

Erasmus Graduate School
of Social Sciences
and the Humanities

Important note:

Our EGSB PhD handbook is outdated, in 2024 we will be working on a new version. Please be aware that important information regarding your trajectory, such as the TSP, credits and doctoral regulations, should be obtained from your supervisor or faculty PhD officer. For questions about Hora Finita, we refer you to your faculty contact. For other questions, feel free to contact us at any time!

PhD handbook

Erasmus Graduate School
of Social Sciences
and the Humanities



Dear PhD candidates,

It is an honour and a pleasure to welcome you to the Erasmus Graduate School of Social Sciences and the Humanities (EGSH). Regardless of your departmental and disciplinary home base, you became part of our multidisciplinary and international community of young scholars when you started your PhD.

This handbook is our attempt to explain to you the basics of doing a PhD at Erasmus University Rotterdam (EUR). There is a large variety of PhD trajectories within our school and they may be confusing for the novice.

Rule One is that the EUR doctoral regulations hold for everyone. You can find the whole document on the EUR website and the most important elements on **page 24-29** of this handbook.

Rule Two is that your first port of call is always your (team of) supervisors and your department. They will have specific procedures and conventions that hold for their own PhD candidates. PhD candidates from other departments or groups may be subjected to other expectations and requirements.

The Graduate School operates somewhere between the general doctoral regulations and the bespoke arrangements of the different departments. Our responsibility is to offer you the best courses possible, in terms of multidisciplinary collaboration, research methods and skills; to create and maintain a vibrant and young academic community; to showcase your profile and research, and; to support you with going through the administrative process.

But of course there is no alternative to human contact. So **Rule Three** is: always feel free to come to our offices and ask for our help and advice.



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General questions

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How to use this handbook

This handbook offers an overview of the most relevant information pertaining to your PhD project at Erasmus University Rotterdam. The handbook is written as a general manual for PhD candidates at the Erasmus Graduate School of Social Sciences and the Humanities. Keep in mind that particular regulations and procedures will vary between departments, which will be clearly indicated whenever relevant.

The handbook consists of six parts:

About provides a short instruction to the Graduate School, Erasmus University Rotterdam and its two host cities Rotterdam and The Hague.

Getting started provides a hands-on practical guide on how to get started, roughly covering the first weeks of your PhD.

Erasmus University doctoral regulations provides an overview of the mandatory parts of the EUR doctoral regulations you must comply with. This includes several important tools to manage your PhD-trajectory.

Task and responsibilities describes the main tasks you have as a PhD candidate, distinguishing between doing research, attending courses and teaching.

Security guidelines fieldwork covers your and EUR's responsibility for your well-being, specifically during your fieldwork abroad, the so-called duty of care.

The final phase of your PhD provides an introduction to the procedures and customs of your PhD defence and the available resources for further career development.

Download the latest version of this handbook

Many of the subjects in this handbook may be subject to change. Visit our website to download the latest version.

www.egsh.eur.nl/phd-support/phd-handbook/

About

Erasmus Graduate School of Social Sciences and the Humanities (EGSH)

The Erasmus Graduate School of Social Sciences and the Humanities is the graduate school of over 500 PhD candidates of the following faculties and institutes at Erasmus University Rotterdam.

- Dutch Research Institute for Transitions (DRIFT)
- Erasmus School of History, Culture and Communication (ESHCC)
- Erasmus School of Philosophy (ESPhil)
- Erasmus School of Social and Behavioural Sciences (ESSB)
- Institute for Housing and Urban Development Studies (IHS)
- Erasmus School of Health Policy & Management (ESHPM)
- International Institute of Social Studies (ISS)

If you are a PhD candidate at any one of the above-mentioned faculties or institutes you are also **automatically a member of the Graduate School**. This means you can follow courses and workshops for free and make use of our support services.

National research schools

Many departments are also a member of a national research school in their particular research field. National research schools offer disciplinary knowledge and background. The Graduate School takes responsibility for multidisciplinary and methodology courses and for local community building.

Contact details

Woudestein campus Rotterdam +31 (0)10 40 82607
Mandeville building, room T15-33 contact@egsh.eur.nl
3062 PA Rotterdam www.egsh.eur.nl

More information

Visit our website for a complete overview of our courses and workshops.
www.egsh.eur.nl/doctoral-education/phd-course-guide/

About

Erasmus University Rotterdam (EUR)

Erasmus University Rotterdam is an internationally oriented research university with a strong societal orientation in its education and research. It was founded in 1913 through a private initiative with broad support from the Rotterdam business community.

EUR's growing alumni community includes some of the most influential actors in business, education, government and policy. With over 100,000 alumni in more than 100 countries many of our alumni find their way to the corporate boardroom or take on high profile public functions.

Times Higher Education World University Rankings

72nd global

Academic Ranking of World Universities

73rd global

Four campuses, one university



Erasmus Campus Woudestein
Rotterdam (East)



Erasmus MC Campus Hoboken
Rotterdam (West)



Erasmus University College
Rotterdam (Centre)



International Institute of Social Studies
The Hague

Erasmus Initiatives

Erasmus University Rotterdam invests in science that matters. The connection and interaction between science and society, between theory and practice, are part of our DNA. The Erasmus Initiatives are three ambitious plans that streamline our academic activities to increase the social and economic impact of our work.

