



Information Guide

for PhD Researchers at

Tilburg Graduate School for Theology

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Contact Details Graduate School and Important Persons

Contact Details Tilburg Graduate School for Theology

Director: Prof. Natascha Kienstra, n.h.h.kienstra@tilburguniversity.edu
Secretary: Dr Jack de Mooij (+31) (0)13 466 3845, tst.graduateschool@tilburguniversity.edu
Secretariat: Agnes Berns, (+31) (0)13 466 3831, tst.graduateschool@tilburguniversity.edu

Postal address
Tilburg Graduate School for Theology
Attn. Dr J.D. de Mooij
Nieuwegracht 65
3512 LG Utrecht
The Netherlands

E-mail: tst.graduateschool@tilburguniversity.edu
Website: <https://www.tilburguniversity.edu/research/theology/graduateschool/>

Other Important Contact Persons

Confidential advisor PhD thesis: Dr. Roshnee Ossewaarde-Lowtoo,
B.Lowtoo@tilburguniversity.edu
ICT: Drs. Nico de Groot, n.c.degroot@tilburguniversity.edu
HR: hrservices@tilburguniversity.edu
Finances: Ad van de Flier, a.vdflier@tilburguniversity.edu
Doctorate Board: Tineke van Stralen, doctorate.board@tilburguniversity.edu
PhD Platform: Heleen Robben MA, tst.phdplatform@tilburguniversity.edu

Who-is-who Guide

The School's secretariat has an up to date version of the Who-is-who Guide with all staff members of the School, with pictures and contact details of all staff members. You can ask for a digital copy at bureautst@tilburguniversity.edu.

PhD Platform and TiPP

PhD Platform

The PhD Platform represents all PhD researchers within the Graduate School for Theology. It consults with the director and the secretary of the Graduate School and platforms of other Graduate Schools on a regular basis. Unofficially, it also represents the interests of PhD researchers towards the Faculty Board. The PhD Platform strives to inform all PhD researchers on differing but always relevant topics; such as the development of the Graduate School, (practical) information for (new) PhD researchers, and co-operation opportunities at University level.

The PhD Platform can be reached by e-mail: tst.phdplatform@tilburguniversity.edu

TiPP (Tilburg PhD Platform)

Tilburg PhD Platform is the deliberate communication channel for PhDs of five Schools at Tilburg University. TiPP has a PhD representative of each school's PhD council or PhD platform. For more information see the [Tipp website](#).

PNN (Promovendi Network Nederland)

All Dutch PhD researchers are united in the Promovendi Network Nederland. In PNN TiPP represents the interests of the PhD researchers of Tilburg University. For more information on the PNN, visit the [PNN website](#).

Tilburg School of Catholic Theology

Research of the Tilburg School of Catholic Theology

The research of our School is organized in two research programs. For the research questions of these programs and its participants, please visit the website about the [research programs of Tilburg School of Catholic Theology](#).

Within these programs several research institutes are positioned. For more information on these institutes, see the webpage with an overview of our School's [research institutes](#).

Education Programs

PhD researchers can follow courses from the Bachelor's and Master's programs of Tilburg School of Catholic Theology if these courses are relevant for their PhD research. For an overview of the available courses at Tilburg School of Catholic Theology, please see the [Osiris Education Catalogue](#).

PhD researchers who are interested in following courses should discuss this with their supervisor and ask permission for following the courses via the Secretary of the TST Examining Board, examencietst@tilburguniversity.edu.

Doctorate Board and PhD Regulations

The Doctorate Board of Tilburg University is responsible for the appointment of supervisors and co-supervisors, the awarding of doctorates and the doctorate honoris causa, and for the general policies regarding PhD programs. From each school a professor has a position in the Doctorate Board of Tilburg University. In the case of Tilburg School of Catholic Theology the vice-dean of research is a member of the Doctorate Board.

The Doctorate Board office can be reached through doctorate.board@tilburguniversity.edu or by telephone: +31 13 466 2230.

The Doctorate Board is also responsible for the [PhD Regulations](#). This document describes all formal aspects of the PhD programs and the PhD defence.

