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1. PhD Forum

The PhD forum is an activity organized by PhD candidates, currently Karoline Haug, Aart Jonkers and Annemetje Koburg, at the Faculty of Law. A theme-oriented lunch meeting is usually held each month. The objective of these sessions is to promote the discussion of general topics related to PhD studies, specific interests or concerns as well as to rehearse thesis defences and present research proposals to an audience of peers. These sessions are not attended by doctoral thesis supervisors or advisors.

Contacts: K.R.Haug@uva.nl, A.L.Jonkers@uva.nl, A.P.Koburg@uva.nl



2. PhD representatives

Two PhD candidates represent the body of Law PhD candidates.

- Internal representative within our Law School: *currently vacancy*
- External representative within UvAPro, i.e. board of UvA PhD candidates. Currently Heather Bray.

Both functions may also be performed by a single person. The representatives will keep the PhD candidates informed. Individual candidates may put topics/issues to the attention of the PhD representative. The representatives meet with the PhD deans' office periodically to discuss matters.

Contacts: H.L.Bray@uva.nl

Website UvAPro: <http://www.uva.nl/en/research/phd/doctoral-programme/during-the-doctoral-programme/phd-council-uvapro/phd-council-uvapro.html>



3. PhD deans' office

Consists of:

- 2 PhD deans
 - Dr. Roland Pierik. Associate professor of Legal Philosophy.
Room B 1.07, Tel. 3665, R.Pierik@uva.nl
Responsible for ACIL, ACELS, Leibniz Center for Law, Bongor Institute, ACELG, Criminal Law, ACTL.
 - Dr. Joana Mendes. Associate professor in European Law
Room E 2.05, Tel. 2522, J.M.Mendes@uva.nl
Responsible for HSI, IV&R, CSECL, NCLC, Energy Law, S&B, Private Law, PSC.
- PhD secretariat: drs. K. Bierhoff. Room BK06, Tel. 3439, K.Bierhoff@uva.nl

Tasks PhD deans:

The PhD dean has mainly a **double role**: he/she is an advisor to the PhD researchers and, on behalf of the Faculty, an overseer of progress in research.

As an **advisor**, he/she assists the PhD researcher in any problems that might occur with supervision and directs the researcher in dealing with those problems. So, for example, you feel uncomfortable about your relationship with your supervisors or, simply, there are issues you are unsure about and would like some advice, we would be the people you should contact. Our conversations are strictly confidential.

As an **overseer**, our task is to make sure that you have all the conditions to progress in your research. We are there, on behalf of the Faculty, to ensure that there is a good match between supervision and research, which is essential for the success of the thesis. This is why we discuss the research plan (obp) with you, are present at the assessment meeting at the end of the first year and receive regular reports from your annual consultations. Content-wise, we are involved only insofar as we will make sure that the scientific structure (in terms of research question, scientific relevance, methodology, supervision) is in place and working.

As advisors and overseers, we are also involved in possible extension requests. To this extent, we are a bridge between you and P&O.

In addition to these tasks we initiate and take part in Faculty discussion on the policy issues related to doctoral studies.

Tasks PhD secretariat:

The secretary to the PhD deans' office prepares, writes and implements faculty policy for PhD candidates, provides information to PhD candidates, ensures that OPBs are submitted promptly, annual consultations and assessment interviews are conducted and access to the doctoral defence with the Doctorate Board is arranged, provides overviews of PhD related data and is a member of 3 university advisory committees/groups on PhD monitoring, PhD communication and Plagiarism. She coordinates the screening of new candidates, the final phase of thesis assessment by the doctorate committee and conducts the plagiarism check in liaison with the dean. She updates the website and PhD guide, supports the PhD deans, prepares the yearly Hijmans grant allocation and is the contact person for practical information for the PhD candidates. [🔗](#)

