

Five substantive and practical matters

Exemption policy for compulsory practical skills courses

There are four compulsory courses in the practical skills programme at the Graduate School: the annual meetings on Career Orientation, PhD Project Management, Advanced Academic Writing, and Presentation Skills. Anyone wishing to apply for exemption to these compulsory courses may submit a written request stating the reasons why. This request must first be discussed with your supervisor and local research school. After doing so, submit the request to the study programme coordinator, René Does (r.a.h.does@uva.nl). The Dean of the Graduate School will then take a decision on the request.

Exemption policy for content courses at national research schools

Anyone wishing to apply for exemption to a content course of a national research school, must follow the following rules:

- The alternate course is necessary in a content way and fills a hiatus in the education of the PhD candidate.
- The PhD candidate submits a written request stating the reasons why. This request must first be discussed with your supervisor and local research school. After doing so, submit the request to the study programme coordinator, René Does (r.a.h.does@uva.nl).
- The PhD candidate informs his or her national research school, stating the reasons why for the request.

The Dean of the Graduate School will take a decision on the request.

Freedom in choosing elective courses

This topic relates to two components of the doctoral programme, i.e. practical skills courses and academic courses.

- The phasing of the practical skills courses across the four years of the programme is a recommendation by the Graduate School, and is not set in stone. Doctoral candidates who wish to take these courses earlier or later than scheduled may submit a request to the coordinator, René Does (r.a.h.does@uva.nl).
- The academic curriculum is the domain of the national research schools. In practice, you will take most academic courses at the research school of which you are a member. In principle, members of research schools are also entitled to take courses at all other national research schools in the humanities free of charge. For expensive subjects, research schools may

request a financial contribution from non-members, which may be declared using the €1,000 personal budget (see below).

Declaring study costs

Every doctoral candidate is given a personal budget of €1,000, which they are free to spend on courses and other forms of study, i.e. which do not fall under the Graduate School or the national research schools. All costs for extra study (tuition fees, travel and accommodation expenses) for the length of the doctoral programme may therefore be declared up to a maximum of €1,000. These costs may be declared to the Graduate School after the doctoral candidate has at first also obtained permission to do so from his or her supervisor and the research institute. Declare these expenses using the Self-Service Tool. Keep your receipts!

Registration of course credits

A portfolio is created of all course credits obtained during the doctoral programme. The Graduate School keeps track of the number of practical skills credits obtained; doctoral candidates must do this themselves for academic courses taken at a research school. The Dean of the Graduate School will sign the transcript of the practical skills courses taken, and the director of the research school will sign the transcript for the academic courses taken. At personal request, certificates can be produced for separate practical skills subjects taken at the Graduate School. For the time being, no maximum ECTS credit limit will be set.