



university of  
groningen

faculty of arts

graduate school for the humanities

*INFORMATION BROCHURE FOR PhD CANDIDATES*

*including the 2024-2025 GSH training programme*



Groningen University



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### A note on terminology:

A PhD candidate is habitually referred to as *promovendus* in Dutch. In this brochure, we will use the term *PhD candidate*. This is equivalent to the term *PhD student* used elsewhere (e.g. in the University of Groningen PhD Regulations).

The Dutch abbreviation *drs.* refers to *doctorandus*, which is equivalent to the English *MA*.

A person directing dissertation research is habitually referred to as *begeleider* in Dutch and *supervisor* in English. A person bestowing the degree of *doctor* (PhD) on a PhD candidate is called *promotor* in Dutch, but this term is not common in English. The University of Groningen PhD regulations use the term *supervisor* to refer to both *begeleider* and *promotor*.

Current regulations require that each project has at least two supervisors, but we will not always use the plural when referring to the role of the supervisors.



# **The Graduate School for the Humanities**

We welcome you to our graduate school, and we wish you an intellectually stimulating, exciting and successful period as a PhD candidate.

The Graduate School for the Humanities (GSH) is home to all activities involving PhD research, PhD Training, PhD supervision, and graduation within the Faculty of Arts of the University of Groningen.

This brochure provides information on what is expected of you as a PhD candidate, the structure of your programme, your GSH contacts throughout the years, and the training activities available to you. Up-to-date information about the training programme can be found on the GSH website. Supervisors may find the brochure a useful source for information on the PhD trajectory.

The mission of the GSH is to create and maintain optimal circumstances under which postgraduate research can thrive and within which PhD candidates may reach their full potential. To that end, the GSH is responsible for the development and implementation of faculty policies aiming at improvement of the PhD track, in terms of both the quality of the supervision and graduation process and the success of the postgraduate research.

All PhD candidates are enrolled in the GSH, either automatically or through an admission procedure (see section 4.1).

Prof. Raingard Esser  
*Director of the Graduate School for the Humanities*

Dr Konstantin Mierau  
*Deputy Director of the Graduate School for the Humanities*  
*Programme Director of the Graduate School for the Humanities*

## The GSH team



**Prof. Raingard Esser**  
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Internationalisation officer GSH  
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Programme coordinator GSH



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Front office GSH



# 1. What is expected of a PhD candidate?

As a PhD candidate, you are in the unique position of being able to dedicate yourself full time to scientific research for a period of three or four years. During this period, you will grow both as a researcher and as a person. As the moment of graduation approaches you will find that you have developed a solid academic profile and the capacity to advance the boundaries of your discipline.

The following principles are key to a successful PhD track:

## **Write**

As an academic researcher, you have to write continuously. Scholarship is an art, and practice makes perfect. It is imperative that you read in order to familiarise yourself with the literature, but you will be reading much more efficiently if you are working on a specific problem. Your goal is to present a report of your research within three or four years. You have to start building up a body of work from day one. Make sure you and your supervisor have specific, measurable and realistic research and writing goals. Together with your supervisor you will develop a detailed timetable for deadlines.

## **Network**

Building up an international network of peers is an important success factor in dissertation research. Make sure you attend (inter)national summer/winter schools and important conferences, and interact with fellow academics relevant to your research. They will be happy to meet you, read your work, and stay in touch with you. The Graduate School encourages candidates to spend time abroad as visiting researchers at excellent universities/research institutes.

## **Present yourself**

Start presenting your research and publishing your work as soon as possible. Make sure you participate in a local research seminar (if it does not exist, set it up), start presenting at easily accessible national conferences, and try attending competitive international conferences as soon as you have a paper ready.

Be sure to update your university personal webpage with a cv, a concise description of your project and your activities (publications, conference visits and papers as well as outreach). Keep your Pure directory up to date as this will automatically show your output on your personal web page, and keep a record of your activities in Hora Finita (see section 6). If there is an open access repository of preprints and manuscripts in your research field, send your papers there as well.

## **Improve**

Take full advantage of the training opportunities offered to you. Take stock of skills you need to develop, either in your specific research area, or in general. Think big: international activities such as summer schools may be better suited to your particular goals than local courses. Keep yourself informed of developments in adjacent fields and in general methodology and philosophy of science.

## Finish

A dissertation is just a dissertation; it is not a life's work. Do your research, and write your report. Do not worry about the end product too much: stick to your plan, adjust if necessary, take it one section at a time, and the dissertation will become a realistic and manageable prospect. Remember, this PhD track is just the beginning of your career and it is important to finish on time.



## 2. Your contacts during the PhD track

During your period as a PhD candidate, you will be collaborating with several persons and institutions:

### **Promotor**

Your promotor is a full professor or an associate professor with *ius promovendi* who is invested with the power to bestow the PhD degree upon you. The promotor may or may not be the same person as your daily supervisor. At the beginning of your project, one or more (co-)promotores will be assigned to you. However, as a PhD candidate, you are entitled by law to choose your promotor, in case you are not satisfied with the arrangement. You are required to have at least one supervisor alongside the promotor.

### **Daily supervisor**

Your daily supervisor is a faculty member who directs your PhD research. You should have regular meetings with your supervisors, and have them read your work. At the beginning of your PhD track, you and your supervisors draft a Training and Supervision Plan (see section 4.2). Adjustment of this plan is always possible as you go along, but requires approval by your supervisors. Your supervisors are responsible for managing the timely production of research papers, and may set up a schedule for handing these in.

### **Confidential mentor**

During your PhD trajectory you may encounter challenges that you would rather not (directly) discuss with your daily supervisor. Issues may arise, for example, in the PhD supervision or on a personal level. Your confidential mentor can act as a mediator between you and your supervisor, so that small problems can be resolved before they develop into larger ones. You may select the mentor of your choice. Ideally, they are not directly involved with your research and/or your supervisor.

### **Line manager**

In some cases, the department or chair within which you conduct your research will have a line manager (*leidinggevende*) other than your promotor, who will be involved in decisions on teaching, travel, leave and absence. In most cases, however, your promotor will be your line manager.

### **Your peers**

Most PhD candidates will agree that the persons they benefited most from during their PhD research were their peers. Peers are ideal, not just socially, but also as sparring partners and sources of information. If possible, set up a reading group or research seminar with your peers in order to get feedback on your ideas.

### **Your research institute and research group**

Research at the Faculty of Arts is organised in three research institutes. The Groningen Research Institute (GIA) focusses on research concerning archaeology and arctic studies. Research in the field of linguistics takes place within the Center for Language and Cognition

(CLCG). Research in literature and culture research is performed within the Groningen Research Institute for the Study of Culture (ICOG). Each institute is further subdivided into research groups. Your affiliation with a research group and research institute is determined by the affiliation of your promotor. Research groups organise seminars and lectures, in which you can participate. Some PhD projects are part of a larger research project, which may have its own research meetings.

### **The director of the research institute**

The director of your research institute is in charge of monitoring your progress, which will be formally reviewed one year into your project (see section 4.4). This first-year review may lead to termination of your contract in case it is judged that a successful completion of the project may not be expected. Your progress will be monitored with formal regular meetings after year 2 and year 3, and with a completion interview 6 months before the termination of your contract.

