

## Your first year as PhD candidate – Practical information

December 2010

Time period	Action	Who
Start	Registration at department: PhD contract (for PhD candidates not financed by WU or NWO)	Liaison Office <sup>1</sup> / PhD candidate & supervisor
	If applicable: payment of University fee and departmental fee (guest PhDs, sandwich PhDs with third flow funding)	Department/PhD candidate
	Registration with Wageningen School of Social Sciences (WASS) (see: <a href="http://www.wass.wur.nl/UK/phd_info/">http://www.wass.wur.nl/UK/phd_info/</a> )	PhD candidate/supervisor
	Registration as PhD candidate with CSA <a href="http://www.wageningenuniversity.nl/NR/rdonlyres/B9E6512D-F19C-441C-B369-959F7C8BE77D/109355/RegistrationformPhD20102011.pdf">http://www.wageningenuniversity.nl/NR/rdonlyres/B9E6512D-F19C-441C-B369-959F7C8BE77D/109355/RegistrationformPhD20102011.pdf</a> and <a href="http://www.wageningenuniversity.nl/NR/rdonlyres/B9E6512D-F19C-441C-B369-959F7C8BE77D/113468/Explanation20102011PhD.pdf">http://www.wageningenuniversity.nl/NR/rdonlyres/B9E6512D-F19C-441C-B369-959F7C8BE77D/113468/Explanation20102011PhD.pdf</a> <b>NB: your registration with CSA needs to be renewed every year!!!</b>	PhD candidate
Within 6 months	Send in first draft of the TSP <a href="http://www.wass.wur.nl/UK/phd_info/">http://www.wass.wur.nl/UK/phd_info/</a>	PhD candidate/supervisor
	Discuss first draft with TSP coordinator Esther Roquas	PhD candidate/TSP coordinator
	Official submission & formal approval of tentative TSP	TSP coordinator
Within 9 months	Send in Research Proposal <a href="https://portal2.wur.nl/sites/wass/PhD%20forms/Forms/AllItems.aspx">https://portal2.wur.nl/sites/wass/PhD%20forms/Forms/AllItems.aspx</a> WASS approves Research Proposal	Submission by supervisors, communication through Marcella Haan
Within 9-15 months	Go/No Go Evaluation	Supervisors
Within 9-15 months	Formal Admittance to WU PhD programme for all PhD candidates. Required: <ul style="list-style-type: none"> <li>• Approval of Master degree or qualifying exam by Academic Board</li> <li>• TOEFL Test</li> <li>• Approved TSP</li> <li>• Approved research proposal</li> <li>• Positive “go” decision by supervisors</li> </ul>	PhD candidate/supervisors

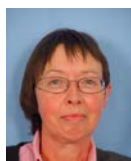
<sup>1</sup> PhDs at the Social Science Group can contact the Liaison office. PhDs at one of the chair groups of the Environmental Science Group (LUP, SAL, FNP) are referred to the secretariat of their chair group.

### Some education links

- <http://www.wass.wur.nl/UK/courses/>
- [http://www.wass.wur.nl/UK/courses/wass\\_courses/](http://www.wass.wur.nl/UK/courses/wass_courses/)
- <http://www.wageningenuniversity.nl/UK/informationfor/PhD+programmes/courses>

**NB: You are expected to keep track of your own education activities. After completing courses, please collect a course certificate from the course organizers, or – for (research) Master courses – send a request to the Central Student Administration for a confirmation that you completed the course. E-mail: [PHD.CSA@wur.nl](mailto:PHD.CSA@wur.nl).**

### Contact persons WASS Office (Course, TSP, Research Proposal, (confidential) advice)



Eveline Vaane  
General questions and confidential advice  
[Eveline.Vaane@wur.nl](mailto:Eveline.Vaane@wur.nl); ++31 (0)317  
484116



Marcella Haan  
Office: courses and all general questions  
[Marcella.Haan@wur.nl](mailto:Marcella.Haan@wur.nl); ++31 (0) 317  
484126

Esther Roquas  
General questions and TSP coordinator  
[Esther.Roquas@wur.nl](mailto:Esther.Roquas@wur.nl); ++31 (0) 317  
484334

Heleen Danen  
Office: courses and all general questions  
[Heleen.Danen@wur.nl](mailto:Heleen.Danen@wur.nl); ++31 (0) 317  
482923



### **SSG Liaison Office (registration with Department, PhD contract for PhD candidates not employed by WU)**

- Pieter Jasperse ([Pieter.Jasperse@wur.nl](mailto:Pieter.Jasperse@wur.nl); ++31 (0)317 485398)
- Patrick van Veenendaal([Patrick.vanVeenendaal@wur.nl](mailto:Patrick.vanVeenendaal@wur.nl); ++31 (0)317 484284)

NB: The Environmental Sciences group does not have a Liaison office. PhDs at one of the Environmental Sciences chair groups are referred to the secretary of their chair group.

### **Central Student Administration (formal admission to the PhD programme)**

- Marion Rodenburg ([Marion.Rodenburg@wur.nl](mailto:Marion.Rodenburg@wur.nl) )

### **Human Resources Management (HRM/personnel affairs for WU employed PhD candidates)**

- Greetje Van De Hulsbeek ([Greetje.Vandehulsbeek@wur.nl](mailto:Greetje.Vandehulsbeek@wur.nl); ++31 (0) 317 483858)  
for PhD candidates employed by COM, ENP, LAW, RDS, RAMP, RSO, SCH, VSL
- Joke Schot ([Joke.Schot@wur.nl](mailto:Joke.Schot@wur.nl) ++31 (0) 317 485674)  
for PhD candidates employed by AEP, RHI, MST, ENR, ORL, ECH, ECS, MCB, DEC, TAD, APP, INF
- Mieke van Laar ([Mieke.VanLaar@wur.nl](mailto:Mieke.VanLaar@wur.nl) ++31 (0) 317 484224)  
for PhD candidates employed by LUP
- Anka Meisner ([Anka.Meisner@wur.nl](mailto:Anka.Meisner@wur.nl); ++31 (0) 317 485305)  
for PhD candidates employed by FNP and SAL
- Annemarie Kroon ([Annemarie.Kroon@wur.nl](mailto:Annemarie.Kroon@wur.nl); ++31 (0) 317 485035)  
for PhD candidates employed by IWE