UNIVERSITY OF AMSTERDAM



Obtaining a doctorate at the University of Amsterdam

Guide for current and future PhD candidates

Photography Eduard Lampe

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Abbreviations and glossary

AC/FBZ	Vakbond Ambtenarencentrum/Federatie voor Beroepsorganisaties in de zorg
CAO	Collective labour agreement
CNV	Christian National Trade Union Federation (*Christelijk Nationaal Vakverbond*)
CPC	Central PhD Council
CSR	Central Student Council
CvB	Executive Board
CvP	Doctorate Board
EPICUR	European Partnership for an Innovative Campus Unifying Regions
FNV	Dutch Trade Union Confederation (*Federatie Nederlandse Vakbeweging*)
IXA	Innovation Exchange Amsterdam
NFU	The Dutch Federation of University Medical Centres (*Nederlandse Federatie van Universitair Medische Centra*)
OBP	Support and management staff (*Ondersteunend en beheerspersoneel*)
OBP	Training and Supervision Plan (*Opleidings- en begeleidingsplan*)
PID	*Personeel In Dienst* (i.e. PhD candidates with an employment contract)
PNN	Promovendi Netwerk Nederland
PNID	*Personeel Niet In Dienst* (i.e. PhD candidates without an employment contract)
TSP	Training and Supervision Plan
UB	University Library
UCLO	University Local Consultative Committee (*Universitaire Commissie voor Lokaal Overleg*)
UFO	University Job Classification System
UMC	University Medical Center
UNL	Universities of the Netherlands
USC	University Sports Centre
UvA	University of Amsterdam
VAWO /CMHF	Academic Union/Federation of Intermediate and Senior Employees in Government, Education, Companies and Institutions (*Vakbond voor de wetenschap/Centrale van Middelbare en Hogere Functionarissen bij Overheid, Onderwijs, Bedrijven en Instellingen)*
WOPI	Scientific Education Staff Information (*Wetenschappelijk Onderwijs Personeel Informatie*)
WP	Academic staff (*Wetenschappelijk personeel*)

1. Introduction

Chances are that you, the reader of this guide, are a PhD candidate at the University of Amsterdam (UvA) or are interested in a PhD position at UvA. In either case, through the information in this guide, we hope to provide you with as much information as possible, especially about administrative and organisational matters surrounding the doctoral programme and the position of a PhD candidate.

The information described applies to PhD candidates from all faculties and therefore to the entire university. For issues that differ by faculty, please refer to the relevant faculty's webpage.

UvA recognises two categories and five types of PhD candidate:

- *Personeel In Dienst* (PID) (i.e. PhD candidates with an employment contract) a PhD candidate being an employee (not a student) who has an employment agreement and an arrangement aimed at completing a doctoral programme at UvA (or, in the case of ACTA, VU):
  - to 'Employed PhD candidate' type: receives funds from university for the doctoral research;
  - 'Employee in PhD track' type: receives funds from UvA for the doctoral research, and is primarily employed at university in a position other than that of PhD candidate;

- *Personeel Niet In Dienst* (*PNID*) (i.e. PhD candidates without an employment contract) a PhD candidate not being an employee or student, who does not have an employment agreement with UvA, but whose main goal is to obtain a doctorate at university (or, in the case of ACTA, VU):
  - to 'Scholarship PhD candidate' type: receives funding from an external foreign scholarship provider for the doctoral research;
  - 'Externally financed PhD candidate' type: receives funds from an external party other than a scholarship provider for the doctoral research;
  - 'External PhD candidate' type: receives no funding for the doctoral research.

2. The organisation

2.1 Our core values

UvA conducts research that seeks to understand and serve the world, without being bound by political, religious or other constraints. We are an ambitious and creative public university in Amsterdam. We are both independent and engaged. We strive for a sustainable, prosperous future and champion justice and equal opportunities. We listen and give people the freedom to ask questions, to show curiosity and to debate. We do this with respect for the contribution, background and beliefs of each and every individual, in an environment that is socially and intellectually safe. We will defend these values at all times.

2.2 Organisational structure

Teaching and research at UvA is housed in seven faculties: the Faculty of Humanities (FGw), the Faculty of Social and Behavioural Sciences (FMG), the Faculty of Science, Mathematics and Computer Science (FNWI), the Faculty of Law (FdR), the Faculty of Medicine (FdG-AUMC), the Faculty of Economics and Business (FEB), and the Faculty of Dentistry (FdT-ACTA). The faculties employ academic staff (WP) and support and management staff (OBP).

