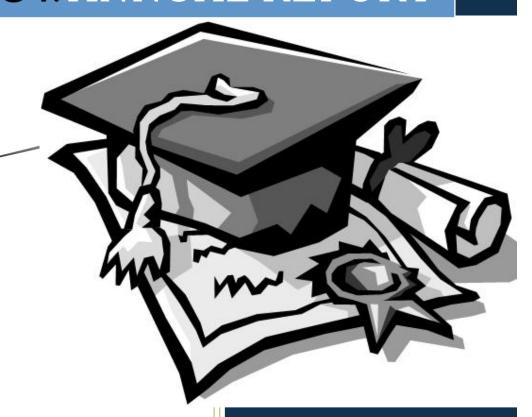
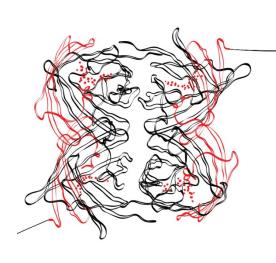




2013

# PINUT. ANNUAL REPORT





P-NUT

PhD Network University of Twente 12/31/2013

# Introduction

The year 2013 has been a busy, and exciting interesting year for the PhD Network University of Twente (P-NUT). Not only have we maintained the good work that has been done in previous years but we have also improved and incorporated novelties in our events and defined the identity of the organization. The details of all P-NUT activities from 2013 will be presented within this document.

First of all, in 2013, P-NUT reached 300 members. This exceeded the goal of 250 set at the outset of the year. Such a large membership enabled us to offer more to our members by enhancing the quality of our events but also by representing them in a professional manner.

For example, the principal event on the P-NUT event calendar is the annual PhD Day and reached its third edition in 2013. The event brought together more young researchers than in previous editions. The topic for the event was "Scientific Integrity" and 4 key-note speakers from diverse fields shared their experiences with the PhD candidates in attendance. Moreover 7 PhDs shared the "Importance of collaborations" with their peers from both positive and negative perspectives, thus making this day a collaborative success.

2013 saw differences of opinions with the Twente Graduate School (TGS) regarding the mandatory introduction of the PhD charter for all PhDs at the University of Twente. This year was marked by various discussions with representatives of TGS, the University council and the personnel department regarding the implementation of this charter.

This year the number of board members increased as well as the attendance at our events. We have board members from most faculties who have put in a lot of effort into keeping our members satisfied. We have continued with the internal layered structure of the organization and older members have trained new members in order to maximize output. Furthermore, this will provide a confident young board for 2014 as a number of the current board members are set to depart.

To conclude, detailed information over our activities, organization, representation as well as a financial report for 2013 will be presented in this document. In addition the future plans and budgets for 2014 will also be outlined. Given the work P-NUT has done in 2013 it will offer a clear and confident start towards an even better 2014 in which we shall inform, connect and represent all the PhD candidates at the University of Twente.

Ioana Ilie, President

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# An Overview of 2013

# **Internal Affairs**

# **Membership**

P-NUT has increased the number of its members reaching 300 members at the end of 2013 compared do 184 at the end of 2012 and exceeding by 50 members the goals set before. This number demonstrates the interest the PhDs have not only in the events P-NUT organizes but also the recognition as the representative body of the PhD candidates at the University of Twente. Our access to new members has been facilitated by the Human Resources department who provide us with regular information on the new PhDs that join the University of Twente, enabling us to send them welcome emails and our monthly newsletter.

# **Sponsoring**

The number of sponsorships received in 2013 has also increased, P-NUT obtaining additional sponsorships that have contributed increasing the quality of the events. In addition to the annual thesis printing market, which has always contributed in a serious amount to the income of the organization this year generous sponsorships have come from the research institutes, MESA+ Institute for Nanotechnology, MIRA Institute for Biomedical Technology and Technical Medicine, IGS Institute for Innovation and Governance Studies, CTIT Centre for Telematics and Information Technology, TGS Twente Graduate School, as well as from external companies such as Gildeprint. This proves the trust that both the University and externs have in the work that P-NUT is doing for the PhDs at the University of Twente.

#### **Board Structure**

Since 2012 P-NUT is having meetings according to the new board structure, differentiating between board members and commission members. The President, Secretary, Treasurer and Head of Commissions represent the board. These positions are held by four (different) individuals, but preferably each role has an assigned backup. All other people that are active in the organization of P-NUT activities are commission members. These commission members are part of one or more of the P-NUT commissions. Currently, P-NUT has three commissions: Represent, Inform and Connect.

The separation of the meetings has proven to be successful and efficient as the number of members in the commissions has increased. The communication between the board and commission members has been facilitated by the Head of Commissions even though several Commission members have been present during board meetings.

Every month, two board meetings are organized, to which at least all four board members attend. The President organizes the board meetings. The Head of commissions organizes a commission meeting once a month, to discuss the details of current activities.

The current board and commission members are part of most faculties at the University of Twente as well as ITC, proving that P-NUT has access to the PhD candidates from most research areas at the University.

# Represent

#### **Twente Graduate School**

In 2013 the Twente Graduate School (TGS) has put together a PhD charter based on the output of the working groups put together in 2012. Although P-NUT was involved in the early stages of the Charter by actively contributing to the input that the working groups received, the road towards the approval of the PhD Charter has lacked communication. P-NUT has officially expressed its worries regarding the contents and the implementation of these new policies. Firstly, P-NUT argued that the training program including 30 EC is too extensive and might decrease in the quality of the output of the PhDs, especially for three-year PhD programs, and suggested making then optional. Secondly, P-NUT disagreed with the attendance of the PhDs at only local training courses and encouraged the attendance at national and international courses, as these are more specialized and offer excellent network opportunities to the PhD candidates. Thirdly, the Charter stated that during transition phase the policies should apply to all PhD candidates that started before January 2013, which in P-NUT's view this was just an additional contribution of the research groups towards TGS even though the PhD candidates would not fully benefit from the TGS training program. Finally, one additional point raised by P-NUT was that the requirements stipulated in the Charter would conflict with the requirements stated by external employers of PhDs (Saxion, FOM) and funding agencies (NOW, EU-FP7) and that these agencies might not approve that 'their' PhDs comply with the 30 EC training program.

