1. Main Objectives of the ILLC PhD Programme.

The ILLC PhD programme is designed to support and guide PhD candidates in their track to become highly qualified scientific researchers in the areas described by the institute's research mission. While the PhD positions at the ILLC come in various shapes and forms (depending on the source of funding and the faculty at which the candidates are appointed), it is the explicit policy of the ILLC to treat its PhD candidates as uniformly as possible and to offer a well-balanced training programme tailored towards each of them.

All PhD trajectories at the ILLC are centred around an individual research alignment between the PhD candidate and his/her supervisors. In this context, the first objective of the ILLC’s PhD programme is to enhance this individual research alignment and help guide the PhD candidates towards the successful completion of their PhD project. The ILLC PhD Programme has several tasks, ranging from organizing a well-balanced training programme, performing quality checks, and offering relevant information (in particular, stipulating clearly what the responsibilities are for all parties involved in a PhD track).

2. Responsibilities during an ILLC PhD Track.

The PhD track of a candidate within the ILLC involves three main partners: 1) the PhD candidate, 2) the supervisors and 3) the institute. Each partner has a list of specific responsibilities:

2.1. Responsibilities of the ILLC institute:

The ILLC delegates its main responsibilities with respect to PhD matters to the director of the ILLC PhD Programme, who sees to it that the following tasks are carried out:

1. Provide an excellent scientific working environment in order to facilitate and enhance the individual research alignment between the PhD candidate and his/her supervisors. By its very nature, much of this supervision process itself cannot and should not be regulated, but the institute has a responsibility to mediate in case of a problem or conflict.

2. Offer a doctoral training programme as well as a transferable skills programme to support the PhD candidates in their academic tasks (see section 3).

3. Provide the ILLC PhD candidates with all the necessary information about the ILLC’s expectations as well as the PhD candidates’ rights and duties, including an overview of the official doctoral procedures at ILLC and UvA.

4. Ensure the quality of the programme through a system of control instruments (see section 4).
2.2. Responsibilities of the Supervisors:

1. The supervisors and PhD candidate share a joint responsibility in making sure that the PhD candidate can in principle successfully complete his/her PhD work within the fixed time-frame of a PhD track. It is the task of the supervisors to work intensively with the PhD candidate during the candidate’s official PhD track and to ensure that the candidate is provided with excellent scientific guidance and advice.

2. The daily supervisor is responsible for the completion of the Education and Supervision Plan within the first three months of the PhD candidate’s appointment within the ILLC.

3. The daily supervisor is responsible for the selection of scientific courses which are part of the Scientific Training Programme (see section 3.1). In case a specific course (necessary for the candidate’s PhD track) is not on offer at the UvA, it is the task of the daily supervisor to make sure that the candidate has access to the necessary scientific material and/or can receive this training outside the UvA.

4. The daily supervisor is responsible for organizing and conducting the assessment interview and annual evaluation meetings (see section 4.1).

5. The supervisors are responsible for the immediate signalling (to the ILLC) of any problems indicating that a specific PhD track cannot be completed within the given time frame.

2.3. Responsibilities of the PhD Candidate:

1. The PhD candidate and supervisors share a joint responsibility in making sure that the PhD candidate can in principle successfully complete his/her PhD work within the fixed time-frame of a PhD track. The main task of a PhD candidate is to conduct excellent research, to publish the results of this research, and finally to produce a PhD dissertation. During this process it is the task of the PhD candidate to follow the scientific guidance and advice of his/her supervisors.

2. It is the task of the PhD candidate to participate actively in the PhD training programme provided by the ILLC (see section 3). The candidate’s duties are stipulated in the Education and Supervision Plan (see section 5).

3. The PhD candidate is responsible for the signaling of any structural or practical problems which he/she may experience during a PhD track. Any such problems can be signaled (confidentially if needed) to the members of the PhD Progress Committee, to the ILLC PhD Council or directly to the director of the ILLC PhD Programme.

