# LUCAS PhD Guidelines

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

Dear PhD,

Welcome to the Leiden University Centre for the Arts in Society (LUCAS), an academic Institute of the Faculty of Humanities.

Leiden University Centre for the Arts in Society (LUCAS) is dedicated to ground-breaking research that explores the multifaceted relationships between the arts and society and as such hosts a range of academic disciplines clustered around this key research theme. Our members study cultural production over the course of two millennia, from classical antiquity to our contemporary world. Strengthened by our diversity, LUCAS members are uniquely placed to study the broad concept of the arts, with its rapidly changing ideas, aesthetics, and theories of cultural production. Through research, expertise, and service, the Institute strives to facilitate a deeper understanding of the cognitive, historical, cultural, creative, and social aspects of human life. Read more about our mission here.

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 the LUCAS Institute to make the administrative side of life a little bit 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 Management Team of LUCAS

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# Starting your PhD

Doing a PhD means undertaking original scholarly research under the supervision of a professor. It takes four years on average. All formal arrangements are detailed in Leiden University's PhD Regulations. Many PhD candidates are employed by the University but a number are subsidised by grants they have arranged themselves. The University also has a large number of external PhD candidates who generally work part-time on their research.

## Types of PhD candidates

In the Dutch system, a distinction is made between three types of PhD candidates: PhD candidates with employee status (called 'employed PhD candidates'), PhD candidates with an external grant of scholarship (called 'contract PhD candidates'; in Dutch also referred to as 'beurspromovendi') and self-funded external PhD candidates ('external PhD candidates'). The main distinctions between these types are their formal relation to the University and the source of funding for their doctoral studies.

### PhDs with employee status

These PhDs are employees of the University. They have a contract with the University that gives them the right to take sick leave, to build up a pension, and parental and maternity leave, among others. These rights are clearly stipulated in the CAO (the Collective Labour Agreement), 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 in a different way, usually by individual scholarships, grants or fellowships. They have a formal agreement with the University, but are not part of its academic staff and therefore do not enjoy accompanying 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. Therefore, they are not part of its academic staff and therefore do not enjoy accompanying rights and benefits, although LUCAS has some financial arrangements in place for external PhDs. They do not have their own workspace at the University, but can use the flexible workplaces offered by LUCAS upon request. If you would like to combine your regular job with doing a PhD, this is possible at the Dual PhD Centre. The Centre focuses on external PhD candidates who devote part of their working time 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.

Leiden University offers the possibility of pursuing a doctorate in the form of a 'joint doctorate': a doctorate that is completed simultaneously at two or more 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. PhDs doing a joint doctorate will be enrolled with LUCAS as one of the three types of PhDs, depending on their situation.

All PhD candidates are part of (and registered at) the Faculty's Graduate School of Humanities. Throughout this document we will make the distinction between these three types of PhDs where necessary. If there is no difference, the term 'PhD' includes all types. In the appendix, you will find an overview of the different rights and obligations for the three PhD types. LUCAS does not ask PhD candidates to pay a fee for doing a PhD.

## Admission to the Graduate School

To become a PhD candidate at LUCAS, you first need to be admitted to the Graduate School of Humanities. To be eligible, you have to have been awarded a master's degree from a Dutch University or an equivalent master's degree from another institution. In exceptional cases, the Dean may, having received a written request to this effect and on behalf of the Doctorate Board, grant exemption from the entry requirements.

### Contract and external PhDs

The admission procedure for contract and external PhDs is as follows (please see the extended information here):

1. Find two supervisors (at least one of whom is a full professor) who are willing to supervise your PhD. If you want to do a PhD at LUCAS, the full professor must be affiliated with LUCAS.
2. Register with the Graduate School by sending an email to phd-admissions@hum.leidenuniv.nl. The Graduate School Office will provide you with information of the documents to submit. All PhD administration, including the admission process, takes place via the online system LUCRIS/Converis GSM (see also this manual). You are advised to submit your application at least two months before the start of your PhD project.
3. After admission to the Graduate School, LUCAS will enrol you as PhD candidate. You will be asked to fill out several forms to set up your University guest account. Once your account is set up, do not forget to check your University email regularly, as LUCAS will use this address for all communications.
4. 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 well in advance; we can then decide whether the University can request a permit for you. Please note that this is evaluated on a case-by-case basis and you are not automatically entitled to a residence permit. For questions you may contact the Service Centre International Staff (SCIS). Useful information may be found on the Graduate School webpage and on the University's page for international staff.

### Employed PhDs

For employed PhD candidates, the procedure is slightly different:

1. Apply for a funded PhD position within the University (see the list of PhD vacancies).
2. If selected, you will receive an appointment offer from LUCAS. Once accepted, you will be asked to register with the Graduate School, and to fill out several documents to set up your appointment.
3. 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 well in advance. 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 may be found on the Graduate School webpage and on the University's page for international staff.

