



UNIVERSITY OF AMSTERDAM

Doing a PhD at the University of Amsterdam

A guide for all current and future PhD candidates

uva.nl

Doing a PhD at the University of Amsterdam

A guide for all current and future PhD candidates



Table of Contents

Abbreviations and glossary	3
1. Introduction	4
2. The organisation	5
2.1 Our core values	5
2.2 Organisational structure	5
2.3 Board and representative advisory bodies	5
2.4 Policy	6
3. Regulations, procedures and codes	7
4. Terms of employment	8
5. The doctoral programme	9
5.1 Registration and starting date	9
5.2 Teaching and Supervision Plan (TSP)	9
5.3 Research	10
5.4 Education	10
5.5 Education and training	10
5.6 Work placement, research visits	10
5.7 Annual consultations and assessment	10
6. Conferral of doctorate	11
6.1 Doctorate Regulations	11
6.2 Publicity	11
7. Advocacy	12
7.1 CPC	12
7.2 Confidential adviser for undesirable behaviour and academic integrity	12
7.3 Ombudsperson	12
7.4 EPICUR Research	12
7.5 PNN (external)	12
7.6 UNL (external)	13
7.7 NFU (external)	13
7.8 Unions (external)	13
7.9 Eurodoc (external)	13
8. Facilities and services	14
8.1 AZ-list for Employees	14
8.2 International PhD candidates	14
8.3 Campus and accommodations	14
8.4 Financing	14
8.5 Support for questions on taxes and tax returns	15
8.6 ICTS	15
8.7 IXA	15
8.8 JongUvA	15
8.9 Pursuing a doctorate with a disability	15
8.10 Research Support Portal	15
8.11 CREA Foundation	15
8.12 University Library	16
8.13 USC	16
9. Questions, comments and further information	17
Appendix	18
PhD candidate categories and PhD candidate types	18
UvA conditions per PhD candidate type	20



Abbreviations and glossary

AAC/FBZ	Civil Service Trade Union Centre/Federation for Professional Health Care Organisations
CAO	Collective Labour Agreement
CNV	National Christian Trade Union Confederation
CPC	Central PhD Council
CSR	Central Student Council
CvB	Executive Board
CvP	Doctorate Board / Board of Deans
EPICUR	European Partnership for an Innovative Campus Unifying Regions
FNV	Federation of Dutch Trade Unions
IXA	Innovation Exchange Amsterdam
NFU	Dutch Federation of University Medical Centres
OBP	Support and management staff
OBP	Training and supervision plan
PID	UvA-employed personnel (incl. UvA-employed PhD candidates)
PNN	Netherlands PhD Network
PNID	Personnel not employed by the UvA (incl. PhD candidates not employed by the UvA)
UB	University Library
UCLO	University Local Consultative Committee
UFO	University Job Classification System
UMC	University Medical Center
UNL	Universities of the Netherlands (formerly VSNU)
USC	University Sports Centre
UvA	University of Amsterdam
VAWO /CMHF	Academic Union/Union for Mid-level and Senior Government, Education, Corporate and Institutional Officials
WOPI	Scientific Education Personnel Information
WP	Academic staff



1. Introduction

As a reader of this guide, chances are that you are either a PhD candidate at the University of Amsterdam (UvA) or are interested in a PhD position at the UvA. In either case, we hope the information in this guide provides all the information you need on subjects such as the administrative and organisational aspects of our doctoral programme and the position of PhD candidate. The information provided applies to all faculties and thus to the entire university. Please refer to the relevant faculty webpage for information that differs from one faculty to another.

The information presented here is aimed at all current and prospective UvA PhD candidates. There are two categories and five types of PhD candidates at the UvA¹:

- UvA-employed personnel (PID) (incl. UvA-employed PhD candidates) PhD candidate employed by the UvA (not a student) who has an employment contract and a commitment to pursue a doctoral programme at the UvA (or VU in the case of ACTA):
 - o type: ‘UvA-employed PhD candidate’: receives funds from the UvA for doctoral research;
 - o type: ‘Employee pursuing a doctorate’: receives funds from the UvA for doctoral research and is primarily employed at the UvA in a position other than that of PhD candidate;
- Personnel not employed by the UvA (PNID) (incl. PhD candidates not employed by the UvA): PhD candidate who is not an employee or student and does not have an employment contract with the UvA, but whose main objective is the pursuit of a doctorate at the UvA (or VU in the case of ACTA):
 - o type: ‘Researcher with a scholarship’: receives funding for doctoral research from an external grant provider;
 - o type: ‘Externally funded PhD candidate’: receives funds for the doctoral research from an external party other than a grant provider;
 - o type: ‘External PhD candidate’: does not receive any funds for doctoral research.