The faculty is headed by the dean, who is appointed by the Executive Board and is responsible for the faculty's set-up and organisation. At the core of most faculties are departments, each of which has one or more *education* and *research institutes*. The department is headed by a chair appointed by the dean, who is also a professor.

The educational institutes house UvA's degree programmes and teaching. The education institute is headed by the education director appointed by the dean. The education director is responsible for the content of the educational programmes and for the quality of the programmes.

The research institutes house UvA's scientific research. Research is generally organised around research programmes. The research institute is responsible for training and supervising PhD candidates, and the quality and programming of the research. Some research institutes participate in national research schools: national university partnerships in a particular scientific field. A research school provides training and guidance to PhD candidates in the Netherlands, and encourages mutual national collaboration and contacts between PhD candidates.

2.3 Governance and representative advisory bodies

The Executive Board (*College van Bestuur – CvB*) is in overall charge of and responsible for the efficient administration of the university. The Executive Board consists of a chair person, the Rector Magnificus and vice chair person. The Supervisory Board supervises the administration and has a number of mandates such as appointing members of the Executive Board and approving the annual accounts and university regulations.

The Doctorate Board (*College voor Promoties – CvP*) consists of the deans of the faculties and the Rector who has the role of chair. The Doctorate Board has legal authority to award the doctoral degree. The procedure surrounding the awarding of the PhD is laid down by the Doctorate Board in the UvA Doctorate Regulations.

In the implementation of the UvA Doctorate Regulations, the Doctorate Board is assisted by a secretariat. Along with Bureau Pedel, this secretariat forms the Office of the Rector. Bureau Pedel organises and supervises the academic ceremonies which – besides the thesis defence ceremonies – are the inaugural and

valedictory lectures. To this end, Bureau Pedel manages the calendar of UvA's doctorate sites: the Auditorium and Agnietenkapel

PhD-candidates with an employment contract have employee participation through the works councils at faculty and central levels. The Central Works Council discusses with the Executive Board matters that affect the university as a whole or a majority of employees, and consults with the Supervisory Board. The Central PhD Council (CPC) represents the interests of both PhD-candidates with an employment contract and PhD-candidates without an employment contract.

2.4 Policy

UvA is a leading international university where excellent doctoral research and the welfare and position of all PhD candidates are of importance. Using national, central and faculty policies, the Rector and deans, along with parties such as the CPC, Universities of the Netherlands (UNL), Dutch Federation of University Medical Centres (NFU), endeavour to keep the quality of the doctoral programme and the position and welfare of all PhD candidates at a high level. This includes policies on social safety, mental health, education and training, doctorate guidance, career orientation, assessment and the doctorate.



3. Schemes, procedures and codes

The UvA Doctorate Regulations set out all the rules and procedures for the doctoral programme, such as educational requirements for admission to a doctoral programme, conditions for admission to a doctoral programme, conditions for a possible joint PhD, appointment supervisor(s), appointment doctoral committee, the requirements for your thesis, the procedure for assessing and defending your thesis, the cum laude scheme, and dispute settlement. The UvA Doctorate Regulations are therefore an important document for all UvA PhD candidates.

In addition, UvA aims to make – *inter alia* – the following codes, regulations and protocols commonplace: Healthy Practices in the Dutch PhD System, Research Integrity, Social Safety, Open Access, Research Data Management, Animal Testing and GDPR.



4. Terms of employment

The terms of employment applicable to PhD candidates with an employment contract of UvA can be found in the collective labour agreement for Dutch Universities (CAO NU), and those for PhD candidates of UvA and VU (ACTA) in the collective labour agreement for University Medical Centres (CAO UMC). Terms of employment pertain to issues such as salary, leave, working hours, pension and social security. More information on UvA specific interpretations of the conditions (e.g. illness, travel pass, pregnancy, health insurance) can be found on the private intranet page at employee.uva.nl.

PhD candidates not employed (*PNID*) do not have an employment agreement with UvA and are therefore not covered by a collective labour agreement. In the annex you can find a descriptions of the differences in conditions for PID and PNID, and by PhD candidate types.



5. The doctoral programme

Information on the details of the doctoral programme at UvA can also be found on the UvA webpage on obtaining a doctorate.

5.1 Registration and start date

For the advancement of the doctoral programme, the well-being of PhD candidates and the quality of the thesis, UvA aims to register all PhD candidates at the start of the doctoral programme. All PhD candidates must ensure that they are registered before the start of the doctoral programme. The start date of the doctoral programme is the effective date of the PhD agreement, which is drawn up by all PhD candidates with the faculty or promotor. The start date cannot be changed retrospectively and must be included in the Training and Supervision Plan (TSP). The registration, incidentally, does not imply that you are admitted to the doctoral programme as a PhD candidate. To that end, all PhD candidates must first complete the *Request for Admission to PhD Programme* form. PhD candidates are only admitted to the doctoral programme after receiving a positive decision from the Doctoral Examination Board. In principle, a doctoral programme lasts four years (full time).

