

# Wageningen University PhD Guide 2008



WAGENINGEN UNIVERSITY

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Wageningen

University

PhD Guide 2008

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# 1. Preface

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This PhD Guide contains information about the Wageningen University PhD Programme and what you should know as a PhD candidate at Wageningen University or institutes related to Wageningen University.

Although the internationally recognized term 'PhD' is widely used in the Netherlands, the position of a PhD student in other countries is not exactly comparable with the position of a PhD candidate at Wageningen University. This Guide begins with a clarification of the various categories of PhD candidates and their legal status. The following sections of the Guide then discuss the details for the different categories. Therefore, some sections of this Guide may be more relevant for you than others.

This PhD Guide is written with the assumption that PhD candidates participate in one of the Graduate Schools of Wageningen University. Participation implies that the Graduate School to which the PhD candidate is affiliated has approved the candidate's Training and Supervision Plan (TSP) and research proposal. However, it is possible to obtain a PhD degree without participating in a Graduate School. If this is the case, not all of the topics in this Guide will be relevant to your situation.

Any suggestions for improving or supplementing the next edition would be greatly appreciated. For comments and suggestions, please contact the PhD co-ordinator: Joeri Kalwij, at 48 33 63, or by e-mail: [joeri.kalwij@wur.nl](mailto:joeri.kalwij@wur.nl).

Although every effort was made to ensure that the information in this PhD Guide was correct at the time of publication, it is subject to change. This PhD Guide has been assembled to the best of the authors' knowledge, however no rights can be derived from its content.

## 2. Introduction

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Wageningen University provides education and generates knowledge in the fields of life sciences and natural resources. Wageningen University is part of Wageningen University and Research Centre (Wageningen UR). This is a framework of collaboration between Wageningen University, Van Hall Larenstein School of Higher Professional Education and the specialised research institutes (DLO) of the Dutch Ministry of Agriculture, Nature Management and Food Safety. Wageningen UR comprises 6,100 staff, 9,200 students, and 86,500 alumni.

The wide variety of disciplines within Wageningen University, which focus on human, animal and plant life and the environment, allow for an integrated approach to both fundamental and applied research. Our pioneering research and innovative education create an excellent setting for PhD research.

Apart from the BSc and MSc programmes, approximately 250 PhD candidates graduate annually from Wageningen University. Graduates from Wageningen University have fulfilled the requirements of the PhD programme, which consists of both research and educational aspects. Within Wageningen University, the PhD programme is formulated, managed and facilitated by seven Graduate Schools. The Graduate Schools are formally organised within the 'Wageningen Graduate Schools' (WGS).

# 3. The Wageningen University PhD Programme

The four-year PhD programme consists of a research component – conducting research under supervision and writing a thesis – and a smaller education component. PhD candidates can invest up to 15% of their scheduled PhD study in educational activities such as courses, seminars, conferences and workshops. Furthermore, PhD candidates can spend up to 10% of their total PhD study conducting teaching activities. Upon completion of the PhD programme, PhD candidates are expected to

1. work as an independent scientist by:
  - a. formulating research questions on the basis of either social issues or the progress of science;
  - b. carrying out original scientific research;
  - c. publishing in leading journals, with leading publishers or by creating a design.
2. integrate his or her research or place it within the framework of the scientific discipline in question and against the background of a wider scientific field.
3. place both research objectives and research results in a social context.
4. postulate concisely formulated propositions in scientific and social areas, formulated in such a way that they are capable of being disputed and defended.

## 3.1 Formal Admission to the PhD Programme

Dutch law stipulates that candidates must be formally admitted to the PhD programme in order to obtain the PhD degree. Wageningen University requires that a PhD candidate is formally admitted within the first year of the PhD programme. This means that although a PhD candidate is invited by a supervisor to come to Wageningen, he/she must then make sure that all requirements are met. This must be done at the beginning (within the first year) of the PhD programme. Contact information: [phd@wur.nl](mailto:phd@wur.nl).

The requirements of Wageningen university are listed below:

The candidate will be formally admitted to the PhD programme after the following requirements are met.

1. Proficiency in the English language. In their applications, applicants from non-Anglophone countries must include a certificate of proficiency in English issued by an internationally-recognised language institute such as TOEFL or IELTS. The minimum requirements are the following.
  - a. IELTS: 7.0, with a minimum score of 6.0 for all academic-level modules.
  - b. TOEFL: 100 points on the Internet-based test (600 points on the written test,

250 points on the computer-based test and, to be supplemented by results of the Test of Written English (academic TWE). The minimum score is 5.0).

Please note that the test results must not be older than 24 months.

2. University fees have been paid (only relevant for certain categories of PhD candidates, see §3.2.6)
3. The Research Proposal has been approved by the relevant Graduate School.
4. The Training and Supervision Plan (TSP) has been approved by the relevant Graduate School.
5. Evaluation of a PhD candidate's diploma('s) and academic records:

Graduates holding an MSc degree from Wageningen University or another Dutch university can be admitted directly to the Wageningen University PhD programme, if the above criteria are met. Graduates from universities abroad must undergo a Diploma Evaluation. The Academic Board decides whether or not a degree from a foreign university is sufficient to exempt a candidate from having to pass a Qualifying Examination. The Qualifying Examination covers two or three subjects related to the topic of the PhD research. If a qualifying exam is required, the candidate will be formally admitted after passing this exam.

PLEASE NOTE: This formal procedure is a quality check based upon entry requirements of Wageningen University. PhD candidates will also be evaluated based upon their scientific qualities and progress in the PhD programme. With this evaluation (the so-called 'Go / No-Go evaluation', see §3.4) it is decided whether or not to allow a PhD candidate to continue with the PhD programme

## 3.2 Categories of PhD Candidates

There are five categories of PhD candidates at Wageningen University:

1. **ResearchAssistant** (temporary employee of Wageningen University).
2. **SandwichPhD student** (fellowship student whose research is primarily conducted at the home institute or country of residence/origin).
3. **Staff** (an employee of Wageningen University who is given the opportunity to conduct PhD research).
4. **GuestPhD student** (fellowship student whose research is primarily conducted at Wageningen University).
5. **ExternalPhD candidate** (PhD student not employed by Wageningen University who conducts research at an institute other than Wageningen University).

## 3.2.0 Funding Sources

### 1] Wageningen University funded research (1e geldstroom)

### 2] NWO-funded research (2e geldstroom)

PhD research funded by the NWO (Netherlands Organisation for Scientific Research).

### 3] Contract research – funding by a third party (3e geldstroom)

Funding sources such as the European Union, various industries and fellowships other than those financed by Wageningen University or NWO.

PhD candidates who are funded by a third party must have a **letter of agreement** or PhD contract before they can start with their PhD training and before they can be formally admitted to the PhD programme. The letter of agreement is a contract between Wageningen University and the PhD candidate and/or a PhD candidate's sponsor, regarding logistics and financing. The contract will be drafted by the department concerned according to the specific situation of the PhD candidate.

## 3.2.1 Research Assistant

This category of PhD candidate, previously known as AIO in Dutch, involves a temporary appointment at Wageningen University.

### 3.2.1a Recruitment and selection

After the proposed research project has been approved by the Graduate School the procedures for selection and appointment of the PhD candidate can begin. Candidates are recruited and selected through vacancy announcements and interviews.

### 3.2.1b Employment

The Research Assistant is generally appointed to a full-time position with a temporary contract as a Research Assistant for a maximum of 18 months. The objectives of the appointment are stipulated in the contract. A contract extension for the remaining duration of the PhD programme (for four years in total, as a full-time employee of Wageningen University) will be considered only if there has been a positive evaluation for the first period, the so-called Go/No-Go evaluation (see for further details §3.4). If a PhD candidate objects to the outcome of the evaluation, there is an extensive grievance procedure. See the 'notice of objection' below.

At the request of the parties involved, the Executive Board of the university can appoint the PhD candidate to a 0.8 fte position (80% of full-time equivalent).

Contract Extensions:

- Maternity leave: Research Assistants who make use of their right for maternity leave are entitled to a contract extension. The contract will be extended for the duration of the maternity leave

Detailed regulations regarding employment regulations can be found in the Collective Employment Agreement or CAO (collectieve arbeidsovereenkomst). It is available in English and Dutch and can be downloaded from the internet ([www.vsnunl.nl](http://www.vsnunl.nl)) or obtained from the Human Resources Management office. For advice, contact your personnel advisor (see §5.2). The CAO that applies to Research Assistants financed by NWO can be found on the NWO website: [www.nwo.nl](http://www.nwo.nl)

### **Notice of objection**

If the interests of a Research Assistant are directly affected by a decision of an official body concerned with his/her training and education, then he/she can, within six weeks after being notified of this decision, submit a written and well-reasoned notice of objection to the relevant official body or, in certain cases, to the Executive Board of the university. This procedure (in Dutch) is available to all WU staff via the HRM website (intranet). For more information, visit the HRM website: [www.wur.nl/hrm](http://www.wur.nl/hrm) (this is an intranet website with limited access)

#### **3.2.1c Flexible working hours**

On 1 January 2005, the ADV regulations (reduction of working hours) expired. Research Assistants (AIOs) who were already employed before this date have received a letter explaining a transition phase to a new model for a flexible work week. New employees have the option of increasing or decreasing the standard 38-hour week by 2 hours. Employees can make an agreement with their employers once each year regarding working hours. For more information on the regulations concerning flexible working hours, contact your personnel advisor (see §5.2) or visit the HRM website [www.wur.nl/hrm](http://www.wur.nl/hrm) (this is an intranet website with limited access).

#### **3.2.1d Social security**

Available on the ABVAKABO-FNV website (in Dutch): [www.abvakabo.nl/universiteiten](http://www.abvakabo.nl/universiteiten)  
The social security arrangements of the Dutch Universities are available on the PhD website: [www.phd.wu.nl](http://www.phd.wu.nl)

### 3.2.1e Salary

For information on salaries, go to the HRM website: [www.wur.nl/hrm](http://www.wur.nl/hrm) (this is an intranet website with limited access)

After 1 September 2005, all Research Assistants will receive salaries in the Scale 10 range (a so-called P scale). A first-year PhD candidate will receive a salary in accordance with the P0 scale (equivalent to scale 10, level -1), a second-year candidate will receive scale P1 (equivalent to scale 10, level 0), a third-year candidate will receive P2 (equivalent to scale 10, level 1), and a fourth-year candidate will receive scale P3 (equivalent to scale 10, level 2). The maximum period allowed for obtaining a PhD is four years. The salary of a PhD candidate therefore reaches a maximum at salary scale 10, level 2.

#### Research Assistant Salary scale

##### Year January 2008

1 (scale P0)	€ 2000
2 (scale P1)	€ 2330
3 (scale P2)	€ 2441
4 (scale P3)	€ 2558

Note: the above amounts were updated in January 2007. The source of the information was the following website (in Dutch): [www.vsnu.nl](http://www.vsnu.nl). Amounts are subject to change due to further CAO negotiations.

#### Salary increase after evaluation

As is the case for all other employees, salary raises are contingent upon a good evaluation. At the end of every year, there will be a performance interview in accordance with article 3.10 CAO of the Dutch universities. Candidates with favourable evaluations will be paid at a higher salary scale.

The Collective Employment Agreement of The NWO stipulates that salaries of OIOs (PhD candidates funded by NWO) are paid at the same level as Research Assistant salaries.

### **3.2.1f Human Resources Management**

#### **Research Assistant Regulations**

In addition to the Collective Employment Agreement (CAO), Wageningen University has drawn up specific regulations concerning its PhD candidates who have a temporary contract. The Research Assistant regulations of Wageningen University can also be found on the PhD website: ([www.phd.wu.nl](http://www.phd.wu.nl)) and the HRM website of Wageningen UR ([www.wur.nl/hrm](http://www.wur.nl/hrm)) (this is an intranet website with limited access).

#### **HRM Personnel Advisor**

When a Research Assistant is appointed, he/she must meet with the personnel advisor of the Human Resources Management office (HRM). The Research Assistant can contact this advisor concerning matters such legal status, supervision problems or other personnel issues. Besides the HRM advisor, Research Assistants can also contact the PhD advisor of their Graduate Schools when problems arise (see §5.5.2).