However P-NUT highlighted the positive aspects of the PhD Charter and encouraged requirements such that all PhD candidates should have a supervisor and a daily supervisor, and the explicit statement that departments should secure funding for the complete project (including expenses) before the PhD project can start, and the installment of a standardized training and supervision plan.

After various rejections in the University Council, several revisions of the PhD Charter and meetings with TGS officials the document has been edited and some suggestions of P-NUT have been take into consideration. Firstly, the 30 EC policy shall be a flexible one in which the granting of the credits can be done with the approval of the supervisor, such that if a PhD candidate demonstrates that he has the necessary skills the credits will be granted with the permission of the supervisor. In addition the new policies will apply only to the PhD candidates joining the University after 1 January 2014 even though all present PhDs have to be monitored by the new PhD system.

# **University Council**

The relationship and communication of the PhD Network University with the University Council is established through Victor de Graaff, P-NUT's former Secretary in 2012. Though him we have not only manifested our worries with respect to the PhD charter but we have also been constantly up to date with the events gravitating around the new policy as the incipient communication with TGS has been poor.

Moreover, in view of the events Victor participated, on behalf of the PhD candidates, in a tete-a-tete meeting organized in Faculty Club mid September on the topic "From PhD candidate to Graduate Student". His opponent was Gerard van der Steenhoven the dean of Twente Graduate School. This meeting was a big success as over 75% of the attendees were PhD candidates that presented a high interest in these new policies.

Thanks to the close collaboration with the university council, we know that in the next year will be a fruitful one.

# **Inform**

P-NUT has been working closely with the Human Resource department to distribute widely the handy booklet for all PhD candidates. We published this booklet officially on the 11th of October 2012 during PhD day, and have been updating the content for 2013. This booklet is was made to inform PhD candidates before and after their arrival in University of Twente, during their PhD as well as helping them finish their PhD. We also have our annual thesis printing market to provide finishing PhD candidates a selection of different printing companies and examples of theses. Unfortunately, due to costs, the reprinting of this booklet has not taken place but it is a suggestion for the coming year. After several reediting procedures the P-NUT brochure has been printed by the Human Resources department in collaboration with the Communication Department and is ready to be distributed to all PhDs in the coming year.

As another part of the inform task, P-NUT organized 7 lunch meetings in 2011 covering topics from tax declarations to career opportunities after your PhD. Free lunch was provided to all registered PhD candidate during lunch meetings. The host of the lunch meetings sponsored some lunches, e.g. Taxes lunch meeting. All other lunch meetings were paid by P-NUT.

In 2013, P-NUT has helped introduced two new events crucial for fellow PhD candidates, namely 30% ruling, which was explained in combination with Taxes lunch meeting, as well as the Research Professional Database, for finding grants and research related sponsorship.

The table below shows all informative events that P-NUT organized and the number of people that registered for them.

Date	Name of Activity	People Registered/Attended
January 24 <sup>th</sup>	Thesis Printing Market	54
February 19 <sup>th</sup>	Taxes + 30% ruling	68
March 11 <sup>th</sup>	Optional Model	13
April 15 <sup>th</sup>	Grants	47
May 17 <sup>th</sup>	Patents and beyond	22
June 13 <sup>th</sup>	Housing	33
September 12 <sup>th</sup>	Late Optional Model	23
September 26 <sup>th</sup>	Research Professional Database	38
November 12 <sup>th</sup>	Latex introduction	44

# **Connect**

Every first Thursday of every month, P-NUT organizes monthly drinks for all PhD candidates of the University of Twente. This event, previously named "Borrel" was changed to "Get-together" to attract more international PhD candidates and to re-state its focus from having free drinks, to meeting PhD candidates from other departments. We have also introduced a bi-lingual approach to attract more Dutch PhD to connect. During the "Get-togethers", PNUT informs the PhD community about issues that are playing a crucial role in PhDs on campus and national level, developments within P-NUT, and are available to receive feedback from the PhD community. We also continue having social drinks in the city, in different bars throughout the year, as a seasonal bar-hopping with your fellow PhDs and friends sharing a good Friday night.

In 2013, we have organized various sports, workshop and tour activities such as the Cocktail workshop. We began the summer with our fun Summer BBQ and Party, and ended the year with our exclusive Christmas Lunch.

The following social activities were also organized in 2013 and number of people registered:

Date	Name of Activity	People Registered/Attended
February 22 <sup>nd</sup>	Beer Quiz	40
March 22 <sup>nd</sup>	Cocktail Workshop	38
April 14 <sup>th</sup>	Pop & Rock Museum Gronau	17
	Bike Tour	
May 23 <sup>rd</sup>	Grolsch Brewery Tour	20
June 28 <sup>th</sup>	Bar Hopping	21
July 12 <sup>th</sup>	Summer BBQ	65
August 9 <sup>th</sup>	Summer Party	51
October 3 <sup>rd</sup>	PhD Day 2013	105 (afternoon) & 93 (evening
		program)
November 19 <sup>th</sup>	Dutch Dinner & Ice Skating	22 & 27
December 12 <sup>th</sup>	Christmas Lunch	30

# **PhD Day**

The annual PhD Day had the theme 'Scientific Integrity'. With four keynote speakers, 7 PhD Candidates giving an elevator pitch on the importance of collaboration to their research, and a great turnout of our members, this years' PhD Day was a great success. In addition, this year we had a raffle and the person answered correctly a question, was a PhD Candidate present at the event won a free subscription for a year for a scientific journal of his wish up to an amount of 50 Euro.

The PhD Day was advertised with the following text:

Would you like to be part of the hot discussion of Scientific Integrity? Have a say on rightful acknowledgements of your collaborators?

Join us in the PhD Day - Scientific Integrity - on the 3rd of October from 13:30 in the Amphitheater!

Four top speakers in their field will discuss and debate on research fraud, plagiarism, data transparency and political role in scientific agenda.

Hear 2 minutes pitches on personal experience from your fellow PhDs of how they view their "Collaborators: for better or for worse, and tips & tricks".

