Introductory guide for GSH PhD candidates

Radboud University

GRADUATE SCHOOL FOR THE HUMANITIES
Foreword

Dear PhD candidate,

Welcome to the Graduate School for the Humanities, GSH! We sincerely hope that this guide will help you to make the most of your time at our institute, the faculties, the university and in our city. The guide is intended for all our PhD candidates, both new and experienced, and is structured as follows. After a short introduction to and a description of the organisation of the GSH and its funding research institutes, the major challenges and milestones of PhD projects are identified, followed by an overview of the many services and facilities offered by the GSH and Radboud University. Our aim is to make your PhD project as exciting and productive as possible.

This brochure provides a snapshot of the GSH. For more information, check out the GSH\(^1\) and Radboud University\(^2\) websites!

Prof. dr. Olivier Hekster, director of the GSH
Dr. Nicolet Boekhoff-Van der Voort, GSH coordinator for PTR
Dr. Peter van der Heiden, GSH coordinator for the Faculty of Arts

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\(^1\) [www.ru.nl/gsh](http://www.ru.nl/gsh)
\(^2\) [www.ru.nl/phd](http://www.ru.nl/phd)
Introducing the Research Institutes

As a PhD candidate, you are a researcher at one of the three research institutes that form the Graduate School for the Humanities (GSH). The Research Institute of the Faculty of Philosophy, Theology and Religious Studies (PTR) is the umbrella organisation for all researchers in this faculty. The Faculty of Arts has two research institutes: the Centre for Language Studies (CLS) for researchers in the field of linguistics, and the institute for Historical, Literary and Cultural Studies (HLCS), for researchers in this field.

Research Institute for Philosophy, Theology and Religious Studies (PTR)
Research Director: Prof. dr. Karin van Nieuwkerk

The Research Institute for Philosophy, Theology, and Religious Studies addresses fundamental questions concerning the nature, place and meaning of humans in the world. It covers philosophical, theological and socio-cultural issues, and notably philosophical and religious concepts and world-views of past and present. The Institute’s research is subdivided into five themes.

Centre for the History of Philosophy and Science (CHPS)

The CHPS is the world’s only research centre investigating the histories of philosophy and science as intertwined phenomena. Researchers investigate the emergence and development of the rich discipline of natural philosophy from antiquity to its eventual fragmentation into the modern scientific disciplines in the modern age. They also address the current relation between philosophy and science.

Centre for Catholic Studies (CCS)

Researchers at this Centre investigate the historical and contemporary intertwinement of religion, theology and spirituality with cultural developments and intellectual debates. They contribute to the understanding of the complexities of our globalized society and their implication for religion. The focus is on public theology, a field that addresses the public relevance of the Christian tradition, and on the historical roots of current issues within the religious domain.

Cognition, Culture and Language (CCL)

Researchers at CCL focus on interdisciplinary issues at the intersection of cognition, culture and language. The overlapping areas of their research are ‘situated knowledge’ (how are cognitive capacities shaped by cultural norms and linguistic concepts?), ‘ordinary discourse’ (what is the
role of pragmatics, convention and context in the interpretation of everyday language?), and ‘ancient texts’ (what do they tell us about the concept of mind in Hebrew and Greek culture?).

**Religion and the Crisis of Meaning (RCM)**

At RCM, researchers investigate religiosity and spirituality in relation to death, conflict and contingency, from Christian, Islamic and Asian religious perspectives. Probing the limits of secularization and modernization, they analyse ongoing transformations of religious meaning. They investigate the ‘crisis of meaning’, which manifests itself at the macro-level of religion in the public domain, the meso-level of institutions, and the micro-level of the individual’s difficulties in dealing with the vicissitudes of life.

**Centre for Contemporary European Philosophy (CCEP)**

Researchers at the CCEP, the Netherlands’ only research centre concentrating on continental philosophy, contribute to a variety of contemporary currents, including phenomenology, metaphysics, hermeneutics, psychoanalysis, critical theory, political philosophy and virtue ethics. Subjects of particular interest are the impact and critique of modernity and its various symptoms, including the secularization and rationalization of society.

**Centre for Language Studies (CLS)**

*Research Director: Prof. dr. Mirjam Ernestus*

CLS is home to researchers who aim to achieve a deeper understanding of the nature of language and the way it functions by explicitly connecting and integrating research on the cognitive and social processes underlying language systems, language processing, language use, and language acquisition. We actively seek to deploy our findings to optimise language-related tasks in society. Our strategy is to conduct empirical research on language, from single sounds to discourse in multiple modalities, including speech, text, gestures, signs, and images. We highly value diversity in research techniques, applying observational, behavioural, and neurocognitive methods, as well as language and speech technology. To facilitate research, we invest in the collection of extensive data sets and in developing innovative automated techniques for analysing text, audio, and video.

Our research relates to the following four focus areas:

**A. Language systems and language variation**

Our analysis of language systems focuses on the typological, regional, and historical differences
between languages and their varieties, and we study how social and cognitive factors contribute to language variation and change.

**B. Language processing and cognition**

We investigate how the structure, meaning, and modality of language affects language processing and cognition. Our research includes the study of language users with speech, language or hearing-related impairments.

**C. Discourse and communication**

In our analyses of the structure and function of discourse in social and organisational contexts, including mass and social media, we study the impact of lexical, grammatical, stylistic, and interactional factors in native and non-native communication.

**D. First and second language acquisition**

We study the factors and processes underlying language acquisition in first, second, foreign and multi-language contexts by learners of all ages in both naturalistic and educational settings.

Our impact is extensive and tangible and our results are directly relevant for theories of linguistics, cognition, and communication, as well as for addressing societal problems. We publish in high-ranking international journals and in books by highly-rated publishers in fields ranging from linguistics, communication, and psychology, to education and healthcare. Our technological research appears in high impact conference proceedings. Our results also include widely accessible datasets and corpora, web services, innovative methods for automatic speech recognition, and award-winning e-learning systems. We apply many of our results in areas including language teaching and public, clinical, and health communication, predominantly in collaboration with societal partners. We inform a broad range of audiences about our research results in multiple ways, including articles in magazines, blogs, and demonstrations at festivals.

**Institute for Historical, Literary and Cultural Studies (HLCS)**

**Research Director: Prof. dr. Olivier Hekster**

The HLCS assembles, promotes and integrates humanities research from a wide range of disciplines in order to gain a deep understanding of the complexities of the past as well as those of the current state of Europe in a changing world. The institute’s research agenda focuses on two major questions that address a range of key issues in contemporary humanities research and major current societal challenges in a mutually reinforcing way:
How and under which conditions do different kinds of loyalties, communities and categories of people emerge and disappear?

