidates are expected to make optimal use of opportunities to obtain third-party grants (such as WOTRO, NFP, EU) to finance their study and research, and in particular NWO grants to fund study periods abroad and remaining PhD research.

Your contact person for all matters relating to financial support is the programme manager of your department. They handle all funding requests and will explain all the procedures when you start your PhD.

AISSR PhD candidates can submit a budget proposal with a maximum of € 6,000 for the entire trajectory 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.

You must submit your proposal three months in advance of the conference/research activity with your programme manager who will then present it to the programme group leader(s) for approval.

Funding applications are evaluated by 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 there;
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).

Reimbursement of travel expenses

Employed PhD candidates from abroad can apply for a reimbursement of the travel expenses for their admission interview at the AISSR and for travelling to and from the Netherlands on their first and last working days. Scholarship PhD candidates can usually cover these costs from their grant.

Books

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

Transcription of interviews

PhD candidates can request financial support for the transcription of interviews. As a rule, PhD candidates should transcribe 1/3 of the interview data themselves to

ensure they are familiar with the material. The maximum rate for transcription by student assistants is €15 per hour.

10. Final months of the PhD program

Completing your doctoral programme requires adequate preparation. For step-by-step instructions on the final six months of your programme, including detailed steps of the evaluation process and information about the plagiarism check, please consult the [AISSR PhD procedures](#).

Six months before the intended doctoral conferral date your supervisor must submit a Proposal for composition of the Doctorate Committee to the Dean. It is common for the committee to be put together by the supervision team in liaison with the candidate. As soon as the doctorate committee has been officially appointed, you will receive notification from the Doctorate Board.

You will then have to prepare the final, identical paper and electronic versions of your manuscript. These must be approved by your supervisor(s) and co-supervisor(s). Once their approval has been obtained, changes can no longer be made to the manuscript.

Within our institute, the plagiarism check takes place before the manuscript is submitted to the Doctorate Committee. This needs to happen no later than 16 weeks before the provisional doctoral conferral date.

Once it has been established that no plagiarism is involved and no later than 14 weeks before the intended date of the defence ceremony, the final manuscript, approved by the supervisor(s) and any co-supervisor(s), will be submitted to the Doctorate Committee.

The members of the Doctorate Committee will assess the manuscript and will notify your supervisor(s) and the Dean of their decision no later than 8 weeks before the doctoral conferral date. If the Doctorate Committee's assessment of the thesis is positive, you will be invited to defend your thesis and permitted to reproduce it.

For an overview of all steps during this stage of the PhD trajectory, please consult the [Roadmap in the Doctorate Regulations](#).

INFOBOX 4

Number of weeks before doctoral conferral date	Step in the process
26	Proposal for composition Doctorate Committee
26 to 22	Official appointment Doctorate Committee
22 to 20	Final version manuscript to (co)supervisor(s)
16	Plagiarism check
14	Final version manuscript to Doctorate Committee
8	Notification of assessment Doctorate Committee

10.2 Editing and printing your thesis

Your printed thesis must have the AISSR logo on the back of the book and in the text, it should be mentioned that the AISSR enabled the research. The logo can be downloaded [here](#). The AISSR requires one copy of your printed thesis, which can be handed in at the AISSR Administrative Service.

Please note that it is not a formal requirement that your thesis is edited by a professional editor or printed by a printing company. If you are having your thesis edited, it is highly advisable to choose an editor who is familiar with your topic and/or your field of research. We would suggest asking your close colleagues, your supervisors or your programme manager whom they would recommend. Please

be aware that layout (most notably for graphs and cover) may add to the production costs. You can either choose to do the layout yourself or ask printing companies to do it for you.

You will need to provide three copies of your thesis to the office of the Beadle and one copy to the AISSR: in addition, you will need a copy for each member of your Doctorate Committee. Therefore, a minimum of twelve copies is required – but we often advise printing more so you can share your work with friends and/or family.

10.3 Defence costs

The various costs relating to the PhD defence can be split between production costs (editing and printing your PhD thesis) and other costs (location, reception and dinner/lunch with your committee). Some, but not all of these costs can be reimbursed by the AISSR.

Costs for the PhD defence that are reimbursable (to a certain maximum):

Production

All AISSR PhD candidates are entitled to a maximum of €1.000 for dissertation production costs (based on receipts, reduced by other contributions, such as from NWO).

Editing

All AISSR PhD candidates are entitled to a maximum of €1.500 compensation for editing/English correction.

Travel

PhD candidates living abroad who are coming over to Amsterdam for their defence ceremony can apply for reimbursement of:

- 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. Applications for these funds should be submitted with the programme manager.

