Welcome to the Psychology Department at the University of Amsterdam! You are on the verge of starting a new exciting period of your life, and we know that you will encounter a hurdle or two along the way!

Whether you already studied here, or are completely new to the UvA, our experience is that a little support when starting your PhD-project is always welcome. To help you out with a number of practical problems, the PhD representatives of the Psychology Department, the Graduate School of Psychology and the Research Institute of Psychology joined forces in order to make a comprehensive manual with all the information you need during your PhD.

If you have any questions, comments or recommendations based on this manual, please let us know!

You can contact the PhD committee at psaiko.uva@gmail.com, and the PhD counselor, Joost van der Meer (j.j.w.vandermeer@uva.nl).
01. Important names, addresses and places (2017-2018)

A smooth start means to know whom to approach. Below, you will find the names of directors and people you might need to deal with during your PhD trajectory. You can find their email addresses easily when typing their names in your UvA mail account.

Department of Psychology – Board
Prof. Dr. Agneta Fischer
Prof. Dr. Han van der Maas
Prof. Dr. Jan Henk Kamphuis
Dr. Ingmar Visser
Mw. Eveline Koopmans
Drs. Joost van der Meer

Director Psychology Research Institute
Director Amsterdam Graduate School of Psychology
Head of Psychology department
Director College of Psychology
Management assistant of the Board of Psychology
Secretary Psychology Research Institute
PhD counselor

Programme group leaders and secretaries
Psychological Methods
Prof. Dr. Han van der Maas
Mw. Louise Stuttenheim
Prof. Dr. Annelies van Vianen
Mw. Joke Vermeulen
Prof. Dr. Jaap Murre
Dhr. Hubert Eleonora & Mw. Ingrid van Grieken
Prof. Dr. Merel Kindt
Dhr. Herman Vinckers & Mw. Sandra Diets
Prof. Dr. Reinout Wiers
Mw. Ellen Buijn & Mw. Helma Kruijk
Prof. Dr. Gerben van Kleef
Mw. Annemiek Hoffer & Mw. Romy vd Heerik

Work & Organizational Psychology
Brain and Cognition
Clinical Psychology
Developmental Psychology
Social Psychology

Others
Drs. Frenk Smit
Dr. Annette Dirac
Dhr. Thies Hoogveld
Mw. Jose den Bouwmeester
Drs. Marco Teunisse
Dr. Heleen Slagter
Dr. Wery van den Wildenberg
Susan Gorissen (till 02-2018) / Tinka Beemsterboer

Budget controller
Advisor research grants
Project controller
Personnel consultant
Head technical support Psychology
Chair scientific advisory board Psychology
Chair ethics review board
“Testweek” coordinator
Addresses and map of Roeterseilandcomplex
Faculty of Social and Behavioural Sciences
Department of Psychology, Roeterseilandcampus – building G
Nieuwe Achtergracht 129B
1018 WT Amsterdam

Postal address:
Postbus 15916
1001 NK Amsterdam

Large post:
Valckenierstraat 59
1018 XE Amsterdam

You can access the buildings at Roeterseilandcampus via entrance G/L during working hours (8.00h – 22.00h). During the summer holiday the opening hours change to 8.00h – 20.00h. After 18.00h, you need a card to access the building, hallways and the rooms (rooms are automatically locked before 9.00h and after 18.00h). All rooms are accessible with a staff ID card. You can request this card at http://www.mijnuvaspas.nl/

Library Learning Centre
On the website of the Library Learning Centre (http://uba.uva.nl/en/home) you can search for books and articles. The Library offers additional services for UvA staff. Information Specialist Janneke Staaks provides staff support in their research and educational activities. The following topics can be addressed during a library instruction: tuning the choice of the search tool to the query, looking for a specific publication, looking for a specific topic, evaluating information, systematic searching for reviews and meta-analyses, or an introduction to Refworks.

Janneke Staaks, Information Specialist
j.p.c.staaks@uva.nl
T: 0205258720 or T: 0611003798
02. Program groups

The department of Psychology is organized in a College (responsible for the Bachelor program), a Graduate School (responsible for the Master programs) and a Research Institute, (responsible for the research). All employees, whether researchers, teachers or PhD-students, are member of a program group. There are 6 different groups, described here.