¹ See the appendix for a full overview of the various PhD candidate types and categories applied by all Dutch universities.

² There are no researchers with a scholarship provided by the UvA (i.e. PhD candidates participating in the ‘doctoral education’ or ‘PhD candidates’ experiments at the University of Amsterdam).



2. The organisation

2.1 Our core values

The 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 times³.

2.2 Organisational structure

Teaching and research at the UvA is organised in a total of seven faculties: Faculty of Humanities (FGw), Faculty of Social and Behavioural Sciences (FMG), Faculty of Science (FNWI), Faculty of Law (FdR), Faculty of Medicine (AUMC), Faculty of Economics and Business (FEB) and the Faculty of Dentistry (ACTA). The faculties employ both academic staff (WP) and support and management staff (TSP).

A dean appointed by the Executive Board (CvB) heads each faculty and is responsible for its structure and organisation. Most faculties are structured around departments, each of which comprises one or more Colleges and research institutes. Each department is headed by a chair who is appointed by the dean and serves as a professor.

All UvA degree programmes and education are provided through the Graduation School or Colleges. Each College is headed by a College/Graduate school director appointed by the dean. The College Directors are responsible for the content and quality of the degree programmes.

The UvA's scientific research activities are conducted at the various research institutes. These research activities are generally structured around research programmes. Research institutes are charged with the training and supervision of PhD candidates, research quality and research programming. Some research institutes participate in national research schools: nationwide academic partnerships in a specific scientific field. Research schools provide training and support to PhD candidates in the Netherlands and facilitate mutual collaboration and exchanges between PhD candidates around the country.

2.3 Board and representative advisory bodies

The Executive Board (CvB) has overall leadership and is responsible for the efficient administration of the university. The CvB consists of a chairman, the Rector Magnificus and 1-2 members. The Supervisory Board exercises oversight and has several powers, such as appointing members of the Executive Board and approving the annual report and accounts and Management and Administration Regulations.

³ UvA Strategic Plan 2021-2026 'Inspiring Generations': <https://www.uva.nl/over-de-uva/beleid-en-regelingen/beleid/instellingsplan/instellingsplan.html>



The Office of the Rector consists of the secretariat of the Doctorate Board (CvP) and Office of the Beadle. The CvP is made up of the faculty deans and is chaired by the Rector Magnificus.

The CvP has legal authority to grant doctorate degrees, among other qualifications. The Office of the Beadle manages the calendars for the UvA's defence ceremony locations: the Aula and the Agnietenkapel. The Office also organises and oversees academic ceremonies such as the conferral of doctorates and inaugural lectures.

PID exercises participation in decision-making through the faculty-level and central works councils. The Central Works Council (COR) discusses matters that affect the university as a whole or a majority of employees with the Executive Board and consults with the Supervisory Board. PNID exercises indirect participation in decision-making through the Central Student Council (CSR), although PhD candidates not employed by the UvA do not qualify as students. The Central PhD Council (CPC) represents the interests of both PID and PNID.

2.4 Policy

The UvA is a leading international university focused on exceptional doctoral research and the well-being and advancement of all PhD candidates. The Rector Magnificus and deans draw on national, central and faculty-level policies to ensure the quality of our doctoral programme and advancement and well-being of all PhD candidates in collaboration with parties such as the CPC, UNL, NFU. These include policies on social safety, mental health, intake and transfers, career orientation, assessment and the conferral of doctorates.





3. Regulations, procedures and codes

The UvA Doctorate Regulations set out the various rules and procedures surrounding the doctoral programme. The Doctorate Regulations are thus an important document for all UvA PhD candidates. The UvA also strives to familiarise all PhD candidates with the following codes, regulations and protocols: Sound practices in the Dutch PhD system, Academic integrity, Social Safety, Open Access, Intellectual Property, Research Data Management, Animal testing, GDPR.





4. Terms of employment

The terms of employment governing the UvA's PID are listed in the collective agreement for Dutch Universities (cao NU), while the terms of employment for the AmsterdamUMC (AUMC) PID can be found in the collective agreement for Academic Medical Centres. These terms cover matters such as salary, leave, working hours, pensions and social security. For more information on UvA-specific aspects of these terms (e.g. in relation to illness, travel pass, pregnancy, health insurance), see the A-Z list on the private intranet page at medewerker.uva.nl.

PNID does not have an employment contract with the UvA and is not covered by a collective agreement. The following document describes the specific terms for PID and PNID and the various PhD candidate types.