### **Your research school**

A research school is a national organisation for PhD training. Make sure you are affiliated with a research school and make use of the training facilities they offer. National research schools (with the exception of BCN and WTMC) are organised in LOGOS. Affiliation with one LOGOS research school gives access to activities of the other LOGOS research schools (see section 5.3.).

### **The GSH programme director**

Local training is organised by the graduate school programme director and programme coordinator. The programme director also monitors the training programmes offered by national research schools (see section 5.3.).

### **The GSH coordinator**

You will meet the coordinator of the graduate school during an intake meeting at the beginning of your project. The coordinator is in charge of practical arrangements, such as the assignment of office space, requesting the TSP and the first-year report.

### **The GSH front office**

This is your first port of call for any questions regarding your situation as a PhD candidate. The front office acts as a financial and administrative centre for all PhD projects, and is in principle accessible every day during office hours. When your dissertation is finished and accepted by your supervisor and promotor, the promotor will start the setup of the Assessment Committee and can contact the GSH front office for support.

### **Departmental secretariat**

For practical matters, such as office supplies, etc., you can turn to the departmental secretariat of your supervisor.

### **The PhD council**

This is an advisory body within the GSH, representing all PhD candidates. The PhD council also evaluates the local training programme (see section 5) and organises social events.

## **The PhD degree registration office**

When your dissertation is accepted, you will be contacted by the PhD degree registration office in order to set a (preliminary) date for your ceremony. Later in the process you will need to send your title page, manuscript copies and other necessary documents to the office.

## **Human Resources (HR)**

If you are a PhD candidate employed by the Faculty of Arts, you will receive a letter of dismissal from the Human Resources office about one year into your contract. This is a formality, emanating from the circumstance that your initial appointment is for 12 months only. Parallel to this letter, HR and the GSH sends instructions to your supervisor to start up the first-year evaluation, which, providing all goes well, should lead to a continuation of your appointment, making the dismissal letter void. If you have received a dismissal letter from HR, check with your supervisor and the GSH coordinator about the first-year evaluation and then feel free to ignore it.

### 3. The graduation track

This section takes you through the graduation track, from admission to graduation.

#### 3.1 Admission

All PhD candidates are enrolled in the GSH.

A distinction is made between internal and external candidates. If you applied for a PhD position advertised by the university, you are an internal candidate (the finances are provided by the university or by a grant acquired by the university from the Netherlands Organization for Scientific Research NWO or the European Science Foundation ESF, etc.). As an internal candidate selected by the selection committee, you are automatically enrolled in the GSH.

If you approached the university, either bringing your own money or after acquiring funding (e.g. through an international grant programme), you are an external candidate. As an external candidate, you are enrolled in the GSH through an admission procedure. To be admitted as an external candidate, you need a) a supervisor, b) a project proposal, and c) a financial statement (detailed information available online). Send these materials to the GSH coordinator. A committee consisting of representatives of the GSH and the relevant research institute will then decide on your admission.

Tuition fees may apply in the case of external candidates. Please contact the GSH coordinator for further information.

ENROLLMENT IN THE GRADUATE SCHOOL	
<i>SOURCE OF FUNDING</i>	<i>ENROLLMENT</i>
Faculty or University	selection committee
Project grant (NWO, ESF etc.)	selection committee
Candidate's own arrangement	admission procedure

#### 3.2 The Training and Supervision Plan

One month after the official start of your project, you will be required to submit a Training and Supervision Plan (TSP). The TSP is drafted by you and your supervisors jointly. It specifies:

- a) your (daily) supervisors and confidential mentor
- b) an outline of your research project, including a provisional timetable and budget
- c) a statement of the training activities you plan to undertake
- d) a Research Data Management Plan (RDMP)

For c), you should list activities that are essential to your development as an academic and to the quality and success of your research, including international activities and national research school activities.

For d), you can make your research data management plan (RDMP) using the [RDMP-tool](#). An RDMP is a document that is written at the start of any research project and describes how the data will be handled during and after the project. It is considered a living document, meaning that it is not set in stone and can be updated regularly during the course of a research project. Reach out to the Faculty data steward, Dr. Solveig Castelli or Nikki Hoekzema, for support.

<sup>1</sup> <http://www.rug.nl/research/gradschool-humanities/phd-programmeme/admissions/>

The TSP, signed by yourself and your supervisors, has to be sent to the GSH that will collect the further necessary signatures. The TSP is uploaded onto Hora Finita and can be adjusted in the course of your research project.

### **3.3 The first year**

You and your supervisor share responsibility for the success of your research project. It is important to set up a working routine starting on day one. It is also important to plan both the problems you will be working on and your output. Remember that you should be writing and producing all the time (see section 2). There will be a first progress interview after six months of your trajectory to ensure that you are on the right track and address potential difficulties if necessary.

### **3.4 The go/no-go interview**

After the first year, a legally required formal evaluation of your project takes place: the go/no-go interview. If the outcome of this evaluation is positive, your project may be continued as planned, and there will be no further evaluations of this type for the duration of your project. Alternatively, the outcome may be that the project cannot be continued, and your enrollment as a PhD candidate is terminated.

9 months into your PhD trajectory, you will receive an email reminding you to start preparing the go/no-go procedure. You will be asked to prepare a first-year portfolio which consists of two parts:

- a) a completed R&O Form, in which you reflect on your progress so far and make agreements about the project plan in general as well as the coming year;
- b) a sample of your work from the first year, such as an article or a draft chapter or an extensive working paper (ca. 12500 words).

You will be instructed to schedule the go/no-go interview, which is conducted by your (daily) supervisor, your promotor, the director of your research institute, and you.

In preparation for the go/no-go interview, you will fill out the R&O form. Once you have filled out the R&O form you send the entire first-year portfolio (the R&O form + sample of your work) to your supervisor. Your supervisor fills out their section of the form and shares the first-year portfolio (the R&O form + the sample of your work) with all interview participants prior to the review session. This form is then discussed with you during the formal evaluation, adjusted if necessary, and signed by all present. You then return the form to the GSH coordinator, who processes the form according to the result given. .

More information about the procedure and the required documentation can be found on our website: <https://myuniversity.rug.nl/infonet/medewerkers/organisatie/graduate-schools/facultaire-gradschools/gradschool-humanities/phd-programme/rando>

### **3.5 After the first year**

Once you have passed the first-year evaluation, you can proceed knowing that you have the full support of your supervisors, promotores, and the Graduate School.

Of course, this should invigorate you to press on with your research, as the task of bringing the project to fruition is still a formidable one. You should make sure your supervision situation is as it should be, with regular meetings, substantial discussion, and clear planning of things to do

(and not to do). Also, this is the time to take full advantage of your training activities, including a semester abroad at a centre of excellence relevant to your research.

The GSH does not impose any formal requirements as to your production; directing your research and securing sufficient output is the responsibility of your supervisors and promotores.

### **3.6 Progress and Completion interviews**

To ensure a better monitoring and smoother completion process for PhD trajectories progress interviews will take place after year 2 and 3 of your trajectory. Finally, there will be a 'completion check-up' meeting six months before the end date of your trajectory. The goal of these interviews is to make sure that you make clear agreements with your supervisors about how to progress and finish your dissertation and what kind of support you would need to realise this.

