



Welcome pack for new PhD students



*Chemistry
research
that matters*

Van 't Hoff Institute
for Molecular Sciences



Colofon

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Welcome

Welcome to the Van 't Hoff Institute for Molecular Sciences (HIMS)! I am proud that you chose our laboratories to perform your PhD project. You are about to start an exciting four-year period. A track that will result in a graduation to PhD and prepares you for a future career in science or elsewhere.

You aim for great scientific breakthroughs, but will also face setbacks, for example due to uncooperative equipment, reactions that yield unexpected products and/or irreproducible measurements. These experiences, together with the enormous amount of knowledge and skills you will acquire make your PhD project a steep learning curve that challenges you to bring the best out of yourself. Please be aware that the life of a PhD student is not only about science. Don't forget to make new friends, build a (international) network, and enjoy the city of Amsterdam and share time with the ones you love.

I hope you will find your way within our institute as quickly as possible. This welcome pack will explain to you what doing a PhD at HIMS entails. Together with our PhD council we describe our view on the PhD track and supply you with practical information in order to find your way. More general topics about working at the University of Amsterdam are well described at the UvA website. For many other questions I encourage you to ask your peers; they are everywhere around you and eager to get to know you.

I conclude wishing you a great time at HIMS. Enjoy your once-in-a-lifetime experience as a PhD student in Amsterdam!

Prof. Wybren Jan Buma
Director HIMS

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I Introduction to HIMS

The Van 't Hoff Institute for Molecular Sciences (HIMS) is one of eight research institutes of the Faculty of Science (FNWI) of the University of Amsterdam. The institute houses 35 scientific staff members, 100 postdocs and PhD students and 20 support and management staff members. HIMS is organized in four strong disciplinary research themes: Synthesis & Catalysis, Analytical Chemistry, Computational Chemistry and Molecular Photonics.

Chemistry is an interdisciplinary science focused on design, synthesis and analysis of molecules. The core objective of the Van 't Hoff Institute is to understand and predict the behaviour of molecules in increasingly complex processes and systems. In our research three distinct focus areas can be distinguished:

1. Chemistry of Complex Systems and Materials

The world around us is complex. Materials are rarely pure and often consist of many components, the environment contains mixtures of many chemical substances, industrial products exist of carefully optimized complex mixtures, often with emergent properties. Elucidating, characterizing, predicting, and eventually designing and controlling such systems and their properties provides a large challenge for chemistry in the next decade. At the Van 't Hoff Institute, several groups work on investigating such complex systems, with application in forensic science, the chemistry of artworks (paintings), complex soft matter and smart materials, and system catalysis.

2. Chemistry for Sustainability

The energy transition, the climate crisis and the environmental problems all call for a sustainable society. Chemistry provides new solutions to these problems. With efficient chemical processes and catalysts using earth-abundant, cheap and non-toxic materials. With investigations into chemical recycling and how materials age and degrade, making the circular society a reality. With solutions for the energy transition, such as solar fuels, using electrochemistry and electrocatalysis. Our research groups are working in all these areas to create tomorrow's sustainable society.

3. Chemistry of biomolecular systems

The living world is an endless source of inspiration for chemistry research. At the Van 't Hoff Institute, chemists make and understand bioinspired, biological and prebiotic molecular systems. For instance, using biocatalysts to make highly specific molecules. Or by developing the synthesis, analysis, design and understanding of biochemical reactions, bioactive molecules and biomaterials, even leading to new processes for medical diagnostics and treatments. Last but not least, our researchers are also studying the origin of life.

The aim of HIMS is to perform internationally recognized scientific research within the themes Synthesis & Catalysis, Analytical Chemistry, Computational Chemistry and Molecular Photonics, both pure curiosity driven and application driven together with chemical-, food-, medical and high tech industries. The staff of HIMS plays a crucial role in the education programmes for bachelor- and master students and in educating PhD students.

