Welcome to IMM!

An Introductory Guide for IMM PhD candidates

Information for PhD candidates who started on or after 1 September 2018

Institute for Molecules and Materials
Radboud University
1. Preface

Welcome to the Institute for Molecules and Materials (IMM) of Radboud University Nijmegen. As a PhD candidate (‘promovendus’) you will conduct research within one or two research groups in our institute. Most of the training and guidance will take place in these groups, but at the institutional level a number of regulations are set and several activities are organised. In this document generic information about the institute and its facilities, PhD supervision and guidance, PhD end-terms, and (non-)scientific activities within the IMM is provided.

The Institute for Molecules and Materials (IMM) employs more than 120 PhD candidates. We consider it important that each PhD candidate receives ample training, not only in research-specific skills, but also in soft skills. Moreover, it is our aim that each PhD candidate obtains his or her PhD within 48 months after starting his or her trajectory. We are committed to ensuring that sufficient support is provided to each candidate by the supervisors, and by other people, such as a graduate tutor.

Each PhD candidate will have a training and supervision plan and we have set up a scheme in which we monitor the progress of each individual PhD project. We also offer a rapid graduation bonus. Additional information can be found in this brochure and on the IMM website: www.ru.nl/imm

For a successful PhD graduation a mutual commitment from both the candidate and the supervisors is a prerequisite. You should be ambitious and eager to complete a high-quality PhD manuscript within the available time (48 months for fulltime appointment). From the team of supervisors frequent and adequate guidance is required in good and bad times. The institute will monitor the progress of the PhD projects and if needed, several tools are available to put the project and those involved back on track.

We would like to wish you a pleasant time at the IMM and good luck with your research!

Theo Rasing
Director IMM

Freya Senf
Managing Director and PhD Coordinator IMM
2. About the IMM

The Institute for Molecules and Materials (IMM) is the largest research institute within the Faculty of Science comprising about half of the physics groups and all of the chemistry groups within Radboud University. The IMM consists of 22 research groups with about 65 tenured staff members and 120 PhD candidates. The institute has an annual budget of €25 M of which roughly 65% is obtained from research grants and contract research. About 30 PhD candidates graduate each year. The large research facilities High Field Magnet Laboratory (HFML) and Free Electron Lasers for Infrared Experiments (FELIX) Laboratory are scientifically embedded within the IMM.

Mission and objectives

The Institute for Molecules and Materials (IMM) is an interdisciplinary research institute in chemistry and physics at Radboud University. Our mission is to perform fundamental research at the highest international level to understand, design and control the functioning of molecules and materials. Our institute is a centre of excellence that trains the next generation of leaders in science and entrepreneurship. We actively explore and promote interaction with industry and application of our fundamental research.

Research at IMM is focused on three closely connected themes, supported by the unique research facilities:

1. Structure and Dynamics of Molecules, this theme focuses on the constellation and motion of the atoms within molecules, molecular complexes, molecular and atomic collisions, and even chemical reactions.
2. Chemistry of Complex Systems, this theme involves the design, synthesis and characterisation of molecules and molecular assemblies in order to elucidate structure and function of natural systems.
3. Spectroscopy of Quantum Materials, this theme focuses on the study of properties of matter dominated by interactions between quantum particles, quantum coherence and quantum correlations and topology.

Within the institute these three research themes are advanced by cutting-edge activities based on the following methodologies:

A. Design & Synthesis,
B. Theory & Simulation, and
C. Spectroscopy & Characterisation.
With its unique infrastructure and expertise, the institute is ideally positioned to answer some of these most pressing questions in the areas described above. It is therefore the aim of the IMM to act as a key player in these fields. The IMM actively promotes scientific interplay between researchers with different backgrounds and expertise in physics, chemistry, and biochemistry and it offers a multidisciplinary research programme with strong interactions between the research groups.

**Research facilities**

The national and international position of the IMM is enhanced by the availability on the university campus of a number of large-scale experimental research facilities, including:

**HFML**
A High Field Magnet Laboratory (HFML) for continuous fields up to 37.5 Tesla. A 45 Tesla hybrid magnet is being constructed in 2018.

Contact person: Martin van Breukelen  
T: +31 24 3653005  
E: m.vanbreukelen@science.ru.nl  
http://www.ru.nl/hfml/

**FELIX Laboratory**
Free Electron Lasers for Infrared and Terahertz Experiments (FELIX) Laboratory. The infrared lasers (FELIX/FELICE) and the terahertz laser (FLARE) are fully tunable between 3 and 1,500 microns.