3. ILLC PhD Training Programme.

It is the aim of the ILLC to provide a uniform and balanced PhD training programme for all its PhD candidates. This PhD training programme consists of a scientific part and a part that is directed towards transferable skills:

3.1. Scientific Training Programme
PhD candidates at the ILLC already have the opportunity to benefit from a rich scientific training programme. First, this includes the advanced courses of the Master of Logic programme, many of which are research courses that are in fact taught at PhD level. Second, the ILLC is home to several seminar series and colloquia. During a typical week during term time there will be at least three research talks organized on ILLC premises. This is complemented by similar events at neighboring institutions, such as the CWI and the ACLC. Third, various national Dutch research schools offer specialized disciplinary courses to PhD candidates. ILLC PhD candidates can attend courses at LOT (Dutch Graduate School in Linguistics), SIKS (Netherlands Research School for Information and Knowledge Systems), OZSW (Dutch Research School of Philosophy), ASCI (Advanced School for Computing and Imaging), and others. The PhD candidates at ILLC attend on average about 15 ECTS of scientific courses during their PhD track. The ILLC PhD Programme will continue to advise the candidates to engage in scientific courses for at least the same amount of 15 ECTS.

Besides the courses within the Netherlands, all ILLC PhD candidates are actively encouraged to participate in relevant international summer schools. In this context we mention in particular the summer school series organized by The Association for Logic, Language and Information (FoLLI). The objectives of FoLLI are in close alliance with the aims of the ILLC and can be summarized as “the advancing and practicing of research and education on the interface between logic, linguistics, computer science and cognitive science”. FoLLI organizes three summer school series which are regularly visited by ILLC PhD candidates and ILLC staff members. The FoLLI school series comprises the annual European Summer School in Logic, Language and Information (ESSLLI); the biennial North American Summer School for Logic, Language and Information (NASSLLI) and the East-Asian School on Logic, Language and Computation (EASLLC). These schools offer specialized post-graduate courses within the three main research programmes of the ILLC (i.e. Logic and Language (LoLa); Logic and Computation (LoCo) and Language and Computation (LaCo)).

The ILLC Education and Supervision Plan (section 5) is designed in such a way that all (local and international) training activities must be listed separately. It is the task of the supervisor(s) to help the PhD candidate in the selection of these scientific courses.

3.2 Transferable Skills Programme

In line with the advice of the LERU (League of European Research Universities), the ILLC PhD Programme subscribes to the idea that the process of doctoral education requires that the candidate develops a range of skills that reach beyond “research training”. This broader set of skills refers to “personal and professional training and development” and is important for the career development after the doctoral degree for jobs both within and outside of academia. In particular this means that the above-mentioned scientific programme has to be complemented with non-academic courses providing training in “transferable skills” such as (1)
project management, (2) presentation, (3) academic writing, (4) career development, (5) scientific integrity and (6) teaching skills. In addition to these courses, the faculty of humanities and faculty of science organize (7) an introductory meeting to welcome the PhD candidates.

The ILLC PhD Programme will organize the above-mentioned courses (1)-(5) within the ILLC itself in order to guarantee that these transferable skills are all geared specifically towards the background expertise and needs of the ILLC PhD candidates. The teaching skills training course (listed as item 6) is offered by the Faculty of Science and directly (only) towards PhD candidates who are assigned teaching assistant duties within the Faculty of Science.

With respect to the courses in the respective transferable skills, the ILLC puts forward the following objectives:

(1) Project Management Course (offered by Mark Holthuis in 2014)
(2 times four-hour training session, directed towards first year ILLC PhD candidates)
- This course instructs participants in the basics of effective project management and time management. Managing a thesis or research project can be a challenging task. At the start it seems as if there is an infinite amount of time to get the work done. However as time ticks away, that feeling is often replaced by nervousness when students realize how much still needs to be done. The training provides a structure of relevant and practical techniques, which can be applied on the students’ own research projects.
- Participants learn about goal setting, phasing, milestones, decision points, defining intermediary tasks, monitoring, planning, time management and dealing with timewasters. This course will help participants to take better control of their project and enhances autonomy.
- The Project Management course is offered in 2014 by the Holthuis Advies-coaching-training center: http://www.holthuis.nl/wieis.html

(2) Presentation Course (Offered by Lea Witmondt and Tony Maples in 2014)
(8 week course, 2 hours/week, directed towards second year PhD candidates)
If you’re a scientist today, you have to speak. Live.
In a variety of situations. Formal and informal.
At a seminar for colleagues, in a lecture hall for students; at a major congress for an audience of peers; in front of a small committee to support your grant application; for a media interview, radio, tv, the
printed press. Or an open day for a family public. Maybe you’re a natural talent, but maybe not. Speaking in public can be a daunting experience. And a very physical one. Your mouth goes dry, your throat gets tight, you lose the track, you feel like a fool, you gabble your words or you mumble incoherently, you pace back and forth or you’re rooted to the spot. Yet public speaking is a skill. You can learn it, and learn to enjoy it. There are hundreds of books and blogs with plenty of useable tips and sound advice. But there’s one thing a book can’t give you: the experience of getting up and doing it.

