Information Brochure for New DCSC PhD Candidates

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Welcome

Welcome to Delft Center of Systems and Control! In this document, made by your fellow PhD candidates, you will find information regarding DCSC, Delft University of Technology, your PhD studies, and practical matters. Feel free to send suggestions to Max (M.G.Potters@tudelft.nl). We wish you a pleasant time in our group!

Your PhD track: from beginning to end

You have arrived at DCSC! To get acquainted with your colleagues, your supervisor is supposed to take you through the department and introduce you to your colleagues. Furthermore, you will be invited by the secretary to write a few words about yourself, which will appear in the DCSC and DISC newsletters. Also, don’t forget to fill in the PROM-1/2 forms at the beginning of your studies. These will officially register you as PhD candidate at our university.

In this section we will guide you through important aspects of your PhD studies. We kindly draw your attention to a couple of mandatory tasks that you are asked to fulfil in due course:

- Time registration: see section DCSC.
- Graduate School: see below for more details.
- Education Support: see below.
- Lunch colloquium presentations: see below.

For scholarship PhD candidates educational support is voluntary. However, we would appreciate your help!

Graduate School (GS)

The personal development program for PhD candidates, known as the Doctoral Education Program, has recently been introduced to guide you in your PhD track. Participation is mandatory. Important deadlines in the first year are:

- Intake interview with GS: you will be invited by someone via email. If you don’t receive an email within a month, please contact GS yourself.
- PhD Agreement: within three months you should formulate your PhD agreement in cooperation with your supervisory team.
- PhD Start-Up: this is a three-day activity in where you meet other recently started candidates. You will be invited via email
- Go / No Go meeting: after nine to twelve months your performance will be assessed. If you receive a "No Go" your PhD project will be ended.

You can keep track of your progress using the Doctoral Monitoring Application (DMA). This is an online environment where you can enter your PhD agreement, Go / No Go meeting summary, etc. Furthermore, you can also upload certificates of courses you have followed. The Graduate School offers a large amount of courses. The training programme consists of three categories, being:

- Discipline related skills will improve your breadth of knowledge and, therefore, add to the quality of your doctoral research. Minimum of 15 Graduate School (GS) credits.
- Research skills can be obtained by performing "Learning on-the-Job Activities" or by courses or training. Minimum of 15 GS credits.
- Generic skills help you improve yourself on a personal level. These skills will also help you to become a better professional, regardless of the career path you choose. The three main themes within generic skills are: Self-management, Communication and Cooperation. Within this section the PhD Start-Up (4 credits) and at least one Career Development workshop (1 credit) are mandatory. Minimum of 15 GS credits.

At the end of your fourth year, you should have obtained the necessary 45 GS credits. For more information about DMA and a handy timeline please see http://www.graduateschool.tudelft.nl. Lastly, the Graduate School Office of 3mE is there to help you with any questions or problems you have. The contact details are:

Information/Intake: Mascha Toppenberg  
Back Office/Doctoral Monitoring Application: Suzanne van der Meer  
Email: graduateschool-3mE@tudelft.nl  
Phone: +31 (0)15 27 85499/86959  
Room: B34-E-0-210

**Education Support**

Education support is mandatory for PhD candidates, except those who are at DCSC on a scholarship. You can be assigned to the following tasks:

- Assisting courses: your supervisor will provide you with details,
- Exams surveillance: you will be asked via e-mail during examination periods,
- Supervising MSc students: your supervisor will discuss this with you.

except in the first three and last nine months of your four-year contract. Your supervisor will discuss the best options for you.

You are advised to take a course/workshop on teaching/coaching of students, for instance: "B9.M2 Teaching" and "Active Learning". These courses can be found on the Graduate School website.

The amount of time you are required to spend on education tasks should not exceed 0.1 fte (165 hours per year). Furthermore, these tasks should not conflict with obligations for the TU Delft Graduate School and other research institutes such as DISC, TRAIL, etc. At the end of a course period, you are asked to write a brief report explaining the main tasks and providing details on the amount of time spent. A template for this report will be provided.

If you wish to terminate your support for a particular course then - after consultation and approval of your supervisor - you are required to send a motivated request to the Management Team. Preferably before April 1 of the current academic year, but at least three months before the start of the course in the next year.