This question integrates a wide range of humanities research that deepen our understanding of the complex and highly contested social processes of in- and exclusion, and of the ways in which people relate to each other and live together. What kinds of narratives, representations, discourses, systems, processes, practices and materialities are involved in creating social communities and categories (class, gender, age, ethnicity, nationality, sexuality, etc.), drawing their boundaries and continuing their existence? What interactions exist between individual identities and larger loyalties? How do people and their communities respond to their categorization?

What do art and creativity mean for people and society?

This question addresses the complex meanings of art in society (in the widest sense of the term), focusing both on the creation and reception of art. What role do art and creativity play in creating cohesion or differentiation within society? How do people understand art, and how does their understanding of art help them (or not) to understand society?

Within HLCS, most researchers answer these questions with a focus on processes taking place within Europe, both in the past and the present, critically and carefully situating the generated knowledge in Europe and as specific for Europe, while recognizing the global context in which these processes take place. Europe, in this understanding, is a term primarily demarcating a geographical area. As experts in complexity, we acknowledge that insights in historical and contemporary processes in Europe cannot be automatically transferred to other contexts. The creation of loyalties, communities and categories as well as the creation and reception of art in Europe and constituting Europe, have always been strongly influenced by, and have only acquired meaning in relation to, processes taking place elsewhere in the changing world. Cultural transfer is no one-way street, but multidirectional, messy, indeed complex. In order to study these global interconnections and tensions, all the more urgent in this age of globalization and transnationalism, HLCS explicitly incorporates research on the two central research-questions for areas outside Europe. Gaining a better understanding of the changing place of Europe in the world, and the changing world of which Europe forms a part, is the central mission of HLCS.
The Graduate School for the Humanities (GSH)

All PhD candidates at the Faculties of Arts and of Philosophy, Theology and Religious Studies are enrolled in the GSH. They are all supervised by senior faculty staff and defend their PhD thesis at Radboud University. The Graduate School integrates all supporting services and teaching, collects and disseminates information, organises research events and activities, and facilitates communication between the Institute, its PhD candidates and their supervisors.

The GSH organises a range of academic and social events throughout the year. Twice a year – in February and September – the Graduate School organises PhD Introduction Days, where new PhD candidates are introduced to the institutes and their key contact persons, receive information and advice about relevant courses and activities, take mandatory training courses in scientific integrity, and socialise with their peers.

The Graduate School’s portal to information and advice are its coordinators. For the Faculty of PTR, the office is run by Nicolet Boekhoff-Van der Voort (GSHcoordinator@ftr.ru.nl, tel. 024-3620065), located in E14.17. Her counterpart for the Faculty of Arts is Peter van der Heiden (GSHcoordinator@let.ru.nl, tel. 024-3615559), one floor down in E13.02a. You can approach them for questions on the courses offered by the faculty or university, or by various Dutch and international disciplinary research schools and associations; administrative issues and regulations; options for acquiring additional research and travel funding, doctoral and post-doctoral grants; various GSH- and university-level PhD activities; or simply for advice and sympathy. Feel free to contact them with suggestions about specific workshops, courses or other activities that could be added to our agenda.

GSH Research Services

Both faculties have a Research Services department which also provides a range of services to PhD candidates.

Faculty of Arts:
Information about grants: Lotte Hogeweg (L.hogeweg@let.ru.nl)
Registration of research output and financial matters: Lisenka Fox (boz@let.ru.nl)
Administrative support: Valerija Matos-Krezic (v.matos-krezic@let.ru.nl)

Faculty of PTR:
Information about grants: Marin Terpstra (m.terpstra@ftr.ru.nl)
Registration of research output: Marin Terpstra (m.terpstra@ftr.ru.nl)
Financial matters: Frank Hamm彻cher (f.hammecher@ftr.ru.nl)
GSH Confidential Advisers

Both faculties have a confidential adviser, who you can contact if problems arise in the supervision or in the daily research that, in the opinion of the PhD candidate, cannot be discussed with his/her supervisor, the director of research, or the head of the research office. The Confidential Advisor will look for the best way to discuss the issue within the faculty and, if possible, resolve it.

Confidential Advisor at the Faculty of Arts:
Dr Annemarie Hinten (a.hinten@ru.nl; 024-3611354)

Confidential Advisor at the Faculty of Philosophy, Theology & Religious Studies:
Dr Veronica Vasterling (v.vasterling@ftr.ru.nl; 024-3612606)
Being a PhD candidate

Types of PhD candidates in the GSH

The GSH considers all its formal PhD candidates to be junior researchers. Some are employed by the university (“internal” candidates); others are not employed, but conduct their research under the supervision of one or more PTR, CLS or HLCS researchers (“external” candidates). The academic requirements for both categories of PhD candidates are identical, and their doctoral degrees are equally valued and appreciated.

The “internal” PhD candidates are recruited and appointed to conduct research on a specific topic, which is often proposed and developed by their supervisor(s). In particular, they are employed by one of the faculties’ departments. The head of the department in question is in charge of staff and financial means. Their contract of employment is usually split in a first term of 1.5 years and a second term of 2 or 2.5 years. Receiving a contract for the second term depends on the candidate’s progress in the first term. This is evaluated at the so-called ‘14M assessment’ by the research director; for the Faculty of Arts (FoA) this is based on advice from the research coordinator. The employment of these candidates is governed by the provisions of the collective labour agreement, the RU Doctorate Regulations, and the regulations imposed by the respective faculty. The special conditions applying to this group are described in detail in the chapter dealing with terms of employment.

Formal “external” PhD students receive a statement of registration from the faculty and conduct at least part of their training in accordance with faculty guidelines. Being formally recognised as a GSH PhD candidate gives candidates a number of basic rights: they receive a staff number (u-number) and can apply for a staff pass that grants them access to facilities such as the university library and databases. They are recognised as members of the Graduate School for the Humanities with a number of benefits described below, and they are provided (in consultation, and if available) with a flexible workstation. Formal external PhD students can also present themselves as GSH PhD candidates at conferences and in publications, in accordance with the standard affiliation statement. Their research relationship with the university is governed by the provisions of the Regulations for External PhD students of either faculty (available on the GSH website) and the Radboud University Doctorate Regulations.

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4 [www.ru.nl/gsh/external-phd/regulations-external](www.ru.nl/gsh/external-phd/regulations-external)
Graduate School membership
All internal PhD candidates are automatically members of the Graduate School for the Humanities. External PhD students have to apply for membership of the GSH through their main supervisor by handing in a request together with the documents outlined in the GSH Regulations for External PhD students.

