

## Cancer Genomics and Developmental Biology – The PhD Programme within the Hubrecht Institute

---

All PhD students at the Hubrecht Institute participate in *Cancer Genomics and Developmental Biology – The PhD Programme* (CGDB-PhD), which is part of the University Graduate School for Life Sciences (UGS-LS). As the Hubrecht Institute is an independent institute under the umbrella of the Royal Netherlands Academy of Arts and Sciences (KNAW) some regulations for the program differ from the general rules and regulations. Herewith the basic outline of the procedure:

- At the start of the PhD period registration as member of the school takes place and a supervisory committee (*begeleidingscommissie*) needs to be established. The PhD student registration form can be found on the CGDB-PhD website ([www.cgdb.nl](http://www.cgdb.nl)).  
The original form, signed by all members of the supervisory committee will be kept on file at the Hubrecht personnel department (Sophia Yamini). A copy of the form must be sent to the CGDB-PhD's administrative office, the address of which is mentioned on the form. It is the responsibility of the PhD student and the respective group leader that this registration takes place.
- Each year the supervisory committee meets to discuss the research progress of the PhD student. It is the responsibility of the student that the committee convenes every year. An evaluation form is available at the CGDB-PhD website on which all training courses, theme days, congresses etc. during the year should be listed. To keep track of the ECTS points, these points should be added on this form. The original form, signed by the members of the committee, will be kept on file at the Hubrecht personnel department only (no copy needs to be sent to the school's administrative office).
- A research plan should always be available at the start of the project (and filed at the Hubrecht personnel department) and the yearly supervisory committee meetings are obligatory to monitor progress. The research plan replaces the training and supervision agreement which is used by the UGS-LS.

### ECTS points

The PhD students who started after 1 January 2007 need to collect at least 20 ECTS points during their PhD period. In principle ECTS points are established as follows:

- 1,5 ECTS is 1 week training
- 1 ECTS = 28 hours

For courses or other training elements not accredited by the program, the level and credit load (ECTS) should be justified in an annex to the yearly evaluation form and signed by the supervisor. In general, the above rules will be followed.

### Weekly seminars/lunch meetings/journal clubs

The CGDB-PhD seminar program is of a high standard and the PhD students should attend all seminars. It will give them an opportunity to learn about fields of research beyond their own which gives them a broader perspective of research in general. In principle, attending 28 seminars will lead to 1 ECTS point. The number of seminars attended will be mentioned on the yearly evaluation form and it is the group leader's responsibility to ensure that this number is correct. The same applies to the weekly lunch meetings (1 hour each) and the monthly journal clubs (2 hours each).

### Registration for promotion

In addition to the CGDB registration, all new PhD students need to request for exemption and admission to doctoral studies from the Board for the Conferral of Doctoral Degrees (*College voor Promoties*) by filling out form 1 on-line through the university's Metis system at the start of their PhD period. Although the PhD student is responsible for this registration it is highly recommended that either Janny van Eldik or Ira van Nimwegen assist the PhD student. In general, Janny will assist those PhD students for whom Hans Clevers will be *promotor*, and Ira will assist those for whom Edwin Cuppen or Wouter de Laat will be *promotor*.

The CGDB-PhD coordinator within the Hubrecht Institute is Jeroen den Hertog. Please contact him with any additional questions.