Finish off with a delicious dinner and drinks in Forum (La Cucina), a fantastic night of Scientific pub quizzes and karaoke, and dazzle with great prizes (for example, and free membership prescription of a preferred journal, and many more!).

The event was advertised on our website, in the UT News and through social media with the following text:

Research is not all about the quest for answers and the investigation of responses, it is also about the process of coming to answers, about the steps one has to follow in order to reach the optimum solution.

Not acknowledging the work of others has major repercussions on a scientist's future career. Plagiarism has been one of the major discussion points in the past decades and needs to be addressed from the early moments of our careers as scientists.

If you want to know how to protect yourself from intellectual theft, how thin the line between

collegiality and information sharing is or all about honesty in science join for the PHD DAY on the 3rd of October in the AMPHITHEATER from 13.30 on the topic: SCIENTIFIC INTEGRITY and find all this out and much more from top speakers and researchers in the field.

We also encourage you to share your fortune or misfortune when dealing with research integrity in your collaborations!

Are you up for sharing your experience with others and let them learn from your practice? Then send an email to p-nut@utwente.nl!

A professional pitch trainer will help you prepare a 2-3 minute talk and guide you through the necessary steps.

# Evening program:

After four keynote speeches, and several nice talks by your fellow PhDs, you might be hungry. That's why we have arranged a great evening program in Forum (near the train station). Dinner is on us, and then be prepared for a spectacular ScienceQuiz tailored specifically for PhDs. Your vocal capacities will also be tested during a late karaoke.

# **UT News**

In 2013, the UT News has on various occasions contacted us to ask for input regarding the new PhD policy and has often published articles on matters of importance for the PhD Candidates and their relations to our events. They have covered important topics in both English and Dutch and have been present during the PhD Day to which they have dedicated a nice article.

On their website, UT News frequently covered P-NUT activities and our position on several issues, including:

- 30 % ruling policy available of PhD Candidates: http://www.utnieuws.nl/english/attractive-30-arrangement-now-also-available-phds
- The election of a new P-NUT board: <a href="http://www.utnieuws.nl/english/new-board-p-nut">http://www.utnieuws.nl/english/new-board-p-nut</a>
- Information on the Grant Writing lunch meeting organized by P-NUT: http://www.utnieuws.nl/english/dos-and-donts-grant-writing
- P-NUT's input on the PhD Charter: <a href="http://www.utnieuws.nl/nieuws/kritiek-op-nieuw-promovendibeleid">http://www.utnieuws.nl/nieuws/kritiek-op-nieuw-promovendibeleid</a>

- Transition towards Graduate Student: http://www.utnieuws.nl/nieuws/59191/Ook\_UT\_wil\_promotiestudent\_instellen
- Victor de Graaff: on new PhD policies:
  <a href="http://www.utnieuws.nl/english/59182/The\_aim\_should\_be\_to\_make\_PhDs\_excellen">http://www.utnieuws.nl/english/59182/The\_aim\_should\_be\_to\_make\_PhDs\_excellen</a>
  t not generalists
- PhD Day details: http://utnieuws.nl/nieuws/59267/PhDs plagiaat vs eerlijkheid
- PhD Day details: http://www.utnieuws.nl/english/59268/PhDs\_plagiarism\_vs\_integrity
- Live from the PhD Day: http://www.utnieuws.nl/nieuws/59276/De\_vijftig\_grijstinten\_van\_wetenschappelijke\_i

   ntegriteit

# **Visibility**

Over the past year P-NUT has been constantly working on its visibility and communication with its members. We have therefore improved our website by constantly posting new and relevant information for the PhD candidates in our News Section. Moreover, we have expanded our social media horizons by not limiting ourselves to Facebook, but also using other channels such as LinkedIn and Twitter to reach our members. In addition, we rapidly get in contact with new PhD Candidates with the help of the Human Resources department that sends us regularly the contacts of the new PhDs enabling us to send them welcome emails and our monthly newsletter. Furthermore, in close collaboration with the HR department we have put together a new P-NUT brochure "Doing your PhD at the University of Twente" which was printed in 1000 copies and will be distributed to the new PhDs at the University.

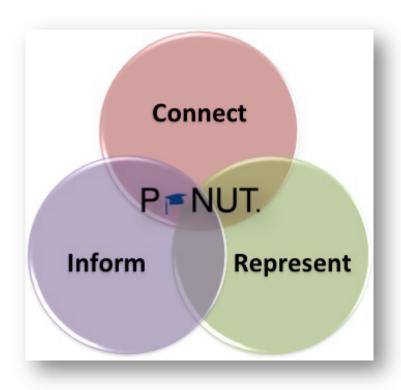
# **Identity**

We have worked on defining the identity and therefore the mission of the organization by expressing in a much clearer manner the goals of the PhD Network University of Twente.

P-NUT is the official organization of the PhD candidates at the University of Twente driven by the common interests, concerns and passions of its members.

P-NUT passes the borders of faculties, departments and even universities by bringing PhDs with different backgrounds together to share their experiences and help each other to grow and

become more efficient in their work. Our main objectives are to bring people who share similar interests together in both a professional and informal way, to inform them on the important aspects that might affect or benefit their careers as scientists and share and defend the rights of the PhDs at the UT. These objectives define the three main goals of P-NUT: **connect**, **inform** and **represent** the PhD candidates of the University of Twente.



The main role of **connect** is to bring people with similar interests together, to create a social platform for people coming from diverse cultures with different backgrounds where they can exchange experiences, information and ideas. We create an informal setting where PhDs in the early stages of their doctoral degree learn from their older peers. We not only try to integrate them in the academic community but also in the Dutch society by organising target oriented events. The PhD candidates have the opportunity to socialise in an open environment and escape from the work routine. We make PhDs visible to each other and present also the other side of the PhD life by encouraging them to get the most out of their PhD not only professionally but also socially.

The **inform** part of P-NUT consists of spreading information relevant to a significant part of the

PhD community, both in private and professional life. We tailor our events in such a way that new PhD candidates have access to the information they need upon arrival in the Netherlands and candidates in a later stage of their doctoral degree can benefit from information that can improve their work. For this we organise different events where we invite specialists to talk about the tax law in the Netherlands or the housing procedure in Twente. For our yearly Thesis printing market companies present their offers on thesis layouts and for other events specialists provide insight into editing and formatting the PhD thesis. Examples include our introductory lunch meetings on Latex and Indesign workshops.

