**The C.T. de Wit Graduate School for**

**Production Ecology and Resource Conservation (PE&RC)**

**PhD Registration Form**

**After filling in this form, please send it to** [**office.pe@wur.nl**](mailto:office.pe@wur.nl)**. You will subsequently be contacted by one of the PE&RC programme coordinators for an intake meeting.**

***NOTE: Wageningen University PhD candidates will receive an invite to the PhD registration system (Hora Finita) for submission of all required documents as stipulated in the final section of this document.***

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| **Details about the PhD candidate** | |
| Type of PhD candidate: **[[1]](#footnote-1)** | 1. Employed PhD candidate (AIO)  2. Scholarship PhD candidate  3. Externally financed PhD candidate  4. External PhD candidate  5. Employee in PhD track |
| Is this a project within a sandwich PhD programme? Y/N |  |
| First name (Given name in passport): |  |
| Prefix (e.g., “de” or “van de”): |  |
| Surname (Family name in passport): |  |
| Date of birth (dd/mm/yyyy): |  |
| Nationality: |  |
| Second Nationality (if applicable): |  |
| Gender: | M / F / Other |
| Your institutional e-mail address: |  |
| Private e-mail address: |  |
| **Previous education** | |
| Highest degree obtained: | BSc / MSc / Other, namely: |
| Date on which the highest degree was obtained: |  |
| **Work place in the Netherlands** | |
| Institute / university: |  |
| Chair group / research group: |  |

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| **Details about the PhD project** | | | | | | |
| (Tentative) title of the PhD project: | | | |  | | |
| Period of appointment/fellowship: (dd/mm/yyyy) – (dd/mm/yyyy) | | | |  | | |
| Appointment: (hours per week) | | | |  | | |
| University at which the PhD degree will be obtained: | | | |  | | |
| Country where research will primarily be performed: | | | | 1. Netherlands  2. Other, namely: | | |
| **Funding of the PhD project** | | | | | | |
| Funding source (1, 2 or 3?):   1. Funded by the University at which the PhD defence will take place 2. Funded by NWO (Dutch Research Council) 3. Funded by an external grant (e.g., EU, CSC, CAAS, CONACYT) | | | |  | | |
| For funding sources 2 and 3:  Please indicate specifically the name of the funding programme (e.g. , for NWO: VIDI or VICI or open round / for EU: EU-programme name and number) | | | |  | | |
| Please elaborate on type of funding: | | | |  | | |
| Period of secured funding:  (dd/mm/yyyy) – (dd/mm/yyyy) | | | |  | | |
| **Supervisory team involved in the PhD project** | | | | | | |
| Title | First name | Surname | Department | | Institute / University | Role in project (promotor, co-promotor)**[[2]](#footnote-2)** |
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| Date | Name of PhD candidate | Signature of PhD candidate |
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| Date | Name supervisor | Signature supervisor |
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**FOR WAGENINGEN UNIVERSITY PHD CANDIDATES ONLY**

**PE&RC BUDDY SYSTEM**

The PE&RC PhD Council (PPC) has introduced a 'buddy system' to welcome newly arriving PhD candidates. With this buddy system, we aim to facilitate the settling in of a new PhD candidate, to make them feel welcome and at home quickly. First of all, we want to guide PhD candidates through their first days after arrival in the Netherlands and provide them with clear information about administrative issues that need to be organized during the first days and weeks. Secondly, we want them to find their way more easily in and around university and in the Dutch way of life. The 'buddy' will be a fellow PhD candidate who supports the new PhD candidate on these issues. The buddy will primarily act as a resource person, rather than someone who will be involved in actually tackling the issues for the PhD candidate. For detailed information see: <https://www.pe-rc.nl/buddy-system>.