Brain & Cognition
The goal of the program is to obtain a better understanding of the nature of human cognition and its neural basis. The program emphasizes theory development, attempts to base explanations for cognitive phenomena on neurobiological principles, and has a focus on using cognitive research to understand clinical findings. The research covers three subprograms: Perception and Action, which focuses on how the human brain processes information and transforms it into adaptive behavior; Memory and Language, which aims to identify the processes involved in retrieval from memory and the factors affecting memory retrieval; and Consciousness, which aims to explain the difference between conscious and non-conscious information processing and to identify the neural substrate of this difference. The different subprograms are highly integrated and there is extensive collaboration across the subprograms.

Developmental psychology
The major focus of the DP program is on normal and deviant cognitive development. The research program on normal development covers the entire life-span ("from cradle to grave": from infants and toddlers to the elementary school age to adolescence to senescence). The program on deviant development also covers much of the life-span, but focuses on a limited set of strongholds. While these subprograms each have separate aims and foci, integration and mutual fertilization is ensured through the use of common research paradigms and methodologies as well as the participation and collaboration of researchers in both programs in various constellations.

Clinical Psychology
The mission of the CP program is to conduct fundamental research using methods and models from basic psychology to investigate psychopathology, and to run clinical trials to inform clinical practice. Fundamental research focuses on the neurobiological and psychological underpinnings of emotional memory. A second line of research focuses on treatment outcome research - including technological innovations in psychotherapy - in a wide variety of psychiatric disorders. These two research lines are complemented by research from an individual differences perspective (applied).

Psychological Methods
The mission is to improve psychological science in two ways: by developing research methodology and by contributing novel psychological theory. Our cross-cutting vision is that these two strands of science are intertwined: Good substantive theories can be represented in mathematical form, and because formalized substantive theories are closely connected to statistical models, developing methodology goes hand in hand with developing theory. The simultaneous development of novel substantive theories and methodologies suited to test them defines the unique and internationally acclaimed focus of our group.

Social Psychology
The research program concerns three research domains: social cognition, with special emphasis on social judgment, attitudes, and decision making; emotion, with special emphasis on the role played by social and cultural factors in shaping the emotion process; and social identity,
with special emphasis on the role played by identity processes in the creation, maintenance, and reduction of social stereotypes and intergroup discrimination.

Work and Organizational Psychology
In today’s world of rapid changes due to economic and labor market pressures it is vital to understand how people manage their careers, regulate professional learning and development, and work together to produce creative ideas, and to jointly achieve high quality decisions. The research group “Individuals and Groups at Work” (IGW) deals with issues of cognitive as well affective adaptation and regulation in changing organizational contexts.

These issues are studied at the individual level, the group level, and the cross-level interaction between these levels. IGW aims to develop and test theory around (1) individual adaptation, self-regulation, and behavior (e.g., career adaptability, motivation, decision making, creativity and innovation), (2) group regulatory processes and performance (e.g., leadership, power, team innovation, conflict and negotiation, group judgment, and decision making) and (3) the cross-level interaction between individual and group level (determinants of) regulatory processes (e.g., the interaction of organizational cultures, leaders, groups, and individuals).

PsAiKo and other PhD organisations

It is not always easy to find your way around in a new organization. But there are many ways to find support for this! In this section we describe several organisations and networks relevant for PhD-students, both local as well as national.
The PsAiKo committee (http://psyres.uva.nl/phd-committee) consists of at least six members, each representing one of the Psychology research groups (Clinical Psychology, Psychological Methods, Developmental Psychology, Social Psychology, Brain and Cognition, Work and Organizational Psychology). They have three main goals:

1. **Promote social cohesion**
   Researchers tend to spend a lot of time behind their laptops, but we believe that it is beneficial to get out and spend some time with fellow PhD’s. We aim to connect all PhD-students and break the boundaries between the different research groups and departments. Throughout the year, we organize a number of social activities, such as the yearly Table Tennis Tournament, the end-of-the-year bbq and Christmas drinks.

2. **Defend the interests and rights of PhD candidates**
   When PhD-candidates have questions regarding their own rights, it is always possible to consult the PsAiKo committee. We aim to advocate your interests and help you enjoy your time as a PhD-student. If we are not able to solve the solution ourselves, we will refer to someone who can. In the meantime, we are always in contact with the management and UvA Pro, keeping track of the policies that concern you.

3. **Share knowledge among the PhD candidates**
   To keep you posted about interesting events, publications of fellow PhD-candidates, conventions and other news we send around a monthly newsletter. Now and then, we also organize courses or workshops. A good example is the yearly teaching course, in which PhD-students get the opportunity to work on their teaching skills. Please let us know when you have any news, events or publications you would like to share with fellow PhD’s, so that we can put it in our newsletter!