- Dynamics of Inclusive Prosperity
- Smarter Choices for Better Health
- Vital Cities and Citizens

EUR faculties

- Erasmus Medical Centre (EMC)
- Erasmus School of Economics (ESE)
- Erasmus School of Health Policy & Management (ESHPM)
- Erasmus School of History, Culture and Communication (ESHCC)
- Erasmus School of Law (ESL)
- Erasmus School of Philosophy (ESPhil)
- Erasmus School of Social and Behavioural Sciences (ESSB)
- Erasmus University College (EUC)
- International Institute of Social Studies (ISS)
- Rotterdam School of Management (RSM)

Erasmus of Rotterdam

The university is named after the humanist, theologian and social critic Desiderius Erasmus Roterodamus (Rotterdam 1466 – Basel 1536). Erasmus lived against the backdrop of the Protestant Reformation, a 16th century schism within Western Christianity. During this time, Erasmus made significant contributions to the cultural and intellectual climate.

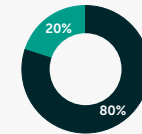


His adage 'The whole world is your homeland', is still the motto of our graduates.

Facts and figures



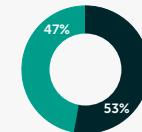
29.477 Students



80% Dutch
20% International



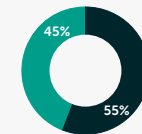
3,089 Employees



53% female
47% male



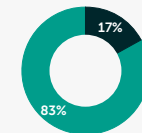
366 Doctorates awarded



55% female
45% male



493 Professors



17% female
83% male



€ 588,000,000 Annual endowment

Reference EUR Annual Report, 2019

[More information](#)

www.eur.nl/en/about-eur

About Rotterdam

Rotterdam is the largest port in Europe, the second largest city in the Netherlands and a true metropolis. It has an impressive skyline full of innovative architecture, unique to the Netherlands.

It also has one of the most ethnically diverse populations of the Netherlands. The city is home to over 630.000 people and 176 nationalities, reflecting the city's reputation as a world port city.

Rotterdam attitude

Rotterdammers (as its inhabitants are called) have a distinctive getting-things-done attitude. For instance, a mere four days after the bombardment of the city in the Second World War the city council drew up plans for the reconstruction. After the war, the city was granted its official motto 'stronger through struggle'.

More information

International PhD candidates can visit the following websites for practical information on how to get settled in Rotterdam and The Hague.
www.egsh.eur.nl/phd-support/soft-landing

Rotterdam

www.en.rotterdam.info
www.rotterdamexpatcentre.nl

The Netherlands

www.xpat.nl
www.iamexpat.nl



Facts and figures



634,660 inhabitants



50.3% inhabitants of international descent



176 nationalities



1270 year of founding

“Stronger through struggle”

official motto

About The Hague

The International Institute of Social Studies (ISS) is aptly located in the centre of The Hague, the third largest city of the Netherlands and culturally one of the most diverse.

With over 150 international organisations located at its heart, including the International Criminal Court and the International Court of Justice of the United Nations, the city is considered the "International City of Peace and Justice".

Cultural activities

Throughout the year social and cultural activities are organised by the dedicated PhD and welfare office at ISS. These include a sports day, a Dutch evening, an International Food Fair, excursions, movies and performances in the ISS building.

More information

International PhD candidates can visit the following websites for practical information on how to get settled in Rotterdam and The Hague.
www.egsh.eur.nl/phd-support/soft-landing

The Hague

www.denhaag.nl/en.htm

The Netherlands

www.xpat.nl
www.iamexpat.nl



Facts and figures



524,882 inhabitants



52.7% inhabitants of international descent



180 nationalities



1230 year of founding

“Peace and Justice”

official motto

Getting started

In order to set up your workspace you will have to arrange several things. Some issues you can resolve yourself. For all other issues you can contact your departmental secretary office and your supervisory team.

Checklist: setting up your workspace

1. ERNA account

First of all, you need an ERNA account in order to access most EUR services. Your ERNA account gives you access to the university (Wi-Fi) network, your email and an array of other university support services. It consists of an id (example: 123456abc@eur.nl) and a password.

- PhD candidates with an employment status are mailed the ERNA-id to their home address after they have signed their contract.
- Self-funded or external PhD candidates need to ask their supervisor to request an ERNA account at the departmental secretary office.

See **page 32** for more information about the differences between these PhD positions.

EUR intranet MyEUR.nl

Your ERNA account will also give you access to the EUR intranet, **MyEUR**. In this portal you can consult all kinds of workplace- and employment-related information.

Visit my.eur.nl/en for more information. Visit the HR page for a complete overview of the most relevant work-related issues.

my.eur.nl/en/eur-employee/hr

Is your ERNA account not working or are you experiencing other IT-related issues? Contact the University Support Centre (USC) IT service desk.

it.servicedesk@eur.nl
+31 (0)10 40 88880

2. EUR Identity Manager (IDM)

When setting up your workspace you should choose a new secure ERNA-password. You should also update your contact details so your colleagues can find you in the online EUR address book. You can do all of this in the EUR Identity Manager.

<https://personal.idm.eur.nl>

Search for **ERNA** in my.eur.nl/en for more information

3. Erasmus Employee Self Service (ESS)

You can only make use of ESS if you have an employment contract with EUR. In this self-service portal you can update your personal details in the EUR address guide, apply for holiday leave, submit expense sheets, and all other employment-related issues. Please note that the site works best with Internet Explorer.

<https://ess.eur.nl>

Search for **ESS portal** in my.eur.nl/en for more information and manuals.

4. Employee card

All PhD candidates can apply for an employee card, even if you do not have an employment contract with EUR. On several of our campuses, this card will give you access to the (bicycle) parking facilities, staff elevators and your department floor after office hours.

How to apply for an employee card

- Ensure you filled in your room- and telephone number in the EUR Identity Manager (see step 2)
- Search for **employee card** in my.eur.nl/en and follow the instruction
- Activate your card by contacting the departmental secretary office
- Please note, at some departments the secretary office will request your card for you

5. Printing tag

In order to use the copy and coffee machines you will need a so-called printing tag (Dutch: *druppel*). Print tags are available at your departmental secretary office.