In this 8 week course, in a relaxed and stimulating learning environment you’ll be doing just that, standing up and speaking. Live, in front of colleagues. Again and again. With powerpoint, and without. You’ll learn to use voice and gesture, how to structure a story, and how to present with clarity and confidence. You’ll learn by doing, but also by observing others, and giving feedback. You’ll get tools and tips, but most of all you’ll get experience.

Lea Witmondt and Tony Maples are the founders of Pandemonia Science Theatre and have been coaching groups of students, AiO’s, as well as individual scientists and consortiums for more than 15 years.

(3) Academic Writing Course (offered by Priscilla Brandon and Stijn Cornelissen in 2014):

(3 training sessions in total, the first two sessions last 3 hours the last one 1,5 hour, directed towards second year PhD candidates)

During this course, the PhD candidates are offered a set of skills which will help them during the writing process of scientific papers. Special attention goes to structuring a scientific paper and to the scientific style of writing. Different writing samples in the areas of the ILLC will be analyzed and their structural elements are highlighted.

This course includes an active writing task for each PhD candidate. Depending on the research area of the candidate, each candidate receives a writing assignment at the start of the course. During this course, the candidates receive individual feedback on the result of their assignment.

At the end of this course, each PhD candidate’s Academic English skills are assessed and if deemed necessary, a PhD candidate will be obliged to enroll in an Academic English Writing course offered by UvA.

(4) Career Development Course (4 hours training offered by Mark Holthuis + 1 workshop offered by the UvA Bureau Kennistransfer/Technology Transfer Office in 2014)

(1 x 4 hours training and 1 workshop, directed towards third year PhD candidates)

The PhD candidates are offered an overview of possible future career tracks (inside and outside academia). PhD candidates receive further
advice on how they can put together a successful job application package (for applications inside and outside academia) as well as advice on how to write a successful post-doctoral grant proposal.

In the context of career development, the PhD candidates are encouraged to attend the *Life after ILLC*-event which the PhD council organizes on an annual basis. The purpose of this event is to bring ILLC’s current students (both MSc and PhD) into contact with alumni that either remained in or left academia after having completed a PhD or a Master in Logic at the ILLC. During this event, several ILLC alumni speak about their current occupation and about the experience they had when looking for a job after their time at the institute.

(5) Scientific Integrity Training
This course is under construction, it will be offered in 2015.

(6) Training Teaching Skills (5 hours training, offered by the gss)
Course description offered by the Faculty of Science, FNWI, UvA:

“Are you a PhD candidate or Teaching Assistant at the UvA and will you be teaching in the near future, either as a (computer) lab assistant or tutorial (werkcollege) assistant for one of the courses at the FNWI? Then you are expected to follow the training Teaching Skills for PhD candidates and TA’s.

During the training you will become aware of your role and responsibilities as an assistant at the FNWI and you will (further) develop your teaching skills. There are different kinds of exercises to practice your skills and receive feedback from others. But also some practical information will be given about Datanose, timetables, and rooms. Any course specific information will not be discussed but can be verified with your course coordinator.

The training will last approximately five hours and will be given both in Dutch and in English. Dutch PhD candidates who will be teaching in English are advised to register for the English training.”

Source: [http://gss.uva.nl/current-phds/skills-development/faculty-level/training-teaching-skills.html](http://gss.uva.nl/current-phds/skills-development/faculty-level/training-teaching-skills.html)

(7) Introductory meeting at the Humanities or Sciences (depending on the faculty of your appointment)
The introductory meeting is organized on faculty level: it serves as a welcome meeting where you learn more about the functioning of your faculty and have a chance to meet other PhD candidates.

For the specific implementation of the courses (1)-(5), the ILLC PhD Programme hires specialized trainers who can teach these courses every year.

It will be obligatory for all ILLC PhD candidates to enroll in the above-mentioned courses (1)-(5) as well as the introductory meeting (7) during their PhD track. For PhD candidates who are assigned teaching duties in the Faculty of Science, course (6) is also obligatory.
If the supervisors together with the PhD candidate decide that additional training in transferable skills is necessary, specific arrangements can be made for the PhD candidate to attend any of the UvA courses on offer (including training in Dutch, Academic English, PhD Social Skills etc.). The graduate school of humanities (http://gsh.uva.nl) has a list of optional courses on offer, all of which are open for ILLC PhD candidates. Registration to any of the skill courses is organized by the ILLC office, this includes the registration for the obligatory skill courses as well as any of the optional courses offered by the graduate school of humanities.

