

International Institute of Social Studies



RULES AND REGULATIONS PHD PROGRAMME IN DEVELOPMENT STUDIES

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PhD CHARTER

These Rules govern the admission to the PhD Programme. For direct admission to the Public Defence (for so-called *buiten-promovendi*) you are referred to the Erasmus University Rotterdam 2015 Doctoral Regulations (https://www.eur.nl/sites/corporate/files/EN_promotiereglement_2015_vastgesteld_door_CvP_jan16.pdf - this can also be reached via <https://www.eur.nl/en/research/beadles-office-0/phd-defence-ceremonies/doctoral-regulations>).

Next to these Rules and Regulations on the PhD Programme the general Rules & Regulations of Erasmus University Rotterdam¹ apply, including the specific regulations on the International Institute of Social Studies (<https://my.eur.nl/en/iss-employee/iss-employees/policies-rules-and-regulations>).

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Bestuurs- en beheersreglement EUR; only available in Dutch.

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RULES ON THE ISS DOCTORATE PROGRAMME

Chapter 1. General regulations

Article 1. Terms and definitions

- 1) Where the terms used in these Regulations are also used in the Dutch Higher Education and Research Act [Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek (hereinafter "WHW")] they bear the same meaning as the terms used in the Act.
- 2) The following terms used in this Charter shall bear the corresponding meaning:

Academic Registrar	The administrator responsible for academic, administrative and quality management services for students and staff.
Act	The Dutch Higher Education and Research Act (" <i>Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek</i> ") (also referred to hereinafter as "WHW").
Assessors	Experts in a specific field who are asked for their advice.
Beadle	Master of Academic Ceremonies, esp. for the PhD Degree Awarding Ceremony. The Beadle represents the Academic registrar.
CERES	The Dutch Research School for Resource Studies for Development, with which ISS is affiliated.
Code of Conduct	A standard for Dutch higher education institutions in their dealings with international candidates. By signing the Code of Conduct, ISS has undertaken to guarantee the reliability of the information for prospective candidates and the quality of the admission procedures applied by ISS and the educational programmes.
Co-supervisor	Expert holding a doctor's degree and appointed in this capacity pursuant to Article 7 of these Rules and Regulations (used to be called co-promotor).
Course	A separate component of the PhD Programme (in pursuance of Article 7.3 of the WHW). For an overview of obligatory and optional courses see the PhD Academic Calendar.
Date of Registration	The date on which the official EUR account is created and the central EUR services will be available for the PhD candidate.
Deputy Rector Research Affairs	The ISS Institute Board member responsible for all ISS research activities.
Dissertation	An academic discourse in the form of a book or collection of papers as referred to in Article 19 of these Rules and Regulations.
Doctor	A person holding a PhD as stipulated by Dutch law.
Doctoral Dissertation Supervisor	Full Professor, appointed at ISS, who is designated as the principal supervisor, in accordance with Article 7 of these Rules and Regulations (used to be called promotor).
Doctoral Subcommittee	The Committee deciding whether the PhD candidate can be admitted to the Public Defence and whose members participate in the Public Defence of the dissertation as examiners, according to the EUR Doctoral Regulations, chapter 6 (used to be called Inner Doctoral Committee).
EC (European Credit)	A unit expressing the Study Load for candidates; 1 EC = 28 hours of study. An EC encompasses classroom contact hours as well as hours spent on self study, group work and preparation for assessment
EGSH	The Graduate School of Erasmus University, in which ISS participates.
EUR	Erasmus University Rotterdam, which holds the right to issue the PhD Degree.
Full Doctoral Committee	The Committee examining the dissertation manuscript and whose members participate in the Public Defence of the dissertation as examiners, according to the EUR Doctoral Regulations, chapter 7 (used to be called Plenary Doctoral Committee).
Full professor	Any person who is formally appointed at the ISS or at another Higher Education Institute with the right to confer a doctorate (Ius Promovendi).
Institute Board (IB)	The Institute Board of the ISS, consisting of the Rector and her/his Deputies.

Institute Council (IC)	The Institute Council of ISS, the representative body (<i>medezeggenschapsorgaan</i>) of the Institute's staff and students. It has the right of approval, advice, to be heard, to information and rights on matters specifically related to the Institute and to competences delegated to the Rector, including matters provided for under the Dutch Law on Higher Education (WHW) and the Erasmus University Rotterdam Rules and Regulations (BBR-EUR).
ISS	International Institute of Social Studies.
Ius Promovendi	The authority to take end responsibility for the supervision of a PhD candidate and for the conferring of the doctoral degree.
MA	Master of Arts.
OSIRIS	The system that EUR uses to administer courses and course results.
PhD candidate	Candidate duly admitted to and registered for the ISS PhD Program to enrol in (parts of) courses and/or to participate in the examinations and assessments of the PhD Program. The definition of PhD candidates also includes the PhD experiment students.
PhD Experiment student	PhDs who are accepted in the framework of the " <i>Experiment Promotiestudent</i> " and receive a fellowship from the <i>EUR Profileringsfonds</i> . These PhDs have an official status as "student".
PhD Programme	A coherent set of training, research and publication activities which aim at obtaining the degree of Doctor.
PhD Support Team	Administrative staff, supporting the PhD Programme and the Academic Ceremonies.
Public Defence	The PhD graduation ceremony (<i>promotie</i>), holding the public examination of a dissertation and the conferral of the doctorate.
Registration period	The maximum time for finalising the PhD Programme (10 years).
Research Degrees Committee (RDC)	The committee responsible for the monitoring of the PhD Programme, The competencies and the composition of the RDC are described in Article 2.
Research Group	The intellectual base for researchers and PhD candidates within the ISS Research programme "Global Development and Social Justice".
Self-financing PhD candidates	Self-financing PhD candidates are candidates who do not have access to a PhD fellowship.
Study Load	The hours of classroom contact plus the hours for self-study, assignments, group work and preparation for assessments.
Study period	The time period during which a PhD candidate has the right to enrol in courses, supervision, conduct research under the auspices of ISS supervisors and use of ISS designated facilities and premises. The study period is set in accordance with Article 6 of these Rules and Regulations.
Training and Supervision Plan (TSP)	A formal plan for the study, research, teaching and other activities agreed by the Supervisory Team and the PhD candidate, and approved by the RDC. The signed TSP will be stored in the system that EUR uses for administering research output and monitoring PhD progress.
WHW	See 'Act'.