How to activate your printing tag

- Go to a copier
- Hold your print tag near the tag reader
- Wait for the message **card not recognised** (Dutch: *Kaart niet herkend*)
- Log in with your ERNA username (123456abc@eur.nl) and password (Dutch: *Wachtwoord*)
- Select **Log in** (Dutch: *Inloggen*)

6. University library card

If you want to be eligible for a library card, you must have a permanent place of residence in the Netherlands, an ERNA account and a valid form of identification.

How to apply for a university library card

- Go to the information desk at the University Library
- Bring a valid form of identification to request a library card
- You will be notified by e-mail once your library card is ready

7. Inform the Graduate School

Notify the Graduate School that you recently started your PhD. This will help us support you throughout your PhD trajectory. Please complete the following steps:

- Email the following information to the Graduate School contact@egsh.eur.nl
 - Name
 - EUR email
 - Department
 - Supervisor(s)
- Add your email to our mailing list
www.egsh.eur.nl/contact/mailling-list

8. Remote desktop connection

If you do not have a permanent desk at EUR or would also like to work from home, you can set up a so-called remote desktop connection. This allows you to access your EUR desktop work environment (i.e. the university network) your work files, email and other software services from home, a flexplace and your mobile devices.

Search for **remote desktop** in myeur.nl/en for more information on how to set up a remote desktop connection.

9. Installing applications on your computer

EUR provides a range of software programs to its employees. In order to use your preferred applications, connect with your EUR desktop work environment, search for **Software Center** on your computer and select and install each application.



Soft landing programme

Each year, the Graduate School organises a so-called soft landing programme for new PhD candidates. The programme consists of:

- Matching with a PhD peer (more information on following page)
- Courses for beginning PhD candidates
- Workshop in cross-cultural awareness and communication
- EUR welcome ceremony
- Rotterdam city tour

Want to join the soft landing programme?

The programme is organised once a year and starts in September. Register by filling in the form on our website **before September 1st**. www.egsh.eur.nl/phd-support/soft-landing/



PhD peer-to-peer programme

New PhD candidates can request a PhD peer. A PhD peer is a more experienced PhD candidate who will help you through the first stage of your PhD. For three consecutive months they give you advice about support services, life as a PhD, and much more.

The benefits of having a PhD peer

- A point of contact for at least three consecutive months
- Works at the same faculty and is familiar with the specific procedures
- Is experienced with the opportunities and pitfalls of a doctoral trajectory

Return the favour, become a PhD peer!

Once you are settled in and have gained some experience, you can also return the favour and register to become a PhD peer. To help you fulfil your role as a peer, we offer:

- Free training workshops in culturally sensitive communication
- A recommendation letter by the Graduate School Dean
- An annually PhD peer diner with a special guest
- 25 book coupons will be allotted annually among the peers

Want a PhD peer, or want to become one?

Visit our website and fill in the form.

www.egsh.eur.nl/phd-support/soft-landing/

Important contact details

Each department will have their own secretary office. This will be your first point of contact for practical facilities-related issues. Ask your colleagues for the contact details or search on the intranet site my.eur.nl/en. However, there are other general support services for all PhD candidates.

PhD candidates Network of the Netherlands (PNN)

PNN is the national organisation that represents the interests of PhD candidates at all Dutch universities in various advisory councils.

www.hetpnn.nl/en

Erasmus PhD Association Rotterdam (EPAR)

EPAR is the EUR PhD network. It maintains contacts with the university's policy makers and organises drinks and other events to bring together and support the PhD community.

www.epar.nl

PhD Council

The PhD Council is a platform by and for PhD candidates of the Erasmus Graduate School of Social Sciences and the Humanities. Each participating department in the Graduate School has one PhD representative.

More information

It is the Council's task to advise the Dean of the Graduate School on all matters that affect doctoral education. If you have an issue or good idea you wish the Graduate School to address, do not hesitate to contact the Council.

www.egsh.eur.nl/about/phd-council/

Organising PhD events

Also visit the webpage for information on how to receive financial and promotional support for organising social or cultural PhD events.

Young@EUR

Young@EUR is a network for young (under 36 years old) academic and support staff of Erasmus University Rotterdam. It regularly organises events aimed at personal and professional development, sharing knowledge and community building across the various EUR faculties.

Search for **Young@EUR** in my.eur.nl/en for more information.

Employment support

Each department has a specific HR advisor who will be your point of contact for employment-related questions. Ask your secretary office for the contact details.

Please be aware that HR has little opportunity to help PhD candidates who do not have an employment contract with EUR.

Human resources

hradvice@eur.nl

+31 (0)10 40 81704

General facility support

University Support Centre

usc@eur.nl

+31 (0)10 40 88880

IT support

IT service desk

it.servicedesk@eur.nl

+31 (0)10 40 88880

Multimedia support

Media Support Centre

helpdeskmsc@eur.nl

+31 (0)10 40 81122

Classroom reservations

Rooms and Facilities Bookings

rfb@eur.nl

+31 (0)10 40 81107

Confidential counsellors

On this page you can find an overview of counsellors and coaches available to PhD candidates at the EUR. Always feel free to contact the Graduate School if you feel you have a problem or question that cannot be addressed properly via these support services.

PhD confidential counsellor

There are confidential counsellors available for you at Erasmus University. They serve as the contact persons for anyone who has been confronted with unwanted behaviour or unequal treatment in their study or work environment. You can find the list with confidential counsellors here:

www.eur.nl/en/education/practical-matters/advice-counselling/confidential-counsellor/contact

PhD psychologist

Your PhD is a demanding trajectory. It can be stressful to deal with a full schedule and challenging research tasks. Research shows that at least 25% of PhD candidates is likely to develop a burn-out or a depression.