The Graduate School's Admissions Office is situated at the Student Information Desk in the Lipsius building; see the contact details and opening hours.

## First steps after admission

After being formally admitted to the Graduate School and enrolled as PhD candidate at LUCAS, there are several steps to take to make sure you are ready to start your PhD.

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

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 and various other ICT systems. When you start to work at the University, you will automatically receive an email or letter with your ULCN log-in details. You do not need to apply for an account yourself. You will receive your account details at the correspondence address or the (non-University) email address that you will have given to HR. After receiving the letter or email, you cannot immediately use your account. Depending on the letter that you receive, you first have to activate your account or change your password. You also need to set up your account in such a way that you will be able to manage it in future without the intervention of a helpdesk. See here for more information.

#### *Applying for a LU card*

You need a LU card to copy, print, and scan. More information on how to apply for a LU card, and how to use it, can be found here.

#### *Configuring your email*

After setting up your ULCN account, you are assigned an email address ending in @hum.leidenuniv.nl. **Please use this email address for all work-related mail; this is the email address LUCAS uses for all communication with PhD candidates**. You can access your email via webmail or the remote workplace by logging in with your ULCN account. **Do not forget to activitate your ULCN account**; you will get a notice about this at the email address you registered with (if you have not, please contact the IT Helpdesk at +31 71 527 8888 or helpdesk@issc.leidenuniv.nl). If you do not want to check your @hum account regularly, you can auto forward your email. To do this, follow the steps below:

1. Open Outlook and click on 'rules'. Select 'manage rules and alerts'.
2. Select 'new rule' and proceed to 'apply rule on messages I receive'. Click on 'next'.
3. You can now select options to forward a specific message. If you want to forward all messages, select 'next' again. You will now receive a warning that this rule will be applied to all messages you receive. Click 'yes'.
4. You can now choose what should happen to your messages. Select 'forward it to people or public group'. This option will now appear below, with 'people or public group' highlighted in blue. Click on this part of the notification.
5. You can now enter the email address you wish to use. Click 'ok'. Then click 'next'.
6. You can now exempt specific messages. If you do not wish to do that, click 'next'.
7. You can now name this rule. Be sure to check the box in front of 'turn on this rule'. Click 'finish'.
8. Be sure to click 'apply'! Your email will now be forwarded to the address you have entered.

In addition to your address ending in @hum.leidenuniv.nl, you will also receive an address ending in @umail.leidenuniv.nl. These are two different inboxes, so do not forget to auto forward your Umail account as well, if you do not want to check this regularly.

#### *Joining the LUCAS Blackboard page*

Messages about the LUCAS Graduate Programme (see below) are communicated via Blackboard. In order to receive these messages, you have to register for the Graduate Programme course. You will receive an email once this is done, after which you can enrol by taking the following steps:

1. Send an email to the LUCAS PhD Council (phdcouncillucas@hum.leidenuniv.nl) to let them know you would like to enrol. They will then activate self-enrolment and send you a deadline.
2. Log in by using your ULCN account. Choose the tab 'Course' then choose 'Faculteit der Geesteswetenschappen/Humanities'.
3. Indicate that you want to search for 'ID'. Enter the code 5-LUCASPhD-0000FGW ([PERM]LUCAS PhD-programme).
4. Move your mouse onto the title. An arrow will appear. Click on it and choose 'enrol'.
5. Return to the Blackboard home page by clicking on the tab 'My Institutions' at the top of the page. In 'My Courses', you will now be able to see a link to the programme. Click on it, and you can see the relevant information.
6. It is important to check the email address that will be used by Blackboard: in some cases, Blackboard automatically selects an @umail account as the preferred email address. To change these settings, click on 'My Institution' in the top bar. Click on 'uPrefs' (on the left side of the page) and change your email preferences to your preferred email address.

## 2) Familiarise yourself with all relevant documentation

Please read the following documents carefully:

- Leiden University Doctorate 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)
- Collective Labour Agreement for Dutch Universities (CAO Nederlandse Universiteiten)
- 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 an initial review with your supervisors (if you are an employed PhD)

All employed PhDs also have an initial review ('startgesprek') with their supervisor within three months after entering employment. During this review 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 and will be registered in your 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 consult information manager Rob Goedemans 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 a dedicated course Data- and Project management for PhDs (free of charge).

You may also work with personal data. That does not only include names and telephone numbers, but also interviews, audio or video recordings, photos, student grades, or any other kind of information that can identy an individual. 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), which includes agreements relating to the design and planning of your project, the form and frequency of supervision, evaluation procedures, and training.