Contact person: Martin van Breukelen  
T: +31 24 3653005  
E: m.vanbreukelen@science.ru.nl  
http://www.ru.nl/felix/

**NMR**
A Large-Scale Facility for high-resolution liquid NMR and a Solid-State NMR Facility for advanced material science, including an 850 MHz proton NMR instrument.

Contact person: Arno Kentgens  
T: +31 24 3652078  
E: a.kentgens@nmr.ru.nl
**SPiN Lab**
A Scanning Probe laboratory (SPiN Lab) with a wide range of Scanning Tunnelling Microscopy (STM) and Atomic Force Microscopy (AFM) techniques.

Contact person: Alex Khajetoorians
T: +31 24 3652614
E: a.khajetoorians@science.ru.nl

**Trace Gas Facility**
A Trace Gas Facility for the application of laser diagnostics in biology and medicine.

Contact person: Frans Harren
T: +31 24 3652128
E: f.harren@science.ru.nl
Other facilities

- A Solar Cell Research Facility with dedicated growth, processing and analysis equipment for solar cell research, including Clean Rooms and an Outdoor Calibration Facility.
  
  **Contact person: John Schermer**  
  **T:** +31 24 3653436  
  **E:** j.schermer@science.ru.nl

- A Thin Film Growth Laboratory, in which materials and thin films can be grown with atomic precision.
  
  **Contact person: John Schermer**  
  **T:** +31 24 3653436  
  **E:** j.schermer@science.ru.nl

- X-ray crystallography service facilities, with diffractometers for both single and powder X-ray diffraction.
  
  **Contact person: Elias Vlieg**  
  **T:** +31 24 3653070  
  **E:** e.vlieg@science.ru.nl

From the ‘Gemeenschappelijk Instrumentarium’ (General Instrumentation) (GI) of the Science Faculty a variety of other equipment is available, e.g. light and electron microscopes, techniques for the analysis of single elements or amino acids, plate readers, etc. For more information on the GI, see www.ru.nl/science/gi/.

Organisation

**IMM Board and IMM Office**

The IMM is headed by the director and governed by a board consisting of the director, two IMM tenured scientific staff members and the managing director. A representative of the PhD candidates attends the weekly board meetings. The organogram shows the organisational structure of the IMM and the advisory boards of the institute. The IMM Office, headed by the managing director, handles all management affairs.
**IMM Advisory Board**
The Advisory Board has the task of issuing opinions to the IMM Board, if requested or on its own initiative, with regard to the strategy, positioning, priorities and choices of themes and programmes in the IMM's field of operations.

**IMM Education Committee**
The IMM Education Committee is the most important advisory board for all educational issues, such as PhD candidate training. This committee is chaired by the IMM board member dealing with education and generally consists further of the managing director, three tenured scientific staff members, and two PhD candidates. The committee typically meets 3 to 4 times per year.

**PhD Coordinator**
The IMM Managing Director also acts as PhD coordinator for the IMM. If you have any (non-scientific) questions on your PhD trajectory, please contact the IMM Office or the PhD Coordinator on imm@ru.nl.
Activities for all IMM members

The IMM organises several activities for all those involved in IMM. These include:

- Every month a colloquium is organised where a top scientist presents his or her work. Each colloquium is preceded by a short presentation by one of the institute’s PhD candidates.
- In addition, each research theme organises monthly colloquia with more in-to-depth talks on topics related to this specific theme.
- Every year in autumn the “sIMMposium” is organised. At this two-day scientific event we specifically give the floor to our junior scientists (Post Docs and PhD candidates) for oral and poster presentations.
- A New Year’s reception, at which we present the yearly Thesis Awards.
3. Academic Integrity

Accountability and responsibility are essential for academic integrity and we would like to draw your attention to the Dutch Research Code of Conduct. The Dutch code of conduct for academic and scientific practice was compiled at the request of the Association of Universities in the Netherlands (VSNU). It is based on the following principles:

1. Honesty and scrupulousness: Academic practitioners are honest and forthright about their research and its applications. Scientific and scholarly activities are performed scrupulously and should remain unaffected by the pressure to achieve.

2. Reliability: Every academic practitioner supports and strengthens the fundamental reliability of science and scholarship through their own conduct. Academic practitioners conduct and report on their research and transfer their knowledge through teaching and publishing in a reliable manner.

3. Verifiability: Presented information is verifiable. Whenever research results are published, it is made clear what the data and conclusions are based on, from where they originate and how they can be verified.