Talking with a psychologist can help you deal with work-related stress in a healthy and productive way. Do you have complaints or do you have other personal issues? You can schedule (with your EUR e-mail address) a non-committal intake with the PhD psychologist here: my.eur.nl/en/eur/schedule-your-appointment

Faculty coordinators academic integrity

Every faculty at EUR has a Faculty Research Integrity Coordinator. An overview with the current coordinators you can contact in case you are seeking consultation and advice in matters related to academic integrity can be found here: www.eur.nl/en/about-eur/policy-and-regulations/integrity/research-integrity

EUR Ombudsman

The Ombudsman offers support and advice when you have questions, dilemmas or conflicts in the workplace. Whatever is discussed with the Ombudsman will be treated confidentially. Please find more information here:

www.egsh.eur.nl/phd-support/counsellors-and-coaches/

More information

On our website you will find a complete overview of EUR confidential counsellors and for which issues you can schedule an appointment.

www.egsh.eur.nl/phd-support/counsellors-and-coaches/

Work-life balance coaches

Doing a PhD can at times be stressful. Balancing research with teaching and a social life might at some point even raise difficult questions. How do I say 'no'? How do I set the right priorities? What are the factors that makes me feel stressed? What gives me energy and how do I retain pleasure in my work?

In order to help you answer these questions, Erasmus University has assigned several work-life balance coaches. On your initiative and when it suits you best, you can contact one of these coaches and request an individual coaching session. The conversations will be during working hours and are strictly confidential. You do not have to inform your supervisor.



PhD coach

Dr. Claartje van Sijl is one of these coaches. Claartje obtained her doctorate in Philosophy and specialises in coaching academics. She can discuss challenging work-life balance situations that occur in your life as a PhD candidate and help you find solutions.

Search for **work-life balance coaches** in my.eur.nl/en/eur-employee/hr/safe-and-healthy-work-environment/dealing-work-pressure/work-life-balance-coaching for more information.

Graduate School process support courses

In addition to the coaches, the Graduate School offers several process support courses aimed at preventing issues in your work-life balance. Below courses are just a small selection of our total course programme (of over 40 courses) which will support you during your PhD track.

- Guided peer support for PhD candidates
- How to finish your PhD in time
- Making your research proposal work for you
- Project management: doing less but achieving more

More information

Visit our website for a complete overview of our courses and workshops. The PhD course guide is also available in hard copy at our office.

www.egsh.eur.nl/doctoral-education/phd-course-guide/

Erasmus University doctoral regulations

All Erasmus University PhD candidates must comply with the EUR doctoral regulations. No matter whether you have an employment contract with EUR or only a hospitality agreement. If you are doing a PhD at EUR, these regulations apply to you.

Checklist: doctoral regulations

IMPORTANT NOTE

Please note that the following pages only cover the most important regulations. The EUR doctoral regulations are not required everyday reading but you do need to be aware of all aspects. Ensure to read the full regulations at least once at the start of your PhD project.

- **Master's degree;** If a PhD candidate does not (yet) have a master's degree, the doctoral supervisor must submit an application for provisional admission to the PhD programme from the Doctorate Board (Dutch: College voor Promoties) on behalf of the candidate.
- **Two supervisors;** Each PhD candidate must have at least either two doctoral supervisors (Dutch: promotoren), or one doctoral supervisor and one daily advisor (Dutch: copromotoren).

A doctoral supervisor must be a full professor or an associate professor (Dutch: *universitair hoofddocent* or *UHD*). However, an associate professor must first have permission from the



Doctorate Board to be assigned as doctoral supervisor to a particular PhD project.

A daily advisor must hold the title of doctor, hold a position at a university and be an expert in the academic field(s) concerned.

- **Training and Supervision Plan (TSP)**
See pages 28-28
- **Declaration of Scientific Integrity (DSI)**
See page 29
- **Reference check doctoral dissertation**
The reference check must be performed before the doctoral supervisor grants final approval of the dissertation. See page 29.

More information

Visit our website to download the full EUR doctoral regulations and consult a detailed overview of the most important regulations.

www.egsh.eur.nl/phd-support/doctoral-regulations/

Training and Supervision Plan (TSP)

You and your supervisors are required to develop and determine a so-called Training and Supervision Plan (TSP). This plan is intended to help monitor and discuss the progress of your project during regularly scheduled evaluation meetings. If necessary, the plan can be adjusted from year to year

The Graduate School recommends that PhD candidates and their supervisors **develop and determine a TSP within the first two months of the PhD track.** We also recommend that at least 30 ECTS study credits in the TSP should be dedicated to PhD training. Note that each faculty has specific formal requirements for the amount of credits (see pages 27-28 for complete overview).

What is an ECTS study credit?

The European Credit Transfer and Accumulation System (ECTS) is a standard for the volume of learning and associated workload. One European Credit (EC) equals 28 hours of training.

Our various departments have their own versions of a TSP which generally contain the following elements:

TSP element	Includes
TSP form Supervisory agreement form	<ul style="list-style-type: none"> Composition of the supervisory team and the various roles in the team Agreement about frequency of supervisory meetings In the first couple of months, meeting your doctoral supervisor once every two weeks is considered a minimum, once every week is preferable. Suggestions for courses the PhD candidate should complete Teaching responsibilities of the PhD candidates (see page 32) Signatures PhD candidate, supervisory team, chairperson of the capacity group and/or director of research
PhD trajectory plan Schematic assessment plan See page 28 for a basic PhD trajectory plan.	<ul style="list-style-type: none"> Overview of scheduled deliverables (i.e. research plan, literature review, papers, articles etc.) Moment(s) for a go/no-go decision
PhD portfolio A definitive schematic overview of all research, teaching and training related activities completed during the PhD.	<ul style="list-style-type: none"> Overview ECTS credits Course certificates Published articles Conference visits Convened courses

IMPORTANT NOTE

You and your supervisory team are responsible for drafting, updating and complying with the Training and Supervision Plan (TSP). Various departments will also require you to submit the TSP to a PhD coordinator, PhD office or research director.

