A PhD in Humanities

Information brochure for PhD candidates and supervisors

Faculty of Humanities
Vrije Universiteit Amsterdam
Amsterdam, June 2016
Index

1. The PhD Track ................................................................. Fout! Bladwijzer niet gedefinieerd.
   1.1. Protocol PhD Research ......................................................... 5
       1.1.1. Admission to the PhD Track ........................................... 5
       1.1.2. Start of the PhD Track .................................................... 5
       1.1.3. Interim Assessments ....................................................... 7
       1.1.4. PhD Track External PhD Candidates ................................. 10
   1.2. Supervisor and Advisor(s) .................................................. 11
   1.3. Introduction and Integration at the Faculty ............................ 13
   1.4. Education and Supervision ................................................ 14
       1.4.1. Training Plan (OBP) ....................................................... 14
       1.4.2. Budget ......................................................................... 15
       1.4.3. Supervision .................................................................... 16
       1.4.4. Progress Monitoring ....................................................... 17
       1.4.5. Exit Interview or Conclusive Interview ............................. 17
       1.4.6. Problems with the Supervision ....................................... 18
       1.4.7. Extension Due to Pregnancy or Maternity Leave ................ 18
       1.4.8. Extension of Hospitality ................................................ 19
       1.4.9. Career and Job Market Orientation ................................. 19
   1.5. Procedure for the PhD Viva ................................................ 20
       1.5.1. Approval Manuscript and Application PhD Viva via Form II ... 20
       1.5.2. Date PhD Viva and Selection Opponents ........................... 21
       1.5.3. Printing and Distribution of the Dissertation ...................... 21
       1.5.4. Invitations for PhD Viva ................................................ 22
   Annex 1: Education PhD Candidates in Humanities ...................... 23
   Annex 2: Form Annual Progress Report External PhD Candidates ...... 27
   Annex 3: Competences for PhD’s ............................................. 29
A PhD in Humanities at the VU

Since the first edition of the brochure *A PhD in Arts*, a lot has changed in the organisation of the PhD track at the Faculty of Humanities (formerly the Faculties of Arts and of Philosophy). With the arrival of the new VU PhD regulations (version 4 February 2016); [http://vu.nl/nl/Images/Promotiereglement_NL_web_22.03.2016_tcm289-417006.pdf](http://vu.nl/nl/Images/Promotiereglement_NL_web_22.03.2016_tcm289-417006.pdf) and the accompanying faculty supplements, a new edition was in order, which explains the changes, new rules and faculty regulations.

This brochure is addressed to both PhD candidates and their supervisors. The directions are intended for the PhD candidates, whatever the funding of their projects (public or private funding or self-funding) or their status (regular or external PhD), unless mentioned otherwise. When relevant, specific information for external PhD candidates is included.

All information contained in this booklet can also be found on the Graduate School website ([http://www.fgw.vu.nl/nl/opleidingen/graduate-school-of-humanities/index.asp](http://www.fgw.vu.nl/nl/opleidingen/graduate-school-of-humanities/index.asp)) or on the web page *Promoveren bij de VU* on the general website ([http://www.vu.nl/nl/onderzoek/promoveren/promoveren-vu/index.asp](http://www.vu.nl/nl/onderzoek/promoveren/promoveren-vu/index.asp)).

For questions, you can always apply at the Office for the Graduate School of Humanities ([graduate.school.fgw@vu.nl](mailto:graduate.school.fgw@vu.nl)).

Cordially,

Prof. dr. Inger Leemans (director Graduate School)
Dr. Liesbeth Geudeke (PhD coordinator Graduate School)
Rita Hermans MA (office coordinator Graduate School)
1. PhD Track

1.1. Protocol PhD Research

In principle, this protocol applies to all PhD tracks at the Faculty of Humanities that are funded publicly, privately or are self-funded, and explains the rights, obligations, duties and responsibilities of both PhD candidates and their supervisors and advisors.

1.1.1. Admission to the PhD Track
Anyone who has a Master's degree or a comparable degree can be admitted to the PhD track. For more information about the admission criteria, we refer to the PhD regulations. Before the PhD candidate can be admitted officially, the PhD candidate and the supervisor need to take a number of steps. (see 1.1.2).

1.1.2. Start of the PhD Track
Before the PhD candidate can start his/her research, a supervisor should register him/her with the Graduate School of Humanities and should also stipulate whether the PhD student is funded publicly or privately. At least a month before the candidate should begin the project, the supervisor needs to arrange for the appointment of the PhD candidate via VUnet. The supervisor also must contact the P&O advisor FGW, Jan Thomas Cremer (j.t.cremer@vu.nl). Within FGW, The P&O advisor can always be consulted regarding the appointment of the PhD candidate.

Registration Graduate School of Humanities
The registration with the Graduate School of Humanities is done by email, addressed to graduate.school.fgw@vu.nl. This email should contain the name of the PhD candidate, the status (regular PhD candidate or external PhD candidate), the source of funding, the name of the co-supervisor and other possible advisors (see further 1.2).
Within 10 workdays, the PhD candidate and the supervisors and advisors receive a welcome email containing further instructions and forms necessary for the
registration of the PhD candidate with the Vrije Universiteit Amsterdam. The new PhD candidate also receives an invitation for an introductory interview with the PhD coordinator.