Being a member of the Graduate School gives PhD candidates the opportunity to participate in all activities organised by the GSH. Participating in courses offered by Radboud University is complimentary for all PhD candidates. Fees for the courses organised by the national Research Schools vary on a case-by-case basis.

Doctoral supervisor(s), daily supervisor, and supervision
Supervisors are an important source of support and inspiration for PhD candidates throughout their doctoral training programme. As the name implies, they supervise the research project and provide feedback, advice and support. Apart from developing a number of research and transferrable skills during their PhD projects, PhD candidates also develop their personalities and academic attitudes; supervisors play an important role in this development.

In the Netherlands, only full professors are permitted by law to act as a doctoral supervisor (promotor, in Dutch). Sometimes, a PhD candidate will have two promoters, for instance when expertise from different disciplines is needed to conduct the research. Often, a second supervisor (co-promotor, in Dutch, being an assistant or associate professor, or another expert with a PhD degree) joins the supervisory team, sometimes from a different department, faculty, university, or research institute. The GSH requires every PhD to have at least two supervisors. One of them will be the daily supervisor.

All supervisors are required to comply with the GSH Code of Supervision.5

Your PhD project: Formal milestones

The beginning: Registration and Hora Est
The Graduate School tracks the progress of both its internal and external PhD students. At the level of the university, this is done using an online system called Hora Est. This system provides an overview of all the university’s formal PhD candidates (whether internal or external, whether active or graduated), as well as the phase of research they find themselves in and the upcoming PhD process milestones. Hora Est can be used by the PhD candidates themselves, as well as by their supervisors, the GSH, the faculty administration, and the university Beadle (Pedel, in Dutch).

Registering in the system is obligatory, as Hora Est is also the means through which a great deal of the administrative formalities related to the PhD process and the eventual award of the doctoral degree are carried out. For more information and for help with registration, for the faculty of Arts please contact Valerija Matos-Krezic (v.matos-krezic@let.ru.nl) and for the Faculty of PTR Nicolet Boekhoff-Van der Voort (GSHcoordinator@ftr.ru.nl).

Internal PhD candidates
The beginning: Introductory meeting with the GSH coordinator (internal PhDs)
Within two weeks of your employment, you receive an invitation to an introductory meeting with the GSH coordinator. The coordinator discusses the GSH activities and explains what is expected from you in regard to your Training and Supervision Plan (TSP - see below). External PhD students can arrange a meeting with the GSH coordinator themselves.

The GSH organises two Introduction Days for new PhD candidates, one takes place in September and one in February. PhD candidates get acquainted with each other, the research institutes and the faculties. In addition to the social part, some mandatory courses like Scientific Integrity are taught on these days.

The beginning: Training and Supervision Plan
Within six weeks of starting your PhD project, you and your supervisory team must agree on and fill in a Training and Supervision Plan (TSP) (Opleidings- en Begeleidingsplan, OBP, in Dutch). This document formalises a number of agreements regarding research tasks, the supervision schedule, the types of courses you take as a PhD candidate, and – for most internal PhD candidates – your teaching duties.

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6 https://horaest.ru.nl
7 https://www.ru.nl/publish/pages/747669/tsp_def1_140131.docx
The TSP must be updated every year, based on past developments and the newly developed plans for the year to come. This is done during an annual appraisal interview (jaargesprek, in Dutch) between you and your supervisor(s).

**During the project: Being assessed**

About nine months into your project, you are invited to report on the progress of your PhD project. The evaluation is based on your progress report which has to be handed in at least a week prior to the meeting. The GSH coordinator conducts this first assessment; the aim is to ensure that the project aims are clear, and to address any problems you may encounter in the process towards your next assessment. Your go/no go assessment at 14 months will also be discussed.

**During the project: Go/No go assessment**

The go/no go assessment will take place around 14 months into your PhD project. This assessment is conducted by the research director in the Faculty of PTR, and by a research coordinator in the Faculty of Arts. In preparation for this assessment you create and deliver a portfolio containing all the documents that are relevant for your thesis, including i.e. (draft versions of) chapters or articles, survey(s), and a detailed schedule for the remainder of your project. Based on this portfolio, your overall progress, and the feasibility of your project, the decision is made whether your contract will be extended to the full period.

**Other assessments**

For those doing an internal PhD project, an annual assessment is held based on progress reports you send in at least one week beforehand. After 24 and 48 months, the GSH coordinator will assess your progress. At 36 months (or 30 months for those with a 3.5-year contract) this task is carried out by the research director (PTR) or the research coordinator (FoA). The focus of this assessment is on the feasibility of finalising your project in time.

**Exit meeting**

When your contract has expired, you will be invited for a final interview with the GSH coordinator to evaluate your project. Important parts of this evaluation are your time within the GSH. In a general sense, the GSH wants to learn two things at the exit interview:

- How can we – as a graduate school – improve the PhD process?
- What is the state of affairs of your PhD project per end date and what support (if necessary) can the Faculty possibly offer to further the completion of your promotion?

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8 [https://www.ru.nl/publish/pages/747669/assessmentform_def_150319.docx](https://www.ru.nl/publish/pages/747669/assessmentform_def_150319.docx)
**External PhD students**

There is no formal introduction meeting, but you are welcome to make an appointment with the GSH coordinator or attend the GSH introduction day.

**During the project: Go/No go assessment**

Within the first two years of your project you will have a go/no go assessment with the same officials mentioned above for internal PhD candidates. The assessment is conducted by the research director in the Faculty of PTR and by a research coordinator in the Faculty of Arts. In preparation for this assessment, you should create and deliver a portfolio containing all documents that are relevant for your thesis, including i.e. (draft versions of) chapters or articles, survey(s), and a detailed schedule for the remainder of your project. Based on this portfolio, your overall progress and the feasibility of your project, the decision is made whether you can remain an external PhD student.

**Other assessments**

During your PhD project you will be assessed annually based on a progress report you submit in January. In general there will not be a meeting for these assessments, only if necessary.

**Practical issues**

**Participating in PhD courses and research schools**

The GSH recommends that internal PhD candidates enrol in a minimum of 30 ECs (or the equivalent of 840 hours) worth of courses, addressing content related topics, methods skills, and/or transferrable skills. Deciding on a selection of courses that best fit your research topic and skill set is something to be discussed with your supervisor(s), and is typically addressed when drafting/adjusting your Training and Supervision Plan (as mentioned above).