To find the HRM advisor of your Department, contact your chair group or visit the HRM:

- [www.wur.nl/hrm](http://www.wur.nl/hrm) (this is an intranet website with limited access)

### **3.2.2 Sandwich PhD Students**

Sandwich PhD students are international PhD candidates who have a fellowship or grant and are not formally employed by Wageningen University. They usually spend only the initial and final six to eight months of the four-year PhD Programme in Wageningen. The first period is spent elaborating on the proposal, studying literature and taking courses, while the final period is spent completing the thesis. During the intermediate period, the PhD candidate performs research in his/her country of origin. These PhD candidates must have the support of both their home institute and their supervisor at Wageningen University. The actual research takes place in the PhD candidate's home country under local supervision. During this period, contact with the supervisor in Wageningen is maintained by e-mail and annual visits.

#### **Go/No-Go Decision**

All PhD candidates are evaluated within the first 18 months of the PhD Programme. For further details, see also §3.4. Sandwich PhD students this evaluation takes place preferably during their first stay in Wageningen.

### **3.2.2a Institutional commitment**

For Sandwich PhD students, the research proposal should preferably be linked to the applicant's country of origin, or should be of interest to research organisations in the applicant's country of origin. The preliminary research proposal must demonstrate that the applicant is competent in independent scientific research and has the qualities necessary to be enrolled in the PhD programme.

Before admitting the Sandwich student, Wageningen University will evaluate the following:

- Financial support provided by the home institute
- Academic supervision provided by the home institute
- The curriculum vitae of the supervisor in the home country.

### **3.2.2b University Fee and Departmental Fee**

All Sandwich PhD students receiving funding from a third party (see §3.2.0) have to pay:

- The University Fee (€5000, one time only). The department concerned will collect the University Fee.
- The Departmental Fee may vary, depending on the type of research that is planned. The departmental fee will be determined by the department concerned. For example, desk-based research may be less costly than research that requires the use of laboratory facilities. For an up-to-date overview of the fees, go to the Wageningen University PhD website: [www.phd.wu.nl](http://www.phd.wu.nl)

### **3.2.3 Staff**

PhD candidates in this category are already employees of Wageningen University who are given the opportunity to conduct PhD research.

This category of PhD candidates will not be charged any fees. Registration at the Central Student Administration office is also unnecessary.

These PhD candidates may already have significant teaching and/or research experience. The Training and Supervision Plan will be adapted to take this experience into account.

### **Go/No-Go Decision**

All PhD candidates are evaluated within the first 18 months of the PhD Programme. For further details, see also §3.4.

### **3.2.4 Guest PhD student**

Guest PhD students are PhD candidates who perform their research at Wageningen University, but are not employed by Wageningen University. This category of PhD candidate usually has a fellowship or grant from a local, national or international funding agency.

PhD candidates in this category have to pay a tuition fee and departmental fees. When applying to the PhD Programme of Wageningen University, they must be able to demonstrate at an early stage that they have secured appropriate financial support and a firm commitment from the relevant department or institute in Wageningen.

#### **Go/No-Go Decision**

All PhD candidates are evaluated within the first 18 months of the PhD Programme. For further details, see also §3.4.

#### **3.2.4a University Fee and Departmental Fee**

All Guest PhD Students have to pay:

- The University Fee (€ 5000, one time only). The concerned department will collect the university fee.
- The Departmental Fee may vary, depending on the type of research that is planned. The departmental fee will be determined by the department concerned. For example, desk-based research may be less costly than research that requires the use of laboratory facilities. For an up-to-date overview of the fees, go to the Wageningen University PhD website: [www.phd.wu.nl](http://www.phd.wu.nl)

### **3.2.5 External PhD students**

PhD candidates in this category are not employed by Wageningen University and conduct (or have conducted) their research at an institute other than Wageningen University. The link with Wageningen University is primarily via the supervisor.

These PhD students do not pay a university fee and are not entitled to an education budget. If the PhD candidate follows an education programme, it is paid for by the PhD sponsor.

#### **Go/No-Go Decision**

All PhD candidates are evaluated within the first 18 months of the PhD Programme. For further details, see also §3.4.

## 3.2.6 Schematic Overview of PhD Categories and Financial Obligations

Category	University Fee	Departmental Fee	Education Budget
<b>1 Research Assistant</b>			
Wageningen University Funding	No	No	Yes
NWO Funding	No	No	Yes
Funding by a third party	No	No	Yes
<b>2 Sandwich PhD student</b>			
Wageningen University Funding	No	No	Yes <sup>2</sup>
NWO Funding	No	No	Yes <sup>2</sup>
Funding by a third party	Yes	Yes	Yes <sup>2</sup>
<b>3 Staff</b>			
Wageningen University Funding	No	No	No
NWO Funding	No	No	No
Funding by a third party	No	No	No
<b>4 Guest PhD Student</b>	Yes	Yes	Yes <sup>2</sup>
<b>5 External</b>			
With TSP <sup>1</sup>	No	No	No <sup>3</sup>
Without TSP <sup>1</sup>	No	No	No

<sup>1</sup> Training and Supervision Plan

<sup>2</sup> Only applicable for PhD candidates who started after January 2002

<sup>3</sup> External PhD students from a specified International Education Institute (ITC, IHE) who plan to earn their PhDs at Wageningen University will receive an education budget from Wageningen University

### **3.3 The Graduate Schools of Wageningen University**

Research at Wageningen University, including PhD research, is organised within and facilitated by seven Graduate Schools. Each Graduate School has its own mission and research themes. The research groups of Wageningen University participate in one or more Graduate Schools, but researchers of other Dutch Universities and research institutes can also be affiliated with a Graduate School.

The Graduate Schools of Wageningen University have three main tasks:

- To stimulate and coordinate the development of a coherent university research programme within the mission of the Graduate School
- To safeguard, monitor and stimulate the quality and progress of academic research (PhD candidates, Postdocs and staff)
- To coordinate, develop and facilitate postgraduate education.

Researchers, postdocs and PhD candidates are required to participate in a Graduate School. The Graduate Schools of Wageningen University have been accredited by the Royal Netherlands Academy of Arts and Sciences and are therefore subject to quality control. Wageningen University staff must meet specific requirements set by the Graduate School before they can become a member. PhD candidates become a member when their research proposal (see §3.4 for requirements) and Training and Supervision Plan (see §3.5.1) have been approved by the Graduate School.

The Graduate Schools of Wageningen University are formally organised within the Wageningen Graduate Schools (WGS). Several Graduate Schools also have participants from other universities and institutes in the Netherlands. The seven Graduate Schools of Wageningen University and their spheres of research are described below.

#### **3.3.1 CERES Research School for Resource Studies for Development**

CERES has been the coordinating body for development oriented research in the Netherlands since its inception in 1992. Wageningen University is one of the six core academic institutions participating in CERES. The general mission of CERES is to study global transformations and their manifestations at local and regional levels in contemporary society.

The research of CERES-Wageningen aims to bring international, comparative and interdisciplinary research perspectives to bear on the core concerns of food security, resources, environment and inequality and to contribute towards a repositioning of technical sciences for the benefit of excluded groups. Examples of current research themes are technology, nature and social process; institutions and livelihoods in extreme circumstances;

crisis, disaster and conflict; governance and green and blue spaces; science and the knowledge market; global food chains; daily life social transformations.

**Research Programmes:**

- State, risk and society
- Knowledge, technology and social transformation
- Processes of distribution and management of natural resources

**Coordinator for CERES Wageningen:**

- Dr. ir. E. Roquas

**Contact:**

- Dr. ir. E. Roquas
- Tel: 482923/ 48 43 34
- E-mail: CERES@wur.nl
- Internet: [www.ceres.wur.nl](http://www.ceres.wur.nl)

### **3.3.2 Experimental Plant Sciences (EPS)**

EPS was founded in 1992 in order to organise and coordinate the fundamental and strategic plant research of the collaborating universities, which aims at the development of new principles in crop breeding, crop protection and crop growth for sustainable agriculture and horticulture.

EPS is an inter-university institution for collaborative research and PhD/Postdoc training at Wageningen University (WU), Radboud University Nijmegen (RU), Utrecht University (UU), Leiden University (LU), Amsterdam Free University (VU) and the University of Amsterdam (UvA).

The mission statement of EPS is to organise the training of PhD candidates and postdocs to become self-reliant researchers in the field of fundamental and strategic research on healthy plants or plants affected by biotic or abiotic factors. The understanding of the functioning of plants offers new means for establishing sustainable agriculture and sustainable production of food, feed, non-food and green energy and is also essential for the management of renewable nature resources.

EPS also aims to create a national platform for academic experimental plant scientists where they can consult with one another, collaborate and coordinate research, research policy, fund raising, societal discussions and representation at the national and international levels. Through this platform, EPS wants to contribute to solutions for societal problems.

**Research Programmes:**

- Developmental biology of plants
- Interactions between plants and biotic agents
- Metabolism and adaptation
- Genome plasticity

**Scientific Director:**

- Prof. dr. A.H.J. Bisseling

**Contact:**

- Dr. ir. K. Horsman (Secretary)
- Dr. D. Zuidema (Education co-ordinator)
- Tel: 48 47 57
- E-mail: [secretary@graduateschool-eps.info](mailto:secretary@graduateschool-eps.info)
- Internet: [www.graduateschool-eps.info](http://www.graduateschool-eps.info)

**3.3.3 Mansholt Graduate School of Social Sciences (MG3S)**

Mansholt Graduate School of Social Sciences (MG3S) is the research school for social scientific research and PhD education at Wageningen University. MG3S was founded in 1994 and is named after Sicco Mansholt (1908-1995), who was Minister of Agriculture in the Netherlands from 1945 until 1958. From 1958 until 1972 he was Commissioner of Agriculture and Vice President of the European Commission.

MGS studies developments in rural areas and agricultural and food chains from a social sciences perspective. In these fields major transitions are taking place that reflect changes in consumer preferences and technological options. Much is uncertain and unknown about the nature of these transition processes. Science can play an important role in understanding the corresponding changes and reducing uncertainty. As a first step, natural sciences tend to respond by focusing on new technologies as solutions. However, successful conditions for solutions as well as their consequences can only be understood in a social context.

Organisational adjustment and changes in behaviour play an essential role in which social coordination of decisions and interventions is a key issue. The role of MG3S is to stimulate interaction in research between biophysical and social sciences and to address transition in rural development and chain analysis in an integrated way.

MG3S intends to achieve its mission by means of a well coordinated, integrated, high-quality research programme and by an advanced educational programme for PhD candidates.

Because the constituent groups of MG3S are fairly heterogeneous, a multidisciplinary approach is possible and has become one of the characteristics of MG3S. MG3S uses this multidisciplinary experience to strengthen its links with beta (and alpha) sciences which contributes to a problem-oriented approach toward the analysis of rural development and agri-food chains.

**Research Programmes:**

- Rural activities and green space
- Consumer-oriented chains
- Institutions

**Scientific Director:**

- Prof. dr. E.C. van Ierland

**Contact:**

- M.E. Vaane, MA (Secretary)
- Dr. D. Hegger (Education co-ordinator)
- Tel: 48 41 26
- E-mail: [office.MG3S@wur.nl](mailto:office.MG3S@wur.nl) or [office.mansholt@wur.nl](mailto:office.mansholt@wur.nl)
- Internet: [www.mansholt.wur.nl](http://www.mansholt.wur.nl)

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

The C.T. de Wit Graduate School for Production Ecology and Resource Conservation (PE&RC) is a collaborative research and PhD training institution of Wageningen University, which works on fundamental and strategic issues related to agricultural production systems and sustainable land use. Within Wageningen UR, PE&RC collaborates with the institutes PRI and Alterra and outside Wageningen UR with the international institutes ITC and NIOO.

The mission of PE&RC is to understand the functioning of (agro-)ecosystems to enable the development of sustainable and multifunctional production and land use systems.

Fundamental/strategic, disciplinary and interdisciplinary scientific research is conducted in an integrated fashion on issues related to both the agricultural and natural components of the rural environment. The education programme of PE&RC aims for PhD candidates to acquire in-depth knowledge of specific research issues as well as broadening and strengthening their scientific scope and competences and integrating their work in other research areas.

