



# University of Twente

What every PHD should  
know

Essential knowledge for PHD's



University of Twente  
Enschede - The Netherlands



**University of Twente**  
*Enschede - The Netherlands*

Presentation based on brochure:  
Doing your PHD at the University of Twente

<http://www.utwente.nl/p-nut>

Comments/suggestions/  
remaining questions:  
[p-nut@utwente.nl](mailto:p-nut@utwente.nl)



**University of Twente**  
*Enschede - The Netherlands*

# P-NUT

## Informing

Newsletters, website, lunch meetings

## Serving interests

Keep contact with UT board, PA&O, PNN Netherlands  
Reference for all UT PHDs

## Being a platform

Borrels, theme lunches, social activities  
(wine tasting, bbq, ice skating)



University of Twente  
Enschede - The Netherlands

# PHD TASKS

As agreed on in TSP:

- **Research**  
Acquire research skills,  
Disseminate knowledge (publications/conferences)
- **Training**
- **Teaching**  
Teaching student courses or student supervision

Training + teaching max 20% of employment time a year



# Phds and Phd students

- Phd
  - Member of university staff
  - Temporary (full-time) contract for 4 years or 1 year with extension to 4 after positive evaluation
  - Request for part-time (80%) position can be made
- Phd student
  - Earned scholarships/funding in foreign countries
  - Different arrangements in terms of money, social security and rights and duties



## Salary and pension

- Salary increases each year after appraisal of PHD's functioning
- P scale 2009 gross : 2042 → 2621
- A monthly pension premium is paid to ABP
- Pension rights can be transferred to a subsequent employer in the Netherlands
- Transfer to foreign countries is often difficult



# Leave

- Holidays: 232 hours a year
- Extension 38 hour work week: 96 hours
- Special holidays (f.e. Christmas, Easter) free for all employees
- For a different religious holiday can be applied
- Family occasions (f.e. marriage): leave with maintenance of salary
- Pregnancy leave: 16 weeks
- Parental leave: one or more days a week, 62.5 % of salary maintained



## Extension

- Full-time PHD should obtain degree in 4 years
- Reasons for extension f.e. pregnancy leave, management function
- At most one year, unless specific circumstances
- Official application to Dean, supported by supervisor.





# Allowances

- Removal allowance
- Travel expenses
- Home connection
- Costs for visa and residence permit are paid
- Children day-care allowance



## Optional model

- Can be used to exchange holidays, salary and bonuses for work related targets:
    - Bike, Bike maintenance costs
    - Travel costs
    - Exchange holidays for salary
    - Extra pension
- Tax benefit



# Working hours

- PHD's allowed to work part-time: 4 instead of 5 days a week
- Changes made after start of the employment have to be approved by the supervisor

## Other rights:

- Attend at least one national and one international conference
- Follow courses
- Group responsible for printing costs of thesis



## Training and supervision plan (TSP)

- Within 3 months, submitted to dean and personnel advisor
- Formalizes agreements about educational program, teaching duties (up to 20%) and supervision
- PHDs may deviate from the plan in consultation with the supervisor
- When employment problems arise, TSP is anchor, so important to handle carefully



# Supervision

- TSP signed by both supervisors and PHD
- Gives PHD rights regarding the quality of supervision
- Supervisor responsible for
  - quality and feasibility of research proposal
  - scientific results in the end
  - keeping the schedule
  - help solving any scientific, logistic or organizational problems



## PHD responsibility

- Research which results in a defensible PHD thesis
- Daily activities and ultimate success
- Clear communication with supervisor

Mandatory meetings at fixed intervals are recommended, especially in the beginning



## Supervision problems

- Undesired for both parties
- The first to experience a problem should approach the other with open and constructive attitude
- PHD must not feel like underdog → both parties want project completed successfully
- Mediation possible via confidential meetings



## Yearly assessment

- Yearly assessment preceding raise in salary
- Working conditions, effective cooperation with supervisor
- Malfunctioning of one of the parties should be addressed
- PHD writes short report on progress, reviewed and judged by chair
- Document signed as seen, PHD can voice any disagreement to the Dean within 2 weeks





**University of Twente**  
*Enschede - The Netherlands*

# Courses

- Courses are offered by the Educational service department, the personnel department and the TCP
- Free for all UT employees  
[http://www.utwente.nl/cursusaanbod/\(Dutch\)](http://www.utwente.nl/cursusaanbod/(Dutch))  
[http://www.utwente.nl/cursusaanbod/\(English\)](http://www.utwente.nl/cursusaanbod/(English))
- In addition courses can be followed at national research schools



# PNN

- PHD network of the Netherlands
- Objectives:
  - Attending to PHD interests at national level
  - Coordinating local PHD organizations (PNUT)
  - Encouraging quality of PHD research
- Maintain contact with organizations which have influence on PHD policies
- National problems concerning PHDs can be dealt with together