4. Supervision team

In a PhD research at least 2 people need to be involved in supervision. The supervisor (promotor, always a professor) bears ultimate academic responsibility. A second supervisor (either a 2nd promotor or a co-promotor) is required by the Doctorate Regulations. The faculty insists that supervision guarantees sufficient academic expertise as well as sufficient availability of supervision on content and process. Therefore one person should preferably be included who is readily available (low threshold) who can act as a daily supervisor (*dagelijks begeleider*) and provides some coaching if necessary more on the PhD process than content. It's up to the supervisors how these tasks are divided. The maximum amount of supervisors allowed according to Doctorate Regulations are 2 supervisors (promotores) and 2 co-supervisors. Agreements on the actual supervision are noted from the onset in the research plan (obp) and should be evaluated and addressed each year during the annual consultation as supervision may vary in the course of the PhD trajectory. It's advisable to express mutual expectations from the start as there may be different styles and wishes by both parties.

See Doctorate Regulations Art. 13 and 14 on “Responsibilities of the supervisor” and “Duties of the co-supervisor”.

Download Doctorate Regulations at: <http://www.uva.nl/en/research/phd/doctoral-programme>



5. Academic coordinator PhD Education

Regular PhD candidates are obliged to follow the Faculty's PhD education, unless a similar program, e.g. a research master, has already been completed. External candidates may attend on request. The program is mostly followed together with the faculty's Research Master students. For questions concerning exemption, participation and program details contact the academic coordinator of the PhD education dr. Lucie Guibault (IvIR, 3947, L.Guibault@uva.nl). Participation in the 2nd year course Teaching Skills can be arranged by the candidate himself with the CNA (for more information see PhD guide, ch. 7.1.1.). The program is listed on the website (<http://als.uva.nl/phd/course-of-study/course-of-study.html>), in the PhD guide and the research plan (obp). The director of the Graduate School, prof. dr. M.Y.A. Zieck, bears ultimate responsibility for the content of the PhD education programme. [i](#)

6. Representative Board of Studies (BoS, OC (Opleidingscommissie))

The role of the Board of Studies (BoS) is to advise the programme director or director of education on various subjects related to education, such as examinations, teaching and examination regulations, arrangements concerning timetables and enrolment deadlines, and changes to the curriculum, mostly based on teaching evaluations. The BoS also deals with complaints from students that have emerged as a result of course evaluations.

Boards of Studies are the representative advisory bodies that are most closely connected to students. As a BoS member, you can contribute to improving the quality and content of education.

The BoS of the PhD/Research Master education consists of 4 members of academic staff, 2 Research Master students and 2 PhD candidates. The representatives for the PhD candidates are currently:

- Or Brook (senior member): E2.07, 8549, O.Brook@uva.nl
- Anna van Duin (junior member): A1.03, 8385, J.M.L.vanDuin@uva.nl

<https://medewerker.uva.nl/en/faculty-of-law/az/item/board-of-studies.html>



7. Faculty Works Council (OR, Ondernemingsraad)

The Faculty Works Council (ondernemingsraad, OR) consists of members elected by and from the staff body. The OR deals with matters that affect the faculty, such as reorganisations and faculty budgets. Depending on the issue, the OR has the right to endorse, to prior consultation or to be informed. The Works Councils Act (Wet op de Ondernemingsraden, WOR) describes which matters require the OR's endorsement or recommendation. The right of initiative furthermore also allows the OR to place an item on the discussion agenda.

PhD candidate/judooz Beatrijs van Schilfgaarde is a member. For overview of members and other information see:


- Dutch <https://medewerker.uva.nl/fdr/or>
- English <https://medewerker.uva.nl/en/faculty-of-law/faculty-works-council>

The Dutch site offers more information than the English site.

Drs. O. van Tubergen and dr. R.G.F. Winkels are the Faculty's representatives within the Central Works Council (COR) of the UvA. [👤](#)

8. Representative Scientific Advisory Committee (WsC, Wetenschapscommissie)

The Law Faculty's Scientific Advisory Committee advises the Dean on all matters relating to research within the Faculty. Its members represent different departments and research groups within the Faculty. PhD candidate Sanne Akerboom represents the PhD community within the committee (3311, S.Akerboom@uva.nl).