**Research Issues:**

In 2005 the Graduate School has adopted the concept of research issues that are apt to change over time due to scientific needs/urgencies and national and international developments. PE&RC can therefore meet the demand for a more flexible research structure. There are four major research issues within the PE&RC mission:

- Effects of scale
- Biodiversity
- Quality
- Sustainability

**Scientific Director:**

- Prof. dr. L. Brussaard

**Contact:**

- Dr. T.H. Jetten (Secretary)
- Dr. C.A.D.M. van de Vijver (Education Co-ordinator)
- Tel: 48 51 16
- E-mail: [office.pe@wur.nl](mailto:office.pe@wur.nl)
- Internet: [www.pe-rc.nl](http://www.pe-rc.nl)

**3.3.5 Food Technology, Agrobiotechnology, Nutrition and Health Sciences (VLAG)**

The Graduate School VLAG was founded in 1993. The name VLAG is the Dutch acronym for Voeding, Levensmiddelentechnologie, Agrobiotechnologie en Gezondheid, which stands for Nutrition, Food Technology, Agrobiotechnology, and Health Sciences. VLAG is a cooperative endeavour involving several research groups at four universities (Wageningen University, Maastricht University, Utrecht University, and Radboud University Nijmegen) and five research institutes (Agrotechnology & Food Innovations, RIKILT Institute of Food Safety, NIZO Food Research, TNO Quality of Life, and RIVM-The National Institute of Public Health and the Environment).

The mission of VLAG is to perform research at the crossroads of various disciplines leading to future innovations in the areas of food technology, nutrition and health. Production of non-food products can also be studied where a clear relationship with the processing of food products is evident. VLAG trains its PhD candidates to become highly qualified researchers with these

aims in mind. Besides offering an advanced education programme, VLAG also funds research projects and acquires external funding for large-scale multidisciplinary research projects.

### **Research Programmes:**

- Sustainable production
  - Bio(techno)logical production routes
  - New process principles and production systems
- Product and ingredient structuring and functionality
  - Sensory perceived properties of foods
  - New ingredient functionality
- Food safety
  - Toxicology
  - Microbiology
- Nutrition, metabolism and health
  - Cell
  - Individual
  - Population

### **Scientific Director:**

- Prof. dr. ir. M.A.J.S. Van Boekel

### **Contact:**

- Dr. ir. F. Pepping (Secretary)
- Ms. Drs. Y.H.M. Smolders (Education co-ordinator)
- Tel: 48 51 08 / 48 57 51
- E-mail: [vlag@wur.nl](mailto:vlag@wur.nl)
- Internet: [www.vlaggraduateschool.nl](http://www.vlaggraduateschool.nl)

## **3.3.6 Wageningen Institute of Animal Science (WIAS)**

The graduate school WIAS was founded in 1993. WIAS combines the research efforts of twelve groups at Wageningen University.

WIAS' mission is to improve understanding of animals and their various roles for mankind through fundamental and strategic research and by training young researchers.

WIAS aims to cover and integrate the entire spectrum of disciplinary fields ranging from fundamental zoological research to livestock and fish production sciences, including adjacent

disciplines such as farm economics. Research at WIAS is conducted at the level of the molecule, cell, organ, individual organism, population, system and ecosystem. It combines laboratory, field and modelling studies.

**Scientific Director:**

- Prof. dr. ir. B. Kemp

**Contact:**

- G.L. van Winkel, MSc. (Secretary)
- Ir. M. Bruining (Education co-ordinator)
- Tel: 48 39 11
- E-mail: [info@wias.nl](mailto:info@wias.nl)
- Internet: [www.wias.nl](http://www.wias.nl)

### **3.3.7 Wageningen Institute for Environment and Climate Research (WIMEK)**

The Wageningen Institute for Environment and Climate Research (WIMEK) was founded in 1993 at Wageningen University to bring together the environmental expertise of natural and socio-economic scientists at Wageningen University. In subsequent years, WIMEK played an important role in establishing a strong inter-university research school in the field of environment and climate research. This became the Netherlands Research School for the Socio-Economic and Natural Sciences of the Environment (SENSE), in which 8 universities and UNESCO-IHE participate. Currently, Wageningen University and the Vrije Universiteit are the principal co-ordinators of the SENSE Research School ([www.sense.nl](http://www.sense.nl)).

**Mission Statement WIMEK**

The Wageningen Institute for Environment and Climate Research (WIMEK) aims to develop an integrated understanding of environmental change and its impact on the quality of life and sustainability, by (i) conducting innovative scientific research, (ii) offering PhD training and education and (iii) dissemination of emerging insights and recent research results.

WIMEK combines fundamental, strategic and participatory research in natural and social environmental sciences. WIMEK especially promotes interdisciplinary research focusing on the interactions between ecological, chemical and physical processes and their interactions with society, which is considered to be essential for a solid contribution towards solving complex environmental problems.

Research in WIMEK concentrates on the components of the cause-effect chain of environmental problems:

- The causes of environmental deterioration and climate change (human activities, sources and determinants of these activities);
- The behaviour of compounds within and transfer between the environmental compartments;
- The effects on ecosystems and society;
- The prevention, abatement and/or mitigation of the effects of environmental stress.

### **Research themes:**

WIMEK's research programme is fully embedded in SENSE. In its research programme, SENSE concentrates on environmental problems in a multidisciplinary approach. The four Core Themes reflect the main research effort of SENSE with regard to environmental change:

- Core 1: Environmental nutrients and micropollutants: behaviour, exposure, effects, removal and reuse
- Core 2: Environmental processes and ecosystem dynamics
- Core 3: Global environmental change
- Core 4: Sustainable change: methodologies and governance

### **Scientific Director:**

- Prof. dr. R. Leemans

### **Contact:**

- J. Feenstra (Secretary)
- Tel: 48 48 36
- E-mail: [wimek@wur.nl](mailto:wimek@wur.nl)
- Internet: [www.dow.wau.nl/msa/wimek](http://www.dow.wau.nl/msa/wimek)
- Internet: [www.sense.nl](http://www.sense.nl)

## **3.4 Requirements, Progress and Quality Control**

For Wageningen University the quality of PhD research is extremely important. To ensure these high quality standards, all PhD applicants are evaluated. There are several points of quality control involved in the PhD programme:

A. Before the start of the PhD programme: a formal check based upon entry requirements of the Wageningen University PhD programme. (see §3.1: the formal admission to the PhD programme)

B. During the PhD programme:

1. A Training and Supervision Plan (TSP, see §3.5.1) is formulated in consultation with the candidate, the supervisor(s) and the relevant Wageningen Graduate School.
2. The research proposal is evaluated by the Graduate School and external referees.
3. A formal Go/No-Go evaluation takes place within the first 18 months of the PhD programme. The decision whether or not to continue the PhD Programme with a PhD candidate is based upon this evaluation
4. An annual progress evaluation is conducted by the Graduate School, and/or supervisor and PhD candidate have an R&O discussion (see below)
5. A check on completion of the education programme is made three months prior to thesis defence (see §3.5.2).
6. The thesis committee evaluates the dissertation.
7. A public defence of the dissertation takes place.

### **Go / No-Go evaluation:**

Beginning on 1 September 2007, Wageningen University will admit new PhD candidates initially for a period of 18 months. All PhD candidates are evaluated during or just after the first year of the PhD programme. The PhD candidate's supervisor evaluates the candidate's qualities and progress in research and training. This evaluation leads to a formal Go/No-Go decision.. The candidate can continue with the PhD programme only if there is a positive evaluation. If a PhD candidate objects to the outcome of the evaluation he or she can contact their Graduate School.

For Research Assistants this policy means that they initially receive an 18 months contract. Only after a positive evaluation, the contract will be extended for the duration of the PhD programme (an additional 2,5 years if the candidate is appointed to a fulltime position).  
R&O discussion:

Once per year, every PhD candidate and his/her supervisor(s) hold a formal discussion about the progress of the PhD programme. This is called an 'R&O discussion' (Dutch abbreviation for Results and Personal Development) and aims at clarifying how both the PhD candidate and the supervisor(s) function in their respective roles. This discussion is bilateral, since the

performance of both parties is analysed. It offers a good opportunity to reflect on the working environment and to voice concerns. However, if you have any concerns in the meantime, you should certainly not keep them to yourself until the formal R&O discussion is held. It is important to discuss concerns when they occur so they can be dealt with in a timely fashion (see also §3.8 and § 3.9). Finally, some Graduate Schools also evaluate the progress of PhD candidates during their annual visitation to the chair groups or as part of annual or biannual surveys.

## **3.5 PhD Education Programme**

Besides the research requirements, a PhD candidate is expected to comply with the educational requirements of the relevant Graduate School. The education programme entails acquiring in-depth knowledge of specific research issues, improving general skills and broadening the candidate's scientific scope. It also aims at integrating the PhD candidate's work into other research areas as well as placing this work in a societal context. Formal arrangements regarding the education programme and supervision are formulated in the Training and Supervision Plan (TSP).

### **3.5.1 Training and Supervision Plan (TSP)**

Within six months following the appointment, the PhD candidate and his/her supervisor must formulate a Training and Supervision Plan (TSP), based on the regulations of the relevant Graduate School, and submit it to this Graduate School for approval. The TSP formalises the education programme of a PhD candidate and contains agreements on educational activities, teaching duties and supervision. The TSP is formulated by the PhD candidate and the supervisor(s) in consultation with the Graduate School. In order to be approved, the document must be signed by the candidate, the supervisor(s) and the Chair of the Graduate School Education Committee. Once approved, the TSP provides statutory rights and obligations to the PhD candidate and the supervisor(s). However, it should be emphasised that the TSP is a plan, and PhD candidates may deviate from the original plan in consultation with their supervisor's.

Specific requirements of a TSP may vary between the Graduate Schools. Additional information can be obtained from the specific Graduate School. In general, up to 15% of a PhD candidate's time is spent on educational activities and a maximum of 10% on teaching duties (the latter only applies to Research Assistants). The remaining time is invested in research.

PhD candidates who meet the requirements stated in §4.1.1, can receive an education budget of € 2500. This is an allowance for the entire length of the PhD programme and is to be used for the realisation of the Training and Supervision Plan.

The chair groups of Wageningen University receive financial compensation for every PhD candidate who graduates under their supervision. This compensation is directly linked to the completion of the TSP and the acquisition of the Education Certificate. If a PhD candidate does not obtain an Education Certificate, a chair group will not be fully compensated for PhD supervision (promotievergoeding).

### **3.5.2 Education Certificate**

At least 13 weeks prior to the public defence of the thesis a PhD candidate makes a written request for the Education Certificate via the secretariat of the Academic Board. For detailed information on the preparation of the certificate, contact your Graduate School. When all education criteria have been met, the competencies acquired in the education activities must be listed in the thesis. The actual Education Certificate is awarded after the thesis defence. (see [www.phd.wu.nl/regulations](http://www.phd.wu.nl/regulations)).

### **3.5.3 Courses for PhD candidates**

#### **3.5.3a Specific courses offered by the Graduate Schools of Wageningen University**

For a detailed description of the available courses, visit the websites of the Wageningen Graduate Schools (website links are available at [www.wageningenuniversiteit.nl/UK/research/Graduate+schools](http://www.wageningenuniversiteit.nl/UK/research/Graduate+schools))

#### **3.5.3b General courses of WGS (Wageningen Graduate Schools)**

WGS offers a variety of courses that are subsidised up to 50% for PhD candidates with an approved TSP. Available courses include the following:

- Language courses
- Skills / Competence training courses
- Career oriented courses
- Library courses
- PhD Assessments

For more information, visit the PhD website: [www.phd.wu.nl](http://www.phd.wu.nl)

### 3.5.3c Other courses

Courses by Non-Wageningen Graduate Schools

The following Graduate Schools have courses available that may be of interest to Wageningen University PhD candidates:

- BSDL: Biotechnology Studies Delft Leiden
- Buys Ballot: A School for the Study of Fundamental Processes in the Climate System
- CEES: Centre for Ecological and Evolutionary Studies, Groningen
- CTG: Centre for Technical Geoscience
- GSAH: Graduate School of Animal Health
- IBED: Institute for Biodiversity and Ecosystem Dynamics
- Interuniversity Centre for Education research, ICO
- N.W. Posthumus Institute: Graduate School for Economic and Social History
- OSPT: Graduate School on Process Technology
- PTN: Graduate School of Polymer Science & Technology
- WTMC: Graduate School of Science, Technology and Modern Culture

Visit the PhD website for links to these Graduate Schools: [www.phd.wu.nl](http://www.phd.wu.nl)

### Other skill-related courses

Visit the PhD website for direct links to information on the following courses: [www.phd.wu.nl](http://www.phd.wu.nl)