Our third goal - **represent** - focuses on connecting the PhDs with the university administration and being actively involved in the decision making process of the issues that are of concern to the PhD community. We defend the status of the PhDs as employees, share the ideas and requests of the PhD community with the university officials and represent their interests in meetings with the rector, human resources and the personnel department in a professional and objective way. We are the voice of the PhDs and defend the views of the PhD community through commitment and devotion. P-NUT shares the concerns of the PhD candidates at the University of Twente with PNN - the National PhD Association in the Netherlands - by actively exchanging problems and ideas common to the doctoral candidates on national level.

We make sure that the PhD candidates at the University of Twente are being taken care of both in their professional path, as well as in their social life.

# **P-NUT Evaluation for 2013**

To assess the quality of the events and to provide a clear start for the next year, P-NUT put together a questionnaire for our members to complete. The survey had a total of 92 respondents out of which more than 50% have Dutch nationality and are mostly in the second year of their PhD.

44% of the respondents attended 1 to 3 lunch meetings this year, mainly focusing on the Grants lunch meeting, Latex workshop, Optional Model and the Christmas lunch. 47% attended these lunch meetings because they considered them informative, helpful and like meeting their fellow PhDs, while 30% admitted that they like the idea of free food. When asked the question "What is the reason for not attending these lunch meetings", a lack of interest or other commitments were

the main responses.

In terms of the social events, 37% of people attended 1 to 3 of these events, 20% joined 4 to 6 events, 20% none and the remaining 23% attended more than 7 social events during the year. The most attended events have proven to be P-NUT@de Vluchte, the Summer Barbeque, the Summer Party and the P-NUT Borrels. The main reasons for non-attendance were prior commitment to other events or they simply did not wish to attend the social events. The evening program during the PhD Day, the Cocktail workshop and P-NUT @ de Vluchte are among the most popular events of those who answered. Most were fond of the pub quizzes and even though the majority joined the P-NUT borrels they admit that the atmosphere can sometimes be uncomfortable. This was due to the presence of a "clique effect" among members of P-NUT.

Suggestions regarding the organization of new events or meetings include "Take charge of your PhD", paintball, laser games, having a team for the Batavierenrace or events on how to find a job inside and outside academia. Overall, respondents consider P-NUT has done a good job.

55% of the respondents attended the PhD Day organized by P-NUT on the theme "Scientific Integrity" and 48% of them consider that the overall organization of this event was good. 56% of them rated the theme of the day to be very good and 41% considered the presentation content to be good. Around 55% considered that the pitches, the dinner and the quiz were very good while 38% rated the karaoke as very good. 51% of the respondents said that they would join the PhD Day next year while 38% gave no answer. Suggested additions for next year's PhD day include having an open debate between speakers, having an active interaction between the speakers and the attendees, and possibly include speakers from various research fields. The respondents were overall happy with this event and consider that the lottery prize should be more substantial.

In conclusion, the overall impression of members is that P-NUT has done a good job with all the events organized this year. However there is always room for further development and improvement.

# Financial report for 2013

In the next paragraph the finances of 2013 are amplified. At the end of last year a budget was made for this year which was presented in the yearly report of P-NUT 2012. This budget was used as a guideline for the finances of this year. The budget is presented in the table below and next to it you can find the actual expenses/income.

	Budget 2013	Expenses
General expenses		
PNN contribution	125	125
ING	150	147.81 €
Traveling	100	0
KvK	25	0
Faculty Club contribution	350	350.00€
Merchandising (PR)	400	204.78 €
GMM	150	0
Activities		
Lunch meetings	2200	1,258.20€
Social activities	2200	2,376.97 €
Yearly BBQ	550	435.52 €
Get together	250	153.50€
Printing Market	350	397.01 €
PhDay	2500	2,967.10€
Savings	0	0
Unexpected	500	341.58€
Total	9850	€ 8,757.47

	Budget 2013	Income	
General income	0	0	
Membership contribution	3000	3,408.00€	
UT contribution	2950	2,950.00€	
Patron contribution	0	0	
ING interest	50	40.71€	
Sponsoring	0	0	
Yearly contribution	0	0	
Social activities (includes Yarly BBQ			
income)	250	643.00€	
Services	300	0	
Lunchmeetings	300	489.25€	
Printing Market	1500	1,500.00€	

PhDay	1500	3,300.00€	
Activities	0	0	
Contribution participants	0	100.16	
Unexpected	0	4.40 €	
Total	9850	€ 12,435.52	

In general, P-NUT accounting in year 2013 was very positive, meaning that expected expenses were reached and income was over initial expectations.

No Traveling costs were considered of general purpose (being existed associated with specific activity). Else, P-NUT was not charged from KvK.

In Activities, Lunch meetings were not under estimated in costs volume, but based on the decision to buy food and drinks from Sodexo canteens instead of ordering to be delivered, it was possible to reach a significant cut in the costs related to this activities. Social activities, were Yearly Barbeque could fit, happened as expected, and the same for Printing Market. Get Together didn't happen in some months explaining the lower level of expenses in this topic. PhDay had more expenses as predicted, but sponsoring largely covered it.

Unexpected represents Team Building activity which did not fit other previous topics and Gift's for former/leaving Board members.

General income had a positive perspective, once UT kept the funding and Membership contribution was maximized by a net increase in number of members.

Sponsoring was very good. Social activities got more income than predicted, some activities had high individual cost (higher than 10€ per person) being compensated by members paying a partial fee, as well as non-members that usually attend to Connect events. No services were performed and Yearly contribution had no occurrences. Significant income comes from Taxes lunch meeting, which was fully sponsored by a Tax advisors company (that was massively participated by members and non-members). Printing Market had the expected income, specially positive in fundraising once organizing costs are usually lower and many companies are

interested in getting in contact with last year PhD's through P-NUT. PhDay was heavily sponsored by UT research institutes, as well as by the Twente Graduate School.

Contribution of participants regards some impairments, fitting be balance in checking account, which fortunately was positively balanced.