**Forms**
At the start of the PhD track, the PhD candidate and the supervisor have to complete a number of forms that ensure that the PhD candidate is officially registered with the Vrije Universiteit Amsterdam. The three forms concerned are:

1. **Training plan** (OBP): this form serves as the basis of the PhD track. The form can be requested at the Office van de Graduate School of Humanities (graduate.school.fgw@vu.nl). It is a document that establishes clear agreements between the PhD candidate and the supervisors and possible other advisors. The OBP needs to be completed at the beginning of the track by both the PhD candidate and the supervisors. The form is then submitted to be signed by the director of the Graduate School and the Associate Dean of Research. The thus approved and signed OBP is then digitally sent to the Office of the Graduate School. If necessary, the OBP can be adapted annually on occasion of the annual assessment and the Stop/Go assessment. (see further 1.4)

2. **Form I**: this form serves as the registration as PhD candidate with the VU. As soon as the OBP has been approved, Form I can be completed. The supervisor needs to hand this in on paper, together with an authenticated copy of the diploma, a copy of the passport and of the code of conduct form, to the Office of the FGW. If all annexes are complete, The Office of the FGW ensures that the Form is signed by the Dean and that the signed documents are forwarded to the Office of the Registrar. The Registrar then submits the forms to the Board of Deans. The definitive admission is sent to the Office of the Board, the supervisors and the PhD candidate.

3. **Code of Conduct Form**: every PhD candidate needs to sign this form. The supervisor needs to hand it in, together with Form I, to the Office of the FGW.

**Registration of the PhD candidate with National Research School**
In the OBP, the PhD candidate stipulates with which National Research School he/she wishes to be registered. The registration is always processed through the Graduate
School. Once the PhD candidate has been registered with one of the National Research Schools, he/she has the right to free education at any National Research School within the domain of the Humanities. On the website of the Graduate School of Humanities a list of the National Research Schools of Humanities is given. As soon as the Graduate School has registered the PhD candidate, the National Research School concerned contacts the PhD candidate. For registration with National Research Schools outside of the field of Humanities, (e.g. Computer Science), separate arrangements have been made. Consult the Graduate School for more information.

1.1.2. Interim Assessments
During the PhD track, the PhD candidate receives several interim assessments such as the Stop/Go assessment and the annual assessments.

Stop/Go assessment
Each PhD candidate receives an invitation for a Stop/Go assessment, regular candidates after 10 months and external candidates after 20 months. The Stop/Go assessment serves as an evaluation of the first year and is a meeting of the PhD candidate, the supervisor(s), advisor(s) and the director of the GSH to determine whether the PhD track is running according to the rules and the planning. During this assessment, there will an official decision whether the PhD track has made sufficient progress to justify the continuation of the PhD research.

Evaluated will be whether the PhD candidate has sufficient potential as a scholar and whether he/she can reasonably be expected to finish the PhD within the period agreed. If the committee is of the opinion that neither of these are the case, the contract will not be renewed after the first year. Also the question will be treated whether the PhD candidate feels him/herself to be “owner of the project”, that is to say, whether he/she can personally support the set-up and contents of the research and can sufficiently employ his/her own insights and creativity.

Please note: At the end of the first year, the PhD candidate will receive a notice through HRM that his/her contract will shortly expire. This is an automatic message.
It is an indication that the Stop/Go assessment should be scheduled soon if this has not already been done.

Before the Stop/Go assessment, the PhD candidate is invited for a preparatory meeting with the PhD coordinator. During this meeting, the OBP and the planning will be considered. The PhD candidate adapts the OBP and the planning if necessary. At least a week before the Stop/Go assessment, the PhD candidate digitally submits a number of texts that demonstrate the progress of the PhD research. The following documents are submitted to the Office of the Graduate School:

- (adapted) OBP;
- (adapted) planning;
- E.g.: provisional index of the dissertation;
- E.g.: (first draft) first chapter
- E.g.: other relevant documents such as articles (published, unpublished, in progress) that demonstrate the progress of the PhD candidate.

On a positive decision at the end of the assessment, an adapted version of the OBP and the Stop/Go form will be signed by the supervisor(s), the director of the Graduate School and the PhD candidate. On a negative decision, only the Stop/Go form will be signed.

On a positive assessment (Go), the PhD candidate with an appointment at the VU itself needs to apply him/herself for the continuation of his/her employment contract. See for this VU net, Human Resources, option: changing the employment contract: https://vunet.login.vu.nl/services/pages/personeelszaken.aspx?category=tcm:164-356724-1024&CategoryType=personeelszaken

For questions, the PhD candidate can apply to the faculty P&O advisor, Jan Thomas Cremer (j.t.cremer@vu.nl).