The [national research schools](https://www.ru.nl/gsh/training/research-school/) (i.e. LOT, Oikos, Huizinga, OZSW, Noster, Nisis) in your fields offer a wide range of courses which you can include in your TSP. In addition, Radboud University offers PhD candidates a wide range of research methodology and transferrable skills courses. Most courses are offered in Dutch and in English, and the course offer is regularly updated. For an overview, visit the [webpage](https://www.ru.nl/phd/courses/phdcourses).

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9 [https://www.ru.nl/gsh/training/research-school/](https://www.ru.nl/gsh/training/research-school/)
10 [www.ru.nl/phd/courses/phdcourses](www.ru.nl/phd/courses/phdcourses)
In addition, if there is sufficient demand, the GSH arranges courses and workshops on the faculty premises. For more information, or if you have any suggestions for courses or seminars, please contact Peter van der Heiden or Nicolet Boekhoff-Van der Voort (gsh@ru.nl).

**Going abroad**
Taking part in the international academic community is an important part of any doctoral training. The GSH strongly encourages its PhD candidates to participate in conferences, seminars and courses abroad, and to develop their international network. Being active internationally is rewarding, as it creates opportunities for future cooperation and positions, and has become necessary for those wishing to pursue an academic career. More importantly, meeting other scholars working in your field will enable you to develop yourself as an independent researcher.

During your PhD project, you will present your work on a regular basis at various national and international conferences. This allows you to attend doctoral workshops, receive feedback on your project and papers from your peers, meet with fellow doctoral students in your domain, and network with internationally renowned researchers. You should try to attend at least one conference per year.

Later on in the PhD process, we strongly recommended that you try to arrange an extended visit (a few months) abroad. You can either use this stay abroad for conducting fieldwork, or join a research group in another country. PhD candidates can use their own international network or that of their supervisor(s) for help with this visit’s organisation. The GSH is also there to offer advice and – if possible – help.

**Publishing your work**
During your PhD project, you will conduct original research that makes a contribution to science and society. In many cases, you will report your research in articles to be published in international peer-reviewed journals, although in some fields, producing a monograph is still the rule. Publishing findings in articles during the course of your research not only helps you to receive feedback from independent peers sooner, but also better prepares you for an academic career after graduation. With this in mind, your supervisors will help you to prepare the manuscripts, and select the right journals for your articles.

International conferences are a good opportunity for you to attend panel sessions on the art and practice of publishing, where editors or associate editors of renowned high quality journals will provide tips and tricks. Beyond this, one of the best ways to prepare articles and to anticipate criticisms from the reviewers is to have them reviewed informally by colleagues before submitting them “for real”.
PhD candidates are also encouraged to consider publishing their work in open access journals. Open access is a worldwide movement that aims to provide free, direct online access to scholarly and scientific information such as journal articles, theses, books, and research data, and make scholarly publications and data free and available online. In an open access publication, anyone can read, download, copy, distribute and print this information, or look for and search within it, without financial, legal or technical barriers. Many open access journals (about 70%) are now completely free. Most are listed in the Directory of Open Access Journals.\footnote{https://doaj.org/}

The University Library has launched various open access projects to support Radboud researchers and to encourage developments in this area. One of them is the Radboud Repository\footnote{http://repository.ubn.ru.nl}, which offers academics the opportunity to make the author or publisher version of their article available in Open Access, provided that the publisher agrees and that any agreed upon embargo period has ended. Nevertheless, PhD candidates should always discuss these options with their supervisors, as Open Access journals do not always have the same status as non-Open Access journals. For more information, check out the Open Access section on the university library website.\footnote{http://www.ru.nl/library/services/research/openaccess/}

**The end: Manuscript committee and defence**

After you have completed your thesis and – most importantly – your supervisors have approved it, your main supervisor (promotor) will ask the Dean’s office to appoint a reading committee. This committee consists of an uneven number (in general five) of academic researchers. The committee will decide if the thesis meets the criteria for conferring the doctorate. Within five weeks of receiving the thesis, the reading committee’s chairperson will inform the Dean and your supervisor of the reading committee's well-founded decision – either positive or negative. In case of a negative advice, the reading committee will provide structured instructions for improving the manuscript.

If your thesis is accepted, you have to make an appointment with the Beadle’s office, where you can select a date for the public defence of your thesis. The secretary will check if all criteria are met, and if so, will set the date and time of the public defence in consultation with you. At this point, a Doctoral Examination Board – consisting of your supervisor(s) and at least five other academic experts (among whom the members of the reading committee) – is appointed.

The public defence is a formal ceremony which takes place in the Aula and follows a strict dress code. The Doctoral Examination Board are seated in front of you in what is called the corona.
After presenting your work in a maximum of 10 minutes, all members of the board (except your supervisor(s)) are required to pose questions; this is the actual defence. One hour after the meeting has formally opened, the Beadle walks into the hall carrying a formal staff, bangs the staff on the floor, and announce “hora est” (it is time). This signals the end of the defence. The examination board then retreats to deliberate, and following its deliberation (and assuming all went well) you will ceremoniously be granted the doctoral degree.

Click here for more information.14

**Conducting research at the Faculties of PTR and Arts**

**Scientific integrity**

Maintaining scientific integrity is crucial for all researchers and research institutes. Integrity is breached when research data are forged or manipulated; when researchers intentionally mislead colleagues or the institution; or when intellectual property rights are violated. Researchers at Radboud University are personally and legally responsible for maintaining high standards of integrity. Consequently, they are also co-responsible for the public image of Radboud University. The Doctoral School is committed to training young researchers in best practices, and promotes awareness of scientific integrity during the PhD Induction Days and through dedicated seminars.

Radboud University has adopted the Netherlands Code of Conduct for Scientific Practice of the Dutch Association of Universities (VSNU). This Code of Conduct contains guidelines on how to ensure scrupulousness, reliability, verifiability, impartiality and independence. More information on the Code of Conduct is available here.15

In addition, Radboud University has published its own regulations on scientific integrity. Suspected breaches of integrity can be discussed with a confidant. A special committee then advises the university’s Executive Board, which may decide to launch a formal investigation. More information on the regulations and on the confidant is available here.16

At the level of the faculties, issues related to scientific integrity fall under the responsibility of the Ethics Assessment Committee Humanities (EAC). The committee’s aim is to ethically assess the research carried out within the faculties in which humans are directly or indirectly involved. This

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14 [https://www.ru.nl/phd/](https://www.ru.nl/phd/)
assessment is frequently a requirement, mainly by external parties such as publishers and external research funders. More information is available [here](http://www.ru.nl/eac-humanities).17

For all PhD candidates in the GSH, joining a workshop on scientific integrity is mandatory.