These three program lines help to collaborate with external partners and to connect to thematic consortia. However the basis of the institute are the four strong disciplinary pillars:

Synthesis & Catalysis

The Synthesis & Catalysis theme is focused on the development of new technologies that enable efficient and sustainable chemical transformations. Efficient production of chemicals is crucial to ensure a sustainable society with a growing world population increasingly facing problems associated with scarcity of materials, energy and feedstock. Catalysis is the key enabling technique to ensure atom & energy efficient synthesis and to store and release chemical energy. The theme works on the development of new (cheap and sustainable) catalysts to improve the efficiency of chemical transformations and to efficiently convert solar/electrical energy to fuels (electrocatalysis, photocatalysis) and vice versa (fuel cells), thus contributing to solving energy and sustainability problems.

The strengths of the Synthesis & Catalysis team are in catalyst design, synthesis, kinetics, (spectroscopic) characterization, modeling and testing catalysts under applied conditions. The team consists of a group of highly interdisciplinary and world-renowned top-researchers. Synthesis & Catalysis is strong in both fundamental research and applied catalysis, and hosts the UvA's Research Priority Area Sustainable Chemistry.

On the fundamental side, the Synthesis & Catalysis team collaborates with several top-scientists and renowned scientific institutes all over the world. Applied research is performed in close collaboration with several industrial partners and in spin-off companies.

Analytical Chemistry

Analytical Chemistry is forensic science at the molecular level. Analytical Scientists are involved in establishing which types of molecules are present, how many of them there are and, increasingly, what they are – or have been – doing. Thus, we are naturally involved with forensics, but also with chemistry, materials, art, food and medicine. In all these areas the analytical-chemistry group within HIMS collaborate with leading companies and institutions. The Amsterdam universities are recognized as a unique national centre for Analytical Sciences in The Netherlands. We develop, improve and optimize analytical (separation) methods and technologies. We develop advanced software ('chemometrics') to turn large amounts of data into useful information. We work together with world-leading high-tech-instrument companies to make our findings accessible to other scientists.

Computational Chemistry

The Computational Chemistry theme is leading worldwide in the fields of molecular simulations and multiscale modelling. Its aim is to develop computational tools to model and predict, from first principles, the behaviour of complex chemical, biological, and physical processes.

Over the past decade the group has developed a strong alliance, the Amsterdam Center for Multiscale Modeling (ACMM), with its counterpart at the VU science faculty. The ACMM, established in 2007, has developed a strong High Performance Computing infrastructure and an internationally recognized training program.

The ACMM is world reference center in the field of research, training, and valorisation in the field of molecular multiscale modeling. Top research in all important modelling disciplines at one location, with direct access to essential infrastructure like the Supercomputer Center (SURFSARA) and the eScience Center.

Knowledge valorisation will also be facilitated via scientific consultancy for industry and the establishment of the ACMM-Laboratory (High Performance Computing infrastructure) that will be a hands-on hosting environment for commercial partners to learn and apply computational methods to systems of technological and industrial interest.

Molecular Photonics

Synthesis, analysis, and computational understanding of molecular systems are key disciplines for advancing chemical sciences, but the ultimate proof of their value must come from 'seeing' them at work and 'steering' them to perform user-defined tasks. The interaction of Light and Matter is per se at the basis of such endeavours. Not only does it allow the passive observation and characterization of molecular systems (molecular spectroscopy) but also to obtain emerging properties from their synergy (molecular photonics).

While the 20th century has been labelled as the century of the electron, it is now clear that the 21st century will be the century of the photon. The Molecular Photonics group harbours a power house of photochemical and photophysical expertise. It is in many aspects unique as it covers the complete trajectory from designing and constructing novel molecular systems to their application in areas of primary importance to society such as energy, sustainability, and health.

This is reflected in the strong interactions the groups has within and outside HIMS, such as the in 2014 started Advanced Research Center for Nano-Lithography, the free electron laser facilities (FELIX, FELICE) at Radboud University in Nijmegen, and medical research with the AMC and several companies.

II HIMS view on the PhD track

At HIMS we consider the PhD project as a four year education track in which young talented people get the room to exploit their talents and develop their knowledge and skills. In a 48-month pressure cooker you will be trained as a scientific researcher, with skills that could be employable in many directions outside the academic world too. On top of your personal growth, your PhD project aims to advance science and contribute to the society.