5.2 *Opleidings- en begeleidingsplan (OBP)*/Training and Supervision Plan (TSP)

After starting the doctoral programme, all PhD candidates are required to draw up a Training and Supervision Plan (TSP). The faculty will approve the TSP within 3 months, but within 1 year of the start of the doctoral programme at the latest. After being approved, the TSP can be adjusted based on changed arrangements between the (co-)promotor and the PhD candidate. The TSP has to be discussed in supervisory discussions between (co-)promotor and PhD candidate on a regular basis.

In practice, Training and Supervision Plans vary from faculty to faculty and sometimes even within a faculty. All TSPs must include at least the following information:

1. Classification into a Graduate School and/or Institute
2. Supervision
   a. Composition of the supervisory team, including the division of tasks
   b. Scope of personal supervision
   c. Mutual expectations
3. Training and development
   a. Training and development program
   b. Access to the training and development program
   c. Agreements on the available development budget
4. Program planning
   d. Research design
   e. Planned date of the go/no-go meeting
   f. Multi-year plan and intended completion date
   g. Quality and quantity expectations for the dissertation, with quality over quantity
5. Other agreements
   h. Agreements regarding teaching, if applicable
   i. Access to facilities required for the PhD program

5.3 Research

As a PhD candidate, you must make an original contribution to science. During the doctoral programme, the emphasis lies on performing original, independent research, with the help of a promotor and a co-promotor. The aim of the doctoral programme is to give you the skills you need to carry out independent academic research. At the end of your doctorate, you will present your results in a doctoral thesis (dissertation). Once your supervisors have approved your thesis, it will be submitted to a doctorate committee for assessment. If the assessment is positive, you will be asked to defend your doctoral thesis before this committee. The successful defence of a doctoral thesis results in a doctorate.

5.4 Education

During the doctoral programme, most faculties require PhD candidates with an employment contract to contribute to teaching. The standards for this vary by faculty, but are around 0.1-0.2 FTE max. for a full-time four-year doctoral programme. It is recommended that the arrangements made in this regard with the (co-) promotor or the research institute be recorded in the OBP/TSP.

5.5 Internships, research visits and valorisation projects

In accordance with the cao-NU, PhD candidates (PID)can do an internship, a research visit or projects in the field of valorisation, impact, entrepreneurship for a maximum of six months during the duration of your doctoral programme. In such case, your doctoral programme is temporarily interrupted and resumed after the completion of the internship or visit. You can also go for a part-time internship or visit, provided that, in terms of the time spent, it does not exceed six times the PhD duration per month. In the case of a part-time internship, the doctoral programme is temporarily adjusted proportionally in size. At the end of the full-time or part-time internship or visit, the doctoral programme will resume in proportion to the duration and scope of the internship or visit.

5.6 Courses and training

As a PhD candidate, faculties offer you training and courses related to the field, career orientation, academic and non-academic skills and transferable skills. Some of the courses offered for PhD candidates are available in the UvA Course Finder on the faculty's staff website. Ask your (co-)supervisor, for example, when preparing the support and support staff (OBP/TSP) or annual reviews, about the options available to you. The (full) course offering is not available to PhD candidates without employment contracts. (Co-)promotors and supervisors also attend training courses to keep the quality of guidance and supervision at a high level.

5.7 Annual consultations and assessment

One year after the start of the PhD project, and in exceptional cases up to two years after the start, a go/no-go review will take place between the PhD candidate and at least the (co-)supervisor(s). This review will discuss the possibility of successfully completing the PhD project within a reasonable time frame. The PhD project will continue if completion within the agreed-upon time frame is deemed realistic ('go'). Supervision will be discontinued if there is no realistic possibility of completion within the agreed-upon time frame ('no-go').

6. Thesis defence

6.1 UvA Doctorate Regulations

The UvA Doctorate Regulations sets out the procedures, duties and responsibilities surrounding the doctorate such as conditions for admission to a doctoral programme, production of the manuscript, awarding of cum laude. Every doctoral programme and PhD candidate of UvA must comply with the provisions of these regulations. You must therefore familiarise yourself with the provisions of these regulations before embarking on your doctoral programme. The UvA Doctorate Regulations and its step-by-step plan provide instructions on how matters must be arranged. You must, for example, submit an application with an admission request right at the beginning of your doctoral programme. Prior to that – where relevant – you must also apply for exemption from the statutory training requirements. The UvA Doctorate Regulations have been drawn up to guarantee the quality and integrity of the supervision and assessment of the PhD, and thus the quality of the PhD degree awarded by UvA (the rights and obligations in the regulations only apply to registered PhD candidates).