- KLV Professional Match: see KLV website [www.professional-match.nl](http://www.professional-match.nl)
- NIBI courses: see NIBI website [www.nibi.nl](http://www.nibi.nl)
- Language Centre of Wageningen University (CenTa): see CenTa website [www.wur.nl/centa](http://www.wur.nl/centa)
- Courses offered by the Wageningen University library (see also §5.10)

### Courses from the Wageningen University BSc / MSc programmes

Courses offered as part of the Bachelors and Masters programmes at Wageningen University can be taken free of charge by Wageningen University PhD candidates. For an overview of available courses, visit the website: [www.studyhandbook.wu.nl](http://www.studyhandbook.wu.nl)

### Other postgraduate education

In addition to the programme for PhD candidates, Wageningen University offers several other post-doctoral programmes intended for graduates of Dutch universities and Schools of Higher Professional Education (HBO). The length of these programmes varies. Due to

the modular construction of most courses, they can also be interesting for PhD candidates as extra training. However, not all professional training programmes allow a PhD candidate to take individual course modules. Listed below are professional training courses which offer this possibility. The entire programme has not been included, but only those course modules available for PhD candidates:

- Geoplan (geography, planology, environment and other topics)  
Internet: [www.geoplan.nl](http://www.geoplan.nl)
- Wageningen International Internet:  
[www.iac.wur.nl](http://www.iac.wur.nl)
- Wageningen Business School  
Internet: [www.wur.nl/wbs](http://www.wur.nl/wbs)
- Management Centrum 'de Baak' VNO-NCW Noordwijk  
Internet: [www.debaak.nl](http://www.debaak.nl)
- PATO (engineering studies)  
Internet: [www.pato.nl](http://www.pato.nl)
- PAON (natural sciences), Schipholweg 94, 2316 XD Leiden  
Internet: [www.paon.nl](http://www.paon.nl)
- PAO Delft, P.O. Box 5048, 2600 GA Delft  
Internet: [www.pao.tudelft.nl](http://www.pao.tudelft.nl)
- PAO in Personnel and Organization; PAO in Communication;  
Internet: [www.pao.nl](http://www.pao.nl)
- Post Graduate Education in Toxicology  
Internet: [www.toxcourses.nl](http://www.toxcourses.nl)

## 3.6 Wageningen University Doctorate Conferral Regulations

The Doctorate Conferral Regulations, or promotiereglement in Dutch, are formal regulations and protocol concerning thesis format and public defence. A copy of these regulations can be found on the PhD website (also in PDF format) in both Dutch and English. [www.phd.wu.nl](http://www.phd.wu.nl).

## 3.7 You and Your Supervisor(s)

We strongly recommend that PhD candidates have more than one supervisor. Supervision is crucial to an enjoyable and successful PhD programme. Good communication between the PhD candidate and his or her supervisor(s) is vitally important, and the tasks and responsibilities for both parties must be as clear as possible. All these aspects are formalised in the Training and Supervision Plan (TSP, see §3.5.1). Since this document is signed by both parties, it gives the PhD candidate certain rights regarding the quality of the supervision.

To assist the candidate and supervisor(s) in completing the supervision section of the TSP, the following should be taken into consideration:

The supervisor is responsible for the quality of the research proposal. Quality in this respect refers to scientific quality, innovation and challenge, as well as the feasibility of the project. Although the proposal can be initially written by the candidate, the supervisors must see to it that the proposal is submitted to and approved by the corresponding Graduate School. Proposals that have not yet been reviewed (such as NWO projects) will go through a review process in which the above mentioned quality criteria are considered (see §3.4).

Note that the PhD project proposal is a guide for the final goal: the PhD dissertation. The content of a dissertation generally consists of four papers, an introduction and synthesis. All PhD candidates benefit from a well-conceived proposal. Hence, PhD candidates must take a critical approach towards the proposal from the beginning and challenge supervisors about what has been written (in the case that the candidate has not written the proposal) or about their suggestions for altering the proposal. This requires thorough discussion with the supervisor(s).

In the end, the supervisor is responsible for the scientific results of the project. It is also the supervisor's responsibility to keep the PhD project on schedule and to help solve any scientific, organisational or logistical problems that the PhD candidate cannot solve by him/herself, or that are outside the scope of the research but still need to be dealt with to complete the project. Of course, the Graduate School can also help to solve problems that arise during a PhD programme (see §5.5.2).

The PhD candidate is responsible for the PhD research, which results in a defensible PhD thesis. Although the supervisors bear the final responsibility for the project and its success, the PhD candidate shares responsibility for the daily activities and the ultimate success. Since the PhD candidate has a much better overview of the research progress and the issues at stake, open and frank communication with supervisors is very important. Only then can a supervisor be of assistance.

It is the joint responsibility of PhD candidate and supervisor to maintain open and honest

communication in order to avoid serious problems. For some PhD candidates and supervisors this means a weekly meeting, while others may meet only when the need arises. Particularly at the start of the project, we recommend that PhD candidates and their supervisors hold mandatory meetings at fixed intervals. Even if there appear to be few new developments, there are still many things to discuss. The supervisor is usually an expert in the PhD candidate's research field and much can be learned from him/her which cannot be gleaned from scientific literature. In a similar fashion, the supervisor may profit from new insights and knowledge acquired by the PhD candidate. All these issues regarding the form and frequency of supervision must be discussed and decided upon when completing the supervision section of the TSP.

## 3.8 Solving Problems

Source: Introductory Guide for WIMEK – SENSE 2003.

Despite every good intention on both sides, problems may arise between the supervisor and the PhD candidate. In many ways this is understandable, since the PhD candidate is, in a sense, a 'scientific adolescent' who is breaking away from the 'scientific parent' (the supervisor). Simple miscommunication can lead to problems. Moreover, supervisors may have limited time and the PhD research may be at the leading edge of their supervisor's expertise, which can also lead to conflicting opinions on how to proceed. If this occurs, keep in mind that such problems are undesired by both parties. The first to experience a problem should approach the other with an open and constructive attitude rather than closing off and retreating. Closing off may be a natural reaction, but it will not help anyone and will not solve a problem.

When a PhD candidate feels that something is wrong, he/she must not wait until the problem becomes apparent to everyone. It is best to discuss the problem with the supervisor(s) when it first appears. In such a situation, a candidate must not think that he/she is the 'the underdog'. A PhD candidate has been selected by his/her supervisors to conduct the PhD research, so they have confidence in the candidate's capabilities and are committed to helping. Additionally, they have a profound interest in a successful completion of the project and will therefore be motivated to help solve a problem.

Nevertheless, if PhD candidates have difficulty approaching the supervisor with a problem, feel misunderstood or cannot find a solution to the problem, the best thing to do is to talk to others. Perhaps other PhD candidates (who may even have the same supervisor), members

of staff or the professor of the chair group can give you good advice. If a PhD candidate desires confidentiality, this will be respected. In such a situation, a staff member or professor can take an intermediary role, or if needed, can have a serious ‘closed door’ conversation if a supervisor is not fulfilling his/her role. Moreover, the PhD Programme Coordinator of a Graduate School can give advice and support in problematic situations (see §5.5.2). Unless stated otherwise, all issues will be dealt with confidentially.

Although this happens infrequently, a problem may appear to be unmanageable. Rather than resigning and losing the investments already made, a PhD candidate should contact his/her colleagues on the PhD Council or the confidential advisors of the university or the Graduate School, for a confidential conversation. All of these people will listen and take appropriate action to help solve the problem.

For more information and advisory contacts, go to: [www.phd.wu.nl/services](http://www.phd.wu.nl/services)

- Personnel Advisor / Mentor of your HRM department
- PhD Council of the Graduate School
- Confidential advisors (e.g. at the Graduate School)
- Staff social workers
- Student Chaplaincy / Student Pastoral Care and Humanistic Counselling
- Student deans and ombudsmen for students
- Student psychologist

### 3.9 Timetable for Administrative Formalities

Time Period	Action	Who
Start of PhD Programme	Registration at department: PhD contract (for PhD students not financed by Wageningen University or NWO)	Department / PhD candidate / Supervisor
	When applicable: payment of University Fee and departmental fees	Department / PhD candidate
	Registration at a Graduate School of Wageningen University, Submission of Training and Supervision Plan (TSP)	PhD candidate / Supervisor
Within 6 months	Graduate School approves TSP	Graduate School
	Graduate School approves Research Proposal (proposals initiated & written by a PhD candidate)	Graduate School
	Formal admittance to the PhD programme for Sandwich PhD's	Supervisor / CSA
Within 9 months	Formal admittance to the PhD programme	Supervisor / CSA
ca. 12 months	Go/No-Go Evaluation by supervisor	Supervisor/PhD candidate
24 months	Annual progress evaluation	Supervisor/ Graduate School

Time Period	Action	Who
36 months	Annual progress evaluation  first draft of thesis	Supervisor/ Graduate School  PhD candidate
At least 6 months before desired date of public defence	PhD candidate submits a written request for PhD candidate's public defence of the thesis  PhD candidate submits a written request for PhD appointment of doctoral thesis supervisor(s)	PhD candidate  PhD candidate
3 to 6 months before the desired date of public defence	Doctoral thesis supervisor(s) approve thesis  Supervisor requests tentative reservation for date of public defence  Written request for appointment of a thesis committee  Thesis committee is appointed	Supervisor  Supervisor  Supervision  Academic Board
At least 13 weeks before the desired	PhD candidate submits 5 bound copies (or photocopies) of the thesis to the committee via the secretariat of the Academic Board  PhD candidate submits a written request for an Education Certificate from the corresponding Graduate School via the secretariat of the Academic Board	PhD candidate  PhD candidate

<b>Time Period</b>	<b>Action</b>	<b>Who</b>
At least 9 weeks before the desired date of public defense	Thesis committee makes decision about allowing doctoral candidate to defend the thesis in public	Thesis committee
	Phd candidate submits thesis cover, title page opposite page and a page summarising education activities (approved by the Graduate School)	PhD candidate
	Vice Chandellor (rector Magnificus) approves cover title page, opposite page and page summarising education activities	Vice Chandellor
	PhD candidate submites propositions	PhD candidate
At least 4 weeks before the desired date of public defence	Definitive date of public defence is set	Academic Board
At least 2 weeks before date of public defence	PhD candidate delivers 50 thesis copies, 1 PDF the thesis and an abstract in MSWord format to the secretariat of the Academic Board	PhD candidate
Immediately before the date of public defence	PhD candidate meets with the Vice Chancellor (rector magnificus) or his representative	Vice Chancellor

For more information regarding the last six months of the PhD programme, contact the executive secretary for doctorate conferrals:

- Email: [promovendi@wur.nl](mailto:promovendi@wur.nl) Tel: 0317 48 36 81

# 4. Funding

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PhD candidates often want to participate in national and international congresses or symposia and may require funding for symposium fees and congress participation fees. They may also need funding for additional experiments. Possible funding sources that can be used to realise the Training and Supervision Plan (TSP, see §3.5.1) or to finance additional experiments or activities related to the PhD programme are listed below.

## 4.1 Financial Assistance for the Realisation of the TSP

### 4.1.1 Education Budget

The total education budget is € 2500 and is intended for the entire PhD programme. PhD candidates are entitled to this budget when the following criteria are met:

- The PhD candidate is formally admitted to the PhD programme (see §3.1).
- The PhD candidate is a temporary employee of Wageningen University, or began the PhD programme after 1-1-2002 (see the overview of PhD candidate categories eligible for the education budget, §3.2.6).
- The PhD candidate has paid the university fee (if applicable to the relevant category of PhD candidate).
- The PhD candidate has an approved TSP (see §3.5.1).

The education budget is provided by the chair group, not by a Graduate School. When the TSP is approved, the relevant Graduate School informs the PhD candidate, the supervisor and the Central Student Administration office; the chair group can then allocate the education budget. The aim of the education budget is to financially support the realisation of the TSP. This means that the budget is to be used for the following:

- Courses
- Conferences, seminars, symposia and workshops
- Working visits

Note that the education budget is limited, and PhD candidates and chair groups are advised to seek additional funding, especially for travel and lodging costs. Possible sources are described below. The supervisor is responsible for the proper use of the budget, i.e. for the realisation of the TSP.