On a negative decision (Stop), the assessment turns into an exit interview. The supervisor/advisor will now arrange for the termination of the work agreement. The supervisor also needs to contact the funder of the research regarding the administrative and financial conclusion of the project.
**Annual assessments**
Once a year, every PhD candidate has an annual assessment with his/her supervisor(s) and/or advisor(s). The annual assessment is already conducted in the first year and is separate from the Stop/Go assessment. The procedure for the annual assessment is started by the principle supervisor of the PhD candidate. It is important that, during the annual meeting, the PhD candidate, the supervisor(s) and advisor(s) also consider the planning of the PhD research. Together, the PhD candidate and the advisor(s) determine the agenda for the annual assessment. Apart from the written progress report, the annual assessment explicitly treats items concerning personal performance, for instance personal effectiveness, work atmosphere, work stress, career plans for the future. On the occasion of the annual assessment, the written progress report can be supplemented and/or adapted. The report is included in the digital personal file of the PhD candidate.

**Conclusive interview, directed at the future perspectives of the PhD candidate**
If the dissertation is not ready by the end of the PhD track, a meeting takes place between the PhD candidate, the supervisor(s), the director of the Graduate School and the PhD coordinator. The Graduate School will initiate this meeting. In the meeting, the following items will be discussed:
- evaluation of the PhD track, the planning and the supervision
- agreements concerning the completion of the dissertation and the conclusion of the PhD track
- perspectives for the future

The agreements are laid down in writing and are signed by the PhD candidate, the supervisor(s) and the director of the Graduate School and are digitally archived by the Graduate School. If desired, the PhD candidate can request a preparatory meeting with the PhD coordinator. If the dissertation is not finished after two years, there will be an invitation for an exit interview (see under 1.4.5).

If the PhD track is completed in time, the PhD candidate can request a conclusively interview with the PhD coordinator to evaluate the PhD track and the supervision. In such a case, the PhD candidate will take the initiative for the interview.
1.1.3. PhD Track External PhD Candidates

With PhD candidates not in paid employment (external PhD candidates) an official start interview (Go) is conducted after maximally 20 months, but in case of clear progress sooner. The supervisor requests this interview with the Graduate School of Humanities. A week before the interview, the following documents are submitted digitally at the Office of the Graduate School:

- the setup of the research
- a planning
- the draft version of the first chapter
- the provisional index

On a positive assessment (Go), the supervisor and the PhD candidate draft the Training Plan (OBP, see also 1.4.1), including a proposal for the completion of the education program. This program contains at least the following items:

- the obligatory items (Research Integrity – Arts and Humanities (2 EC)
- conference visit (4 EC); Key Issues of the Humanities (2 EC)
- module Academic English (3 EC) \(^1\)

For the remaining EC, the PhD candidate, the supervisor and the Graduate School consider what items are necessary and advisable, and for what items an exemption can be granted on the basis of proven expertise.

The Graduate School asks external PhD candidates to transfer € 500 a year (beginning on 1 January 2017\(^2\)), as a contribution to their education and supervision. Foreign PhD candidates preparing a double doctorate who already follow education at another university to which they are connected can apply for exemptions. Their supervisor can request this with the Graduate School of Humanities.

\(^1\) Native speakers and foreign PhD students writing and defending their dissertation in another language than English (e.g. Spanish or Portuguese) are exempted from this.

\(^2\) For foreign PhD students with only a grant for travel and accommodation expenses and for Dutch external PhD students living on welfare, an exception can be made. Their supervisor can request this with the Graduate School of Humanities.
When the OBP has been established and signed, the PhD candidate can be registered via Form I (for the procedure, see above 1.1.2).

In consultation with the VU, a guest status or a similar arrangement can be considered for the external PhD candidate registered via Form I. This might include access to VUnet, an email address and a library pass. When the external PhD candidate wishes to work at the VU for 2 or more days a week, a work place at the faculty can also be considered. The ground for the granting of such facilities is always a completed, approved and realistic PhD project and the registration of the candidate via Form I, in which case a professor of the faculty serves as supervisor and the daily supervision also happens within the faculty. The costs of these facilities are for the account of the department concerned; this also implies the approval from the head of the department.

External PhD candidates do not have annual assessments; instead, after consultation with their supervisors and advisor(s), they send the Graduate School a short report on their progress. These documents are assembled in the personal file of the PhD candidates.

When the supervisor or advisor has insufficient confidence in the completion of the project, he/or she can initiate an exit interview (see below 1.4.5).

1.2. Supervisor and Advisor(s)

Each PhD research has a supervisor, who is always a professor. Apart from this supervisor, at least one other advisor is appointed to the project, that is to say a second supervisor (a professor) or an advisor (professor or assistant professor with a PhD).3 One of these, the intended supervisor or the advisor, will also serve as daily advisor, in principle for the duration of the project. The daily advisor is involved in all

3 See also the PhD regulation of the VU: http://vu.nl/nl/images/Promotiereglement_NL_web_22.03.2016_tcm289-417006.pdf. At some universities, the term “co-supervisor” implies that this person is not a full professor. If there is a second advising professor, he/she is then automatically “second supervisor”, but this does not apply to the PhD regulation of the VU. It is practice that the “co-advising professor” will usually be called co-supervisor when he/she does the daily advising, and otherwise second supervisor.
essential decisions about the setup and the contents of the research; he/she is present at the Stop/Go assessment and at all progress assessments (see 1.1.3). Wherever this protocol speaks of the supervisor as regards the supervision, the co-supervisor is also meant. For the selection of a supervisor and co-supervisors, the following rules apply:

- The daily advisor is always a member of the faculty.
- For a supervisor from outside of the VU, approval is needed of the Board of Deans (see the PhD regulations of the VU). Such an “external supervisor” cannot be the daily advisor.
- For a possible third advisor, approval is needed from the director of the Graduate School. A fourth advisor is not admissible.
- Supervisors or advisors from outside of the faculty cannot claim (a part of) the PhD bonus.\(^4\)

In principle, supervisor and co-supervisors are committed to the project for the entire duration. It can occur that a supervisor leaves or retires during the project. In that case, the following rules apply:

- The daily supervision is always realised at the faculty. On the departure of the daily advisor, the supervisor arranges for a timely replacement.\(^5\) If he/she fails in this respect, the director of the Graduate School appoints a daily advisor in consultation with the PhD candidate.
- A professor keeps the *ius promovendi* until five years after retirement. For this, the formal approval of the Board of Deans is required. A further requirement is that the PhD candidates concerned were registered with the Board of Deans before the retirement of the professor, by means of Form I.
- After formal consent of the Dean, a professor leaving for a position at a different university or educational institution can remain supervisor of the projects he/she leaves behind, as long as the daily supervision is realised at the VU. A requirement is that the PhD candidates concerned were registered

---

\(^4\) Supervision from outside of the university is always settled on mutual terms. The Dutch universities always assume that they will regularly make such expenses and that those expenses are mutually comparable.

\(^5\) Please note, the leaving daily advisor can also be the supervisor him/herself.
with the Board of Deans before the departure of the professor, by means of Form I.

- An assistant professor who retires or leaves for a different institution can no longer be the daily advisor of a project. Another supervisor needs to be found within the faculty.

### 1.3. Introduction and Integration at the Faculty

As soon as possible after PhD candidate’s appointment, the *supervisor* introduces him/her to the closest colleagues and informs him/her about (registration with) the interfaculty research institutes. For PhD candidates at FGW, this is usually CLUE+ and/or the Network Institute. The PhD candidate communicates via the OBP with which National Research School he/she wishes the Graduate School of Humanities registers him/her with. (see 1.1.2).

Furthermore, the supervisor ensures that the PhD candidate is and stays involved in the activities in the field of his/her chair, the research group, institution etc. The PhD coordinator supplies the PhD candidate with the digital brochure “A PhD at the FGW”.

Simultaneously with the welcoming email, the Graduate School of Humanities invites the new PhD candidate to an *introductory meeting* with the PhD coordinator and confidant of the PhD candidates, dr. Liesbeth Geudeke.

Moreover, every PhD candidate is cordially invited to become a member of the *PhD colloquium*. This PhD colloquium is an initiative for and by the PhD candidates of the Faculty of Humanities. Every two months, two PhD candidates are invited to give a short presentation about their research, in an informal setting. All PhD candidates are welcome and it is not necessary to register oneself for these meetings. PhD candidates wishing to give a presentation themselves can indicate this in an email to [phd.colloquium.fgw@vu.nl](mailto:phd.colloquium.fgw@vu.nl)

They can do so at any moment during the PhD track. Invitations for the PhD colloquium are sent via the FGW PhD mailing list. This list is administrated by the Graduate School of Humanities.
1.4. Education and Supervision

1.4.1. Training Plan (OBP)

Within a month after the start of the appointment, the supervisors and the PhD candidate draw up a Training Plan (OBP) (available at the Office of the Graduate School of Humanities (graduate.school.fgw@vu.nl)). In the OBP, The PhD candidate, in close consultation with the supervisors, proposes an implementation of the education program of 30 EC (840 hours), that has been obligatory since April 2015 for all PhD candidates at the VU (also for external PhD candidates) (see article 15 and 16 of the PhD regulations). In principle, this PhD education should be followed during the first and second year of the PhD track.

The Graduate School of Humanities has elaborated an education track that, in accordance with the VU regulations, consists of compulsory elements, compulsory selection elements and a free selection (see annex 1, education PhD FGW and annex 3 Competences for PhDs). Among the compulsory elements are 2 FGW courses on Key Issues of the Humanities and on Research Integrity – Arts and Humanities. Furthermore, the PhD candidates follow courses for 10 EC at a national research school (see 1.1.2 about the registration with a national research school).

Agreements about classes to be given by the PhD candidate will be included in the OBP. In principle, PhD candidates are exempted from teaching in the first and the last year of their appointment. Teaching can be combined with the acquisition of Basic Teaching Qualification (BKO, 150 hours, 5EC).

The faculty can grant an exemption for part of the educational trajectory on the basis of a solid underpinning and an approval of the supervisors and the director of the Graduate School. For the compulsory elements, no exemption is given, but it is possible to fill in the element “research skills” in other ways. For instance, PhD candidates with an appointment of less than 4 years and PhD candidates with a teacher’s grant can obtain partial exemption.

An annex is added to the OBP with the planning of the education track for the period of the appointment.

The OBP needs to be signed by the supervisors, the PhD candidate, the Associate
Dean of Research and the director of the Graduate School. The Graduate School will add the signed copy to the (digital) file of the PhD candidate.