### **3.7 Graduation**

You should finalise your dissertation by the end of your appointment as a PhD candidate. The next step towards your PhD defence is to submit your manuscript to your supervisors and promotores via Hora Finita (the online PhD registration system). They may request additions or adjustments. Once your promotores have approved the dissertation, the GSH front office and the PhD registration office will manage the further graduation procedure. The online application Hora Finita will facilitate this procedure ([view manual within Hora Finita](#) for a comprehensive overview of all steps).



## 4. The training programme

### 4.1 General remarks

As a PhD candidate, you will strive for excellence, not just for the benefit of your dissertation and the advancement of science, but also to launch your career, be it inside or outside of academia. Your PhD track and the training programme have been designed to provide input and necessary skills, and to expand your network.

The PhD programme includes a training component of 30 ECTS (1 ECTS is equivalent to 28 hours of work). Ideally, your programme should be tailor-made to your individual needs and desires. It is therefore important for you to identify courses, workshops and seminars that you consider essential to your project and to your development. You can find relevant workshops and activities from the following programmes and institutions:

- The Graduate School for the Humanities: see paragraph 4.3.
- The Federation of the Graduate Schools in Social Sciences and Humanities: see paragraph 4.4.
- Career Perspectives Series and Corporate Academy at the University of Groningen: see paragraph 4.5.
- Research Master courses or language courses at the University of Groningen.
- Your national research school: see paragraph 4.6.
- Courses, workshops and summer schools from other universities and institutions.
- Other relevant activities (such as attending a conference, editing a journal, or organising an expert meeting) that contribute to your development as academic.

A major success factor for aspiring academics is an international network of peers. It is therefore advisable that you spend time at an international centre of excellence relevant to your research. Activities at other institutions can also be listed as part of your training programme. If such an activity does not specify a workload in ECTS, you can make an estimate of the time spent on these activities in order to list them as part of your training programme.

Contact your supervisors about these tailor-made training activities, and include them in your Training and Supervision Plan and in Hora Finita once you have completed them.

### 4.2 Registering your activities

Please keep a record of all your training activities in Hora Finita, such as courses taken locally or through a national research school (see below), as well as participation in conferences (with or without presentation of your research). Your promotor must approve these activities formally in Hora Finita towards the end of your PhD trajectory. The GSH front office ([gsh-groningen@rug.nl](mailto:gsh-groningen@rug.nl)) is your contact for any questions you or your supervisors may have about the training programme or Hora Finita.

## 4.3 The GSH Training Programme

### The structure of the programme

The training programme of the GSH comprises a diverse selection of modules. You are obliged to attend:

- The GSH introductory event (0,5 ECTS)
- Academic Integrity (0.5 ECTS), organised by the Federation of Graduate Schools (see 4.4).
- Towards the Go/No-Go Interview and Beyond (0,5 ECTS)

In addition to these obligatory modules, you are expected to follow a **minimum of 6 ECTS** from the other GSH or Federation of Graduate Schools SSH programme (see 4.7). Attending courses from the GSH or the Federation of Graduate Schools SSH programme allows you to build a network and embed your research in the Faculty of Arts and the UG. All obligatory modules are offered in either online or in hybrid formats, to accommodate participation by our diverse PhD candidates.

As a complement to the formal training programme, the PhD council, the independent representation of the PhD candidates, organises courses and workshops throughout the year. These are aimed at supporting PhD candidates in the practical aspects of their work and do not award ECTS. The workshops will be announced by the PhD Council via email and their newsletter and will also be included in the GSH newsletter.

### Registration

Registration for modules takes place online via the website of the GSH. Registration for all modules is open throughout the year and usually closes two weeks before the module takes place. Each module will be announced separately in an email with a link to the registration form a few weeks in advance.

**Note:** registration for a course implies the commitment to attend. Courses are organised based on the number of registrations and costs are incurred. If you are not able to attend, you should cancel at least 48 hours before the start of the event via [gsh-groningen@rug.nl](mailto:gsh-groningen@rug.nl)

### Format

Depending on the circumstances and the content, courses may be offered in online, offline or hybrid format. This will ensure both community building, which is best served by offline courses, and optimal access, through online or hybrid formats, for our international community of PhD candidates who may be conducting field work or research visits abroad. For online courses we may use either Brightspace, the virtual (online) learning environment of the University of Groningen or Google Meet.

### Evaluation

The modules in the local programme are evaluated by means of anonymous questionnaires immediately after they take place. The results of the evaluations are made available to the PhD council who write up a formal evaluation with recommendations. The recommendations are then submitted to the GSH programme director.

## Training programme 2023-2024

MODULE	ECTS	DATES	Year	Format
<b>Graduate School for the Humanities</b>				
<b>PhD mentorate</b>	1 per year	4-5 meetings per year, decided by participants.	Any year	Online or offline
<b>GSH Introductory Event</b>	0,5	24 October 2024	Year 1	Hybrid
<b>Start to Write</b>	1	5 November 2024	Any year	Offline
<b>Publishing in English</b>	3	Nov 2024 – Jan 2025 (multiple meetings)	Any year	Offline
<b>Towards the Go/No-Go Interview and Beyond</b>	0,5	30 January 2025	Year 1	Online
<b>Publication Strategy</b>	1	3 February 2025	Year 1/2	Offline
<b>Managing Your Academic Profile</b>	1	Feb-March 2024	Year 2/3	Offline
<b>Communicating Your Research</b>	1	March-April 2024	Any year	Offline
<b>Presenting in English</b>	3	April-May 2025 (6 meetings)	Year 1/2	Offline
<b>Preparing for the Defense</b>	n/a	April-May 2025	Final year	Hybrid
<b>A Future in Academia</b>	1	May-June 2025	Year 2/3	Offline
<b>Interdisciplinarity in your Research</b>	2	30 April & 7 May 2025 (two sessions)	Year 1/2	Offline
<b>Dissertation Design</b>	2	28 May 2025	Year 3/4	Offline
<b>Federation Graduate School in the Social Sciences and Humanities</b>				
<b>Career Awareness: Kick-Off Session</b>	tba	December 2024	Year 1/2	Online
<b>Careers in the Social Sciences and Humanities (series)</b>	tba	Multiple dates, check website	Year 2/3	Hybrid
<b>Academic Integrity</b>	0.5	11 December 2024	Year 1 (after 6 months)	Online and offline
<b>In Charge of Your PhD</b>	tba	Spring 2025	Year 1	Offline
<b>University Groningen</b>				
<b>Start to Teach</b>	1.5	4 start dates per block	year 2/3	Check website
<b>University of Groningen introduction</b>	1	Check website for specific dates	Year 1	Check website

## 4.4 Federation of the Graduate Schools in Social Sciences and Humanities

The Federation of Graduate Schools in the Social Sciences and Humanities is a collaborative organ consisting of the eight Graduate Schools of the Faculty of Economics and Business, the Faculty of Behavioural and Social Sciences, The Faculty of Arts, The Faculty of Law, the Faculty of Theology and Religious Studies, the Faculty of Philosophy, the Faculty of Spatial Sciences, and Campus Fryslân. Its mission is to provide an inclusive and stimulating environment for PhD research in the Social Sciences and the Humanities, and to facilitate interdisciplinary exchange and collaboration.