Practically, HIMS aims that its PhD students:

1. finish a thesis within 48 months, and
2. get a job following their UvA appointment.

Formalities

Please note that some formal procedures have to be followed during your PhD track in order to grant you the PhD diploma at the end. At first you need admission to the doctoral programme by the university's Doctorate Board. You are advised to apply for this within the first months of your appointment. A complete overview of the [doctorate regulations is available online](#), more details can be obtained at the Doctorate Board office via CvP-secretariaat-bb@uva.nl

Milestones of the track

There are several important milestones to be met in each PhD track. Upon appointment the PhD student and the supervisor(s) (i.e. promotor and -if not the same- the daily supervisor) together prepare a training and supervision plan (*opleidings- en begeleidingsplan, OBP*) that will be evaluated and adjusted where necessary during the regular progress meetings. If necessary the HIMS management shall ensure that this plan is drafted. The HIMS management will inform supervisor and PhD student when these meetings should be organized.

1. The first assessment takes place after 9 months. A negative assessment leads to the premature termination of the temporary appointment.
2. The second assessment will take place after 14 months. A positive assessment will result in an extension of the appointment from 18 to 48 months. Although this may differ per project it is expected that a first draft publication would be ready by this time.
3. At 24 months a 'mini defence' will be organized. You are halfway your PhD track and you should have some results and a view on the contents of your future thesis now. Your promotor invites an extra assessor (on top of the promotor and co-promotor) for this meeting. You will be asked to give a presentation on your results so far and your outlook on the second half of your PhD-project. Other questions at this assessment would be: Are the original objectives still within reach? What experiments can be performed in the time left? What courses and conferences should you join? Before the meeting you provide your mini defence committee:
 - outline or plan of your thesis;
 - (draft) of at least one chapter or article.This extensive assessment aims to give you positive and constructive feedback on your project and to help you keeping on track.

4. At 30 months, if you did not yet start thinking about your life after the *hora est*, you should do so now. Around this time you should participate in the compulsory course “*Launch your Career!*” that helps you preparing for a career after your PhD whether or not in science. Individual coaching by [ProActief](#) is also possible. It is recommended to discuss this topic with your supervisor too.
5. At 36 months another progress meeting will be organized. What final experiments should be done, before you start writing everything down within about 6 months from now?
6. Before the end of the 48th month of your appointment, the final manuscript of your thesis should be ready. The manuscript is being reviewed by the committee and you will pick a date for your defence ceremony. In the meantime you will continue your career outside of HIMS. The UvA website gives a step-by-step instruction scheme that will keep you on track so that you don't fall behind in the final phase of your doctoral programme.

Thesis premium

In order to encourage PhD students to complete their thesis within four years, HIMS offers a premium of € 2,000 if a PhD student completes the manuscript within 48 months. If you need up to 51 months to finish the manuscript, HIMS offers a € 500 contribution to the printing costs of the thesis.

Printing costs for scholarship students are reimbursed up to € 1,000 on the conditions that:

- The promotion is realized within a 5 year period
- The PhD student is earning less than 80% of the Dutch CAO norm
- The PhD student worked at least one year full time at HIMS
- There is no other organization that pays for the printing costs.

What to do if you feel you are not on track?

There may be dozens of reasons why your PhD project does not follow the ideal track. This paragraph deals with some of them and aims to give you some clues how to deal with it. There are certain books written that can give general but useful tips. For instance the book you get at the beginning of your PhD: *Mastering your PhD*. Although maybe not every single sentence applies to you, there are certain important questions answered. Another book (although only available in Dutch) *Promoveren, een wegwijzer voor de beginnend wetenschapper* has useful information too. For other occasions the tips below may help you.