Debts pending from 2013				
Description		Value	Paid on	
P-NUT membership	2013 Late			
batch		564	3-1-2014	
Cash rest in Savings		3000	16-1-2014	
€				
Total 3.564,00				

Credits pending from 2013				
Description	Value	Paid on		
Declaration form pending refunds	159,44	21-1-2014 / 29-1-2014		
Universiteit Twente	18,68	21-1-2014		
ING costs 4rd quarter	34,89	28-1-2014		
€				
Total 213,01				

#### Comments:

From 2013 accounting, some operations were still done in 2014, mainly regarding the income from P-NUT membership 2013 Late batch, charged before end of 2013 but took some days to be processed, and non-permanent Savings (money was in Savings to benefit from interest but not structurally booked in this category).

Credits from 2013 mainly refer to declaration form items from Activities with payment from P-NUT pending, from which refund was only performed in 2014. Costs from OFI number relative to 4rd quarter were only invoiced in January 2014, and the same happened with ING costs.

By the time of the Annual Report 2013 writing no other Credits or Debts are pending or expected.

ING balance on 2013 acclose	counting	
Description		Value
Payments account		3578,05
Savings account*		2.543,71
	Total €	6.121,76

<sup>\*</sup> does not include Interest 2013

The balance of 2013 is 6.121,76 € (Euro), which does not include the Interest 2013 from savings that is accounted always in next year's (it was 49,76 €).

# Plans for 2014

# 1. Gain interest of new potential members

- Keep on advertising P-NUT and our events through newsletters, Facebook, Twitter, LinkedIn, flyers and posters. Review the assignment for posing posters and handing flyers, extend our coverage (Waaier, Sportcentrum, TLC...).
- Make sure that PhD candidates are not only aware of our events, but also feel welcome to come there and meet people we could for instance during an event not to stay as an impermeable core but each of us to integrate with different people.
- Advertise P-NUT during Career Days events, with the objective of making P-NUT known to the potential future PhDs.
- Make sure that new PhDs are informed about P-NUT with the welcome e-mail and maybe by some department introductions we could for instance ask the secretaries in the department to hand in the P-NUT brochures to the newcomers

# 2. Novelty in events

- Propose new activities to keep our current members interested in P-NUT, such as organizing visiting tours of Enschede for the newcomers, new bike and cultural tours, gathering a P-NUT team running for the Batavierenrace in 2015.
- But also, keep the events that have proven to be important and successful, as they will always attract the new members.
- Hire professionals to give presentation or workshop (successful conference, networking...)
- Organize discussion meetings or 'Welcome in Holland' presentations for new PhD's (maybe in relation with the 'Buddy system'), which could be integrated to our Get-Together events.
- Perform the evaluation after the events (for instance by handing only a small card on which people will write their suggestions) in order to make the future events even better

# 3. Communication within the board

- Learn what the strong points of the board members are and use them as an advantage in the organization of our events.
- When organizing events, make sure that at least one experienced board member participate to the organization.
- Organize regular internal events (once a month) to integrate people within the board, to strengthen the board and encourage team-working. This could be for instance a dinner organized by a board member, or a birthday briefly celebrated together after a meeting.

# **Budget for 2014**

For the year 2013 a budget is made based on the finances of last year and on the increased income due to memberships and the UT contribution. Therefore P-NUT can provide you with more lunch meetings and social events. The budget is presented here:

	In	Out
Fixed income		
Membership contribution	€ 3,500	€ -
UT contribution	€ 2,950	€ -
Net income 2013	€ 3,675	€ -
Services	€ 150	€ -
Donations	€ -	€ -
Total fixed income	€ 10,275	€-
Fixed expenses		
PNN contribution	€ -	€ 125
ING bank account	€ -	€ 100
KvK (Chamber of Commerce)	€ -	€ 25
Faculty Club	€ -	€ 350
Merchandizing (PR)	€ -	€ 350
Merchandizing (gifts)	€ -	€ 150
GMM	€ -	€ 150
Total fixed expenses	€ -	€ 1,250
Activities		
<u>Inform</u>		
Lunch meetings	€ 300	€ 1,800
Printing Market	€ 1,500	€ 400
Get Togethers	€ -	€ 250
Total Inform	€ 1,800	€ 2,450
Connect		
Social activities	€ 400	€ 1,600
Yearly BBQ	€ 250	€ 500
Summer Party	€ 150	€ 500
Christmas Lunch	€ -	€ 500
Total Connect	€ 800	€ 3,100
<u>Represent</u>		
PhDay	€ 1,750	€ 2,500
Workshops/seminars	€ -	€ 400
Career event	€ -	€ 200
Representation costs	€ -	€ 100
Total Represent	€ 1,750	€ 3,200
Total activities	€ 4,350	€ 8,750

Other		
Miscellaneous	€ -	€ 1,000
Savings account	€ 50	€ 2,000
Structural fund	€ -	€ 1,675
Team building	€ -	€ 300
Grand total	€ 14,675	€ 14,675

# **Main aspects**

In 2013, a substantial surplus was obtained due to both higher income and lower expenses than budgeted. We believe some of the causes for this to be structural, while others are more likely to be single occurrences. To not offset our recurring activities with a one-time surplus, we propose to place part of the surplus in the savings account to strengthen our buffer, and use another part for activities that are beneficial to strengthen the position of P-NUT (to be discussed by the board). Even without considering the surplus, however, there are reasons to believe P-NUT will be able to generate a higher income than budgeted previously. Therefore, the proposed budget for 2014 is increased to €11.000, about €1.000 more than budgeted in 2013, and €2.000 more than actually spent in 2013.

To increase awareness of the balance between the core tasks Inform, Connect and Represent, we explicitly distinguish between these categories in the budget proposal for 2014. In case an activity fits multiple categories, the corresponding costs and expenditures should be booked under the predominant category.

The separate budget posts are treated in the comments below.

# **Fixed income**

# **Membership contribution**

The membership contribution over 2013 was €408 higher than anticipated. With the current member base and a slight growth trend, we believe €3500 is a realistic estimate for 2014.

# **UT** contribution

Fixed amount, same as in 2013.