The eight collaborating Graduate Schools share best practices in providing advanced training and support for over 1200 PhD candidates from a wide variety of national and academic backgrounds. The Federation builds on the potential for interdisciplinary exchange and cooperation between the various disciplinary approaches and experiences represented by the members. The Federation offers various courses on, among others, Academic Integrity, Career Awareness, and Career Perspectives Inside and Outside Academia. These last courses make up the *Careers in the Social Sciences and Humanities*. In 2024-2025 these series take the form of multiple short, in-depth workshops or presentations that each revolve around a relevant subject. A registration notification will be sent out (at least) two weeks prior to the event.

You can find an overview of the Federation courses as well as the registration links via the website of the GSH training programme.

## 4.5 Central University of Groningen programmes: Career Perspective Series and Corporate Academy

The Corporate Academy of the University of Groningen offers courses for all employees of the university on a large range of topics. You can find all modules on the website [www.rug.nl/corporate-academy](http://www.rug.nl/corporate-academy).

There is also a specific training programme for PhD candidates. The **Introductory Event** is mandatory for all new PhD candidates. In addition, the university offers courses and workshops on the following themes, which you can all find through the website of the Corporate Academy:

- Career Perspectives Series. This series consists of a large selection of mostly one-day workshops that will help you prepare for a career either inside or outside academia. Topics include: networking, CV and cover letter writing, negotiation and interview skills, media training and storytelling, and so forth.
- Teaching. If you have teaching duties during your PhD, it is compulsory to follow the *Start to Teach* module. There are also a range of other courses and workshops available to develop and support your teaching skills.
- PhD health and wellbeing. In addition to individual counselling, the university can support your wellbeing by offering workshops on time management, stress reduction, mindfulness, etc.
- Library courses and services. On the website of the Corporate Academy you can also find a link to the courses offered by the University Library specifically for PhD candidates, for instance on data management, open access publishing, and Pure.
- Language and Writing courses. The Language Centre offers a range of courses on languages and writing support (see also paragraph 5 of this brochure).
- Center for Information Technology (CIT) and Research Data Management. This center offers training on data management and specific software programmes (such as R and Python).

## 4.6 National research schools

As a PhD candidate you become a member one of the national research schools (see list below). These provide discipline-specific training programmes as well as a platform for meeting fellow PhDs in your field from other Dutch universities. Registration in a national research school also entitles you to participate in activities organised by all the other national research schools affiliated to LOGOS, the national platform of Humanities research schools ([Landelijk Overleg Geesteswetenschappelijke Onderzoekscholen](#)),

### Archaeology

ARCHON

### Linguistics

Netherlands Graduate School of Linguistics (LOT)

Behavioural and Cognitive Neurosciences (BCN) [not part of LOGOS]

### The study of culture

Huizinga Institute

Research School for Political History (RSPH)

The Netherlands Research School for Media Studies (RMeS)

Research School for Medieval Studies

Netherlands Institute for Cultural Analysis (NICA)

Netherlands Research School of Gender Studies (NOG)

National Research School in Classical Studies (OIKOS)

Dutch Postgraduate School for Art History (OSK)

Netherlands Research School for Literary Studies (OSL)

N.W. Posthumus Institute, Research School for Economic and Social History

Netherlands Graduate Research School of Science, Technology and Modern Culture (WTMC)

Groningen Center for Globalisation Studies [not part of LOGOS]

### Philosophy

Dutch Research School of Philosophy (OZSW)

### Religion

Netherlands School for Advanced Studies in Theology and Religion (NOSTER)

Netherlands Interuniversity School for Islamic Studies (NISIS)

The programmes offered by the research schools are subject to regular change. If you feel that your needs are not sufficiently catered to by the research school you are affiliated with, contact your supervisor for alternatives. In most cases, your research institute will be represented in the executive bodies of the research schools, so that you can press for changes and improvements. Your affiliation with one of these research schools will be registered by the GSH coordinator at the beginning of your project once you submit your TSP.

## 4.7 Overview of modules (GSH, Federation, University of Groningen)

### Any year

#### PhD Mentorate

Date: 4-5 meetings per year, to be decided by participants and mentors  
Credits: 1 ECTS per year  
Organiser: GSH

The mentorate provides PhD candidates the opportunity to discuss any critical issues they might encounter during their PhD trajectory. It aims to create an open and safe atmosphere in which PhD candidates can discuss progress, challenges and goals with other PhD candidates and their mentor, i.e. a senior researcher. The PhD mentor is a Faculty staff member who has no direct links to the candidate's research and thesis and will be able to act as an objective outsider.

Prior to the mentorate meetings, participants are encouraged to come up with themes that engage or worry them in their PhD trajectory and to discuss them with their peers. Possible topics include:

- Integration into an international and interdisciplinary academic community
- Intercultural opportunities and challenges
- Communication with supervisors
- Work-life balance
- Identifying the boundaries of your research project
- Identifying concrete and feasible action points.

Participants are free to come up with different subjects. In fact, we specifically encourage participants to come up with themes that engage or worry them in their PhD trajectory, and that may be put into perspective through an exchange with research colleagues, who are (or have been) in much the same position.

This is how previous participants experienced the GSH PhD mentorate:

*It was immensely valuable to exchange experiences and insights with fellow PhD students at different stages of their research. Additionally, having an excellent mentor from outside my program enabled me to establish a solid foundation for my PhD journey. - Denise Mensonides*

*The mentoring group is a great place to exchange insights about any trouble that you are encountering without feeling judged. – Núria Pujol Furelos*

*I have found this space valuable in preparing for the challenges of the PhD journey, especially in the early years. – María Isabel Marin Morales*

*In the mentorate, I had the opportunity to discuss potential concerns that someone might encounter during their PhD track. We had fruitful discussions and for this reason I will continue participating in the sessions for my second year. – Aris Kargakis*

*Participating in the PhD mentorate helped me to kick-start my PhD trajectory. I received very useful guidance and support from mentor and my peers that helped me to gain a footing in academia. – Maud Rebergen*

## **Start to Teach**

Date: 4 starting dates per block  
Credits: 1.5 ECTS  
Organiser : [Career Perspective Series](#)

‘Start to Teach’ is designed to cover the foundational principles of university teaching through a series of workshops that will support you during your first teaching activities. This course assists you in planning and preparing your teaching activities, gives you the tools to engage and activate students, and shows you some best practices for giving feedback and assessing assignments and exams.

The training will start a few weeks before the start of your teaching activities. Assignments will continue during your teaching activities to enable on-the-job reflection. For this training you need assigned teaching activities during the training programme.

## **Communicating your Research**

Date: March-April 2024  
Credits: 1 ECTS  
Organiser: GSH

What is the societally relevant message of your research? How can you communicate your research to audiences outside of academia? Do you want to compile and prepare a meaningful outreach session in a single working day? In this module, you will learn to package (parts of) your PhD project in a concrete and professionally designed presentation for high school students.

## **Careers in the Social Sciences and Humanities (series consisting of multiple modules)**

Date: Several dates throughout the academic year  
Credits: tba  
Organiser: Federation of Graduate Schools

Before you know it, you will need to decide on the next steps in your career. What do you want to do after you finish your PhD project? Would you like to stay in academia to become a researcher, or maybe eventually a professor? Or would you like to apply your knowledge and skills in policy making, an NGO, industry, or another comparable environment? The Federation of Graduate Schools in Social Sciences and Humanities is offering a series of modules on career awareness, careers inside academia, and careers outside academia. The series consists of short workshops on specific topics (such as writing a cover letter and using LinkedIn) that can be taken separately. See the website of the Federation of Graduate Schools SSH for more information and registration.