During the years of their PhD track, all PhD candidates will build an education file. In this file, all certificates, letters, etc. concerning the courses followed and other education are saved. The PhD candidate and the supervisor are responsible for the submission of a complete education file at the end of the PhD track. The Office of the Graduate School checks the file and, if approved, writes a certificate and sends this to the Office of the Faculty of Humanities. Without this certificate, the PhD Viva cannot be requested.

1.4.2. Budget
PhD candidates funded publicly or privately pay all their research expenses from their personal budget (benchfee) and from possible other parts of the budget awarded for the project. In the project application, all expected education expenses, including a contribution of €1000,-- for the education at a research school, should be budgeted. The same applies to research expenses. Among these are all expenses involved in the acquisition of the necessary research data and furthermore the travel expenses for domestic or foreign travel or expenses for a language course at the Language Centre. The VU grants the PhD candidates a PhD remuneration of €500,-- as soon as they have signed the licence for the inclusion of the dissertation in the digital data bank of the VU. Until 1 January 2017, this sum will be paid by the Registrar’s office, and from 2017 on, by the Graduate School of Humanities.

In some cases, the PhD candidates can apply to the PhD fund that is administered by the director of the Graduate School. This fund is intended for foreign travel, conference visits, participation in PhD education and such for PhD candidates. External PhD candidates can also make use of this fund, especially when they are living abroad, in order to visit their supervisor(s) at the VU. The GSH applies the following rule: all PhD candidates without a benchfee (i.e. external PhD candidates) and PhD candidates at the end of their track whose benchfee is exhausted, but who still have substantial expenses for their research, can apply for max. €1500,-- during the whole of their PhD track. Max. €750,-- will be paid annually.
1.4.3. Supervision

In the OBP, the supervisors and possible advisors commit to frequent contact with the PhD candidate for the duration of the total PhD track. This contact consists minimally of:

- **Supervisor**: 1 meeting per month
- **Daily advisor**: 1 meeting per month

When the intended supervisor and the daily advisor are the same, the minimum of supervision time is the number of hours demanded of the daily advisor.

The supervisor and the advisor(s) coach the PhD candidate in:

- definition of the problem, theoretical underpinning and possible working hypotheses
- selection of the proper research method
- limitation of the research, if this appears necessary
- search for the proper literature
- composition of possible interim publications, among which preferably one publication for an international audience in a different language than Dutch
- composition of the dissertation
- teaching\(^6\)
- establishment of contacts with colleagues and the research school
- selection of the relevant courses and conferences, also abroad
- possible realisation of a research visit abroad
- early orientation on the job market & establishment of an advantageous curriculum vitae

In all, the relationship between supervisor and PhD candidate ideally has the nature of a working relationship between independent researchers rather than between principal and research assistant.

---

\(^6\) The supervision of teaching can be purely “coaching” (for instance when the teaching is outside the field of the supervisor or advisor) or very much concerned with the content (for instance when supervisor or advisor and PhD student give a class together).
1.4.4. Progress Monitoring

For their PhD project, PhD candidates mostly have 4 years (full time) or 5 years (part time = 0,8 fte). At the end of their appointment, they should have finished their dissertation. This is the shared responsibility of the PhD candidate, supervisors/advisors and the faculty. All parties should hold each other accountable for their performance. Departing from this idea of shared responsibility, the progress of the research is monitored in different ways:

- Stop/Go - decision after eight months (PhD candidate/supervisor/faculty) (1.1.3)
- written progress reports and annual assessments (PhD candidate/supervisor) (1.1.4)
- interviews with the PhD coordinator (PhD candidate/faculty) (1.1.3)
- conclusive interview (PhD candidate/faculty) (1.1.3)

It is important that problems occurring during the PhD project are noticed early on and that they are dealt with. Also outside of the fixed meetings, PhD candidates can indicate problems to their supervisor, the director of the Graduate School, the PhD coordinator or the P&O advisor (see also 1.4.6).

Apart from this, PhD candidates funded indirectly by a public institution or funded privately will also have to report to their funder. The manner of reporting differs from organisation to organisation and the discussion of this falls outside of the scope of this faculty brochure.

1.4.5. Exit Interview and Conclusive Interview

A PhD candidate can leave for two reasons: (1) the project is terminated prematurely or is not finished after the end of the appointment; (2) the project is finished and the PhD degree is a fact.

When the project is to be finished after the appointment, there will be a conclusive interview (see 1.1.3). Also when the project has indeed been finished, a conclusive interview can be held with the PhD coordinator. In this interview, the PhD track and the supervision can be evaluated.

If a project is prematurely broken off or will not be finished after the end of the
appointment, an exit interview will take place. The daily advisor will initiate this interview, which will involve the PhD candidate, the supervisors/advisors, the director of the Graduate School and the PhD coordinator. The PhD coordinator will draw up a report of this interview and will submit it for approval to all other participants of the interview. The Graduate School will digitally archive this report.

If the project is broken off because the Stop/Go assessment did not result in a Go, no separate exit interview is necessary.

When complaints about the supervision are expressed during the exit interview, this is occasion for a further conversation between the director of the Graduate School and/or the supervisor and/or the co-advisor(s) and/or the PhD candidate and/or a representative of the research school (all dependent upon the nature and the extent of the complaint). When problems have arisen with regard to a supervisor or a co-advisor that have led to a premature end of the PhD research, the Associate Dean of Research can advise the Dean to stop the participation of the advisor concerned in the supervision of PhD candidates for whom the faculty runs a financial risk. On the occasion of such a decision, the head of the department of the supervisor must also be consulted.