Costs for the PhD defence that *are not* reimbursable (and you will therefore have to pay yourself) are the following:

Reception

The defence takes place either at the 'Agnietenkapel' or the 'Aula' (Spui). The Agnietenkapel is the more common location. Alternative locations such as an office or a teaching room are not permitted. You can choose to have drinks or snacks served in the Agnietenkapel or Aula after the defence ceremony. The costs of such a reception will depend on the number of guests and the types of drinks/snacks.

You are not obliged to have a reception where the defence takes place, but you will be asked to leave the location immediately if you don't, leaving no opportunity for your audience to congratulate you.

Catering on both defence locations is provided exclusively by Cormet. If you decide to have your reception on location, please note that their catering cannot be capped. You will order the type of drinks you wish to serve and pay for the amount that were served. This makes estimating what you will spend on the reception in advance difficult. Alternatively, you may consider taking guests to a nearby bar or café.

Dinner/lunch with the Defence Committee

Although there is no formal requirement as such to take the members of your Defence Committee for lunch or dinner after the ceremony, many PhD candidates do so to show their appreciation.

An exception to this rule applies for PhD representatives, they receive compensation in the form of a research budget that they can put towards reception costs or lunch/dinner with the Doctorate Committee. See also [chapter 7.3](#). For more information on the PhD Defence ceremony we refer you to the [UvA website](#).

10.4 Foreign member 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 candidates 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 one foreign member per committee.
5. If a committee member has a long trip to make and does not have to be in Amsterdam for other activities like a seminar related to the PhD research, please consider hybrid participation as an option.

10.5 Practicalities end of PhD trajectory

UvANetID

Your UvAnetID will expire three months after the official end date of your appointment/contract as PhD candidate. We therefore advise all our PhD candidates who have come to the end of their trajectory to copy and store any emails, addresses and other electronic data on a secured disk or safe cloud storage separate from the UvA.

Workspace

After your formal contract ends, you may generally make use of the open office space for another three months. This courtesy, however, depends on the space constraints of a particular department or group. We therefore advise you to check with the relevant administrative department to see what is possible.

Printers

After returning your employment card, you can still use the printers at the UvA. Simply login with your UvAnetID on the campus print [webpage](#) and ask for a pin code so you can still print at the UvA after your contract ends.

Laptops

All UvA owned laptops must be returned to the Department Secretariat on the official end-date of a PhD contract so they can be used by new members of staff.

Data archiving, publishing and transfer

The Data Management Policy of the Faculty of Social and Behavioural Sciences requires researchers who want to archive their data at the UvA or take their data elsewhere, to share so-called data packages with the data steward.

We distinguish between:

1. Data packages for archiving (with full provenance, and (thus) closed)
2. Data packages for publication (open, specific conditions apply)

3. Data packages for transfer (with transfer agreement, when a dataset leaves the UvA)
It could be the case that your supervisor/project leader already have developed a plan for data archiving or publishing. If not, the AISSR Data Steward can advise you on the archive possibilities.

10.6 Career guidance by ProActief

ProActief offers career guidance to employees and ex-employees of the University of Amsterdam. They regularly organise events and trainings for PhD candidates who are finalising their trajectories to help them navigate the (non) academic job market. More information can be found at their [website](#).

Annex 1

PhD trajectory plan form

Personal details

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

Supervision Team

2. Supervisor:
3. Second supervisor (if applicable):
4. (Co)supervisor(s):
*Please indicate with an * which supervisor is your daily supervisor*

Summary Dissertation

5. Summary of dissertation research and definition of research problem (maximum 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:

Supervision

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

Overview Timetable

12. See for an example the timetable at [page 37](#).
PhD:
Date:
Signature:
Supervisor:
Date:
Signature:

Please submit a signed (digital) version of the (updated) trajectory plan to the PhD coordinator.

Checklist

Did you...	Yes	No
<p>request the Doctorate Board for admission to the doctoral programme using the 'Request for admission to the doctoral programme' form?</p> <p>Please note: if you are doing a Joint Doctorate you will request for this admission at a later stage, the PhD coordinator will notify you.</p>		
<p>receive the admission?</p> <p>submit your research proposal to the AISSR Ethics Advisory Board?</p> <p>Please note: you should submit the proposal 2-3 months before the start of your data gathering/fieldwork.</p>		
<p>receive approval?</p> <p>complete the Data Management Plan (DMP)-questionnaire in the Research Management Services (RMS) portal?</p> <p>Please note: you should submit the DMP-questionnaire 2-3 months before the start of your data gathering/fieldwork.</p>		
<p>receive approval?</p>		