#### Net income 2013

Surplus due to both higher income and lower expenses than budgeted. Mainly contributable to low amount of money spent on lunch meetings, higher membership contribution, and unexpectedly high sponsoring for the PhDay.

#### Services

Inspired by the success of the PhDay, we seek to gain more sponsorship from companies. Sources we could think of are newsletter sponsoring, website ads, etc. However, as no such income was generated last year, we allocate a prudent service income of €150, corresponding for example to a single newsletter advertorial.

#### **Donations**

No donations are expected.

# **Fixed expenses**

#### **PNN** contribution

Fixed amount.

# **KvK (Chamber of Commerce)**

Fixed amount.

#### **ING** bank account

The amount spent was significantly lower than budgeted in 2013. Though the banking costs are variable, given last year's expenditure we believe €100 suffices to cover banking activities.

# **Merchandizing (PR and gifts)**

Compared to 2013, we propose to split the merchandizing post in PR ( $\in$ 350) and P-NUT themed gifts to ex-board members ( $\in$ 150). For the latter we propose a fixed budget for each member.

#### **GMM**

Room needs to be booked for two hours, same amount as last year.

# **Activities**

#### **Inform**

Lunch meetings

For 2013, the budgeted expenses for lunch meetings were vastly higher than the actual expenses. The difference is mainly explained by picking up the lunch ourselves instead of getting it delivered. Therefore, we decrease the expenditure budget by €400.

Printing market

Expenditures were slightly over budget last year, causing the increase in budget. The income was as expected and remains the same.

*Get-Togethers* 

In line with the proposed restructuring of the get-togethers, these events are now booked under Inform instead of Connect. The financial requirements remain the same.

#### Connect

Social activities

Comprises the smaller social activities, such as the biking trip, Grolsch tour, etc. The amount available for these activities is the same as in 2013, we propose that attending members on average cover 25% of the costs.

Yearly BBQ

Was cheaper than expected last year, hence the budget decrease by €50.

Summer party

Separate post this year, estimate based on last year.

Christmas lunch

Separate post this year, estimate based on last year.

# Represent

# **PhDay**

The PhDay 2013 cost almost €3000, which amounts for a third of the entire annual expenditure on a single-day event. We decided to reallocate part of the budget for the PhDay to other activities in representing. The budget remains €2500 as before. Most of the costs for the event were allocated to the dinner. We propose some other financing structure for this part of the event, being (partially) paid for by the attendants themselves.

The sponsorship income for the PhDay 2013 far exceeded expectations. We deem it unrealistic that we receive a similar amount next year, which is why the same estimate as last year is maintained.

## Workshop/seminar

In line with the plans to give more attention to representation activities, we reserve €400 for workshops or seminars. Assuming renting a room will comprise the majority of the costs, this post should provide funding for about two events in 2014. The exact contents for such events are open for discussion.

#### Career event

Similar to the workshop/seminar, we reserve money for a career event which details yet need to be determined. Acquiring sponsorship for such an event could be possible, but as the setup of the event has not been defined we deem it premature to book this as a source of income.

# Representation costs

This category replaces the previous 'travelling' post, but is broader and allows categorizing any extra costs required for representation activities.

# Other

#### Miscellaneous

As the activities need to be assigned to one of the three categories, there is an increased probability that we have expenses not falling in any of the three categories. For this, we increase this post (previously 'Unexpected') from €500 to €1000.

# **Savings**

In the year 2013 we had an excess of over €3500. As we expect this surplus is not structural, in our vision we should not adapt the budget standards to 2013 levels. We propose to put €2000 of the excess into the savings account permanently, strengthening the buffer of the organization. This buffer would allow P-NUT to operate for about half a year without any liquid income. The difference in interest is negligible under the current low percentages.

#### Structural fund

Being considered a one-time surplus, we prefer to use €1675 for some structural improvement in P-NUT, instead of simply over-subsidizing activities for a single year. The latter option also is not preferable for continuity purposes, as this will likely cause a sudden setback in funding in 2015. The allocation of this post is completely open to debate.

# **Team building**

Formerly an uncategorized expense, this post is now considered separately due to the plan to improve communication within the board. The budget is intended for informal board activities aimed at strengthening cohesion and promoting teamwork.

# An Overview of P-NUT

The PhD network of University of Twente (P-NUT) is a non-profit association established to represent, inform, and connect the PhD candidates at the University of Twente (UT). Starting from being a rich source of specific information on various facets of a PhD's career at the UT, P-NUT also acts as a representative platform and functions as a spokesperson for all PhD-related issues. We work closely together on various issues with the Human Resources (HR) department of the UT, the Twente Graduate School, the University board and others.

Since its inception, P-NUT has been active in representing and supporting the PhD community by organizing informative sessions on a whole spectrum of topics and social activities. During the last years P-NUT has observed a growing interest in the activities organised.

Why is it important that you become a member of P-NUT?

The University listens very carefully to what we have to say. P-NUT has successful and continuing conversations on PhD policy with the rector, Twente Graduate School, and HR, about for example the structure of courses or the introduction of a qualifier after 6 month. We are also involved in PhD issues on the national level. The more people we represent, the more influence we can have. If you are a member, this contributes to representing you.

What does P-NUT do with my one euro per month?

We reinvest your money in the PhD community. We invite people to contribute interesting information and skills. We use the money to keep our organization running, cover the costs of representation (traveling expenses for example), to pay for rooms, to be able to take the financial risk of organizing events and to keep the prices of these events low for our members.

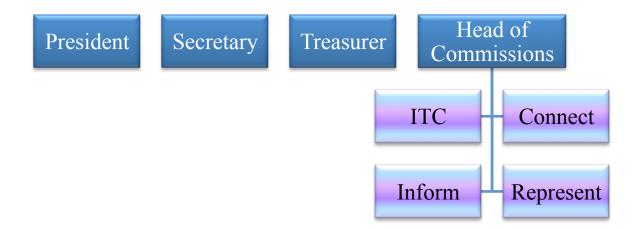
What's in it for you?

Apart from being represented (which also means we will help you with any issues you might

encounter in your PhD), there are many informational and social events that you can benefit from when you are a member of P-NUT. Think about printing your thesis, how to do your taxes and how to use the optional model.