Article 2. The Research Degrees Committee (RDC) and the PhD Support Team

- 1) The Research Degrees Committee is composed of three members of the ISS academic staff. The members of the Research Degrees Committee are full professors or associate professors appointed to the Institute. The Chair is a full professor.
The Academic Registrar attends the meetings of the Research Degrees Committee as an ex officio member and acts as secretary to the Committee.
The Deputy Rector Research Affairs and the Academic Registrar receive a standing invitation to all meetings and other activities organised by the Research Degrees Committee.
- 2) Members of the Research Degrees Committee are appointed by the Institute Board upon nomination by the Deputy Rector Research Affairs, after advice of the Institute Council.
- 3) Members of the Research Degrees Committee serve for a period of three years, and may be reappointed once.

- 4) The Research Degrees Committee is mandated by the ISS Rector to:
 - a) decide on admission and rejection of applications to the PhD Programme;
 - b) take all decisions necessary to guarantee the quality of the ISS PhD Programme, including periodical review and evaluation of its output;
 - c) advise the Deputy Rector Research Affairs on the content of the PhD Programme;
 - d) allocate fellowships to eligible PhD candidates who have been admitted to the PhD Programme, if ISS has a role in the allocation.
- 5) The Research Degrees Committee presents an annual report on its activities to the ISS Rector, the Deputy Rector Research Affairs and the Institute Council.
- 6) The Research Degrees Committee may adopt its own rules of procedure, to be approved by the ISS Rector.
- 7) RDC members are available for consultation on supervision and other matters related to the PhD Programme, both for PhD candidates and supervisors.
- 8) The PhD Support Team is the first point of contact for PhD candidates, Supervisory Teams and staff. The PhD Support Team also organises the Public Defence once the PhD candidate has successfully completed the PhD Programme.
- 9) The PhD Support Team is responsible for the archive of the PhD Programme. Therefore all correspondence regarding the PhD Programme, the RDC, the Public Defences, the PhD candidates and/or the PhD supervisors should always be copied to the PhD Support Team.

Article 3. Representation of PhD Candidates in the RDC

- 1) Two representatives elected by the ISS PhD candidates are added to the RDC. The representatives receive all RDC information except for documentation and decisions pertaining to individual staff and / or PhD candidates.

Chapter 2. Admission Procedure

Article 4. Admission Requirements

- 1) ISS applies the following eligibility criteria for admission to its ISS PhD Programme:
 - a) An MA Degree in one of the Social Sciences or equivalent, comprising at least four years of study at an internationally recognised university or Institute for Higher Education, as evidenced by certified copies of degrees and diplomas, and by copies of academic transcripts.
 - b) An average grade of at least class 2.1, B+ or equivalent for the degree mentioned under a), as determined by the Netherlands Organisation for International Cooperation in Higher Education (Nuffic).
 - c) A research proposal, judged to be sufficient by the RDC, which indicates:
 - i) a working title;
 - ii) the objective(s) of the research;
 - iii) statement of the research problem, and the contextual background;
 - iv) research questions and hypotheses guiding the PhD candidate in approaching the research problem;
 - v) the location of the proposed research within particular theoretical debates; with a statement on its original contribution (e.g. in terms of regional focus, new data or methods of research, new conceptualisation);
 - vi) theoretical, social and policy relevance of the research;
 - vii) the type of data required to address the research questions, and methods of the data collection and analysis; the approximate time required for data collection and analysis;
 - viii) ethical issues concerning data collection, analysis and publishing;
 - ix) the relevant literature.
 - d) Evidence of adequate exposure to the disciplines relevant to the dissertation proposal in the form of the applicant's CV.
 - e) Professional experience relevant to the Research topic.
 - f) Good command of English, both orally and in writing, as evidenced by a certified statement of proficiency in English from a recognised authority such as TOEFL, IELTS or British Council.

The IELTS score shall be 7.0 overall for the Academic Test.
The TOEFL score shall be at least:

 - i) for the paper test (PBT) 600;
 - ii) for the computer-based test (CBT) 250;
 - iii) for the internet test (IBT) 100;
 - iv) TOEIC: 780 (if "speaking and writing" and "listening and reading" are both achieved.

Certain other tests, such as ALIGU and Michigan, are also recognised and shall show equivalent results.
 - g) Three references testifying to the applicant's ability to undertake PhD research (and, if applicable, to her/his relevant professional experience)
- 2) The ultimate decision of admission into the PhD Programme remains with RDC. All applicants need to submit a full application, including a research proposal. Grantholders can hold a pre-selection round (e.g. based on a more limited set of requirements) and encourage only those applicants they deem 'acceptable' to file in formal application. Any diversion from this in terms of selection procedure or application requirements needs to be authorized by the RDC.
- 3) Applicants who already have been accepted for a NWO-WOTRO project (or a similar externally validated research fund) can apply with the NWO-WOTRO (or other fund) proposal plus the grant award letter and a note from the project leaders. ISS shall only check if the candidates fulfil the formal requirements stated in the Code of Conduct for International Students in the Netherlands, and the EUR Doctoral Regulations.

Article 5. Application procedure

- 1) All prospective PhD candidates have to apply via the Osiris application system.
- 2) ISS handles applications as follows.
 - a) The ISS admission office checks the admissibility of the PhD applications on the basis of the formal requirements as mentioned in Article 3.1.
 - b) For admissible applications, the RDC assesses the academic quality of the research proposal of all applicants. If the proposal is found minimally acceptable, the RDC requests ISS staff to give a detailed assessment of the applications in their fields of expertise, and the quality of the applicant. The RDC may use any other means necessary to reach a definite conclusion on the application.
 - c) The RDC can only decide favourably on admission to the PhD Programme after:
 - i) having received a positive advice from assessors knowledgeable in the field of the proposal and the PhD candidate's competencies;
 - ii) having found at least one qualified member of ISS staff, according to article 6, willing to act as Doctoral Dissertation Supervisor for the PhD candidate concerned.
 - d) As soon as the RDC has decided on the applicant's admission to the PhD Programme, it informs the applicant.
- 3) In case of non-admission, the applicant may appeal to the ISS Rector whose decision shall be final.
- 4) Admission to the PhD Programme remains valid for two consecutive academic years. PhD candidates unable to attend the PhD Programme after their admission, shall be admitted automatically to the next cohort. There is no deferral possible to yet another academic year.