**Research data management and data archiving**

It is important that all the data collected or produced in PhD and other research projects are stored and preserved in a responsible, safe and accessible way, together with the metadata that are necessary to interpret said data (questionnaires, log books, statistical scripts, transformations, etc.). The University Library can be consulted for more information regarding the [requirements and options](http://www.ru.nl/library/services/research/researchdata/).18

Data and metadata can be stored and archived via [RIS](http://www.ru.nl/library/services/research/researchdata/) (Research Information Services), the front-end of Radboud University’s research information system. Through RIS, researchers can upload publications and datasets themselves, and make them accessible in the Radboud Repository, on the Internet, on researchers' personal profile pages, and in Narcis, the national research data bank. Click [here](http://www.ru.nl/research-information-services/) for more information.19

The workshop on Research data management (RDM) is taught on one of the yearly introduction days and is mandatory for all PhD candidates. If you need more information on RDM, you can take [Research Data Management for PhDs](http://www.ru.nl/phd/@960941/research-data/), a PhD-specific course offered by Radboud University for all internal and formal external PhD students.20

**Research tools and facilities**

[The Humanities Lab](http://www.ru.nl/humanitieslab) offers technical facilities for research at the Faculty of Arts. The Humanities Lab consists of the CLS lab, a computer lab and a video lab.21

**Other facilities**

**Google Scholar, ResearchGate, or ResearcherID profiles**

These are a number of websites where PhD candidates – together with other researchers – can register as researchers, thus providing a solution to possible ambiguity problems within the

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17 [www.ru.nl/eac-humanities](http://www.ru.nl/eac-humanities)
19 [http://www.ru.nl/research-information-services/](http://www.ru.nl/research-information-services/)
20 [http://www.ru.nl/phd/@960941/research-data/](http://www.ru.nl/phd/@960941/research-data/)
21 [http://www.ru.nl/humanitieslab](http://www.ru.nl/humanitieslab)
research community. Each member is assigned a unique research identity (identifier). The websites allow users to create a profile and post lists of publications online, using Web of Knowledge services. All researchers should register in ResearcherID and create a personal page on Google Scholar. Via ResearchGate they can also engage with the academic community, by posing and answering questions and by following discussion threads on a number of research topics that they can subscribe to.

The university library
The Radboud University Library (in Dutch, Universiteitsbibliotheek Nijmegen, UBN) has a large collection of academic books and journals covering all subject areas within the university. To help researchers access the collection, the library provides a range of catalogues and search engines, as well as online journals (full text), books, databases and electronic encyclopaedias. These resources can be located using the online catalogue. The library in Dutch and English, provides a portal to the Digital Library. Access to the library environment is automatic on campus, and can be gained off-campus by logging in with a u-number and password. For a ‘how-to’ guide please click here.

Researchers can usually borrow books from the library, but not periodicals or reference works. Books can be borrowed with a reader’s pass; your staff pass (see the Campus Card section below) can be activated as a reader’s pass at the lending desks of the libraries on campus. Books can be ordered online, and checked out at the Central Library or other library locations on campus using one of the automatic lending machines. Borrowing is free for students and staff of Radboud University, as well as formal external PhDs who have been allocated a u-number. PhD candidates can also borrow publications from other national or international libraries with an ILL account (in Dutch: IBL). You can apply for an ILL account at the University Library.

Library staff members can also help researchers perform complex literature and database searches, and offer support with systematic reviews or data management. A full overview of the support is available here.

EndNote
For its staff and students, Radboud University has acquired a site license for the EndNote Reference Management software. This software enables the management of references that

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22 www.researcherid.com; www.scholar.google.com
23 www.researchgate.org
24 www.ru.nl/library
25 http://www.ru.nl/library/services/study/access-off-campus/
26 https://www.ru.nl/library/services/borrowing/requests-outside-ru-ill/
27 http://www.ru.nl/library/services/support/services-catalogue/
have been personally entered or imported from bibliographic search systems. The software can be used in combination with word processors to insert and edit literature references in manuscripts. The University Library also provides tutorials for using EndNote and other reference managers. More information is available here.28

**Radboud Repository**

The University Library stores new publications from Radboud University researchers, including doctoral theses, in the Radboud Repository. This database – which now holds the full-text versions of thousands of publications – is part of an international network of institutional repositories. Thanks to this network, publications are available worldwide via online search engines such as Google Scholar. More information is available here.29

**Thesis available digitally**

Information on how to make your PhD thesis available online can be accessed from the Beadle (Pedel, in Dutch). The Beadle’s Office will provide you with a form that must be filled in and submitted to the University Library at least one month before the date of the public defence. An electronic version of the thesis should then be provided to the Library, which will make the dissertation available (in Open Access) through the Radboud Repository.

**Campus Card**

Formal Radboud University PhD candidates are entitled to a Radboud University Campus Card. This card can be used as an:

- **Access card**: access to restricted buildings and rooms on the campus.
- **Parking card**: access to several campus car parks (subscription required).
- **Library card**: used to borrow books, magazines, etc. from the University Library (subscription required).

For information on how to obtain a Campus Card, please click here.30

**Support for international PhD candidates**

If you are an international PhD candidate, you must make some basic arrangements in order to work and live in the Netherlands, such as visas, accommodation and a bank account. You should also become acquainted with the Dutch tax system and learn about the obligatory medical insurance. For information on these topics, visit Radboud University’s website for international

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29 [http://repository.ubn.ru.nl/](http://repository.ubn.ru.nl/)
More comprehensive information about these and other issues relevant to foreign researchers is available at this website set up by the European Commission, and is a useful source of information about practicalities related to settling in a new country.

At university level, the International Office provides a number of support services and facilities. For instance, the department can provide housing assistance through its housing desk. Although it unfortunately cannot guarantee finding accommodation for every PhD candidate, it is a good place to start.

Social activities are organised via the Global Lounge, a meeting point for all Radboud staff members and formal external PhD students who wish to participate in the Radboud international community. Such activities include Dutch Days, new staff orientations, the Bridges Book Club, Game Night, lunch lectures, and informational talks. The Global Lounge also features an Information Desk where a colleague from the International Office or central Human Resource Department can answer your questions about working at Radboud University and living in the Netherlands.

Specifically for new international PhD candidates, the PhD Organisation Nijmegen (PON) organises a buddy support system. New PhD candidates (both international and Dutch, both internal and formal external PhD students) can contact PON to be put in contact with another, more experienced PhD candidate who has volunteered to help his or her new colleagues settle in. For a period of three months, buddies will show new PhD candidates around the city, inform them about life in Nijmegen (e.g. cultural events, sports opportunities, etc.), take them out for coffee and drinks, and introduce them to others. And of course, after the official first three months, new PhDs and their buddies can stay in touch if they want.

