

Information for PhD students at CLCG

Welcome to the Center for Language and Cognition!

The following directions may be of some help in finding your way in the organization.

Most of your questions can be addressed to the **CLCG secretariat**

CLCG's co-ordinator / secretary is Wyke van der Meer. Her office is on the second floor in room H 15.238, tel. (363)5806, email: w.a.van.der.meer@rug.nl

As a CLCG member you are also a member of your supervisor's department and, therefore, you can make use of the services of the **Department secretariat** e.g. for office supplies, copy cards, photo copy orders, and other secretarial services.

- for the departments of Dutch, Frisian/Lower Saxon, General Linguistics, Communication & Information Sciences, Humanities Computing, and Applied Linguistics the secretariat is on the 4th floor, room 1312-407 (tel. (363)5858, e-mail seccnl@rug.nl)
- the European Languages secretariat is on the 2nd floor, room 15.261 (tel.5850, e-mail seccet@rug.nl)

Please contact the secretariat of your department and supply them with your personal details after your arrival and ask them for their instructions.

Room key

A key to your room is available at the reception desk of the Harmonie building. You will have to sign for receipt and you are supposed to **return** the key when your contract has finished!

Name plate for your office: you can ask your secretariat to add your name to the plate on your office door.

Pigeon hole: your secretariat will offer you a pigeon hole on your department's floor.

Registration number

You will be provided with a P-number. This personal number is used for different matters, including logging into the email system, so it is quite important.

Library card

With your P-number you can get a staff library card at the Arts Library on the third floor. You may also use your student card at the Arts library and at the main university library (Broerstraat). You are advised, though, to obtain a staff card because it can be more easily extended after your contract has finished.

The library can be reached via the 2nd or 4th floor. To walk directly to the library you will need a **Key fob** (magnetic key) which can be applied for in room 15.320 (3rd floor).

Coffee card

The faculty offers two free cups of coffee or tea per day (from the machines in the corridors). A coffee card can be obtained in room H15.117 at a deposit of € 10.

Dutch courses

The faculty offers **bursaries** a Dutch course (level 1). If you need more proficiency in Dutch in order to carry out your project please contact Wyke van der Meer.

PhD students holding a university appointment can apply for courses at the Personnel Department.

Dutch courses are provided by the Language Center [secretariat on the 1st floor, room 15.129]. If you apply for a course you will get an application form and a payment form to be signed for approval by Wyke van der Meer (**for bursaries**) and the Personnel Department on the 1st floor (room 15.107) (**for employees**). After returning the signed forms to the Language Center your course will be settled.

Expenses and reimbursement

For all matters involving money (courses, workshops, conferences, research visits abroad, payment of subjects, etc, etc.) you need your supervisor's as well as the CLCG co-ordinator's approval.

- For visits abroad (e.g. participation in conferences) you are supposed to apply using the form "Aanvraag buitenlandse reis" ("Application for a trip abroad"), obtainable from the CLCG secretariat. The form should be signed for approval by your supervisor and by the CLCG co-ordinator. After the visit you can make use of a reimbursement form ("Declaratie buitenlandse reis") for travel expenses.
- For travel costs within the Netherlands, a different form is used ("Declaratie binnenlandse reis"), and for all other expenses a general reimbursement form ("Declaratie onkosten"). These forms can also be obtained from the CLCG secretariat as well as from the department secretariat.

For reimbursement original receipts of all expenses are required.

Digital forms are also available in the 'Start' → RUG Menu → Education & Practicals → Arts → declaraties.

Consult with your supervisor about other expense you may incur such as software you need, or funds to compensate subjects in experiments.

Holidays

Holidays (generally in the academic holiday periods) should be planned in consultation with your supervisor. Please inform your secretariat about your absence.

Illness and recovery

Illness and recovery (!) should be reported to your supervisor as well as to:

- the CLCG co-ordinator if you are a **bursary** student;
- the department secretariat if you hold a university appointment (before 9 a.m. in case of illness or recovery).

Membership of research school

For your PhD training, membership of one of the research schools BCN or LOT is required. Please make your choice in consultation with your supervisor and inform Wyke van der Meer (w.a.van.der.meer@rug.nl) of your final choice.

Contact information:

BCN: <http://www.rug.nl/bcn/index> (Attn: Diana Koopmans)

LOT: <http://www.lot.let.uu.nl/>

LOT summer & winter schools are free for LOT members.
BCN will usually reimburse their members' LOT courses if requested beforehand.

Student card

You will be registered as a student for 4 years by the faculty international office which means that you will automatically receive a new student card each academic year. Please contact Ms. Anja de Vries: A.J.de.Vries@rug.nl of the International Office on the 2nd floor in case of extension problems.

Other information

General Practitioner: If you are looking for a GP, the Academic GP Practice (Academische Huisartsen Praktijk) at the UMCG (Academic hospital) is highly recommended.

Contact information: <http://www.academischehuisartsenpraktijk.nl/index.asp>

For bursaries only:

See for the consequences of *illness or other cases of force majeure* your Ubbo Emmius contract (foreign students) or 'Regeling Beurs Nederlandse promotiestudenten RUG' (for promotiestudenten).

In case of *pregnancy* a pregnancy leave of 16 weeks is usual. A statement of a midwife or doctor is required.

Contract extension regarding illness or pregnancy can be applied for at the Faculty Board (FB) at most six months before the end of the contract. The CLCG director should receive a copy of the application, which should include

- a copy of the thesis to-date including indications of the status of each chapter (or section),
- an updated schedule of the work needed to finish of your thesis and
- the recommendation of your supervisor and/or promotor as well, who should also indicate that they have considered the possibility of cutting some sections of the dissertation.

The CLCG (graduate school) director will also advise the FB, who decide on the basis of the available documents.

For child care regulations see:

<http://www.rug.nl/corporate/informatievoor/phd/regulationsForPhd>

Mediator: Apart from the CLCG mentor the university has a Vertrouwenspersoon (mediator) to turn to for advice in a dispute. More information at:

<http://www.rug.nl/studenten/regelingen/studentenstatuut/index>

Bursaries can make use of the University *Noodfonds* with regard to loans or gifts in special cases. See for information and criteria:

<http://www.rug.nl/studenten/regelingen/studentenstatuut/index>.

Psychological counseling is available for bursaries. Contact information: Studentenpsychologen (BSS), Oude Kijk in 't Jatstraat 41. Tel. (363)5544

Regulations for PhD students are to be found at:

<http://www.rug.nl/corporate/informatievoor/phd/regulationsForPhd>

For any further questions, please contact Wyke van der Meer

Office hours: Monday-Thursday 8.30 – 17.00 - Room H.15-238 - tel. 5806

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