Article 6. Registration for the PhD Programme

- 1) The PhD candidate must register for the programme. ISS requires a one-off registration fee at the start of the programme.
- 2) The registration period starts at the date that the EUR account is created. The PhD candidates will receive the documentation concerned for the central EUR services.
- 3) The registration period in the PhD Programme is the period during which the PhD candidate has the right to submit and defend a dissertation. The Public Defence shall only occur within the period of registration. In no case shall the registration period exceed 10 (ten) calendar years from the date of registration.
- 4) The study period is the part of the registration period during which the PhD candidate has a right to supervision and to the use of ISS facilities. The duration of the study period is 4 (four) years starting from the date of registration, except in the case of extensions granted due to circumstances beyond the candidate's control.
- 5) ISS provides working space for PhD candidates present at the ISS building. The Institute Director allocates a number of offices throughout the building as permanent work spaces for PhD candidates on an as needed basis. Depending on the size of the office, multiple desks will be installed, taking into account compliance with Dutch labour legislation. In ISS terms this means that in a standard office, three desks will be placed; in non-standard offices up to 6 desks will be placed, PhD candidates are eligible to have a permanent workspace allocated at the maximum of one month after they announce their arrival and the duration of their stay via email to the PhD Support Team.
- 6) PhD candidates are expected to keep the office space clean and empty the space when they leave ISS or travel for a period longer than 4 consecutive months. PhD candidates must vacate their offices 14 days after their Public Defence.
- 7) Working spaces provided by ISS comply with Dutch ruling on labour conditions (ARBO-legislation):
 - a) PhD candidates registered at ISS, including participants in ISS Joint Degree Programs, who will be physically present at ISS for a period of 4 consecutive months or longer, are entitled to dedicated office space, with a desk, pc, means of communication and chair that comply with Dutch labour legislation (ARBO). A trolley with key and a bookshelf are part of the allocated space. Each office will have one visitor chair. PhD candidates will have a key to the office.
 - b) PhD candidates registered at ISS and physically present at ISS for a period less than 4 consecutive months are entitled to flexible office space, with a desk and chair that comply with Dutch labour legislation (ARBO). A trolley with key is part of the allocation. The offices will be open for all flex workers at ISS.

- c) ISS will provide reasonable storage space for PhD candidates to leave their research materials and books, while away for a period of more than 4 months to a maximum of 24 months. After the PhD defence, research materials and books can be stored for a maximum period of 6 months. At the end of the 24 or 6-month period, ISS will inform the PhD via her/his email on file that stored materials will be thrown away four weeks after sending the email.
- 8) The ISS PhD Programme is, in principle, a residential program. During the study period in the PhD Programme, PhD candidates shall be present at ISS, or other designated locations, for coursework, seminars, supervisory sessions, examinations or other activities deemed necessary by the Supervisory Team or the RDC.
Exceptions from this rule are allowed:
 - a) during field work, when the PhD candidate is obliged to be present at the designated field locations;
 - b) for non-resident PhD candidates. The RDC decides on the admission of applicants as non-resident PhD candidates, upon the advice of their prospective Supervisory Team.
 - 9) Non-resident PhD candidates have the possibility to do the programme part-time. ISS will only admit PhD candidates to a part-time programme if they can dedicate two-thirds of their time (i.e., a minimum average of 26 hours per week) to their research. The nominal enrolment in the PhD Programme would, therefore, be 6 years. The Research Degrees Committee decides on the admission of applicants as part-time PhD candidates, upon the advice of their prospective Doctoral Dissertation Supervisors/ supervisors.
 - 10) The total fee for the full registration period shall be determined before the start of the four year programme².
 - 11) Self-financing PhD candidates will automatically be exempted from the obligation to pay an ISS tuition fee of € 8,000 per year (for a full-time PhD candidate), for a maximum of 4 years.
 - 12) PhD candidates who have a tuition fee waiver from ISS should preferably live in the ISS student housing. Registered PhD candidates are entitled to make use of the (partly subsidised) ISS housing for a maximum of 36 months during the registration period, irrespective of the fact that the registration period may exceed the study period.
 - 13) If so needed, the Doctoral Dissertation Supervisor shall submit a request to the RDC for extension of the study period in the PhD Programme accompanied by supporting documentation and the argued advice of each member of the Supervisory Team concerned three months before the commencement of the extension. An extension does not imply a prolonged right to ISS facilities or subsidised housing.
 - 14) A PhD candidate must submit the dissertation manuscript at least six months before the end of (the last approved extension of) the study period. After that date no dissertation manuscript shall be accepted.

Article 7. Supervisory Team

- 1) Upon the candidate's admission to the PhD Programme, the RDC shall appoint a Supervisory Team including an ISS Doctoral Dissertation Supervisor. The Doctoral Dissertation Supervisor is the principal accountable supervisor, although another member of the Supervisory Team can be the daily supervisor.
 - a) The Supervisory Team shall consist of at least one Doctoral Dissertation Supervisor and one Co-supervisor, or of two Doctoral Dissertation Supervisors. Professors cannot be co-supervisors.
 - b) The Supervisory Team shall not consist of more than three persons.
 - c) No more than two Doctoral Dissertation Supervisors shall be appointed.

² The PhD tuition fee is currently € 8,000.- per year with a maximum of € 32,000.- in total.