**PsAiKo meetings and new members**
The committee members meet once a month. In these meetings, we discuss the organization of future events and any other problems that come up. If you are interested in joining the committee, please contact the current representative of your group. When a current representative finishes their project or leaves the PhD Council for another reason, this representative will inform the PhD candidates of their programme-group about the vacancy and interested PhD candidates can choose amongst themselves who will become the new representative.

**Current representatives (2017):**
Lisa Wijnen (chair) - Psychological Methods
David Maji - Social Psychology
Florian Wanders - Work & Organizational
Loes Kreemers - Work & Organizational
Noor Seijdel - Brain & Cognition
Carlijn Wibbelink - Clinical Psychology
Tycho Dekkers - Developmental Psychology

**Facebook**
For all PhD candidates of Psychology, there is a Facebook page called “PhDs Psychology UvA”. By joining the group, you can share knowledge and experiences and you will stay up-to-date about the latest developments regarding PhD candidate matters of our department and interesting courses and workshops.

If you do not have or use Facebook, that’s okay too, we will also still use e-mail to communicate with you. But of course via Facebook is it easier to get in contact with all other PhD candidates to exchange experiences and knowledge.

**Jong UvA (Young UvA):**
Network for UvA staff under 35
All UvA staff members aged 35 or below are welcome to join ‘Jong UvA’ (Young UvA). As a network platform bringing together young staff members at the UvA, Jong UvA aims to encourage cooperation, knowledge exchange and closer involvement among the university’s staff. Members can initiate activities themselves to make that happen. Jong UvA is an inclusive platform, stimulating the development of both its members and the university.

You can find the link to UvA-jong website at: https://tinyurl.com/YoungUvA

**Keen to join?**
If you would like to join the drinks and activities organised by Jong UvA or participate in one of the thematic groups, become a member by filling in the form. For an overview of the activities of Jong UvA, check their Facebook page: facebook.com/groups/jonguva/
You can also find Jong UvA on LinkedIn: www.linkedin.com/groups

**UvAPro**
The PhD council UvAPro works to ensure fair terms of employment and a good working environment for PhD candidates at the University of Amsterdam. It also helps with providing relevant information, answering questions or solving problems that PhD candidates may have. You can find them at: https://tinyurl.com/phd-council-uvapro

**Representation for PhD candidates**
UvAPro represents the interests of PhD candidates in six of the UvA’s seven faculties. The exception is the Faculty of Medicine which has its own PhD council. The board of UvAPro is made up of six board members who are PhD candidates in the various faculties.

Representation for PhD candidates mainly takes place through regular meetings between UvAPro and the Rector Magnificus to discuss issues that affect doctoral candidates, such as the uniformity of PhD contracts across the university or the development of new Doctorate Regulations.

UvAPro also collaborates with the PhD Network of the Netherlands (Promovendi Netwerk Nederland, PNN, http://www.hetpnn.nl/en/). In doing so, UvAPro learns about the structure and organisation of doctoral programmes at other universities, and forms a united front with other PhD councils to bring important issues to the attention of Dutch government.
04.
Timeline for PhD (monitoring)

Nothing is as important as planning. Although a 4-year appointment may seem a long time at the start of your project, before you know it you are in your 4th year. So read this section carefully!

In the 10th month of every appointment year, PhD-students are obligated to formally discuss their progress with their promotor and additional supervisors in a so-called progress review talk. The purpose of this meeting is to (1) assess the progress of the PhD-project, (2) identify problems with the PhD-project as experienced by either the student or the promotor, (3) make plans for next year. Every PhD-student is appointed for a probationary period with a duration of 10 months, after which an assessment is made with respect to extending the PhD-studentship for the full appointment term (go/no-go decision).

This will take place in the 10th month of the first year (see also chapter 5).

Some weeks prior to each progress review talk, the PhD-student is required to fill out the Progress Report form that can be found on the PhD Monitoring Blackboard site (http://blackboard.ic.uva.nl) and hand it in to their supervisors no later than one week prior to the progress review talk. Upon completion of the progress review, the PhD-student is required to upload the signed Progress Report on the PhD Monitoring Blackboard site.