According to the University's PhD Regulations, your dissertation is a 'proof of competence in independently conducting scientific research' and should have a maximum of 100,000 words. Your dissertation does not have to be a book/monograph, but can also be a collection of articles (consult the Regulations for specific requirements). The duration for a PhD project is 4 years – more if the PhD works part-time. 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 this form; 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 have met by then 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.

LUCAS will send you a template for the TSP; external PhDs fill out a slightly different (briefer) version. After drawing up and signing the TSP, please send it to the LUCAS MT (im-lucas@hum.leidenuniv.nl) for a formal check. The Academic Director will also sign the TSP and return it to you; upon return, please upload the scanned document to LUCRIS/Converis GSM (see also this manual).

## 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. If it is difficult for you to travel to Leiden, a welcome meeting may also be held via telephone or skype.

Leiden University also organises introductory meetings for PhDs.

## 7) Fill your University 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. You can fill out this form to adjust your profile page. Publications will appear on your profile by registering them in LUCRIS/Converis PM.

## 8) Get a buddy

LUCAS and the PhD Council offer all new PhDs a buddy within the Institute, with which the new PhD can informally discuss all kinds of matters and who will help the new PhD to find their way around Leiden and the Dutch academic system.

… and you are ready to start!

# Doing a PhD

Once you are fully settled, it is time to start to work on your project! There are some important things to keep in mind.

## Supervision

Every PhD candidate (except those who started their project before 2015) has at least two supervisors, both of which hold a doctorate. Your main supervisor ('promotor') is a LUCAS-based full professor; your second supervisor can be a full professor ('tweede promotor'), a university lecturer/UD, or senior university lecturer/UHD ('co-promotor'). Ideally, your second supervisor is based at LUCAS as well, but if the required expertise is not available internally, you may also request permission from the Academic Director to invite a 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 your post-PhD plans, as well as any other issues that might arise, with you. There is no regulation as to the form or frequency of supervision, because every PhD's needs are different and they vary over the course of your trajectory, 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 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 some aspects, for instance their approachability, 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 Graduate Programme contains a session which addresses useful communication strategies. Should you encounter difficulties in the supervision which you are unable to solve with your supervisors yourself, you can approach the LUCAS PhD Counsellor or the Humanities PhD Confidential Adviser (see below, under Practical Matters), as well as the LUCAS Management Team.

## Go/no go decision

A formal evaluation takes place after the first part of your trajectory in order to decide on the continuation of your project. At this 'go/no go moment', your supervisors evaluate progress, and assess the outlook of the rest of your project. Based on this, they decide whether or not they think your PhD project can be finished successfully within the designated timeframe. 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 also includes the requirements which the PhD must have met by that moment. For employed and contract PhDs, the go/no go decision is taken 2 months before the end of their initial appointment of 1 year, which means 10 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 date is determined by the PhD and their supervisors. Your supervisors inform LUCAS about the decision.

## Annual evaluation meetings with your supervisors

All PhDs have a formal evaluation meeting with their supervisors each year. Employed PhDs have an annual 'ROG' (Resultaat & Ontwikkelingsgesprek or Performance and Development Interview) meeting, while sontract and external PhDs have an annual 'voortgangsgesprek' (progress meeting). The annual meeting is the time to evaluate the results of your work and your personal development over the past year, as well as to discuss the plans for the coming year, which may necessitate adapting your original planning and TSP. 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. The ROG meeting is based on a form, which is processed by HRM, and is registered in SAP and LUCRIS/Converis GSM. For the 'voortgangsgesprek', digital forms are available on the LUCAS website; the date of the meeting should be registered in LUCRIS/Converis GSM.

## PhD talks with the LUCAS MT

All PhDs are invited periodically for a 20-minute meeting with a member of the MT who holds a doctorate, in which they discuss progress, supervision, career plans and well-being. The supervisors are not part of this meeting – PhDs may take it as an opportunity to address any concerns they may have about their thesis or supervision. These yearly meetings are a mandatory aspect of the PhD trajectory at LUCAS. Employed and contract PhDs have annual meetings with the MT, external PhDs biennial meetings, but they can request more frequent meetings if desired. These meetings can be held via telephone if the PhD lives abroad. Important points that require a follow-up are summarised in a short report for exchange within the MT; information is not shared with third parties, such as the supervisors, without the PhD candidate's explicit permission. A confidential part of the meeting will remain in which no minutes are taken.

## Pre-finishing meeting with the Academic Director

Six months before the end of the appointment of employee and contract PhD candidates, the Academic Director speaks with the PhD and the (co)supervisors about the expected completion of the PhD project and what all parties can do to facilitate this.

## Monthly MT announcements

Every month, the LUCAS MT sends an email 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 research. PhD candidates are therefore required to follow a course on academic integrity (see below, under Training). When they are appointed, PhD candidates sign the Code of Conduct on Academic Integrity and at their PhD defence the supervisor draws their attention to the obligations to society and to science 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 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. For more information, please see here or contact ethics@hum.leidenuniv.nl.