4. Impartiality: In their scientific or scholarly activities, academic practitioners are led solely by academic interest, and they are always prepared to account for their actions.

5. Independence: Academic practitioners operate in a context of academic freedom and independence. Where restriction of this freedom cannot be avoided, it is clearly stated.

You can find the complete Code of Conduct on the VSNU website: www.vsnu.nl, by searching for “code of conduct”.

You will be expected to attend a course on scientific integrity in your first year.

The board aims at a transparent organisational structure and you should not hesitate to contact the IMM through the managing director or the IMM Office (imm@ru.nl). If you doubt the scientific integrity of co-workers, please contact the IMM managing director immediately.
4. Research Data Management at the IMM

This section addresses the research data management policies of the Institute for Molecules and Materials (IMM) and your role in this. The IMM produces a diverse set of data, ranging from the synthesis of materials and molecules and mechanical drawings, to software and characterisation data of various materials and molecules. It is important that the data are produced and stored in appropriate ways. Each department has therefore written a data organisation structure document (DOS) and a data management plan (DMP). Within each department, the department data officer (DDO) is responsible for the department’s good research data management.

Data organisation structure (DOS)
Each department, via the department data officer, has a document (DOS) that illustrates how data are stored and archived in the department. This document is updated annually, along with the DMP (as discussed below). The following points of emphasis are made in the department DOS:

- What data are stored, and what data are deleted. What is the policy on what raw data are archived.
- Where data will be archived, for the defined 10-year period.
- Who has access to the data, and how data are secured.
- How notebooks will be formatted, in terms of projects.
- How raw data can be linked to notebook entries, and how they are connected to data which are archived on network drives.
- How manuscripts are stored, and the link to the raw data is made for each manuscript (for the IMM manuscript drive).
- Where scientific posters and presentations will be archived.
Data management plan (DMP)
Each department has a data management plan, which is updated annually and managed by the DDO. Within the DMP, it is listed what types of data were produced, by whom, and which projects this concerns for the year in question, as well as the subsequent year. Moreover, the document addresses any open access data, as well as what manuscripts have been produced and archived in the IMM manuscript server and which are open access. This document will cover specific questions that are requested by NWO (the Dutch national research funding organisation) concerning data management for newly funded projects. The DMP will be made available to the IMM board each year and will be reviewed by the data steward to confirm that proper RDM policies are in compliance.

Roles of people involved in the Research Data Management Policy

- **IMM director**: responsible for implementation of the RDM at the institute level
- **Institute data steward**: responsible for implementation of data management policy throughout the institute and oversees the department data officers. The data steward is also the link between the institute and the university.
- **Department data officer (DDO)**: the data officer is responsible for the following aspects of his/her department’s data management. The data officer will be chosen within each department and appointed by the department head. The DDO must be employed at least on a temporary contract. Responsibilities include:
  - Updating the data management plan (DMP) annually (as defined below).
  - Training new members on RDM practices in the department.
  - Compliance of the department with respect to the RDM policies of the department and institute.
  - The initial drafting and when necessary revision of the data organisation policy for the department and definition of what types of data should be stored and archived.
  - Drafting and monitoring the archiving, security, and organisational rules related to data, as well as defining what data will be version controlled in the group. Attending meetings organised by the data steward, and

Your role
At the start of your PhD project
When joining the IMM, make sure you meet your department’s data officer and understand how data are produced and stored within your department. Make sure that whilst working on your PhD project, you adhere to the procedures of your department.

At the end of your PhD project
Please be aware that when leaving the university, your data remain the property of the university. You should therefore make sure that all your data are stored in the manner described in your department’s Data Organisation Structure. Make sure you plan an exit meeting with your department’s data officer to check that this is actually the case.
5. Graduate School for Molecules and Materials (GSMM)

Each IMM PhD candidate is part of the Graduate School for Molecules and Materials (GSMM). The GSMM is part of the IMM and provides an attractive and challenging environment for talented young researchers by offering a dedicated training programme. The GSMM encourages cohorts ('year groups') of PhD candidates to meet and exchange experiences regularly, for example by attending general courses together.

Training programme
You are expected to take part in the IMM training programme, which consists of courses, colloquia and symposia. The IMM works with year groups: all PhD candidates that started in a certain year are placed in a year group and will follow mandatory courses together where possible.

The IMM education programme is subdivided into three parts.