5. The doctoral programme

See the 'Pursuing a doctorate' webpage for more information on the contents of the doctoral programme.

5.1 Registration and starting date

In order to ensure the progress of the doctoral programme, the well-being of PhD candidates and the quality of their theses, the UvA strives to register all PhD candidates in the UvA Employee Administration System at the start of the doctoral programme. The doctoral programme will start on the effective date of the PhD agreement between the PhD candidate and faculty or PhD candidate and thesis supervisor. This date cannot be changed retrospectively and must be recorded in the training and supervision plan (TSP). However, this registration does not imply that the PhD candidate has been admitted to the doctoral programme. In order to be admitted, all PhD candidates must complete the Request for admission to the PhD programme form first. PhD candidates will only be admitted to the PhD track after having received a positive decision from the Doctorate Board. As a rule, doctoral programmes last four years (full-time). Full-time doctoral programmes that are either longer or shorter (e.g. a three-year doctoral programme for PhD candidates pursuing a research Master's degree) than four years are exceptions.

5.2 Teaching and Supervision Plan (TSP)

All types of PhD candidates will be required to draw up a Teaching and supervision plan (TSP) after starting their doctoral programme. The dean or a party delegated by the dean will approve the TSP within 3 months, but no later than 1 year after the start of the doctoral programme. Once adopted, the TSP can be updated to reflect any new agreements between the supervisor or co-supervisor and the PhD candidate. The TSP will be regularly discussed during supervision meetings between the supervisor/co-supervisor and PhD candidate.

In practice, the Teaching and Supervision plans will vary from one faculty to another and sometimes even within a single faculty. Although the UvA does not apply a standard format, all TSPs must include the following information at a minimum:

1. Teaching and development programme: describes the academic and non-academic knowledge and skills to be acquired and relevant learning process; covers career orientation and agreements on the preconditions for a go or no-go decision after the first or second year of the doctoral programme. Where possible, these assessment arrangements will be consistent with the UvA regulation on Working at the University of Amsterdam (internal document).
2. Composition of the supervision team: names of the two supervisors/co-supervisors.
3. Scope of personal supervision: the amount of personal supervision to which the PhD candidate is entitled, in hours per month. All PhD candidates will have at least one annual opportunity to meet their supervisors or co-supervisors.
4. Scheduled go/no go meeting date including conditions (see ad. 1).
5. Membership of a Graduate School and/or research institute.
6. Research design.
7. Annual planning schedules, including final year and preparation of manuscript.
8. Access to facilities needed for the doctoral programme.
9. Arrangement for research and teaching-related expenses.



5.3 Research

As a postdoc, you make an original contribution to science. During the doctoral programme, the emphasis lies on performing original, independent research, with the help of a supervisor and a co-supervisor. The doctoral programme is aimed at acquiring the necessary competences to conduct independent scientific 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 Teaching

As a PID, most faculties will require you to teach over the course of your doctoral programme. The relevant standards will vary depending on the faculty, but should be no more than 0.1-0.2 FTE for a full-time, four-year doctoral programme. Any such agreements with the supervisor, co-supervisor or research institute should be recorded in the TSP.

5.5 Education and training

As a PhD candidate, faculties will offer you training and courses on subjects such as your chosen field, career orientation, academic and non-academic skills and transferable skills. The range of available programmes is featured on the faculties' employee website; part of this range will be freely available to all PhD candidates. As a PhD candidate, you will also attend conferences related to your chosen field. Supervisors and co-supervisors also attend regular training courses in order to ensure a high standard of support and supervision for PhD candidates and safeguard the quality of the doctoral programme.

5.6 Work placement, research visits and the like

In accordance with the CAO-NU, PhD candidates are offered the opportunity to carry out a work placement, research visit or similar activity for a period of up to six months during their doctoral programme. Your doctoral programme will then be temporarily suspended, and resumed after the completion of the work placement or visit. You can also opt for a part-time work placement or visit, provided it does not exceed the monthly duration of the doctoral programme by a factor of more than six. If you do opt to do a part-time work placement, the scope of the doctoral programme will be temporarily adjusted on a proportional basis. The doctoral programme will be resumed at the end of the full-time or part-time work placement or visit in proportion to its duration and scope.

5.7 Annual consultations and assessment

All PhD candidates will hold an assessment interview and/or a go/no go meeting with their supervisors or co-supervisors after the formal start of the doctoral programme. During this meeting, the PhD candidate and supervisor or co-supervisor will commit to the completion of the doctoral programme and both parties will either express their confidence in the successful conclusion of the programme, or decide that it should be discontinued. In the case of PID, this meeting will preferably take place within the first year. In the case of PNID, the timing will depend on the research schedule. However, the go/no go meeting should preferably take place no later than 2 years after the start of the programme. Where possible, these assessment arrangements will be consistent with the UvA regulation on Working at the University of Amsterdam (internal document).