The following dates are important in the timeline of your PhD:

**YEAR 1**
- **Month 1**: Intro talk with Research Institute and/or Graduate School director, aimed at providing where to find all the information
- **Month 3**: Discuss supervision and education plan with supervisors
  - Fill in the form for access to PhD trajectory, signed by supervisors and sent to Eveline Koopmans
  - Upload your Research Proposal and Educational plan on the PhD Monitoring Blackboard site.
- **Month 10**: First progress review talk on the basis of First Progress Report and first draft paper. Go/no-go decision
  - Upload First progress report on Blackboard after the talk.
- **Month 12**: Fill in request for admission to the doctorate program, signed by supervisors and sent to Eveline Koopmans (http://www.uva.nl/en/research/phd/doctoral-programme)

**YEAR 2**
- **Month 10**: Complete second progress review
- Discuss progress review with supervisors
- Upload second progress report.

**YEAR 3**
- **Month 10**: Complete third progress review
- Discuss progress review with supervisors
- Upload third progress report
- Meeting with Research director/Graduate School director to check plan to finish dissertation in time

**YEAR 4**
- **Month 9**: Discuss prospective doctorate committee with supervisors
- **Month 10**: Complete final progress review
  - Discuss progress review with supervisors
  - Upload the Output Project on Blackboard (List of publications and list of followed courses/education).
  - Supervisors fill out Doctorate Committee request form
  - Send filled out forms to Eveline Koopmans (see chapter 11. Dissertation)
Where do you find the printer or new pens? What to do when you are ill? What do you earn and can you go on holiday? This section contains all the information about these practical questions related to your appointment.

05.
Appointment and practical information

Term and Progress
The full appointment term for a PhD-studentship is usually 4 years (full-time). Every PhD-student is appointed for a probationary period with a duration of 10 months, after which an assessment is made with respect to extending the PhD-studentship for the full appointment term (go/no-go decision). At the end of the probation period, the PhD-student is expected to have produced a draft paper (either a literature review, or a draft of a journal article). Typically, a PhD-student writes between 3 to 6 papers to include in his or her dissertation.

The majority of the PhD-students also have a teaching task, typically between 9 and 20% of their time. The amount of teaching differs for each PhD-student, due to the type of contract, the availability of teaching tasks and the competences of the PhD-student (see more on teaching in 8). Before the start of each Teaching year (typically in June), the teaching tasks of the PhD-student for that year should be discussed with the teaching coordinator and supervisors (see further chapter 8: Teaching).

Salary and Collective Labour Agreement (CLA)
Both the Salary table and CLA for PhD-students may be downloaded here (www.uva.nl/en/about-the-uva/working-at-the-uva/terms-of-employment.html). The CLA contains information about what to do in case of extended illness, pregnancy, or leave of absence.

Dutch language course
PhD-students can follow a Dutch language course at the Institute for Dutch Language Education (INTT) that offers courses for foreign students and staff (http://intt.uva.nl/dutch-for-foreigners).

The courses are organized at the Faculty of Humanities. As PhD-student you can apply for a reduced fee by showing a proof of your enrolment as a PhD-student at the UvA (not funded by UvA). At the website they describe all the steps and the literature that is used during the course. The course is of good quality, however, be aware of the working load during the course, which can be about 7 hours per week (for the intensive course).

Helpdesk ICT
If you are employed at the UvA, Software for use at home or other ICT devices (laptop/tablet etc/) can be ordered with discount at Surfspot (https://www.surfspot.nl). Every (calendar) year you receive an ICT credit of 125 euro from the UvA that should be activated each year. You are free to spend this credit on whatever Surfspot offers. Make sure to activate your account at Surfspot each year or else the credit will expire and is not valid the next year. If you encounter any technical problems you can contact ICT Services via phone: 0205251402 or mail: servicedesk-icts@uva.nl.

Intranet
Intranet is the website for UvA-employees and provides information about various practical issues and is available in English. You can log in with your UvA-account at https://medewerker.uva.nl/en/fmg

Canteen
The large canteen (restaurant Agora) is situated in the E building, Roeterstraat 11. The restaurant is open from Monday till Thursday from 11.00 till 19.00h, and on Fridays from 11.00 till 16.00h. You can only pay by card (charger available in the canteen).
Office supplies
Office supplies (such as pencils, staples, envelopes, etc.) are available at the secretary office of your programme group.

Mail
Mailboxes of all employees are located at the secretary office of your programme group. Outgoing post can be delivered through your secretary office as well.