Part 1: General training
IMM Curriculum
All IMM PhD candidates are expected to take part in a set of 4 courses, which are:

- Taking Charge of your PhD-project - year 1
- Scientific Integrity - year 2
- Selling your Story - year 3
- Value of Knowledge - year 4

These courses have the aim to better prepare you for a career outside the academic research setting and will help you to develop various soft skills. Also when you decide to stay in science, the course topics will be very valuable for advancing your career.

Curriculum of the Faculty of Science
In addition, the faculty board requires each PhD candidate to take part in a course on didactic skills. This course will prepare you for your educational tasks. More information on this course can be obtained from Hienke Sminia of the Department of Educational Support.

Registration
The IMM Office will invite you to register when a course is organized for your year group. More information on these courses is available on the IMM website.

Part 2: Broadening of knowledge
The IMM considers it important that our PhD candidates become independent and critical scientists with a broad view on and perception of all research in the field of Molecular and Materials sciences, as conducted at the IMM. This means that you are expected to actively participate in the annual sIMMposium and the monthly IMM colloquia, as well as your specific theme colloquia, and to attend at least one summer or winter school.
Part 3: Deepening of knowledge

Last but not least, each PhD candidate is expected to deepen his/her knowledge related to his/her own field of research. In order to do so, Radboud University offers various training opportunities, but external courses and summer and winter schools may be attended as well. A stay at another research institute may also facilitate the deepening of research-related knowledge. Discuss with your supervisor(s) what courses and other actions you can take.

Radboud Courses

Radboud University offers various additional courses for PhD candidates, e.g. courses on academic writing, presentation skills and research data management. More information on courses offered by Radboud University can be found in the “Radboud University Guide for PhD candidates”.

More information at: www.ru.nl/phd.

Other graduate schools: NRSCB and NMARRS

- NRSCB: The organic chemistry groups of the IMM collaborate with Leiden University, Eindhoven University of Technology, and University of Groningen in the Netherlands Research School of Chemical Biology (NRSCB). NRSCB organises courses and summer schools for master’s and PhD candidates.

  More information at: www.nrscb.nl

- NMARRS: The NMR groups of the IMM are part of The Netherlands’ Magnetic Resonance Graduate School (NMARRS). NMARRS is a joint educational and research initiative of five major centres for magnetic resonance research in the Netherlands (Radboud University, University of Utrecht, Leiden University, Eindhoven University of Technology, Wageningen University) and COAST (COmprehensive Analytical Science and Technology). It offers a challenging education program with many possibilities to interact with peers and mentors operating at the forefront of NMR research.

  More information at: www.nmr-nl.org
6. Teaching

It is mandatory for all PhD candidates to contribute to the teaching of undergraduate students during their stay at the institute. The nominal education and teaching load of PhD candidates within the faculty of science is 0.25 fte during 4 years (thus 1 year in total) divided over receiving education (0.15 fte) and providing teaching (0.10 fte). In general, PhD candidates do not teach in the final year of their trajectory.

To schedule the teaching activities each research group or cluster has a ‘teaching coordinator’. For physics the 10% teaching load is equivalent to 10 ‘quarter tasks’ starting 6 months after the appointment, so that no teaching is required during the final year. For chemistry the teaching load is equivalent to 20 days per year. The supervision of a research practicum counts as one day and ‘werkcollege’ as half a day.

More information can be obtained from the teaching coordinator within your group.

Your role

- Make sure you discuss the distribution of the teaching load over the four years with your supervisor(s).
- Provide an indication of the training you will provide in your Training and Supervision Plan. Update this information annually.
7. Supervision and Counselling

Supervision team
You will have at least one promotor and one daily supervisor, to be provided by the group in which you will perform your research. You will be assigned a “second assessor” and a graduate tutor by the IMM Managing Director. All senior scientific staff members (professors and associate professors) are considered part of the pool of second assessors. Tenure trackers and assistant, associate and full professors volunteer for a role as graduate tutor. The IMM Office keeps track of which graduate tutor and second assessor are coupled to which PhD candidate.

Second Assessor
The second assessor is a senior scientific staff member of the IMM (professor or associate professor) and is not part of the group in which you perform your research. He/she serves as a sounding board for the promotor(s) and/or daily supervisor(s), but may also be approached by you. The second assessor will be present at your presentation of the Graduation Plan and the go/no-go interview, but he/she may also be approached at other times.

Graduate Tutor
The graduate tutor serves as a sounding board for you. The graduate tutor is not part of the group in which you perform your research. Graduate tutors can be approached with non-scientific questions related to the PhD trajectory and you are encouraged to meet your tutor regularly.