- d) The Doctoral Dissertation Supervisor shall have the *lus Promovendi* up to, and including the Public Defence of the dissertation.
Emeritus professors who have the *lus Promovendi* are allowed to act as Doctoral Dissertation Supervisors until five years after the date of their retirement.
Emeritus professors cannot accept any new PhD candidates.
The *lus Promovendi* of affiliate professors who hold a temporary teaching and/or research appointment, visiting professors and professors holding revolving professorships ceases upon termination of their appointment.
- e) An affiliate professor who holds a temporary teaching and/or research appointment, a visiting professor or a professor holding a revolving professorship who is otherwise not affiliated with ISS shall need prior permission from the ISS Rector to be appointed as Doctoral Dissertation Supervisor.
The Prince Claus Chair appointment is an appointment for two years. Therefore the Prince Claus Chair can only be appointed as second Doctoral Dissertation Supervisor.
- f) The co-supervisor must have acquired the right to use the title of "Doctor" in the Netherlands and must be an expert in the relevant scientific area.
- g) The co-supervisor must hold an appointment at a university.
The Doctoral Dissertation Supervisor may submit a written and reasoned request to the Rector Magnificus requesting an exception to this requirement.
The co-supervisor may continue the supervision after retirement and the subsequent discontinuation of the appointment at the university.
- h) No retired staff, whether professor or not, can be appointed as Doctoral Dissertation Supervisor or co-supervisor after retirement.
- i) The Supervisory Team shall be included in the Training and Supervision Plan (Article 8).

Article 8. Training and Supervision Plan

- 1) Within the first month after registration in the PhD Programme, the PhD candidate and the Doctoral Dissertation Supervisor shall formulate a Training and Supervision Agreement (TSP), in which the educational programme of the PhD candidate is formalised.
- 2) The Training and Supervision Plan contains agreements on:
 - a) educational activities of the PhD candidate with the course work and deadlines for the Dissertation Design Seminar, Fieldwork, Mid-Term seminar, Full Draft Dissertation seminar and the Public Defence, if applicable (see Article 12.7 and 13.2),
 - b) teaching, research, and other engagements of the PhD candidate, if applicable,
 - c) the supervision time-line,
 - d) the division of labour of the Supervisory Team
 - e) a signed scientific integrity pledge, in which the PhD candidate declares to apply throughout all scientific activities the principles Scrupulousness, Reliability, Verifiability, Impartiality, and Independence. The full text of the pledge is added as a separate Annex (Declaration of Scientific Integrity).
- 3) The Training and Supervision Plan shall be submitted to the RDC for approval, signed by the PhD candidate and the Doctoral Dissertation Supervisor(s). The RDC shall decide on the Proposal for the Agreement within a month of its submission.
- 4) Once approved, the TSP is a source of rights and obligations of the PhD candidate and the Doctoral Dissertation Supervisor(s). The TSP is subject to updates, adjustments and changes in the course of the PhD Programme. Changes in the TSP shall be documented and approved by the Supervisory Team and the RDC in accordance with Article 7.1. A model TSP form is attached as a separate Annex (Training and Supervision Plan). All information and forms are also available via the ISS intranet.
- 5) For very strong PhD candidates who have not yet expressed a preference for a particular ISS professor as Doctoral Dissertation Supervisor, but only for a Research Group, it is allowed that the assignment of a Doctoral Dissertation Supervisor will be postponed until maximum 6 months after registration. RDC will therefore allow in such cases the coordinator of the research group to sign the initial TSP form. Once a Doctoral Dissertation Supervisor is selected, the TSP needs to be updated and approved by RDC.

Chapter 3. PhD Programme

Article 9. Composition of the PhD Programme

- 1) The PhD Programme contains the following elements:
 - a) Supervision;
 - b) Research;
 - c) Coursework;
 - d) Fieldwork;
 - e) Monitoring seminars;
 - i) Dissertation Design Seminar;
 - ii) Mid-Term seminar;
 - iii) Full Draft Dissertation Seminar;
 - f) Writing of a dissertation;
 - g) Involvement in Public Engagements and other activities;
 - h) Being active as a discussant in at least two, and maximally four, PhD monitoring seminars;
 - i) Involvement in teaching, if possible;
 - j) The Public Defence of the Dissertation and the awarding of the Degree (regulated in the EUR Doctoral Regulations).

Article 10. Supervision

- 1) The Supervisory Team (Article 7) is responsible for the supervision of the PhD Programme of the PhD candidate and is chaired by the Doctoral Dissertation Supervisor.
- 2) The tasks of the Supervisory Team are to
 - a) be responsible for advising the PhD candidate on the formulation of the dissertation outline, elaboration of the research design, and on the subsequent preparation of the final draft of the dissertation;
 - b) secure consistent and timely communication with the PhD candidate, regardless of the place of residence of the PhD candidate or the member(s) of the Supervisory Team;
 - c) respond with comments on submitted documents by the PhD candidate (field reports, dissertation chapters, seminar papers, etc) within 6 (six) weeks of receiving the document;
 - d) advise the RDC – by means of the Training and Supervision Plan – on the schedule and content of the coursework and subsequent plans for research activities of the PhD candidate, within one month after the PhD candidate has registered for the Programme;
 - e) report annually to the RDC on the progress and performance of the PhD candidate;
 - f) attend the PhD seminars given by the PhD candidate.
- 3) If any member of the Supervisory Team no longer considers Supervision Plans as workable, they have the right to ask the RDC in writing to be replaced in the supervision team.
 - a) If any PhD candidate considers that one or more members of the Supervisory Team is no longer appropriate for the purpose of supervision, they have the right to ask the RDC in writing to arrange for another composition of the team. Reasons for change of a Supervisory Team member may include lack of (timely) response by the team member, major disagreements within the team or between the team and the PhD candidate about the direction of research, or other professional or personal situations.
 - b) The RDC examines the written request on this matter and decides about it within a period of no more than one month after receiving the request. The RDC makes sure that the decision does not affect negatively the judgement of the work completed by the PhD candidate before the moment of change in the Supervisory Team.
- 4) Members of the Supervisory Team, as well as the PhD candidate have the right to appeal against RDC decisions to the ISS Rector.

Article 11. Research

- 1) It is the primary duty of the PhD candidate to undertake PhD research, and to submit written evidence of this research to the Supervisory Team.
- 2) Upon admission to ISS, each PhD candidate joins a relevant Research Group, and engages in its activities.