6. Conferral of doctorate

See the 'Pursuing a doctorate' webpage for more information on the contents of the doctoral programme.

6.1 Doctorate Regulations

The UvA Doctorate Regulations set out the various procedures, tasks and responsibilities associated with the doctoral programme. Every doctorate and every doctoral candidate of the 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 Doctorate Regulations and accompanying step-by-step plan provide guidance on all the relevant practical matters. The UvA Doctorate Regulations have been designed to ensure the quality and integrity of doctoral supervision and assessments and thus the quality of all doctorates awarded by the UvA.

6.2 Publicity

All publicity in relation to doctoral research projects is handled by the UvA Communications Office's Press Information Department. PhD candidates will receive a request for information on their doctoral research from the Press Office approximately two months before the defence ceremony. A press officer will use this information to produce a short journalistic summary, which will be published in the UvA Agenda. This UvA Agenda features information on recent doctoral research projects, which is shared with external press contacts and regularly featured in the media. PhD candidates who wish to personally contact a journalist or are approached by the press can contact the press officer for advice and support.



7. Advocacy

As a PhD candidate, you have the opportunity to share your story and influence internal, national and European PhD policies through various forums. You can also seek receive support and advice in the event of any ambiguities or disagreements about your interests or legal position as a PhD candidate. Your interests as a PhD candidate are represented by the following internal and external parties.

7.1 CPC

The UvA's Central PhD Council (CPC) represents the administrative interests of all PhD candidates and serves as a sounding board on organisational developments that affect all PhD candidates. The CPC comprehensively identifies current issues and problems within the organisation and presents them to the Executive Board through the Rector Magnificus. The CPC also conducts a biannual anonymous survey among all UvA PhD candidates in an effort to assess their well-being and current situation, and reports its findings to the CvB. The CPC members are delegates of the faculty PhD councils. These councils are specifically charged with representing the interests of PhD candidates at their respective faculty.

7.2 Confidential adviser for undesirable behaviour and academic integrity

If you experience any undesirable behaviour or unsafe social situations at the UvA, you can confidentially approach one of our confidential advisers. Confidential advisers follow the guidelines of the National Association of Confidential Advisers. Confidential advisers handle all reports confidentially and will only take action with your consent. The UvA has dedicated confidential advisers specialising in individual legal status and academic integrity.

7.3 Ombudsperson

The UvA ombudsperson helps to create a safe working environment by focusing on education, awareness, outreach and support. You can consult the ombudsperson in confidence if you need a listening ear, independent and impartial advice or mediation at work or your doctoral programme. For example, you can seek advice on problematic working relationships, undesirable behaviour and academic integrity issues. Where necessary, the ombudsperson can also refer you to another staff member or launch an investigation.

7.4 EPICUR Research

EPICUR is an alliance between several European universities; the UvA is a partner in EPICUR. EPICUR Research organises bottom-up collaborations and events in an effort to build networks and communities for early career researchers. The aim is to empower early career researchers, including PhD candidates.

7.5 PNN (external)

The Netherlands PhD Network (PNN) is the national association for PhD council representatives from all Dutch universities. Among other parties, PNN directly engages with the Ministry of Education, Culture and Science, UNL, the House of Representatives, the national press and national trade union federations. This enables all PhD candidates in the Netherlands to contribute to the development of national PhD policies. UvA PhD candidates are indirectly represented in PNN through the CPC.



7.6 UNL (external)

Universities of the Netherlands (UNL) (formerly VSNU) provides a collaborative framework for the various Dutch universities, as they work together to build a strong university sector. This also benefits you as a PhD candidate. The various UNL partners work together to formulate joint ambitions on academic education, research and valorisation, and conduct lobbying efforts to create the preconditions for their realisation.

7.7 NFU (external)

The Dutch Federation of University Medical Centres (NFU) represents the interests of all UMC employees. Among other responsibilities, NFU is charged with the collective bargaining agreement and other terms of employment for all UMC employees, including the AmsterdamUMC PID.

7.8 Unions (external)

Employees' general interests are represented by trade unions. While their policies are not specifically geared towards PhD candidates (PID), they do consider the interests of this target group. At the UvA, the FNV, AC/FBZ, CNV Overheid and VAWO/CMHF trade unions work together under the umbrella of the University Local Consultative Committee (UCLO). All unions are committed to negotiating a sound collective agreement. PID can turn to the trade unions for advice, mediation on problems at work, legal assistance and issues surrounding a satisfactory collective agreement.