1. **Simple solutions.** Take a week to write an overview of what you did so far. Maybe write it in an article/report/presentation form. This can help to find out what the next step is.
2. **Set deadlines.** Set deadlines for your research. This is not meant as a way to finish certain goals, but to evaluate whether what you are working on now, is worth pursuing further if no success is accomplished at all.
3. **Get one-on-one meetings with your supervisor.** Usually every group has weekly meetings with several people around a table. This helps to talk about your work. However, sometimes it is better to have a regular meeting with your supervisor in order to talk about how to continue your work. This is something your supervisor should always be able to help you in.

4. **Serious problems.** If you feel the problem resides in the general communication with your supervisor, tell your supervisor this in an appropriate manner. There is also the probability to get an external supervisor (either from the same group or from a different group) that can help mediate your work discussions. However, remember that this is not normal and can lead to confrontations if you rush into this. In this situation, the institute manager or director can be of great help.
5. **Non-scientific problems.** If you feel other than the above mentioned science related issues bother your progress, you may contact 'Persons of Trust' (also for issues of harassment, stealing or intimidation) working at the Faculty of Science (note that you are free to contact someone working at another faculty too), or the company doctor. Names are mentioned at the contact list.

Role of the promotor

The ultimate responsibility of the entire project and the quality control lies with the first promotor. The promotor can delegate part of his responsibilities for the creative process and research operation to a daily supervisor or operational responsibilities to laboratory staff or safety personnel.

The promotor cannot delegate the decision to continue or stop a PhD-track to others. If the promotor does not indicate strong doubts about the quality and potential of the candidate early in the track, for instance during the assessments after 9 or 15 months, it is the promoters' responsibility to devise a PhD-track that leads to a successful end of the track. If strong doubt concerning the students' abilities rise, this should be communicated to all concerned as soon as possible and the student should be made to leave. In all these matters the promotor reports directly to the HIMS-director. All matters concerning the start and progress of the PhD-track should be properly documented using the forms the employer or funding organization of the student has developed. In case there is no support from the side of the employer the UvA forms have to be used. It is very important that such an educational and supervision plan for the PhD-track is prepared at the very start of the track.

Role of the supervisor

During your PhD a lot is expected from you. On the other hand, you may also expect some things from your supervisor. Good supervision will make it easier to finish your PhD in time, grow as a scientist and develop the skills necessary for your career after your graduation ceremony. We have listed some points in the text below. In the book *Mastering your PhD* you can also find suggestions for what to expect from your supervisor.

1. Project management

You should expect your supervisor to act as a manager of the bigger picture of your PhD project. Together with your supervisor you have outlined your project(s) and related research questions, but because you can have a lot of details on your mind during your research, you might lose sight of the actual goals. It is therefore important your supervisor does not lose sight but instead keeps an overview so that chaos is prevented. A supervisor should help you to stay focused on the essentials, for example by helping you to learn to ask the right research questions and set up effective

experiments to tackle these questions. Additionally, your supervisor should understand the milestones of a project from which you decide to move on, or stop the current path of research.

For all of this, clear two-way communication on what is expected and required from you, what you are doing and on your progress is very important. Your supervisor should therefore be available for work discussions when you need it. Closely related to this is regular feedback on your results and evaluations to check whether you are on track and discussion how to get back on track if needed.

2. Education and conferences

Part of your PhD track is following courses and attending conferences. An overview of some of the available courses of the UvA is given in this brochure. This includes 'hard' skill courses to improve your knowledge on specific research topics, but also 'soft' skill courses, which, for example, can help you improve your presentation skills or teach you how you apply for jobs. There are probably dozens of other courses and schools which are not included in the overview, but which you can find around the internet or are known to your supervisor. The role of your supervisor here is to give advice on which courses to go to, based on your needs.

The same also applies to conferences. Attending these is important for your development as a scientist, to meet other researchers and learn about other research. It is also the place to show your research to the world through poster and oral presentations.

3. Career after PhD

In the last year of your PhD you should expect discussions about your career after finishing your PhD. This is something you might not think about too much yourself, but it is an important aspect. When you have an idea about your wishes for your years after graduating, your supervisor might be able to recommend some courses to improve your skills (not necessarily scientific!) for your future career or could contact you with interesting people in his/her network. The [Faculty of Science's Career Service](#) officer is [Thomas Geydan](#). Feel free to drop by and see him or send an email if you have any questions about your career.