- 3) Specific requirements of a TSP may vary. In general, up to fifteen per cent of a PhD candidate's time is spent on educational activities (courses) and a maximum of ten per cent on teaching duties (if allowed). The remaining time is dedicated to research, including fieldwork, monitoring seminars and dissertation writing.

Article 12. Course work

- 1) ISS courses, and other work deemed necessary, are listed in OSIRIS with a code starting with "ISS-EGSH-". A list of available courses in ISS, in CERES and in EGSB is also made available via the PhD Academic Calendar.
- 2) During their study period, PhD candidates are required to complete at least 32 ECs through ISS course work as specified in the Academic Calendar for the PhD Programme. PhD experiment students are required to complete 40 ECs of coursework.
 - a) Out of the compulsory 32 EC for coursework, 8 ECs are allocated for skills training, including 1 EC for the obligatory Workshop on Scientific Integrity, 16 ECs are suggested to be for research methodology coursework and 8 for coursework on subjects relevant to the PhD candidate's research. PhD Experiment students need to complete an additional 8 ECs of Career preparation coursework.
 - b) Training at the EGSB Graduate School, CERES coursework, and coursework completed at other universities, shall be considered equivalent to ISS course work.
 - c) All full-time PhD candidates shall be registered in the CERES Research School by ISS.
 - d) The choice of CERES, EGSB and other non-ISS courses is documented in the TSP.
- 3) Individual agreements on the required coursework are listed in the Training and Supervision Plan.
- 4) PhD course assessment is not conducted by invigilated exams. PhD course work is not graded, but qualified as pass or fail.
- 5) When submitting the TSP, the Doctoral Dissertation Supervisor may request the RDC to exempt the PhD candidate from all, or part, of the coursework if the PhD candidate can show:
 - a) through the record of coursework, that the PhD candidate has already completed equivalent coursework with sufficiently good results.
 - b) through the list of publications and past research experiences, that the PhD candidate is already knowledgeable and sufficiently qualified in the given field.
- 6) PhD candidates shall be allowed to do coursework that was not foreseen at the time of completion of the TSP after the first year of the study period upon approval by the Doctoral Dissertation Supervisor. A new signed TSP shall then be handed in to the RDC.
- 7) Part-time PhD candidates will not be registered for the CERES Research School by ISS. If they would wish to enrol for one or more ISS or CERES courses, they will be required to cover the associated tuition fee for CERES courses themselves, as well as out-of-pocket expenses related to these courses, like the travel costs.
- 8) PhD candidates who wish to attend courses at other universities, have to cover the associated tuition fee for these courses themselves, in case these are not covered by the Research Groups. The Academic Registrar shall make an effort to request a fee waiver for the course specified. All out-of-pocket expenses related to these courses, like the travel costs shall be borne by the PhD candidate.
- 9) For ISS PhD candidates who are required to attend relevant CERES Research School courses and EGSB workshops, travel costs will be reimbursed based on a round trip The Hague – Location of the meeting (e.g. CERES seminar) or PhD candidate's living location - Location of the meeting (e.g. CERES seminar), whichever is shortest.
- 10) PhD candidates can apply to the Research group for both minor out of pocket expenses related to the PhD Programme (including travel costs and tuition fees in order to attend additional courses above the 32 EC, and daily subsistence at workshops, visas, health insurance, study materials) and for major costs (such as those related to field work, including travel). Such requests must be fully justified, even if they are small. If the Research group does not agree to cover such costs, a reason should be given in writing. However, the PhD candidate should then find ways to support the costs that the Research Group cannot cover.

Article 13. Fieldwork

- 1) Preparations for fieldwork (coursework, research design and sample chapter) shall be completed during the first year of the study period, in continuous communication with the Supervisory Team. Fieldwork is normally conducted during the second year of the study period, and normally lasts between 9 and 12 months. PhD candidates may only start with the fieldwork after having obtained a positive advice from the RDC on the Dissertation Design Seminar.
- 2) Exception from this rule is possible if the nature of the research does not require fieldwork for the collection of empirical data. The Supervisory Team then requests in writing the RDC to exempt the PhD candidate from the fieldwork requirement.

Article 14. Monitoring seminars

- 1) Each PhD candidate is required to give at least three Monitoring seminars:
 - a) the Dissertation Design Seminar (Article 16);
 - b) the Mid-Term seminar (Article 17);
 - c) the Full Draft Dissertation Seminar (Article 18).
- 2) At the start of each calendar year, the Doctoral Dissertation Supervisor shall submit a progress report of the PhD candidate to the RDC.
This report should include:
 - a) Date;
 - b) Name of the PhD candidate;
 - c) Name of Doctoral Dissertation Supervisor(s) and co-supervisor(s);
 - d) Current topic and title of the PhD project (as these may change over time);
 - e) Progress of the PhD candidate, in relation to the TSP (which coursework has been done and whether the courses have been successfully completed);
 - f) The frequency and form of supervision interactions;
 - g) Time-period feedback given on draft texts by Supervisory Team;
 - h) Cooperation of PhD candidate with the Supervisory Team;
 - i) Assistance in research and teaching, if applicable;
 - j) Conference and workshops presentations and feedback received;
 - k) Submission of conference papers, articles and book chapters (indicating whether it is work in progress, submitted, in print or published);
 - l) On which monitoring seminars the PhD candidate has acted as discussant;
 - m) Planning of the next seminar and the Public Defence.
- 3) The Doctoral Dissertation Supervisor is responsible for communicating the report of Seminar Chair and the reports submitted by the seminar discussants to the PhD candidate. The Doctoral Dissertation Supervisor is free to edit the reports.
- 4) Each PhD candidate present at ISS attends all seminars of other PhD candidates.
- 5) During the PhD study, each PhD candidate shall participate minimally two times, and maximally four times, as peer discussant in these seminars. If the PhD candidate is a non-resident candidate, (s)he may participate through skype.