If you are interested in learning Dutch, you can follow language courses at Radboud In’to Languages. If you need to learn Dutch for work purposes, and are an internal PhD candidate, you can benefit from the university’s language policy through which the costs of these courses are fully or partially reimbursed by the university. If you are a formal external PhD candidate, you should contact your supervisors to check what possibilities exist for you in this direction.

31 http://www.ru.nl/english/working-at/living-working/
32 http://www.euraxess.nl/
33 housing@io.ru.nl
34 http://www.ru.nl/pon/information-phds/welfare/buddy-support-system/
More information
The University website for PhD candidates provides information for all current PhD candidates. This website contains important information, including university and faculty regulations, and an overview of PhD courses at Radboud University.36

36 www.ru.nl/phd
Financial matters: Research and travel grants and other facilities

Internal PhD candidates have access to a budget of max. €5000 to enlist in a national research school, conduct research, participate in workshops, or travel to conferences. For the rules and regulations regarding this budget, visit the GSH website. The faculty’s research department can assist with an overview of this budget (for the Faculty of Arts, please contact Lisenka Fox, room 13.01a, tel. 024-3612336), for PTR Frank Hammecher (f.hammecher@ftr.ru.nl).

Yearly, the GSH offers PhD candidates the opportunity to get a valorisation grant and a video grant. It is becoming increasingly important that PhD candidates demonstrate the societal relevance of their projects. In order to stimulate this process, the GSH awards a valorisation grant. The video grant gives PhD candidates a chance to visualize their project and make their research more visible to the outside world. The call for these grants is announced in the GSH Newsletter.

If you would like to participate in several conferences or training programmes in a single year – which can sometimes happen in your a PhD process – a number of other budgets can also be accessed. Several of these options are also available for formal external PhD students, as outlined below.

The Radboud Internationalization Fund was established by the university’s Executive Board to develop and reinforce the international character of the university and to promote the international mobility of its PhD candidates. Both internal and formal external candidates are strongly advised to always apply for this fund, which provides a fixed contribution for travel and/or accommodation expenses abroad. Currently, this financial contribution is 400 euro for travelling within Europe and 700 euro for travelling outside Europe. For more information, please contact the international Office’s dedicated contact person, Ms. Paula Haarhuis.

The Erasmus+ Staff Training programme can be used by PhD candidates to enrol in training programmes within Europe. Types of programmes include language courses, 1-on-1 job shadowing, attending a Summer or Winter School, or participating in an International Staff Training Week. The programme is mainly designed for support for relatively longer stays (up to 60 days), and thus cannot be used to attend conferences. For more details about the programme and application, contact Mr. Rob van Leeuwen. While the programme is predominantly meant for staff development – and thus, mostly targets internal PhDs – formal external PhD students

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37 www.ru.nl/gsh
38 www.radboudnet.nl/english/international/radboud-0
39 p.haarhuis@io.ru.nl
40 https://www.ru.nl/io/english/staff/financing-international-mobility/application/
41 r.vanleeuwen@io.ru.nl
may also be able to make use of this opportunity, depending on the available funding for the year.

**External grant options** for PhD candidates – both internal and formal external candidates – can be found [here](http://www.grantfinder.nl/).42 This database is updated by NUFFIC, the Netherlands Organisation for International Cooperation in Higher Education. The [Euraxess portal](http://www.euraxess.nl/) contains additional information on funding.43

Moreover, Radboud University has subscribed to [Research Professional](http://www.researchprofessional.com), a comprehensive online grants database that can be used to search for funding opportunities and receive research news.44 The database allows users to conduct and save specialised searches by discipline, type of grant, country, etc. Advice for using this platform is available [here](http://www.youtube.com/researchprofessional), or by participating in online training sessions which Research Professional arranges for subscribers.45

**Christine Mohrmann Stipendium**

The Christine Mohrmann Stipendium (until 2015: the Frye Stipendium) is a research grant introduced by the university’s Executive Board in 1990 and especially targeted towards excellent female PhD candidates. The goal of the Stipendium is to help PhD candidates kick start their academic career after successfully finalizing their PhD research. Candidates awarded the grant – which provides each winning candidate with 3,500 euro – can use it to finance an extended research stay abroad. Female PhD candidates can apply for the grant in their second or third research year by submitting a proposal to the GSH which outlines their research project – with a particular focus on its international nature – and the research stay(s) that would be undertaken with the help of the awarded grant (including an estimated budget).

**Reimbursement of thesis printing costs**

The Radboud University regulations for the reimbursement of thesis printing costs apply to all PhD candidates. A request for reimbursement, to a maximum of 2,200 EUR, must be made within six months after the costs have been incurred. The following documents must be submitted when requesting the reimbursement of thesis printing costs:

- An invoice which shows the thesis printing costs; and
- A statement signed by the Beadle, attesting that he/she has received the required number of copies of the thesis from the candidate.

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44 [www.researchprofessional.com](http://www.researchprofessional.com)
45 [www.youtube.com/researchprofessional](http://www.youtube.com/researchprofessional)
For more information and the application procedure, please click [here].

**For internal PhD candidates: Being a university employee**

PhD projects nominally last for four years. A first work contract is offered for 18 months. After the approval of the Dean, the contract will be prolonged for the remaining part of the project.

**Salary**

Internal PhD candidates are employed by Radboud University, and consequently receive a salary. A special salary scale applies for PhD candidates, which consists of four salary steps: P0, P1, P2 and P3. For more details, please visit the [VSNU website].

**Other terms of employment**

In addition to a salary, PhD candidates are entitled to all other conditions of employment applicable to Radboud University employees. A complete overview of Radboud University’s conditions of employment can be found on the [intranet].

**Personnel advisors**

Every faculty or institute has personnel advisors who can be consulted with questions regarding to employment, career training and development, and various other questions related to contractual obligations and rights. You will find the advisors for the Faculty of Arts [here]. For the faculty of PTR, please contact [Jenny Tanaka].

**Coaching and career counselling**

If things are not going as expected in your PhD project, or if your supervisors feel that you need some external advice (for instance regarding your career), you can contact the university's Staff Development Team. The team can help you by providing specific, individualised counselling throughout your PhD project. For more information, visit the Staff Development Team’s [website].