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 across the European Union. Eurodoc monitors the status and well-being of PhD candidates across Europe, raises policy issues and issues recommendations to academia, industry and government. Eurodoc also organises international events and conferences for PhD candidates and policymakers.



8. Facilities and services

8.1 AZ-list for Employees

The A-Z list is a secure list on the UvA intranet based around keywords from A to Z, and contains information on UvA support services and facilities for employees.

8.2 International PhD candidates

International PhD candidates are encouraged to contact the faculty at least six months before the start of their PhD agreement in order to ensure that the necessary procedures (admission-related and otherwise) are initiated on time. 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. For general information around working or studying abroad, visit the NUFFIC (Dutch organisation for cooperation in higher education) website or contact your faculty's UvA International Office. The faculty International Offices helps students and PhD candidates arrange matters such as visa applications, bank accounts and insurance.

Naturally, international PhD candidates are also subject to Dutch laws and regulations.

8.3 Campus and accommodations

The UvA's teaching and research activities take place at four city campuses. Humanities and social sciences are mainly taught in the city centre. Science education takes place at state-of-the-art facilities at Science Park Amsterdam, while medicine is taught at the AmsterdamUMC's AMC location.

It can be very difficult to find decent affordable housing in Amsterdam. The UvA Staff Housing unit helps PhD candidates to find accommodation.

8.4 Financing

There are several grants and scholarships available to help you conduct research in the Netherlands or abroad, organise scientific meetings, attend conferences or pursue an academic career after your PhD. The UB Research Professional database contains a list of popular grants and subsidies and an overview of awards for which you could potentially be nominated.

PhD candidates who receive a gross grant from a foreign grant provider of less than €1500 per month can apply for and obtain a supplementary grant (top-up) from the faculty under certain conditions. Expenses associated with research and/or teaching such as conference visits, copying and printing facilities, study trips, the purchase of professional literature and fieldwork will be reimbursed by some faculties.

The PNN website provides an overview of the costs involved in obtaining a doctorate along with some fiscal tips.

In line with the CAO-UMC, AmsterdamUMC awards its PhD candidates a PhD bonus if they complete their thesis within a certain time frame.



8.5 Support for questions on taxes and tax returns

If you have questions and/or need advice on your taxes or tax returns, contact the Tax Information Line (0800-0543), Stichting Belastingwinkel Amsterdam or consult an independent tax advisor at your own expense. The UvA does not offer any support, help or advice on these issues.

8.6 ICTS

Contact the ICTS Service Desk for any ICT-related questions or issues.

8.7 IXA

Innovation Exchange Amsterdam (IXA) is a collaboration between the UvA, AUAS, VU University Amsterdam and AmsterdamUMC aimed at matching the university's supply of knowledge with market demand. For example, IXA helps PhD candidates to secure research funding and/or find collaborative partners, and provides support in setting up a company. IXA also offers training courses in the area of social impact, entrepreneurship and valorisation.

8.8 JongUvA

JongUvA is a network for UvA employees under 35, and organises opportunities to meet colleagues from other departments and faculties in an informal setting. JongUvA provides a platform for young researchers and organises activities to encourage engagement with the UvA in a fun and accessible way. All UvA PhD candidates are welcome to join JongUvA.

8.9 Pursuing a doctorate with a disability

The UvA has introduced measures and facilities for PhD candidates with sensory or motor function impairments (disabilities) or issues such as learning or concentration disorders or dyslexia. For questions, please send an email to: fca-bb@uva.nl.

8.10 Research Support Portal

The central UvA Research Support Portal is a one-stop shop offering all the support you need before, during and after your research project.

8.11 CREA Foundation

CREA is a cultural organisation run by the UvA and Amsterdam University of Applied Sciences (AUAS) and organises activities in the area of arts, arts education, lectures, debates and film screenings. The range of arts activities includes a large number of courses in the fields of theatre, music, dance, literature, audio-visual arts, visual arts and photography. In addition to the courses, CREA also organises working groups, orchestras, production groups and projects.



8.12 University Library

The UvA has its own University Library (UB) and various faculty libraries. The library is an inspiring and friendly offline and online space for study, research and socialising, aimed at PhD candidates, researchers, lecturers and students. The UB offers a global selection of information and tailor-made support to help you find the resources you need.

8.13 USC

The University Sports Centre (USC) is the sports centre for the UvA and AUAS. The USC offers all UvA PhD candidates the opportunity to take part in sports activities, tournaments and other sporting events at a discounted rate.