Chapter 4. Monitoring

Article 15. Monitoring processes

- 1) Coursework completion and PhD seminars are the main monitoring tools for the performance of the PhD candidate. In case of insufficient quality of the PhD candidate's performance, the RDC can decide at all times to discontinue the PhD candidate's registration. The PhD candidate can appeal to the ISS Rector against this RDC decision.
- 2) All PhD candidates are entitled to timely and quality supervision. RDC monitors the supervision through an annual survey among PhD candidates, exit interviews with every PhD candidate after the Public Defence or deregistration, and individual consultations when these are requested by PhD candidates. The information about individual cases of supervision from these sources is confidential and shared only with the ISS Rector as input for performance meetings with supervisors. The RDC reports to the ISS Rector, the Deputy Rector Research Affairs and the Institute Council on the aggregated results of its monitoring and assessments in its Annual Report.
- 3) The physical presence of the internal/external discussants and PhD candidate at his/her monitoring seminars is required. If the peer discussant is a non-resident candidate, (s)he may participate through skype.

Article 16. Progress in coursework and Dissertation Design Seminar

- 1) After completion of the first year of the study period, the RDC receives a documented Progress Report on the PhD candidate from the Doctoral Dissertation Supervisor, as described in article 14.2.
- 2) The performance in the coursework, together with the assessment of the Dissertation Design Seminar is taken into account by the RDC in its assessment of the PhD candidate's capacity to continue the PhD study.
- 3) If the RDC decides that the PhD candidate's performance in the coursework and/or the Dissertation Design Seminar is insufficient, it may:
 - a) prescribe repeated or additional coursework;
 - b) call for a new Dissertation Design seminar;
 - c) decide to discontinue the PhD study. Deregistration is not a sufficient reason for a reimbursement of the tuition fee;
 - d) call for a new Dissertation Design seminar.
- 4) The Dissertation Design Seminar is held within two months before the envisaged start of the fieldwork, but not later than twelve months after registration in the PhD Programme. The Dissertation Design Seminar of part-time PhD candidates is held within 18 months of registration.
- 5) The Dissertation Design Seminar includes the presentation of:
 - a) a detailed single-authored dissertation design with specified research problem, questions and objectives, with detailed elaboration of types of data needed and of the way these will be collected and analysed to answer the research questions; and with a detailed and argued chapter plan of the dissertation;
 - b) a single-authored chapter-length paper which may either be a draft of the introductory chapter of the dissertation including the conceptual framework, or a substantial review of the existing literature in the given field, indicating the position of the given research in theoretical discussions.
- 6) The Dissertation Design Seminar is called by the RDC.
- 7) At least six weeks before the Dissertation Design Seminar is to take place, the PhD candidate submits to the RDC a digital version of the documents mentioned in Article 16.5, with a letter of approval from the Doctoral Dissertation Supervisor on behalf of the Supervisory Team.
- 8) By handing in work the documents mentioned in article 16.5, PhD candidates declare that the work submitted is their own, except for those quotations and references which are derived from other sources, which must be properly acknowledged as such. The documents will be scanned using text-matching software. The results of the scanning process are relayed to the Research Degrees Committee, the Doctoral Dissertation Supervisor and the PhD candidate concerned. For results of text-matching above 10% the Doctoral Dissertation Supervisor has to provide an explanation to the RDC, via the PhD Support Team.

- 9) Lack of standardized referencing and inadequate or non-existent bibliographical details are academically unacceptable. Sections in submitted work which have been copied from the published materials of others, without being clearly and unambiguously identified as quotations, or that have been paraphrased inadequately, or that are identical to or copied from the work of another PhD candidate (or, in some cases, even from the same PhD candidate's own work) are all considered to be cases of academic fraud and/or plagiarism.
- 10) An RDC member, who is not involved in supervising the PhD candidate, chairs the seminar.
- 11) The seminar is attended by:
 - a) one senior discussant from outside of ISS who holds a PhD and/or is an expert in the field;
 - b) one internal senior discussant (an ISS staff member who holds a PhD);
 - c) one fellow PhD candidate as peer discussant;
 - d) the Supervisory Team, which does not participate in the discussion; it may be invited by the seminar Chair to react to comments at the end of the seminar. It will be invited to react in a meeting after the seminar.
- 12) The PhD candidate and the Supervisory Team may suggest names of the discussants. The discussants are appointed by the RDC.
- 13) The PhD candidate is allowed 30 minutes for presentation. The seminar lasts approximately 90 minutes.
- 14) The discussants shall submit written comments on the seminar papers before the start of the seminar to the seminar Chair and discuss these at the seminar.
- 15) The seminar committee proposes a decision based on the seminar documents and performance of the PhD candidate. If the decision is a pass, the PhD candidate is advised to continue to the next stage of the PhD project, which generally (but not necessarily) involves a fieldwork period. If the decision is a fail, the seminar report will indicate a choice between two options. The first option is that the candidate can be given the opportunity of a second Dissertation Design Seminar to be held within a stipulated time frame. The second option is deregistration from the PhD Programme. Deregistration is not a sufficient reason for reimbursement of the tuition fee. The final decision will be taken by RDC based on the seminar report submitted by the seminar Chair via the PhD Support Team.
- 16) After the Dissertation Design seminar, the PhD Support Team, on behalf of the RDC, informs the PhD candidate, in writing of the (dis)continuation in the PhD-programme, possible recommendations, the proceedings and procedures regarding the fieldwork and the fieldwork advisor.
- 17) RDC will only approve if there are two supervisors appointed

Article 17. Mid-Term seminar

- 1) The Mid-Term seminar is held within four months after the completion of field work. Part-time PhD candidates need to give the seminar within 36 months of registration.
The purpose of the Mid-Term seminar is to create an open space for joint brainstorming about the research findings and their implications for the research design and process
- 2) The Mid Term Seminar (MTS) is organised (announcements included) by the Doctoral Dissertation Supervisor and/or the Research Group as for example a Research in Progress seminar or a lunch seminar. It also can have the format of a conference presentation.
- 3) The PhD candidate presents his/her findings after the fieldwork in the middle of the research programme and gives a reflection on the implications of the findings on the research design.
- 4) If the event is not outside ISS, at least one of the supervisors shall be present
- 5) The audience is asked to give input and feedback.
- 6) The Midterm Seminar report is written by the Doctoral Dissertation Supervisor and contains:
 - a. date, place, nature and form of the event;
 - b. title of the presentation;
 - c. a summary of the feedback received;
 - d. how the presentation has demonstrated the progress made since the DDS in terms of one or more of the following areas: data collection, methodology, conceptual analysis and preliminary empirical analysis.
- 7) In case the seminar takes place outside ISS and the Doctoral Dissertation Supervisor is not present, (s)he will still write the report.
- 8) The Midterm Seminar report should be sent to the PhD Support Team within a month after the seminar.
- 9) The PhD Support Team will request approval from the RDC for the Midterm Seminar and informs the PhD candidate and the Supervisory Team.