More information

Consult our website for two examples of a Training and Supervision Plan (TSP).
www.egsh.eur.nl/getting-started>doctoral-regulations

Formal requirements TSP per faculty as of 2018

The formal requirements for the number of ECTS credits in your TSP vary per faculty and may be subject to change. Always ensure to check the current requirements with your respective PhD coordinator, PhD office or research director.

Also note that there is a range of possibilities to earn study credits. You do not have to limit yourself to taking courses and workshops at the Graduate School. Summers schools and courses at other research schools may also qualify as credits. Discuss this with your supervisor.

Faculty	Department	ECTS	Mandatory courses	Comments
ESSB	DPECS	n/a	n/a	No formal requirements
	DPAS	30 (approx.)	n/a	Worded as "10% of the four year period"
ISS	All	32	n/a	
ESHCC	All	20 – 30	n/a	If the candidate has not obtained a research master
		10 – 20	n/a	If the candidate has obtained a research master
ESPhil	All	n/a	n/a	No formal requirements
ESHPM	All	25	n/a	Recommended courses are English academic writing and How to manage your PhD project

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Faculty	Department	ECTS	Mandatory courses	Comments
IHS		n/a	EGSH courses: <ul style="list-style-type: none">• Brush up your research design• Defending your PhD• Doing the literature review• English academic writing course• Making your research proposal work for you• Several methods course• Philosophy of the social sciences and humanities	Mandatory courses, no minimum or maximum ECTS
DRIFT		n/a	n/a	No formal requirements

Declaration of Scientific Integrity (DSI)

All Erasmus University PhD candidates are subject to the Netherlands Code of Conduct for Academic Practice. In order to vow to comply with these principles you are required to sign a declaration of scientific integrity.

The Graduate School offers a full-day workshop **Professionalism and integrity** in research during which these general principles are not only explained, but also thoroughly explored and debated among the participants. The day includes a signing of the declaration of scientific integrity.

The workshop will be held three times a year. Please register timely to ensure your participation.

More information

Visit our website for more information about this subject and upcoming workshop sessions.

www.egsh.eur.nl/phd-support/doctoral-regulations/

Basic PhD trajectory plan

Year 1

- Develop and determine a Training and Supervision Plan (TSP)
- Formalise the research proposal and theoretical framework of your PhD thesis

Year 2

- Revise the research proposal
- Data collection
- *Optional: submit articles for publication*

Year 3 and 4

- Data analysis
- Write, write, write
- Finalise the PhD thesis
- *Optional: revise and resubmit articles for publication*

Final stage

- Reference check doctoral dissertation (see page 29)
- Final review by supervisors
- Assessment by PhD committee members
- Contact Beadle's Office to start administrative procedure public defence (minimal of six months in advance)
- Public PhD defence

Reference check doctoral dissertation

In line with the Erasmus University doctoral regulations, a reference check of the completed doctoral dissertation must be performed in order to trace any possible case of plagiarism.

The Graduate School offers the resources and a secure protocol to perform this check. The reference check must be performed before the doctoral supervisor grants final approval of the dissertation.

More information

Visit our website for a step-by-step guide of the procedure.

www.egsh.eur.nl/phd-support/doctoral-regulations/

Tasks and responsibilities

Your supervisory team has a professional and moral obligation to work with you towards achieving the independent researcher qualities that a PhD degree stands for. On the other hand, PhD candidates have the obligation to make good supervision possible. The following pages explain the various task and responsibilities you have as a PhD candidate.

Choosing a format for your PhD thesis

PhD candidates earn their PhD once a committee of experts has established that they are capable of independently conducting academic research. This assessment takes place on the basis of a written manuscript.

The manuscript can be developed as a monograph or as a collection of academic articles to which an introduction and conclusion is added. Both formats are equally valid to obtain a PhD.

Which format you choose depends on:

- The formal requirements of your department
- What is customary in your discipline and field of research
- What is most convenient for your project
- Your and your supervisor's personal preferences

IMPORTANT NOTE

According to the EUR doctoral regulations, publishing in peer-reviewed journals is not a formal requirement to promote. However, some supervisors or departments will set peer-reviewed publication(s) as a requirement for doctoral approval of the thesis, the latter being a requirement for promotion.

Dutch supervision style and PhD system

In the Netherlands, in part due to its PhD system and relatively flexible management culture, PhD candidates are considered fellow researchers. This is in contrast to Anglo-American doctoral systems where PhD candidates are considered students.

As a PhD candidate at EUR you have a strong role and voice in research groups and are treated as a colleague. This is reflected in the type of supervision you can expect. Your supervisory team will in most cases advise you what to do or what to look further into, rather than tell you explicitly what to do or how to do it.

You are expected to make and share notes of meetings and agreements, hand in written work in time and formulate concrete questions for supervisors. Always critically assess and respond to feedback. It is up to you to indicate when feedback is not clear or if you require more guidance on a particular issue.

More information

Visit our website to download *A Beginner's Guide to Dutch Academia*. This handbook discusses in depth Dutch attitudes towards work, employment contracts and the structure of academia in the Netherlands.

www.egsh.eur.nl/phd-support/



The Dutch PhD system is characterised by three distinctive types of PhD candidates.

