

Email attachment Fair Guide¹

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A. Example email for China PhD recruitment

Dear all,
(for those interested in China PhD recruitment)

I wanted to share with your several details about the upcoming China PhD Workshop 2019 recruitment event.

Database access:

First of all, the website for the PhD workshop database can be found here:

<https://www.phdchina.org/phd/registration/registration.html>

Your login details are listed here:	Login: <u>XXXXX</u>	Password: <u>XXXXX</u>
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Selecting candidates and booking appointments:

You can use your login name and passport to access the portal to check for candidates. If there is someone you are interested in please let me know and send me their names and their registration number (see below, when logged in go to iSchedule System to search for candidates either in Beijing or Shanghai).

The screenshot shows the website for the PhD Workshop China 2019. The header includes the logo and title: "PhD Workshop China 2019 - Beijing & Shanghai - International PhD Programs for Graduate Students". Below the header, there are navigation tabs: "General Info", "For Institutions", "For Visitors / 访客须知", "Feedback", "Home", and "iSchedule + Login".

The main content area is divided into two sections. On the left is a sidebar menu with options like "iSchedule System", "iSchedule Institutions", "My Registration Details", "My Setting", "iSearch for Student", "Search for Chinese Delegate", "Meeting Requests", "My List", "My Agenda", "My Details", "My Message", "Feedback", and "Logout".

The "iSearch for Student" section contains a search form with the following fields and options:

- The Workshop Venue:
- Students info:
- A "Search" button.

Below the search form, there are two sorting options: "List by Registration No." and "List by Target Major". A "Clear Colour" button is also present.

The search results are displayed in a table with the following columns: Reg. No., Name, Institution, Target Major, and Info.

Reg. No.	Name	Institution	Target Major	Info
S1005	HE Ting	Beijing University of Chinese Medicine	New Drug Development, Pharmacokinetics, Biopharmaceuticals	See Meeting Requests
S1006	WANG Youzhan	University of Chinese Academy of Sciences	Organic chemistry	Basic Info
S1008	LI Shunlai	Beijing University of Technology	Mechanical Engineering	Basic Info
S1009	LI Peinan	Inner Mongolia University	Chemistry	See Meeting Requests
S1010	LI Qian	University of Huddersfield	Business & Financial Innovation & Computer Science	Disc+
S1011	GENG Zhi	Nanjing University	political philosophy	Basic Info

¹ This section relies heavily on input from VU

I will make all appointments for you and for other professors. The appointments will be scheduled per table. This year we have three tables, therefore three agendas: Table 1 (XX and YY)-all faculties, VUmc and ACTA, Table 2 (AA en BB), special focus on FSciences, FSW, FHumanities, SBE, Table 3 (MM and NN)-all faculties.

In attachment I am sending some short TIPS for interviewing and selecting candidates + list of top 30 universities and relevant fields for CSC.

I also have some templates for the CSC proposal and can send these upon individual request. The templates are last year's successfully awarded proposals and can be of help when applying with a Chinese candidates for a PhD scholarship in 2020.

More information about the scholarship and other relevant details can be found in the attached PowerPoint presentation.

Evaluation:

We will score each candidate with a grade from 1-5; 5 being the highest and 1 lowest. We will evaluate their general presentation skills, communication in English, rationalizing of the topic and understanding of basic scientific concepts. We will then provide a brief evaluation to you upon our return from China, and no later than 10 December.

Communication:

If you wish to promote yourself, your group or want to attract PHDs for specific projects send me an email. We will promote it via our XX account, PhD group Wechat account and Weibo. We want to thank those who have already sent us relevant material for this purpose.

If there are any other questions please feel free to email me.

B. Follow up professors after China Fair

Dear xxxx,

I hope you are doing well. I just wanted to let you know about the Chinese PhD candidates we interviewed in Beijing and Shanghai:

xxxx2	YY xxxx	PRIORITY CANDIDATE; interested in a double PhD, low back pain in elderly, supervisor spent 10 years in Australia, speaks good English. Score 4. Recommend.
xxx4	YY xxxx	I wrote that she wants a double PhD, she is in the second year at Shanghai university of Sport; she studies environmental influence on motor learning in children , good knowledge of her topic field, spoke already to a supervisors if collaboration is possible. I also scored her on a scale from 1-5 3.5-4 which is good. Recommend.

They can both apply for CSC visiting scholarship for up to 2 years and get living allowance covered. They are also entitled to other benefits at our university which come into play via our new CSC MoU (please see attached).

In case you are interested in a double PhD, I can help with this and explain what has to be done and what is the formal procedure on our side. We can initiate this only after they have obtained CSC funding.

xxx2	YY	Beijing Normal University	Year 2 of Postgraduate	Bioinformatics	Use bioinformatics to denominate genome, knowledgeable, no research proposal, willing to learn, but English is poor, maybe a 2-3. Do not recommend.
xxx6	YY	University of Chinese Academy of Sciences	Bachelor Degree Holder	Genetics	PRIORITY CANDIDATE -DID NOT SHOW UP
xxx3	YY	University of Bristol	PhD Candidate	Public health	PRIORITY CANDIDATE-great candidate; good English; Score 4-5. Recommend.

Follow up procedure:

If you are still interested in the candidates please contact them directly and schedule a skype call for further evaluation. If after this evaluation you are positive we can move forward with conditional registration of candidates that will apply for a CSC scholarship. I can then help with the preparation of two letters as well as with making sure they are able to get accommodation and visa in time. Please contact me for further assistance via this email.

In attachment are the templates of the letters that need to be filled out for CSC application. Application deadline is March 2020. We should aim to have everything ready by February. I am also sending some winning proposals from last year so that you know how the research proposal should be structured.

C. Welcome email to supervisors and PhD candidates

Dear CSC PhD candidates and supervisors,

In this email below I will just present some instructions and next steps for smooth arrival to the Netherlands and the Vrije Universiteit Amsterdam.

- All the necessary information about doing a PhD at ... can be found at:
- Your main point of contact are your supervisors and
- Please check our introduction program.....
- In order to start your visa and housing process please note that
- Healthcare insurance: it is obligatory to have a healthcare insurance in the Netherlands. We recommend:, More information can be found here:
- Public transport information.....
- You will be eligible to apply for a rental allowance, and maybe even medical allowance due to the fact you are a scholarship holder. This will help with reducing the costs of accommodation as well as healthcare monthly expenses. Please check the information and how to apply on the website:

<https://www.iamexpat.nl/expat-info/allowances-benefits-netherlands/rent-allowance-huu>

[rtoeslag](#) OR

https://www.belastingdienst.nl/wps/wcm/connect/bldcontenten/belastingdienst/individuals/benefits/moving_to_the_netherlands/i_live_in_a_rented_house/ AND
<https://factcards.nl/themes/living/insurance/healthcare-insurance/>.

- We cannot support or help with the application, but we know many other PhD candidates have passed through similar issues so they might be able to help. Basically, it is really important that you join the above mentioned groups.
- Throughout the year we offer.....

If there are any questions you might have, or you need special assistance (family, disability, medical issues etc.) please contact and we will try to help.