9. Questions, comments and further information

If you have any questions after reading the information in this guide, please get in touch with the contact person at your (future) faculty using the contact details on the website.

You can find links to all faculty webpages in the box on the bottom right corner of the UvA 'Pursuing a doctorate' webpage. These faculty web pages feature the most up-to-date and detailed information, regulations and guidelines on doctoral programmes and the position of PhD candidates at the relevant faculty or research institute.





Appendix

PhD candidate categories and PhD candidate types

Category 1: UvA-employed PhD candidate (PID)

1a UvA-employed PhD candidate

Employee who has an employment contract and an agreement to pursue a doctoral programme at their own university or UMC.

Indicators:

- a. Agreement to pursue a doctorate (access to graduate school, teaching and supervision plan, research plan, supervisors designated).
- b. Personnel number and salary from university or UMC > 0.
- c. First UFO code is PhD candidate or UMC equivalent.

This group also includes anyone who held such an employment contract at any time prior to receiving their doctorate, even if the contract has already expired when the doctorate was conferred.

1b Employee pursuing a doctorate

Employee who has an employment contract and an agreement to pursue a doctoral programme at their own university or UMC.

Indicators:

- a. Agreement to pursue a doctorate (access to graduate school, teaching and supervision plan, PhD research plan, supervisor designated).
- b. Personnel number and salary from university or UMC > 0.
- c. First UFO code is NOT PhD candidate or UMC equivalent.

This concerns a PhD candidate who has been allocated the necessary funding and/or time to pursue a doctorate at the university/UMC. This also includes medical specialists who have been exempted from part of their regular duties by the UMC. Employees pursuing a doctorate who are funding their doctorate programme out of their own pocket and also not being allocated any time by the university or UMC fall under category 4.

A second 'PhD candidate' UFO code may be associated with the same appointment. In some cases, the same individual may also have two employment relationships, including that of UvA-employed PhD candidate. VSNU uses the following algorithm to determine the primary employment relationship:

- a. The appointment with the largest number of working hours takes precedence.
- b. In case of equal working hours, permanent appointment takes precedence over temporary appointment.
- c. In case of identical appointment types, the higher salary scale takes precedence over lower salary scale.
- d. In case of identical salary scale, the numerically lowest UFO position takes precedence over the other UFO position.
- e. If none of these rules produce a result, the first employment relationship in the WOPI file will apply (the one with the earliest employment start date).



Categories 2, 3 and 4: PhD candidate not employed by the UvA (PID)

2 Researcher with a scholarship

Individual who does not have an employment contract with the university at which they complete their doctoral programme, but is primarily focused on obtaining a doctorate and receives funds from a scholarship provider for this purpose.

Indicators:

- a. Agreement to pursue a doctorate (access to graduate school, teaching and supervision plan, PhD research plan, supervisor designated).
- b. No salary from the university or UMC (or a supplementary grant only).
- c. Scholarship provider has made funding available in order to pursue the doctorate.

2a Researcher with a scholarship from their own university or UMC

Scholarship provided by own university or UMC (this includes PhD candidates participating in the 'doctoral education' experiment).

2b Researcher with a scholarship from another / external scholarship provider

Scholarship provided by an organisation other than the university as referred to under 2a, for example: NUFFIC, European Union, foreign university, grant organisations and foundations (Fullbright, banks). The scholarship may be supplemented by the candidate's own university or UMC.

3 Externally funded PhD candidate

Externally funded PhD candidates differ from external PhD candidates in that they either receive some form of funding for their doctoral programme or are allowed to do their PhD in 'the boss's time' (regardless of how much time they are allocated).

4 External PhD candidate

Individual who has not been allocated time or money by an external party for the purpose of obtaining a doctorate, but is striving to obtain one. The candidate either has their own resources, or resources provided by their family. For example: a retiree pursuing a doctorate, an employee of a company pursuing a doctorate in their own time alongside their regular job, a university employee who is not a UFO profile PhD candidate and is also not being allocated any time/funding by the university in order to pursue their doctorate (formerly referred to as Employee pursuing a doctorate), or a medical specialist who has not been exempted from regular work by the UMC.