**Employment conditions selection model**

Radboud University employees can also make use the Employment Conditions Selection Model to exchange certain conditions of employment (for instance salary, or holiday hours) for other

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46 [http://www.ru.nl/phd/phd-related-affairs/regulation-printing/](http://www.ru.nl/phd/phd-related-affairs/regulation-printing/)
47 [http://www.vsnu.nl/Workstudy/Universities-as-employers.htm](http://www.vsnu.nl/Workstudy/Universities-as-employers.htm)
48 [www.radboudnet.nl](http://www.radboudnet.nl)
50 [po@ftr.ru.nl](mailto:po@ftr.ru.nl)
terms of employment (for instance extra holiday hours or training expenses). Since the model makes use of the gross rather than the net values of the conditions of employment, these exchanges can often be advantageous. Participating in the Selection Model is entirely voluntary. To make it easier to use the Selection Model, Radboud University has developed FLeX, which provides each employee with a simple overview of their exchange options, helping them to make a choice. To learn more, please click here.  

**Teaching duties**

PhD candidates employed by the Graduate School for the Humanities may be required to teach at the faculty. You may, for instance, guide student discussions in working groups or be involved (under the supervision of a senior staff member) in the supervision of Bachelor or Master students’ theses. You may also be appointed as a teaching assistant, helping senior staff to grade student assignments and exams. The total amount of teaching time should not be more than 6 months, and should be part of your TSP.

You can also choose to attend training courses to improve your teaching skills. The Human Resources Department offers a course for this purpose that is specifically intended for PhD candidates: “*Education in a nutshell.*” At the level of the faculty, you can receive coaching and information regarding the various teaching support courses and workshops available at the university from the department of Education (contact Sigrid Bleize-Van den Berg, s.vandenberg@let.ru.nl, for more information).

At university level, the Department of Educational Support (*Onderwijsondersteuning*, in Dutch) provides a number of workshops and courses for those PhD candidates and other researchers who wish to develop their teaching skills. These courses can be taken on their own, but also for the purpose of obtaining a University Teaching Qualification, UTQ certificate (*Basis Kwalificatie Onderwijs, BKO* in Dutch). This certificate is not usually achievable during a regular PhD process as it requires a significant amount of teaching experience, which typical PhD candidates would not accumulate during their research project. Nevertheless, it can be helpful to be aware of its requirements and support services, in order to make the most of your teaching experience during your PhD project, and thus make it easier to obtain the certificate at a later academic stage.

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53 [https://www.ru.nl/phd/courses/phdcourses/ym-eng/virtuele-map/education-nutshell/](https://www.ru.nl/phd/courses/phdcourses/ym-eng/virtuele-map/education-nutshell/)
54 [http://www.ru.nl/oo/course-info/utq-courses/](http://www.ru.nl/oo/course-info/utq-courses/)
Department of Occupational Health & Safety and Environmental Service
The University Department of Occupational Health & Safety and Environmental Service (AMD) supports Radboud University employees in all issues related to working conditions and work-related health questions. The AMD monitors the execution of the working conditions and environmental policy at the university. Most PhD candidates will meet the AMD representatives at least once during their PhD project; for example, they make sure that each desk is properly adjusted to the candidate’s height. For more information, visit the Department of Occupational Health & Safety and Environmental Service website.55

PV Radboud: The staff association
PV Radboud is the staff association for all current and retired employees (and their partners) of Radboud University and Radboud UMC, with more than 7000 members. The association’s main goal is to bring employees together by providing opportunities for relaxation and personal development. PV Radboud not only organises social activities, workshops and courses, but also offers its members interesting discounts for a wide variety of companies and organisations (the membership fee is 18 EUR per year).56

Employee participation (in Dutch: medezeggenschap)
Radboud University has a number of consultative bodies that regulate student and staff participation and input in the university’s decision-making process. At the central level, the interests of the university staff members are monitored by the Works Council (Ondernemingsraad in Dutch). The interests of PhD candidates in particular are represented by PhD representatives in the PON-OR faction of the Works Council. The Works Council, the University Student Council, supplemented by four members of the UMC Council, together make up the University Council. They regularly meet with the Executive Board to discuss university-wide issues, such as general and strategic policy.

At the faculty level, the Representative Council and the Faculty Student Council (together forming the Faculty Council) consult with the Faculty Board on issues of education policy and faculty facilities.

More information on these participatory bodies can be accessed here.57

55 https://www.ru.nl/amduk/
56 https://www.ru.nl/pv/over-ons/pv-radboud/
57 http://www.radboudnet.nl/english/works-council-0/vm/works-council/
PhD networks

The PhD Organisation Nijmegen is the PhD candidate-managed consultative body for all PhD candidates at Radboud University and RadboudUMC. Together with the PhD representatives in the University Council, PON forms one of the main contact points between PhD candidates and central university bodies, such as the Executive Board, the Central Human Resources Department (DPO), or the International Office.58

The PhD candidates of the Faculty of PTR are represented by POFTR, the Promovendi Overleg Filosofie, Theologie en Religiewetenschappen.59 POFTR aims to unify the PhD candidates of Philosophy, Theology and Religious Studies and organises a broad range of activities. It serves the interests of its members in the Faculty Board and in PON, and organises lunch meetings, seminars, movie nights, etcetera. In the Faculty of Arts, POL (Promovendi Overleg Letteren) does the same.60 POL & POFTR work together to the extent that they are called POL/POFTR.

Life after your PhD

Post-doctoral research funding

Although you may have just begun your project, it is not too early to learn about the various possibilities for continuing your career after graduation, at Radboud University and beyond. You may wish to remain in an academic environment, seeking further financing and an academic position. Or you may wish to embark on a new career, using your research experience and expertise – as well the many transferrable skills you have accumulated – to pursue new challenges.

Those wishing to pursue an academic career may consider applying for one of the prestigious grants that are available to recent graduates. In the Netherlands, the NWO offers the VENI and the Rubicon grants. The European Union offers the Marie Curie grant scheme to young researchers wishing to gain international work experience. Obtaining one of these competitive grants has almost become a pre-requisite for a successful academic career. It is therefore wise to prepare in advance, and already start to do so at an early stage in your PhD process. “Preparations” can include publications, research visits, awards, and other achievements that can increase your chances of being eligible. Thus, it is valuable to discuss these plans with your supervisors early on in the process.

58 www.ru.nl/pon/english
59 www.ru.nl/gsh/graduate-school/important-links/po-ft
60 www.ru.nl/letteren/onderzoek/pol/promovendi-overleg/
For more information on the Veni grant, go here. Click here for more information on the Rubicon grant and here for the Marie Curie grants.

Career development resources: Orienting inside and outside academia
In addition to the previously mentioned Career development for PhDs course (for both internal and formal external PhD students), the university also organises two yearly career events for its PhD candidates and other young researchers. The events are mainly meant for staff members, but formal external PhD students can also join.