### 4.1.2 Stichting LEB Fonds (Landbouw Export Bureau 1916/1918)

The Executive Committee of the Stichting LEB Fonds provides funding for research in agriculture and the environment. This funding consists of one-time, yearly disbursements for PhD candidates who are employed in the Netherlands or are working abroad on behalf of a Dutch organisation, young Dutch researchers (up to 35 years old) without staff positions and non-Dutch

researchers from developing countries with limited financial support. The LEB Fonds co-finances participation in scientific gatherings (congresses, symposia and workshops) and in specialised training abroad, study trips by groups of PhD candidates, the organisation of scientific meetings or courses in the Netherlands and, in special circumstances, the publication of theses.

The LEB Fonds relies entirely on the profits from its assets to provide funding.

The chairman of the LEB Fonds is Prof. dr. ir. J. Tramper

Contact: Thea Agba-Kuijpers

- E-mail: [wuf@wur.nl](mailto:wuf@wur.nl)
- Tel: 48 40 54
- Fax: 48 44 49
- Internet: [www.wu.nl/fondsen](http://www.wu.nl/fondsen)

### **4.1.3 Researcher's Mobility Programme**

The website below contains a search engine for fellowships, grants and research job opportunities in Europe.

Internet: [europa.eu.int/comm/research/era](http://europa.eu.int/comm/research/era)

### **4.1.4 NWO**

The NWO (Netherlands Organisation for Scientific Research) provides grants for research and training through a number of foundations and offices. For information and grant applications, contact the foundation group administration for the relevant discipline. An overview of all foundations listed according to discipline administration can be found in the NWO Subsidy Guide.

- Postal address: P.O. Box 93138, 2509 AC The Hague
- Tel: 070 - 3440640
- Fax: 070 - 3850971
- Internet: [www.nwo.nl](http://www.nwo.nl) (English, under 'Subsidy Guide')

### **4.1.5 KNAW**

The Royal Netherlands Academy of Arts and Sciences (KNAW) does the following:

- Awards grants for research, conference visits or periods of residence abroad. KNAW also manages a variety of other funds and foundations
- Contributes to the cost of organising international conferences, workshops and colloquia in the Netherlands.
- Promotes international communication and partnerships.

Internet: [www.knaw.nl](http://www.knaw.nl) (English, under 'Funding')

## 4.2 Grants for Dissertations

The costs of making the four photocopies of the dissertation that are required for the doctoral committee are reimbursed by the relevant department of Wageningen University (this applies to all PhD candidates defending their thesis at WU).

Furthermore, a grant is available to reimburse the printing costs of the 50 copies of the dissertation which must be provided to Wageningen University. This grant is intended for all Wageningen University PhD candidates financed by Wageningen University or a third party. The actual printing costs for the 50 copies, as well as the initial costs (machine setup, etc.), can be reimbursed. The maximum amount for this grant is € 1250.

There are separate arrangements for PhD candidates who are financed by the NWO. They can obtain a supplement from Wageningen University through the mediation of the Graphic Service Centre Van Gils B.V. For so-called DLO Research Assistants, an arrangement can be made at the specific DLO Institute where they are posted.

Information on how to obtain this grant is provided by the executive secretary for doctorate conferrals. PhD candidates will receive this information when they hand in the draft version of the dissertation at the secretary for doctorate conferrals (see the Timetable §3.9),

## 4.3 Private Grants

The Central Student Desk has some information on private grants. In most cases, these grants are intended to finance a specific group. Visiting address of the Central Student Desk: FORUM, Droevendaalsesteeg 2, Building 102, Wageningen.

Opening hours Central Student Desk:

Monday - Thursday : 9.00-14.00 hours

Friday: 9.00-12.30 hours

Postal address: P.O. Box: 414, 6700 AK Wageningen

FIN, the Association of Grant Providers in the Netherlands, publishes the Fondsenboek (Grants Book). The publisher is Walburg Pers. This book contains an extensive overview of private grants which are often intended for special target groups with special objectives and which are subject to specific conditions. The book (in Dutch) is available at bookstores and at the Central Student Desk. Het Fondsenboek is also available on CD-ROM.

## 4.4 Travelling and Postings Abroad

Wageningen University staff can make use of the regulations regarding financial compensation for travel in the Netherlands and abroad. New regulations were implemented on 1 September 2003; these are available on the central HRM website (intranet, in Dutch). Note that financial compensation for travel and postings abroad must be paid from the project budget.

There are three categories in the new regulations for international travel:

- Short stay abroad
- Long stay abroad: longer than 60 days abroad for work related activities
- Mission: work abroad that is related to rural development projects in specified countries (see HRM website for a list of countries/regions concerned). A mission can be a period between 7 days and 6 months.

There are no provisions in the new regulations for expeditions abroad longer than 6 months. These apply if it is clear that an employee will be abroad for a consecutive period exceeding 6 months. The old DGIS regulations still apply for this type of postings abroad.

For more detailed information, check the HRM website (intranet) or contact the HRM advisor of your department (§5.2).

For PhD candidates who earn a salary at Wageningen UR and who spend a significant time overseas there is a possibility to get tax reimbursement. Details will follow in the course of 2008. You can also contact your HRM consultant on this issue

## 4.5 Miscellaneous

Below are some websites with useful information on funding possibilities:

- Fondswijzer: [www.siswo.uva.nl/facta/subsidie.htm](http://www.siswo.uva.nl/facta/subsidie.htm)
- Nuffic "Beurs Opener": [www.beursopener.nl](http://www.beursopener.nl) (in Dutch)

## 4.6 Emergency Fund for International students

In cases of extreme emergency, it is possible for international PhD candidates to obtain financial support to return to their home country. It is also possible, in exceptional cases only, for Sandwich PhD candidates to obtain funding to extend their final period at Wageningen University for a maximum of 3 months.

To make use of this financial support, make an appointment with one of the student deans by e-mail: [CSA@wur.nl](mailto:CSA@wur.nl)

# 5. Useful Information, Addresses & Links

## 5.1 Central Student Administration

The Central Student Administration (CSA) is part of the Department of Education. The CSA can be consulted for information about:

- Living and studying in Wageningen
- Visa and residence permits
- Student housing
- Mandatory health insurance and legal liability insurance (see §5.6)

Visiting address: FORUM, Droevendaalsesteeg 2, Building 102, Wageningen.

Opening hours Central Student Desk:

Monday - Thursday : 9.00-14.00 hours

Friday: 9.00-12.30 hours

Postal address: P.O. Box: 414, 6700 AK Wageningen

Tel: 0317 - 483618,

E-mail: CSA@wur.nl

## 5.2 Departmental Personnel Advisors

The personnel advisor is responsible for approving and allocating employee courses and mediating requests for contract extensions. Wageningen University staff can approach this advisor with matters concerning legal status, problems regarding supervision or other issues affecting them as employees. Contact information for the personnel advisors is available via a chair group or the Human Resources department.

## 5.3 PhD Organisations

### 5.3.1 PhD Network of the Netherlands (PNN)

PNN represents local PhD councils during meetings of national policy makers (nwo, the VSNU, KNAW, ministry of Education, Culture and Science). The mission of PNN is to understand, discuss and tackle problems PhD candidates encounter during their work. PNN exchanges information between local PhD Councils on both national and international level. The PNN representatives meet approximately five times per year.

- Internet: [www.hetPNN.nl](http://www.hetPNN.nl)

### 5.3.2 PhD Council

Every Wageningen Graduate School has a PhD council. Its members represent all PhD candidates associated with the Graduate School. The councils act in the interest of all PhD candidates at the Graduate School by means of active participation on the Graduate School's educational committee and board and by acting on developments that could affect the PhD candidates.

For a direct link to the websites of the various PhD councils, go to the PhD website: [www.phd.wu.nl/wpc](http://www.phd.wu.nl/wpc)

Representatives from all the PhD Councils participate in the Wageningen PhD Council, the platform of PhD Councils. Issues from the different PhD Councils are discussed and, if necessary, further action is taken at the PhD councils or the issues are brought to the attention of the directors of the Wageningen Graduate Schools. During these meetings, the representatives evaluate ideas, participate in workgroups and exchange information.

Contact person for the Wageningen PhD Council:

- Joeri Kalwij
- Tel: 48 33 63
- E-mail: [joeri.kalwij@wur.nl](mailto:joeri.kalwij@wur.nl)

### 5.3.3 International Student Organisation Wageningen - ISOW

The ISOW is a social organisation for international students. It was founded in 1995. ISOW is a place where all international students in Wageningen can meet and socialise.

- Internet: [www2.wau.nl/isow/](http://www2.wau.nl/isow/)

## 5.4 Embassies and Consulates in the Netherlands

The PhD website provides a link to the database of the Dutch Ministry of Foreign Affairs. This database contains the addresses, telephone numbers and opening times of embassies and consulates, as well as the names and job titles of members of the Diplomatic Corps accredited in The Hague.

- Direct link available via the PhD website [www.phd.wu.nl](http://www.phd.wu.nl) (under 'Services')
- [www.minbuza.nl](http://www.minbuza.nl)

## 5.5 Health & Counselling Services

### 5.5.1 Chaplaincy

#### **Target group: students, staff and others**

Aims: religion, church, personal development; offer insight into the relationship between sciences; promote awareness of social responsibility; provide a platform for educational renewal; cultural and ethical education.

#### **General information**

PhD candidates can meet other students and the chaplains at In de Wereld-sp3 and the Student Chaplaincy Wageningen (for international students). Everyone is welcome to participate in our activities, regardless of their religious or philosophical background.

At our activities, students will find people with their same interests. Many students who visit are curious about their own religious or philosophical traditions and the backgrounds of others. Others want to investigate where they are at this moment in their lives. It is also possible to reflect on questions concerning belief and science with others.

The Wageningen student chaplaincy organises various activities such as regular discussion groups and lectures about belief, science, society and personal development. We also organise one-time activities such as the monastery weekend. Students and graduates work on the preparation and implementation of liturgical services, publicity and administrative tasks, and there are contacts with international students in Wageningen and with partner cities. For a personal consultation, students can contact one of the chaplains.

#### **Church services**

An ecumenical church service is held every Sunday. On the first and third Sundays of every month, an English church service is held by the Dutch Student Society together with the English Student Chaplaincy (11.00 hours, Duivendaal 7).

#### **Student chaplains**

The Student Chaplaincy and In de Wereld-sp3 have student chaplains from the Roman Catholic, Reformed Dutch and Baptist churches. You can contact the chaplains during work groups or discussion groups, after church services, during their office consultation hours or make an appointment.

Rev. Anja Vogelzang (Dutch Reformed Church)

- Tel: 48 26 63
- E-mail: [anja.vogelzang@wur.nl](mailto:anja.vogelzang@wur.nl)

Rev. Chris van Tol (Roman Catholic)

- Tel: 06 - 22729784
- E-mail: [chris.vanto@wur.nl](mailto:chris.vanto@wur.nl)

Rev. Gerke van Hiele (Mennonite)

- Tel: 42 29 72
- E-mail: [gerke.vanhiele@wur.nl](mailto:gerke.vanhiele@wur.nl)

Rev. Josine van der Horst (Dutch Reformed Church)

- Tel: 06 - 23331281
- E-mail: [chaplain@planet.nl](mailto:chaplain@planet.nl)

Rev. Fr. Wiel Eggen (Roman Catholic)

- Tel: 06 - 11128181
- E-mail: [wieleggen@hetnet.nl](mailto:wieleggen@hetnet.nl)

Rev. Yuri Saris (Roman Catholic)

- Tel: 06 - 18942903
- E-mail: [yuri.saris@wur.nl](mailto:yuri.saris@wur.nl)

## Contact

- Visiting address: Duivendaal 7, Wageningen
- Postal address: Duivendaal 7 6701 AR, Wageningen
- Tel: 48 26 63
- E-mail: [studentenpastoraat@wur.nl](mailto:studentenpastoraat@wur.nl), [student.chapalaincy@wur.nl](mailto:student.chapalaincy@wur.nl)
- Contact: In de wereld SP3, Anja Vogelzang
- Internet: [www2.wau.nl/spw](http://www2.wau.nl/spw), [www2.wau.nl/scw](http://www2.wau.nl/scw)

## 5.5.2 Confidential advisor

PhD candidates can contact the confidential advisor when they are subjected to undesired sexual attention and/or believe that they are being treated in a discriminatory fashion. The confidential advisor can take immediate, confidential action concerning a complaint.

Confidential advisors are available to all WU staff (including all PhD candidates) who wish to discuss their complaints and problems in a confidential setting. These complaints and problems can pertain to all situations having to do with work, such as conflicts with colleagues, the daily advisor or supervisors, problems surrounding the appointment or the work evaluation. The confidential advisors can be contacted whenever there are cases of undesirable behaviour, including sexual harassment.