If you would like to have a meeting with your graduate tutor, it is your own responsibility to make an appointment with your graduate tutor. A graduate tutor can advise you to contact the confidential counsellor in the case of issues that you cannot or dare not discuss with your supervisor and/or promotor. If you do not know your graduate tutor, please ask the secretary of your group to introduce him/her to you.

Confidential Counsellor
The confidential counsellor for the IMM is Ger Pruijn. Freya Senf acts as confidential counsellor for members of the biomolecular chemistry group, headed by Ger Pruijn. The tasks of the confidential advisor include:

- acting as go-to person when you have a problem or conflict in relation to your training, support and/or evaluation;
- approaching, in consultation with you, the most suitable agent to handle and if possible solve the problem;
- annually reporting on his/her activities to the director of the research institute.
8. Progress Monitoring and Evaluation

The IMM expects each PhD candidate to finish his or her thesis within the PhD contract. In order to help you achieve this, your progress is monitored by your supervisors as well as by the graduate school coordinator. In order to do this, you are expected to write, together with your supervisor, a Training and Supervision Plan and a Graduation Plan. In addition, you and your supervisor(s) are expected to hold yearly evaluation and planning interviews in which you look back on the past year and make plans for the year(s) ahead.

As an indication of good progress, we set the following milestones:

- After 6 weeks you should have completed your Training and Supervision Plan (TSP).
- After 3 months you should have completed your graduation plan (GP).
- After 2 years you should have completed at least one chapter of your thesis or you should have submitted at least one article to a peer-reviewed journal.
- After 2 years you should have ready an outline of your thesis, including a detailed table of contents and title of the thesis.
- You should aim to write a chapter of your thesis a year.
- At the beginning of the final year you should agree with your supervisor(s) on a date for finishing the manuscript.
- You should aim to spend the last 6 months of your contract solely on writing your thesis and articles.

Training and Supervision Plan (TSP)
At the start of your project, you and your supervisors complete the “Training and Supervision Plan (TSP)” as drawn up by the faculty. The TSP comprises issues such as research strategy, frequency of contacts with supervisors, courses to be followed, and teaching tasks to be performed.

Your role

- Complete the TSP. Describe clearly which courses you will take and which teaching activities you will be involved in.
- Send a copy of the completed and signed TSP to the personnel department of the faculty of science, as well as to the IMM Office (imm@ru.nl).
- Update your TSP annually.
Graduation Plan (GP)
During the first 3 months of the project, the PhD candidate writes a graduation plan (GP) based on the original research proposal and, for instance, on an extensive literature survey or some preliminary results. The graduation plan should describe the planned research and the applied methods. When the graduation plan is completed, the PhD candidate presents it to the group members.

Your role

- Complete the GP. A template is available on the IMM website.
- Present the GP to your research group.
- Send a copy of the completed and signed GP to the personnel department of the faculty of science, as well as to the IMM Office (imm@ru.nl).
- Update your GP annually.

Planning and evaluation interviews
At least every 12 months you and your supervisors evaluate the progress and planning of the project in the planning and evaluation interview. This is also a good moment to discuss your needs for supervision with your supervisor(s). Make sure that you update your Training and Supervision Plan as well as your Graduation Plan during or after this meeting and that you complete the planning and evaluation forms. The second assessor can be invited to these evaluations if you or your supervisors desire this.

Go/No-Go interview
At the end of the first year, the planning and evaluation interview has a more formal status: an assessment of you, the PhD candidate, will take place in order to decide upon the continuation or, in rare cases, termination of the project. This is usually called the go/no-go interview. The whole supervision team, including the second assessor, takes part in this assessment. One week before the assessment, you send relevant information such as the Training and Supervision Plan, the Graduation plan, evaluation form for the first year and planning form for the second year to the supervision team (including the second assessor). The “Doctoral Candidate Assessment form” of the Faculty of Science provides the criteria for this assessment. In the unfortunate case that the outcome is a “no-go”, your contract will be terminated after 18 months from the start of the project, thus leaving about 6 months for you to find an appointment elsewhere.

Reasons for planning and evaluation interviews
Planning and evaluation interviews (held at least once a year) will help you and the supervisor(s) to perform the PhD research in an effective manner. The planning and evaluation of doctoral research by you and your supervisor(s) should be geared towards completing the research project and obtaining a PhD within the employment period of 4 years. During this period priority is given to aspects of education and training that are highly relevant to your future.
performance in your later professional career. A goal-oriented and planned approach to work is one of these aspects.