Employee PhD candidate Dutch: <i>assistent in opleiding (AIO)</i>	Self-funded PhD candidate Often international	External PhD candidate Dutch: <i>buitenpromovendus/-a</i>
Employment contract with the university	Hospitality agreement with the university	Hospitality agreement with the university
Office at the university	Office at the university	No office at the university (can use flexplace)
Pre-defined research project	Own research proposal or partially defined by supervisor	Own research proposal
Funded by the university, the Netherlands Organisation for Scientific Research (NWO) and/or other funding agencies	Funded through private resources, non-Dutch research councils and/or other funding agencies	Usually otherwise employed or retired
Teaching obligations (teaching/research ratio varying between 10/90% and 40/60%)	No teaching obligations (in most many cases not possible due to visa, immigration and labour laws)	No teaching obligations
Four or five year project (depending on the amount of teaching obligations)	Four-year programme	No specific time limit

Teaching obligations

Employee PhD candidates are usually required to contribute to the bachelor and master courses at their department. Teaching contributes to your academic development and future career opportunities in academia.

Teaching formats at Erasmus University include plenary, large scale lectures (Dutch: *hoorcolleges*) and small scale seminars or tutorials (Dutch: *werkcolleges*). In addition, PhD candidates can also be asked to (co-)supervise bachelor or master theses.

Teaching style

Dutch higher education institutions are known for a teaching style that involves a lot of teacher-student interaction and students working together in teams, specifically in the seminar formats. Just like the supervisor-PhD candidate interaction, instructors in higher education tend to be seen as *facilitators* of knowledge and skill acquisition, rather than simply *conveyors* of knowledge.

Study or teaching load model

For every form of teaching you do you are allocated a certain amount of hours (Dutch: *docentbelastinguren*, or *DBU's*). These hours include preparation and actual contact or teaching hours. Each department will use a specific teaching load model to calculate the number or allocated hours. These models are usually based on the number of participants, level of the course and number of sessions.

Teaching should in any case not impede the progress of your PhD research and training. Always make clear agreements with your supervisory team about the number of teaching hours and ensure there is a fair allocation and distribution during your PhD project. Always include these agreements in your Training and Supervision Plan (see **pages 25-28**).

Didactics courses

If you have no prior experience in teaching, ask your supervisor about the allocated funds for training in your specific budget. Several courses in didactics are available at Risbo, the EUR didactics training and research institute. The two most relevant ones for PhD candidates are the **Basic Didactics Course** and the **University Teaching Qualification (UTQ)** course.

More information

Visit the RISBO website for more information on training in didactics.
www.risbo.nl



Be a good colleague: be inclusive

As a PhD candidate at EUR, you are now part of an internationally and culturally diverse PhD community. You will need some time to adjust and get to know your fellow PhD candidates. All of this is greatly facilitated if you behave in an inclusive manner. So we have some rules of thumb to make it easier for everyone.



Around people that do not speak your native tongue? Always speak English.

Not enabling someone to join the conversation is the easiest way to socially exclude them. Speak English to allow non-native speakers to join in, even if they are not (yet) involved in the conversation.

More information

The EUR Language & Training Centre (LTC) offers a wide variety of language courses for PhD candidates at a reduced fee. Visit their website for more information.

www.eur.nl/en/education/language-training-centre



Meeting new people can be hard. So, make it easy!

It can be as easy as asking a new colleague "hey, are you new?". Vice versa, if you are new, saying "hi, I am new" is a perfect conversation opener.



Show interest in what your colleagues are up to.

ASK them about their research, their weekend, their wall decorations or whatever. SHARE your experiences. ENGAGE in conversations. It can be as easy as asking "what are you up to?".



Show interest in your colleagues' background but do not bring it up in every conversation.

People are not defined by what makes them different from you. Regardless of someone's national, ethnic or cultural background, people are people everywhere.



Invite each other to your events, whether academic or personal.

Be aware of groupthink and practices of exclusion, however innocent they might seem. You might have more in common than you initially thought.



Tell your colleagues if you expect other things from them than they offer.

Your supervisors, fellow PhD candidates and support staff may not be aware of your needs and expectations and they are not mind readers.



Be inclusive in your writing and presentations.

For instance, do not automatically use masculine pronouns (he, she, him, her) and possessive determiners (his, her) whenever a non-specific option is just as appropriate (they, them, their). Also use a fair and relevant representation of sex, ethnicity and the like in illustrations on your PowerPoints or other publications.

Security guidelines fieldwork

As an employer and hosting institute, Erasmus University Rotterdam has a responsibility for your well-being during your fieldwork abroad, its so-called duty of care. You as a PhD candidate also have certain obligations.

Checklist: fieldwork abroad

- Travelling abroad for work **always** requires prior permission from your supervisor.
- If you have an employment contract with EUR, request for an advance payment for your travel expenses (optionally, also a daily allowance, i.e. *per diem*) in the Erasmus Employee Self Service (ESS) portal at [portal at ess.eur.nl](http://portal.ess.eur.nl) (see [page 15](#)).
 - If you do not have an employment contract, you will have to discuss travel plans, costs, and insurances with your supervisor first.
- Inform your supervisor and the secretary office of your place of lodging and contact information, including an emergency number.
 - Enter your emergency number in the ESS portal.
- Carry with you at all times:
 - 24/7 emergency number of Erasmus University Rotterdam **0031 6 4084 7882**.
 - 24/7 emergency number of the Dutch Ministry of Foreign Affairs **0031 247 247 247**
- Ensure you are sufficiently covered by travel insurance.
 - EUR has an extensive travel insurance for all employees. See the following page for more information.
- If you travel to high risk countries (red/orange countries, see the following page for more information), prepare in writing an extensive security plan and explicit managerial permission.
- Depending on the period of stay abroad, the university always advises you to register yourself at the Embassy or Consulate of the Netherlands (and/or that of your home country).
- Do you have specific questions? Contact the international HR department at hr.international@eur.nl.

