

LUCAS PhD Guidelines

For PhD Candidates at the Leiden University Centre for the Arts in Society

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Dear PhD candidate,

Welcome to the Leiden University Centre for the Arts in Society (LUCAS). LUCAS is one of the seven academic institutes within the Leiden Faculty of Humanities. LUCAS' research focus is on cultural objects or artefacts, and on cultural domains and media. Furthermore, LUCAS examines the 'Arts in Society': we are interested in the interconnectedness of cultural artefacts and their societal contexts. LUCAS researchers study cultural objects from classical antiquity to the present day, from a wide range of geographical origins and in a wide range of languages, including ancient Greek and Latin, Portuguese, Russian and Spanish, as well as medieval and modern varieties of Dutch, English, Dutch, French, German, Italian. The institute is structured along three chronological clusters: Classics, Medieval and Early Modern, Modern and Contemporary. Consult [our website](#) for more information about LUCAS.

We hope you will have a successful, stimulating and pleasant time at LUCAS. This booklet aims to provide you with the practical information you need as a PhD candidate at LUCAS to make the administrative side of your academic life a little easier. If there is anything that can be improved, that is missing, or that needs updating, please let us know.

Best regards,

The LUCAS PhD Council

The LUCAS Management Team

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Starting your PhD

As a PhD candidate, you undertake an original scholarly research project under the supervision of at least two academics, at least one of whom has the *ius promovendi* (the right to act as formal *promotor* for a PhD project). The promotor must be affiliated with LUCAS.

All PhD candidates are enrolled at the Faculty's [Graduate School of Humanities](#). The website of the Graduate School offers all kinds of information for PhD candidates; make sure you familiarize yourself with this information. The [Graduate School's Admissions Office](#) is situated at the Student Information Desk in the Lipsius building.

Also make sure you consult the university-wide [PhD Portal](#).

All formal rules and regulations for PhD projects are detailed in [Leiden University's PhD Regulations](#) (the most recent version dates from 2024).

Types of PhD candidates

Dutch universities distinguish between three types of PhD candidates:

- PhD candidates with employee status ('employed PhD candidates');
- PhD candidates with an external grant of scholarship ('contract PhD candidates'; also referred to in Dutch as 'beurspromovendi');
- Self-funded external PhD candidates ('external PhD candidates').

See also the [information](#) on the website of the Leiden Graduate School of Humanities.

The distinctions between these three categories lie in their formal relation to the university and in how their PhD projects are funded:

Employed PhDs

These PhDs are employees of the University. They have a workspace and a contract with the University that gives them employee rights such as taking sick leave, building up a pension, and taking up parental and maternity leave. These rights are stipulated in the CAO (Collective Labour Agreement) for Dutch universities, which you can find here: [CAO Nederlandse Universiteiten /Collective Labour Agreement for Dutch Universities](#).

Contract PhDs

These PhDs do not have an employment contract with the University but are funded by individual scholarships, grants or fellowships. They have a formal agreement with the University but are not part of its academic staff and therefore are not entitled to employee rights and benefits. They do have a workspace at the University and receive print credit on their LU card.

External PhDs

These PhDs do not have an employment contract with the University and are self-funded. They are not part of the university's academic staff and therefore do not enjoy accompanying rights and benefits. They do not have their own workspace at the University but can make use of the flexible workplaces offered on the top floor of the Arsenaal. They do not receive print credit on their LU card.

In this document, we distinguish between the three different types of PhD candidates whenever this is relevant. In all other cases, the terms 'PhD' and 'PhD candidate' refer to all three categories. In the appendices, you will find an overview of the different rights and obligations for the three PhD types.

Fees for External and Contract PhD Candidates

External and contract PhD candidates who registered after 31 August 2024 are charged an annual fee. A minimum registration period of three years is mandatory. Employed PhD candidates do not pay a fee. More information about the fees can be found [here](#). For external PhD candidates, LUCAS charges only the ‘low tariff’ of € 400 (with the facilities listed on the website of the Graduate School of Humanities).

Dual PhD Centre

If you would like to pursue a PhD project as part of a job outside academia, this is possible (depending on what kind of work you do and what kind of PhD project you would like to pursue) at the [Dual PhD Centre](#). The Centre focuses on external PhD candidates who devote part of their work to academic research on a theme related to their professional practice. The Centre helps these dual PhD candidates develop a research plan, provides training, and ensures that their research fits within a discipline and Graduate School, and that it ties in with the research of a potential supervisor.

Joint Doctorates

Leiden University offers the possibility of pursuing a doctorate in the form of a ‘joint doctorate’: a doctoral project carried out and completed simultaneously at two universities. This can either lead to a joint doctoral degree (one single diploma awarded by both institutions) or a double doctorate (each institution awards its own degree for one dissertation) resulting from a co-tutelle agreement; see [the procedure and regulations](#). PhD candidates doing a joint doctorate are enrolled with LUCAS as one of the three types of PhDs, depending on their situation. Please consult with LUCAS and the Graduate School about the possibilities **before** starting your PhD.

Admission Procedure for Employed and Contract PhD Candidates

Employed PhD candidates have either successfully applied for a paid PhD position within an externally funded research project or have gained funding via NWO’s ‘PhDs in the Humanities’ programme. In order to become an employed PhD candidate, you should apply for one of the [current PhD vacancies](#) at Leiden University, or for a PhD in the Humanities grant from the Dutch Research Council (NWO). In the latter case, you should first contact two academics who are willing to supervise your project. At least one of them should have the *ius promovendi* (see above) and be affiliated with LUCAS. Please note that for the PhD in the Humanities programme, there are selection procedures first within LUCAS and then at the faculty level. Only project proposals selected during the faculty-wide round are submitted to NWO. Your supervisors will help you navigate this highly competitive, three-tiered application process.

If you have been selected (for a paid PhD position either within an externally funded project or as a PhD in the Humanities laureate), you will receive a contract offer from LUCAS. Once you have accepted this, you will be asked to register with the [Graduate School](#), and to fill out several documents to set up your appointment.

Contract PhD candidates have obtained funding through NWO’s ‘Doctoral Grants for Teachers’ programme or through a different funding scheme, either in the Netherlands or elsewhere. Contract PhD projects can be funded by governments or by non-academic institutions. If you would like to become a contract PhD candidate at LUCAS, you should contact two academics who are willing to supervise your project. At least one of them should have the *ius promovendi* (see above) and be affiliated with LUCAS. You can discuss the details of your project with your supervisors. For example, perhaps you would like to apply for NWO’s ‘Doctoral Grants for Teachers’ programme, or perhaps you

have already obtained a PhD scholarship from a non-Dutch government and would like to carry out your project at LUCAS.