The confidential advisors have a supportive, advisory and guiding role. Of course, all information will be treated confidentially.

**Contact:**

Martie Wagenaar

E-mail: [Martie.Wagenaar@wur.nl](mailto:Martie.Wagenaar@wur.nl)

Tel: 48 45 53

**Confidential advisors for the Graduate Schools**

PhD candidates can also contact the confidential advisor at their Graduate School for a discussion regarding issues related to the PhD training or supervision. The confidential advisors of the Graduate Schools are:

**CERES**

Esther Roquas

Tel: 48 43 34

E-mail: [Ester.Roquas@wur.nl](mailto:Ester.Roquas@wur.nl)

**EPS**

Karin Horsman

Tel: 48 47 57

E-mail: [Karin.Horsman@wur.nl](mailto:Karin.Horsman@wur.nl)

**MGS**

Eveline Vaane

Tel: 48 41 16

E-mail: [Eveline.Vaane@wur.nl](mailto:Eveline.Vaane@wur.nl)

**PE&RC**

Claudius van de Vijver

Tel: 48 51 16

E-mail: [Claudius.vandeVijver@wur.nl](mailto:Claudius.vandeVijver@wur.nl)

**VLAK**

Yvonne Smolders

- Tel: 48 51 08

- Email: [Yvonne.Smolders@wur.nl](mailto:Yvonne.Smolders@wur.nl)

**WIAS**

Marianne Bruining

- Tel: 48 34 42

- Email: [Marianne.Bruining@wur.nl](mailto:Marianne.Bruining@wur.nl)

**WIMEK**

Johan Feenstra

- Tel: 48 48 36

- Email: [Johan.feenstra@wur.nl](mailto:Johan.feenstra@wur.nl)

### 5.5.3 Scientific Integrity

The confidential advisor for scientific integrity can be contacted in case of suspected problems with scientific integrity such as fraud, plagiarism, infringement of copyright, incomplete information or improper pressure from superiors or contract partners (e.g. financial or political interests). Members of staff, including all PhD candidates, who experience such a problem can contact:

- Dr. D. van Zaane, director of the Wageningen UR library:  
dick.vanzaane@wur.nl  
Tel: 48 20 52

The guidelines concerning the ethical aspects of research and teaching can be downloaded (in Dutch and English) from the Wageningen UR intranet.

### 5.5.4 Student Counselling Service (Dienst Studenten Begeleiding)

Aims: provide counselling, advice and help for students and promote a better studying and living climate for students

The service is comprised of:

- Student deans (also ombudsman)
- Student psychologists
- A student physician
- Student deans and confidential adviser for students

Internet: [www.wageningenuniversiteit.nl/UK/education/studentfacilities](http://www.wageningenuniversiteit.nl/UK/education/studentfacilities)

#### 5.5.4a Student deans

Aims: counsel and advise students regarding their personal and study situations, education and educational structure, and legal position and finances

#### General information

The student deans have the task of providing students with help and advice, both personal and practical regarding finances, housing, study delays caused by circumstances beyond their control, study progress, mediation, changing study programmes, childcare and special arrangements.

The student deans can also act as ombudsmen. Students with a complaint about their treatment by a member of staff of Wageningen University can go to an ombudsman.

The same applies to the failure to perform a necessary act or to an undesired situation.

**Contact:**

- The secretariat can be reached by telephone every morning. It is also possible to make an appointment at the student desk in the administration building daily between 8.30 - 14.00 hours.
- Visiting address (also postal address): Forum Building (ground floor), Droevendaalsesteeg 2, Wageningen.
- Tel: 48 36 18. (secretary)
- E-mail for the contact persons:
  - [Miranda.vanderSlikke@wur.nl](mailto:Miranda.vanderSlikke@wur.nl) (Dutch and International students)
  - [Carla.Haenen@wur.nl](mailto:Carla.Haenen@wur.nl) (International students)
  - [Eljan.Smeets@wur.nl](mailto:Eljan.Smeets@wur.nl) (Dutch and International students)
  - [Frans.Zoon@wur.nl](mailto:Frans.Zoon@wur.nl) (Dutch students)
  - [CSA@wur.nl](mailto:CSA@wur.nl) (secretariat)

**5.5.4b Student psychologists**

Aims: to help students and PhD students with personal and/or study problems

**General information**

The psychologist offers help with personal problems such as adaptation difficulties, homesickness, shyness, social anxiety, contact and relation problems, depression, mourning, eating problems and stress.

He/she also offers help with study problems such as discipline, fear of failure, fear of public speaking, concentration, planning and dyslexia. It is also possible for students to take a test regarding their choice of study or to acquire more insight into the background of a study delay.

**Contact:**

- Visiting address: (also postal address): Duivendaal 4, 6701 AR Wageningen
- Tel: 48 20 27
- E-mail contact persons:
  - [Ben.Riksen@wur.nl](mailto:Ben.Riksen@wur.nl) (student psychologist)
  - [Esther.Heenskerk@wur.nl](mailto:Esther.Heenskerk@wur.nl) (student psychologist)

**5.5.4c Student physician**

Aims: to provide treatment, counselling and supervision concerning problems related to student's living and learning situations, such as dealing with stress; to provide supervision, advice and information on visiting the tropics, vaccinations etc.

## General information

The student physician acts like a ‘company doctor’ for the students. Symptoms such as tiredness, insomnia, headache and lack of concentration can hamper study progress. Students can also get advice, supervision and support from the student physician regarding other medical causes of study delay (within the applicable regulations). Students can always contact the student physician if they have a disability or chronic illness, require an urgency declaration for housing or need advice concerning sexuality, nutrition, sports, drugs etc, or if they have questions concerning health or safety problems in their study (such as RSI.) The physician also provides vaccinations and advice when students are planning a trip to the tropics and can conduct examinations before departure and on return from the tropics. For treatment of sporadic illnesses such as bronchitis or bladder infections, students should consult a general practitioner. All students should choose a general practitioner when they arrive in Wageningen.

### Contact:

- To make an appointment, call the assistant/nurse, Monday through Thursday, preferably between 13.30 to 16.30 hours. In case of emergency, it is always possible to come in every day, also on Friday.
- Visiting address (also postal address): Duivendaal 4, 6701 AR Wageningen
- Tel: 48 40 22 (assistant/nurse)
- Fax: 48 41 88
- E-mail: contact persons:
  - Andre.Godkewitsch@wur.nl (student physician)
  - Marchel.Ratering@wur.nl (assistant/nurse)
  - Mario.Berretta@wur.nl (assistant/nurse)

### 5.5.4d Confidential advisor for students

Aims and General information

Students can contact the confidential advisor when they are subjected to undesired sexual attention and/or believe that they are being treated in a discriminatory fashion. The confidential advisor can take immediate, confidential action concerning your complaints.

### Contact

Mrs. Carla Haenen, student dean, also acts as confidential advisor. An appointment can be made at the student desk in the Forum Building (Droevendaalsesteeg 2) on weekdays between 8.30 - 14.00 hours or by telephone on: 483618.

### **5.5.5 Handicap and Study**

Aims: to improve the educational opportunities and possibilities for students with a handicap or chronic illness.

#### **General information**

Handicap and Study provides information about and for students in higher education with a handicap or chronic illness. For question about studying with a handicap, contact the helpdesk.

#### **Contact:**

- Visiting address: Christiaan Krammlaan 2, Utrecht
- Postal address: PO Box 222 3500 AE Utrecht
- Tel: 030 - 27 53 300
- Fax: 030 - 27 53 309
- E-mail: [algemeen@handicap-studie.nl](mailto:algemeen@handicap-studie.nl)
- Opening hours: Monday - Friday, 9.00 - 17.00 hours
- Internet: [www.handicap-studie.nl](http://www.handicap-studie.nl)

### **5.5.6 Occupational Health & Environment Services (AMD)**

Aims: the AMD advises, coordinates and provides policy support and information concerning working conditions, the environment, radiation and the emergency teams.

#### **General information**

For more information about occupational health and environmental safety, contact the AMD. In its service provision and advisory capacity, the AMD usually makes no distinction between staff and students.

#### **RSI**

RSI (Repetitive Strain Injury) is the most prevalent occupational disability at this time. The university recently equipped all computer facilities for students with new ergonomic furniture. A special module, 'RSI and Working with Computers' provides information about RSI and its prevention.

For health problems, students can contact the student physician (A. Godkewitsch, Tel: 0317 - 484021/484022). Students can also contact the physician for problems that affect their study (such as study delay due to occupational disability). Of course, students can also contact the AMD with questions about RSI.

**Contact:**

- Visiting address: Lawickse Allee 11, 6701 AN Wageningen
- Postal Address: PO box 339, 6700 AH Wageningen
- Tel: 48 36 80
- Fax: 48 54 56
- E-mail: [office.AMD@wur.nl](mailto:office.AMD@wur.nl)
- Opening hours: 9.00 -16.00 hours
- Internet: [www2.wau.nl/amd/home](http://www2.wau.nl/amd/home)

### 5.5.7 Social Workers for Wageningen University Staff

Staff social workers can help with problems PhD candidates encounter in work or private situations. The social workers help PhD candidates find the most suitable solution to their problems. A social worker can provide PhD candidates with information about, or refer them to, internal or external organisations and help providers. You can request an extensive pamphlet or make an appointment with the social worker directly. All information is treated confidentially.

**Contact:**

- Tel: 47 41 58
- E-mail: [bedrijfsmaatschappelijkwerk@wur.nl](mailto:bedrijfsmaatschappelijkwerk@wur.nl)

PhD candidates who are not on the Wageningen UR staff cannot use of the services of the staff social workers. For professional advice, they can consult the student psychologist.

- Tel: 48 20 27
- E-mail contact persons:
  - [Ben.Riksen@wur.nl](mailto:Ben.Riksen@wur.nl) (student psychologist)
  - [Margriet.venderven@wur.nl](mailto:Margriet.venderven@wur.nl) (psychological assistant)

## 5.6 Health Insurance and Third Party Legal Liability

In the Netherlands, people are not automatically insured for medical costs. Students must arrange medical insurance to cover expenses resulting from illness, injury or hospitalization. In some cases, it might be possible to continue the health insurance from your home country, but students should check carefully to determine if this insurance covers medical expenses in the Netherlands.

All international students and PhD candidates who do not have insurance from their home country, or who's insurance does not cover their stay in Wageningen can sign up for student insurance through Wageningen University. The costs and regulations regarding health insurance

are subject to change and are different for PhD students who are employed by Wageningen University and those who are not.

For up-to-date information: see [www.phd.wu.nl/insurance](http://www.phd.wu.nl/insurance), or contact the Central Student Desk: FORUM, Droevendaalsesteeg 2, Building 102, Wageningen.

Opening hours Central Student Desk:  
Monday - Thursday : 9.00-14.00 hours  
Friday: 9.00-12.30 hours

Postal address: P.O. Box: 414, 6700 AK Wageningen  
For comprehensive information, go to the following website: [www.myaon.nl/students](http://www.myaon.nl/students)

## 5.7 Housing

Wageningen University can arrange housing for PhD candidates in advance of their arrival. Housing for PhD candidates at Wageningen University is arranged through Idealis (Housing Corporation Wageningen). Idealis, and therefore Wageningen University, offer single student rooms only.

### 5.7.1 Room Types

There are three types of rooms:

- shared bathroom and shared kitchen facilities
- shared bathroom and private kitchen facilities
- private bathroom and private kitchen facilities

It is possible to indicate preferences for the type of room (private facilities or shared facilities) and/or type of corridor (international or mixed). The Central Student Administration of Wageningen University tries to take into account these preferences as much as possible when assigning housing. However, Wageningen University and Idealis cannot guarantee that the requested room is available. This depends on the number of applications and the number of rooms available. For more information, go to Idealis website: [www.idealis.nl](http://www.idealis.nl).

Note that these rooms are single rooms. It is prohibited to live in one room with more than one person.

## 5.7.2 Facilities

The buildings are divided into groups ('corridors') of six to eighteen rooms. In most of the student buildings, international students live with Dutch students on a corridor and share common facilities such as a kitchen, toilet and bathroom. Rooms for international students are furnished with at least a bed and mattress, a desk, a chair, a wardrobe, a small safe, and a bedcover with a pillow and sheet.