**Dutch Institute of Systems and Control (DISC)**

DISC is the national graduate school of systems and control and offers courses throughout the academic year. It is not mandatory but your supervisor might recommend you to follow some courses. The courses cover a wide range of topics from mathematical systems theory to control engineering. The courses aid you as a PhD candidate to reach - in short time - an internationally recognized research level. Educational activities of DISC include:

- Graduate courses on systems and control, organized in Utrecht, on a weekly basis (2hrs/week), lectured by national and international top lecturers.
- A yearly 4-day international summer school on a particular topic or research field addressing recent developments within or relevant for systems and control.
• Regular scientific disc meetings where PhD students and other academics present their research results. The most important one is the yearly Benelux Meeting on Systems and Control.

Upon completion of 27 ECTS of courses offered by DISC, you can obtain a DISC certificate. You are allowed to take a few courses from the MSc program at TU Delft or from other institutes like TRAIL, a Research School on Transport, Infrastructure and Logistics. If you find any course of your interest outside DISC, you could discuss it with your supervisor in order to help you out with the ECTS transfer to DISC. Further details about the courses and certificate can be found at http://www.disc.tudelft.nl and in the DISC brochure you have gotten.

Lunch colloquia

Part of our social activities at DCSC are the lunch colloquia. Almost every Wednesday there is a colloquium. At 12:30 lunch will be served and a presentation will be given at around 13:00. Part of your PhD studies is to give a presentation about your research in your second and third year. Marieke Versloot-Bus will contact you via email. You can see an up-to-date schedule at https://docs.google.com/spreadsheet/ccc?key=0AifPha8NMGM2dHB6Y1JpWkY4VXRxaKN1VhHcHN4d3c#gid=0.

Publishing and Presenting your work

Writing

• You can download a PhD thesis template here.


• Advice on research and writing (writing and publishing, research skills, speaking, career development, ...)

• Umberto Eco, Hoe schrijf ik een scriptie (in Dutch), 4e dr., Amsterdam : Bakker, 1986, ISBN 90-351-0215-0, Oorspr. titel: Come si fa una tesi di laurea. 1977

• Interesting tips of Dennis Bernstein on reviewing, presenting, writing, ..., etc.

• Mathematical Programming Glossary.

Printing your thesis

The department has budgets available for partial refunding of printing costs (as well as the reception after your defense). Please contact the secretariat for the guidelines.

Some useful literature

• E.M. Philips and D.S. Pugh. How to get a PhD - A handbook for Students and their Supervisors. Buckingham, Open University Press, 1999. This is a general book about all the aspects of the process of getting a PhD. It is especially good if you are losing courage or the overview of your work. It even contains a chapter about managing your supervisor!

Conferences

During your PhD years, make sure that you attend conferences on a regular basis. Conferences can help you connect with those whose work you admire and you might be even able to contact them prior to the conference for an appointment at the conference venue to discuss your research topic. Attending conferences provides an opportunity to learn from experts, share or discuss your ideas with others and learn new knowledge and techniques in your field. Another important aspect about conferences is that they serve as a platform to present your work in front of a scientific community. In short attending conferences is quite a productive experience and therefore an important practice for a PhD student. You could find some good conferences in the area of Systems and Control at the IEEE Control System Society website.

Patents

When you want to be updated about some topic you can consider to do a patent search as well as literature search. In some industries there are large groups of researcher working on similar problems as we do only they do not publish in journals but try to claim patents. This gives you an idea about current research in industry. (maximally delayed with 1.5 years which is also common for journal papers.) http://www.delphion.com/
DCSC

The homepage of our department can be found at http://www.dcsc.tudelft.nl

Secretary

The secretary of DCSC is on the 2nd floor. The following ladies are there to help you:

- Marieke Versloot-Bus (M.Versloot-Bus@tudelft.nl): Secretary of Department Head (Hans Hellendoorn) and assistant of Study Coordinator (Ton van den Boom).
- Esther de Booj (E.G.P.deBooij@tudelft.nl): HR matters, booking locations, travelling.
- Kitty Dukker (C.J.M.Dukker@tudelft.nl): travelling, booking locations.
- Saskia van der Meer (S.M.vanderMeer@tudelft.nl): DISC secretary.