## **Year 1**

### **University of Groningen Introduction**

Date: multiple dates throughout the academic year  
Credits: 1 ECTS  
Organiser: University of Groningen

The Office of the Dean of Graduate Schools organizes an introductory event for new PhD students from all across the UG to get them acquainted with each other, the university and its surroundings. The first day of this two-day event takes place at Rietland in Zuidwolde, just outside the city of Groningen. At 8:30am, a bus will take the participants from the main train station in Groningen to Rietland. After dinner, at around 8:00pm, the bus will take you back to Groningen. The second day takes place in Groningen. In the morning we will continue the programme at the Norman Building (Lutkenieuwstraat 5), where the event will end with a lunch during which a few PhD organisations will introduce themselves to you. Participation is free. All new PhD students should preferably take part within the first three to six months of their project.

### **Graduate School for the Humanities Introductory event**

Date: 24 October 2024  
Credits: 0.5 ECTS  
Organiser: GSH

The introduction for the new first-year PhD candidates in the Faculty of Arts provides information about:

- The Graduate School for the Humanities and its position in the research structure of the Faculty of Arts
- The role of the PhD candidate and the supervisory team
- The research topics undertaken by the new PhDs
- The PhD council
- The training programme

At the meeting you will meet both your cohort of PhD candidates, as well as senior PhD candidates. After the formal event, you are invited to an informal get-together. You need to prepare a 1-minute pitch about your PhD research.

### **Towards the go/no-go interview and beyond**

Date: 30 January 2025, 10:00-12:00  
Credits: 0,5 ECTS  
Organiser: GSH

To successfully complete your PhD, you and your supervisors need to closely monitor your progress. You will meet regularly with them to discuss your work. Next to these you are also expected to schedule regular R&O meetings (after 6 months, at the end of year 1, 2, and 3, and 6 months before the end of your trajectory). During these meetings you will discuss your progress and make any necessary adjustments to your Training and Supervision Plan (TSP).



The meeting at the end of year 1 is also a go/no-go interview. Apart from the aim to 'get' the 'go', your preparation for this interview is also a time in which you reflect on your achievements so far, current challenges, and future plans for your project.

During this workshop and Q&A, we will inform you about the practicalities of these evaluation moments, what you need to submit in advance, and how best to prepare for these meetings. Staff members and experienced PhDs from the Faculty will answer your questions and provide you with important information, tips and advice.

This session is compulsory for all first-year PhD candidates.

### **Academic Integrity**

Date: 11-12 December 2024 (online). May 2024 (offline)

Credits: 0.5 ECTS

Organiser: [Federation of Graduate Schools](#)

What does academic integrity mean for your work and for the work of other researchers? During this workshop, you will develop a broad view on academic integrity. As research projects are becoming increasingly multi-disciplinary, it is likely that you will work with researchers from other disciplines now or in the future. How does it work in your field of research? We will work a lot with cases. It may not be that all cases are representative of the research that is typical for your discipline, but together we want to create a greater awareness of academic integrity that transcends disciplinary boundaries. We will start the workshop with presentations in the morning and will conclude the day with interactive subgroup sessions in the afternoon. As preparation you need to read the provided documents/articles.

### **Career awareness: Kick-Off Session**

Date: December 2024

Credits: tba

Organiser: Federation of Graduate Schools

The Federation GS SSH Career Series 23-24, Careers in the Social Sciences and Humanities, opens with an online kick-off session?.

The director of the Federation Graduates Social Sciences and Humanities will present facts and figures concerning the career prospects of PhD students, followed by a showcase of our programme throughout this academic year. This kick-off session is a moment for you to ask your questions about a path either inside or outside academia and how our programme can help you in your development.

### **In Charge of your PhD**

Date: Spring 2025

Credits: 1 ECTS

Organiser: Federation of Graduate Schools

This workshop will introduce you to several elements of project management. Managing your PhD involves a lot: managing your time, managing your talent and motivation, managing yourself, managing your supervisor. At the end of the workshop you will have a more solid grasp of the scope of your project and possible pitfalls. The workshop involves exchanging experiences, and offers a closer look at time management, communication and influencing, planning and risk management.

### **Publication Strategy**

Date: 6 February 2025  
Credits: 1 ECTS  
Organiser: GSH

From the start of your PhD trajectory, it is important to think about your publication strategy for the coming years. This includes not only the format of your PhD dissertation, but also other material that you might want to publish during your PhD.

For your dissertation, you need to choose between writing a monograph, a series of articles, or a combination of the two. This choice influences both your planning, your writing strategy, and your post-PhD career. However, not all research that you conduct during your PhD will end up in your dissertation. You can use this material to diversify your academic output, for instance by publishing an article alongside writing a monograph.

During this workshop, you will work on a publication strategy, and reflect on the effects of your choices.

### **Presenting in English**

Dates: April-May and May-June 2025  
Credits: 3 ECTS  
Organiser: GSH, in collaboration with the Language Center

This course trains participants presenting their research in different forms and in a way that fits their discipline. Apart from presenting your own research and gaining valuable feedback on presentation skills, we will discuss various examples of (academic) presentations. Some senior researchers will share their experiences in presenting their research at academic conferences. The course consists of 3-hour sessions for six consecutive weeks with a group of maximum 10 participants. This course is organised by the Language Centre of the Faculty of Arts.

### **Interdisciplinarity in your Research – also year 2 and 3**

Date: Two sessions: 30 April and 7 May 2025  
Credits: 2 ECTS  
Organiser: GSH

In this module you will reflect on the possibilities, pitfalls and practices of interdisciplinarity. Especially at the Faculty of Arts, interdisciplinarity is a fact of life. Whether it is in your choice of research methodology and field, in your daily professional environment, or in your funding application: a considerable part of your communication and collaboration will require communication across disciplinary boundaries. How can/do other scientific disciplines inspire and inform your research? How to identify debates outside the confines of your main discipline(s) that are of interest to you, and to which debates can your PhD project contribute?

This meeting will particularly be inspired by approaches from the social sciences and social and environmental history. The case studies discussed during the workshop are also relevant to other disciplines, because we will look at the general approaches to interdisciplinary research which can be applied to any field of expertise. We will look at relevant examples of interdisciplinarity in collaborative and policy-oriented research, with experiences shared by the module convenors, Dr Iva Pesa (History) and Dr Defne Abur (Computational Linguistics &

Society). In the second part of the module, participants will work on proposals for research collaborations.

## **Year 2**

### **Publishing in English**

Dates: November 2024-January 2025  
Credits: 3 ECTS  
Organiser: GSH, in collaboration with the Language Center

This course, organized by the Language Centre of the Faculty of Arts, will help you improve your academic English skills. Participants will submit recent samples of their writing, such as a draft chapter or an article on which the course supervisor will give feedback. The instructor will share recent chapters and articles that represent the best practices in academic writing in English in a given field. The course consists of 4-hour sessions for six consecutive weeks.

### **Managing your Academic Profile**

Date: February-March 2025  
Credits: 1 ECTS  
Organiser: GSH

In this workshop, successful researchers from the Faculty of Arts will share their experiences and best practices with regards to their academic outreach. The workshop will focus on the following questions:

- How do you manage your online presence as a researcher?
- How can you connect with possible collaborators inside and outside of academia?
- How can you make sure your profile best communicates your research and outreach activities and interests to various audiences?