Labour market data of former PhD candidates indicate that completion of the doctoral studies within 4 years considerably increases the chances of finding a subsequent job. In addition, employers of former PhD candidates of the Faculty of Science indicate to us that good supervision and the ability to work according to plan are important factors to give PhD holders a good start on the labour market. PhD candidates also indicated that they want to get into the good habit of taking a goal-oriented and planned approach to their work.

Planning and evaluation interviews in practice
A planning and evaluation interview is held between the supervisor(s) and the PhD candidate at least once a year. There are four forms that need to be used to report on this annual planning and evaluation interview:

1. **Form for evaluation/assessment of the previous year**, in which:
   - the performance given and research results obtained in the previous year are evaluated by the PhD supervisor(s), and following on from this:
     - the PhD candidate is assessed by the PhD supervisor(s).
     - the PhD candidate can reflect on the supervision provided.

2. **Form for planning the upcoming year**, in which:
   - the research plan for the coming year is discussed and drawn up
   - arrangements are made regarding supervision and/or training of the PhD candidate.

3. **The TSP needs to be updated in line with the latest developments.**

4. **The GP needs to be updated in line with the latest developments.**

Throughout the entire period of employment, PhD supervisor(s) and PhD candidate will hold a planning and evaluation interview at least three times.

- The first time, at the end of the first year, is at the same time the Go/No-go evaluation, after which the employment contract may or may not be extended to four years.
- The second interview is to be held at the end of the second year.
- The final interview is to be held at the end of the third/beginning of the fourth year. For PhD candidates entering their fourth year a section is added to the form entitled “Planning of year 4” about their future career perspective. The IMM wants PhD candidates to choose a career that suits their capabilities and ambitions. A statement by the PhD supervisor(s) is therefore also requested on the possibilities of continuing either an academic career or a career outside of academia.
You will find all interview forms on the IMM website or you may request them from the IMM Office (imm@ru.nl). Please send a copy of the completed and signed forms to the personnel department of the faculty of science, as well as to the IMM Office (imm@ru.nl).

Hora Est
Radboud University uses the programme HORA EST to monitor all running PhD trajectories and to handle all formal correspondence associated with PhD graduations. At the start of your PhD appointment, you will receive an HORA EST registration form that you should complete and return to the faculty bureau. This form arranges formal admittance to the PhD graduation procedure and is therefore very important.

Hora Est is also used by IMM to monitor the PhD trajectories: each year you must upload your updated TSP and updated GP, as well as the planning and the evaluation forms via this system. Close to the completion of the PhD, other formal steps, such as selection of the manuscript committee, approval of the manuscript, and reservation of the defence date, are all handled via HORA EST.

Project Portfolio
You are responsible for maintaining a ‘portfolio’ of your project with relevant forms, plans, figures, and papers. Your supervision team should have access (on request) to the portfolio for discussions and evaluations. Work is in progress to add a portfolio function to the above-mentioned Hora Est application.
9. End of your PhD project

The requirements for a PhD graduation within the IMM are in line with the RU Regulations for PhD graduations. These regulations can be downloaded from the RU website. Within the IMM these can be summarised in the following:

“A PhD thesis usually consists of 3-5 publishable or published chapters. The PhD candidate is first author for several of these chapters.”

After 48 months (of full-time employment) the PhD project must be completed, which means that the thesis manuscript must be submitted to the manuscript committee.

**IMM Certificate**

We reward the completion of the IMM training and education programme with an IMM Certificate. For this you must send the completed and signed Training and Supervision Plan (TSP) to the IMM Office at least one month before the PhD defence. The actual certificate will then be handed out at the end of your PhD defence ceremony. Work is in progress to add a functionality to the above-mentioned Hora Est application that will allow you to apply for an IMM Certificate through Hora Est.
Rapid graduation bonus and GSMM bonus
Each IMM PhD candidate may qualify for two bonuses: a rapid graduation bonus of 1500 euros gross, if you send your thesis manuscript to the thesis committee within the period of the employment contract (48 months full time) and the thesis is then approved by the committee, and a Graduate School for Molecules and Materials (GSMM) bonus of 500 euros gross, if you complete the IMM education programme and send your thesis manuscript to the thesis committee within 48 months.

To apply for these bonuses you should send a request to the PhD coordinator of the IMM at imm@ru.nl with proof of the manuscript submission date and the completed and fully signed Training and Supervision Plan. If granted, the bonuses will be paid by the personnel department. Work is in progress to add a functionality to the above-mentioned Hora Est application that will allow you to apply through Hora Est.