Once your supervisors have notified the LUCAS Research Support Officer (oz-lucas@hum.leidenuniv.nl) about your project and your appointment, you register at the Leiden [Graduate School of Humanities](#), which coordinates the faculty-wide PhD programme. You can find more information on the School's admission procedure on the [Admissions pages](#).

Admission Procedure for External PhD Candidates

For prospective external PhD candidates, LUCAS has an *internal* admission procedure, in which prospective external PhD projects are assessed by a committee composed of 3 LUCAS researchers.

More details about the admission procedure can be found on the [LUCAS website](#).

VISA and Residence Permits

For international applicants, additional administrative procedures may apply in relation to visa, residence permit and/or work permit requirements set by the government. If you require a residence permit, please send an email to im-lucas@hum.leidenuniv.nl *at least* three months before the start of your project. The University will request the permit for you and pay for it. For questions you may contact the [Service Centre International Staff \(SCIS\)](#). Useful information can be found on the [Graduate School webpage](#) and on the [University's page for international staff](#).

First steps after admission (all PhD candidates)

When you have been formally admitted to the Graduate School and enrolled as PhD candidate at LUCAS, there are several steps you should take to make sure you are ready to start your PhD project:

1) Set up your Leiden University account and email, and register with Brightspace

To be able to access all facilities, you will need to take a few steps.

Activating your ULCN account

When you start as a PhD candidate, you will automatically receive a University email address and a ULCN account. You can use this ULCN account to log in to your computer, the Wi-Fi network ([eduroam](#)) and various other ICT systems. You will automatically receive an email or letter with your ULCN log-in details. You do not need to apply for an account yourself.

Do not forget to activate your ULCN account. See [here](#) for more information on how to do so. You will receive a notice about activating your account at the private email address you registered with. If you have not received this notice, please contact the IT Helpdesk at +31 71 527 8888 or helpdesk@issc.leidenuniv.nl.

Obtaining a LU card

You need a LU card to copy, print, and scan, and to enter the office. More information on how to obtain for a LU card, and how to use it, can be found [here](#).

For more information about university e-mail, see [here](#).

Do note that you are expected to read your email on a **regular** basis, as an important part of the supervision process. Make sure you care to read emails from the Faculty Board, the LUCAS Management Team, et cetera. It is your responsibility to do so.

Obtaining a Shuttel card (employed PhD candidates only)

Employed PhD candidates are entitled to a Shuttel card, which they can use for traveling to Leiden by public transport (employees' costs of commuting are covered by Leiden University). More information about the Shuttel card, and how to obtain one, can be found [here](#).

2) Familiarise yourself with all relevant documentation

Read the following documents and websites carefully:

- The information on the [PhD track](#) in the university-wide PhD Portal
- The information on the [PhD trajectory](#) on the website of the Graduate School of Humanities.
- [Leiden University PhD Regulations](#) (Promotiereglement)
- [Leiden University PhD Guidelines for employed and contract PhDs](#) (PhD Richtlijnen)
- [LUCAS webpage for PhDs](#)
- [Leiden University's website on academic integrity](#)
- [LUCAS Institute Regulations](#) (Instituutsreglement; in Dutch)
- [CAO Nederlandse Universiteiten /Collective Labour Agreement for Dutch Universities](#)
- [Wet op het Hoger Onderwijs](#) (the main law that regulates the Dutch universities)
- For external PhDs (in Dutch): [Expertisecentrum Buitenpromoveren](#) (a Dutch expertise centre for external PhDs; their website and handbook contains valuable information)

- For international PhDs: [A Beginner's Guide to Dutch Academia](#) (a publication by The Young Academy of the KNAW, the [Royal Netherlands Academy of Arts and Sciences](#))

3) Have a start interview with your supervisors (if you are an employed PhD)

All employed PhDs also have an [start interview](#) ('startgesprek') with their supervisor within three months after entering employment. During this interview you will make agreements on performance targets that you will need to achieve, and skills that you will need to develop. These agreements are based on the '[UFO profile](#)' for the position of PhD as defined by the VSNU, which defines goals, activities and expected results. The agreements made during the initial review will form the basis for your first Performance and Development interview (GROW) and will be registered in your Training and Supervision Plan.

- Note: it is recommended for all PhD candidates to have such a conversation with their supervisors to lay out the expectations for the PhD trajectory and to discuss any needs for the Training and Supervision Plan.

4) Complete the ethics checklist and draw up a data management plan

All researchers at the Leiden Faculty of Humanities have to make sure they receive ethical clearance from the Humanities/Archaeology Ethics Committee before their project can start. This is done by filling out a checklist and, if necessary, presenting the project for a review by the Committee. See [here](#) for the procedure and further information.

All researchers at Leiden University who gather and/or generate data are required to draw up a data management plan (DMP) before data collection for a research project begins. Please contact one of the [Data Stewards](#) at the Faculty of Humanities to discuss whether this is the case for your project. The [Leiden University Centre for Digital Scholarship](#) provides information and advice on data management, Open Access publishing, data mining, copyright, and many other matters. The University also offers courses on data and project management (free of charge); see [here](#) for an overview.

Your project may also involve working with personal data. These include not only personal names and telephone numbers, but also interviews, audio or video recordings, photos, student grades, or any other kind of information that can be traced to individuals. To keep (personal) data as secure as possible, the University has established an information security policy. Please visit the University webpages on [privacy and data protection](#) for more information about working with personal data, storing and sharing files online, and the General Data Protection Regulation (GDPR). Please consult with [Max van Arnhem](#) at the Faculty of Humanities for advice on working with personal data.

5) Draw up a Training and Supervision Plan (TSP)

Within three months after the start of your project, you and your supervisors will draft a Training and Supervision Plan (in Dutch: Opleidings- en Begeleidingsplan, OBP). This contains an overview of the design and planning of your project, agreements for the form and frequency of supervision, your training programme (for example, courses taken at one or more of the national Research Schools), and the performance targets for the go / no go decision. External PhDs draw up a Training and Supervision Plan within six months after the start of their project.

The University's [PhD Regulations](#) define a PhD thesis as 'proof of competence in independently conducting academic research' and stipulate that it should have a maximum of 100,000 words. Your dissertation can take the form of a book/monograph, but can also be a collection of articles (consult the regulations for specific requirements).

The duration for employed and contract PhD projects is 4 years (or 5 if you work 0.8 fte). Employed and contract PhDs are expected to have a final version of their dissertation ready by the end of their appointment or scholarship. A PhD trajectory usually takes the form described [here](#). External PhD candidates are expected to complete their projects within six years.

Finishing your dissertation on time is very important for your future (academic) career and your own well-being. Make sure to set up a realistic design and planning for your project, taking into account the practical feasibility of the PhD track (such as combining research with other employment and obligations, financial implications, etc.).