# **Roles and descriptions**

As part of the professionalization process a new board structure was developed and agreed upon. The new board structure consists of clearly identified roles and responsibilities. In this section we describe these roles and their associated tasks:



#### **President**

- Meeting agenda and chairing.
- Keep track of policies.
- Responsible for consistency in communication.
- Final decision responsibility.
- Represents the board and P-NUT at the university bodies (TGS, PhD council,

# Rector, GMM)

- Organising and chairing of the GMM.
- Oversees board recruitment.
- Oversees committee creation. (Accounting, activities)

# **Secretary**

- Responsible for P-NUT Inbox
  - Handles or forwards e-mails
  - Can delegate contents of lists (ALV, UNITE, LinkedIn)
- Manages mailing list.
- Membership administrator:
  - Ownership of paper forms.
  - Responsibility for member Database
    - Input
    - Update (correction, end of membership)
  - Welcome e-mails
  - Generates list for recurrent payments.
  - Acting president (if needed)
- Organisation of meetings with university bodies/ other associations.
- Responsible for backup of google docs data.
- Communication with chamber of commerce (Kamer van Koophandel (KvK)).
- Minutes taking during board meetings.

#### Treasurer

- Ownership of accounts.
- Makes financial report for the GMM.
- Makes budget for the GMM.
- Responsible for the approval of the budget.
- Keep track of receipts.
- Generates, sends and tracks invoices.
- Processes claim forms.
- Pays OFI number and invoices.
- Supplies financial overview at each board meeting.
- Deposits cash from activities into bank account.

#### **Head of commissions**

- Responds to board on progress and issues.
- Can be joined in board meeting by one or two committee members on occasion.
  - Decides which and how often they join commission meetings.
  - Organises and manages agenda of commission meetings.
  - First contact in case of conflict inside commission.
  - Responsible of presenting commission report at the GMM
  - Responsible for setting up the activities agenda by the different commissions.
  - Negotiates with the board the number and frequency of activities.
  - Oversees activities of commissions.

## **Commissions**

P-NUT has five autonomous commissions: Inform, Represent, Connect, ITC, and Accounting. Commissions are autonomous in all aspects excepting budget.

Below is a list of responsibilities and duties for each commission. Members of the commission can be board members with exception of the accounting commission.

#### Inform

- Manage website content.
- Sends newsletters and reminders.
- Prepares and presents slides at the get together.
- Liaise with
  - Treasurer > for Sponsoring.
  - Politics -> PNN, TGS, and IPC updates and actions.
  - Head of commission to report.
  - $\,\circ\,$  UTnieuws and communication commissions to the different faculties.
  - o Other organisations and international office to avoid conflicting events with other associations.

# Represent

- Keeps up to date with political developments TGS, PNN
- Members sit in the TGS PhD council.
- Liaise with:
  - Inform -> makes texts to update members on issues
  - University body representatives (Rector, Uraad, UniTe)

# Connect

- Responsible for monthly:
  - Social events.
  - Lunch meetings.
  - Get together.
  - o P-NUT @ de Vluchte.
- Responsible yearly for:
  - o PhD Day.
  - Summer BBQ.
  - o General Members Meeting.
  - Printing market.
- For each event responsible for:
  - o Define content.
  - o Participant management.
  - Registration form.
  - o Event participant list.
  - Sending confirmation e-mails.
  - Manage third parties (Speakers, suppliers, entertainment)
  - Makes texts to advertise.
  - Manages participants.
  - Books:
- Room.
- Food.
- Check compliance (i.e. Opening and closing of registration)
- Liaise with
  - o Treasurer for budget.

# **ITC**

- Deals with ITC problems.
- Reports to head of commissions.
- Liaise with: (Through the head of commissions)
  - o Represents
  - o Inform
  - Connect

# Accounting

- Oversees accounts and budget before GMM.
- Prepares accounting report for GMM.

# **Board and Commission Members**

# THE P-NUT BOARD

# Ioana-Mariuca Ilie - President



Ioana-Mariuca Ilie (25) comes from Sibiu (Hermannstadt), Romania. After obtaining Bachelor and Masters degrees in Physics and Business Administration she started her PhD in the Computational Biophysics group at the Twente University in October 2011. Her research focuses on simulations of protein aggregates, in particular alpha-synuclein which is strongly related to

Parkinson's disease. She joined the P-NUT board in December 2011 and has been mainly busy with representing and connecting PhDs. In 2013 she has been the President of P-NUT.

# Adithya Sridhar – Vice-President



Adithya joined the UT as a PhD candidate in October 2010 and has been a PNUT member since April 2011. Originally from Chennai, India where he obtained his undergraduate degree from SRM University. He received his MSc in 2009 from University of Oxford, UK following which he moved to Enschede to pursue a PhD. He has and continues to contribute to various

aspects of the PNUT.

# **Mohammadreza Khelghati - Secretary**



Mohammadreza Khelghati (27) is currently a PhD Candidate in Databases Group, Faculty of EEMCS, University of Twente. He was born and raised in Zanjan, Iran. After his Bachelor Studies at the IASBS University, Iran, he moved to Sweden and started his master studies in

Engineering and Management of Information Systems Program at the KTH University. For his master thesis, he decided to work and study in I5 Institute at RWTH University, Aachen, Germany. He joined the board of P-NUT in September 2012.

## **David Barata - Treasurer**



David Barata is 28 years old and is working at the Tissue Regeneration Department. He is from the beautiful Portuguese city named Castelo Branco, Portugal, where he grew up and finished the high-school. Later he graduated in Cellular and Molecular Biology and got his Master in Biotechnology at the

New University of Lisbon. Some of his main interests are related with technology, volunteer programs and modern society.

# **COMMISSION MEMBERS**

# Febriyani Fiain Rochel Damanik - Head of Commissions



Febriyani Damanik (24) is a PhD candidate in the Tissue Regeneration group of University Twente. Though born in Indonesia, she grew up in California from age of two. She has a background in mechanical and biomedical engineering from her bachelor study in Swiss German University, and a Master

in Nanoscience and Nanotechnology specializing in bio-molecular engineering, from KU. Leuven and TU. Dresden. Her research project is focused on artificial blood vessel by manipulating the human's host response through surface modified polymers. She joined the P-NUT board in April 2011.

