

Frequently Asked Questions (FAQ)

What is the status of a PhD scholarship student?

At the UG, a PhD scholarship student has student status. Each PhD scholarship student is thus allocated an S number. The Tax and Customs Administration regard this as a 'notional employee relationship'. This means that there is no authority relationship. In addition, a PhD scholarship student does not receive a salary as an employee but a fixed monthly amount as a fee for conducting research.

When may a PhD scholarship student expect to be allocated a P number?

PhD scholarship students are allocated a P number in addition to an S number. This will enable them to log into the systems and request a PhD card.

Before the PhD programme starts, the Graduate School will draw up an administration form in Digiform. The PhD scholarship student is sent this form via his or her personal e-mail and should complete and correct it where necessary. It will then take several days before the P number is sent to the PhD scholarship student.

When will a PhD scholarship student be issued a University card (PhD card)?

The PhD card can be requested via the UG Intranet, once the PhD scholarship student has been sent a P number via the personal e-mail.

To do this, use the site:

<http://myuniversity.rug.nl/infonet/medewerkers/werk-en-carriere/aanstelling/university-pass/>

N.B. The card will be sent to the home address on record. It is thus important to ensure that the Dutch home address of the PhD scholarship student is in the system before requesting the PhD card. The Dutch address can be sent to phd-scholarship@rug.nl.

When will the PhD scholarship student receive the first scholarship payment?

The PhD scholarship student's file must be complete before a scholarship payment can be made.

Dutch PhD scholarship students must ensure that the following documents are in their file:

- A copy of their passport or ID card
- Income tax and national insurance contributions statement¹
- Signed contract

Foreign PhD scholarship students with a full Dutch scholarship:

- A copy of their passport or ID card
- Residence permit
- Citizen Service Number (BSN)
- Dutch bank account number (IBAN)
- Income tax and national insurance contributions statement¹
- Signed contract

¹ Also referred to as 'wage tax credit form'.

Foreign PhD scholarship students with a scholarship from their own country which will be topped up by the UG must also ensure that the following documents are in their file:

- Opting-in form
- Supplementary scholarship statement (drawn up by the PhD Scholarship Desk and sent to the Graduate School)

Payment of the Dutch scholarship will only take place if the file is complete before the closing date of PeopleSoft (administration system). This is about the 13th of the month. The scholarship payment will then take place on about the 25th of that month.

The file must be complete a few days before the closing date so that there is sufficient time to process it. If the file is not complete on time, the scholarship payment will be postponed, for example if the BSN, the Dutch bank account number or the signed contract is missing. Once the file is complete, the next month will see a double payment.

Why does the UMCG send letters about salary slips?

All PhD student scholarship payments are made via the UMCG. This has been agreed between the UG and the UMCG. This means that all PhD scholarship students will be sent letters about their login details so that they can log into the UMCG system to view their salary slips.

Despite the standard letters from the UMCG referring to salary, with regard to PhD scholarship students this means the specifications of their scholarship payments.

Are commuting costs reimbursed?

Commuting costs incurred by PhD scholarship students are not reimbursed. This also includes any P+R subscriptions.

Who needs to approve the publication of research results?

Your main supervisor will need to approve the publication of your research results.

In which circumstances can a PhD programme be extended?

In some circumstances it is possible to extend a PhD programme, for example in cases of long-term illness or pregnancy. The main supervisor of the PhD scholarship student will decide if an extension of the PhD programme is desirable.

What kind of health insurance must a PhD scholarship student arrange?

During the PhD programme, a PhD scholarship student must arrange basic health insurance. The (cheaper) AON student insurance policy is not a valid health insurance for PhD scholarship students. Both the UG and the UMCG recommend the Menzis health insurance. Please contact phd-scholarshipdesk@rug.nl for more information about health insurance.

Allowances

PhD scholarship students (Dutch and foreign) can contact the IWCN (International Welcome Centre North) with questions about housing and care benefits. IWCN will be able to give you all the information you need. No rights may be derived from this information, however. The IWCN can be contacted via info@iwcn.nl.