## Privacy, data protection and management, and Open Access publishing

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 consult information manager Rob Goedemans 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 a dedicated course Data- and Project management for PhDs (free of charge).

You may also work with personal data. That does not only include names and telephone numbers, but also interviews, audio or video recordings, photos, student grades, or any other kind of information that can identy an individual. 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.

## Training

PhD candidates are expected to follow certain courses in the context of your training as researcher. These will help you conduct your research, write your dissertation, and develop your career.

The only obligatory course for **external PhDs** (only those who started after December 2018) is one on academic integrity. This course consists of a workshop for PhDs of the Faculties of Humanities and Archaeology, the reading of relevant materials, and a reflection session with other LUCAS PhDs. The course takes about 5 hours in total and is free of charge; consult the course page for upcoming dates and registration. PhDs living abroad can take the course from a distance. External PhDs are also welcome at the LUCAS Graduate Programme. External PhDs can also join a national research school as associated members and free of charge. This allows them to participate in training activities at their own expense.

**Employed and contract PhDs** have a more extensive training programme: they are required to follow 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.

You discuss your training plans with your supervisors and note them down in your TSP at the start of your PhD trajectory. 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). In addition, you are provided by LUCAS with a training budget of € 675,- for the duration of your project, which can be spent according to your needs and only if detailed in your TSP and after consultation with your supervisors and the LUCAS MT. You may also be able to use a material budget; please consult with your supervisors about this. Always consult with the LUCAS MT before registering for a paid course.

**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.

A great variety of courses are available for PhDs. You will receive participation certificates for all completed courses, which you are required to upload in LUCRIS/Converis GSM (see also this manual).

## LUCAS Graduate Programme and Trial Runs

The Graduate Programme is LUCAS' PhD training programme, and consists of a two-year cycle of thematic seminar sessions tutored by senior academics as well as other professionals, both from LUCAS and from outside the Institute. The Programme focuses on academic values and PhD research skills, as well as post-PhD career development. The full cycle comprises around 17 2-hour sessions spread over two years, and counts for 40 hours of training in total. Attendance of the full programme is compulsory for employed and contract PhDs, and PhDs 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. Dates, locations, and topics are communicated via email and Blackboard. Participation is free of charge for LUCAS PhDs.

LUCAS also organises PhD presentation sessions. These provide a platform for PhDs to practice presentation skills, and to have a substantive discussion about their work with the LUCAS PhD community. Attendance is voluntary, yet highly recommended for all PhDs.

## Training provided by Leiden University

The Graduate School of Humanities organises some courses, including the compulsory course on academic integrity, (see above, under 'training') and an annual PhD Career Event. The course on academic integrity is obligatory for all PhDs who started after December 2018.

HRM Services offers various transferable skills courses, such as academic writing, presentation skills, knowledge utilisation, time management, personal development, etc. ICLON, the Leiden University Graduate School of Teaching, provides didactic courses to PhDs who teach in University programmes. The University's Academic Language Centre offers various courses and trainings. The University also offers a dedicated course Data- and Project management for PhDs (free of charge). Always consult with your supervisors and the LUCAS MT before registering for any paid course.

Several institutes or centres within Leiden University also offer courses for PhDs, which might be of interest: workshops on data management (Leiden University Centre for Digital Scholarship), Social Sciences and Humanities PhD seminars on methodologies and on discipline in place (LeidenGlobal), and various skills courses such as library training (LIAS: Leiden University Institute for Area Studies). If you are interested in attending, please contact the organisers directly.

## 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.

### Conference participation

Participation in a conference can also count towards your training hours. These expenses should be paid for from your own material budget. Some research schools (such as OIKOS) have travel funds which can be applied for. PhDs are also encouraged to apply for a LUF grant to finance longer stays abroad (see below).

## Teaching during your PhD

Employed PhDs have the opportunity to gain teaching experience at the University during their appointment. Teaching can only take place in the 2nd or 3rd year of your appointment, and only if their dissertation is progressing according to schedule. PhDs who teach are required to take the didactic course *Delivery of Education*, with which they can build up a teaching portfolio and acquire a partial certificate for their University Teaching Qualfication (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 MT before signing up for a course.

PhDs who teach are supported by the two Humanities Teaching Coaches, dr. Marion Boers and drs. Myra Arends. These coaches advise PhDs about their UTQ, organise 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. The Faculty of Humanities 'Kennisbank voor Docenten' contains several documents relating to teaching (procedures), such as the Lecturers Manual and information on assessment.