The TSP also includes the date of the go/no go moment (see below) and the requirements which the PhD must meet to receive a positive evaluation. It also lists any expected expenses, in accordance with the material budget available for your project. For more information on training requirements, evaluation and supervision, see below.

Templates for the TSP can be downloaded from the [LUCAS website](#). There are different TSP forms for employed, contract and external PhDs. After drawing up and signing the TSP, please send it to the LUCAS Bureau (lucas@hum.leidenuniv.nl) for a formal check. The LUCAS Bureau will return your TSP to you with the Academic Director's signature. You should then upload the scanned TSP to [LUCRIS/Converis GSM](#).

Being present at the office

For employed and contract PhD candidates, it's advisable to discuss with your supervisors when you are present at the Arsenaal, and to note this down in your TSP. Leiden University requires all employees to spend *at least* [40% of their working hours](#) at the office. We *strongly* advise employed and contract PhDs to spend at least half of their working hours at the office. Since you are given a full-time workspace, you should make use of it, and spending your working days at the Arsenaal will make it much easier for yourself and your fellow-PhDs to become part of the LUCAS (PhD) community. Travel expenses are covered by your [Shuttel card](#). External PhD candidates can make use of the flexible workspaces on the top floor of the Arsenaal. We *strongly* advise them to spend at least one day a week at the Arsenaal.

6) Attend welcome meetings

You will be invited to welcome meetings at the Institute; the LUCAS Office will contact you about this. During these meetings, you will be informed about the Institute and have a chance to get to know some of the members of the MT and Office. In addition, it is mandatory to attend the introductory meeting of the faculty at the start of your PhD trajectory.

7) Complete your profile page

All University employees and PhDs have a personal profile page in both English and Dutch. You are encouraged to complete your page by adding a photo and relevant information about your research. All information about your profile page can be found [here](#). To make sure that your publications appear on your profile, register them in [LUCRIS/Converis PM](#).

Doing a PhD

Once you are fully settled, it is time to start to work on your project!

Please consult the [information](#) about carrying out a PhD project on the website of the Graduate School of Humanities, and the information on the university-wide [PhD portal](#). Also read the additional information below:

Supervision

Every PhD project has at least two supervisors, both of whom hold a doctorate. Your main supervisor ('promotor') has the *ius promovendi* (the right to act as formal PhD promotor) and should work at LUCAS. Ideally, your second supervisor is also based at LUCAS, but if the required expertise is not available internally, you can have a second supervisor from one of the other academic institutes in Leiden, or at another Dutch (or sometimes international) university or research institute.

Together, your (co-)promotors supervise your research and the writing of your dissertation, and discuss with you your post-PhD plans, as well as any other issues that might arise. Since PhD candidate's needs are different, and vary over the course of a trajectory, there are no strict rules for the form or frequency of supervision, but generally it is recommended that you meet with your supervisors every few weeks. It is advisable to set the date for the next meeting or deadline at the end of every appointment. It can be useful to set a brief agenda for each meeting in advance.

It is important that you discuss the form and frequency of supervision at the start of your project and include the agreements made about this in your TSP. It is equally important that you continue to evaluate the supervision, and take the initiative to talk to your supervisors if you are not happy with aspects of your supervision, for instance in terms of feedback or communication. Remember that you are responsible for your own PhD project, and that your supervisors will generally appreciate it if you articulate your needs in a gentle and professional manner.

The appendix 'Best practices for supervision' at the end of these guidelines contains valuable advice for both supervisors and PhD candidates.

Should you encounter difficulties in the supervision which you are unable to solve with your supervisors yourself, you can approach the Humanities confidential counsellor for PhD candidates (Verena Ly, v.ly@fsw.leidenuniv.nl; see also [here](#)), or the LUCAS Research Director (rd-lucas@hum.leidenuniv.nl).

Go/no go decision

Following the initial phase of your trajectory, a formal evaluation is held to decide on the project's continuation. At this '[go / no go moment](#)', your supervisors evaluate progress, and assess the prospects for the rest of your project. Based on this, they decide whether or not they think your PhD project can be completed successfully within the allotted time. This go/no go decision is binding and is documented in writing.

The date of this go/no go moment is determined at the start of your project and registered in your Training and Supervision Plan. The TSP specifies the requirements which the PhD must meet for a positive evaluation. These include academic output, such as a draft version of a chapter or an annotated bibliography, but the no / no go decision is also based on factors such as whether a PhD candidate has developed professional competencies such as collaborating and communicating effectively and professionally within a team (this is especially important for PhD positions within externally funded research projects), having a capacity to learn, and organizational sensitivity.

For employed and contract PhDs, the go/no go decision is taken 2 months before the end of their initial appointment of 1 year and two months; that is to say, 12 months after the start of their project (if a PhD works part-time, these dates are adjusted accordingly). After a positive evaluation, their initial contract will be extended to the full length of their appointment.

For external PhDs, the go / no go moment takes place 18 months after the start of the project. The supervisors inform LUCAS about the decision. For external PhD projects, a member of the MT is present at the go / no go meeting as an independent third party. A report of the go / no go meeting is uploaded into Converis by the daily supervisor. Their guest registration is prolonged to 6 years following a positive evaluation.

Annual evaluation meetings with your supervisors

All PhDs have a formal evaluation meeting with their supervisors each year. Employed PhDs have an annual 'GROW' (Conversations on Performance, Development and Well-being ([Gesprekken over Resultaat, Ontwikkeling en Welzijn](#))) meeting, while contract and external PhDs have an annual progress meeting or 'voortgangsgesprek'. During the annual meeting, your supervisors and you evaluate the results of your work and your personal development over the past year, and discuss the plans for the coming year; this may necessitate adapting your original planning and TSP (and re-uploading it to Converis). Your future (post-PhD) perspectives are also discussed in this meeting, to assess wishes, expectations and possibilities and use these to set priorities (is it, for instance, necessary to publish articles during the PhD track), whereby the timely completion of the PhD remains central. GROW meetings are based on a form; see [here](#).

Monitoring interviews with the LUCAS MT

Employed and contract PhD candidates can request a monitoring interview with a member of the LUCAS MT once every year. External PhD candidates can do so once every two years.

During these meetings, you can discuss progress and supervision, as well as your career plans and well-being. The supervisors are not present at these meetings – PhDs may take it as an opportunity to address any concerns they may have about their thesis or supervision. For external PhD candidates who live abroad, the meetings can be held online. Important points that require a follow-up are summarised in a short report for the MT; information is not shared with third parties, such as the supervisors, without the PhD candidate's explicit permission. These meetings also have a confidential part at the end, for which no minutes are taken. Please note that, depending on the topics discussed with during a meeting, the MT may have to refer you to the Humanities confidential counsellor for PhD candidates.