1.4.6. Problems with the Supervision
The person to go to concerning shortcomings in the supervision is obviously the person concerned: the supervisor or advisor. If the supervisor and the PhD candidate cannot reach an agreement, for instance because they have conflicting interests, the PhD coordinator, also the confident of the PhD candidates, can be consulted, and she can subsequently involve the director of the Graduate School. Furthermore, in some cases, the faculty P&O advisor can be involved, especially when the conflict concerns issues with regard to labour rights. In conversations between the PhD candidates and the PhD coordinator, there will be specific questions about possible problems with the supervision.

1.4.7. Extension due to Pregnancy and Maternity Leave
In case a PhD candidate has had pregnancy and maternity leave and for that reason has not been able to finish the dissertation by the end of the contract period, the
The faculty board can request an extension of max. the duration of the leave in order for her to finish the dissertation. The written request has to be supported by the supervisor’s motivation, from which it appears that the extension is necessary for a favourable track with a timely conclusion of the dissertation. Requests should be submitted no sooner 6 months and no later than 3 months before the contract’s end to the Managing Director. This director can consult with the Associate Dean of Research, the PhD coordinator and the P&O advisor and will make a decision within a month, on behalf of the faculty board.

1.4.8. Extension of Hospitality
After the conclusion of the contract, the PhD candidate can get the opportunity to finish the dissertation. This can only occur when no more than a year is necessary to finish the dissertation. Requests to this end can be submitted by one’s own superior to the head of the department. In case of approval, the superior can start the process of the extension of hospitality on VUnet. This can be put into action after conclusion of the contract.

1.4.9. Career and Job Market Orientation
The PhD candidate is advised to investigate the job market in anticipation of the doctoral degree. For instance, the VU offers special workshops for PhD candidates ("training career orientation for PhD candidates"). Information about these is available on VUnet:  
In some cases, the faculty P&O advisor can supply individual career coaching.
Information on grants for subsequent research is available on the website of NWO.
http://www.nwo.nl/financiering/onzefinancieringsinstrumenten/Open+voor+aanvragen/true/NWO-onderdeel/scienceareaGW?initialized=true
Furthermore, the VU subsidy desk regularly organises workshops on grants for subsequent research (VENI-grant, Rubicon-grant, Marie Sklodowska-Curie Individual Fellowships). For information: supportprogrammes@vu.nl
1.5.  Procedure for the PhD Viva

1.5.1. Approval Manuscript and Application PhD Viva via Form II
When the manuscript of the dissertation is finished, it must first be approved by the supervisor. Subsequently, the manuscript is submitted to the dissertation committee. In preparation, the supervisor proposes a dissertation committee to the Dean. The dissertation committee consists of at least 5 members, at least 1 and at most 2 of whom are FGW. The FGW member acts as the president of the dissertation committee. The Dean determines the composition.
As a rule, the supervisor sounds the dissertation committee on participation, after which the Office of the Board sends an affirmation letter, which also describes the procedure.
The PhD candidate should arrange for the distribution of the manuscript, in hard copy; usually, a digital version is also forwarded. Simultaneously with the dissertation committee, the Office of the Board receives a hard copy of the dissertation. The members of the dissertation committee submit a written judgment to the president of the dissertation committee. If the dissertation committee gives its approval, the president of the dissertation committee supplies a reasoned advice on the basis of the judgments of the individual members of the dissertation committee to the president of the PhD commission (Dean). This advice is accompanied by a motivated judgment of each member individually.
The Dean forwards this advice to the PhD commission of FGW and asks if it can agree with the admission to the PhD Viva (the dissertation can then be consulted at the Office of the Board). For practical reasons, the rule “without further notice” is used.
After the approval of the PhD commission and the receipt of the certificate from the Graduate School concerning the education track followed (see under 1.4.1), the supervisor can complete and sign Form II. The supervisor then submits Form II to the

---

7 The FB pay the travel expenses of maximally 1 member of the dissertation committee from a European country. It will pay for a hotel stay of 1 night. Members of the dissertation committee are not obliged to be present at the PhD Viva and can have their opposition read out by the supervisor. When there is a danger of too few oppositions, added opponents from the Netherlands can ask questions during the Viva. The supervisor should invite them in time. In extraordinary cases with an evident interest for the faculty or the university, the FB can deviate from this arrangement.
Office of the Faculty to be signed by the Dean. Consecutively, it is sent to the registrar’s office in combination with the certificate.

Please note: the members of the dissertation committee can confine themselves to a communication that the dissertation is defendable. But they can also add proposals for corrections and substantial comments, from which the PhD candidate can take advantage. The supervisor decides whether and to what extent these should be taken into account in editing the definitive version of the dissertation.