## Research-related expenses

For **employed and contract PhDs**, expenses for travel, conferences, and other research-related costs must initially be paid from the budget of the research project in which the PhD is appointed. Please confer with your supervisor about the size of your bench fee and the conditions under which you can spend it (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. Your material budget is managed by the University and can only be used with consent from your supervisors, so always consult with them before incurring any expenses. LUCAS will provide you with instructions for the use of this budget. You are advised to apply for a LUF grant for your most expensive trip (see below).

**Contract PhDs** whose scholarship does not include a material budget (e.g. CSC PhDs) can make use of the LUCAS travel funds, which are normally reserved for senior staff members. Please get in touch with the LUCAS MT if this applies to you. No funding for research-related costs is available to **external PhDs**.

## LUF Grants

PhD candidates can apply for a LUF (*Stichting Leids Universitair Fonds*) grant once during their PhD period. LUCAS strongly advises that PhD candidates make use of this opportunity. For more information on application procedures and forms see the website. Since the LUF grant is to be matched by your Institute, you always have to check with LUCAS if this is possible before applying to the LUF. The LUF has multiple deadlines per year for handing in applications, which can be found on the website, as well as other conditions for handing in applications, such as the number of copies, necessary signatures, etc. Keep in mind that the LUF are strict: they will not consider any applications that do not meet the conditions for application. In summary, the steps to take are:

- The PhD candidate sends an application to the LUCAS MT as early as possible (but at least four weeks before the relevant LUF deadlines) and containing all the relevant information.

- The MT decides on the application, and informs the PhD candidate of this decision, providing a letter of support.
- If approved, the PhD candidate hands in a LUF application form and the written LUCAS approval, taking into account the LUF deadlines.
- After receiving a decision from the LUF, the PhD candidate informs the MT, who further consults with the PhD on the reimbursement procedures.

# Getting involved in academic life

As a PhD, there are many ways to participate in the academic life of Leiden University. We strongly encourage you to do this, as it will greatly enrich your PhD period.

## 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, LUCAS organises a lunch for its PhDs. Sandwiches are offered by the Institute.

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

**Monthly LUCAS drinks** LUCAS organises drinks at Het Pakhuis (Doelensteeg) for all its members on every 3rd Tuesday of the month; keep an eye out for the weekly newsletter for upcoming dates. The first round of drinks is on us!

**Christmas and Easter lunches, summer barbecue** In December and around Easter, all LUCAS members gather for a festive buffet lunch. Before the summer, a barbecue is organised. A good opportunity to meet colleagues from other disciplines!

## 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 every two months with the LUCAS Management Team 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 part of the LUCAS Advisory Board, and the Council meets regularly with the other PhD councils of the Faculty of the Humanities. It keeps in contact with PhDoc, the PhD representation in the University Council. The Council also organises presentation sessions, the biannual PhD mini-conference, mock defences, and social activities, such as the monthly PhD lunches and the yearly PhD dinner, and it is in close contact with the LUCAS Management Team about the Graduate Programme. You can contact the PhD Council at phdcouncillucas@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 a senior researcher: Classics (800 BCE–600 CE) (cluster leader: prof.dr.Ineke Sluiter); Medieval and Early Modern (600–1800) (cluster leader: dr. Geert Warnar); and Modern and Contemporary (1800–Present) (cluster leader: prof.dr. Sybille Lammes). 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!

## Weekly LUCAS Newsletter

Every Monday, the LUCAS newsletter is sent to all members of the Institute. It includes news on new publications and upcoming academic events organised by our members. Content can be sent to the LUCAS Office.

## Leiden Arts in Society blog

The Leiden Arts in Society blog is run by LUCAS PhDs and provides a platform for, in the first place, PhD researchers affiliated with the Leiden University Centre for the Arts in Society (LUCAS), as well as guest writers from the wider academic community. The blog aims to reflect the variety of academic disciplines that come together in LUCAS, and welcomes blogposts that reflect on languages, literature, art and / or cultures, and the interaction between them. The blog aims to strengthen the ties between academic bloggers. If you maintain a personal research blog, whether you are linked to LUCAS or not, you are invited to repost occasionally on the Arts in Society blog. The editors also run a bloggers group which convenes on a regular basis to discuss blogposts in the making, ideas for posts, and other blog-related issues. If you would like to write a blog, 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 one year and a half 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 previous 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. Read the most recent issue here.

## LUCAS Institute Council

All LUCAS employees are part of the Institute Council, which meets about four times a year to discuss ongoing matters. If you are an employed PhD, you will receive invitations to these meetings.

## LUCAS Advisory Council

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. The Council may submit proposals and present its perspective on all matters on which the Academic Director holds authority. For certain issues, such as the budget, reorganisation of the Institute, or other policy issues on which a decision must be made, the Academic Director will first consult the Advisory Council. The Council and the Management Team usually meet about once every three months. The chair of the LUCAS PhD Council is a member of the Advisory Council.

