



Regulations Doctorate Programme

Leiden Institute for Area Studies

– Effective from 1 August 2020 –

A productive PhD programme is one of the key areas where a research institute can make a difference. Over the past year a number of meetings has taken place in which ways were discussed to make sure that the quality of the PhD projects and of PhD supervision at LIAS can be guaranteed. The aim is to create an environment in which PhD candidates feel supported as well as challenged 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). The following points have been agreed on by the Management Team and the Director of Doctorate Studies after consultation with supervisors. The Advisory Council approved the plans in November 2019. These new regulations come into effect from 1 August 2020.

1. Application and admission: process and timeline

The annual deadline for applications by prospective PhD candidates will be 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.

As before, the decision to admit a candidate to the doctorate programme, and with that to the Graduate School of the Faculty of Humanities, ultimately lies with by the Dean of Humanities. Normally, however, this decision is delegated to the academic director of the institute.

Applications to positions in externally funded projects (e.g. NWO/ERC) are coordinated by the principal investigator in question, in consultation with the academic director.

2. Starting date

1 September will be the yearly starting date of new PhD candidates, 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

LIAS will charge a yearly administrative fee of 450 Euros for PhD candidates enrolled in the graduate school. This will apply to all newly admitted candidates as well as to those already enrolled who have not finished within five years. In line with faculty policy, the moment the dean accepts the positive report of the jury (*Promotiecommissie*) is regarded as the finishing date. There are limited possibilities for waivers.

The income generated by the administrative fee will be used exclusively for the strengthening of the doctorate programme.

4. Information meeting

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

5. Milestones

Within two months after the starting date, the student submits a training and supervision plan (*Opleidings- en Begeleidingsplan*, or: *OBP*) drawn up in consultation with their supervisors. This includes plans for coursework worth minimally 280 hours (140 hrs of “content” and 140 hrs of transferable skills).

Eight months after the start of the PhD candidate, 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 time allocation

The time allotted for supervising a PhD candidate will be **25 hours per year** for both supervisors combined, with a maximum of 4 years per PhD candidate. The normal distribution will be 20 hrs for the first supervisor and 5 for the second. Additional supervision time outside of these allocated 100 hours will form part of the allocated research time of the respective supervisor(s). LIAS will be able to fund the time for this PhD supervision in the budget years 2020

and 2021, but in the longer run this will have to come from reallocation of funds based on a reduction of teaching loads by the programmes.

7. Maximum number of PhD candidates under supervision

The LIAS MT recommends that first supervisors work with no more than 6 PhD candidates at any given time. PhD supervision of more students will not be allocated within the workload and will therefore automatically form part of the allotted research time.

8. Supervision meetings

There is a mandatory minimum of 4 substantial meetings between supervisor(s) and PhD candidate per academic year. Key points discussed during these meetings are documented by the first supervisor and a brief draft report is shared with the PhD candidate and the second supervisor for any feedback they may wish to offer.

9. Yearly reports/ROG

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