Timetable

Month	Activity	Dates
1	Hand in PhD trajectory plan	
7,5	Hand in 8-month Paper	
9	Go, No-Go decision	
	<p>Submit your ethics proposal to the AISSR Ethics Advisory Board</p> <p>Submit your ethics proposal 2-3 months before the actual start of your fieldwork/data gathering.</p>	
	<p>Fill in the RDM questionnaire (2 – 3 months before the actual start of your fieldwork/data gathering)</p>	
11-12	Annual Thesis Progress Evaluation & update of Trajectory Plan	
24	Annual Thesis Progress Evaluation & update of Trajectory Plan	
36	Annual Thesis Progress Evaluation & update of Trajectory Plan	
	<p>Draft dissertation finished.</p> <p>At minimum 4 months before the end of your trajectory.</p>	
	Dissertation finished/End of trajectory evaluation	

Annex 2

Content of the 8-month paper

The 8-month paper sets out key aspects of your PhD project and describes the research problem. We shall list these aspects below before offering a suggestion for structuring the paper and sharing the evaluation points its reviewers will use.

The 8-month paper is not the same as the research proposal you delivered when applying for your PhD trajectory, but you may well use this proposal to serve as a basis. If you are on a Vidi, Vici, ERC or similar grant, your 8-month paper should always reflect the interests of the overarching project.

Project and research problem: key aspects

- **Disciplinary embedding**
 - field of study and the relevant bodies of academic literature that the research will build on and engage with
 - the research theme(s) associated with the problem
 - the choices and presuppositions made in relation to the subject matter
 - the rationale behind these choices and presuppositions
- **Relevance**
 - how the proposed project adds value to existing research on the problem
 - how answering the research problem contributes to knowledge, understanding and/or critique
 - how addressing the research problem contributes to societal goals
- **Defining the research problem**
 - the research problem incorporates a clear and comprehensive formulation of both question and expected/possible answer(s)
 - the domain of the research problem is limited in a clear way

- the research problem contains a core statement
- the approach is clearly defined
- **Methodical functionality**
 - the steps towards answering the research question are clear
 - purpose of the research is clear
 - research framework is fitting
 - possible purposes include: describing, comparing, defining, evaluating, explaining, critiquing and designing
 - methodology is appropriate to the aim of the research, its questions and approach
 - methodological reflection explains what data will be gathered and how
 - ethical and RDM considerations are well addressed

Structuring your 8-month paper

8-month papers consist of a minimum ten and preferably maximum twenty pages. If the daily supervisor thinks it necessary, you may exceed this amount. Please use 1.5 line spacing, font size: 11 or 12 and a font such as Times New Roman, Calibri or Arial.

Below you'll find a suggested generic structure for your 8-month paper, which you can adapt to suit the needs of your project and to fit your individual writing style. Your supervision team will be able to assist you in doing so. All the key elements listed here (such as research questions, literature embedding, conceptual approach, methods, data and provisional table of contents) have to be part of the 8-month paper, whichever structure you choose.

1. Project title
2. Brief description or introduction of the project (16 lines)
3. Research question
The core question(s): What is/are the central question(s) you will address 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(s)? Substantiate each sub-question. Explain whether you will write a PhD by articles or a monograph with chapters.

4. Theoretical considerations

- Outline the dominant theoretical approaches or the main bodies of literature that your research engages with
- Outline the dominant lines of debate in relation to existing literature
- Draw out the key concepts that you will use from the existing literature
- 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?

5. Concepts/Propositions

- How do you develop expected/possible answers to your questions from the literature?
- What are the key concepts that you will use in the study and/or what is/are the central proposition(s)?
- If applicable: what are the working hypotheses for the study?

6. Innovative character of the proposed project

- What is the significance of your thesis?
- How is it expected to make an original contribution to the field?
- Is it of specific societal relevance?

7. Methods and Data

- Describe the kinds of empirical data you intend to gather or generate, i.e. the sources to be used for answering the research questions.
- How do you intend to gather or generate your data and why are these methods appropriate?
- Do you have all the permissions required for your research, such as approval from the AISSR Ethics Advisory Board? And did you fill in the DMP questionnaire and did you receive approval from the data steward?

- Depending on your methods you might address questions such as: How will you approach informants? Have informants agreed to cooperate? What archives do you need and have you been able to secure access to them?

8. Provisional Table of Contents

- Provisional chapter outline for the thesis, including a sub-division of the empirical themes/chapters

9. Proposed time schedule for the activities planned

10. List of own publications relevant to the project (if applicable)

11. Short provisional bibliography

Evaluation

The 8-month paper will be assessed on any of the following points applicable to your research project:

- Does it pose a clear, central 'social science' question/problem?
- Is there an overarching idea?
- Does the author express a clear and original line of thought?
- Is the author's own position sufficiently clear?
- Does the topic have social relevance?
- Has the author integrated relevant thematic literature?
- 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?