4. Quality and Quality Control
In order to ensure the quality of the training and education of the ILLC PhD candidates, the ILLC institute employs three instruments: 1) the Assessment Interview and Annual Evaluation Meetings; 2) the ILLC PhD Council; 3) the PhD Progress Committee or Promotievoortgangscommissie (PVC):

4.1. The Assessment Interview and Annual Evaluation Meetings:

Annual Evaluation Meetings:
The annual evaluation meetings bring together the supervisors and PhD candidate. The ILLC office reminds all parties of the date the evaluation is due, but it is the PhD daily supervisor who is responsible for the actual organization of the meeting. These meetings play an important role in assessing 1) whether the candidate’s research plan is on schedule and 2) whether the candidate has made progress in the necessary soft skill development. During these annual evaluation meetings, the supervisor has the duty to design a plan of action for the future in order to remedy any deficiencies that are reported in the evaluation outcome.

Assessment Interview:
In line with the employment contracts of PhD candidates at the ILLC (within either the faculty of Humanities or the faculty of Science), the ILLC first assessment interview is to be organized as follows:
At 12 months of employment, the supervisors (including the daily supervisor, promotor(s) and co-promotor(s)) will have an assessment interview with the PhD candidate. Besides the supervisors, the director of the ILLC and/or the director of the PhD Programme will take part in this interview. On the basis of this assessment, a go/no-go decision is made concerning the continuation of the project. In preparation of this assessment interview, the candidate will hand in a scientific report at 9 months.

After 9 months, the PhD candidate is asked to hand in a written scientific report (which can be a draft of a research paper or a pilot study of the PhD research project) including a short PhD plan for the research tasks that are to be conducted in the next years. This report has to be submitted by email to the supervisors, to Tanja Kassenaar and to Sonja Smets. PhD candidates are advised to discuss the nature of this scientific report in advance with
their supervisors. After three weeks of submitting their scientific report, the supervisors will give the candidate feedback either during a personal meeting or in written form.

The assessment interview will take place at the end of the first 12 months. During this interview the supervisor(s) will decide on the extension of the candidate’s PhD position to the full span of the PhD track (which can be 3 or 4 years depending on the type of PhD employment). This decision will be based on the work of the PhD candidate since the start of his/her appointment and the expectation that the candidate will graduate in a timely fashion, where we take into account the candidate’s research progress (based on the 9-month’s scientific report and possible improvements), how the candidate has dealt with specific tasks, actions and advice. On the basis of the first assessment interview a go/no-go decision will be made.

In case of a negative decision the candidate will be officially notified at least 3 months before the end of their employment contract. The notification date will vary between faculties at UvA: PhD candidates employed in the faculty of Humanities will be officially notified at least 3 months before the end of their first 16-month contract while candidates in the faculty of Science will be officially notified at least 3 months before the end of their first 18-month contract.

In case the assessment interview leads to a positive decision and to the continuation of the candidate’s employment, the supervisors will continue to evaluate the progress of the candidate on an annual basis. These annual evaluation meetings are monitored by the director of the ILLC and the director of the ILLC PhD Programme.

If necessary the Education and Coaching plan may be amended as a result of the first interview. If so, the amended Education and Coaching plan should be attached to the assessment form.

The ILLC support office sends out regular reminders of the dates of these meetings to all parties involved, but it is the daily supervisor who is responsible for the actual organization of the assessment interview. The daily supervisor will write a report of this interview, using the ILLC’s assessment form. The form needs to be signed by all parties involved.

4.2. ILLC PhD Council:
The PhD candidates at the ILLC are represented in an active, well-functioning PhD council which has a good overview of the PhD programme and the needs of the PhD candidates. The director of the ILLC and the director of the PhD Programme will have three meetings every year with (representatives of) the PhD council in order to discuss issues regarding the PhD programme and the welfare of the PhD candidates. Besides this, a representative of the PhD council is present at the ILLC Programme Leaders Meetings.