<http://www.uva.nl/en/about-the-uva/organisation/organisational-structure/content/faculties/faculty-of-law/scientific-advisory-committee/scientific-advisory-committee.html> 

9. Career

- Irith Kist (faculty's coordinator Career Development & Stages) can be approached for advice and coaching. <http://www.uva.nl/contact/medewerkers/item/i.r.kist.html?f=kist>
- Student Career Centre (LAC, Loopbaanadviescentrum) offers coaching for PhD candidates (2931, Roeterseiland Campus, building E, 9th, 10th and 11th floor, Roetersstraat 11). <http://student.uva.nl/en/az/content/career/contact/contact.html>
- The University offers to employees 3 coaching sessions from ProActief free of charge every 2 years. Talks are strictly confidential. There will be no feedback to the faculty.
 - Dutch: <https://medewerker.uva.nl/bestuursstaf-gde/az/a-z/a-z/content-2/folder/loopbaanontwikkeling/loopbaanadvies/loopbaanadvies-proactief-uva.html>
 - English: <https://www.proactief.uva.nl/en/coaching-and-guidance-programmes/short-career-advice>

Also see ARILS. [🔗](#)

10. Confidentiality

- Prof. Hanneke de Haes (j.c.dehaes@amc.uva.nl, 020 5664756) is the University's academic integrity adviser concerning suspicions of eg. fabrication, falsification, plagiarism etc. All complaints will be handled confidentially. For more information see: www.uva.nl/en/research/research-at-the-uva/academic-integrity/academic-integrity.html. The research plan (obp) contains an academic integrity paragraph that is signed by the candidate and supervisors.
- The university has a confidential adviser for individual legal status (Vertrouwenspersoon individuele rechtspositie VIR): Remco Koopman (4357, R.Koopman@uva.nl). UvA employees can approach the Confidential Adviser with questions about their employment and legal status on subjects such as terms of employment, potential disputes with a manager, or a reorganisation.
 - English <https://medewerker.uva.nl/en/a-z/content2/2014/08/new-confidential-adviser-for-individual-legal-status.html>
 - Dutch <https://medewerker.uva.nl/bestuursstaf-gde/nieuws/content2/2015/12/introductie-vertrouwenspersoon-individuele-rechtspositie.html>
- The Law faculty has 2 confidential advisers for undesirable behaviour, e.g. sexual and general intimidation, aggression and violence, bullying, stalking and discrimination (vertrouwenspersoon (sexuele) intimidatie, agressie en intimidatie):
 - Mr. Anne Heldring, 4803, A.J.Heldring@uva.nl
 - Prof. Evert Verhulp, 3465, E.Verhulp@uva.nlSee: <https://medewerker.uva.nl/en/a-z/content/confidential-adviser-for-undesirable-behaviour/confidential-adviser-for-undesirable-behaviour.html>
- For the time being Anne Heldring (4803, A.J.Heldring@uva.nl) offers limited coaching on request from (up to 6 talks) to employees of the Law faculty. This may change next year. All talks are confidential. <http://www.uva.nl/en/contact/staff/item/a.j.heldring.html?pf=heldring>
She also acts as the confidential adviser for undesirable behaviour within the faculty (see above) and as study adviser.
- Limited coaching is available from Marjan de Vries from the [Student Career Centre](#) (J.M.deVries@uva.nl, 2931, Roeterseiland Campus, building E, 9th, 10th and 11th floor, Roetersstraat 11). This may change in the near future.
- The University offers to employees 3 coaching sessions from ProActief free of charge every 2 years. Talks are strictly confidential. There will be no feedback to the faculty. Although they're generally for career advice it can also be used for other topics as dealing with work load, strengths & weaknesses and motivation e.g.
 - Dutch: <https://medewerker.uva.nl/bestuursstaf-gde/az/a-z/a-z/content-2/folder/loopbaanontwikkeling/loopbaanadvies/loopbaanadvies-proactief-uva.html>
 - English: <https://www.proactief.uva.nl/en/coaching-and-guidance-programmes/short-career-advice>
- For coaching on career see ad. [9 Career](#).