6.2 Publicity

PhD defences are routinely announced in the UvAweb calendar. Do you think your results might be of interest to external news media? Then please contact the UvA Press Office (persvoorlichting@uva.nl; +31 20 525 2695) about media contact options*. You can also inquire with your faculty's communications department about possible communication options through faculty channels. On the staff website, under "Press and Science Communication," you'll find the brochure "Researchers + (Social) Media," which contains practical tips on dealing with the media. For specific questions, such as if you're unsure whether to respond to a particular media request or are concerned about negative public reactions to your research, you can contact the UvA Press Office for advice.

*) PhD candidates at the Faculty of Medicine can contact the Amsterdam UMC press officers: pers@amsterdamumc.nl

7. Representation of interests

There are various platforms available for PhD candidates to share experiences with the PhD project and to provide input for internal, national, and European PhD policy. Furthermore, you are not alone in the event of ambiguities or disagreements about– for example – your interests and legal position as a PhD candidate. PhD candidates' interests are represented by – among others – the following internal and external parties.

7.1 Central PhD Council (CPC)

UvA's Central PhD Council (CPC) represent the interests of all PhD candidates at the administrative level and acts as a sounding board for organisational developments surrounding PhD candidates. The CPC identifies existing problems on a large scale and provides solicited and unsolicited advice to the Executive Board via the Rector Magnificus. In addition, the CPC conducts a biannual anonymous survey of all UvA PhD candidates on the well-being and position of PhD candidates, and reports to the Executive Board. The CPC is in direct communication with both PhD representatives at faculty level and with PNN as PhD representation on national level. PhD candidates can contact the CPC directly or through the Faculty PhD Council.

7.2 Confidential adviser for undesirable behaviour and research integrity

Should you encouter breach of integrity undesirable behaviour or social insecurity at UvA, you can contact one of UvA confidential advisers within or outside your own faculty confidentially. Confidential advisers work according to the guidelines of the National Confidential Advisers' Association. A confidential adviser will handle reports confidentially and will only take action if you agree to it. UvA has specific confidential advisers for individual legal status and for research integrity. You can also report this to the central UvA Reporting Point for Social Safety and Integrity.

7.3 Ombuds officer

UvA's ombuds officer contributes to creating a safe working environment through attention to education and support. Whenever this is necessary over the course of the doctoral programme, you can contact the ombuds officer confidentially for a sympathetic ear, independent and impartial advice or mediation, such as problems in collaboration, undesirable behaviour and integrity issues. The ombuds officer can also make confidential referrals to another person or order an investigation if required. You can also report this to the central UvA Reporting Point for Social Safety and Integrity.

7.4 EPICUR Research

UvA is affiliated with EPICUR: an alliance between a number of European universities; UvA is a partner of EPICUR. EPICUR Research aims to create a network and build a community for early career researchers through bottom-up initiated collaborations and events. The goal is to strengthen the position of early career researchers. Contact: epicur_uva-bb@uva.nl

7.5 Promovendinetwerk Nederland (PNN) (external)

The Promovendi Netwerk Nederland (PNN) is the national association of representatives of the PhD councils of Dutch universities. PNN speaks directly to – for example – the Ministry of Education, Culture and Science, UNL, the House of Representatives, the national press and national trade union federations. In this way, all PhD candidates in the Netherlands have a say in the national PhD policy to be pursued. The CPC represents all UvA PhD candidates within PNN. PhD candidates can get in touch with PNN through the CPC and UvA Central.

7.6 Universities of the Netherlands (UNL) (external)

Within Universities of the Netherlands (UNL), Dutch universities collaborate to build a strong university sector, including for you as a PhD candidate. Within UNL, joint ambitions around scientific education and research and valorisation are shaped. In addition, UNL lobbies for the framework conditions needed to realise these ambitions. PhD candidates can get in touch with UNL through the CPC and UvA Central.

7.7 The Dutch Federation of University Medical Centres (NFU) (external)

The Dutch Federation of University Medical Centres (NFU) represents the interests of all staff at UMCs. NFU is – *inter alia* – responsible for the collective labour agreement and other terms and conditions of employment of all UMC employees, which includes those of Amsterdam UMC's. PhD candidates can get in touch with NFU through the CPC and UvA Central.