### **A Future in Academia - also in year 3**

Date: May-June 2025  
Credits: 1 ECTS  
Organiser: GSH

In this module, PhD candidates are introduced to the academic infrastructure for the Humanities, both nationally and internationally. Both early career and senior researchers from the Faculty of Arts will share their experiences with building an academic career. Moreover, we will also discuss grants, with a focus on those provided by the Dutch Research Council (NWO). We will discuss the evaluation criteria for successful grant proposals. This module aims to help PhD candidates develop as academics by discussing successful (international) academic proposals and creating an understanding of international funding mechanisms and selection procedures.

## **Year 3**

### **Dissertation design**

Date: 28 May 2025

Credits: 2 ECTS

Organiser: GSH

In this seminar, third-year PhD candidates and/or candidates whose thesis is in an advanced stage, present the design of their doctoral thesis. This seminar provides insight in the academic qualities of your thesis, in the coherence of your argumentation and in the challenges you need to overcome, and as such it is a chance to informally assess the progress of your PhD. Prior to the meeting you will present your thesis in writing (max. 3 pages). During the afternoon, you will present your dissertation in an oral presentation, followed by peer-feedback from a panel of participants and staff members. During the last hour, participants reflect on the feedback that was given to them (and to others).

## **Year 4**

### **Preparing for the Defence**

Date: April-May 2025  
ECTS: none  
Organiser: GSH

This module will help you prepare for your defence by discussing both practical issues surrounding the PhD defence and actual experiences by recently graduated PhDs. During the module, the official procedures before/during/after the defence will be discussed, such as:

- Hora Finita, the online registration system
- Sending the right documents to the PhD degree registration office
- Contact with the RUG-media office
- Refund of printing costs
- Where to obtain further information

Furthermore, former PhD candidates will share their experience of the doctoral defence. They will provide you with tips on preparing for the actual defence, dealing with nerves, etc.

## 4.8 Exceptions to the training programme

In some cases, special arrangements for PhD training apply. If you think your situation should be included here, let us know.

### **IDEALAB PhD programme**

If you are a participant in the Erasmus Mundus II PhD programme [IDEALAB](#), you follow a designated training programme and any requirement to follow local courses is waived.

### **External PhD candidates**

As an external PhD candidate, you will normally participate in the training events listed in this brochure. However, some external PhD candidates are enrolled only when their research is nearing completion; in that case, the obligation to follow the training programme, with the exception of Academic Integrity, may be waived. Other situations may also occur; talk to your supervisor and to the GSH coordinator if you are uncertain about your training requirements and possibilities.

### **PhD candidates from a University of Applied Sciences**

If you are conducting your PhD research by a special arrangement between the University of Groningen and the University of Applied Sciences (Dutch *hogeschool*) where you are employed, you need to file a TSP specifying your training programme.

### **Sandwich construction**

If you are involved in a sandwich construction, leading to a joint or double degree, you will most likely be spending half of your research project time at a partner institution, affecting your availability for local training. Your TSP should then specify which local training components you will be participating in.





## 5. Writing support and resources

Your research output and your skills as a researcher are judged on the basis of your written work: your submitted PhD dissertation. Writing a dissertation, however, can be a challenge. An important part of your development as a researcher will therefore concern your academic writing skills. How and when do you start writing? How do you make sure you continue writing, and how do you overcome a writer's block? What is the best way to revise your own work - not just the language and spelling, but also the argumentation, structure and presentation of the text? The GSH and the university as a whole is committed to supporting you throughout your writing process. There are various resources and supporting systems available to you:

### **Your supervision team**

Your supervisor(s) are there to help you not only develop your research skills, but also your writing skills: how to communicate your research output in correct academic language.

### **National Research Schools**

Most Research Schools offer writing courses tailored to your specific discipline or other activities to support the writing process. For instance, the Huizinga Institute for Cultural History organizes a writing retreat with writing time and workshops and OIKOS hosts workshops on how to write abstracts and peer-reviewed articles in the field of Ancient History.

### **Summer and winter schools**

Like the courses offered by the National Research Schools, summer and winter schools are often good opportunities to learn field-specific writing skills.

### **GSH training programme**

The GSH offers a selection of courses on academic writing. Publishing in English (organized by the Language Centre) focuses on improving your English academic language skills. Publication Strategy helps you to develop a strategic plan on which material to include in your thesis and which material you can use for other texts (popular publications, articles, etc.). For advanced PhD candidates (year 3 and up), Dissertation Design is a chance to critically assess the structure and argumentation of your thesis.

### **Language Centre**

The Language Centre offers both group courses on writing skills and one-on-one tailor-made training or feedback sessions. You can use your individual training budget for these sessions.

### **Corporate Academy**

The central training programme of the University of Groningen for all employees offers a selection of courses on language and writing proficiency.

### **Your peers**

Sharing your texts with fellow PhD candidates is a helpful and accessible way to assess the quality of your writing - and giving feedback on others' material will also help you develop the editing skills to critically evaluate your own writing.

### **Writing groups from the PhD Council for the Humanities**

A writing group is an organised form of peer feedback: a group that regularly meets to discuss chapters or articles in progress. The PhD Council for the Humanities facilitates such writing groups. You can sign up for a group and they will pair you with fellow candidates.

## 6. Facilities for PhD candidates

### Office space

In principle office space is provided for salaried and PhD scholarship students only, and only for the duration of their contract with the GSH. An office space comes with a desktop computer. For general matters regarding office space, contact the GSH coordinator. For specific request related to office furniture, contact [Facilities](#).

### Computer facilities

Computer facilities are maintained by the Donald Smits Center for Information Technology of the University (CIT). You can contact them through the IT service desk in the Harmonie building (see section 8 on how to reach them).

University services, information and applications are available on the intranet, MyUniversity, which you can reach through the university website. Log in with your university credentials (P-number and password).

You can let your PC be managed by CIT or opt for an unmanaged PC; in the latter case, you are the administrator of your own PC and you can install your own software. However, support from CIT will then be limited. As an employee of the university, you can purchase software inexpensively online through Surfspot.<sup>1</sup>

You can access your data and files from every PC in the university by simply logging on, or from outside the university by typing <https://uwp.rug.nl> in your internet browser, and logging on with your P-number and password. You need to get the Citrix Receiver first, and once you have installed that application you can access your home drive through Tools and Utilities. From an iPad, you can access your home drive through the WebDAV Nav+ app.<sup>2</sup>

### Printing facilities

As PhD candidate, you can use the printers and scanners of the UG for free, using your university card and/or P-number. You can send documents to any UG printer from any UG computer by selecting 'Follow me' in the printer settings of Word, Adobe, or any other programme you are using. The documents will be linked to your university card/P-number, which you can use to log in on the printers. Your documents will then be available for printing. Alternatively, you can print from your own laptop or computer on [myprint.rug.nl](http://myprint.rug.nl). This will also link your documents to your P-number which you can then access from any UG printer. Printers can be found on every floor of the university office buildings.

### Hora Finita

Hora Finita is the university-wide PhD registration system that keeps progress records of all PhD candidates at the University of Groningen. Hora Finita also acts as an online workflow application that guides you through the various stages of your PhD track. This will become relevant towards the end of your research project when you want to sign up for and organise the actual PhD defence.

Please list your training activities in Hora Finita, as well as other relevant research activities, such as attending and presenting at conferences, visiting research centres, etc. This will help the GSH and your research institute to monitor your progress and assess your supervision situation.