III Working at HIMS

Via the link staff.uva.nl/science/az you enter an alphabetical, searchable list that contains information about UvA-wide and faculty-based staff support services. You can use the list to find information about topics including terms of employment, ICT matters, Health and Occupational Safety, Company Emergency Response and accounting.

Safety

Working in chemical- or laser laboratories requires safety precautions and strict rules. The FNWI personnel department heads over the safety regulations to all new employees. Within HIMS Norbert Geels takes care of laboratory safety. Please contact him in case you did not receive the rules or have any questions regarding safety.

Each experimental group has its own additional safety protocol and organizes its own safety training before you are allowed to do experiments. Below the basic HIMS lab rules are mentioned. The complete document with safety regulations are attached as an appendix to this brochure. Take your time to read these carefully.

Basic safety rules for the HIMS laboratories

1. *In case of an emergency call **2222**.*
2. *During a fire alarm you need to go to the meeting point in front of the Universum Sportscenter.*
3. *In case of a gas alarm, exit the lab, offices, and hallway, and go through the nearest fire doors.*
4. *Wear safety goggles in the laboratory. Lab coats are mandatory in most labs.*
5. *Take proper precautions before and during experiments.*
 - *Use proper personal safety measures (e.g. gloves, goggles, lab coats) when working in the lab.*
 - *When using gloves: in the hallway use one glove on the hand with the transport bucket with chemicals, use your glove free hand to open the doors. Lab coats and glasses are necessary during transport.*
 - *Protect your skin from chemical exposure.*
 - *Chemical experiments must be carried out in the fume hood.*
6. *When transporting liquid nitrogen:*
 - *Do not step into the elevator with the tank.*
 - *Make sure that others do not enter the elevator with the tank.*
7. *No food or drinks in the laboratory.*
8. *Never work alone in the laboratory.*
9. *Take notice of signs. For example: Do not enter a laser lab when the 'LASER ON' sign is lit.*
10. *Make sure that you are able to hear alarms at all times. Use of headphones is prohibited in the labs.*
11. *Store and label chemicals and samples properly. At the end of the day make sure that all chemicals are returned to their original storage location.*
 - *Keep Lab Servant up to date.*
12. *Make sure your waste management is correct.*
13. *When in doubt about operating equipment, experimental procedures etc.: ask the responsible person or your supervisor.*
14. *General Safety is your safety, discuss safety with colleagues. And report both incidents as near-incidents.*
15. *All research groups have additional safety rules, before working or visiting, make sure you get proper instructions.*

Code of conduct

Besides physical safety, the institute aims to be a place where colleagues treat each other fairly and respectfully, and give due credit for achievements to those who truly made them. Scientific integrity is an important part of the education of scientists. HIMS has an open culture where it is common that any potential ethical issue is being discussed as soon as it is encountered. The HIMS guidelines attempts to discuss a number of issues and suggests best practices and actions regarding reporting and storing results, fraud and plagiarism, conflicts of interest and other ethical aspects. The guidelines are attached to this document.

Valorization

The technology transfer office [Innovation Exchange Amsterdam](#) (IXA) helps researchers from UvA and VU utilise their knowledge. They have an office at the ground floor of building C. Also PhD students (in consultation with their supervisor) can contact them in case their project gives promising results that may be worthwhile to file as a patent or could be exploited in another way. In case these activities lead to net revenues for the university, employees that contributed to the invention will receive a personal reward.

PhD students are encouraged to recognize valorisation possibilities within their work. Several courses on this subject are available (see section Courses).

Vacation

Each UvA employee has an ample amount of leave days. Employees are responsible for taking leave. Given the personal interest of candidates to bring their project to a a successful promotion, HIMS expects them to invest time in their own time training / PhD program in case they apparently do not manage to do so in the regular working time. Only in case the supervisor forbids personnel to take vacation (for example, certain experiments can only be performed at that moment) the director may decide to reimburse unused leave.

Scholarship PhD's enjoy the same amount of holidays though not employed.