Time registration

Time registration is obligatory at TU Delft. Many of our contract partners demand registration of time. Please register your time weekly (or at least monthly) in the following manner:

- Go to TIM: https://hours.tudelft.nl and log in with your TU Delft account.
- The tab "Time sheet" (Weekbriefje) provides the window for registering your time.
- "Show/hide products" (Tonen aan/uit) lets you show the projects and activities which are relevant to you.
- "Settings\Screen properties" (Instellingen) lets you view and sort the codes any way you think is practical.
- Register as much hours as your labourcontract, your schedule (rooster).
- Time on project codes (P+6-digits) has priority.
- Fill up to your schedule with e.g. codes PONZ (Research on department budget), PBMC (MSc education), etc.
- Set the "Completed until" (Geregistreerd t/m) date to the date until you're done.
- The tab "Report" gives your various means to present your registered hours. The monthly report (overzicht per maand) can gives you an overview of the different projects you registered to.
- The tab "Calendar" (Jaarkalender) lets you request leave (Verlof aanvragen), Discuss with your supervisor. The secretariat handles your requests.

If you don't know your project code(s) and the hours you are expected to register, first contact your project leader (supervisor), or at a later stage Olaf Voorwinde, manager operations DCSC. If TIM does not show or do what you expected, contact Olaf Voorwinde. Be aware that when you started recently, it takes Human Resources about a month to get your data into the system.

Travel and Accommodation Reimbursement

Reimbursement is done online via https://forms-fc.tudelft.nl/DigiForms/login.jsp. Log in using your TU Delft account. When logged in, you can ask for advance payment for advance payments and fill in expense claims. Make sure to save your bills (restaurants, hotel, train, etc) from your trip, as you need to provide the system with photocopies.

PhD Candidate Representative

We have a PhD Candidate representative whom you can contact about any of your concerns regarding your work environment. Furthermore, he is responsible for communication between staff and PhD candidates and exam surveillance rosters. The present PhD Candidate representative is Max Potters (Office: E-4-300, Phone: 82087, Email: M.G.Potters@tudelft.nl).
Social Activities

We have coffee breaks (the Coffee+) for birthdays, new PhD candidates, marriage, newly born babies, etc. If you are new at DCSC, you could arrange a coffee break to get to know your colleagues. Furthermore, weekly coffee breaks are on every Thursday at 15:00 to socialize with each other.

On Wednesday afternoons lunch colloquia are organized where PhD students and supervisors lunch together. Lunch is followed by a colloquium by one of the PhD candidates. See above for more information.

Lastly, about once a month we organize a DCSC Cinema Night. You can register yourself on the poster in the Coffee Room! Feel free to approach Ruxandra Mustata or Max Potters if you have preference for a movie.

Telephone

To make a phone call to a TU Delft telephone number, directly dial the number. For external calls, first dial a zero, followed by the external number. You cannot make international calls directly from your telephone. If you want to make international calls you can go to the secretary on the second floor.

IT facilities

Intranet

The DCSC intranet can be accessed through http://intranet.dcsc.tudelft.nl. The intranet is only accessible to people logged in on the DCSC network. It contains practical information, such as telephone lists, e-mail lists, old issues of the DCSC newsletter, photos, ICT information, frequently asked ICT questions and answers, minutes of the staff meetings, forms, a place to put thesis proposals, a report number generator, etc. Take a look at it to see it for yourself.

Personal homepage

You can put your personal homepage in the directory home/Mosaic/, where home is your home directory on the DCSC server (notice the capital ‘M’ in Mosaic). If you create the file ‘index.html’, the next day your index.html file will automatically be linked to your name in the people’s page of the group.

You can access your home directory via an SFTP connection, e.g. using the FileZilla client, by connecting to:

ssh2.dcsc.tudelft.nl

with your username and password. You may have to set the permissions of your home directory to executable and the Mosaic directory to readable to others. Ask Will van Geest for assistance if necessary.

Printers, Copiers and Scanners

The webpage http://webprint.tudelft.nl/uk.htm will guide you through the process of installing a printer quite satisfactorily. You can sign in with your Campus card at any of the on-campus multifunctional devices. Once signed in, you have the option of copying, printing and scanning to your e-mail address.

Kitchens

In some of the different kitchens you can find a fridge, sink, and a microwave oven (which you may use, e.g., for warming your lunch).
Coffee Room
On the third floor you find the DCSC coffee room 'Control Room'.

Business cards
You can request a number of TU Delft business cards via the secretariat.
Delft University of Technology

Promood

Promood (http://www.promood.tudelft.nl/) is the representative body of PhD candidates at Delft University of Technology. This organization defends the interests of PhD candidates within the university, informs PhD candidates about the latest PhD-related news, and organizes social events. If you have any questions or if you have problems of any kind related to your PhD project, contact Promood. Also, don’t forget to become a member, which is only 20 euro for four years.