PhD Meetings

Twice a year a meeting of all PhD researchers of the TST is organized in Utrecht or Tilburg, preferably from 13:00 till 15:30 hours on a weekday. It is possible to participate online. In the first part of these meetings a PhD researcher presents his or her research, and questions can be asked. In the second part of the meeting a more practical training is offered. All PhD researchers are invited to these meetings. Employed PhD researchers are expected to attend all meetings.

Training and Supervision Plan

All PhD researchers have to fill out a Training and Supervision plan together with their supervisors, in which they plan the activities and supervision. The secretary of the Graduate School sends the PhD researchers the form for the Training and Supervision plan. The Training and Supervision Plan must be uploaded in Hora Finita to be approved by the (co-)supervisors. The Training and Supervision Plans are approved by the Director of the Graduate School.

Annual Progress Report

Employed PhD researchers and the supervisors of external PhD researchers are asked each year to hand in a progress report. The progress reports must be handed in at the Secretary of the Graduate School. The progress reports are discussed at the meetings of the Research Team of Tilburg School of Catholic Theology.

Confidential Advisor PhD Thesis

PhD researchers who want to speak about problems relating to their PhD research or contact with their supervisors can contact the confidential advisor PhD thesis of Tilburg School of Catholic Theology, Dr. Roshnee Ossewaarde-Lowtoo, B.Lowtoo@tilburguniversity.edu. In the [Regulations for the Confidential Advisor](#) is described how the confidential advisor PhD thesis should deal with complaints.

PhD researchers can of course also contact the confidential advisors of Tilburg University. They are the contact point for employees, students and visitors on campus who are faced with unacceptable behaviour, such as, for example, sexual harassment, bullying, aggression and violence, or discrimination. They are the contact point as well when abuse is suspected, or for an employee involved in a conflict for which the regular channels have not led to a solution. For more information see the [webpage of the confidential advisors of Tilburg University](#). Here you can also find the regulations that make the values and standards of our University explicit:

- [Tilburg University Code of Conduct](#)
- [Tilburg University Scientific Integrity Regulations](#)
- [Whistleblowers' Regulations Tilburg University](#)

PhD Psychologist

The PhD psychologist of Tilburg University offers psychological support when it comes to psychological problems caused by the PhD trajectory or directly affecting it. The PhD psychologist is specialized in short-term treatment of stress, lack of concentration, motivation issues, procrastination, anxiety (including fear of failure) and mood problems. More information can be found on the [intranet](#). Every PhD researcher from Tilburg University can ask for an appointment [by email](#).

Information for international PhD researchers

For international PhD researchers our University offers a webpage with all kinds of relevant information for internationals who have moved to the Netherlands, including information about health insurance, finding an GP/dentist and housing. Please visit the website [Welcome International Staff | Tilburg University](#)

Facilities

Tilburg University Account

All PhD researchers get a Tilburg University account, including a tilburguniversity.edu e-mail address. This e-mail address is used for all communications from the School, including invitations for PhD meetings and events that are organized by the School.

Workplace

With the University account PhD researchers can log in at a workplace at both locations of the School and in the University Library in Tilburg.

Library Card Tilburg University Library

When PhD researchers have a Tilburg University mail account, they can apply for a Tilburg University Card. The Tilburg University Card is also the library card of the [University Library in Tilburg](#). You can apply for the Tilburg University Card online, on [this webpage](#).

Library Card Utrecht University Library

All PhD researchers can apply for a Library Card of the [University Library of Utrecht University](#) at the desk of the Utrecht University Library. You have to bring a valid proof of identity and address and a proof that you are a 'staff member' of Tilburg University. To prove this, you must bring a letter stating your status as employee or staff not employed ('PNIL'). You can ask for this letter at tst.graduateschool@tilburguniversity.edu. When the letter is ready you will get a message that it can be collected at the office of the Graduate School.

Course Academic English

The Language Center of Tilburg University offers a course in Academic English, especially aimed at PhD researchers. For more information on the courses on offer, please visit the webpage of the [Language Center](#).

Finances

PhD Budget

Depending on the phase they are in, PhD researcher non-employees¹ can submit to the Graduate School a motivated request for making funds available to a maximum € 500 for the following facilities for the duration of the PhD track:

- an IBL account (please contact the [Graduate School Office](#));
- books;
- attending conferences, including related costs such as those for poster presentations;
- taking (a) specific course(s);
- other research related costs.