1.5.2. Date PhD Viva and Selection Opponents
When the Office of the Board has sent the completed and signed Form II to the registrar, the PhD candidate can select a date for the PhD Viva with the registrar. This cannot be done without consultation of the supervisor, the Dean (via the Office of the Board which administers the Dean’s agenda), and if possible the intended opponents, who should indicate whether they are available at the reserved date. In most cases, all members of the dissertation committee are also intended opponents. When one of the intended opponents cannot be present, the supervisor proposes a replacement to the Dean, who is the head of the dissertation committee. When the definitive date has been established, the supervisor makes sure that all opponents, in particular those from outside of the faculty, know the date and the time and know what is expected of them. The registrar supplies further information on the procedure, the check of the title page of the dissertation etc.

1.5.3. Printing and Distribution of the Dissertation
It is possible to have the dissertation printed; The PhD candidate arranges for this him/herself. At least five weeks before the PhD Viva, the dissertation needs to be handed in to the registrar, in a number to be determined by the Board of Deans. See regarding this the PhD regulations, article 24.
At least four weeks before the PhD Viva, a digital version of the dissertation is published by the VU library; to this aim, the PhD candidate hands in the dissertation in digital form and layout to the VU library.
If the dissertation is partly or totally embargoed, the digital publication will be limited to those parts that are not embargoed, as well as the cover, the title page and the
summary of the dissertation in Dutch and in English. The parts that are embargoed will only be published at the moment the embargo is lifted.
It is advisable to negotiate an embargo until the moment of the PhD Viva.

The PhD candidate is responsible for the forwarding of the dissertations to the opponents. To this aim, the university mailing service can be used.

1.5.4. Invitations for the PhD Viva
Several weeks before the PhD Viva takes place, the Office of the Board sends the opponents an official invitation for assistance at the Viva, including instructions. The (endowed) professors of the faculty receive an invitation mail. The Office of the Board also sends these.
A few days before the PhD Viva, the supervisor submits a list with the order of the opponents, including affiliations, and a suitable Bible quote.
All other guests (family, friends, colleagues and/or parties involved in the genesis of the dissertation) are invited by the PhD candidate him/herself.
2. Annexes

Annex 1: Education PhD Candidates in Humanities
(also available as separate document on the website of the Graduate School of Humanities)
Version June 2016

<table>
<thead>
<tr>
<th>Required courses and training</th>
<th>min. 10 EC</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Research Integrity – Arts and Humanities</strong></td>
<td>(2 EC)</td>
</tr>
<tr>
<td>Compulsory for all PhD candidates at the Faculty of Humanities</td>
<td></td>
</tr>
<tr>
<td>Every one or two years, the FGW offers a (partly) online course on ethics and scholarly integrity.</td>
<td></td>
</tr>
<tr>
<td><strong>Key Issues of the Humanities</strong></td>
<td>(2 EC)</td>
</tr>
<tr>
<td>All PhD candidates at the FGW follow the methodology course <em>Key Issues of the Humanities</em>, which is given every one or two years by the interfaculty research institutes CLUE+ and The Network Institute. During this course, the PhD candidates get acquainted with (specifically VU) core problems and debates in Humanities.</td>
<td></td>
</tr>
<tr>
<td>Conference visit</td>
<td>(6 EC guideline)</td>
</tr>
<tr>
<td>------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>The PhD candidate visits at least 2 international conferences, at one of which he/she gives a lecture or a poster presentation.</td>
<td></td>
</tr>
<tr>
<td>• Conference visit without lecture/paper/poster (1 EC)</td>
<td></td>
</tr>
<tr>
<td>• Conference visit with lecture/paper/poster (2 EC)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Compulsory selection elements: courses national research school</th>
<th>10 EC</th>
</tr>
</thead>
<tbody>
<tr>
<td>The PhD candidate is obliged to devote at least 10 EC to courses of the national research school with which the candidate is registered, or to courses of one of the other national research schools.</td>
<td></td>
</tr>
<tr>
<td>A list of the relevant national research schools is supplied via the website of the Graduate School. Every PhD candidate must be registered with one of these schools. Registration is effected through an application via the Graduate School of Humanities. Education can also be obtained via other national research schools than the one you are a member of.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required research skills</th>
<th>min. 3 EC</th>
</tr>
</thead>
<tbody>
<tr>
<td>The development of research skills is realised through active participation in the PhD colloquium, the FGW Graduate Lectures and/or participation in research groups connected to the supervisor or other research groups, in which PhD candidates practice the presentation of their own research, communicative skills, interaction with peers, defence of their own research and critical reflection on the research of others, plus their language and writing skills. It is also possible to implement this part (or part 3, Free Choice) with a language course, such as the VU modules Academic English or NT2 Dutch for foreigners.</td>
<td></td>
</tr>
</tbody>
</table>
PhD colloquium  
(1 EC)
On average four times a year, the PhD candidates at the Faculty of Humanities, in collaboration with the Graduate School of the Humanities, organise a PhD colloquium, at which PhD candidates and external PhD candidates present their research and discuss it. PhD candidates attend at least five meetings in the duration of their appointment, and once give a presentation of current research. Registration is effected via the Graduate School.

Graduate Lectures  
(1 EC)
Another aspect of the skills education is the participation in Graduate Lectures, in Seminars and Masterclasses by international researchers organised by the Graduate School of Humanities or by VU-iOZI's CLUE+ and Network Institute. PhD candidates attend at least five meeting in the duration of their appointment.

Research groups connected to the supervisor:  
(1 EC)
It is also possible to use regular participation in seminars connected to the supervisor for the development of research skills. The supervisors should inform the Graduate School of these seminars.

