**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) **and ask for one of the** [**PhD programme coordinators**](https://www.pe-rc.nl/organisation/pe-rc-office) **to schedule an intake meeting with you soon after the start of your PhD.**

***NOTE: Wageningen University PhD candidates MUST submit the required documents as stipulated in the final section of this document, along with this form.***

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| **Details about the PhD candidate** | |
| Type of PhD candidate: **[[1]](#footnote-1)** | 1. Research Assistant (AiO)  2. Sandwich PhD  3. Guest PhD  4. Staff PhD  5. External PhD  6. Private PhD |
| First name (Given name in passport): |  |
| Prefix (e.g., “de” or “van de”): |  |
| Surname (Family name in passport): |  |
| Date of birth (dd/mm/yyyy): |  |
| Place of Birth: |  |
| Country of Birth: |  |
| Nationality: |  |
| Second Nationality (if applicable): |  |
| Gender: | M / F / Other |
| Your institutional e-mail address: |  |
| Secondary (private) e-mail address: |  |
| **Previous education** | |
| Highest degree obtained: | BSc / MSc / Other, namely: |
| University where highest degree was obtained: |  |
| Country where highest degree was obtained: |  |
| 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: (dd/mm/yyyy) – (dd/mm/yyyy) | | | |  | | |
| Appointment: (hours per week) | | | |  | | |
| University at which the PhD degree will be obtained: | | | |  | | |
| Country of field research: | | | | 1. Not applicable  2. Netherlands  3. 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 where the funds for the project come from (i.e., for NWO: NWO-foundation and for EU: EU-programme and number) | | | |  | | |
| **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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**PE&RC attaches great value to the Netherlands Code of Conduct for Research Integrity. We want to ensure that every new PhD candidate is aware of and has insight in the contents of this code of conduct. The digital version of the Code of Conduct can be downloaded** [**here**](https://www.vsnu.nl/files/documents/Netherlands%20Code%20of%20Conduct%20for%20Research%20Integrity%202018.pdf)**.**

**Therefore, we ask the PhD candidate to place a signature here below, by which (s)he indicates to have taken notice of and to respect this Code. When a violation of integrity is suspected, a complaint can be submitted to the scientific integrity committee of the relevant university. Universities also have at least one confidential adviser for scientific integrity.**

|  |  |  |
| --- | --- | --- |
| Date | Name of PhD candidate | Signature of PhD candidate |
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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 him/her 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 directly 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? | 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 PE&RC prior to the start of the PhD project and together with this PE&RC PhD registration form. If the documentation is not complete, we cannot register the new PhD candidate in the PhD registration system of Wageningen University (PROMIS) as these documents are needed to evaluate the entry requirements of Wageningen University. Note that registration in PROMIS 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 before registering a 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 sent to the Wageningen PhD office (phd.services@wur.nl) 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. ***Research Assistant (AiO)****: PhD candidate with a temporary contract of 3-4 years at the PE&RC institute\**

   ***Sandwich PhD****: PhD candidate with a fellowship grant whose research is performed in the country of origin and who resides at the PE&RC institute\* at the beginning and at the end of the PhD*

   ***Guest PhD****: Foreign PhD candidate with a fellowship grant who resides at the PE&RC institute\* for all or most of the PhD*

   ***Staff PhD****: PhD candidate with a permanent staff employment at the PE&RC institute\**

   ***External PhD****: PhD candidate who has no formal relation with the PE&RC institute\*, except via the promoter (principal supervisor). (S)he is embedded in an organisation outside the PE&RC institute\* and has no working space at the PE&RC institute\*.*

   ***Private PhD****: PhD candidate who has no formal relation with the PE&RC institute\*, except via the promoter (principal supervisor) and (s)he has no working place at the PE&RC institute\*. The PhD candidate is pursuing a PhD on personal grounds.*

   *\* 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 special expertise in the field in which the PhD candidate writes its dissertation. 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-promotores in the project.*

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