7.8 Trade unions (external)

The interests of workers in general are represented by trade unions. While their policy is not specifically aimed at PhD candidates with an employment contract, they do take this particular target group into consideration. Within UvA, the unions FNV, AC/FBZ, CNV Overheid and VAWO/CMHF are united in the University Local Consultative Committee (*Universitaire Commissie voor Locaal Overleg – UCLO*). All unions push for a good collective labour agreement. PhD candidates with an employment contract can turn to trade unions for advice, mediation on problems at work, legal assistance and issues surrounding a proper collective labour agreement. PhD candidates can get in touch with UCLO through the CPC and UvA Central.

7.9 Eurodoc (external)

The European Council for Doctoral Candidates (Eurodoc) is an international federation consisting of international networks and associations for PhD candidates and early career research in the European Union. Eurodoc monitors the position and well-being of PhD candidates in Europe, raises policy issues, and makes recommendations to the academy, the industry and the government. Eurodoc furthermore organises international events and conferences for PhD candidates and policymakers. PhD candidates can get in touch with Eurodoc through the CPC and UvA Central.

8. Facilities and services

8.1 Foreign PhD candidates

Foreign PhD candidates are advised to contact the faculty at least six months before the start of the PhD agreement, to start the necessary (admission) procedures. Some faculties and research institutes apply additional admission requirements for international PhD candidates, such as a Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) test. General information around working or studying abroad can be found on the NUFFIC (Netherlands Organization for International Cooperation in Higher Education) website and at the faculty's UvA International Office. General information about obtaining a PhD in the Netherlands can be found in the UNL information brochure 'Information International PhD candidates web'. The faculty International Offices offer help to both students and PhD candidates in – *inter alia* – applying for visas, bank accounts or insurance. Contact your faculty for more information on onboarding and social programmes for foreign PhD candidates.
Dutch laws and regulations obviously apply to foreign PhD candidates as well. The participation of foreign PhD candidates is regulated within UvA Central PhD Council (CPC).

8.2 Campus and housing

Research and teaching at UvA takes place on five city campuses. The faculties of humanities and social sciences are located in the city centre, the bèta sciences in the Amsterdam Science Park, dentistry on the edge of the Zuidas, and the faculty of medicine in the Amsterdam Zuidoost district.
It is very difficult to find good affordable housing in Amsterdam. The UvA Staff service can support PhD candidates find housing.

8.3 Financing

For conducting research in the Netherlands or abroad, organising scientific meetings, attending conferences and pursuing a career in science after your PhD, various subsidies and scholarships are available from the faculty and external organisations. Contact your faculty for more information.

Under certain conditions, PhD candidates with a gross scholarship from a foreign scholarship provider that is lower than approximately € 1722,00 (+% CPI inflation in the Netherlands of that year) can apply for and obtain an additional monthly scholarship (top-up) from the faculty. Some faculties reimburse costs associated with research and/or teaching, such as costs for visits to conferences, copying and printing facilities, study trips, purchase of professional literature, fieldwork, are reimbursed by some faculties.

Some faculties or research groups charge PhD candidates or funders of PhD candidates an additional (tuition) fee. This fee is used to help cover doctorate-related research costs. Check with your faculty whether tuition fees are charged and what the conditions are. Fees can in many cases be waived. PNN provides a decent indication of the costs involved in obtaining a doctorate, along with some tax tips.

In accordance with the CAO-UMC, Amsterdam UMC rewards its PhD candidates with a PhD bonus if the thesis is completed within a certain time frame.

8.4 Help with questions on taxes and tax returns

For questions and/or advice regarding taxes and tax returns, you can contact the Belastingtelefoon (0800-0543) or Stichting Belastingwinkel Amsterdam, and/or consult a tax advisor at your own expense. UvA itself does not offer any support, help or advice.

8.5 ICTS

The ICTS service desk is the place for your ICT questions and problems. Contact details: +31 020 525 1402 of servicesdesk-icts@uva.nl.

8.6 IXA, valorisation, impact

Innovation Exchange Amsterdam (IXA) is a collaboration between UvA, AUAS, VU Amsterdam and Amsterdam UMC, bringing together the university's knowledge supply and the knowledge demand from the market. IXA guides PhD candidates in – for example – finding funding for research and/or collaboration partners and in setting up a company. IXA also offers training on social impact, entrepreneurship and valorisation.