Search for **outgoing staff** in myeur.nl/en for checklists for a short (one day up to a month), temporarily (more than 1 month and less than 2 years) or permanent stays abroad.

Travel insurance provided by the university

The university has an extensive travel insurance for all employees who travel on a business trip for the university. Please make sure to arrange coverage well before departure.

Via de Apple Store and Google Play you can download the travel insurance app **Hienfeld Go!**. The app explains the insurance policy, coverage and what to do in case of an emergency.

Search for **business trip abroad** in myeur.nl/en for more information about the EUR travel insurance and the terms and conditions.

Travel advice and safety risks for specific countries

The safety assessment of the Dutch Ministry of Foreign Affairs is the EUR reference for defining the risk of travelling abroad. The classification code of countries is indicated in colours, running from green to yellow, orange and red.

Green no special safety risks

Yellow pay attention, safety risks

Prior permission from your supervisors is **always** required.

Orange only necessary trips

Red do not travel

You need a detailed security plan and written consent from your supervisor.

Visit below webpage for an overview of country security risks and classifications (Dutch only).

www.nederlandwereldwijd.nl/reizen/reisadviezen

The care with which the Dutch Ministry of Foreign Affairs composes travel advice requires time, especially in case of rapidly changing conditions. As a result, it is possible that current events are reported in the media, but are not yet included in the travel advice. Therefore, the travel advice from the ministry is not binding. It remains the responsibility of yourself, your travel organisation and your supervisor to decide to travel or not.

Security guidelines handbook

Special attention is asked from those who will do fieldwork in complex, remote, and hazardous places. The International Institute of Social Studies (ISS) has published a handbook with security guidelines that everyone travelling to high risk countries should read.

More information

Visit our website to download the handbook. Free hard copies are available for EUR researchers at the Graduate School office.

<https://www.egsh.eur.nl/phd-support/fieldwork-and-security/>

IMPORTANT NOTE

The discussed guidelines are the EUR guidelines. Your department might require you to take additional measures before departure. Always check with your supervisor.

Security guidelines for field research in complex, remote and hazardous places



Dorothea Hilhorst
Lucy Hodgson
Bram Jansen
Rodrigo Mena

The final phase of your PhD

The Beadle's Office

The Beadle's Office supervises the PhD defence formalities on behalf of the rector of the university. These procedures are the same for all PhD candidates.

In this section you will find a summarised overview of the formal procedures. As these procedures may be subject to change, we advise you to consult the website of the Beadle's Office for an up-to-date overview.

EUR Beadle's Office

+31 (0)10 408 1006

pedel@eur.nl

www.eur.nl/en/research/beadles-office

The administrative procedure

The administrative procedure for arranging the defence of your thesis takes at least six months. This is partly because of the paperwork but mostly due to the careful selection and scheduling of the committee members.

In order to be admitted to the doctoral procedure, three different forms must be completed in stages and sent to the Beadle's Office. This administrative procedure takes place in Hora Finita, the online registration system of the Beadle's Office.

More information

On the website of the Beadle's Office you will also find a complete overview and timeframe of the PhD defence procedures.

www.eur.nl/en/research/beadles-office

> [phd-defence-ceremonies](#)

> [phd-defence-procedure](#)

Printing your thesis

Once all requirements have been fulfilled and the Beadle's Office, rector, supervisors and committee members have given their approval for your defence, you can begin designing and printing your thesis.

You are free to pick any design and printing company you like, but it is not mandatory to print your thesis in hardcopy. However, you will need to submit an electronic version of your thesis to the university's library. You can ask the printer to do the lay-out or contract an external party. This will cost between 500 and 1000 euros. Proofreading will cost around 750 euros.

Printing costs will depend on the printing company, number of copies, pages and colour use. Costs will vary anywhere between 1500 and 2000 euros. At the Beadle's Office, you can request a reimbursement of your thesis production costs of up to 750 Euro, provided that you submit a set number of copies to EUR.

It is advisable to always request a quotation from three different companies. This allows you to compare prices and services. You can use below order configuration as an example.

Order configuration

- Book size: 17 x 24 cm
- Number of pages in black and white: **xxx**
- Number of pages in colour: **xxx**
- Cover: full colour, laminated with matte finishing, 250 grams/m²
- Inside: 90 grams/m²
- Delivery to one address in the Netherlands
- Prices for both glued and stitched binding
- Prices for 100, 200 and 400 copies
- Delivery of printed proof before the actual printing starts
- Including 6% VAT (BTW)

Below companies are well-known for and experienced in printing and designing theses.

- Gildeprint
- Ipskamp Printing
- Ridderprint

PhD theses examples

For more guidance and inspiration you can view earlier produced theses in RePub, Erasmus University Rotterdam's institutional repository.

<https://repub.eur.nl/>

Day of your PhD defence

Once your committee has approved the manuscript, the defence of your PhD is primarily a ceremonial procedure. The day of your defence does however require careful planning and preparation. The ceremonial nature of the event requires compliance to strict regulations, such as fixed procedures, a dress code and modes of address.

In preparation to your defence, PhD candidates are advised to attend an information session organised by the Beadle's Office. Many departments also have PhD platforms which can organise a mock defence so you can practice your defence with some of your colleagues.