Exit interview
We appreciate your feedback on our institute and graduate school. We hope to find out what went well and what we can improve on. At the end of your trajectory, you will therefore be invited by the IMM Office for an exit interview with the PhD coordinator. The interview is confidential.

Delay
If, after 48 months, your thesis manuscript is not yet ready for submission, you and your supervisors should draft a pragmatic plan for finishing the manuscript as soon as possible, i.e. within a few months. Only under strict conditions and after approval of the IMM Board, will an extension of the contract be granted. A prerequisite for considering an extension application is that the PhD supervisor(s) provide(s) the required budget for the extension. A request for extension should be handed in to the IMM Board several months before the contract termination date.

Severe delay
In the unfortunate case that your PhD project is severely delayed, a joint effort is required to complete the thesis manuscript. Therefore the following procedure will be initiated: One year after the end of the formal employment, a new time schedule aimed at submission of the manuscript within 12 months must be drawn up, signed by you and your supervisor, and sent to the IMM managing director. If the schedule is not received or if the new deadline is not met, the IMM will consider the PhD project as ‘failed’ and the supervision and (financial) arrangements will be stopped.
10. Travel grants & reimbursement of graduation costs

In addition to the resources from the project and group budgets, the IMM and the Faculty of Science have several travel grants and a reimbursement of the graduation costs available:

- Radboud University participates in the Erasmus / Lifelong Learning Programme (LLP) of the European Commission. This programme offers PhD candidates (and other scientific staff) the opportunity and funding for a visit to another university, institute or company in Europe. The minimum stay is 5 days and the maximum 6 weeks. For further information contact Jos Brommers (International Office).
- Several other grants also provide travel grants for PhD candidates before or just after their graduation. Examples are: VSBfonds and Mohrmann Stipendia.
- A PhD candidate may qualify for a rapid graduation bonus of €1500 gross and an additional IMM Certificate bonus of €500 gross if the thesis manuscript is sent to the committee within 48 months (See Rapid graduation bonus and GSMM bonus).
- Printing costs of the PhD thesis may be reimbursed up to a certain maximum. An application form can be downloaded from the website of the personnel department (P&O). This form should be submitted within 6 months after the printing of the thesis.
11. PhD Candidate Councils

**PON**
The Nijmegen PhD Council PON (Promovendi Overleg Nijmegen; [www.ru.nl/pon/english](http://www.ru.nl/pon/english)) is the consultative body for all PhD candidates at Radboud University and Radboud university medical center. PON is managed by PhD candidates of Radboud University and Radboud university medical center and is the first point of contact for all matters at RU level. PON’s three main objectives are to inform PhD candidates (about their rights, the procedures with regard to obtaining a PhD, and all practical matters of living and working in Nijmegen), to organise social activities for PhD candidates, and to promote the interests of Nijmegen PhD candidates within the university.

**PROBE**
PROBE ([http://www.ru.nl/science/more/information/phd-students/](http://www.ru.nl/science/more/information/phd-students/)) is the council for PhD candidates working at the Faculty of Science of Radboud University. It was set up for the PhD candidates at the Faculty of Science (FNWI). PROBE protects the interests of the PhD candidates and provides relevant news. The IMM PhD representative is a member of the PROBE Board.
12. Contact persons

Persons within the institute that you may need to contact during your PhD are listed below.

<table>
<thead>
<tr>
<th>IMM Office</th>
<th>Cisca Custers; <a href="mailto:imm@ru.nl">imm@ru.nl</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>IMM Communications</td>
<td>Miriam Heijmerink; <a href="mailto:imm-communication@ru.nl">imm-communication@ru.nl</a></td>
</tr>
<tr>
<td>IMM PhD Coordinator</td>
<td>Freya Senf; <a href="mailto:freya.senf@ru.nl">freya.senf@ru.nl</a></td>
</tr>
<tr>
<td>IMM Director</td>
<td>Theo Rasing; <a href="mailto:th.rasing@science.ru.nl">th.rasing@science.ru.nl</a></td>
</tr>
<tr>
<td>IMM Managing Director</td>
<td>Freya Senf; <a href="mailto:freya.senf@ru.nl">freya.senf@ru.nl</a></td>
</tr>
</tbody>
</table>
| IMM Board | Theo Rasing (chair); th.rasing@science.ru.nl
Wilhelm Huck (education); w.huck@science.ru.nl
Herma Cuppen; h.cuppen@science.ru.nl
Freya Senf; freya.senf@ru.nl |
| IMM PhD representative/PROBE contact | Sander Brugman; s.brugman@science.ru.nl |
| Education Board | Wilhelm Huck (chairperson); w.huck@science.ru.nl
Alexey Kimel; a.kimel@science.ru.nl
Hugo Meekes; h.meekes@science.ru.nl
Joost Bakker; j.bakker@science.ru.nl
Natasha Gruginskie (PhD candidate); n.gruginskie@science.ru.nl
Cynthia de Bont (PhD candidate); c.debont@science.ru.nl |
| Confidential Counsellor | Ger Pruijn; G.Pruijn@ncmls.ru.nl
Freya Senf; freya.senf@ru.nl |
Appendix: Supervision and Monitoring Checklist