Candidate’s own contribution:
PhD candidates can also propose to organise lectures, workshops etc. or they can join other research groups.
### Free Personal Selection

<table>
<thead>
<tr>
<th>7 EC (directive)</th>
</tr>
</thead>
</table>

In consultation with the supervisors, the PhD candidate chooses which subjects or other academic training he/she will follow. Possible implementation of this free space:

- sojourn at a foreign university or research institution
- Summer or Winter School
- VU modules *Academic English*
- *NT2 Dutch for foreigners*,
- or other courses at an academic level, such as online IT modules
- VU Training Career Orientation for PhD candidates (see *A PhD in Humanities*, 1.4.9) and comparable courses or individual coaching tracks
- BKO (Basic Teaching Qualification; 5 EC)
Annex 2: Form Annual Progress Report External PhD Candidates
(also available as separate document on the website of the Graduate School of Humanities)

1. PhD candidate:
address:
email:
telephone number:
Started at:
Supervisor:

2. Research title:

3. Progress of the PhD research
*Take last year’s work plan as your point of departure*
   a. What is the progress of the research and what were last year’s results?
   b. What is the reason for changes and/or slow-down in the research?
   c. How do you assess the quality and contents of your research and your productivity?
   d. Can you sufficiently connect with the research program of the department, the focal point, the research school, and with national and international colleagues?
   e. What is the provisional index?
   f. Further remarks

4. Work plan for next year
   a. Make an extensive work plan for next year
   b. How is the phasing of the chapters to be written?
   c. What are the changes in reference to the original work plan?
   d. Further remarks

5. Supervision
a. Did you receive the supervision that was planned for you? Were you sufficiently informed, was the feedback (both quantitatively and qualitatively) sufficient, were your own ideas sufficiently taken into account, was the collaboration satisfactory, etc.?
b. Do you need other supervision than was planned? (e.g. different expertise)

6. Education received
   a. What education have you followed in the past year?
   b. Does this correspond to the training plan or have changes been made?
   c. Further remarks

7. Lectures, conferences, visit abroad and publications
   a. Did you visit any conferences and/or did you give any lectures?
   b. What conferences will you visit next year?
   c. Will you be giving any lectures next year?
   d. Did you spend a significant time abroad in connection with your research during the last year?
   e. Is a stay abroad planned for next year?
   f. Did you publish in the last year? In Dutch or in another language?

8. Personal effectiveness

How would you assess your personal functioning as a PhD candidate, that is to say, in the execution of your research and in interaction with your supervisors? Are there, in your own opinion, skills and competences that you do not sufficiently possess? Consider for instance accuracy, assertiveness, productivity, efficacy, planning capability, creativity, flexibility, communication skills.

Date:

Signature PhD Candidate:

Signature supervisor/advisor:
## Annex 3: Competences for PhD’s

<table>
<thead>
<tr>
<th>Core competences to be acquired in the course of the PhD programme of the VU Graduate School of Humanities</th>
<th>Acquired through</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core competences</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Acquiring research skills and techniques</strong></td>
<td></td>
</tr>
<tr>
<td>PhD candidate should have knowledge of the themes, methods, recent developments and debates in their field of research; thinking in an original, independent and critical way and being able to assess the possibilities for new research subjects, methods and analysis.</td>
<td>Primary research process</td>
</tr>
<tr>
<td><strong>Research environment</strong></td>
<td></td>
</tr>
<tr>
<td>Understanding the (inter)national context in which research takes place; awareness of juridical and ethical aspects of research; working in accordance with quality standards.</td>
<td>Primary research process</td>
</tr>
<tr>
<td><strong>Communicative skills</strong></td>
<td></td>
</tr>
<tr>
<td>Ability to write and speak (in Dutch and/or English, German, French) in a comprehensive way; coherent argumentation and articulation; constructive defence of results; illustrating results for a broad public.</td>
<td>Writing publications</td>
</tr>
<tr>
<td>Core competences</td>
<td>Acquired through</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td><strong>Project management</strong></td>
<td></td>
</tr>
<tr>
<td>Ability to set goals and priorities; recognising and solving procedural problems; effective use of sources and equipment; identifying and using relevant literature; adequate use of ICT.</td>
<td>Primary research process</td>
</tr>
<tr>
<td><strong>Personal effectiveness</strong></td>
<td></td>
</tr>
<tr>
<td>Being self-confident and reflexive; social skills, self-management; associating with supervisor, dealing with cultural differences, showing initiative and being independent; perseverance.</td>
<td>Primary research process</td>
</tr>
<tr>
<td><strong>Teaching &amp; Coaching skills</strong></td>
<td></td>
</tr>
<tr>
<td>Developing didactic skills. Ability to supervise candidates, junior researchers, technicians, etc; project management; deal with conflicts.</td>
<td>Teaching (assistance) in educational programmes of VU-Humanities</td>
</tr>
<tr>
<td><strong>Career development</strong></td>
<td></td>
</tr>
<tr>
<td>Ability to acquire research funds or other subsidies; insight in job market for academics &amp; career opportunities.</td>
<td>Supervision of advisors</td>
</tr>
</tbody>
</table>