8.7 JongUvA

JongUvA is a network for UvA employees that are up to 35 years of age, where you can meet colleagues from other departments and faculties in an informal setting. JongUvA offers a platform and activities to increase young employees' engagement with UvA in a fun way. All UvA PhD candidates can join JongUvA. For additional information, you can send an email to: jong@e.uva.nl.

8.8 Obtaining a doctorate with a disability

UvA has measures and facilities in place for PhD candidates with sensory or motor disabilities, or problems such as a learning or concentration disorder or dyslexia. For questions, you can send a message to: fca-bb@uva.nl.

8.9 Research Support Portal

In the central UvA Research Support Portal, all support offered before, during and after your research is collected in one place. This includes support on – for example – funding, ethical review, research data and publishing.

8.10 Social safety, mental health

UvA attaches great value to social safety and (mental) health of PhD candidates and a positive working climate. UvA therefore has various measures and facilities in place to promote the social safety and mental health of PhD candidates. You can also contact the UvA Reporting Point for Social Safety and Integrity.

8.11 CREA cultural organisation

CREA is the cultural organisation of UvA and the Amsterdam University of Applied Sciences (AUAS), which organises activities in the field of art practice, artistic education and lectures, debates and film screenings. The arts offer consists of a large number of courses for students, staff and PhD candidates in the categories of theatre, music, dance, literature, audiovisual, visual and photography. In addition to courses, there are working groups, orchestras, production groups and projects.

8.12 University Library

UvA has a University Library (UB) and several faculty libraries. The library is an inspiring and welcoming offline and online study, research and meeting place for PhD candidates and for researchers, lecturers and students. The UB has a global range of information and offers customised assistance to find the right resources, and also offers various courses that may be of interest to PhD candidates.

8.13 University Sports Centre

The University Sports Centre (USC) is the sports centre for UvA and AUAs. At the USC, UvA PhD candidates can play various sports, and participate in tournaments and other sports events at a lower rate.

9. Questions, comments and additional information

If, after reading the information in this guide, you still have questions, we recommend that you contact the contact person of your (future) faculty via the contact details on the website.

The box on UvA webpage on obtaining a doctorate contains links to all faculty webpages. On these faculty web pages you will find the most up-to-date information, rules and guidelines on PhDs and on the position of PhD candidates at the relevant faculty or research institute.



Photography Iisa van Dijk

Annexes

PhD candidate categories and PhD candidate types

Category 1: PhD candidates in our employment (PID)

1a Employed PhD candidate
Employee who has an employment agreement and an arrangement aimed at completing a doctoral programme at their own university or UMC.

Indicators:
a. Has an arrangement with the university to obtain a doctorate (admission to graduate school, Training and Supervision Plan, research plan, promotor and promotors appointed).
b. Staff number and salary from university or UMC > 0.
c. First UFO code is '*promovendus/promovenda*' or UMC equivalent.

This group also includes all those who had this employment agreement at any time prior to the doctorate, even if at the time of the doctorate the contract has already expired.

1b Employee in PhD track
Employee who has an employment agreement and an arrangement aimed at completing a doctoral programme at their own university or UMC.

Indicators:
a. Has an arrangement with the university to obtain a doctorate (admission to graduate school, Training and Supervision Plan, doctorate plan, promotor appointed).
b. Staff number and salary from university or UMC > 0.
c. First UFO code is NOT '*promovendus/promovenda*' or UMC equivalent.

This is a PhD candidate who receives funding and/or time from the university/UMC to obtain a doctorate. This includes a medical specialist whom the UMC releases from some of their regular duties. An Internal PhD candidate who funds their PhD from their own resources and does not receive time from the university or UMC either belongs to category 4.

A second UFO code belonging to the same appointment may be *promovendus/promovenda*. The same person may also have two employment relationships, one being that of employee doctoral student.
The algorithm used by VSNU to determine the main employment relationship is the following:
a. Largest number of working hours takes precedence.
b. In case of equal employment; a permanent position takes precedence over temporary position.
c. In case of equal nature of the employment; higher salary scale takes precedence over lower salary scale.
d. In case of equal salary scale; numerically lowest UFO position takes precedence over the other UFO position.
e. If none of the above leads to a result, the employment relationship that appears first in the WOPI file applies, which is the employment relationship with the oldest employment commencement date.

Category 2, 3 and 4: PhD candidates not in our employment (PNID)

2 Scholarship PhD candidate

Person who does not have an employment agreement with the university at which the PhD is completed, but whose main goal is to obtain a doctorate, and who receives funds from a scholarship provider for this purpose.