Illness

In case you are absent due to illness, please take care of the procedure for calling in sick.

1. Call in sick via the Self-service tool or notify the institute secretary by phone (020 525 5265) or email (hims@uva.nl). The secretary administrates the notification that will be received by the company doctor (AMD). Please note that your supervisor gets a copy of this.
2. When recovered, please note it in the Self-service tool or inform the institute secretary about the date when you have started work again.

In cases one needs medical or psychological help, the UvA's company doctor may be contacted. PhD candidates can also use the services of the [Student Psychologists Office](#), where PhD candidates can receive short-term help in case of psychological problems that influence your PhD research or your personal life. Contact details are listed in section VII.

IV Teaching

As part of their own education track all PhD students at HIMS teach experimental and/or practical courses and guide student projects. Your contribution will be mainly asked for courses in the Chemistry Bachelor- or Master programmes. The Faculty of Science organises several times per year a short course 'Teaching Skills for PhD candidates' which will support you in preparing for these teaching tasks. During the course you will (further) develop your teaching skills and become aware of your role and responsibilities as a teaching assistant. There are different kinds of exercises to practice your skills, tailored to your own type of teaching (tutorial/"werkcollege", laboratory, computer labs).

On top of that the PhD teaching coordinator of HIMS Dr. Ning Yan organises an introduction in lab practices. Both trainings are obligatory before one starts teaching activities.

When you are supervising a BSc or MSc student during his/her internship for the first time, it is very useful to follow the course 'How to effectively supervise individual student projects?'. During this course you will (further) develop coaching skills, you will learn how to give feedback on the behaviour and output of the student, and how to guide a student successfully through his/her internship. Practicing these skills is a major part of the course, to let you discover what supervision style suits you most.

V Life as a PhD

Meetings

As a PhD student you are part of a research group, which is part of the HIMS institute, which is part of the Faculty of Science of the university. On all these levels there are meetings where you can meet colleagues and learn about the research and inform yourself about (or even become active in) organizational developments. Your group leader will invite you for the weekly scientific group meetings. Other meetings that are highly recommended to join are:

HIMS PhD colloquium

The HIMS PhD colloquium series is a 1-monthly series of PhD-lectures with a *Borrel* afterwards. During one and a half hour three PhD students will present their research ideas and results in a lecture of twenty minutes, each followed by ten minutes discussion with fellow HIMS researchers. All the presentations are in English.

PhD council

The HIMS PhD Council acts as a bridge between students, PhDs and the scientific staff and management. The council consists of four PhD students that represent the four research themes. The council aims to improve the interaction within and between research groups of HIMS and to help you in your PhD track. Moreover, they provide feedback to PhD and management in order to tackle issues that you might encounter. In addition, they keep you updated on available courses.

Furthermore, they organize a monthly *Borrel* for the PhDs and postdocs of the institute on the last Friday of the month. The *Borrels* are held in the student bar, the Brainwave, where you have an excellent opportunity to talk with students, staff and colleagues from other research

groups within HIMS. The institute sponsors some drinks at the beginning of the *Borrel*, so please feel welcome to join every last (working) Friday of the month!

The council will launch a website within the hims.uva.nl domain soon. There you can find a list of activities they organize. You can contact the council members via the general email address: phd-council-hims@uva.nl

Members: Begüm Demirkurt (Molecular Photonics), Mirjam de Bruin-Hoegée (Analytical Chemistry), Hannah Jonas (Computational Chemistry), Fabian Raymenants (Synthesis & Catalysis).

VI Courses

During the PhD track you can follow courses to learn new skills or improve old ones. There are also numerous courses to expand your knowledge within your research field or to broaden your scientific horizon. Here we provide an overview of courses that are given by several research schools known by the institute. There are dozens of other courses and schools which are not included here, but which you can find around the internet or are known to your supervisor.

Mastering your PhD

This is an obligatory UvA course for all starting PhD students. It is about how to master your PhD project, presenting, planning and organizing, interpersonal skills and professional development.