- Talks with the PhD dean are confidential unless indicated otherwise. See ad. [3. PhD dean's office](#).
- Also see ad.11. [\(Mental\) health issues](#)



11. (Mental) health issues

When sick, absence will usually be reported by the candidate to the department secretary. The secretary will inform the Personnel department who in turn will inform the Occupational Health and Safety Service (*Arbodienst*) where amongst others the University doctors (*bedrijfsartsen*) reside. According to the gravity and duration of illness you may be asked to visit the University doctor. For more information about steps to be taken, responsibilities and time path when ill download

- (Dutch) “*Verzuim protocol*” <https://medewerker.uva.nl/fdr/az/item/ziekte.html>.
- (English) “*Notification of illness or recovery*” <https://medewerker.uva.nl/en/a-z/content/notification-of-illness-and-recovery/notification-of-illness-and-recovery.html>

Contact: University doctor (bedrijfsarts), 6210, Plantagegracht 14, medsec-arbo@amc.uva.nl
<https://medewerker.uva.nl/fdr/az/content/arbodienst-amc/arbodienst-amc.html>

Mental health issues:

- Preventative:
 - There’s the possibility of addressing these issues with the PhD dean, (co)promotor or Personnel department.
 - Coaching might help. See ad. 10 [Confidentiality](#).
 - The PhD deans’ office made the request to the University Student Psychologists to offer their services to individual PhD candidates and/or organise a workshop. No outcome yet.
 - The request is made to the academic coordinator to include this topic within the PhD/Research Master education. This needs follow up as soon as the accreditation procedure has been finished.
 - About work pressure: <https://medewerker.uva.nl/en/faculty-of-law/az/item/work-pressure.html>
- Already with sick leave:
 - The University doctor will discuss your situation with you and may refer you to a psychologist/therapist. Referrals are outside the realm of the university and payment is a matter of your own insurance policy.
 - In addition you may see your own GP and be referred to a psychologist/therapist. Or in case of immediate crisis your GP may refer you directly to the crisis team (crisisdienst) <http://www.ggzspa.nl/contact> or <https://www.regelhulp.nl/bladeren/> /[artikel/crisisdienst-en-crisisopvang/](#) This is completely outside the realm of the University.



12. General Services

- For Conditions of Employment (Arbo) related questions and advise contact Annette Schouten (BK05, 3356, A.C.Schouten@uva.nl)
- For ICT questions call the helpdesk: 2200
- For matters concerning your work space (room, furniture, computer, telephone) contact your department secretariat.



13. ARILS

The Amsterdam Research Institute for Legal Studies (ARILS) is responsible for providing an administrative and managerial framework for the research policy of the Faculty of Law as well as the various research programmes carried out within the faculty. PhD candidates are related to ARILS indirectly because they usually participate in a research program that is embedded in ARILS. Head of ARILS is prof. dr. Chantal Mak (A1.09, 3474, C.Mak@uva.nl).

See: <http://arils.uva.nl/>

- Research Policy Officer drs. Romy Klop (BK.04, 4942, R.Klop@uva.nl) can assist with registering Doctoral Research in NARCIS and publications within METIS (research output registration system) (see also ch. 5.1 or PhD guide).
 - <http://uba.uva.nl/en/services/citing-and-publishing/personal-metis/personal-metis.html>
 - https://knaw.nl/en/news/news/wetenschapsportaalwwwnarcisnlvernieuwd?set_language=en
- Dr. Olga Gritsai of the Grant Support Team IXA UvA/HvA is based within the Law Faculty one day a week to offer assistance with mainly Veni-Vidi-Vici and ERC applications but also to attract funding and subsidies during the PhD.

<http://grant-support.uva.nl/support-at-faculties/faculty-of-law/faculty-of-law.html>

A book or disc on how to find funding is available from the PhD deans' office

(fondsenboek/fondsendisk, available in Dutch only). See also ch. 4 and 6 of Phd Guide on funding.