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<sup>1</sup> <https://www.surfspot.nl>

<sup>2</sup> For more information, see <http://myuniversity.rug.nl/infonet/medewerkers/ict/werkplek/>

Faculty contact person for Hora Finita is Maarten Schmaal at the GSH front office (gsh-groningen@rug.nl). For the organisation of the defence, your contact person is Rachael Fletcher (see section 8 for contact details).

You will find Hora Finita via MyUniversity, under MyTools.

### **Pure**

As a member of one of the three research institutes of the Faculty of Arts, your work forms an important contribution to these institutes' research output. Every research institute member is expected to list their publications, talks, and other relevant activities (such as interviews, press clippings, etc.) online in a system called Pure. Please update your data in Pure throughout your PhD trajectory, as soon as you have information to add, and keep your file as complete as possible. You can access Pure via MyUniversity, under MyTools.

## 7. The PhD research and training budget

Every salaried PhD candidate and PhD scholarship candidate enrolled in the GSH has a research and training budget. The budget of PhD candidates on project funding comes from the project, and must conform to the regulations and budget of the project. For sandwich positions (2 years in Groningen, 2 years elsewhere), 50% of the research budget will be assigned.

### Training and education costs, and fees

- Every salaried PhD candidate and PhD scholarship candidate has a budget of € 2000,- for their personal training programme. This budget is for the entire PhD trajectory of four years. Half of the budget, € 1000,- will be automatically transferred to the national research school of your choice. The remaining € 1000,- (€250,- per year) can be used for educational purposes, such as fees for conferences, summer/winter schools, workshops, etc.
- PhD candidates on project funding can usually finance these costs via their project. However, costs that are not covered by the project may be paid from the GSH training budget. In these instances, please contact the GSH Coordinator.

### Costs for travelling, data collection, and experiments

- Every salaried PhD candidate and PhD scholarship candidate has a budget of € 1300,- per year for (inter)national travel costs, data collection costs and costs for experiments (excl. books, laptops and other hardware). The cost of food while travelling is not covered by the GSH budget (except official conference dinners).
- PhD candidates on project funding also finance these expenses via their project. However, should their project budget be exhausted before the end of their project, travel costs may be financed by the GSH research budget for the remaining period of their trajectory. Please note that this only applies if the project budget is lower than the GSH PhD budget.
- External PhD candidates will be entitled to a refund of costs *after* a positive first-year evaluation. During the remaining period of their enrolment, external PhD candidates have a budget up to € 1250,- per year (to maximum of three years) for research and conference travel.

### Instructions for claiming on the GSH budget

- Appointed PhDs can claim their costs through the Shared Services portal, accessible through MyUniversity.
- PhD scholarship students and external PhDs can file claims through the [claims portal](#). In order to be added to the portal, contact the GSH coordinator.
- Keep in mind that if you plan on travelling by plane, you need to book your tickets through Diversity Travel. More information on booking can be found on [intranet](#). We cannot reimburse flights that you have booked by yourself.
- Depending on the length of your research trip, you may also need to get in touch with cross border labour ([crossborderlabour@rug.nl](mailto:crossborderlabour@rug.nl)). For more information visit [their webpage](#)
- For claims and booking flights, you need to fill in a costs centre. The GSH coordinator can inform you which of the following cost centres you can use:
  - 150112107 ICOG PhDs
  - 150116104 CLCG PhDs
  - 150114104 GIA PhDs
  - 150110115 External PhDs

## 8. What if ...

*your research is affected by pregnancy or illness*

> inform your supervisor and follow the [University sickness absence protocol](#).

*you suffer from doubts, stress, anxiety, etc.*

> talk to your peers, your supervisor or your mentor; if you need professional help, turn to an occupational social worker at the [University health, safety and environment office](#).

*you suffer from occupational health problems (such as RSI)*

> get in touch with the University Health, safety and environment service.

*you are unhappy with your office or working conditions*

> talk to the GSH coordinator.

*your research requires particular expenses to be made*

> you can request a refund with the GSH coordinator

*you need particular software*

> as a university employee, you can find inexpensive software at [Surfspot](#).

*you are unhappy with the courses offered by your research school*

> pass this information onto the GSH programme director; talk to your supervisor about alternatives.

*you have second thoughts about your research topic*

> talk to your peers and to your supervisor, and see if your project needs to be revised; it is normal for your research to develop in such a way that adjustments are necessary.

*you want to teach* for most PhD candidates teaching is part of their contract. If this is not in your contract and you want to teach, talk to your supervisor and/or your line manager about possibilities.

*you need to acquire particular skills*

> you can take the necessary courses as part of your training programme

*you are unhappy with your supervisor or promotor*

> first try to resolve the problem by talking to your supervisor or promotor; if the problem persists ask your confidential mentor for advice. If the problems are still not resolved talk to the director of your research institute or to the GSH director

*you need to talk to a confidential advisor outside the GSH*

> get in touch with the University confidential advisor

*you are an external candidate and you cannot afford the tuition fee*

> request a tuition fee waiver with the GSH coordinator

*you (feel you) are entitled to an extension of your appointment time*

> talk to your supervisors and ask if they support an extension; then apply for an extension to

the Faculty board (the request needs the signatures of your supervisor and the GSH director and should justify the particular extension time requested); check with the GSH coordinator for the correct procedure.

*your dissertation is not finished by the time your appointment ends*

> talk to your supervisor and carefully plan the completion of your dissertation; ask the GSH coordinator to arrange an extension of your facilities (such as access to email and the library); you may need to vacate your office.

*you want to get involved politically in the faculty or university*

> talk to a member of one of the consultation bodies, such as the PhD council, the faculty council, and the University council.

*you want to obtain a postdoctoral research position after graduating*

> talk to your supervisor about the possibilities and keep on the lookout for announcements from grant giving institutions (such as the Netherlands Organisation for Scientific Research NWO and the European Science Foundation ESF); get in touch with the Faculty funding officer. See also 5.3.2. 'A future in Academia' as well as 'A career inside academia'.

*you think you do not want a career in academia after graduating*

> visit the relevant career events organized by the federation of graduate schools (see 5.4.4)

*you have further questions*

> let us know: drop in at the front office or send an email to [gsh-groningen@rug.nl](mailto:gsh-groningen@rug.nl)

## 9. Names and addresses

### **Data Stewards**

Dr. Solveig Castelli, s.d.castelli@rug.nl,  
Nikki Hoekzema, n.hoekzema@rug.nl, Harmonie 1315.0350

### **Faculty council**

<http://www.rug.nl/let/organization/bestuur-afdelingen-en-medewerkers/bestuur-en-commisies/fr/>

### **Faculty dean**

Prof. Anthony Visser, anthonya.visser@rug.nl, Harmonie 1315.353, tel. 35900.

