

LIAS PhD Regulations

May 2020

A productive PhD programme is one of the key areas where a research institute can make a difference. The aim is to create an environment in which PhD candidates feel supported as well as challenged, to make sure that the quality of the PhD projects and of PhD supervision at LIAS can be guaranteed, and to bring down the average gestation time of a PhD thesis from the current 6.5 years to something closer to the nominal time (4 years full-time or 5 years at 0.8 fte). These new regulations come into effect from 1 August, 2020.

0 **The working of these regulations**

The LIAS regulations aim to make clear the rights, duties and procedures surrounding the work of PhD candidates at LIAS, but they do not in any way replace or contradict the university PhD regulations, or those of the Faculty of Humanities Graduate School. The [university-wide PhD regulations](#) have precedence.

1 **Application and admission: process and timeline**

The annual deadline for applications by prospective PhD candidates is 1 February. Applications must include a joint letter of support from the prospective supervisors, minimally one of whom must hold the *ius promovendi* to act as promotor (supervisors may also work in teams of three if the project so requires). Admission decisions will be communicated before or on 1 April. Admission can be conditional on completion of the MA degree in time for registration at the Graduate School before 1 September.

The decision to admit a candidate to the PhD Programme, and with that to the Graduate School of the Faculty of Humanities, ultimately lies with the Dean of the Faculty of Humanities. Normally, however, this decision is delegated to the Academic Directors of the respective institutes.

Applications to positions in externally funded projects (e.g. NWO/ERC) are coordinated by the Principal Investigator (PI) in question, in consultation with the LIAS Academic Director.

2 **Starting date**

The annual starting date of new PhD candidates is 1 September, with the exception of project participants (e.g. NWO/ERC, as above). PhD candidates working within an externally funded project are encouraged to start on 1 September where possible.

3 **Administrative fee**

Starting from 1 September 2021, LIAS charges an annual fee of €450 from newly enrolled scholarship PhD candidates and self-funded PhD candidates. Payment of the fee must be completed within one month of the PhD project starting date. PhD candidates remain liable for the annual fee until the project end date, understood as the day the dean accepts a positive report of the Doctorate Committee (*Promotiecommissie*). Scholarship PhD candidates and self-funded PhD candidates are personally liable for the fee throughout. The fees for PhD candidates with employment status are covered by the institute for the first four years. Once PhD-employee status expires, PhD candidates will be required to pay the fee themselves. If PhD candidates

are not in a position to make use of supervision or of the LIAS facilities for a prolonged period, a request for reduction of the fee can be made, ahead of time or as soon as unforeseen circumstances occur (e.g. health issues). For candidates who can demonstrate personal hardship, limited waivers are available. If a PhD candidate does not pay the annual fee in due time, it will impact their registration status at the Graduate School. Technically, that candidate is on academic leave and has no access to the university facilities or to supervision.

4 Information meeting

The Director of Doctoral Studies and the Coordinator of Doctoral Studies, together with the PhD council, organize a yearly information meeting for new PhD candidates in September.

5 Milestones

Within three months after the starting date, the PhD candidate submits a training and supervision plan (*Opleidings- en Begeleidingsplan*, or: OBP) drawn up in consultation with their supervisors. This includes plans for coursework for a total of minimally 280 hours (140 hours of “content” and 140 hours of transferable skills). Doing coursework is recommended for all PhD candidates, and compulsory for PhD candidates with employee status; for the latter, all costs will be covered. The 140 hours of content courses may include PhD courses offered by the institute and other courses in the candidate’s area of specialization or from [national research schools](#). The 140 hours of transferable skills courses include a compulsory module on scientific integrity, skills seminars offered by the institute and university-wide courses (see the [website](#) for an overview of available courses). In both cases 140 hours include contact hours as well as preparation time.

Nine months after the start of the PhD, a full prospectus is submitted by the candidate. This is considered by the supervisors in the nine-month review that entails a go/no-go decision.

6 Supervision

Supervisors are not limited in the time they spend on PhD supervision, but LIAS aims where possible to compensate PhD supervision by reducing other duties by 25 hours per year for both supervisors combined, for a maximum of four years per PhD candidate, and a maximum of six PhD candidates for any supervisor at any time. Any time devoted to PhD supervision beyond these 100 hours will count toward the supervisors’ allocated research time.

7 Supervision meetings

There is a mandatory minimum of four substantial meetings between supervisor(s) and PhD candidate per academic year.

8 Yearly reports/ROG

The first supervisor will make yearly reports of the PhD candidate’s progress. These reports will be uploaded by the promotor through LUCRIS/Converis. For candidates with employee status, this report is contained in the regular annual review (ROG).

9 Extension of registration at the Graduate School

Registration of a PhD candidate through the Graduate School after four years is not automatic and requires a positive annual review by the supervising team and the Director of Doctoral Studies.