Indicators:

a. Has an arrangement with the university to obtain a doctorate (admission to graduate school, Training and Supervision Plan, doctorate plan, promotor appointed).
b. No salary from university or the UMC (or only a supplement to the scholarship).
c. Funding to obtain the doctorate made available by a foreign external scholarship provider.

3 Externally financed PhD candidate

An externally funded PhD candidate differs from an external PhD candidate in that their doctoral programme is either funded in some way or they are allowed to follow a doctoral programme in 'the boss's time' (regardless of how much time is made available).

4 External PhD candidates

Person who does not receive time or money from an external party in order to obtain a doctorate, but whose goal is to obtain a doctorate, using their own resources, or resources provided by their family. For example: a retiree working on obtaining a doctorate, an employee of a company working on obtaining a doctorate in addition to their job, in their own time, an employee of the university who does not have the UFO profile of '*promovendus/promovenda*' and also does not receive time/money from the university to obtain a doctorate (former Employed PhD candidate), or a medical specialist who is not exempted from regular work by the UMC.

UvA conditions[1] per type of PhD candidate

PhD candidate category (UNL categories)	**PhD candidates in our employment (PID)[2]** *employee who has an employment agreement/employment relationship aimed at completing a doctoral programme at UvA. PID are covered by a collective labour agreement*	**PhD candidates not employment (PNID)** *person who does not have an employment agreement/employment relationship with the university at which the doctoral programme is completed, but whose main goal is to obtain a PhD at UvA. PNID are not covered by any collective labour agreement*	
Type of PhD candidate (UNL types)	- **Employed PhD candidate** - **Employee in PhD track**	- **Scholarship PhD candidate with scholarship from a foreign scholarship provider**	- **Externally financed PhD candidate** - **External PhD candidates**
Percentage of all UvA PhD candidates N = ~4500 (2025)	~ 65% ~ 3%	~ 7%	~ 11% ~ 13%
Status	Employee	External	External
Type of agreement with UvA	- Temporary employment agreement - Temporary or permanent employment agreement	PhD agreement with faculty, not being an employment agreement	PhD agreement with faculty, not being an employment agreement
Duration of agreement with UvA	In principle 4 years	In principle 4 years	In principle 4 years
Extension possible[3]	Yes, in consultation with promotor and research director	Yes, partly dependent on external financing, for example	- Yes, partly dependent on external financing, for example - Yes, in consultation with promotor and research director
Part-time doctoral programme	Yes, that is possible. In such case, the contract duration will be extended proportionally	Yes, partly dependent on external financing, for example	Yes, partly dependent on external financing, for example
Choice of promotor and research project	- Adopted - Fixed or free	Free	Free
Training and instruction	Takes courses and follows programme as per arrangements with the research institute	Can follow some training and education if desired, in consultation with the faculty	Can follow some training and education if desired, in consultation with the faculty
Financing training and education	Faculty provides (partial) funding	Faculty might provide (partial) funding	Faculty might provide (partial) funding
Teaching duties	Yes, a maximum of 0.2 FTE in full-time employment, exceptions excepted	No	No, only at the request of the PhD candidate self

1 No rights can be derived from this schedule

2 See page 3 for a glossary of terms and abbreviations

3 xtension: fixed-term extension (Article 2.4 of the Collective Labor Agreement for Dutch Universities) and/or extension of employment due to circumstances related to the employee and internship (Article 2.5 of the Collective Labor Agreement for Dutch Universities).