## LUCAS Impact committee

The LUCAS Impact Committee, which was installed in 2018, devotes itself to, among other things, exploring possibilities to enhance 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' General Board Member, at ab-lucas@hum.leidenuniv.nl.

## LEO Leiden PhD Association

LEO provides a platform for PhD candidates at Leiden University. They organise social events, represent PhD-specific interests, and maintain contact with other PhD organisations. Their activities are especially geared towards international PhDs. For more information see their website and Facebook page, or contact them at info@leoleiden.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. Newspapers are distributed throughout the various University buildings. The online edition, which includes an archive of previous issues, may 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. See also: https://phdocleiden.wordpress.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 very welcome to attend the meetings (except for the confidential parts). See the webpage for more information. The contact for PhDs in Faculty Council is Imke Maessen. You can contact her at i.maessen@phil.leidenuniv.nl.

## 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 Leiden University and the Overview of PhD procedure. On the following pages you will find information about the PhD ceremony, the practical matters and the venue of the defence. Please inform the LUCAS Office as soon as you have a defence date.

## Copy-editing and translation

The LUCAS Office can provide a list of copy-editors and translators who have provided services (such as copy-editing dissertations, translating articles to English) to LUCAS members before.

## Printing your dissertation

Here you will find more information about the dissertation: the submission and defence of your dissertation, the dissertation layout requirements, how to upload your PhD Dissertation and press coverage. There is no list of preferred printers that can print the final dissertation, but if you type the search term 'dissertation printing' into Google, you will find several commercial printers who do this. Gildeprint, Ridderprint and Ipskamp are, in any case, well-known printers who have a lot of experience with this, but it is a good idea to ask for quotes from several other parties and compare.

## Financial contributions

PhDs have access to various compensations for printing their dissertation and other defence costs.

When preparing your dissertation for the doctorate committee (promotiecommissie, also known as 'leescommissie'), LUCAS funds the costs of the printing and binding (at the UFB copyshop) as well as sending up to five copies of the dissertation. Contact the LUCAS Office for more information.

Employed and contract PhDs who receive approval of their manuscript from their supervisor no later than six months after the end of their appointment are eligible for a €750 bonus, to be spent on promotional costs such as printing the dissertation.

The Institute has made a sum of € 1,000 available to external PhD candidates whose dissertations have been approved by the committee, 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). The University Library provides a compensation of €500 for the print costs. More information is available here. This compensation is available for all PhD candidates.

## Funds for publication

Several foundations offer financial contributions for publications:

- 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. When registered there, the publications will automatically appear on your profile page.

## Expiration of your University and Library accounts and your visa

Assuming that the defence will be successful, your appointment as a PhD candidate at LUCAS will be terminated at the 1st of the following month. This means that your ULCN account and associated email will also expire, albeit after a 'grace period' of 3 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 successful 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. You can find more information about this here.

## Exit meeting

PhD candidates inform the LUCAS Office of the set date of the defence, after which they will receive an invitation for an exit meeting with the Academic Director of the Institute. 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 also 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 (information on the last edition can be found here) and in the sessions on 'Life after PhD' of the LUCAS Graduate Programme. The University also runs a PhD Career Platform where you can find information for your post-PhD career. 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, and a map of the campus. The main Humanities building, Lipsius, is open Monday to Friday from 7.30-22.00, Saturday from 9.00-22.00, and Sunday 9.30-22.00. All buildings in the Witte Singel Complex close at 17.30, except for the Van Eyckhof 3, which remains open from the inside only until 19.30 (please note: after 17:30 you can only exit the building via P.N. van Eyckhof 3). If you want to stay until 22.00, you will have to collect a key from the Service desk before 19.30 by handing in your (blue) Key card. After 22.00 you cannot leave the building anymore; if necessary, you can call the central reception desk at +31 (0)71 527 2300.

## Email and communication

LUCAS always uses your University email address (ending in @hum.leidenuniv.nl) for correspondence. If you do not regularly check this email account, you can auto forward your email to an account that you use more frequently (see above).

Messages about the LUCAS Graduate Programme (see below) may also be communicated via Blackboard; see above for information about joining the page.

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); you will be handed the key upon your arrival.

## 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 get in touch with LUCAS to request access to the two PhD flex rooms, which have 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. PhDs can contact the LUCAS Office (lucas@hum.leidenuniv.nl) about workspace-related matters.

All offices are supplied with desks, PCs, and telephones. All new PhDs receive an account to access the University network. The PCs are installed with standard software. See here for all IT facilities. 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 PhDs will be 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 Safecom-machines. The printers are operated by a LU card. Detailed instructions for use can be found here. 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.

## Keys

PhD candidates with an office will be given a key to their rooms. The keys are distributed by the Service desk located in the main hall in the Lipsius building. Key holders are responsible for their own keys;

replacing a lost key will cost you € 53,62. The Service desk also distributes the (blue) Key card, for which you will have to sign, and which allows you to enter the buildings after closing.