Printers
At each floor there is a printer available. You need your staff ID card to print. Both for printing and copying large numbers of pages it is highly recommended to go to the copy shop Repro Roeterseiland (printendruckwerk-rec@uva.nl), 020 525 7016, open between nine and five). https://medewerker.uva.nl/en/fmg/printers.html

Profile page
Every UvA-employee has his/her own profile page at the UvA-website. Especially for research staff, it is important to keep this profile page updated, mostly because this page is your visiting card for colleagues and other researchers, or potentially, for the press.

Instructions for creating this page can be found at: https://medewerker.uva.nl/en/fmg/az/item/my-uva-profile.html

Reservations of rooms
With the electronic calendar of your Outlook, you can reserve rooms for meetings. Double click at the date and hour of your preferred appointment and select the preferred start time and end time. Then, click at ‘invite attendees’ and select at ‘show a room list’ which kind of room you want to book.

Working from home
The department of Psychology expects that you work at the office as much as possible. In consultation with your supervisors, it is possible to work at home. It is possible to work at home and still have access to your UvA files. For email, you can log in at http://webmail.uva.nl. For your data files, you will get safe access with UvA-VPN. UvA-VPN is available for all employees with their UvA-NetID. Instructions for installation can be found at: https://medewerker.uva.nl/en/fmg/az/item/software.html

Holidays
PhD-students do not have the duty to register their holidays in the SAP-system of the UvA. Consultation with your supervisor is sufficient. On the other side, overtime is not paid. You can, in consultation with your supervisor, take extra days off to compensate your overtime.

In case of illness
If, in case of illness, it is not possible to go to your work, you have to report this to the secretary office. As soon as you feel ready to work again, it is required to report this in the morning of your first day at work again, at least before 11 a.m. (Even when it is already filled in the forms).

If your illness is caused through working conditions, please report this within seven days to your supervisor. You have to fill in a form ‘Eigen Verklaring’ (a form from the AMC). Your supervisor will report this at the Administrative Center (AC) via servicedesk-ac@uva.nl. The AC will ensure the electronic registration of your illness. Through this, the Arbo service will be informed about your illness.


Occupational Health and Safety Service
Staff members confronted with issues at work, or who have partially or fully stopped working, can approach the socio-occupational employees of the AMC Occupational Health and Safety Service. This can be done anonymously and free of charge. You do not need to be ill to make an appointment. The AMC Occupational Health and Safety Service aims to provide a healthy, safe and pleasant working environment for all staff members. All employees (whether permanent or temporary) can call on the AMC Occupational Health and Safety Service.

For what kinds of issues can you approach the AMC Occupational Health and Safety Service?
For prevention of dangers and risks: such as risk assessment and evaluation; work place assessment and organization; prevention of infection; analysis and registration of accidents and incidents. But also for coaching and supervision in terms of issues at work (or private issues that hinder your work); working conditions; assistance following incidents and accidents; pre-employment examination, commencement examination, preventative medical assessment; guidance with absenteeism, reintegration and occupational disability. If you would like to use anti-RSI software (https://medewerker.uva.nl/en/fmg/az/item/software.html).

How do I get paid?
The salary scales for PhD-students with four-year projects is set. There are four salary scales, which correspond to the four years of PhD-projects. P0, the first scale is for the first year of the PhD-project. P1, the second scale, is for the second year of the PhD-project, etc. These yearly raises should happen automatically, for which an evaluation is not officially needed.

You will receive your monthly salary statement in the Self Service Tool. Your salary will be transferred to your bank account around the 24th of each month. If you have any questions regarding your salary, you can contact Jose den Bouwmeester.
PhD-students are generally supervised by one daily supervisor (often the co-promoter) and an official supervisor (often promoter). It is not uncommon that during the PhD project some interpersonal problems or conflicts with their supervisor(s) can arise along the way. Because PhD-students are dependent on their supervisors, they sometimes think that criticism or comments on their supervisors may be held against them and have an impact on their own career (prospects). Therefore PhD-students may prefer to first talk to an independent person about these types of problems. This is why we have installed a confidential advisor, drs. Joost van der Meer.

Which problems
The problems to be discussed with the confidential advisor mostly concern some form of personal conflict with a promoter or daily supervisor. These problems can range from the interaction styles during meetings, the division of roles, the commitment or involvement of the supervisor(s), or any kind of unwanted behavior.

What to expect?
The advisor can help the PhD-student solve their problems themselves, or help them solve the problem in an informal way. In both cases we start with a meeting between the confidential advisor and PhD-student. The confidential advisor and PhD-student together decide upon the best strategy for the PhD-student to tackle his or her problems. If this does not work out, or is not desired, the advisor discusses who can be a neutral mediator for this problem. Several options are conceivable, such the program group leader, the director of the Graduate School, the Director of the Research Institute, or the Department Chair.