On the corridor there is a kitchen and, on most corridors, a common room with TV. Students who live on the same corridor usually cook together. Each corridor has a list where students can sign in whether or not they want to join the meal or want to be the cook for that evening. Of course, students are also free to cook on their own. All students can use the shared kitchen utensils such as plates, pans etc., so international students do not have to bring any. Note: this information is valid for rooms with shared facilities. There is a small chance that the room has private facilities (10 % of the rooms in Bornsesteeg). These rooms have no shared kitchen utensils. The facilities mentioned above can vary per building/corridor.

In general, there is a washing machine, a shared telephone (costs are calculated depending on how much a student has called or by using phone cards) and an internet connection in each room. However, students must provide their own computer with network card and connection cable.

## 5.7.3 Costs

Room rentals vary between € 250 and € 350 per month depending on the type and size of the room. These rates are subject to change. For details and up-to-date information, go to the Idealis website: [www.idealis.nl](http://www.idealis.nl). After arrival, students are required to sign a housing contract and are required to pay an administration fee of € 18. There is also a one time charge of € 55 - € 65 (depending on the type of room) for a service set. This covers the costs of cleaning the room after a tenant moves out, basic items such as bed linen (duvet cover, pillowcase and mattress sheet) and some cleaning products.

## 5.7.4 How to arrange a room?

For PhD candidates who have not yet arrived at Wageningen, it is their supervisor's responsibility to contact the Central Student Administration office. Due to housing scarcity, it is extremely important that the supervisor files a request for housing three months in advance of the student's arrival. Only then can Wageningen University guarantee housing at the time of arrival.

If students wish to move to another room within an Idealis building or move to another Idealis building, they must go to Idealis (Duivendaal 1, Wageningen) in person or go to the Idealis website: [www.idealis.nl](http://www.idealis.nl).

### **5.7.5 Family Housing**

All international students should note that most of the Idealis housing facilities are not suitable for family housing, and more importantly, sharing a single room with more than one person is prohibited.

Wageningen University cannot help you find family housing. Waiting lists are long and Idealis has only a few family apartments available. Wageningen University strongly advises its international students not to bring their spouse, partner or family if they have not been able to arrange family housing prior to their arrival. After your arrival in the Netherlands, you can look for suitable family housing and arrange a visa for your spouse or partner, but this may take a considerable amount of time away from your study. Always discuss your situation with your supervisor prior to your arrival.

PhD candidates who want to come to Wageningen with their spouse or partner can apply for a 'combi-room' at the Bornsesteeg or Haarweg buildings. A combi-room is suitable for two adults, but not for a couple with children. PhD candidates who want to come to Wageningen with their children can apply for family housing. These housing units are suitable for couples with children.

To put your name on the waiting list for either a combi-room or family housing, send an e-mail to Idealis at [woondiensten@idealis.nl](mailto:woondiensten@idealis.nl). Please remember that the waiting lists are long and the supply is limited. It may take one or two years before Idealis can offer you family housing or a combi-room.

Another housing corporation in Wageningen, De Woningstichting, also offers family housing. Contact: [info@de-woningstichting.nl](mailto:info@de-woningstichting.nl).

For more information, go to the Idealis website: [www.idealis.nl](http://www.idealis.nl)

## **5.8 Information Sources**

The following information sources may be of interest:

### **5.8.1 Wageningen Agenda**

This is a publication of the Communications Office which announces guest lectures, symposia, readings, seminars, inaugural speeches and doctoral dissertations. It is sent to all groups and laboratories or can be obtained from the Communications Office.

Note that all universities in the Netherlands have their own Science Diary.

- Tel: 48 50 03 / 48 44 72
- Fax: 48 48 84
- E-mail: [office.communicatie@wur.nl](mailto:office.communicatie@wur.nl)
- Internet: [www.wageningenuniversiteit.nl/UK/newsagenda/agenda/](http://www.wageningenuniversiteit.nl/UK/newsagenda/agenda/)

## 5.8.2 Wageningen Update

Wageningen Update is a quarterly magazine containing news and background information on education and research within Wageningen UR as well as interviews with alumni. Alumni of Wageningen University and members of KLV receive this periodical for free. Others can obtain a subscription.

## 5.9 Language Centre

The website of the Wageningen University Language Centre (CENTA) contains information on translation services, language courses, self-study facilities and registration procedures.

- Internet: [www.wur.nl/centa](http://www.wur.nl/centa)

Although this information is intended primarily for students and staff of Wageningen UR, CENTA courses are also open to other clients. This also applies to the translation and interpreting services.

## 5.10 Library

Wageningen UR Library initiates and coordinates documentation facilities for research institutes, documentation centres and libraries in the Netherlands that supply scientific literature and information about agriculture and environment. The Library is an EC documentation centre, a FAO depository library and maintains a special collection on garden and landscape architecture in the Jan Kopshuis Library, one of the five main libraries. The AGRALIN Desktop Library on the Internet includes the Union Catalogue of Agricultural Libraries in the Netherlands, which has virtually complete coverage of Dutch agricultural literature. The Wageningen UR Library also has a virtual reading room with easy access to the collection of electronic journals. Online ordering is possible. Website: [www.wageningenuniversiteit.nl/UK/about/organisation/facilities/wageningen+UR+Library/](http://www.wageningenuniversiteit.nl/UK/about/organisation/facilities/wageningen+UR+Library/)

Wageningen UR Library also provides a wide range of products and services for external parties, such as:

- Databases
- Electronic Publications

- Library management
- Literature retrieval
- Document delivery
- Courses:
  - Courses in Dutch
    - Werken met EndNote
    - Modules: Catalogus via de Desktop en WINSPIRS
    - Zelfinstructie programma's
  - Courses in English
    - Working with EndNote
    - Guide to digital scientific artwork
    - Self instruction programmes
    - Information Literacy
- Consultancy
- ISBN: Wageningen UR Library provides ISBN numbers for scientific publications from Wageningen UR authors (such as dissertations).

## 5.11 Studium Generale

The Studium Generale (SG) organises public lectures, debates, forum discussions, mini-symposia and exhibitions that encourage people to think about social developments and the relationship between science, policy and society. In addition, the SG works on educational renewal with special attention to interdisciplinarity and the integration of the natural and social sciences. In cooperation with student groups, instructors and social organisations, the SG presents events with social, political, scientific and philosophical themes. SG activities are intended not only for a broad university public, but also for people from the region. Studium Generale offers them a place to meet and a discussion platform. The activities of SG are provided without charge. Many alternative film and stage productions are presented at the Movie W cinema. Our programme is published in the SG folder, which appears regularly as an insert in the university newspaper WB and at <http://www2.wau.nl/sg/>.

### Contact

- Visiting address: Lawickse Allee 13, Wageningen
- Postal address: Lawickse Allee 13, 6701 AN Wageningen
- Tel: 48 20 30
- Fax: 48 47 39
- Contact person: Dr. A.J.A. Essers

- Opening hours: 9.00 - 17.00 hours
- Internet: [www.2wau.nl/sg/](http://www.2wau.nl/sg/)

## 5.12 Universities in the Netherlands

- Amsterdam  
Universiteit van Amsterdam, P.O. Box 19268, 1000 GG Amsterdam,  
Tel: 020 - 52 59 111, Internet: [www.uva.nl](http://www.uva.nl)
- Amsterdam  
Vrije Universiteit Amsterdam, De Boelelaan 1105, 1081 HV Amsterdam,  
Tel: 020 - 44 47 777, Internet: [www.vu.nl](http://www.vu.nl)
- Delft  
Delft University of Technology, P.O. Box 5, 2600 AA Delft Tel: 015 - 27 89 111,  
Internet: [www.tudelft.nl](http://www.tudelft.nl)
- Eindhoven  
Eindhoven University of Technology, P.O. Box 513, 5600 MB Eindhoven,  
Tel: 040 - 24 79 111, Internet: [www.tue.nl](http://www.tue.nl)
- Groningen  
University of Groningen, P.O. Box 72, 9700 AB Groningen, Tel: 050 - 36 39 111,  
Internet: [www.rug.nl](http://www.rug.nl)
- Leiden  
Leiden University, P.O. Box 9500, 2300 RA Leiden, Tel: 071 - 52 72 727,  
Internet: [www.leidenuniv.nl](http://www.leidenuniv.nl)
- Maastricht  
Maastricht University, P.O. Box 616, 6200 MD Maastricht, Tel: 043 - 38 82 222,  
Internet: [www.unimaas.nl](http://www.unimaas.nl)
- Nijmegen  
Radboud University Nijmegen, P.O. Box 9102, 6500 HC Nijmegen,  
Tel: 024 - 36 16 161, Internet: [www.ru.nl](http://www.ru.nl)
- Open University, P.O. Box 2960, 6401 DL Heerlen, Tel: 045 - 57 62 222,  
Internet: [www.ou.nl](http://www.ou.nl)
- Rotterdam  
Erasmus University Rotterdam, P.O. Box 1738, 3000 DR Rotterdam,  
Tel: 010 - 40 81 111, Internet: [www.eur.nl](http://www.eur.nl)
- Tilburg  
Tilburg University, P.O. Box 90153, 5000 LE Tilburg, Tel: 013 - 46 69, 111  
Internet: [www.tilburguniversity.nl](http://www.tilburguniversity.nl)

- Twente  
University of Twente, P.O. Box 217, 7500 AE Enschede, Tel: 053 - 48 99 111,  
Internet: [www.utwente.nl](http://www.utwente.nl)
- Utrecht  
Utrecht University, P.O. Box 80125, 3508 TC Utrecht, Tel: 030 - 25 33 550,  
Internet: [www.ruu.nl](http://www.ruu.nl)
- Wageningen  
Wageningen University, P.O. Box 9101, 6700 HB Wageningen, Tel: 0317 - 48 91 11,  
Internet: [www.wageningenuniversiteit.nl/UK](http://www.wageningenuniversiteit.nl/UK)

VSNU (Association of Universities in the Netherlands), P.O. Box 19270, 3501 DG Utrecht,  
Tel: 030 - 23 63 888, Fax: 030 - 23 33 540, Internet: [www.vsnunl.nl](http://www.vsnunl.nl)

# 6. Wageningen & the Netherlands

For general information, facts and figures about studying in the Netherlands, go to:  
[www.stydyin.nl](http://www.stydyin.nl)

## 6.1 Banking information

PhD candidates can open a bank account at a bank of their choice. In most cases, they need to bring their passport and proof of the period of residence. To open an account you should make an appointment, otherwise you may have to wait at the bank.

### Bank card

A bank card (debit card) can be used almost anywhere in the Netherlands (cash dispensers, shops, banks etc.) and at cash dispensers abroad. In the Netherlands, credit cards are not widely used to pay for groceries and small purchases. Most supermarkets do not accept credit cards.

## 6.2 Culture

As stated in the Lonely Planet guide:

The Dutch aren't bogged in their clichés, even though bikes, dykes, windmills and blazing flower fields are pretty much the norm outside the major cities. Do as the locals do - grab a bike and explore. It's a very big small country, and full of salutary surprises.

One of the chief pleasures of the place is its lively contrast between pragmatic liberalism and the buttoned-up just-so primness of a culture founded on Calvinist principles. In Dutch society, ostentation is anathema and fuss of any kind is regarded as undignified.

For travellers, the integration of the clog and the microchip works well. The Netherlands is easy to travel in and the locals are friendly and speak excellent English, but many towns are still surrounded by canals and castle walls, the endlessly flat landscape which inspired the nation's early artists still stretches unbroken to the horizons, and the dykes still occasionally threaten to give way.

### Museums

Source: [www.Nuffic.nl](http://www.Nuffic.nl)

There are nearly 1,000 museums in the Netherlands. This is more museums per capita than any other country in the world. The most famous ones are the Van Gogh Museum and the Rijksmuseum (home to 'The Nightwatch' by Rembrandt).

A number of famous painters lived in the Netherlands and were inspired by the Dutch landscape and people. Rembrandt lived in Amsterdam, where painted his famous work 'The

Nightwatch'. Vincent van Gogh lived in the south of the Netherlands near Breda and Eindhoven. Johannes Vermeer, who painted 'A Girl with a Pearl Earring', lived in Delft.

## 6.3 Food & Shopping

### 6.3.1 Food and Eating Habits

All countries have their own customs and likewise their own eating habits. So not surprisingly, when PhD students come to live in another country, they are confronted with unfamiliar foods and eating habits.