MT announcements

The LUCAS MT regularly sends emails to all members containing important announcements, such as policy changes or deadlines. Please read these carefully, and do not hesitate to get in touch if you have any questions.

Academic Integrity and Ethics

Academic integrity is an important element of academic research. PhD candidates are therefore required to follow a seminar on academic integrity (see below, under Training). When they are appointed, PhD candidates sign the Code of Conduct on Academic Integrity and at the PhD defence, the supervisor alerts the new doctor to the obligations to society and to scholarship that a doctor's

title entails. Furthermore, all PhD dissertations are checked for plagiarism before they are submitted to the doctorate committee.

The Faculties of Humanities and Archaeology have a joint [Ethics Committee](#), consisting of researchers from all the institutes of our faculty, which aims to promote ethical research by offering advice on ethical issues in research and reviewing all new research projects from which ethical issues might arise. A checklist is provided for researchers to determine whether their research needs to be presented to the committee for a review.

Training

PhD candidates are expected to follow certain courses as part of their [training](#) as researcher.

The only obligatory course for **external PhDs** is that on [Academic Integrity](#). This is a 2-hour workshop, included in the LUCAS Graduate Programme (see below), based on reading and viewing materials. External PhDs can follow the entire LUCAS Graduate Programme (free of charge) if they wish.

External PhDs can also join a national research school. This allows them to participate in further training activities. Membership for external PhDs costs €500 and is at their own expense. Some research schools have associate memberships that are free of charge.

Employed and contract PhDs have a more extensive training programme: they are required to complete [280 hours \(10 EC\) of training](#) during their PhD:

- 140 hours (5 EC) of academic activities (training in the candidate's specialism, including conference attendance); and
- 140 hours (5 EC) of activities focusing on transferable skills, including at least one training course on academic integrity (5 hours in total), and the LUCAS Graduate Programme.

For **employed PhDs**, LUCAS covers the membership fee for a national research school of choice, which entitles you to follow courses at this research school, and on occasion another school, for free (except for activities abroad).

Employed PhDs are also provided by LUCAS with a **training budget** of € 675,- for their project, which can be spent on activities that are detailed in the TSP and have been approved by the supervisors and the LUCAS Institute Manager (im-lucas@hum.leidenuniv.nl).

Contract PhDs pay all of their training costs from their own material budget. If their scholarship does not include a material budget (for instance in the case of CSC PhDs), a financial contribution from LUCAS is possible; please contact the LUCAS MT for this.

You should discuss your training plans with your supervisors and set them down in your TSP at the start of your PhD trajectory.

A great variety of courses are available for PhD candidates, covering topics such as academic writing, data management, presentation skills, knowledge utilisation, time management, and personal development. You can find an overview [here](#). The [Leiden University Centre for Digital Scholarship](#) offers workshops on data management.

Always consult with your supervisors and the LUCAS MT before registering for any fee-based course. You will receive participation certificates for all completed courses, which you are required to upload in [LUCRIS/Converis GSM](#) (see also [these instruction videos](#)).

LUCAS Graduate Programme

The LUCAS Graduate Programme (LGP) is LUCAS' PhD training programme, and consists of a two-year cycle of thematic seminars taught by academics mainly from LUCAS. The topics covered in the LGP range from time management to conference presentations and post-PhD career development. The LGP consists of four core seminars offered each year, and eight seminars spread out over the two-year cycle. It counts for 40 hours of training in total. Attendance of the full programme is compulsory for employed and contract PhDs; all PhD candidates are advised to follow the programme in the first two years of their trajectory, to ensure they build crucial skills for their research. External PhDs are also strongly encouraged to participate in these sessions. Participation is free of charge for LUCAS PhDs.

All LUCAS PhDs are informed about the seminars offered in the LGP by email. For questions, please contact the LUCAS Research Director (rd-lucas@hum.leidenuniv.nl).

National Research Schools

All employed PhDs join one of the [National Research Schools](#). These research schools offer at least 10 EC of training every year. Employed PhDs are full members and are entitled to participation in training free of costs (with the exception of activities abroad, such as summer schools, for which your training or material budget can be used). Membership of one research school also allows you to participate in occasional courses of other research schools.

Teaching during your PhD

Employed PhDs have the opportunity to [gain teaching experience](#) at the University during their appointment. You may take on teaching duties only in the second or third year of a four-year appointment, and only if your dissertation is progressing on schedule. PhD candidates who take on teaching duties are required to take the didactic course [Teaching in practice](#). This enables you to build up a teaching portfolio and acquire a partial certificate for the [University Teaching Qualification](#) (in Dutch: BKO, Basiskwalificatie Onderwijs), which is a mandatory qualification for university lecturers. Please contact the UTQ co-ordinator well in time and consult with the LUCAS Institute Manager (im-lucas@hum.leidenuniv.nl) before signing up for a course.

PhDs who teach are supported by the two [Humanities Teaching Coaches](#). These coaches advise PhDs about their UTQ, organize intervision groups, sit in on classes to observe and provide feedback, and give practical tips and tricks. PhDs who will be teaching are requested to get in touch with them.

Research-related expenses

For **employed and contract PhDs**, expenses for travel, conferences, and other research-related costs must be paid from their project budget (a bench fee for PhD projects funded by the Dutch Research Council (NWO), and a material budget for other funded PhD projects). Please confer with your supervisor about your project budget and what you can spend it on (the amount and the conditions vary per project). Your TSP should include a budget calculation of expected costs, for instance for training or conference visits. LUCAS can provide you with instructions for the use of your project budget.

Contract PhDs whose scholarship does not include a material budget (e.g. CSC PhDs) can apply for LUCAS travel funds (email the Institute Manager at im-lucas@hum.leidenuniv.nl), stipulating the event and estimated expenses.

For **external PhDs**, no funding for research-related costs is available.

Participation in a conference can also count towards your training hours. Some research schools (such as [OIKOS](#)) have travel funds which you can apply for. You are also encouraged to apply for a LUF grant to finance longer stays abroad (see below).

LUF Grants

ALL PhD candidates can apply for a LUF (*Stichting Leids Universitair Fonds*) grant to finance [conference travel](#) once during their PhD period. LUCAS strongly advises PhD candidates to make use of this opportunity. For more information on application procedures and forms, see [the LUF website](#). Since the LUF grant must be matched by LUCAS, you always have to check with the Institute Manager if this is possible at least four weeks in advance of the relevant LUF deadline.

Cultuurfonds grants

PhD candidates can apply to the Cultuurfonds for funding for a period of research abroad during their PhD trajectory. See [here](#) for more information. If you plan on applying for a grant, please inform the LUCAS MT well in advance, to discuss which steps to take.