Health

If you are sick, you can consult one of the doctors that TU Delft employs. You could consult them in case of physical or mental sickness. They can refer employees to a medical expert if necessary. They are located on the 5th floor of the Civil Engineering and Gesciences (CEG) Faculty, Steiningweg 1. To make an appointment to see the company doctor, please contact the secretariat at secretariaat-ba-bmw@tudelft.nl, by calling 015-2783624 or in person at the service desk: Room 5.08, 5th floor of the CEG building, Stevinweg 1. You could find further details at https://intranet.tudelft.nl/live/pagina.jsp?id=6cfe705b-9e3f-4668-bc5b-f8436e032b75&lang=en.

Make sure that you get the 10% discount on your health insurance premium when you sign a health insurance contract with the help of TU Delft.

Service desk

Each faculty has a service desk near the main entry. The service desk is the key point of contact for all questions regarding issues beyond DCSC. See their website for further details. At service desk you can make a call in case of problems with your computer or office facilities.

Campus card

In order to get coffee, use the multifunctional printers and open the doors of the 3mE building after 18:00 and in the weekends, you will need a Campus card. You can request one at Multi Media Services, Jaffalaan 9a (entrance Mekelweg). The Multi Media Services is opened every working day, 9:00-17:00. At Multi Media Services a picture of you will be taken after which the request for a Campus card is then forwarded. The DCSC secratary can arrange for your card to be activated for the 3mE building outside the standard opening times.

Library

If you want to borrow books, go to the Central Library located behind the Aula, or on of the other faculty's libraries. You can borrow books with your campus card. Access the catalogue at: http://www.library.tudelft.nl.

A-Z Index

See http://medewerkers.tudelft.nl/en/ for an A-Z index of web sites you may be looking for.
Miscellaneous Information

About Delft

The website of Delft (http://www.delft.nl/delften/) has information about official matters, employment, housing, healthcare, events, leisure and culture. It also contains information about how to get around the city and the region.

Health Care Allowance and Health Insurance

If you are working as a PhD student in the Netherlands, you are entitled for health care allowance depending upon your income. You can find details and application procedure at the income tax http://www.belastingdienst.nl/wps/wcm/connect/bldcontentnl/belastingdienst/prive/toeslagen/informatie_over_toeslagen/zorgtoeslag/.

Do you know that TU Delft provides assistance with health insurance and related issues for free? Check out this website: TU Delft Assistance.

Housing

Finding accommodation is always a tricky business in Delft. Following are a few agencies you could resort to.

- **DUWO** offers assistance in finding accommodation in Delft.
- **Rots-Vast** offers assistance in finding accommodation in many cities in the Netherlands.
- **Kamernet** offers service to the people looking for affordable accommodation in the Netherlands.
- **Homelets** offers rooms and apartments in Delft.
- You could search for student rooms using this website.
- You could also use this link in order to look for a room in the Netherlands.

Dutch language

Several Dutch language courses are available in and around Delft. Ask you colleagues for their opinions about these courses:

- De Delftse Methode http://www.deltsemethode.nl/nl_voor_buitenlanders;
- Dutch for foreigners at the Volksuniversiteit, Delft http://www.vudelft.nl;
- The language centre of Leiden University http://hum.leiden.edu/languagecentre/;
- Other courses in The Hague.

It is possible that the tuition fee for the Dutch language course be paid by DCSC. You could discuss this with your supervisor first and then follow up the payment procedure.

Tax Benefit on Study Costs

If you did your masters in the Netherlands before you started a PhD here, you are entitled to get tax benefit for the study costs paid up to 5 years in the past. Costs directly related to the study such as tuition fees, books, necessary stationary, a study dedicated computer are deductible. But costs of travel and costs of living are excluded. Deductible costs of study are reduced by an annual non-deductible threshold of Euro 500. If there is insufficient income in any year to deduct from, the deduction can be carried forward to the next year until there is sufficient taxable income to effectuate the deduction. The study costs are only deductible in the year of payment, and you can
only go back 5 years. This means that for getting tax benefit for the study cost incurred in 2009 you have to file a tax return for the year 2009. In case you didn’t have any income in 2009, you would be able to carry forward the study cost of 2009 to 2010 after deducting the non-deductable threshold of Euro 500. This procedure is continued till you have sufficient income to avail tax benefit. For more details, please contact the tax office or go through their brochure on tax benefit for study cost. See the website of De Belastingdienst for more details.