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Regulations

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1 Scope and validity of these regulations
These regulations are applicable to members of the CHIMAPP.

2 Evaluation and appraisal
The head of departments shall make sure that all members of the institute have regular evaluation and appraisal meetings with their superior and/or supervisor. The result of these have to be filed in writing with the P&O department of the Faculty of Science.

3 Contract Extension for Junior Researchers (PhD students)
The Institute Board endorsed this regulation in its meeting of March 21, 2005.
The director shall positively recommend on the extension of the contract for a Junior Researcher who is working on a PhD thesis if the following requirements have been fulfilled:

3.1 Written request
The PhD thesis advisor has filed a written request with the director, providing the necessary material to check each of the following point;

3.2 Reasonable ground
There is a reasonable ground for not finishing the PhD thesis before the end of the contract;

3.3 Unforeseeable delay
The reason why the thesis is delayed was not foreseeable at the start of the contract;

3.4 Limiting delay
All measures have been taken to minimise the delay;

3.5 Evaluation and appraisal
A planning and evaluation conversation with the Junior Researcher by the PhD thesis advisor and possibly an independent observer, e.g. from the relevant research school, has been taking place within the last year from the date of the request and the results of this meeting have been laid down in writing with the P&O department of the Faculty of Science;

3.6 Planning to the end of the extension period
There is a viable plan to finish the PhD thesis manuscript and send it to the manuscript committee before the end of the extended contract;

3.7 Limiting the extension
The extension requested is no longer than necessary;
The total of all extension together cannot exceed more than 1 year.
4 Premium for finishing the PhD thesis in time

The Institute Board endorsed this regulation in its meeting of April 25, 2005. A financial stimulus is provided by the institute to encourage a timely completion of PhD theses. An award of € 1500 shall be provided to Junior Researchers (PhD students) if the following requirements have been fulfilled:

4.1 Members of the institute
The Junior Researcher is member of CHIMAPP.

4.2 Duration of PhD research
The time between the start of contract as a Junior Researcher and the delivery of the PhD thesis manuscript to the manuscript or PhD defence committee is equal or less than four years.

4.3 Small delays
For each whole month or part of it that the thesis is delayed after the four year period mentioned in 4.2 an amount of € 300 shall be deducted from the maximum award. If the delay is longer than five months, no award shall be given.

4.4 Extension due to becoming a parent
Any period of maternal leave that occurs during the four year period mentioned in section 4.2 shall be added to the four year period mentioned before and shall not be counted as delay.

4.5 Force majeur
In specific cases, e.g. long term illness, an extra delay may be allowed upon request to and at the discretion of the director of the institute.

4.6 PhD defence passed
The PhD defence has been successfully passed at the Radboud University Nijmegen.

4.7 Exclusion of double awards
The premium can only be awarded if no other similar premium or award can or will be awarded by the employer of the junior researcher. Compensation for costs involving the production of the PhD thesis and PhD defence are not considered to be such a premium.

4.8 Procedural and technical arrangements
The Junior Researcher and thesis advisor jointly file a claim for the premium to the director of the institute. The director awards the claim by transferring the lump sum to the relevant department’s budget.

The department chair makes arrangements with the Junior Researcher on how the premium will be received by the Junior Researcher.

In principle the award represents taxable income. The recipient may ask for the award to be spent on professionally incurred costs, such as printing cost of the PhD thesis, which may alleviate taxation.
5 Contributions to workshops and conferences

The Institute Board endorsed this regulation in its meeting of May 23, 2005. Members of the institute can request support for a workshop or conference. Such a request must be submitted to the director in writing (where email is also considered written.)

5.1 Scope
Contributions to workshops and conferences can be awarded by the director if the workshop or conference:

- is targeted to an international audience;
- covers a research topic of the institute;
- is held in Nijmegen or CHIMAPP members are main organisers;
- a budget is provided with the request.

5.2 Maximum amount
The maximum amount that can be awarded is € 4000 per workshop or conference. The agreed amount will be paid as lump sum by the institute to the workshop or conference organisation.

5.3 Matching
The total amount of the awarded support will be paid for 50% from central institute resources and 50% from the budget of the department of the requesting institute member. In case the request is filed by more than one member of the institute, it will be specified in the request how the 50% contribution from the department(s) is distributed over the department(s). The matching amount will be transferred from the budget of the department(s) to the institute’s central account.

5.4 Security
The contribution to a workshop or conference can wholly or in part be given as a security. The amount of the security will only be awarded after a balance sheet has been provided with the actual costs.

5.5 Reference to the institute
The conference organisers must acknowledge the support from the institute in announcements and proceedings.