<https://medewerker.uva.nl/en/science/phd/phd-programme/phd-programme.html>

Find PhD courses at NIOK, HRSMC and TA-COAST

- [NIOK \(Netherlands Institute for Catalysis Research\)](#)
- [HRSMC \(Holland Research School of Molecular Chemistry\)](#)
- [TA-COAST \(Technology Area Comprehensive Analytical Science and Technology\)](#)

Other courses

- [Teaching Skills for PhD candidates](#) (obligatory)
- PhD Training Programme
<https://medewerker.uva.nl/en/science/phd/phd-programme/phd-programme.html>
- The Faculty of Science offers a special training programme for PhDs. This programme consists of both mandatory and non-mandatory elements, such as training sessions to help you developing transferable and didactical skills like presenting, writing, teaching, or dealing with stress. It will also help you to prepare you for your next career step.
- Scientific writing
<http://www.uvatalen.nl/site/page.php?ID=1169&lang=1&contentID=6365>
This course aims at improving your writing skills for the purpose of writing academic papers (research papers or theses) in English.
Your instructor will deal with general aspects of writing, such as the central question, outlines, paragraph divisions, and formulating. Naturally, the course will focus on specific writing problems in English. You will be working towards one major assignment, to be

handed in by the end of the course. The instructor will concentrate on helping you advance your written English and teach you the conventions of academic writing in English. During the course, you will work towards producing a paper that will be evaluated by the instructor.

- Career planning
<http://www.proactief.uva.nl/>
ProActief specializes in career guidance in the broad sense of the word, for academic staff at all levels. ProActief offers individual counselling, workshops and training. HIMS organises together with ProActief the training *Launch your career!* for PhD students and postdocs in their second last year.

VII Appendices

In case you received a hard copy of this brochure, please contact the institute secretary for the appendices.

In case the links do not work properly, one may try to copy the hyperlink and then paste it in your browser.

- [UvA Doctorate Regulations \(promotiereglement\)](#)
- [Documents and forms related to doctoral programme](#)
- [Checklist promotieformulieren \(in Dutch\)](#)
- [Training and supervision plan PhD candidates \(2021\)](#)
- [HIMS PhD assessment form 9 and 14 months \(2021\)](#)
- [HIMS PhD assessment form 24 and 36 months \(2021\)](#)
- FNWI Safety regulations. Find the Faculty of Science Safety Guide [here](#). Ask Norbert Geels for specific HIMS regulations. Also see page 12.
- Occupational health and safety (see [Safe study and working environment](#) in the A-Z list)
- [HIMS Code of conduct](#)
- [Thesis premium claim form](#)
- [Joint doctorate request form 2019](#)

VIII Contact persons

| HIMS managing board | | | | |
|--|--------------------------------|----------------|------------|--|
| Wybren Jan Buma | Director | 6973 | C2.255 | W.J.Buma@uva.nl |
| Marcel Bartels | Institute manager | 8529 | C2.231 | M.J.Bartels@uva.nl |
| HIMS business office | | | | |
| Steffanie Igel | Operations management | 5453 | C2.227 | s.igel@uva.nl |
| Laura Bastiaans-Tomé | Institute secretary | 7020 | C2.230 | l.a.tome@uva.nl |
| Renate Hippert | Institute secretary | 5265 | C2.230 | R.B.Hippert@uva.nl |
| Saskia Spruyt | Institute secretary | 6491 | C2.233 | s.w.m.spruyt@uva.nl |
| Ineke Weijer | HRSMC, NIOK, CLHC | 6454 | C2.233 | R.Weijer@uva.nl |
| Special tasks | | | | |
| Norbert Geels | HIMS Safety and Health | 7021 | E0.47 | N.J.Geels@uva.nl |
| Michiel Hilbers | HIMS Laser safety | 5680 | D1.165 | M.F.Hilbers@uva.nl |
| Ning Yan | PhD teaching coordinator | 6468 | C2.233 | N.Yan@uva.nl |
| Laura Bastiaans-Tomé | HIMS ICT contact | 7020 | C2.230 | l.a.tome@uva.nl |
| Filipe Teixeira | Data steward | | C2.231 | |
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