UvA conditions^{4 5} per PhD candidate type

PhD candidate category ⁶ (UNL categories)	UvA-employed PhD candidate (PID) <i>employee who has an employment contract and an agreement to pursue a doctoral programme at the UvA. PID are covered by a collective labour agreement.</i>	PhD candidate not employed by the UvA (PID) <i>Individual who does not have an employment contract with the university at which they are completing their doctoral programme, but is primarily focused on obtaining a doctorate at the UvA. PNID are not covered by a collective labour agreement.</i>	
PhD candidate type (UNL types)	- UvA-employed PhD candidate - Employee pursuing a doctorate	- Researcher with a scholarship from a foreign scholarship provider	- Externally funded PhD candidate - External PhD candidate
Percentage of all UvA PhD candidates N = ~ 4000 (2021)	~ 61% ~ 4%	~ 5%	~ 17% ~ 13%
Status	Employee	External	External
Type of agreement with the UvA ⁷	- Temporary employment contract - Temporary or permanent employment contract	PhD agreement with supervisor, not comprising an employment contract	PhD agreement with supervisor, not comprising an employment contract
Duration of agreement with the UvA	4 years, in principle	4 years, in principle	Variable
Possibility of extension	Yes ⁸ , in consultation with the thesis supervisor and research director	Yes, in consultation with the thesis supervisor and research director, possibly without entitlement to the continuation of external remuneration	- Yes, in consultation with the thesis supervisor and research director, possibly without entitlement to the continuation of external remuneration - Yes, in consultation with the thesis supervisor and research director
Part-time doctoral programme	Yes, this is an option. The contract period will then be extended proportionally	Yes, this is an option. The contract period will then be extended proportionally	Yes
Choice of supervisor and research project	- Fixed - Fixed or optional	Optional	Optional
Education and training	Attends training and education in accordance with agreements with the research institute	Attends training and education in accordance with agreements with the supervisor and/or research institute (Optional)	Attends training and education in accordance with agreements with the supervisor and/or research institute (Optional)
Financing of training and education	Faculty provides (partial) funding	Faculty provides (partial) funding	Faculty provides (partial) funding
Teaching duties	Yes, up to a max. of 0.2 FTE in the case of full-time employment, subject to exceptions	No, only at the request of the PhD candidate	No, only at the request of the PhD candidate

4 No rights may be derived from this diagram.

5 For more details on the information in this diagram, please refer to the A-Z list on the secure UvA employee web page and/or on faculty web pages.

6 See p. 3 for a glossary and list of acronyms.

7 The decision on admission to the doctoral programme will remain valid for a period of eight years. Its validity will be extended if the admission decision is followed by a decision to appoint the doctoral committee of the Doctorate Board within the set deadline.

8 Extension: fixed-term extension (art. 2.4. cao-NU) and/or extension of employment contract due to circumstances relating to the employee and work placement (art. 2.5 cao-NU).



Introduction

Organisation

Regulations,
procedures...Terms of
employmentDoctoral
programmeConferral of
doctorate

Advocacy

Facilities
and servicesQuestions and
further info

Appendix

Remuneration in relation to the doctoral programme	Salary in accordance with cao-NU and cao-UMC at p-scale and oio-scale respectively, including pension, end-of-year bonus, holiday allowance, annual salary increment and fringe benefits	<ul style="list-style-type: none"> - Gross scholarship from external scholarship provider. - Top-up by faculty⁹ if external gross scholarship < €1500.00. The external scholarship will be augmented to a total of €1500.00, by means of the top-up 	<ul style="list-style-type: none"> - External funding - None
Decision-making authority on PhD funding	Supervisor and research institute	<ul style="list-style-type: none"> - External scholarship provider - The supervisor and research institute have decision-making authority on the top-up 	<ul style="list-style-type: none"> - External funding - PhD candidate
Intellectual ownership of research results	UvA, barring other arrangements	PhD candidate, barring other arrangements	<ul style="list-style-type: none"> - PhD candidate and their external financier, barring other arrangements - PhD candidate, barring other arrangements
Funding of research-related costs	Faculty	PhD candidate (may be billable to faculty)	<ul style="list-style-type: none"> - PhD candidate and their external financier - PhD candidate (may be billable to faculty)
Rights and agreements laid down in	Cao-NU/NFU, TSP, UvA employment contract	<ul style="list-style-type: none"> - PhD agreement with supervisor, TSP. - Scholarship agreement with faculty (in case of faculty top-up) 	PhD agreement with supervisor, TSP.
Authority relationship with supervisor	Yes, there is an authority relationship with the supervisor	No	No
Termination of relationship with UvA	See Cao-NU/NFU, TSP, UvA employment contract	See PhD agreement with supervisor, (in case of top-up) scholarship agreement with faculty	PhD agreement with supervisor, TSP.
Progress meeting	See employment agreement with UvA and TSP: in principle after 6 and 9 months, and years 2, 3 and possibly year 4	See PhD agreement with faculty and TSP: in principle after 6 and 9 months, and years 2, 3 and possibly year 4	See PhD agreement with faculty and TSP: after 6 and 9 months and years 2, 3 and possibly year 4
Leave arrangement	Leave arrangement in accordance with CAO-NU/NFU; reported to supervisor and recorded in UvA Self-service/digital personnel administration system	No, PhD candidate takes leave at their own discretion, subject to other arrangements with the scholarship provider	<ul style="list-style-type: none"> - No, PhD candidate takes leave at their own discretion, subject to other arrangements with the scholarship provider - No, PhD candidate takes leave at their own discretion.
Illness	To be reported to supervisor and recorded in UvA Self-service/digital personnel administration system	PhD candidate takes leave at their own discretion. No obligation to report	PhD candidate takes leave at their own discretion. No obligation to report
Participation in decision-making	COR and indirectly through CPC	No	No
UvA ID, access pass, e-mail address, Teams	Yes	Yes	Yes
Tuition fees	Yes, optionally	Yes, optionally	Yes, optionally
Commuting expenses	In accordance with UvA regulation	No	<ul style="list-style-type: none"> - No, potentially through the external financier - No