### **Faculty impact officer**

Sarah Willemsen, s.l.willemsen@rug.nl, Harmonie 1315.0349

### **Faculty research ethics committee (CETO)**

ceto@rug.nl

### **Faculty Research Master coordinator**

Manou Jonink, MA, m.e.jonink@rug.nl, Harmonie 1315.0323,

### **GSH admission**

<http://www.rug.nl/research/gradschool-humanities/phd-programmeme/phd-admission/>

### **GSH coordinator**

Rachael Fletcher, MA, r.l.fletcher@rug.nl, Harmonie 1315.0323, tel. 38416

### **GSH curriculum evaluation**

PhD council, phd.council.hum@rug.nl

### **GSH director**

Prof. Raingard Esser, directeurgsh@rug.nl, Harmonie 1315.318, tel. 36006

### **GSH front office**

Maarten Schmaal, gsh-groningen@rug.nl, Harmonie 1315.0307, tel. 36405

### **GSH programme director/deputy director**

Dr. Konstantin Mierau, k.mierau@rug.nl, Harmonie 1315.167, tel. 33833

### **GSH programme coordinator**

Dr. Aline Douma, a.a.douma@rug.nl, Harmonie 1315.0232

### **Hora Finita**

[horafinita.rug.nl/login/index.php](http://horafinita.rug.nl/login/index.php)

### **Hora Finita contact person**

Maarten Schmaal, Harmonie 1315.0307, tel. 36405

### **Human Resources**

hr-letteren@rug.nl, Harmonie 1315.119

**IT GoogleApps for education**

<http://myuniversity.rug.nl/infonet/medewerkers/ict/collaboration/google/>

**IT service desk**

[citservicedesk@rug.nl](mailto:citservicedesk@rug.nl), Harmonie 1313.231, tel. 33232

**IT University Work Station (UWP)**

<http://myuniversity.rug.nl/infonet/medewerkers/ict/werkplek>

**National Graduate Students association**

PNN: [www.hetpnn.nl](http://www.hetpnn.nl)

**National Research Schools**

<http://www.logosgw.nl/en/research-schools>

**Netherlands Organization for Scientific Research**

NWO: [www.nwo.nl](http://www.nwo.nl)

**PhD council**

[phd.council.hum@rug.nl](mailto:phd.council.hum@rug.nl)

Iris Baas (Chair)

Jocelyn Lubbers (Secretary)

Nathalie Fridzema (Treasurer & Events)

Pritha Majumdar (PR)

Hanneke de Boer (Training & Events)

**Pure repository**

<https://pure.rug.nl/admin/>

**Research Institute CLCG coordinator**

[clcg@rug.nl](mailto:clcg@rug.nl), Harmonie 1315.0307

**Research Institute CLCG director**

Prof. Petra Hendriks, [p.hendriks@rug.nl](mailto:p.hendriks@rug.nl)

**Research Institute GIA coordinator**

[gia@rug.nl](mailto:gia@rug.nl), Poststraat 6, tel. 36712

**Research Institute GIA director**

Prof. Sofia Voutsaki, [s.voutsaki@rug.nl](mailto:s.voutsaki@rug.nl), Poststraat 6 room 119, tel. 36723

**Research Institute ICOG coordinator**

Lisanne Coolen, MA, [icog@rug.nl](mailto:icog@rug.nl), Harmonie 1315.0307, tel. 37282.

**Research Institute ICOG director**

Prof. Pablo Valdivia, [p.valdivia.martin@rug.nl](mailto:p.valdivia.martin@rug.nl)

**PhD psychologist**

Drs. Karen Huizing, [k.huizing@rug.nl](mailto:k.huizing@rug.nl), +31503638066



**University confidential advisor**

drs. Marjolein Renker, m.h.j.renker@rug.nl, Visserstraat 47/49, tel. 35435

**University council**

<http://www.rug.nl/about-us/organization/administrative/participation/uraad/>

**University Graduate School committee**

Prof. Petra Rudolf (director), p.rudolf@rug.nl, Nijenborgh 4, tel. 34973

Dr. Marjan Koopmans (coordinator), m.koopmans@rug.nl, Broerstraat 5, tel. 37437

**University Graduate Students associations**

GOPHER: [www.gophergroningen.com](http://www.gophergroningen.com)

GRIN: [www.gringroningen.com](http://www.gringroningen.com)

**University Health, safety and environment service**

Visserstraat 47/49, tel. 35551. <https://www.rug.nl/about-ug/organization/bureau-of-the-university/amd>

**University PhD degree registration office**

promoveren@rug.nl, Broerstraat 5, tel. 35276, <https://www.rug.nl/education/phd-programmes/promotieregeling/>

**University regulations for the conferral of a doctorate**

[www.rug.nl/education/phd-programmeme/promotieregeling](http://www.rug.nl/education/phd-programmeme/promotieregeling) [www.rug.nl/education/phd-programmeme/promotieregeling/phd-regulations.pdf](http://www.rug.nl/education/phd-programmeme/promotieregeling/phd-regulations.pdf)

**University sickness absence protocol**

<http://myuniversity.rug.nl/infonet/medewerkers/werk-en-carriere/voorwaarden/ziekte/>





# The Humanities

## MATTER! WHAT THE HUMANITIES DO

The Humanities are about what it is to be human.



Understanding others in the world through their

- LANGUAGES,
- HISTORIES,
- & CULTURES.

They foster **social justice and equality**

& reveal how people have tried to make **moral, spiritual, and intellectual** sense of the world. **They teach empathy.**

The Humanities teach us to deal **critically and logically** with **subjective, complex, imperfect information.**

They teach us to **weigh evidence skeptically,** and **consider more than one side** of every question.



Humanities students build skills in **writing** and **critical reading.**

**The Humanities encourage us to think creatively.**

They teach us to reason about being human and to ask questions about our world.

The Humanities develop informed and critical citizens. **Without the Humanities democracy will not flourish.**

The value of the Humanities is more often in the **questions posed** than the answers found; **Humanistic study is not formulaic.**



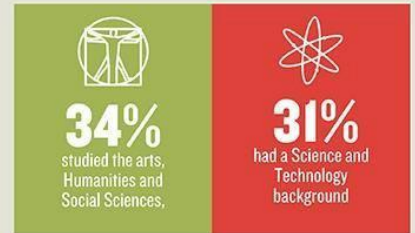
One only needs to turn on the news to see that we need the skills and knowledge of the humanities in: **understanding other cultures, being able to communicate effectively, realising the ramifications of history, and analysing human behaviour.**

The Humanities are more important to global society than ever

A 2012 survey of **652** U.S. born **Chief Executive Officers** and **Heads of Product Engineering** showed almost

**60%** had degrees in the Humanities.

A study of **100** FTSE companies' CEOs showed that



In 2011, of the **650** UK Members of Parliament



It has been estimated that the **economic importance** of UK universities amounts to



The underinvestment in language skills costs the UK economy a **minimum** of £9bn annually

**54%** of all qualifications achieved each year are in the **Humanities and Social Sciences.**

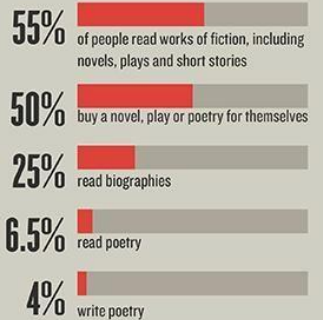
The total annual economic benefit to the UK from non-UK Arts and Humanities students is approximately **£2.7 billion per year**

## CULTURE IS IMPORTANT...

**76%** of people think their lives are richer for having the opportunity to visit or view the historic environment

**88%** of people believe that it is important in creating jobs and boosting the economy

Every year



We need to understand the role culture plays in people's lives: **this is the role of the Humanities.**



**The Humanities are about discovery: discover the Humanities!**

4Humanities.org

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