4.3. PhD Progress Committee
Finally, an important instrument to ensure the quality of the training,
education and working environment of the PhD candidates is provided by
the ILLC PhD Progress Committee (Dutch: Promotievoortgangscommissie,
acronym: PVC). This committee, annually appointed and consisting of
about five staff members, holds annual interviews with each ILLC PhD
candidate. The point of these interviews is explicitly not to check the
students' individual progress (this is the topic of the annual talk), but to
review whether, conversely, the ILLC meets its proclaimed standards as an
environment for conducting research and training. That is, the committee
enquires whether the candidate receives adequate research training, finds
sufficient attention and advice from the supervisor, is satisfied with the
working conditions, is building up a network, etc. The committee draws up
a confidential report of each interview, which is sent only to the PhD
candidate; in case of individual problems, the committee takes direct
action, (for instance by urging the supervisor(s) to improve the frequency
of the contacts).

In addition, the PVC submits an annual report to the director of the institute
(and in the future, to the director of the PhD programme). These reports
summarize the state of the ILLC PhD programme. In particular, the PVC
signals problems (both general and specific) and it may advise the ILLC on
possible actions to solve these problems.

As of 2012, the PVC members also serve as confidential advisors, to whom
ILLC PhD candidates can turn with questions, worries or complaints that
they do not feel comfortable discussing with their supervisors.

5. PhD Education and Supervision Plan
Within the first three months of their appointment, each PhD candidate and their
supervisor must put together an ILLC Education and Supervision Plan (Dutch
acronym: OBP), which outlines the PhD project and formulates the candidate’s
tasks and goals. In agreement with the Collective Labour Agreement of the Dutch
Universities, the OBP plan can be further changed and worked out in detail by the
end of the first year of the PhD track and may be adjusted annually thereafter, if
so required.

The OBP lists the frequency of supervision meetings between the candidate and
supervisors and includes all the training items that have to be completed by the
PhD candidate during the full PhD track.

6. PhD Facilities

6.1 Workspace
The ILLC provides an individual workspace with desktop computer to the
PhD candidates who are employed at UvA as well as to the ILLC bursary
PhD candidates. These individual workspaces are arranged either at the
Faculty of Humanities or at the Faculty of Science. PhD candidates who
travel between two faculties but do not have an individual workspace at
Science Park can use one of the ILLC flex-PhD-desks available at SP107.

ILLC PhD candidates who are employed outside UvA but within the
Netherlands (e.g. at CWI, Meertens Institute) have a workspace at their
own hosting institute but are free to use one of the ILLC’s flex-PhD-spaces
or the ILLC guest-spaces when needed.

PhD candidates who did not succeed to complete their PhD track on time,
may obtain the ILLC’s agreement that they can continue to use the ILLC workspace facilities for a specified time.

6.2 Housing
The ILLC assists all new foreign PhD candidates in finding suitable accommodation.

6.3. PhD Dissertation Bonus
All PhD candidates who complete their PhD track within the agreed time, receive a bonus. The amount of the bonus depends on the type of PhD candidate. PhD candidates whose dissertation is approved by the committee before the end of a four-year UvA employment contract, receive a bonus of 2,000 Euro. In case the candidates finish sooner and their dissertation is approved by the committee before the end of their third year (applicable to candidates with a three-year or four-year UvA employment contract), the bonus is 3,000 Euro. Candidates who do not complete their dissertation within the time frame of their UvA employment contract but still manage to get their dissertation approved soon afterwards can receive a smaller bonus (1,000 Euro within 3 months, 500 Euro within 6 months). Also PhD candidates who are not employed by the UvA are entitled to a 2,000 Euro bonus if their dissertation is approved by the committee by the agreed date, and 1,000 Euro when approved within 3 months, or 500 Euro within 6 months of the agreed date.

6.4. Costs for Conferences and Summer-Schools
The ILLC covers (within well-defined limits) the travel to conferences and summer-schools of PhD candidates.

7. Information about the different PhD positions at the ILLC
There are currently around 50 PhD candidates affiliated with the ILLC. It is the explicit policy of the institute to treat its PhD candidates as uniformly as possible. In particular, the ILLC prefers a PhD track of four years, during which the PhD candidate is employed (or paid by a grant) on a full-time basis, and may be asked to spend (at most) 20% of his/her time on teaching activities.