Getting involved in academic life

There are many ways to participate in the academic life of Leiden University. We strongly encourage you make use of these, as this will greatly enrich your time as a PhD candidate.

Social events

LUCAS organises several social events to which all PhDs are cordially invited:

LUCAS PhD lunches

Every second Tuesday of the month from 12.30-13.30, the LUCAS PhD Council (see below) organises a lunch for its PhD candidates.

PhD Dinner

Annually, the LUCAS PhD Council organises a PhD dinner for all LUCAS PhDs. This dinner usually takes place in November or December.

Christmas, Easter and Summer Festivities

Every Christmas, Easter and at the end of the spring semester, LUCAS organizes drinks, a lunch and other festive activities to which all LUCAS members are invited.

LUCAS PhD Council

The PhD Council represents the interests of all LUCAS PhDs. It consists of five members who are appointed by the Academic Director for a period of two years. The Council meets with the LUCAS Management Team every semester to discuss matters concerning the admission, training, and supervision of PhDs in the Institute. It holds a general meeting for all LUCAS PhDs yearly and can be approached at any time for issues and questions. The Council's chair is a member of the LUCAS Advisory Board, and the Council meets regularly with the other PhD councils of the Faculty of the Humanities. The Council also organises presentation sessions and social activities, such as the monthly PhD lunches and the yearly PhD Drinks. You can contact the PhD Council at phdcouncilucas@hum.leidenuniv.nl. See [the webpage](#) for relevant information and current members of the Council.

LUCAS Research clusters

Every LUCAS researcher or PhD is a member of one of the Institute's three chronologically organised [research clusters](#), all led by two LUCAS researchers: Classics (800 BCE–600 CE); Medieval and Early Modern (600–1800); and Modern and Contemporary (1800–Present). The cluster members come together on a regular basis to discuss research matters. If you have suggestions for activities, do not hesitate to approach your cluster leader.

Bi-weekly LUCAS Newsletter

Every two weeks, all LUCAS members receive the LUCAS newsletter. It includes announcements on new publications, new research projects and upcoming academic events organized by our members. Content can be sent to the LUCAS Office (lucas@hum.leidenuniv.nl).

Leiden Arts in Society blog

The [Leiden Arts in Society blog](#) is run by LUCAS PhDs and provides a platform for PhD researchers affiliated with LUCAS, as well as guest writers from the wider academic community. If you would like to write a blog entry, or to meet up with our bloggers group, or to be put on the mailing list, have a look at the author guidelines and [contact the editors](#).

LUCAS Graduate Conference: Organising committee

The organising committee of the LUCAS Graduate conference consists of three to five LUCAS PhDs who work together over the course of 18 months to organise a biannual, thematic, graduate conference. Organising a conference is a very valuable experience for graduate students. Each edition of the LUCAS Graduate conference has its own page on the University website. For example, see this [information on the 2022 edition](#).

Journal of the LUCAS Graduate conference (editorial board)

The proceedings of the LUCAS Graduate conference are published in the open access [Journal of the LUCAS Graduate Conference](#). The journal is a double-blind peer-reviewed journal issued yearly. The editorial board consists of a series-editor, two editors-in-chief, and a team of editors. They work together over the course of eight months to put together an edition of the journal.

Humanities PhD Symposium

This symposium aims to offer PhD candidates a platform for presenting your work at any stage – from developed papers to emerging ideas or questions you are struggling with. The symposium warmly invites proposals from PhD candidates in arts, history, area studies, linguistics, philosophy, and related fields. For more information, see [here](#).

LUCAS Institute Council and Advisory Council

All LUCAS employees are part of the Institute Council, which meets about four times a year. If you are an employed PhD, you will receive invitations to these meetings. The Advisory Council consists of members of the Institute appointed by the Dean for a 2-year period on recommendation of the LUCAS Academic Director. You can find more information on the [LUCAS website](#).

LUCAS Impact committee

The LUCAS Impact Committee, installed in 2018, explores strategies for enhancing the visibility of LUCAS research outside academia in a more structural way. To do this, they organise two activities per year: the LUCAS Publieksprijs (public engagement award) and the LUCAS lecture (in autumn). All LUCAS members are invited to share their impact-related ideas with the committee, via LUCAS' Research Director, at rd-lucas@hum.leidenuniv.nl.

Leiden University newspaper

Leiden University also has its own newspaper, *Mare*, which may help you keep up to date with current events at the University. *Mare* is distributed throughout the various University buildings. The online edition, which includes an archive of previous issues, can be found [here](#).

University Council

The University Council is a democratically elected participation body in which students and staff of the University are represented. The Council keeps a watchful eye on the Executive Board of the University, issues solicited or unsolicited advice and has a say in important decisions. The Council is composed of eight staff and eight student members from all faculties and supporting services. Students elect new representatives every year; staff do this every two years. See [the webpage](#) for more information.

In the University Council, the party [PhDoc](#) represents the interest of all of the University's so-called 'young researchers,' that is, PhDs and Postdocs. Contact at phdocleiden@gmail.com.

Faculty Council

After the University Council, the Faculty Council is the second highest staff and student body of the University. It acts as an intermediary between the various departments of every faculty. The Faculty Council has the right to approve and advise on various matters concerning the Faculty. It also represents students and staff and is a sounding board for the Faculty Board. The consultation meetings of the Faculty Council are mostly public, and anyone interested is welcome to attend the non-confidential parts of the meetings. See [the webpage](#) for more information.

PNN (Promovendi Netwerk Nederland)

The PhD candidates Network of the Netherlands is the national organisation that represents the interests of PhD candidates who work at one of the 14 Dutch universities, eight University Medical Centres and five research centres. PNN provides a lot of information about doing a PhD in the Netherlands. They meet regularly with the Ministry of Education (Onderwijs, Cultuur, en Wetenschap; OCW). See [their website](#) and the [information about the Professional PhD Program](#) (PPP).

Finishing your PhD

When your supervisors have approved your dissertation, the last steps of your PhD trajectory can begin. Here is some important information for the final stage:

Procedures & practical matters

For the formal regulations, please read the [PhD Regulations](#) of Leiden University. You can find more information about the PhD ceremony, and how to prepare for it, [here](#). Please inform the LUCAS Office as soon as you have a date for your PhD defence.

Printing your dissertation

Make sure you read information about the [submission and defence of your dissertation](#), the [dissertation layout requirements](#), how to upload your [PhD Dissertation](#) and [press coverage](#). Gildeprint, Ridderprint and Ipskamp are well-known printers who have experience in printing PhD thesis, but it is a good idea to ask for price quotes from several other parties and compare.