Procedure of PhD defence

Opening	The chairperson of the committee opens the defence
15 minutes	The PhD candidate gives a brief 15 minute laymen's speech for the audience (Dutch: <i>lekenpraatje</i>)
45 minutes	<ul style="list-style-type: none">Each committee member ask one or several questions about the thesis.The PhD candidate answers each question until the committee member is satisfied with the response.After 45 minutes of questioning, the beadle enters the room and proclaims "Hora Est!". This signifies that the person speaking at that moment has to stop.
10 minutes	The chairperson adjourns the ceremony and the committee retires for consultation.
10 minutes	<ul style="list-style-type: none">After the committee returns, the ceremony is re-opened and the PhD candidate receives their degree certificate.The supervisor(s) give a public laudatio (commendation)The chairperson closes the ceremony.
Afterwards	<ul style="list-style-type: none">The PhD defence committee is the first to congratulate the PhD candidate.Friend and family members congratulate the PhD candidate during an informal drinks.

More information

Consult the EUR news webpage for an overview of upcoming PhD defences
www.eur.nl/en/news/overview

Your career after your PhD

Regardless of what career you aspire, it is important to start thinking about career opportunities and transferable skills in an early stage. Erasmus University has several facilities available to offer you support in your future career.

PhD and postdoc career day

Each year in April, the Graduate School co-organises a career day for PhD candidates and postdoctoral researchers. The full-day event is a combination of presentations, skills workshops and private consultancies. You can also have your LinkedIn profile photo taken and have your CV checked by a career advisor.

More information

Register for our mailing list to stay updated on upcoming editions.
www.egsh.eur.nl/news-events/

Career in progress

Career in progress is a collective term within EUR used for everything that can be designated as career development and professional mobility for employees. All of the available facilities can be consulted on the website www.eur.nl/en/working/training-eur/staff/career-development. Via the website you can request career advice, apply for courses, take tests and much more.

Personal career budget

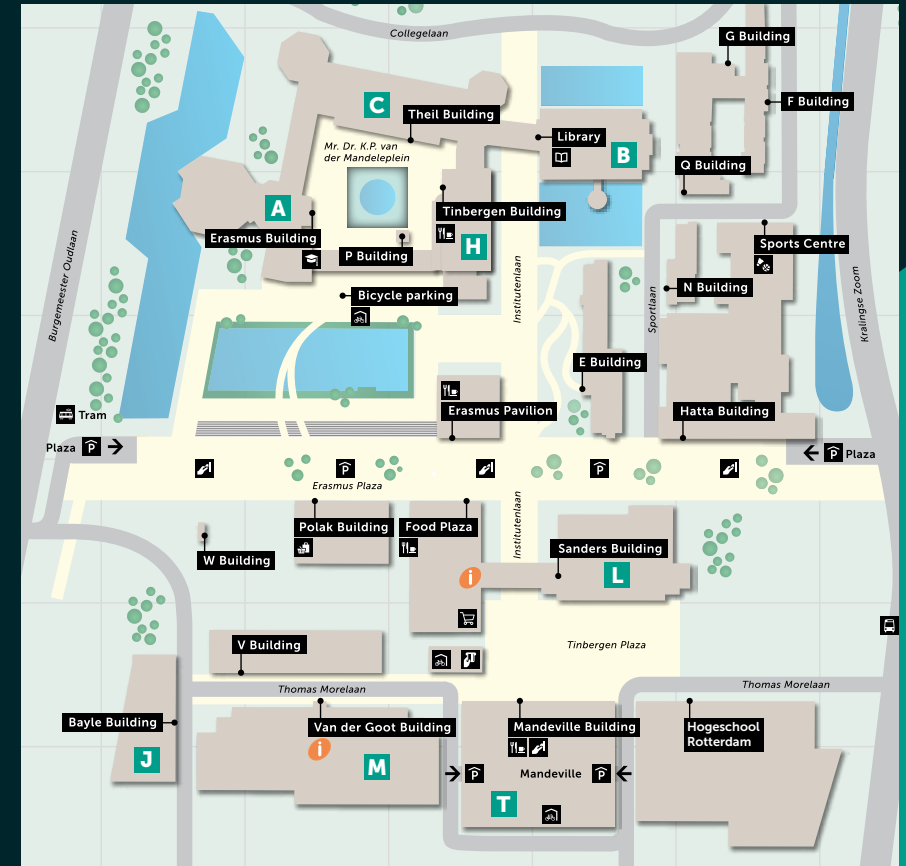
All employees also have a so-called **personal career budget**. This is an annual budget of 500 euros which can be spent on career development (training, courses etc.). Employees are allowed to save up the budget for a maximum of three years, to a combined total of 1.500 euros. In addition, employees annually have two **personal development days** (proportional to the number of hours worked if less than full-time), which can be allocated towards career development.

More information

All available resources for employee career development are available at www.eur.nl/en/working/training-eur/staff/career-development.



Map campus Woudestein



Legend

Bus	Tennis courts	ATM	Academic ceremonies	Buildings
Metro	Library	Bicycle parking	Shops	Footpaths
Tram	Food & drinks	Information	Road	Main entrance
Parking	Pay station	Sport Centre	Water	

Emergency: +31 10 408 11 00

Colophon

Publication: Erasmus University
Rotterdam (EUR)

Coordination: Erasmus Graduate
School of Social Sciences and
the Humanities (EGSH)

Design: PanArt
creatie en communicatie

Photography:
Nanning Barendsz (cover, p.24,
p.31, p.33)
Iris van den Broek (p.7 and p.10)
Chris Bones (p.7)
Chris Gorzeman (p.7 and p.44)
Theo Bos (p.12)
Erik Fecken (p.17)
Hilko Visser (p.19)

Printing: DeBondt Grafimedia

Edition: 2020-11

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