Article 18. Full Draft Dissertation Seminar

- 1) The Full Draft Dissertation Seminar shall be held when the full draft of the PhD dissertation is completed, and takes place within fifteen months after the Mid-Term seminar. The Full Draft Dissertation Seminar for part-time PhD candidates shall be held within 66 months of registration.
- 2) The Doctoral Dissertation Supervisor shall make a proposal for the Full Draft Dissertation Seminar committee, according to the requirements of Article 18.8. The RDC appoints the members. The Doctoral Dissertation Supervisor shall submit a progress report as specified in article 14.2, as well as a pre-FDS report indicating:
 - a) whether the full draft is composed of published articles or articles that have been accepted for publication;
 - b) if ad (a) is the case, an explanation of the contribution of each co-author if there are co-authored publications, while the draft should contain at least one single-authored substantive chapter.
- 3) The RDC calls the Full Draft Dissertation seminar, which is chaired by an RDC member who is not part of the PhD candidate's Supervisory Team.
- 4) At least six weeks before the envisaged Full Draft Dissertation Seminar, the PhD candidate submits to the RDC a digital version of the full draft of the dissertation with the letter of approval by the Supervisory Team. The word count of the theses is within the range of 60,000 to 100,000 words. The draft thesis can also consist of three to four articles.
- 5) The report shall include the full references to all articles published or accepted for publication, which form fully or partially part of the dissertation.
- 6) Each thesis shall be edited.
- 7) By handing in the documents mentioned in article 18.2, PhD candidates declare that the work submitted is their own, except for those quotations and references which are derived from other sources, which must be properly acknowledged as such. Lack of standardized referencing and inadequate or non-existent bibliographical details are academically unacceptable. Sections in submitted work which have been copied from the published materials of others, without being clearly and unambiguously identified as quotations, or that have been paraphrased inadequately, or that are identical to or copied from the work of another PhD candidate (or, in some cases, even from the same PhD candidate's own work) are all considered to be cases of academic fraud and/or plagiarism. The documents will be scanned using text-matching software. The results of the scanning process are relayed to the Research Degrees Committee, the Doctoral Dissertation Supervisor and the PhD candidate concerned.

For results of text-matching above 10% the Doctoral Dissertation Supervisor has to provide an explanation to the RDC, via the PhD Support Team.
- 8) The Full Draft Dissertation seminar is attended by
 - a) a Chair on behalf of the RDC;
 - b) two senior discussants, at least one from outside ISS, who hold a PhD degree and who are either full professor, associate professor (UHD) or an expert at the level of assistant professor (UD);
 - c) these two senior discussants will also be asked to be member of the doctoral subcommittee for the Public Defence, if approved by the Rector, and will be requested to give all their comments on the dissertation at the FDS and to check whether these comments have been sufficiently taken into account when they are member of the doctoral subcommittee
 - d) one fellow PhD candidate discussant;
 - e) the Supervisory Team, which does not participate in the discussion, but may be invited by the seminar Chair to react to comments, at the end of the seminar.
 - f) The PhD candidate may submit a list of invitees from outside ISS to the seminar.
- 9) The PhD candidate is allowed 20 minutes for the presentation of his/her research findings. The seminar lasts approximately 90-120 minutes.
- 10) The discussants shall submit written comments on the full draft of the dissertation before the start of the seminar to the seminar Chair and discuss these at the seminar.
- 11) After the seminar, the seminar Chair convenes a meeting with the senior discussants in order to establish the PhD candidate's readiness to start the Public Defence Procedure. The Chair reports on the PhD candidate's performance in the seminar in writing to the RDC. The report includes the written comments of all discussants. Additional written or verbal comments can be given after the seminar. The report should include the full references to all articles published or accepted for publication, which form fully or partially part of the dissertation, timelines for revisions and an advice on the need and degree of editing.

- 12) The RDC decides on next steps and communicates these to the Doctoral Dissertation Supervisor.
 - a) The RDC may decide that adjustments need to be made before the thesis can be submitted for the Public Defence procedure and will set a timeline for this work. The RDC may (i) leave the decision as to whether the adjustments have been incorporated satisfactorily to the Doctoral Dissertation Supervisor, or (ii) decide that senior discussants should examine the adequacy of the changes.
 - b) If the RDC decides that major adjustments have to be made and that a repetition of the Full Draft Seminar is needed before the PhD candidate can be admitted to the Public Defence procedure, it will set a timeline for this work and a deadline for a repetition of the seminar.
 - c) RDC may decide that no revisions are needed for submission of the thesis. In this case the Public Defence procedure can be started immediately by organising a Doctoral Subcommittee in conformity with the EUR Doctoral Regulations.
- 13) If an extension of registration is needed including an extension of a fellowship, the PhD candidate is responsible for making all necessary arrangements with the fellowship provider.
- 14) Additional written or verbal comments can be given after the seminar.