Remuneration related to doctoral programme	Salary in accordance with cao-NU and cao-UMC in the p-scale and oio-scale respectively, including pension, end-of-year bonus, holiday allowance, annual salary step and f ringe benefits	- Gross scholarship from external scholarship provider. - Faculty top-up (optional) when external gross scholarship < € 1722.00. The external scholarship will be topped up to € 1722.00, including the top-up[4]	- External funding - None
Control of doctorate funding	Promoter and the research institute	- External scholarship provider - Promotor and the research institute have a say in the top-up	- External funder - PhD candidate
Intellectual property of research results	UvA, subject to different arrangements	PhD candidate, subject to different arrangements	- PhD candidate and their external funder, subject to different arrangements - PhD candidate, subject to different arrangements
Funding research-related costs	Faculty	PhD candidate (possibly billable to faculty)	- PhD candidate and their external funder PhD candidate (possibly billable to the faculty)
Rights and arrangements established in	cao-NU/NFU, OBP/TSP, employment agreement UvA	- PhD agreement with institute/ faculty, OBP/TSP. Scholarship agreement with faculty (in case of a faculty top-up)	PhD agreement with institute/faculty, OBP/TSP
Termination of relationship with UvA	See cao-NU/NFU, OBP/TSP, employment agreement UvA	See PhD agreement with institute/ faculty, (in case of top-up) scholarship agreement with faculty	PhD agreement with institute/faculty, OBP/TSP
Progress meeting	See employment agreement with faculty and OBP/TSP: in principle after 6 and 9 months and 2, 3 and possibly 4 years	See PhD agreement with faculty and OBP/TSP: in principle after 6 and 9 months and 2, 3 and possibly 4 years	See PhD agreement with faculty and OBP/TSP: after 6 and 9 months and 2, 3 and possibly 4 years
Leave scheme	Leave scheme in accordance with cao-NU/NFU; reported to promotor and in UvA Self-service/digital personnel administration system	No, leave at the PhD candidate's discretion, subject to other arrangements with the scholarship provider	- No, leave at the PhD candidate's discretion, subject to other arrangements with the external funder. - No, leave is at the PhD candidate's discretion.
Illness	Must be reported to promotor and in UvA Self-service/digital personnel administration system	Taking sick leave at PhD candidate's discretion. No obligation to report	Taking sick leave at PhD candidate's discretion. No obligation to report
Representative advisory bodies	COR	Via CPC	Via CPC
UvA ID, access pass, email address, Teams	Yes	Yes	Yes
Tuition fees	No	Yes, possibly	Yes, possibly
Commuting expenses	In accordance with UvA scheme	No	- No, may be provided through the external funder - No

4 Receiving a faculty top-up is only possible if the PhD candidate enters into a top-up agreement with the faculty. The top-up agreement stipulates, among other things, the rights and obligations of the faculty and the PhD candidate under the top-up, and the exclusion of a (fictitious) employment relationship. The PhD candidate is obligated to voluntarily declare the gross top-up annually to the Dutch Tax and Customs Administration as income tax (ROW).

Travel expenses outside the term of the (employment) agreement	May be chargeable to faculty	No, subject to other arrangements	- No, may be provided through the external funder - No
Relocation costs	In accordance with UvA scheme	No	- No, may be provided through the external funder - No
Tablet and laptop arrangement	In accordance with UvA scheme	No, possibly on loan for the duration of the PhD project	No, possibly on loan for the duration of the PhD project
Bicycle plan	In accordance with UvA scheme	No	No
Refund of the school fees of PhD candidates' children at international school	In accordance with UvA scheme	No	No
Development days (personal sustainable employability)	In accordance with cao-NU/NFU and the Sustainable Employability Scheme UvA	No	No
Payment method	Gross monthly salary in accordance with collective labour agreement NU/NFU	Monthly gross payments from external scholarship provider, monthly gross top-up from faculty	- Through the external funder - N/A
Payment of tax and social security contributions	Deducted by UvA; may receive annual income tax return request from Tax and Customs Administration	Is obliged to declare the gross top-up annually as income tax (ROW) to the Tax Authorities on its own initiative	N/A
Payroll tax	UvA withholds and remits wage tax to the Tax and Customs Administration	The UvA uses the "Financial Administration - Continuous Entry" form with the subject line "Research Grant/ Fellows" or "Other Payments and Allowances" for the top-up payment. The allowance will then be automatically submitted to the Tax and Customs Administration as a UBD payment (previously IB47).	N/A
National insurance contributions	UvA deducts national insurance contributions and remits them to the Tax and Customs Administration	N/A	N/A
Employee insurance	UvA pays employee insurance contributions	N/A	N/A
Pension contribution	UvA pays pension contribution	N/A	N/A
Income-related healthcare insurance contribution	UvA pays contribution	PhD candidate pays healthcare insurance law contribution on any Dutch supplement to foreign scholarship	N/A
Care allowance	Yes, income-related	Under specific circumstances	N/A
Rent subsidy (in Dutch)	Yes, income-related	Under specific circumstances	N/A
Childcare benefit	Yes, under specific circumstances	Under specific circumstances	Yes, under specific circumstances
Child benefit/ child-related budget	Yes	Yes	Yes
Ancillary income allowed	Yes, if specified	Yes	Yes

Health insurance	Yes, Dutch basic health insurance is mandatory; eligible for health insurance through collective contract of UvA with Zilveren Kruis Achmea and Zorg en Zekerheid	- No. - EU PhD candidates: possibly insured in home country; private insurance taken out (e.g. AON OOM Insurance) - Non-EU PhD candidates: pr insurance (e.g. AON OOM Insurance). However, Dutch health insurance is mandatory	N/A
Access to facilities and support in the field of (mental) health and well-being	Yes	Yes, partly	Yes, partly