The checklist below summarises the supervision and monitoring activities during a PhD project within the IMM.

<table>
<thead>
<tr>
<th>When</th>
<th>What</th>
<th>Why</th>
<th>Deliverable</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td>Develop: 1) Training and Supervision Plan and 2) Graduation Plan.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Welcome lunch with IMM Director and Managing Director, organised twice a year.</td>
<td>To get acquainted with IMM.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Weeks</td>
<td>Completion of Training and Supervision Plan.</td>
<td>Commitment from all on supervision and training.</td>
<td>Completed Training and Supervision Plan (TSP).</td>
<td></td>
</tr>
<tr>
<td>3 Months</td>
<td>Completion of Graduation Plan and presentation before the group.</td>
<td>Mastering of own project and making a realistic plan.</td>
<td>Completed Graduation Plan (GP).</td>
<td></td>
</tr>
<tr>
<td>12 Months</td>
<td>Go/no-go evaluation and evaluation of progress and planning with supervisors and second assessor.</td>
<td>Go / No-go; Evaluation of past year and planning for next year.</td>
<td>1. Evaluation form year 1 completed.  2. Planning form year 2 completed.  3. Updated TSP.  4. Updated GP.</td>
<td></td>
</tr>
<tr>
<td>24 Months</td>
<td>First chapter of thesis completed or manuscript submitted to peer-reviewed journal.</td>
<td>To make sure that the PhD degree is received within 48 months.</td>
<td>First chapter or journal article.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Outline of thesis and thesis title should be ready.</td>
<td>To make sure that the PhD degree is received within 48 months.</td>
<td>1. Outline thesis  2. Title thesis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Evaluation of progress and planning with supervisors.</td>
<td>Evaluation of past year and planning for next year.</td>
<td>1. Evaluation form year 2 completed.  2. Planning form year 3 completed.  3. Updated TSP.  4. Updated GP.</td>
<td></td>
</tr>
<tr>
<td>When</td>
<td>What</td>
<td>Why</td>
<td>Deliverable</td>
<td>Date</td>
</tr>
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<tr>
<td><strong>36 Months</strong></td>
<td>Second chapter of thesis completed or second manuscript submitted to peer reviewed journal.</td>
<td>To make sure that the PhD degree is received within 48 months.</td>
<td>Second chapter or journal article.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Evaluation of progress and planning with supervisors.</td>
<td>Evaluation of past year and planning for next year.</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Agreed date for completion of manuscript is sent to IMM Office (part of form planning year 4).</td>
<td>IMM Board can monitor progress.</td>
<td>Date for finished thesis manuscript</td>
<td></td>
</tr>
<tr>
<td><strong>42 Months</strong></td>
<td>If an extension is needed, this should be requested from the IMM Board. Please note: an extension is only possible under strict conditions and in exceptional cases. Required funds must be made available by supervisor.</td>
<td>Extension only in exceptional cases.</td>
<td>1. Detailed plan for finishing of manuscript.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2. Required funds have been organised by supervisor(s).</td>
<td></td>
</tr>
<tr>
<td><strong>45 Months</strong></td>
<td>Exit interview with PhD coordinator.</td>
<td>Provide feedback on supervision and training.</td>
<td>Exit Interview Form completed</td>
<td></td>
</tr>
<tr>
<td><strong>48 Months</strong></td>
<td>PhD manuscript is ready.</td>
<td></td>
<td>Thesis.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PhD Defence.</td>
<td></td>
<td>PhD obtained.</td>
<td></td>
</tr>
</tbody>
</table>
Contact information
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Faculty of Science
Radboud University
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6525 AJ Nijmegen
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www.ru/imm

Sign up for our newsletter at [www.ru.nl/imm/newsletter](http://www.ru.nl/imm/newsletter)! We gladly keep you updated on the latest IMM news and research results.