Confidentiality
The content of the first discussion with the confidential advisor remain strictly confidential. The confidential advisor will never discuss anything with a supervisor or other third parties that may be involved, without the explicit consent of the PhD-student. It is up to the PhD-student to decide whether a supervisor or others will be contacted or not.

The confidential advisor is:
Drs. J.J.W. (Joost) van der Meer
Secretary Psychology Research Institute
T: 020 - 525 6761
Email: j.j.w.vandermeer@uva.nl

Foto: Marcel van Gaalen
Supervision and Education plan

07.

PhD-students are being supervised and should receive education. In this section we specify the ideal situation, and list the issues that a supervision and education plan needs to contain. Discuss this with your supervisors in the first three months of your appointment!

Supervisors

The progress of each PhD-student is monitored by at least two supervisors: the promotor and the co-promotor or daily supervisor. The promotor (in case of two, at least one) should be a Full Professor and affiliated to the University of Amsterdam.

The supervision plan (see below) should contain a plan about the nature and frequency of appointments. In the start of the project, the PhD-student and the daily supervisor should meet at least once a week to discuss progress of the project. The PhD-student and the promotor meet at least once a month, at which time the promotor is updated on the progress of the research.

Tasks and responsibilities of both the promotor and the co-promotor may be found in the Doctorate Regulations (articles 11 and 16). This can be downloaded from: http://www.uva.nl/en/research/phd/doctoral-programme (Doctorate Regulations 2014).

Supervision Plan

For each PhD-student, the promotor develops an individual supervision plan in agreement with the PhD-student. This supervision plan is uploaded to Blackboard. The supervision plan should be updated yearly. The supervision plan should at least contain the following:

- Division of labor between the promotor and the co-promotor.
- Specification of the number of hours of supervision by both the promotor and the co-promotor, as well as the nature of this supervision.
- Specification of the research project and research goals.
- A research set-up for multiple years, specifying the nature and expected time-investment of the research activities.
- Specification of the costs associated with the research, referring to the guidelines for research budget (see section Budget).
- Description of the facilities available to the PhD-student (see section Facilities).
- Description of the teaching tasks that will be carried out by the PhD-student (see section Teaching).
- Specification of the expected output at different time points. Of particular importance is the expected output in the first year, as the decision with respect to continuation of the appointment will be based on these criteria. Expected output includes research, teaching, and education received.
- Specification of the dates for progress reviews (typically four, see section Appointment).

Education Plan

The Graduate School is responsible for the structure, quality, and relevance of the educational program of the PhD-student. For each PhD-student, the educational program should consist of a minimum of 15 and a maximum of 30 ECTS. PhD-students have two options with respect to their educational program:

- PhD-students can choose the content of their own individualized educational program together with their promotor.
- PhD-students can follow an existing educational program from one of the national graduate schools (see below).

The educational program contains all academic activities the PhD-student is planning to attend. These may consist of courses, conference visits, seminars, summer schools, journal clubs, etc.
A clear education plan needs to be provided, specifying the content and timeline of the program, as well as educational criteria the PhD-student must meet in order to qualify for an extension of their contract beyond the first year (see 4 “Appointment”). When deviating from the standard educational program from a Research School this educational program needs to be pre-approved by the director of the GSP.

National Graduate schools
Most PhD-students enroll in a national graduate school. These schools organize courses, workshops and/or meetings throughout the year. There is a wide range of graduate schools, depending on your field of interest. If you fulfill the requirements of the school, you will receive a graduate school certificate at the end of your PhD trajectory. The exact requirements differ per graduate school, so it’s best to look up these requirements before you start! Apart from attending courses, several graduate schools also organize workshops dealing with research skills or (yearly) meetings. It’s a great way to meet other PhD candidates from different universities!

There national graduate schools with which we have formal arrangements can be found below, discuss the options of alternative education with your supervisor.

- **EPOS (Graduate education network or Experimenteel Psychologische Onderzoeksschool)**
  EPOS is a network for graduate education, with members from psychology departments at the Universities of Amsterdam, Leiden, Maastricht, Twente, and VU University Amsterdam.