## Telephone

All offices are supplied with a telephone. If you want to call someone *within the University*, dial the 4-digit extension number that can be found on that person's University profile page on the website. To call someone *in Leiden and vicinity*: dial 0 and the number, for *the rest of the Netherlands*: dial 0 + area code + number. For *international* numbers please contact the operator by dialling 99. The operator will then put you through. If a call is private, mention this to the operator so that you will be charged for the call.

## Calling in sick

If you fall ill and your are an employed PhD, you are required to inform the Institute before 09:30 via phone (+31 (0)71 527 2166) or email (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 the Institute again when you have fully recovered.

If you suffer from mental health concerns, or complaints related to back problems, the advice of the University doctor will always be sought within ten days. In all other cases, the University doctor will call you in for an appointment after four weeks of sick leave. For more information, see here.

## (Health)care

See the faculty website's HRM page for general information. For information on illness and work disability, see here. For more information (also on pregnancy and working from home, for example) see the University's Health and Safety page. On the University doctor and psychologist, see here. Information on stress/burn-out related complaints, or harassment or bullying at work, see here.

## Confidential advisers and 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 PhD Counsellor or to the confidential adviser for PhD candidates.

LUCAS has a PhD Counsellor, a staff member who is embedded in the Institute, who is easily approachable, and who is there if you are in need of a confidential talk, of advice or a helping hand. Although PhD Counsellors are not trained as confidential advisers, they do have extensive experience with all kinds of PhD related issues.

The confidential adviser for PhD candidates of the Faculty of Humanities is currently dr. Rosalien van der Poel. The LUCAS PhD Counsellor is currently dr. Madeleine Kasten. See here for more information.

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.

## Complaints committees

An overview may be found here.

## Transportation and travel, bicycle shed and parking

There are bicycle sheds in the underground parking structure at the Witte Singel as well as in the basement of the Lipsius building. The Lipsius also has an enclosed bicycle shed, for which you can get a key at Facilitaire zaken in the Lipsius building (reception desk in the main hall). The key also works on all other bicycle sheds within the University. There is a €10 deposit. The key to your office also works on all bicycle sheds, so if you have an office key there is no need to ask for an extra bicycle shed key.

See here for the University's parking facilities. For more information on allowances for commuting for employees, see here.

## Ergonomics

The University Services Department offers the services of an ergonomics expert to make adjustments to your workspace (see here). You can contact your safety officer via the contact details on this page.

## 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 webpage of the library.

## Meeting rooms

If you would like to reserve a room for a meeting, get in touch with the LUCAS Office. They can reserve the 'Fishbowl' (glass meeting room on the first floor of the P.N. van Eyckhof 3) or another room for you.

## Dutch language courses

International PhDs are encouraged to take Dutch classes, available in January and August. If you are an employed PhD with a contract of 2 years or longer, you are required to learn Dutch within the first 2 years of your contract. 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. 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. NLeducatie 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 child care centre. Their website may be found here. The University houses several lactation rooms.

## Self Service

Self Service is a secure environment in which you need to fill out requests (such as leave requests), access your payslips, and submit reimbursement forms. Self Service uses your ULCN account as username/password. In case of problems contact the ISSC helpdesk. You can also use the Self Service to fill out your Terms of Employment Individual Choices Model.

## PhDs 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 get offered work 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.

For more information, besides contacting the LUCAS PhD Council, you can join the Facebook groups of the PhDoc political party, and the LEO association. Please, remember that Leiden and Den Haag have a large international community: there are many fora and Facebook groups where people share their experiences and questions. 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 P.N. van Eyckhof 3. This floor also houses the LUCAS lounge with the LUCAS meeting room (the so-called Fishbowl). Social events often take place in the LUCAS lounge.

## 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 on Mondays 9.00-13.00 and Tuesdays, Wednesdays, and Thursdays, 9.00-17.00. You can drop by (P.N. van Eyckhof 3, room 104a; from March 2020 onwards: the Arsenaal), call us (+31 (0)71 527 2166) or send an email (lucas@hum.leidenuniv.nl). The LUCAS Office is staffed by:

### Secretary: drs. Viola Stoop
General secretary to LUCAS, main contact point for the Office.

### Student Assistant: Rose Horstman (until Dec 2019)
Composes the weekly LUCAS newsletter and maintains the website.

### Student Assistant: Meike Prins
Assists the Operational Manager in HR matters.

## LUCAS Management Team (MT)

The LUCAS MT consists of four members, supported by a secretary. The general email address for the MT is im-lucas@hum.leidenuniv.nl. You can use this email address for all MT matters, also in cases where you are asked to contact your Institute Manager. If you want to make an appointment with one of the MT members, please do so via the LUCAS Office.