The reality is that PhD positions at the ILLC come in various shapes and forms, depending on their source of funding and the faculty at which the candidates are appointed. Roughly, there are four categories to be distinguished:

First, there are the PhD candidates funded directly by the University of Amsterdam. At the Faculty of Science, such a position is typically a four-year full-time position, whereas at the Faculty of Humanities a standard PhD position is four years 0.8 fte, or, in the case of a full-time arrangement, three years and three months. We note that while PhD positions at the Faculty of Science include teaching tasks, PhD-candidates funded by the Faculty of Humanities are not required to teach but can often augment their 0.8 position with some paid teaching activities.

Second, PhD candidates hired on research projects funded by NWO generally have four-year positions, while European grants typically fund a three-year appointment for a PhD candidate.

Third, some PhD candidates are bursary students, funded by international programmes or by scholarships from foreign countries (e.g. grants from the Chinese scientific council). Some bursary students receive funding to visit (but not to graduate at) the ILLC for the duration of one year while others receive
funding to graduate and complete their doctoral degree at the ILLC. The latter group of bursary students’ funding may cover either 3 years or 4 years of their studies, depending on the contract with the funding agency (e.g. Erasmus Mundus, the Chinese scientific council etc.). In case 3 year funding is not enough to cover the PhD studies of our bursary students, the ILLC may step in and offer to support the fourth year. The ILLC covers the costs of overheads for all its bursary students and supports their annual participation at summer schools and conferences (up to an agreed maximum), but does not offer any other type of direct financial support to the ILLC bursary students.

Finally, there are a few candidates who support their PhD studies using private funding. In principle, these are treated along the lines of the bursary students. For all these PhD candidates, the ILLC collects the following information (in a database): the type of employment, OBP form, information about the exemption request for foreign diploma holders, information about the assessment interview and evaluation meetings, admission to the doctorate, approval of doctoral committee, envisaged defense date.

8. ILLC PhD Programme Website
The ILLC PhD Programme Committee will update the current website and provide the new OBP form as well as further information about the assessment interview dates online in 2014.

A new Q&A section will be created where questions and answers for PhD candidates and supervisors can be provided (several important questions that have been reported by the PVC will be explicitly addressed on the website).

9. PhD Selection
There are several ways in which the ILLC recruits new PhD candidates:

1. All new open positions funded via the ILLC are advertised on the ILLC web pages. Typically, there are about five to ten advertisements for PhD positions per year. These positions may be advertised at any time (there is no particular time of the year for PhD applications). The ILLC advertises two types of positions: 1) positions funded by external funding (NWO, EU, ...) come with a precise project description specifying the PhD thesis topic and the supervisor and 2) positions funded via direct (UvA) funding may specify the area of research but leave the precise project description open. The institute is responsible for putting together a selection committee (consisting of at least three qualified researchers among which one is a full professor and one female). The role of the committee is to advise the director of the institute in the selection of the best candidate for the advertised position. After a selection has been made, the ILLC support staff will contact the Human Resource Department in order to arrange the employment details.

2. PhD candidates who have secured funding via an international programme or scholarship from a foreign country (e.g. grants from the Chinese scientific council) or who have their own private funding, may send an application requesting their admission into the ILLC PhD programme. The admission procedure consists of an application form which has to be completed first. The application form will be evaluated by
the director of the ILLC PhD Programme and if this passes to the next stage, a Skype interview will follow. The Skype interview is conducted by an ILLC staff member and/or the director of the ILLC PhD Programme. Admission to the ILLC PhD Programme will depend on the result of the interview. If the candidate is admitted to the ILLC PhD Programme, he/she is first assigned an academic mentor who helps the candidate during the first period in his/her scientific orientation until an official supervisor has been assigned (within six months). Similar to all other PhD candidates, an evaluation meeting after 9 months and an assessment interview after 12 months are held: during the second meeting it is decided whether the PhD candidate can complete his/her doctoral studies at the ILLC.

10. Implementation of this strategic plan
This strategic plan was designed in 2013-2014 by the ILLC PhD Programme Committee, consisting of four ILLC staff members. Once the plan is fully operational and has been implemented, the director of the PhD Programme and one member of the ILLC support staff will manage the daily tasks.
As a plan of action, the ILLC will now take the following steps:
1. The ILLC PhD Programme website will be updated and all new forms (OBP form and assessment form, evaluation form) will be made available online by September 2014.
2. The ILLC PhD Programme will recruit the lecturers who will teach the transferable skills courses. A time-line will be decided upon so that these courses can be offered in 2014 and 2015.
3. The director of the ILLC PhD Programme will inform its current PhD candidates and staff members about the new PhD-policy.