The first is “Get Inspired”, an event usually organised at the start of the calendar year. It is designed to help PhD candidates and other young researchers develop some starting ideas about their possible career options, both inside and outside the academic field. During the event, various speakers with diverse and successful career paths are invited to share their experiences. Participants are also informed about the university’s career support services.

The second event is the biannual “Get in Touch” usually organised in the summer, and designed to get PhD candidates and other young researchers in touch – via round table and one-on-one discussions – with representatives of a number of consulting, governmental, and non-academic research organisations that are interested in hiring newly graduated PhD candidates. The event also features plenary sessions with speakers who share their experiences regarding transitioning to the external labour market.

In addition to these centrally organised events, the GSH annually organises a ‘Learn from Alumni’ meeting, in which former GSH PhD candidates share their successes (and failures) in their path to a career during and after obtaining their PhD.

Academic Transfer
Academic Transfer is an Internet portal for Master students, PhD candidates, scientists and academic researchers. The portal contains a wide range of job openings at universities, research centres and businesses.

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62 [www.nwo.nl/funding-rubicon](http://www.nwo.nl/funding-rubicon)
64 [www.academictransfer.com](http://www.academictransfer.com)
Post-doctoral platform
The Radboud PostDoc Initiative organises lectures, seminar/lunches and meetings to promote activities that may benefit your career.65

Alumni
As a former member of the Graduate School for the Humanities, you will be a GSH alumnus. We aim to improve and strengthen the connections between the GSH and our alumni. We kindly request you to join our alumni network on LinkedIn.66

65 https://www.ru.nl/rpnuk/
66 https://www.linkedin.com/groups/7498867
Contact information

Graduate School for the Humanities

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<th>Role</th>
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<tbody>
<tr>
<td>Director of the GSH</td>
<td>Olivier Hekster</td>
<td><a href="mailto:o.hekster@let.ru.nl">o.hekster@let.ru.nl</a></td>
</tr>
<tr>
<td>GSH coordinator PTR</td>
<td>Nicolet Boekhoff-Van der Voort</td>
<td><a href="mailto:GSHcoordinator@ftr.ru.nl">GSHcoordinator@ftr.ru.nl</a></td>
</tr>
<tr>
<td>GSH coordinator Faculty of Arts</td>
<td>Peter van der Heiden</td>
<td><a href="mailto:GSHcoordinator@let.ru.nl">GSHcoordinator@let.ru.nl</a></td>
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PhD networks

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<td><a href="mailto:j.copier@ftr.ru.nl">j.copier@ftr.ru.nl</a></td>
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<tr>
<td>POL</td>
<td>Paul Hulsenboom</td>
<td><a href="mailto:p.hulsenboom@let.ru.nl">p.hulsenboom@let.ru.nl</a></td>
</tr>
<tr>
<td>PhD Organisation Nijmegen (PON)</td>
<td>common mailbox</td>
<td><a href="mailto:pon@ru.nl">pon@ru.nl</a></td>
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Research institutes/directors

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<tr>
<td>FTR</td>
<td>Karin van Nieuwkerk</td>
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<tr>
<td>CLS</td>
<td>Mirjam Ernestus</td>
<td><a href="mailto:m.ernestus@let.ru.nl">m.ernestus@let.ru.nl</a></td>
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<tr>
<td>HLCS</td>
<td>Olivier Hekster</td>
<td><a href="mailto:o.hekster@let.ru.nl">o.hekster@let.ru.nl</a></td>
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Faculty of Arts

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<td>Margot van Mulken</td>
<td><a href="mailto:decaan@let.ru.nl">decaan@let.ru.nl</a></td>
</tr>
<tr>
<td>PhD confidential adviser</td>
<td>Annemarie Hinten</td>
<td><a href="mailto:a.hinten@ru.nl">a.hinten@ru.nl</a></td>
</tr>
<tr>
<td>Financial (research budget)</td>
<td>Lisenka Fox</td>
<td><a href="mailto:boz@let.ru.nl">boz@let.ru.nl</a></td>
</tr>
<tr>
<td>Financial department</td>
<td>Nico Schröder</td>
<td><a href="mailto:n.schroder@let.ru.nl">n.schroder@let.ru.nl</a></td>
</tr>
<tr>
<td>Personnel &amp; Organisation</td>
<td>Front office</td>
<td><a href="mailto:faculteitssecretariaat@let.ru.nl">faculteitssecretariaat@let.ru.nl</a></td>
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Faculty of PTR

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<tr>
<td>Faculty Dean</td>
<td>Christoph Lüthy</td>
<td><a href="mailto:bestuurssecretariaat@ftr.ru.nl">bestuurssecretariaat@ftr.ru.nl</a></td>
</tr>
<tr>
<td>PhD confidential adviser</td>
<td>Veronica Vasterling</td>
<td><a href="mailto:v.vasterling@ftr.ru.nl">v.vasterling@ftr.ru.nl</a></td>
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<tr>
<td>Financial</td>
<td>Frank Hammeccher</td>
<td><a href="mailto:f.hammeccher@ftr.ru.nl">f.hammeccher@ftr.ru.nl</a></td>
</tr>
<tr>
<td>Personnel &amp; Organisation</td>
<td>Jenny Tanaka</td>
<td><a href="mailto:po@ftr.ru.nl">po@ftr.ru.nl</a></td>
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Resources for international PhD candidates

Networks
- Arnhem-Nijmegen City Region: www.arnhemnijmegencityregion.nl/
- Nijmegen Expats FB Group: https://www.facebook.com/groups/nijmegenexpats/
- MeetUps: http://www.meetup.com/cities/nl/nijmegen/
- Expatica: http://www.expatica.com/nl
- PhD candidates Network of the Netherlands (PNN): http://www.hetpnn.nl/en/

Events / Activities
- http://www.expatevents.com/
- Radboud Dutch Days: http://www.ru.nl/english/working-at/living-working/orientation/
- National PhD Day: http://nationalphdday.nl/
- IamExpat fair: http://www.iamexpat.nl/
- I am not a tourist expat fair (Amsterdam): http://expatfair.nl/

Useful websites
- Public transportation
  - www.9292.nl
  - www.ns.nl
- Housing
  - www.funda.nl
  - www.pararius.nl
  - Radboud Guesthouse: http://www.ru.nl/english/@672859/pagina/
  - Radboud University’s housing desk: housing@io.ru.nl
- Miscellaneous
  - In depth info about practicalities: www.euraxess.nl
  - Dutch immigration website: http://www.newtoholland.nl/
  - www.weeronline.nl / www.weer.nl
  - www.marktplaats.nl
  - www.dutchnews.nl

Free online “Introduction to Dutch” language course (MOOC):
https://www.futurelearn.com/courses/dutch