### Academic Director: prof.dr. Thony Visser (until Oct 2019; successor t.b.c.)
The Academic Director has overarching responsibility for the Institute's management, the academic quality of employees, and the quality of the doctoral programmes, and research. She represents LUCAS both within and outside the Faculty of Humanities, and promotes internal and external cooperation.

### General Board Member: dr. Rick Honings
The General Board Member is in charge of research-related projects, with a focus on junior researchers and impact: coordinating the Graduate Programme, providing research support to early-career researchers, advising the various PhD committees, and supporting the LUCAS members in the field of societal impact (for instance via the LUCAS Impact Committee). Rick Honings is also a University Lecturer at LUCAS.

### Director of Studies and Operational Manager: Jan Pronk MSc
The Director of Studies and Operational Manager coordinates and plans staffing, evaluates LUCAS' teaching programmes, and manages the Institute's finances and personnel.

### Project Manager: dr. Ylva Klaassen
The Project Manager deals with research policy and support, externally financed research projects, PhD matters and the daily organisation of the Institute. She also coordinates several research projects in Classics, among which the Gravitation project 'Anchoring Innovation'. Do not hesitate to drop by her office if you have any questions.

### Secretary (secretaris) to the MT: Rosa van Straten MA (until Dec 2019) and Mariska de Groot MSc (from Dec 2019)

The MT's secretary works on LUCAS' daily organisation, communication and policy, as well as on housing matters, material finances and general MT support. Do not hesitate to drop by her office if you have any questions.

## PhD contacts

Some useful contacts for PhDs:

- LUCAS PhD Counsellor: dr. Madeleine Kasten
- Confidential adviser for PhD candidates of the Faculty of Humanities: dr. Rosalien van der Poel
- PhD Teaching Coaches: dr. Marion Boers and drs. Myra Arends
- LUCAS PhD Council: phdcouncillucas@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
- … and of course there's the famous PhD Comics!

# Types of PhDs and their rights and obligations

| | **Employed (werknemer)**<br>*Ca. 20% of LUCAS PhDs* | **Contract/self-funded (beurs)**<br>*Ca. 5% of LUCAS PhDs* | **External (buiten)**<br>*Ca. 75% of LUCAS PhDs* |
|---|---|---|---|
| ***Formal status and obligations*** | | | |
| Description | The former 'aio': 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). | PhD candidates who does 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). Teachers with a so-called Promotiebeurs-voor-leraren fall into this category, although they are entitled to their own desk at LUCAS. |
| 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** | **No** |
| Composition Training and Supervision Plan (OBP) within 3 months | **Yes** | **Yes** | **Yes** |
| Go / no go decision after first period | **Yes** (after 10 months or equivalent in case of smaller appointment) | **Yes** (after 10 months or equivalent in case of smaller appointment) | **Yes** (moment to be determined at the start of the trajectory) |
| Periodical 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 (for PhDs starting after December 2018). Welcome at LUCAS Graduate Programme sessions. |
| Obligation to register leave and illness | **Yes** | **No** | **No** |
| Exit meeting at LUCAS with Academic Director | **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 upon request) |
| Printing costs paid by LUCAS | **Yes** | **Yes** | **No** (top-up LU card via machine) |
| Visa costs paid by LUCAS | **Yes** (visa requested by University) | **No** (visa requested by University but at PhD's own cost) | **No** (visa requested by University but at PhD's own cost) |
| Bench fee or material budget | **Yes + € 675 for training** | **Varies** (if not: limited options for reimbursement by LUCAS) | **No** |
| Use of LUCAS travel budget | **No** | **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 larger courses) | Free associate membership, participation in courses possible, but at PhD's own cost | Free associate membership, participation in courses possible, but at PhD's own cost |
| Possibility to teach at LUCAS | **Yes** (only in 2nd and 3rd year and if progress allows it) | **No** | **No** |
| Access to LUCAS Graduate Programme Blackboard page | **Yes** | **Yes** | **Yes** |
| Access to social events (LUCAS and PhD drinks, lunches and dinners) | **Yes** | **Yes** | **Yes** |
| Reimbursement by LUCAS for membership LUCAS PhD Council | €250 per year (€ 500 for chair and secretary) | €250 per year (€ 500 for chair and secretary) | €250 per year (€ 500 for chair and secretary) |
| Printing costs manuscript for doctorate committee paid by LUCAS (max. 5 copies) | **Yes** | **Yes** | **Yes** |
| Financial contribution to defence costs by LUCAS | €750 (if manuscript is approved by supervisors within 6 months after the end of their appointment) | €750 (if manuscript is approved by supervisors within 6 months after the end of their appointment) | €1.000 |
| Reimbursement of dissertation printing costs by University Library | €500 | €500 | €500 |