Financial support from LUCAS

LUCAS funds the costs of the printing and binding (at the UFB copyshop) copies of your PhD thesis for the doctorate committee, and of sending up to five copies of the dissertation to the committee members. Contact the LUCAS Office for more information.

All PhD candidates whose dissertations have been approved by the committee receive a sum of € 1,000 from LUCAS, to be spent on promotional costs such as printing the dissertation.

The PhD candidate is required to supply four printed copies of the dissertation and a digital version to the University Library for the 'Leids Repositorium' (click [here](#) for the procedure).

Financial support outside LUCAS

Several foundations offer financial support for the publication of your PhD thesis:

- [Boekenfonds Elisabeth Grent / F.J.A.M. van der Helm](#)
- [J.E. Jurriaanse Stichting](#)
- [Stichting Dr Hendrik Muller's Vaderlandsch Fonds](#)
- [M.A.O.C. Gravin van Bylandt Stichting](#)
- [Fonds voor de Geld- en Effectenhandel](#)
- [Van den Berch van Heemstede Stichting](#)
- [Stichting De Gijselaar-Hintzenfonds](#)
- [Dr. C. Louise Thijssen-Schoute Stichting](#)
- [Stichting Jaap Harten Fonds](#)

Registering your publications in LUCRIS/Converis PM

All University researchers are required to register their publications in [LUCRIS/Converis PM](#). Once they are registered there, the publications will automatically appear on your profile page.

Expiration of your University and Library accounts and your visa

Your appointment as a PhD candidate at LUCAS is terminated on the 1st of the month following your PhD defence. This means that your ULCN account and associated email will also expire, albeit after a grace period of two months. You can keep access to the University Library free of charge; on [this page](#) you will find more information about that.

If you currently have a residence permit for the Netherlands based on your status as PhD candidate, please note that it will expire after your defence. If you wish to stay in the Netherlands after finishing your PhD in order to look for a job, you can request a residence permit for an orientation year at the Dutch IND, but please make sure to do this in advance in order to avoid having to leave the Netherlands.

Exit meeting

In the exceptional case that a PhD candidate decides to discontinue their PhD trajectory at LUCAS, they are required to inform their supervisors, as well as the LUCAS Office. They will be invited for an exit meeting with the Academic Director.

Career guidance

Career guidance can be provided by the University; for more information, see [here](#). Career guidance is also provided in the form of the [PhD Career Event](#). The University runs [a PhD Career Platform](#) where you can find information about post-PhD careers. Information about postdoctoral research can be found [here](#). It is important to discuss your future career perspectives well in time with your supervisors.

Practical matters

Opening hours of University buildings

The opening hours of the offices are different for each building; click [here](#) for a list of all University buildings and their opening hours.

Email and communication

LUCAS always uses your University email address (ending in @hum.leidenuniv.nl) for correspondence. Hardcopy mail can be sent through the LUCAS Office, which can provide you with envelopes. Parcels are also delivered here. Standard mail is delivered to your personal mailbox (only for PhDs with an office).

Workspace (office, IT service, Printer)

All employed and contract PhD researchers have a [workspace](#) (a desk in a shared office) at the Institute. External PhD candidates can make use of the 'flex room' on the top floor of the Arsenaal, which has desks and computers. There are also a few alternative work areas available throughout the University: the [University Library](#), the [P.J. Vethgebouw](#), and the [Lipsius computer rooms](#). PhD candidates can contact the LUCAS Office (lucas@hum.leidenuniv.nl) about workspace-related matters.

Information about IT facilities at your workspace can be found [here](#) and [here](#); information about working remotely can be found [here](#). If you want to install new software for research-related purposes, or have other requests concerning your PC, your network, your telephone, etc., applications can be sent in via the [Helpdesk of the ISSC, the ICT Shared Service Centre](#). The ISSC can also be contacted from Monday to Friday, 8.30-17.30 via +31 (0)71 527 8888 or helpdesk@issc.leidenuniv.nl.

Only employed and contract PhD candidates are given a LU card with printing credits, but all PhDs can make use of the printers. For printing, scanning, and copying of work-related materials, PhDs can make use of the multifunctional machines in the Arsenaal and other university buildings, operated by a LU card. More information on how to top up your card with credit can be found [here](#). We urge you to economise on printing, and suggest that you print in black and white, as well as double-sided. You can use [PaperCut](#) to print with your own laptop at work.

Telephone calls

Telephone calls can be made and received via Microsoft Teams. More information can be found [here](#).

Calling in sick

If you fall ill and you are an employed PhD, please notify your supervisor and report your illness via [Bas Insite](#). See [here](#) for more information. In addition, you should inform the Institute by sending an email to lucas@hum.leidenuniv.nl. The secretary will register your sick leave with HR and your supervisor will automatically receive a notification of this (but it is always good manners to inform them personally as well). Please inform your supervisor and the Institute again when you have fully recovered, and register your recovery via Bas Insite.

For more work-related information on health, see [here](#).

Confidential PhD Counsellor

In the unfortunate event of PhD-related problems – for instance in the relationship with your supervisor or co-supervisor, with your immediate superior, colleagues, or other PhD candidates – you can turn to the Humanities confidential counsellor for PhD candidates (Verena Ly, v.ly@fsw.leidenuniv.nl; see also [here](#)), or the LUCAS Research Director (rd-lucas@hum.leidenuniv.nl).

The University also has a confidential adviser for issues relating to academic integrity; for information on academic integrity, the confidential adviser and the complaints committee, see [here](#).

University complaints committees

An overview of all university complaints committees can be found [here](#).

Further facilities (including bicycle storage facilities)

See [here](#).

Ergonomics

The University Services Department offers the services of an ergonomics expert to make adjustments to your workspace (see [here](#)).

Stationery

Basic stationery and office supplies can be requested at the LUCAS Office.

Library

A ULCN account and the electronic Leiden University (LU) card are needed to access the University Library, and to pick up items requested through the catalogue. More information can be found on the [library website](#).

Meeting rooms

To reserve a meeting room in the Arsenaal, you can use the Outlook agenda. If you would like to reserve a room for a meeting in another building, please contact the LUCAS Office.

Dutch language courses

International PhDs are encouraged to take Dutch classes, available in January and August. For more details, see the website of the language centre in [Dutch](#) or [English](#); there may also be possibilities to join the courses taught in the University's Dutch Studies programme. The fees for these courses can be covered by LUCAS, up to a maximum of € 500. External PhDs are not eligible for reimbursement of these costs.

If you are an external PhD wanting to learn Dutch, there are other possibilities. For example, there is a [Volksuniversiteit in Leiderdorp](#) and one in [Den Haag](#). Both offer Dutch language courses for various levels. [NLtraining](#) may also be an option.

Sports facilities

Employed PhDs can join the University Sports Centre (USC) at a favourable rate. For more information see [their website](#).