The traditional Dutch daily eating routine consists of two cold meals and one hot meal. In between meals, many people eat fruit, chocolate, liquorice (drop) or snacks (such as cakes, biscuits or a sausage roll, to name a few).

Bread forms the main component of breakfast and lunch. Dutch crispbread, crackers, ontbijtkoek (a nutritious, sweet and spicy cake), rye bread, cereals or muesli are sometimes eaten instead of bread.

Dinner (the evening meal) usually begins with soup. The main dish is usually boiled potatoes and vegetables, accompanied by meat or fish. Rice or other cereals, beans or pasta may also be served instead of potatoes. Sometimes the meal consists solely of a hearty soup such as pea soup (erwtensoep). The usual dessert is yoghurt, cold custard or fruit. Dinner is the main meal of the day because of its social function. This is usually the time when all the members of the household are present and can sit down together for the meal.

In the weekend, the meal frequency ranges from two to three meals per day. On Sunday, a cold meal consisting of bread is usually consumed late in the morning (brunch), and dinner is served in the evening. More luxurious foods are consumed in the weekend, such as different kinds of bread rolls, croissants, ice cream and pastries. In the evening, potato crisps, sweets (e.g. chocolate) or savouries (e.g. cheese, sliced sausage, pâté) are served as an accompaniment to soft drinks or alcoholic drinks.

Almost every student flat or student house has a cooking schedule with the names of all the residents and days of the month. Students can sign up to join a meal and/or cook it. The costs of the meal are shared by all participants.

### 6.3.2 Where to Buy Your Food

Food is bought in supermarkets, speciality food shops and at the open-air market.

Supermarkets sell vegetables, fruit, meat, dairy products, bread, confectionaries, spices and drinks, as well as non-food products. Foods on sale, which are cheaper than usual, are recognised by the words aanbieding or reclame. Food imports or exotic foodstuffs are

generally more expensive here than in the country of origin. All pre-packaged items carry a date indicating their shelf life. Look for the phrases: tenminste houdbaar tot (best before) or uiterste verkoopdatum (sell by date).

Some supermarkets in Wageningen:

- Albert Heijn, Stadsbrink
- ALDI Markt, Churchillweg 70
- C1000, Geertjesweg 56
- C1000, Tartorst 1257
- Supercoop, Plantsoen 56
- Hoogvliet, Stadsbrink 4
- Spar, Brinkmanlaan 9
- Spar, Schaepmanstraat 77

### **Food shops**

Specialised shops are also available, such as bakeries, butchers, poultryers, fishmongers, cheese shops and greengrocers. There are also Indonesian/oriental food shops ('Toko') and Health Food shops. These shops sell food products that have undergone less refining and are closer to their natural state. They sell meat substitutes and organically-grown fresh fruit and vegetables. There are food shops all over Wageningen. A few are listed below:

- Toko Min, Kapelstraat 14: Surinam, Indian and Indonesian food shop, sells products such as cassavas, okra, sweet potatoes, yams, sweet peppers, plantain, spices and herbs.
- 't Zonnetje, Bergstraat 42: Health Food shop selling herbs, teas, cereals, nuts, drinks and homeopathic medicines.
- Gezondheidswinkel de Brink, Bevrijdingsstraat 48: Health Food shop selling herbs, teas, and homeopathic medicines.
- Buys & Ko., Bevrijdingsstraat 22: Sells organic or biodynamic foods only.
- Slagerij Keijzer, Churchillweg 40: Butchers shop selling free-range, raw and cooked meats.
- Molen 'De Vlijt, Harnjesweg 42: Sells various sorts of cereals, fresh-ground flours, flakes and pulses.
- African Delight, Bergstraat 9: Sells African food and African cosmetics.
- Zam Zam, Schaepmanstraat 81-85: Sells Arabian and Dutch food.

## Open-air market

Twice each week, a market is held near the church in the centre of the town. The produce is generally cheaper than in the shops. Bargaining is not customary, since the prices are regulated. However, at the end of the day, the vendors sometimes reduce the prices especially for perishable products such flowers, fruit and vegetables.

- Wednesday 8.30 - 13.00: General market: foods, exotic foods, flowers, clothing and dress-making materials.
- Saturday 8.30 - 17.00: Food items, flowers and 'farmers' market' (boerenmarkt, (where organic foods are also sold).

## 6.3.4 Eating out

Instead of doing your own cooking or cooking with other students, it is possible to eat in a student club, buy fast food and/or takeaway food, eat out in one of the many restaurants or be invited to eat at a friend's house.

### Mensae

The mensa is a cheap and cheerful place for dinner or lunch.

The mensa is open to everyone, but is intended especially for students.

The mensae are run by three student organisations and are located in their respective buildings. After dinner, you can also have a drink at the bar. Each mensa serves both a regular (with meat) dinner and a vegetarian dinner.

You are welcome for lunch between 12.30 and 13.00 hours (Unitas at 12.15). The mensae are:

- **SSR-W**

Generaal Foulkesweg 30

Tel: 419006

Opening Hours: 17.30 - 19.00 hours

Internet: [www.ssr-w.nl](http://www.ssr-w.nl)

Specialities: Main menu, with or without starter and dessert, choice of various components.

Prices: Main menu € 2.80, starter or dessert € 0.30

- **FranciscusXaverius (KSV)**

Stadsbrink 373

Tel: 415048

Opening Hours: 17.15 - 18.30 hours

Internet: [www.ksvfranciscus.nl](http://www.ksvfranciscus.nl)

Specialities: Choice between the daily menu and the weekly snack.

Price: € 3.50

- **Unitas**

Generaal Foulkesweg 74

Tel: 412909

Opening Hours: 17.30 - 18.30 hours

Internet: [www.jvunitas.nl](http://www.jvunitas.nl)

Specialities: All the meat is free-range.

Price: vegetarian menu € 3.50, meat menu € 3.60

### **Fast food and takeaway**

In the Netherlands there are several foods that make a quick substitute for a meal.

They are prepared while the customer waits.

Here are a few examples:

- Snack bars offer chips (French fried potatoes) and other snacks. Wageningen has many of these establishments, one on almost every street in the town centre.
- Pizzerias offer many kinds of pizzas to eat in the restaurant or to take away. Some pizzerias also make home deliveries.
- Egyptian grillrooms serve shoarma or kebab and other dishes.
- Chinese restaurants serve Chinese food, strongly influenced by Indonesian cuisine. You can eat in the restaurant or takeaway. Some Chinese restaurants also make home deliveries.

## **6.4 Sports**

### **6.4.1 University Sport Centre 'de Bongerd'**

The University Sport Centre de Bongerd (USB) of Wageningen University offers a multifunctional sports centre with indoor and outdoor facilities. The sports programme comprises 31 sports disciplines for students and employees of Wageningen University and Research Centre. Twenty specialised sports teachers provide instruction in a wide range of sports from athletics to swimming. Activities such as Aerobics, Aqua Fit, Fitness, Squash, Tae Bo and In-line Skating are also on the sports programme. There are special hours for English-speaking students. The sports centre has two gymnasiums, squash courts, tennis courts, a cinder track, soccer fields, an outdoor climbing wall and a fitness hall with the latest equipment. The sports centre is open on weekdays between 8.30 and 24.00 hours. During the weekends, the opening hours are from 9.00 to 18.00.

Students who want to join the sports programme or want to use the facilities must have a valid sports rights on their WUR-card card (see §6.4.2). This also allows students to use the swimming pool 'De Bongerd' during the recreational periods or become a member of one of the 17 student sports clubs. [www.usb.wur.nl/UK/](http://www.usb.wur.nl/UK/)

If there is not a student sports club for the sport you enjoy, there are also regular sports clubs in the community. These are generally more expensive than student sports clubs, but it may be possible to get individual financial support. A request for support can be made at SWU Thymos: [www.thymos.net/](http://www.thymos.net/)

## **6.4.2 Sports card**

To participate in the sports programme of the University Sports Centre de Bongerd (USB) or to be able to use the facilities, you must have a WUR card with sports rights.

### *Students Wageningen University (WU)*

Until 1 September 2007, WU students can pay their sports rights and their tuition fees together at the WU Central Administration. After 1 September, students must have their WUR card activated directly at USB. To activate sports rights, USB charges € 3,00 extra per card for administration costs.

The sports rights fee for Wageningen University students for the academic year 2007/2008 is € 59.

### *Activating Your WUR card for employees of Wageningen UR*

To activate your WUR card, you must first submit a signed form to the University Sports Centre de Bongerd. Wageningen UR employees pay €12.90 per month (€155.00 per year) via the Personnel Salary Administration.

## **Sports facilities for family members**

Sports cards for partner can be purchased at the reception of USB. To do this, you must bring your own WUR card with sports rights at the time of purchase. The sports card for partner of family members is also valid for the entire academic year.

## **Temporary sports card**

Employees pay for their sports rights monthly, (via salary payments). However, if you are not an employee of Wageningen University and will stay in Wageningen for a period less than 6 months, you can contact USB to arrange a membership for several months.

For PhD fellows who stay longer than 6 months, they pay a full year in advance.

For refunds, make an appointment by e-mail: [office.fb-usb@wur.nl](mailto:office.fb-usb@wur.nl)

The sports centre is open on weekdays between 8.30 and 24.00 hours. During the weekends the opening hours are 09.00 to 18.00 hours. For more information about specific sport clubs represented by Thymos and special events, go to: [www.usb.wur.nl/UK/](http://www.usb.wur.nl/UK/)

University Sports Centre de Bongerd  
Bornsesteeg 2  
6708 PE Wageningen  
Tel: 48 38 77 or 48 40 26

### 6.4.3 Thymos

Thymos is the sports foundation of Wageningen University. For more information on sports and sports clubs, please visit their website.

- Internet: [www.thymos.net](http://www.thymos.net)

## 6.5 Travelling in the Netherlands

In the Netherlands, you do not need a car to get around. Public transportation can take you almost anywhere. Although train and bus fares are not cheap, it costs much more to operate a car. Particularly in the western part of the country, the cities are very accessible by train, even at night.

The bicycle is the cheapest and easiest way to get around, especially in a city. Most Dutch people, regardless of their profession or status, own a bicycle. It is advisable to buy a second-hand bicycle rather than a new one. This will save money, but it is always important to buy a strong lock. Sometimes a lock costs more than the bicycle itself, but it is worth it! Bicycle theft is very common in the Netherlands.

### Travelling by train

Once here, you might like to travel around in the Netherlands and even visit other parts of Europe. The train is one of the best options for getting around. In the train you can just sit back and relax without the stress of traffic jams or any problems with finding a parking space in an unfamiliar city. However, before starting a journey, one should realise that the morning rush hour is a particularly busy time. Departure after 9.00 hours during the week is advisable. There are three types of trains in the Netherlands: the Intercity, which offers fast city-to-city connections, the Snelrein, also fast, and the Stoptrein, which makes more frequent stops at the smaller stations. Most stations are centrally located.

For more information on departure and arrival times, ticket and price information, go to the website of the national railroads: [www.ns.nl](http://www.ns.nl)

### The Discount Pass for off-peak hours (Voordeel-urenkaart)

When travelling after 9:00 am Monday to Friday or on weekends, the discount pass for off-peak hours is a good option. For € 55.00 a year, you are entitled to a 40% discount on all

off-peak train journeys, and as a discount pass holder, you can travel with up to three other people, who enjoy the same 40% discount on the full fare.

To obtain the discount pass for off-peak hours, please visit an NS Ticket office and pick up an application pack including a form in Dutch with an explanation in various languages. After returning the completed application form, the discount card should arrive within three weeks. For immediate travel, the completed form and a recent passport photo can be taken to an NS ticket office. After paying in cash, a temporary card will be provided.

# Wageningen University & Research Centre

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**Postal address:**

P.O. Box 9101  
6700 HB Wageningen  
the Netherlands

**Visiting address:**

Costerweg 50  
6701 BH Wageningen  
the Netherlands

internet: [www.wur.nl](http://www.wur.nl)

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While every effort was made to ensure that the information contained in this brochure was correct at the time of going to press, it is subject to change.

For the compilation of this guide, several sources were used;

- Central Student Administration
- VSNU information
- Introductory Guide for WIMEK – SENSE, 2003
- Wageningen Graduate Schools websites
- MSc brochure 'Your Guide to Wageningen Part III'
- Lonely Planet guide
- Nuffic website