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| Would you like the PPC to contact the new PhD candidate and find a buddy for him/her/them? | YES / NO |

**DOCUMENTS TO BE SUBMITTED UPON REGISTRATION IN WAGENINGEN**

To be able to register PhD candidates that will defend their thesis at Wageningen University, additional documents are needed. These documents need to be submitted to the PhD registration system of Wageningen University (Hora Finita), prior to the start of the PhD project. If the documentation is not complete, we cannot register the new PhD candidate, as these documents are needed to evaluate the entry requirements of Wageningen University. Note that registration in Hora Finita is necessary to be eligible for support in finding housing and obtaining a residence permit. The list of required documents and the formatting instructions can be found here: <https://www.wur.nl/en/Education-Programmes/PhD-Programme/RequiredDocs.htm>.

In addition, if you are not Dutch, if you are not from an Anglophone country, and/or if you cannot formally prove that your MSc was completely in English, you must submit an internationally recognised **Certificate of Proficiency in the English Language** along with the other documents for your registration as PhD candidate at Wageningen University. This proof of proficiency in English MUST be provided with the registration as PhD candidate at Wageningen University. If a promotor requests an exemption from this rule, it can only be accepted if there are major reasons why a test was not taken (e.g. illness) and it is crucial that the candidate starts the PhD at short notice. The letter explaining the reasons for an exemption should be uploaded in Hora Finita and addressed to the Dean of Research. More details about the types of language tests that are accepted and the minimum scores required can be found here: <https://www.wur.nl/en/Education-Programmes/PhD-Programme/English-language-requirements.htm>.

**Please note that without the complete set of documents, PhD candidates cannot be registered in the PhD registration system of Wageningen University. In case of questions, please contact** [**office.pe@wur.nl**](mailto:office.pe@wur.nl)**.**

1. ***Employed PhD candidates****: PhD candidates with a temporary contract (usually 4 years full time or 5 years part-time) for a trajectory directed to a PhD graduation within the University\**

   ***Scholarship PhD candidates****: PhD candidates with a fellowship grant for the full 4-year period which are not funded by the University. The scholarship can be part of a specific PhD exchange programme, such as a sandwich programme in which candidates are embedded in a local institute in their home country where they perform their research. They spend part of their time at the University (generally the first 6-8 months, the final 6-8 months and intermitted visits).*

   ***Externally financed PhD candidates****: employed by an institute/organisation other than the University. This category includes PhD candidates appointed at an external research institute (for example Wageningen Research, NIOO, KNMI, TNO, ECN, etc.) with a temporary employment contract (usually 4 years full time or 5 years part-time) directed to a PhD graduation at the university and those whose employer provides the possibility to follow a PhD trajectory in addition to the regular tasks connected to the employment contract.* *This category also includes the PhD candidates that participate in the WGS and INREF Sandwich PhD programmes at Wageningen University.*

   ***External PhD candidates (“buitenpromovendi”)****: do not have any funding and do their research in their own time. These PhD candidates have no formal relation with the PE&RC institute\*, except via the promoter (principal supervisor).*

   ***Employee in PhD track****: are research employees of the University who do not yet have a PhD where the University provides the possibility to follow a PhD trajectory within the current employment contract.*

   *\* Wageningen University, Utrecht University, Netherlands Institute of Ecology, Naturalis Biodiversity Center, University of Amsterdam, Vrije Universiteit Amsterdam, or Radboud University.* [↑](#footnote-ref-1)
2. **2** ***Promotor:*** *Professor / or academic staff with “Ius Promovendi” who formally promotes a PhD candidate to doctor, and is (formally) the principal supervisor during the doctoral research.*

   ***Co-promotor:*** *a scientist (who has a PhD degree) with specific expertise in the field in which the PhD candidate does the research. Not uncommonly, the co-promotor is the one who actually guides the PhD research on a daily basis, while the promoter provides more formal guidance and keeps track of the theoretical aspects of the research.*

   ***Daily supervisor:*** *an academic member of the research group who carries out many of the daily supervising activities. In many cases, this person is also one of the co-promotors in the project.*

   ***Advisor****: a scientist who is involved in the project but not on a regular and formal basis* [↑](#footnote-ref-2)