To submit a claim, two forms must be filled out and signed:

- 'Application form for PhD researcher facilities' that can be sent to the PhD researcher by Ad van de Flier, A.vdflier@tilburguniversity.edu ;
- The form 'Payment order (non) SEPA' that can be found [online](#).

Please hand in these forms and (written) proof of the costs (cash receipt or invoice on your name with a copy of the bank statement that shows that the costs have been payed) that have been made to the TST Financial Administration, or use the pigeon hole of Ad van de Flier, Nieuwegracht 65 in Utrecht or the pigeon hole of Natascha Rikkerink in Tilburg.

Reimbursement for Printing Costs of the PhD Thesis

PhD researcher employees and external PhD researchers of the Graduate School for Theology who have obtained their doctorate at Tilburg University can ask for a reimbursement for the printing costs of their PhD thesis to a maximum of € 1,500.

The following documents must be handed in to apply for reimbursement of printing costs:

- Copy of the printing office's invoice;
- A copy of the bank statement that shows that the costs have been payed;
- The filled out and signed form 'Payment order (non) SEPA'. This form can be found [online](#).

These documents can be submitted to:

¹ For the PhD budget for employed and international scholarship PhD Candidates, see the information in the section for employed PhD candidates.

Tilburg Graduate School for Theology
Attn. Dr J.D. de Mooij
Nieuwegracht 65
3512 LG Utrecht
The Netherlands

Reimbursement for Correction Costs of the PhD Thesis

PhD researcher employees and external PhD researchers of the Graduate School for Theology who have obtained their doctorate at Tilburg University can ask for a reimbursement for the English-language correction costs of their PhD thesis to a maximum of € 3,200. Costs for translation into English will not be reimbursed.²

The following documents must be handed in to apply for reimbursement of correction costs:

- Copy of the invoice of the corrector;
- A copy of the bank statement that shows that the costs have been paid;
- The filled out and signed form 'Payment order (non) SEPA'. This form can be found [online](#).

These documents can be submitted to:

Tilburg Graduate School for Theology
Attn. Dr J.D. de Mooij
Nieuwegracht 65
3512 LG Utrecht
The Netherlands

Financial Support for External PhD Researchers

There are several external funds who have supported PhD researchers in the past years. The most important funds for PhD researchers are:

- [L.J. Maria Stichting](#) (for female Catholic students and PhD researchers).
- Stichting Adrianus Fonds (Please contact [Agnes Berns](#))
- [Missio Aachen](#) (especially for priests)

PhD researchers who would like to get personal advice regarding the possibilities of financial support can contact the [Secretary of the Graduate School](#) or the division [Grant Support](#) in Tilburg.

² See for the Regulation (in Dutch) [Regeling publicatie- en vertaalsubsidie TST](#)

Canonical Degrees

The Congregation for Catholic Education has given Tilburg School of Catholic Theology permission to deliver canonical degrees in Sacred Theology. The levels of these degrees are Baccalaureate (S.T.B.), Licentiate (S.T.L.) and Doctorate (S.T.D.). General information can be found on the webpage about [Canonical degrees](#).

Priests or PhD researchers with an S.T.B. degree can combine their PhD research with an S.T.L. and/or an S.T.D. degree program. For the S.T.L. degree an individual curriculum must be designed and submitted to the Examination Board for approval. For the S.T.D. degree no separate program is required. An internal STD committee chaired by the Dean assesses the thesis and decides on the conferral of the STD degree. No fees have to be payed when an S.T.L. or S.T.D. program is combined with PhD research. For further information, please contact the Secretary of the Examination Board for Canonical degrees, [Jack de Mooij](#).

When the Manuscript is Approved by the Supervisors

In a Step-by-Step Guide for PhD researchers of Tilburg School of Catholic Theology all necessary steps from the approval of the manuscript by the supervisors to the PhD defense ceremony are described. The Graduate School's secretariat has an up-to-date version of this guide and will send the latest version to candidates whose manuscript is approved by the supervisors.

Information for Employed PhD-students only

PhD Budget

Employed PhD researchers and international scholarship PhD researchers can submit to the Graduate School a motivated request for making funds available to a maximum of € 3000 for the following facilities for the duration of the PhD track:

- books; (please be aware that all books *must* be bought by employed PhD researchers at INDEX books, see <https://www.indexbooks.nl/> , please contact n.rikkerink@tilburguniversity.edu for ordering books)
- attending conferences, including related costs such as those for poster presentations (please be aware that all international travels *must* be booked by employed PhD through Egencia, please contact s.kanhai@tilburguniversity.edu for booking);
- taking (a) specific course(s);
- other research related costs.