- Has the author clearly opted for social science explanations instead of simply making inventories?
- Does the paper use concepts in lucid terms?
- Is there a clear link between theoretical and empirical aspects?
- Are there good working propositions (if appropriate)?
- Has the author engaged in the key processes of elaborating, compiling, developing and describing?
- Does the author go beyond simply summing up unchanging and uncontextualized concepts?
- Does the author seek out patterns and apply a ‘social science approach’?
- What is the author trying to demonstrate and what data are needed to do this?
- Does the study include interesting comparative aspects?
- Is the plan overly ambitious?
- Is there enough of a focus, and have the boundaries been sufficiently delineated?
- Is the author likely able to gather the required data within the specified period of time?

With regards to the research methods:

- What is the relationship between the approach and the methods?
- How has the source material been studied?
- What is the quality of the sources?
- How will the interviews be carried out (if applicable)?
- 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?
- Does the paper provide a provisional table of contents?
- Does the paper present a structure and plan that are formulated as clearly and concisely as possible?

Annex 3

Guidelines for thesis manuscripts based on articles

PhD candidates at the AISSR can either write their thesis in the form of a monograph or base their manuscript on research articles. Either way, the form of the thesis should be agreed upon between the PhD candidate and the supervisor(s). It is considered wise to decide upon this in the first year of the PhD.

Please take note of the guidelines below if you decide to base your thesis on articles.

All guidelines are subject to the [Doctorate Regulations of the UvA](#) (*Promotiereglement*) and to the formal agreement between the official PhD supervisor and PhD candidate (as recorded in the PhD trajectory plan).

1. The General Doctorate Regulations of the UvA require:
 - a. “If the thesis consists of an article or articles in the name of several authors: 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 4d).
 - 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.” (Article 16, clause 5)
 - c. ‘If the doctoral thesis consists (partly) of articles that have been written in the name of several authors, the co-authors of these articles may only make up a minority of the remaining (voting) members of the Doctorate Committee’. (Article 20, clause 9)
2. In the case of an article-based thesis, all agreements must be recorded in the PhD Trajectory Plan that is signed by the PhD and supervisor.
3. 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 candidate as sole author.
 - d. The articles can include pieces for which the PhD candidate is listed as second (or later) author, but the PhD candidate 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 PhD candidate as second or later author).
 - e. In exceptional cases a PhD thesis may include no single-author article(s). In that case, the PhD candidate 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 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 supervisor.
 - g. At least one article should be accepted and three other articles formally submitted and under review.
 - h. PhD candidates who want to pursue an academic career should try to build up a strong academic CV. Therefore, it is advisable to submit the 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 and you can consult your supervisors on this.
 - i. The articles should be accompanied by an introductory chapter and conclusion that are single-authored by the PhD candidate and that provide an integral overview of the project, identifying links between the articles and articulating the broader research agenda.

4. 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.
5. The above three criteria (4 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.
6. PhD candidates should explicitly discuss co-authorship with all possible parties (among which one's supervisors). Where the work is directly a result of the PhD project, the PhD 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.
7. These criteria should be met for each article separately.

Websites AISSR

Information for PhD candidates

<https://aissr.uva.nl/phd-programme/phd-programme.html>

PhD Training

<https://aissr.uva.nl/phd-programme/phd-training-programme/phd-training-programme.html>

Ethics, research integrity and plagiarism

<https://aissr.uva.nl/our-research/ethics-and-integrity/ethics-and-integrity.html>

Programme groups

<https://aissr.uva.nl/our-research/programme-groups/programme-groups.html>

Research Centres

<https://aissr.uva.nl/our-research/affiliated-centres/affiliated-centres.html>

AISSR Organisation

<https://aissr.uva.nl/about/organisation/organisation.html>

YouTube channel AISSR research

<https://www.youtube.com/user/AISSResearch>

AISSR Events

<https://aissr.uva.nl/events/current-events.html>

Websites UvA

Research Data Management

<https://rdm.uva.nl/en>

Obtaining a PhD at the UvA

<https://www.uva.nl/en/research/phd/obtaining-a-phd-at-the-uva/obtaining-a-phd-at-the-uva.html>

Central (UvA) PhD Council

<https://www.uva.nl/en/research/phd/doctoral-programme/during-the-doctoral-programme/central-phd-council/central-phd-council.html>

Diversity and inclusion

<https://www.uva.nl/en/about-the-uva/about-the-university/diversity-and-inclusion/diversity-and-inclusion.html>

Social Safety support

<https://extranet.uva.nl/en/content/a-z/social-safety/social-safety.html#Outside-the-UvA>

Colophon

Version of October 2022, latest version can be found [online](#).

Original PhD Guide

Karen Kraal, Brian Burgoon and the AISSR Bureau

Update and revision 2022

Lotte Batelaan with input from Yomi van der Veen
and the AISSR Bureau

Editing

Joni Zwart

Graphic Design

Stroomberg