#### **Jonathan Barreaux**



Jonathan Barreaux (24) comes from Rennes, France. He obtained his Bachelor and Master's degrees in Physics and Photonics at the University of Rennes 1, and joined the University of Twente as a PhD Candidate in September 2012. Within the group Laser Physics and Nonlinear Optics, his research focuses on the development by nano-patterning of novel optical elements for Extreme UV (XUV) and Soft X-Ray (SXR). Since January

2013, he has joined the P-NUT board and is active in P-NUT Connect and is currently running for President.

# **Burcu Çelikkol**



Burcu was born in Istanbul, Turkey in 1986. She received her Materials Science and Engineering degree in Istanbul Technical University. During her master's studies Ecole Polytechnique Federale de Lausanne, Switzerland, she specialized in Materials for Biotechnological Applications. In July 2010 she joined Nanobiophysics group in University of Twente as a

PhD Candidate to work on biophysical approaches to induce receptor clustering in cells using magnetic nanoparticles. Since beginning of 2013 she is active in P-NUT Connect.

# **Janne Mewes**



Janne Charlotte Mewes is 27 years old and comes from Hamburg, Germany. She has a bachelor's degree in Health Sciences from the University of Twente, and a master's degree in Health Systems and Public Policy from the University of Edinburgh. Afterwards she returned to Enschede and joined the department of Health Technology and Services Research in March 2011 to start her PhD in Health Economics on the cost-effectiveness of cancer

rehabilitation. Since the beginning of 2013 she is active in P-NUT, mostly in representing.

#### **Anja Niedermeier**



Anja Niedermeier (30) is currently doing her PhD in the CAES group at the EWI faculty since November 2009. She began her studies in Electrial Engineering in Karlsruhe/Germany and finished with a MSc. degree from the University in Trondheim, Norway. She joined the board of P-NUT in April 2011 and has been mainly busy with information and connect.

#### Mihaela Mitici



Mihaela Mitici is 25 years old and comes from Ploiesti, Romania. She is currently a PhD candidate in the Stochastic Operations Research group (EWI), after receiving a MSC degree in Operations Research from University of Amsterdam. Her research is on distributed data storage and compression for wireless sensor networks. Mihaela was a member of 'Business Organization for Students' (BOS)student organization during her bachelor and of 'Global

Romanian Society of Young Professionals' (GRASP) during her master. Since October 2012, she has joined P-NUT board, where she contributes to the organization of social activities and lunch meetings.

#### Joana Romão



Joana Romão is 25 years old and comes from Lisbon, Portugal. She did her bachelor and master in Organic Chemistry at the Faculdade de Ciências e Tecnologia - Universidade Nova de Lisboa. Joana is currently doing her PhD in the Photocatalytic Synthesis (PCS) group at the TNW faculty since October 2011. She joined the P-NUT Board in December 2011.

Rong Wang



Rong Wang (29) started her study in Chemical Engineering and Technology at the Huaihai Institute of Technology. After finishing her bachelor's in 2008, she continued her Master education in Applied Chemistry at Soochow University, China. During her master program, she performed her master's thesis "Functional Polycarbonate Polymers for the Tissue Engineering". Since February of 2012, she is working as a PhD student in Prof. Dr. Piet Dijkstra

research group at University of Twente, The Netherlands. She is a member of P-NUT since 2012.

# Katarzyna Markiewicz



Katarzyna Markiewicz comes from Poznan, Poland. After obtaining Masters major degree in Animal Breeding and Genetics and minor in Business Economics at the Wageningen University she started her PhD in the Health Technology and Services Research group at the University of Twente in May 2011. Her research focuses on building a framework for the early assessment of medical devices that will predict the potential of an innovation early in the development cycle. She joined the P-NUT board in

June 2013. She is currently running for Head of Commissions.

#### Parinaz Rashidi



Parinaz is a PhD candidate in the NRS Department, Faculty of Geoinformation science and Earth Observation, University of Twente. She was born and raised in Iran. She did her Bachelor Study in Environmental engineering at the Gorgan University of Iran. She started my Msc in 2006 at the University of Tehran, Iran. She moved to the Malaysia for doing PhD in Putra university in 2009 but in mid of it; she could get a scholarship from European union then she moved to the

Netherlands in 2012 to do a PhD research. Her research project is focused on biodiversity modeling and wildlife crime.

# Marian van Dijk



Marian van Dijk is a PhD student of Social Psychology with the Psychology of Conflict, Risk, and Safety group. She has a BSc degree in Public Administration from the University of Twente and a MSc degree in Social Sciences from the University of Amsterdam. After working for the University of Tilburg and the Dutch Legal Aid Board she has come back to Twente to study dynamics and interventions in legal conflicts. She joined the P-NUT

board in October 2013.

# **Mohsin Raza**



Mohsin comes from Pakistan, and was born in 1985. He finished his BS (Maths) in 2006, and MS (Maths) in 2008 from COMSATS Institute of Information Technology (CIIT), Islamabad, Pakistan. In September 2008, he joined CIIT as a lecturer, and taught various courses in Maths to the students of Electrical Engineering, Information Sciences, and Natural Sciences. In February 2013, he joined University of Twente for his PhD in the faculty of EWI, and he is working on the modeling and simulation of the networks of nano-particles. In November 2013, he

joined the P-NUT board.

# Wouter van Heeswijk



Wouter van Heeswijk is a PhD candidate at the Industrial Engineering & Business Information Systems group. He obtained both his bachelor's and his master's degree in Industrial Engineering & Management at the University of Twente. During his master he specialized in financial engineering, graduating in 2012 at TNO Utrecht on the subject of real option analysis. The topic of his PhD research is the coordination and consolidation of freight transport in urban areas. Wouter joined the P-

NUT board in November 2013. He is currently running for Treasurer.

# Former Board Members (2013)

Rense Nieuwenhuis Harmen Mulder Victor de Graaff Juan Carlos Roman Casado Mitra Shariati Najafabadi