To submit a claim, two forms must be filled out and signed:

- 'Application form for PhD researcher facilities' that can be sent to the PhD researcher by Ad van de Flier, A.vdflier@tilburguniversity.edu ;
- The form 'Payment order (non) SEPA' that can be found [online](#).

Please hand in these forms and (written) proof of the costs (cash receipt or invoice on your name with a copy of the bank statement that shows that the costs have been payed) that have been made made to the TST Financial Administration, or use the pigeon hole of Ad van de Flier, Nieuwegracht 65 in Utrecht or the pigeon hole of Natascha Rikkerink in Tilburg.

Pure

All employees of Tilburg University must register their research in the digital research information system Pure. All PhD researchers automatically get a Pure account. More information on Pure can be found on the [Pure intranet page](#).

You can log on directly in Pure: <https://pure.uvt.nl/admin/workspace.xhtml>.

For questions on Pure you can contact our School's Pure Coordinator, [Jack de Mooij](#).

PhD Bonus

Employed PhD researchers of the Graduate School for Theology whose manuscript has been approved by the PhD Committee within one year after the end of their employment can ask for a reimbursement for the printing costs of their PhD thesis to a maximum of € 2500 instead of € 1500. When extensions of the contract have been granted, special conditions do apply. For applying for the bonus the abovementioned procedure for reimbursement of printing costs can be followed.

Teaching / BKO

PhD researchers who want to teach courses in the bachelor's or master's program of the School of Theology can discuss this with their supervisors. When teaching a whole course, PhD researchers might obtain a BKO (Basiskwalificatie Onderwijs) / UTQ (University Teaching Qualification). For more information on the BKO, see the [intranet page](#). PhD researchers can contact [Mariëlle Snijder](#) for personal advice.

NOSTER

All internal PhD researchers are advised to become a member of NOSTER, the Netherlands School for Advanced Studies in Theology and Religion. See for more information of the activities and membership application noster.org. Membership applications must not be done by the PhD researcher, but by the Graduate School. If you want to become a member of NOSTER, please send an e-mail to the [Secretary of the Graduate School](#).

Career Counseling for PhD's

The HR division of Tilburg University offers a three day course in Career Counseling, especially for PhD researchers in the last year of their contract. PhD researchers will be invited via the Secretary of the Graduate School or by the HR division. PhD researchers can also ask the School's HR advisor or an HR advisor of another School for personal advice or for a customized training.

Human Resources

For questions regarding Human Resources (Salary, taxes, ABP pension fund, visa, Arbo (Dutch Health and Safety Service), Facilities model and option plan for employment conditions) PhD researchers can contact the HR advisors of Tilburg School of Catholic Theology. See for more information and contact details the [intranet page of de human resources division](#).

Collective Labour Agreement (CAO)

The Collective Labour Agreement (Dutch abbreviation: CAO) of Dutch Universities is applicable to all university employees in the Netherlands. The up to date version of the CAO can be found on the [website of the UNL \(Universiteiten van Nederland\)](#).

AOb – Scientists' Union

The union for scientists in the Netherlands is called AOb. This union is involved in the negotiations of the collective labour agreements at the universities and offers legal assistance to its members. PhD researchers can become a member at a reduced tariff. See for more information [AOb's website](#).

Sports Center

PhD researchers can become a member of the Sports Center in Tilburg at a reduced tariff as employees of Tilburg University. The Sports Center is located nearby the campus of Tilburg University. See for more information the [website of the Sports Center](#).

Funding Opportunities after the PhD Project

PhD researchers who would like to apply for funding after their PhD project can choose for example for a funding application at NWO for a Veni (for independent research for a period of three years) or a Rubicon (for a stay at a university abroad, max. two years), or an individual fellowship of the Marie Skłodowska-Curie actions (for a stay at a university or institution abroad). For more information contact the division [Grant Support](#) in Tilburg. PhD's can be nominated by two professors for a [Niels Stensen fellowship](#), a postdoc stipendium for a stay abroad at a renowned University or institution.