14. Financial Department (FZ)

Questions concerning financial matters can be addressed to the head of the Financial Department drs. Jeroen van Wolferen (B0.08, 3413, J.A.W.vanwolferen@uva.nl). Managing director Dr. Dirk Jan den Boer bears ultimate financial responsibility (B1.14c, 3548, D.J.denBoer@uva.nl).

All PhD candidates on faculty funding (1^e geldstroom) have a Travel and Seminar budget. Financial overviews will be provided twice a year. [📄](#)

15. Personnel Department (P&O)

The main task of the Personnel Department (P&O) is to coordinate and perform all activities required for ensuring adequate personnel management at the faculty. This includes advising and supervising individual staff members on legal status matters, study programmes, mobility and performance issues. A PhD candidate meets a HRM advisor when appointed. Requests for leave (e.g. maternity or parental leave), a change in working hours and requests for extensions are addressed to the personnel department.

The personnel department consists of 2 HRM advisors and 2 secretaries.

- Responsible for PSC, ACIL, ACELG, HSI, IViR, AIAS, Bongers Institute, Leibniz Center for Law, Private Law B
 - HRM advisor: Francien Split B0.05 3482 M.S.I.Split@uva.nl
 - Secretariat: Grace Sieberichs B0.01 3411 G.Sieberichs@uva.nl
- Responsible for CSECL, ACTL, ACELS, NCLC, Energy Law
 - HRM advisor: Carla Weijers B0.06 3463 C.M.J.Weijers@uva.nl
 - Secretariat: Muriël Molenaar B0.01 3840 K.M.Molenaar@uva.nl

For Labour agreement (CAO) see: http://www.vsnu.nl/en_GB/cao-universiteiten.html 

16. UvAPro

The PhD council UvAPro works to ensure fair terms of employment and a good working environment for PhD candidates at the University of Amsterdam (UvA). It also helps with providing relevant information, answering questions or solving problems that PhD candidates may have. All faculties are represented within the council. Heather Bray is currently the Law faculty's representative. For more information see:

<http://www.uva.nl/en/research/phd/doctoral-programme/during-the-doctoral-programme/phd-council-uvapro/phd-council-uvapro.html>

Contacts: H.L.Bray@uva.nl or uvapro@uva.nl 

17. Doctorate Board (CvP, College voor Promoties) and Beadle (pedel)

Involvement with the Doctorate Board occurs at the beginning of the PhD appointment (exemption procedure and/or admission to the doctorate) and at the end (Doctorate committee) and with the office of the beadle only at the end (defense date, titlepage, printed copies and beadle's class). For an overview of all steps download the **step-by-step instructions**: <http://www.uva.nl/en/research/phd/doctoral-programme/completion/completion.html>

The PhD secretariat (K. Bierhoff) will assist with or conducts the admission procedure, the doctorate committee, plagiarism check and title page.

For more extensive explanation see:

- For information in Dutch www.uva.nl/promoveren
 - For information in English www.uva.nl/phd
- [i](#)

18. Extra for Judooz (junior lecturer-researcher)

- Judooz are required to obtain the University Teaching Qualification (UTB, BKO (Basis Kwalificatie Onderwijs), which is a certificate of didactic quality. A teaching mentor is assigned to each junior lecturer-researcher by the department chair as teaching task supervisor. The faculty contact for this programme is Dr. Diana Dankers-Hagenaars (D.L.M.T.Dankers-Hagenaars@uva.nl, 3413). Additional information is provided in section 7.1.1 of the PdD guide (BKO programme).
 - <https://medewerker.uva.nl/fdr/az/content2/bko-certificaat/bko-certificaat.html>
 - <https://medewerker.uva.nl/en/faculty-of-law/az/item/teacher-professionalisation.html>
- The director of the Graduate School, prof. dr. M.Y.A. Zieck, signs the junior lecturer-researcher's research plan (OBP) for approval of the teaching task.
- 40% of the each year during 6 years a judooz will spend on teaching. A judooz will therefore have his own research plan (obp) and schedule of consultation and assessment moments. 