**The C.T. de Wit Graduate School for**

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

**PhD Registration / Information Form**

**After filling in this form, please send it to** [**Lennart Suselbeek**](mailto:lennart.suselbeek@wur.nl)**,** [**Claudius van de Vijver**](mailto:claudius.vandevijver@wur.nl)**, and/or** [**Amber Heijboer**](mailto:A.heijboer@uva.nl) **and ask them to schedule an intake meeting with you soon after your arrival in the Netherlands.**

***NOTE: Wageningen University PhD candidates MUST submit the required documents as stipulated in the final section of this document, along with this form.***

**A. GENERAL INFORMATION ABOUT THE PHD CANDIDATE**

|  |  |
| --- | --- |
| Surname (Family name): |  |
| First name (Given name): |  |
| Initial(s): |  |
| Date of birth (day-month-year): |  |
| Place of Birth: |  |
| Country of Birth: |  |
| Nationality: |  |
| Second Nationality: |  |
| Gender: | Male / Female |
| Your e-mail at home (Dutch) institute: |  |
| Other (private) e-mail: |  |
| **Previous education** | |
| Highest degree obtained / Title: |  |
| Field (area) of study, subject: |  |
| Institute/university where highest degree was obtained: |  |
| Date that degree was issued: |  |
| **Work address in the Netherlands** | |
| Name of institute / research or chair group: |  |
| Address: |  |
| Town: |  |
| Phone number: |  |
| **Work address abroad (when applicable)** | |
| Name of institute and group: |  |
| Address: |  |
| Town, Country: |  |
| Phone number: |  |

**B. INFORMATION ABOUT THE PHD RESEARCH PROJECT**

**PhD Project:**

|  |  |
| --- | --- |
| (Tentative) title of the project in English: |  |
| Period of appointment: (dd/mm/yy) – (dd/mm/yy) |  |
| Appointment: (hours per week) |  |
| Is the research conducted abroad? | YES / NO |
| If so, **where** and **how many months** will the candidate be abroad in total: |  |
| At which University will the thesis be defended and the PhD degree be obtained? |  |

**PhD status and financial source(s):**

|  |  |
| --- | --- |
| Status PhD candidates:   * Research Assistant: PhD candidate with a temporary contract of 3-4 years at the PE&RC-affiliated institute \* * Sandwich PhD: Foreign PhD candidate with a fellowship grant whose research is performed in the country of origin and who resides at the PE&RC-affiliated institute\* in the beginning and at the end of the programme * Guest PhD: Foreign PhD candidate with a fellowship grant who does the research at the PE&RC-affiliated institute \* * Staff PhD: PhD candidate with a permanent position at the PE&RC-affiliated institute \* * External PhD: PhD candidate who has no formal relation with the PE&RC-affiliated institute\*, except via the promoter (principal supervisor) |  |
| Funding source (1, 2 or 3?):   1. Funded by the University at which the PhD defence will take place 2. Funded by NWO (ALW, STW, WOTRO) 3. Funded by an external grant (EU-programme, Chinese Scholarship Council) |  |
| For funding sources 2 and 3:  Please indicate specifically where the funds for the project come from (i.e. for NWO: NWO-foundation and for EU: EU-programme and number) |  |

**Team of Supervisors:**

|  |  |  |
| --- | --- | --- |
| Full name, including title(s) | Dep., Institute, University | Role in project (promotor, co-promotor, daily supervisor, advisor) \*\* *Note: one can have more roles at the same time (e.g., co-promotor + daily supervisor)* |
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*\* E.g., Wageningen University, Utrecht University, Netherlands Institute of Ecology, Naturalis Biodiversity Center, University of Amsterdam, Vrije Universiteit Amsterdam*

*\*\** ***Promotor*** *= a full professor who formally promotes a PhD candidate to doctor, and is (formally) the principal supervisor during the doctoral research.*

***Co-promotor*** *= a scientist (that has obtained its doctor’s degree) with special expertise in the field in which the PhD candidate writes its dissertation. Not uncommonly, the co-promotor is the one who actually guides the PhD research on a daily basis, while the promoter provides more formal guidance and keeps track of the theoretical aspects of the research.*

***Daily supervisor*** *= academic member of the research group who carries out many of the daily supervising activities. In many cases, this person is also (one of the) co-promotor in the project.*

***Advisor*** *= a scientist who is involved in the project but not on a regular and formal basis*

**C. PE&RC BUDDY SYSTEM (FOR WAGENINGEN UNIVERSITY PHD CANDIDATES ONLY)**

The PE&RC PhD Council (PPC) has introduced a 'buddy system' to welcome newly arriving PhD candidates. With this buddy system, we aim to facilitate the settling of a new PhD candidate, to make him/her feel welcome and at home quickly. First of all, we want to guide PhD candidates through their first days after arrival in the Netherlands and provide them with clear information about administrative issues that need to be organized during the first days and weeks. Secondly, we want them to find their way more easily in and around university and in the Dutch way of life. The 'buddy' will be a fellow PhD candidate who supports the new PhD candidate on these issues. The buddy will primarily act as a resource person, rather than someone who will be directly involved in actually tackling the issues for the PhD candidate.