- **EPP (Experimental Psychopathology)**
  The mission of EPP is to provide post-graduate training to PhD-students from several institutions: workshops, seminars, hands-on training et cetera in the field of mental health problems. This graduate school focuses mostly on experimental clinical research in particular. For more information: [http://epp-research.eu/](http://epp-research.eu/)

- **IOPS (Interuniversity Graduate school of Psychometrics and Sociometrics)**
  The Interuniversity Graduate School of Psychometrics and Sociometrics (IOPS) is an institute for the advanced dissertation training in psychometrics and sociometrics; it also coordinates the high-quality research in this area. The IOPS is officially accredited by the KNAW (Royal Netherlands Academy of Arts and Sciences) as a Graduate School (‘onderzoekschool’). For more information and the course schedule visit their website: [http://www.iops.nl/](http://www.iops.nl/)

- **KLI (Kurt Lewin Institute)**
  The Kurt Lewin Institute is a centre for graduate training and research focusing on the analysis of the psychological factors contributing to the shaping of social behavior. Many PhD’s in the social psychology department are member of KLI. KLI organizes courses to enhance your academic skills, your theoretical knowledge, your research skills and career orientation. For more information and the course schedule visit their website: [http://www.kurtlewininstituut.nl/](http://www.kurtlewininstituut.nl/)

Courses at UvA
The Graduate School of Psychology further offers the opportunity to follow courses from the range of courses available. The complete range of Psychology courses is outlined in the Psychology study guide, which can be consulted online at: [http://studiegids.uva.nl/](http://studiegids.uva.nl/). PhD-students do not register as regular UvA students, but instead pay a fee per course. As contract students you pay per credit. Contract students do not officially receive credits but rather written proof that they have completed a particular course (the summary of results). Please note that you have to meet the entry requirements applicable to the course, and that regular master’s students have priority over contract students in placement for the course. You can register for Contract Education by filling out the online registration form on the main webpage: [http://student.uva.nl/psychology/content/az/contract-education--psy/contract-education--psy.html](http://student.uva.nl/psychology/content/az/contract-education--psy/contract-education--psy.html).

For more information and registration, please turn to the Psychology Student Desk (onderwijsbalie@psy.uva.nl).
Faculty Ethics Review Board

All research projects that involve participants require permission of the Ethics Committee before they can be carried out. This requirement holds for undergraduate students, graduate students, PhD-students, and senior staff alike. Research proposals can be submitted to the Ethics Committee at https://www.lab.uva.nl/ce/. Each program group has their own EC member to whom questions can be addressed:

Wery van den Wildenberg (Chair, Developmental Psychology)
Arnold van Emmerik (Clinical Psychology)
Hans Phaf (Brain & Cognition)
Lourens Waldorp (Psychological Methods)
Elke Salemink (Developmental Psychology)
Mark Rotteveel (Social Psychology)
Guido Valk (Bachelor theses)
Bas van den Putte (Communication Sciences)
Titia van Zuijen (Educational Sciences)
Jessica Asscher (Educational Sciences)
Henny Bos (Educational Sciences)
Karen Kraal (Social Sciences)

Facilities

Most research projects require lab facilities. These may include EEG equipment, software, but also the use of a lab. Much of this Information can be found at the TOP (Technical Support Unit, http://psyres.uva.nl/research-lab/). The TOP desk is situated in the cellar of the L-building (on the right where you enter the G building), where all the labs are situated. Before contacting the TOP about resources please contact the head of your programme group or the lab coordinator of your group. If needed, Marco Teunisse can also organize a lab tour for starting PhD-students.

On the research lab webpage, you will also find the important information on Labs and participants (please read the special rules and regulations for the use of the Research lab).

The Research Institute Psychology follows strict rules with regard to Scientific Integrity, which you can find on psyres.uva.nl/scientific-integrity. These involve:

- A Code of Responsible Behaviour
- Requirement to receive Ethical Consent for all studies that are conducted https://www.lab.uva.nl/ce/
- Requirement to stick to our Data Protocol
- A recommendation to pre-register your research (Pre-registration)
- 4-eyes policy

Please make sure that you read these documents before you start doing research!

Authorship Order: no strict rules or regulations with respect to authorship order exist. APA Guidelines do exist (see http://www.apastyle.org/manual/related/fine-1993.pdf), but these are not very clearly defined. It is recommended for PhD-students to make clear appointments about authorship order with the promotor prior to the start of each research project. Usually, PhD-students are first author on papers that are included in their dissertation.

This is an important section on what you need to do in order to keep up with the high level of scientific integrity that we impose on our researchers. Please comply and let us know when problems arise.
09. Teaching

You do not only receive education from others, but you are also expected to teach yourself! This is a great experience and prepares you for an academic career.