Chapter 5. The Dissertation

Article 19. Submitting the Dissertation

- 1) The rules for the Dissertation are described in the EUR Doctoral Regulations https://www.eur.nl/sites/corporate/files/EN_promotiereglement_2015.vastgesteld_door_CvP.jan16.pdf
- 2) The thesis can be:
 - a) an individual scientific dissertation (monograph); the thesis may comprise scientific publications, either published or accepted for publication;
 - b) a joint thesis produced by two of three PhD candidates where each of the authors has contributed an independent, definable contribution; every author is then responsible for her/his own part as well as for the thesis as a whole;
- 3) With regard to co-authorship there are specific limitations:
 - a) At least one substantive chapter of the dissertation (not being the introduction or the conclusion), should be single-authored.
 - b) The Doctoral Dissertation Supervisor shall hand in to RDC a written declaration, signed by all co-authors, explaining clearly who contributed what to each co-authored chapter, in case the dissertation contains co-authored chapters.
The form for this declaration is added as a separate Annex (Declaration of Co-authorship).
- 4) The length of the text (either the sum of the articles or the full manuscript) is within the limits of 60,000-100,000 words.
- 5) Upon receipt of the written approval on the Full Draft Dissertation Seminar from the RDC, the Doctoral Dissertation Supervisor submits the manuscript of the dissertation to the ISS Rector who is in charge of the assessment according to the EUR Doctoral Regulations and the organisation of the Public Defence.
- 6) All dissertation manuscripts are language-edited after the Full Draft Dissertation seminar comments have been incorporated and before the Doctoral Dissertation Supervisor submits the manuscripts for final assessment by the Doctoral Subcommittee. Exceptions to this rule are possible if the Doctoral Dissertation Supervisor indicates that editing is not needed.
 - a) In case the (Co-) Supervisor is a native speaker the RDC follows his/her opinion that editing is not necessary.
 - b) In case the (Co-) Supervisor is not a native speaker the manuscript will be sent to a PhD Academic Writing advisor for a second opinion. If the advisor agrees with the Doctoral Dissertation Supervisor, editing is deemed not necessary. In all other cases, the manuscript shall be edited.
- 7) At the choice of the doctoral candidate, the doctoral dissertation shall be reproduced in printed or electronic form or in some other way, provided that reasonable requirements of legibility and accessibility are met. Information carriers other than paper may be used. In all cases, the complete doctoral dissertation in electronic form must be delivered to EUR's university library for inclusion in the university's Institutional Repository (Repub). The doctoral dissertation shall be placed in Repub in its entirety. EUR has the right to store this work in the university library and use it for academic education and research.

Chapter 6. Settlement of Disputes

Article 20. Mediation and Right to Appeal

- 1) An appeal to the ISS Rector is made in writing within four weeks of the decision concerned. Neither illness, nor holidays are regarded as valid reasons for late submission of appeals.
- 2) The ISS Rector decides within eight weeks of the decision concerned. When the ISS Rector considers the appeal valid, the case is referred back to the respective body.
- 3) No appeal is considered after the PhD candidate has received the Degree.
- 4) On request of one of the parties involved, the ISS Rector shall mediate:
 - a) any dispute within the Supervisory Team or between the Supervisory Team and the PhD candidate, arisen during the preparation of a dissertation;
 - b) any dispute concerning approval of the draft dissertation arisen between the members of the Supervisory Team, or between the Doctoral Dissertation Supervisor(s) or supervisor(s) and the PhD candidate;
- 5) The decision of the ISS Rector on appeals is final.

Chapter 7. Concluding Articles

Article 21. Suspension and deregistration

- 1) In exceptional cases RDC may grant a suspension of registration of maximally three months, with a maximum of two suspensions during the whole study period.
- 2) A PhD candidate can be deregistered
 - a) On own request;
 - b) On the basis of lack of progress and/or insufficient results in the monitoring seminars;
 - c) When the 10 – years registration period has expired;
 - d) On the basis of serious academic misconduct, like severe plagiarism;
 - e) On the basis of violating the ISS Rules and Regulations.
- 3) RDC discusses the situation with Doctoral Dissertation Supervisors/supervisors and/or PhD candidate. After approval by the RDC, the Academic Registrar sends a deregistration letter (cc. Doctoral Dissertation Supervisors/supervisors). The PhD Support Team informs all relevant stakeholders.
- 4) It is possible for the PhD candidate to re-register, except for cases where the deregistration was based on insufficient results or academic misconduct.
In case of re-registration ISS cannot be held responsible if visa cannot be provided.

Article 22. Certificate of Attendance

- 1) In case a PhD candidate is unable to fulfil the requirements for the PhD Degree, the PhD candidate can request the Academic Registrar for a Certificate of Attendance stating the period of enrolment.

Article 23. Collective right to complain

- 1) A group of PhD candidates with grievances about the PhD Programme has a collective right to complain. By exercising this collective right the possibilities for individual appeals are unimpeded.
- 2) The complaint is submitted in writing to the RDC. The complaint contains a clear description of the grievances and suggestions to overcome these grievances.
- 3) Within seven working days of receiving the complaint, the Chair of the RDC makes an appointment with the PhD candidates who have lodged the complaint to discuss it.
- 4) Within fifteen working days after discussing the complaint, the Chair of the RDC informs the respective PhD candidates in writing and with reasons if the complaint has led to specific measures (to be) taken for improvement.
- 5) If the complaint is not in the realm of the formal power of RDC, the RDC forwards the complaint to the authorised body and informs the complainants accordingly. The specifications in paragraphs 3 and 4 above, apply to the respective body.

Article 24. Authority Rector and RDC

- 1) Any matters concerning the PhD Programme, study, assessment or admission of PhD candidates, which are not stipulated in these Rules, shall be provided for by the RDC in consultation with the Rector of the ISS.
- 2) In all cases of failure to comply with the above rules, and on all questions of interpretation of these Rules, the decision by the ISS Rector shall be final.

Article 25. Amendments of the Rules on the ISS Doctorate Programme

- 1) Formalisation and Amendments to these Rules and Regulations on the PhD Programme are determined by the ISS Institute Board, after consultation with the RDC and the Institute Council.
- 2) Any Amendment to these Rules and Regulations shall not affect retrospectively any prior decision undertaken by the RDC and/or ISS Rector, if such an amendment is to the disadvantage of the PhD candidate.

Article 26. Entry into effect of the Rules on the ISS Doctorate Programme

- 1) These rules are implemented with immediate effect. PhD candidates who are of the opinion that are negatively affected by the adoption of new versions of these Rules and Regulations, have the right to appeal to the Rector of the ISS.