⁹ The PhD candidate will only be entitled to receive a top-up from the faculty if their agreement with the faculty states that there is no (fictitious) employment relationship between the faculty/UvA and the PhD candidate. The PhD candidate will also be required to file annual income tax returns with the tax authorities. The faculty provides the top-up on the basis of the IB47 form.



Introduction

Organisation

Regulations,
procedures...Terms of
employmentDoctoral
programmeConferral of
doctorate

Advocacy

Facilities
and servicesQuestions and
further info

Appendix

Travel expenses incurred outside of the employment contract or contract period	May be billable to faculty	No, barring other arrangements	- No, potentially through the external financier - No
Relocation costs	In accordance with UvA regulation	No	- No, potentially through the external financier - No
Tablet and laptop scheme	In accordance with UvA regulation	No, but may potentially be loaned for the duration of the doctoral programme	No, but may potentially be loaned for the duration of the doctoral programme
Bicycle scheme	In accordance with UvA regulation	No	No
Refund of international school fees for PhD candidates' children	In accordance with UvA regulation	No	No
Development days	In accordance with CAO-NU/NFU and the UvA Long-Term Employability Scheme	No	No
Payment method	Gross monthly salary in line with cao-NU/NFU	Monthly gross payments from external scholarship provider, monthly gross top-up from faculty	- Through external financier - N/A
Payment of taxes and premiums	Through pre-taxation by UvA; may receive annual income tax return requests from tax authorities	May receive annual income tax return requests from tax authorities. The gross top-up provided by the faculty must be reported to the Tax Authorities as Income Tax	N/A
Payroll tax	The UvA withholds and remits payroll tax to the tax authorities	The UvA will file a IB47 notice with the tax authorities; the PhD candidate will pay income tax over the top-up through their annual tax return	N/A
National insurance contributions	The UvA withholds and remits national insurance contributions to the tax authorities	N/A	N/A
Employee insurance	The UvA pays employee insurance contributions	N/A	N/A
Pension contribution	The UvA pays pension contributions	N/A	N/A
Income-based contribution under the Health Insurance Act	UvA pays the contribution	PhD candidate's receiving a Dutch supplement to their international scholarship will pay the contribution under the Health Insurance Act	N/A
Healthcare allowance	Yes, income-dependent	Under specific circumstances	N/A
Rent subsidy	Yes, income-dependent	Under specific circumstances	N/A
Childcare benefits	Yes, under specific circumstances	Under specific circumstances	Yes, under specific circumstances
Child benefits / child budget	Yes	Yes	Yes
30% tax scheme	Yes, international PID can apply for the 30% tax scheme	N/A	N/A
Additional income allowed	Yes, if reported	Yes, only via external parties and if reported	N/A



Introduction

Organisation

Regulations,
procedures...Terms of
employmentDoctoral
programmeConferral of
doctorate

Advocacy

Facilities
and servicesQuestions and
further info

Appendix

Health insurance	Yes, coverage under Dutch basic health insurance is mandatory; eligible for health insurance under the UvA's collective contract with Zilveren Kruis Achmea and with Zorg en Zekerheid	<ul style="list-style-type: none"> - No - EU PhD candidates: may be covered under insurance policies in their home country; private insurance policies (e.g. AON) - Non-Eu PhD candidates: private insurance (e.g. AON). - Dutch health insurance is mandatory 	N/A
Access to facilities and support in the area of physical and mental health and well-being	Yes	Yes, partially	Yes, partially