Teaching is a useful experience for PhD-students, particularly for those whose ambitions include a future career in academics. Each PhD-student is normally expected to spend between 9 and 20% of their appointment time on teaching. Examples include teaching small classes (work groups), giving one or more lectures in a course, supervising groups of students (Bachelor thesis-groups), or supervising individual students (master theses). The head of the Programme group/teaching coordinator will assign teaching tasks to PhD-students. This should also be included in the supervision plan (see previous section Supervision Plan above) and discussed with promotor and PhD-student before the start of each teaching year. The course ‘Teaching Effectively’ is given yearly in the fall, the course is paid by the de department. We recommend taking the course; you can apply for the course by contacting Psaiko (see chapter 3). Each programme group also organises peer supervision meetings on teaching, please contact the teaching coordinator of your programme group if you are interested in joining.

10. Budget

Research costs money, here you find some rules of how we allocate money to PhD-students.

Each PhD-student is entitled to the following budget for academic activities on a yearly base:
- **Education:** €1000
- **Travel and Congress Visit:** €1000
- **Research:** €250
- **Other:** €750

PhD-students who are appointed at grants of their supervisor should discuss their budget with their supervisor. The budget is managed by the programme group and/or supervisor.

PhD-students should discuss all expenses with their promotor in advance. When the promotor approves of a particular expense, PhD-students initially cover the expense themselves and submit a request for reimbursement online at https://zelfbediening.uva.nl/irj/portal. In case of large expenses (e.g., flight tickets to a different continent), it is possible to get an advance payment online. Note that photos’ or PDFs of original receipts need to be included.
11. Dissertation

Almost done? Check all the requirements for a dissertation below. Of course, your supervisor should also know.

Dissertation requirements
Official requirements for each dissertation can be found in the Doctorate Regulations, articles 24 through 27. Information about qualifying a dissertation for cum laude can be found in article 22.


Dissertation costs
A number of costs are involved with obtaining your doctorate. The following list includes some examples with some guideline prices:
- Printing your dissertation: +/- €1000,-
- Personnel during the ceremony: +/- €100,-
- Reception: +/- €300,-
- Diner with the doctorate committee: +/- €300,-
- Promotion party: +/- €500,-

Additional costs may include renting a suit, color-printing your dissertation, having a more luxurious reception etcetera.

All PhD-students are eligible for a reimbursement of €1000 for the costs of their dissertation.

Requests for reimbursement can be made at https://zelfbediening.uva.nl/irj/portal. The budget number to be filled out online is R.2523.0011. Note that receipts indicating that at least €1000,- was spent need to be included.

Finally, some of the dissertation costs (i.e., printing costs and costs associated with renting or buying a suit or dress) are tax deductible.
12. Approval, defense and beyond

And now, the end is near, and so you face the final curtain ...

End of term
Normally, the term for a PhD-studentship is 4 years. Should the dissertation not be finished, the PhD-student is expected to finish his or her thesis as fast as possible.

Extension
In case of extraordinary circumstances (e.g., pregnancy, extended illness) it is possible to request for an extension of the appointment term. The promotor is required to send a formal request for extension to the Director of the Research Institute.

Doctoral committee
The doctoral committee assesses the PhD thesis (within 6 weeks), and will notify your promotor. When all members of the committee have voted for admission to the defense, your promotor will inform you. You can contact the Bureau Pedel.

Bureau Pedel
The PhD-student should contact the Bureau Pedel to set a preliminary date for the oral defense of the dissertation (bureaupedel@uva.nl) and check with the promotor and committee members whether they are available on this date.

When less than 80 guests are expected, the defense should be held in the Agnietenkapel (http://www.uva.nl/en/about-the-uva/the-uva-in-amsterdam/locations/content/binnenstad/agnietenkapel.html).

When more than 80 guests are expected, the ceremony will be held in the Aula (http://www.uva.nl/en/about-the-uva/the-uva-in-amsterdam/locations/locations/locations/content/folder/binnenstad/aula-lutherse-kerk.html).

Future career
For support with finding the right job, you may contact Proactief: https://www.proactief.uva.nl/en/

When you opt to have a career in academia, a graduated PhD has a number of options available with respect to applying for PostDoc grants. These include:

It is recommended to start writing an application for these grants well in advance of the deadline and to discuss this with your supervisor or program groupleader.

Another source for future career opportunities is Promovendi Netwerk Nederland: http://www.hetpnn.nl
Good luck!