Creative and artistic courses at the LAK

The LAK offers a wide variety of courses in the domains of drama, music, the visual arts, creative writing, and photography. They also offer studio rentals. The courses are taught in the Lipsius building. See [here](#) for information.

Parental/maternity leave, child care, and lactation rooms

Employed PhDs are entitled to maternity and parental leave; see the [HR pages on this topic](#). Always timely inform your supervisors and the LUCAS MT, so we can discuss this with you. Employees (including PhDs) of the University can enrol their children at De Kattekop childcare centre. Their website may be found [here](#). The University houses several [lactation rooms](#), in the Arsenaal this is room [A1.52](#).

BasInsite

Leiden University uses BAS Insite to handle personnel, financial, and administrative matters. In BAS, you can fill out requests (such as leave requests), access your payslips, and submit reimbursement forms. You can access BAS Insite [here](#).

PhD candidates from outside the Netherlands

If you are a PhD from another country you might encounter some issues concerning paid work in the Netherlands, particularly if you do not have an EU passport. If you are offered a position at the University and you are not an EU citizen, please make sure they are aware of your situation and ask them to double check if you can indeed be hired for that job (this will depend on what kind of visa you have). Please contact HR/PSSC Service Point (Personnel Shared Service Centre) at +31(0) 71 527 6200 or pssc-servicepunt@bb.leidenuniv.nl for any questions about your status or see [this page](#).

All PhDs can make use of various services from the University's [Service Centre International Staff](#) via scis@leidenuniv.nl and receive support on immigration and tax issues.

The [Beginner's Guide to Dutch Academia](#) (a publication by The Young Academy of the KNAW, the [Royal Netherlands Academy of Arts and Sciences](#)) is a useful starting point to learn about the Dutch University system and culture.

Contact information and further reading

LUCAS employees are housed in various buildings on the Humanities Campus; the LUCAS Office and MT are situated on the [first floor of the Arsenaal building](#), near the LUCAS Common Room.

LUCAS Office

See [the contact page](#) of the Leiden University Centre for the Arts in Society. For an overview of where to direct your questions, please consult the LUCAS information sheet you have received. The LUCAS Office is open throughout the week. You can drop by (Arsenaal, room B1.32, call us (+31 (0)71 527 2166) or send an email (lucas@hum.leidenuniv.nl).

PhD Council

LUCAS PhD Council: phdcouncilucas@hum.leidenuniv.nl

Further reading

Here are some websites and books on doing a PhDs that you might find useful:

- For external PhDs (in Dutch): [Expertisecentrum Buitenpromoveren](#) (a Dutch expertise centre for external PhDs; their website and handbook contains valuable information)
- Rugg, G. & M. Petre (2006), *The Unwritten Rules of PhD Research* (Open University Press)
- [The Netherlands Centre of Expertise for Doctoral Education](#) (the PhDCentre)
- [Tips & Tricks](#) from the Promovendi Netwerk Nederland (PNN)
- There are lots of blogs on doing a PhD which contain suggestions for useful books, best practices and general good advice – just Google ‘doing a PhD blog’ and you will find plenty. Here’s a list of [40 Must-read academic blogs for researchers and PhD students](#)
- [The KNAW Faces of Science blog](#), where young researchers from various Dutch universities (including LUCAS PhD alumni Leanne Jansen and Max van Duijn) write about their life and work.
- ... and of course there’s the famous [PhD Comics](#)!

Appendix I: Best Practices for PhD Supervision

	Supervisor	PhD candidate
Be professional	Be aware that all PhD candidates are different, with their own individual story, culture, competences and needs. Being a supervisor is a demanding job. There is no template for supervision. Keep an open mind and adapt to the PhD candidate. Co-supervision can be difficult. Ensure that you come to a joint view on the process so that the PhD candidate is not left in a quandary.	Be aware that all supervisors are unique human beings with their strengths and weaknesses. You will need to adjust to certain ways of behaving and, if something bothers you, address it.
Be committed	Be aware that doing a PhD is a lengthy process that requires long-term commitment from both sides. PhD candidates need to feel that you care about the project's progress and outcome. Even if the project is meant to develop the candidate's competences, you are also involved in this journey, and your input on the project, topic or execution is essential. Take responsibility for the project. Be up to date and collect material with which you can give your PhD candidate valuable academic input.	Be aware that the PhD journey will be lengthy and not always easy, and that your initial motivation can be hard to maintain. If things are tough, don't despair. Carry on and talk to your colleagues or supervisors. It is a stage most PhD candidates go through.
Be available	Be aware that your regular availability is key to the success of the project. As part of your responsibility as a supervisor, you are to take initiative in planning regular supervision meetings. You are also expected to, in general, be sufficiently available to the PhD candidate in a way that is mutually beneficial, as well as professional. You should consider that, due to personal circumstances, individual PhD candidates may have different needs/restrictions, e.g., in terms of meeting hours.	Be aware that the success of your project is a joint responsibility. Be aware that it is your PhD project and it is also your responsibility to arrange meetings with your supervisor. Be well prepared when meeting with your supervisor and ensure that your supervisor can be prepared, too. Make sure that you get the time you need from your supervisor while being aware of his/her time constraints.
Be consistent and clear	Be aware that the (perception of) research progress should be addressed. It is crucial to be open about your expectations from each other. Doing research is, by definition, charting unknown territory. Thus, it is unavoidable that the research evolves, including the supervisor's view of what the next step(s) should be. Be honest about this and show ownership of your changing views. Remember what you say and advise.	Be aware that being honest about your progress and your expectations is key to the success of your project. Use wisdom and tact to address possible issues. Be clear and honest about your research progress and struggles. For instance, prepare the meeting with your supervisor by sending him/her a list of discussion points beforehand. Use the meeting with your supervisor to clarify your research problems. Make notes of the discussion and what next steps to take.
Be time aware	Be aware that realistic planning is essential for a PhD candidate. Obviously, the plan as initially foreseen, will change during the course of the project. Be prepared for a change by thinking about a plan B when the original plan needs revision.	Be aware that planning is one of the harder things to do in research and that the original plan is almost certainly going to change. Keep track of the time you spend on a particular issue. On a regular basis,