For detailed information see: <https://www.pe-rc.nl/buddy-system>.

|  |  |
| --- | --- |
| Do you want the PPC to contact the new PhD and find a buddy for him/her? | YES / NO |

**D. DOCUMENTATION: FOR WAGENINGEN UNIVERSITY PHD CANDIDATES ONLY:**

To be able to register PhD candidates that will defend their thesis at Wageningen University, the following documentation (**in PDF format**) is needed. These documents need to be submitted to PE&RC prior to the start of the PhD project and together with this PE&RC PhD registration form. If the documentation is not complete, we cannot register the new PhD candidate in The PhD registration system of Wageningen University (PROMIS). The reason for this is that these documents are needed to evaluate the entry requirements of Wageningen University for PhD candidates, which need to be met prior to the start of the PhD project. Note that registration in PROMIS is necessary to be eligible for support in finding housing and obtaining a residence permit.

1. **A PDF scan of the passport of the candidate (or ID-card in case of Dutch nationality)**
2. **With regards to diplomas:**
   1. In case a candidate has an MSc degree from Wageningen University: **the date of the MSc diploma**.
   2. In case a candidate has an MSc degree from another Dutch University: **a PDF scan of the MSc diploma**.
   3. In case a candidate has an MSc degree from a non-Dutch University: **a PDF scan of BSc and MSc diplomas, and a list of grades (transcript) for both degrees**. (*Note: if not in English, Dutch, French, German, Spanish or Afrikaans, an official translation of all documents is required besides the scans of the originals*)
   4. In case a candidate has obtained its **BSc / MSc degrees in China**: see the scheme below:

|  |  |
| --- | --- |
| **Undergraduate level (Bachelor):** | **本科程度** |
| - Undergraduate diploma | 本科毕业证书 |
| - Bachelor degree certificate | 学士学位证书 |
| - Transcript of undergraduate program | 本科成绩单 |
| - Notarial deed / official translation | 公证书 / 译文 |
| **Graduate level (Master):** | **硕士程度** |
| - Master diploma | 研究生毕业证书 |
| - Master degree certificate | 硕士学位证书 |
| - Transcript of Master program | 研究生成绩单 |
| - Notarial deed / official translation | 公证书 / 译文 |

* 1. In case the candidate has no MSc degree, or the MSc degree does not allow admission to the PhD programme, other relevant higher educational diplomas and/or proof of expertise must be presented.

1. **With regards to a proof of proficiency in the English language 1:**
   1. In case the candidate 1) is Dutch, 2) is a native English speaking candidate from the UK, Ireland, USA, Canada (except Quebec), Australia or New Zealand, or 3) can prove that the language of instruction in his/her MSc was completely in English, a proof of proficiency in the English Language is **not needed**.
   2. In all other cases, Wageningen University requires you to submit an internationally recognised Certificate of Proficiency in the English Language that is less than 2 years old at the moment of application.   
      Minimum required scores are:

TOEFL: Internet-based 90, with minimum sub-score 20 for speaking

IELTS: Overall score of at least 6.5, with minimum sub-score 6.0 for speaking

CAE: Cambridge Certificate of Advanced English, minimum grade C

CPE: Cambridge Certificate of Proficiency in English, any grade

RATEr: Local test at Wageningen University ([more details here](http://www.wur.nl/en/product/RATEr-2.htm)). The following minimum scores must be obtained: 23 for Reading & Vocabulary; 47 for Writing; 62 for Speaking; and 23 for Listening.

*1 In a situation where the promotor has reason(s) to allow a PhD candidate, who has not yet met the English language requirements, to come to Wageningen, (s)he must write a letter directed to the Dean of Research to motivate the reason(s). This letter must accompany the before-mentioned PhD registration documents. If the Dean of Research approves the request, the candidate has three months to meet the proficiency requirements. To facilitate this, Wageningen In’to Languages offers an intensive English language course that ends with a RATEr test (see:* [*http://www.wur.nl/en/product/Academic-English-for-PhD-candidates-1.htm*](http://www.wur.nl/en/product/Academic-English-for-PhD-candidates-1.htm)*).*

**Please note that without the complete set of documents, new PhD candidates cannot be registered in the PhD registration system of Wageningen University. Also note that only PDF documents are accepted (so no jpg files or word documents). In case of doubt or questions, please contact** [**Lennart.suselbeek@wur.nl**](mailto:Lennart.suselbeek@wur.nl)**.**