	Set short term goals and celebrate the successes with the PhD candidate. Make certain that the PhD candidate knows what, in terms of thesis content, is sufficient to graduate.	discuss this with your supervisor and what next steps to take. Discuss short term goals with your supervisor and celebrate your success together.
Be willing to receive feedback	Be aware that for any professional relationship to work, feedback must be a two-way exchange. You should expect feedback from the PhD candidate just as the latter expects it from you. Be open to the feedback you receive and take it seriously. If no feedback is given, ask for it. You are encouraged to do so a couple of times a year, but in any case, during the yearly progress interview with the PhD candidate. Remember that your reaction on the feedback will have an impact on the openness of your discussions with the PhD candidate.	Be aware that receiving feedback is very helpful for your progress. Keep in mind that feedback is meant to help you and is not targeted against you as a person. Feedback is needed to advance your project. If it is not forthcoming, ask for it and use the feedback to your best advantage. Don't be afraid to ask for feedback in an early stage, this prevents you and your supervisor from going in separate directions. If you experience the feedback as unhelpful, reflect on it for a while (with others) and discuss it with your supervisor in a professional and inoffensive way. When your supervisor has helped you or has been complimentary, show your appreciation.
Be willing to give feedback	Be aware that a PhD candidate needs regular feedback that must be professional, objective, constructive, and balanced. Feedback may have a large (emotional) impact on the PhD candidate, thus you should be cautious in choosing where and when to give feedback, especially when the feedback is person-oriented and would not benefit others. You should be aware of the cultural/ethnic/gender/etc. variation in the research group and should employ language that is inclusive and not hurtful to people with different backgrounds and traditions. Positive feedback is as important as critical comments.	Be aware that feedback on supervision can always be helpful. Supervising a PhD candidate is a hard job. You can help your supervisors by giving open feedback about their supervision, always with respect and consideration.
Be aware of stressors	Be aware that as a supervisor you are a role model for the PhD candidate, and should set a good example in terms of stress management. Be aware that your (potentially unhealthy) work attitudes are easily seen as a professional standard. Stimulate the PhD candidates to take breaks. Be aware that the PhD candidate's personal life story can affect their work.	Be aware that your life involves more than your work. Manage your stress level and respect your boundaries. Also talk to your colleagues and peers about their struggles with doing research, sharing the same experience helps to manage the difficulties of life as a PhD candidate. Maintain the communication with your supervisor and remember that your supervisor has followed the same path before you and can also help you to put things in perspective.
Be future-oriented	Be aware that a PhD candidate might need stimulation to think about his/her career after graduation.	Be aware that you need to think about your career after graduation.

	Many PhD candidates do not think much about their next career step before their last year, nor do they know much about what comes after the PhD, especially outside academia. Having no prospects for future career development triggers and increases stress. Thus, it is very important to timely discuss this point with your PhD candidate. Make your professional network available to your PhD candidates.	There are very few jobs in academia. Take this into account. Most PhD candidates start thinking about their next career step during their 3rd or 4th year, which is late. Spend some dedicated time on this issue already in your 2nd year. Your supervisor, who is the person who knows you the best professionally, can advise you. The university is regularly organizing events that can provide you with more information. Work on your network. Let the outside world know who you are. Don't underestimate the time this takes.
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Appendix II: Types of PhDs and their rights and obligations

	Employed (werknemer) <i>Ca. 20% of LUCAS PhDs</i>	Contract/self-funded (beurs) <i>Ca. 5% of LUCAS PhDs</i>	External (buiten) <i>Ca. 75% of LUCAS PhDs</i>
Formal status and obligations			
Description	PhD candidate that has an employment contract with Leiden University to obtain a doctorate degree. Works fulltime (0.8-1.0fte) on their dissertation.	PhD candidate who does not have an employment contract with Leiden University, but whose main objective is pursuing a doctorate degree, and who receives funding to do so (e.g. a scholarship, time paid by their employer). Teachers with a so-called Promotiebeurs-voor-leraren fall into this category, although they are entitled to their own desk at LUCAS.	PhD candidates who do not have an employment contract with Leiden University, and who is not funded for their research. Pursues a doctorate degree in their own time (e.g. in the evening hours or after retirement).
Admission via GS and registration in Converis/Lucris	Yes	Yes	Yes
Two supervisors	Yes	Yes	Yes
Welcome meeting at LUCAS	Yes	Yes	Yes (if necessary via phone)
Initial review with supervisor within 3 months (startgesprek) and annual Performance and Development interviews (ROG)	Yes	No (but start meeting is recommended)	No (but start meeting is recommended)
Composition Training and Supervision Plan (OBP) within 3 months	Yes	Yes	Yes, within 6 months

Go / no go decision after first period	Yes (after 12 months or equivalent in case of smaller appointment)	Yes (after 12 months or equivalent in case of smaller appointment)	Yes (moment to be determined at the start of the trajectory, latest 18 months after start)
Possibility to request a PhD talk with LUCAS MT	Yes (annually)	Yes (annually)	Yes (every two years)
Compulsory training	Yes : 2 x 140 hours (10 EC), including the LUCAS Graduate Programme and a course on Academic Integrity	Yes : 2 x 140 hours (10 EC), including the LUCAS Graduate Programme and a course on Academic Integrity	Yes : course on Academic Integrity is mandatory; Welcome at other LUCAS Graduate Programme sessions.
Obligation to register leave and illness	Yes	No	No
Exit meeting at LUCAS with promotor	Yes (after PhD defence)	Yes (after PhD defence)	Yes (after PhD defence)
Facilities and rights			
ULCN account and LU card	Yes (as employee)	Yes (as guest)	Yes (as guest)
Library access	Yes	Yes	Yes
Workspace at LUCAS	Yes (fixed desk in shared office)	Yes (fixed desk in shared office)	No (access to flexible workspace on top floor Arsenaal)
Annual fee to be paid to LUCAS (after 1 Sept 2024)	No	No	Yes (invoiced annually to the PhD candidate; low tariff € 400; waiver requests possible)
Printing costs paid by LUCAS	Yes	Yes	No (top-up LU card via machine)
Visa costs paid by LUCAS	Yes (visa requested by University)	Yes (visa requested by University)	Yes (visa requested by University)
Bench fee or material budget provided by LUCAS	Yes + € 675 for training	Varies (if not: limited options for reimbursement by LUCAS)	No
Use of LUCAS travel budget	At request, based on case-by-case approval	Only if PhD does not have material budget	No
Membership of national research school and participation in training programme	Full membership (paid from material budget or by LUCAS), free participation in courses (except for certain courses)	Membership paid from project budget (if available); otherwise, participation in courses possible, but at PhD's own cost	Membership possible, but at PhD's own cost; some research schools offer free associated membership (e.g. OIKOS, NICA)
Possibility to teach at LUCAS	Yes (only in 2 nd and 3 rd year and if progress allows it)	Sometimes (depending on demand and qualifications)	Sometimes (depending on demand and qualifications)
Access to social events (LUCAS and PhD drinks, lunches and dinners)	Yes	Yes	Yes

Financial contribution to defence costs by LUCAS	€ 1,000	€ 1,000	€ 1,000
Reimbursement of dissertation printing costs by University Library	€ 500	€ 500	€ 500