

Practical 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. 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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The 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.

Address

P.N. van Eyckhof 3
2311 BV Leiden
P.O. Box 9515, 2300 RA Leiden
Telephone Office: +31 (0)71 527 2166
Email: lucas@hum.leidenuniv.nl
Website:
<http://www.universiteitleiden.nl/en/humanities/centre-for-the-arts-in-society>

Office hours

Monday 9.00 - 17.00
Tuesday 9.00 - 17.00
Wednesday 9.00 - 17.00
Thursday 9.00 - 17.00
Friday CLOSED

The locations of the various buildings belonging to the Faculty of Humanities may be found on [this map](#).

Employees

Academic Director

Prof.dr. A. (Thony) Visser
P.N. van Eyckhof 3, 1.05b
+31 (0)71 527 2071
a.Visser@hum.leidenuniv.nl

Responsible for the for the administration and organisation of the institute, with final responsibility for the management and the academic quality of the employees who contribute to teaching, as well as for the quality of the doctoral programmes and the research conducted at the Institute. The Academic Director also represents the Institute both within and outside the Faculty and promotes internal and external cooperation.

Director of Director of Education and Operational Manager

J.L.J. (Jan) Pronk Msc
P.N. van Eyckhof 3, 1.06b
+31 (0)71 527 3084
j.l.j.pronk@hum.leidenuniv.nl

Coordinating, planning, staffing and evaluating LUCAS's teaching programme, and managing the institute's finances and personnel.

Project Manager

Dr. Y. (Ylva) Klaassen
P.N. van Eyckhof 3, room 1.05a
+31 (0)71 527 5191
im-lucas@hum.leidenuniv.nl

LUCAS's daily organisation, communication (internal and external), formulating and implementing research policy, supporting the MT.

Also the staff member to contact for any Institute Manager tasks.

Board Member

Dr. R.A.M. (Rick) Honings
P.N. van Eyckhof 4, 2.04a
+31 71 527 2621
ab-lucas@hum.leidenuniv.nl

In charge of various research-related projects, such as supporting the societal impact of LUCAS research, planning the Graduate Programme and providing academic support to staff members who are submitting grant proposals to NWO.

Staff Member Human Resources

K. (Kees) Varkevisser
P.N. van Eyckhof 3, room 1.04b
+31 (0)71 527 5191
im-lucas@hum.leidenuniv.nl

For questions regarding HR administration.

Secretary

Drs. V.J.M. (Viola) Stoop
M. (Meike) Prins
R.W.E. (Rose) Horstman
R.M. (Rosa) van Straten MA
P.N. van Eyckhof 3, room 1.04a
+31 (0)71 527 2166
lucas@hum.leidenuniv.nl

You can contact the secretary for general questions related to LUCAS.

PhD Counsellor

Dr. M.J.A. (Madeleine) Kasten
Van Wijkplaats 2, room 1.01b
+31 (0)71 527 2176
m.j.a.kasten@hum.leidenuniv.nl

PhDs can approach the PhD counsellor with questions they prefer not to discuss with their own supervisor or with the director of LUCAS.

PhD Confidential Counsellor for the Graduate School of Humanities

Dr. R.H.M. (Rosalien) van der Poel
Nonnensteeg 1-3, room 1.15
+31 (0)71 527 4137
r.h.m.van.der.poel@kunsten.leidenuniv.nl

If you experience problems related to your PhD that you cannot solve yourself, you can contact the confidential counsellor for PhD candidates at your Graduate School. You can also choose to go to a confidential counsellor from another Graduate School.

Confidential advisor
for issues relating to
academic integrity

Prof. Dr. Ingrid Tieken-Boon van Ostade (for Faculty
of Humanities)

+31 (0)71 527 2163

i.m.tieken@hum.leidenuniv.nl

The University offers a confidential counsellor specifically for academic integrity. She can be approached with questions or concerns related to issues of academic integrity, such as the correct use of sources, plagiarism, and fraud, and when suspicion arises about an employee of Leiden University. See the [Leiden University website on academic integrity](#) for more information, as well as [the University's formal regulation on complaints concerning academic integrity](#). See also [the Dutch Code of Conduct for Academic Practice \(VSNU\)](#).

Subject librarians

The [contact information of the subject librarians](#) may be found on the library's website.

Being a LUCAS PhD

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 (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 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, amongst others. These rights are clearly stipulated in the CAO (the Collective Labour Agreement), which you can find here (CAO Nederlandse Universiteiten [in Dutch](#) /Collective Labour Agreement for Dutch Universities [in English](#)).

Contract PhDs do not have an employment contract with the university, but are instead 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 an office at the university and receive print credit on their LU card.

External PhDs do not have an employment contract with the university, and are self-funded. They therefore are not part of its academic staff and therefore do not enjoy accompanying rights and benefits. They do not have their own office at the university, but can make use of the flexible workplaces offered by LUCAS.

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.

Practical Information and Facilities

Opening hours

The opening hours of the offices are different for each building. The main 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 until 19.30, but locked to the outside. 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; you can call the central reception at (0)71 527 2300.

ULCN Account and LU Card

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 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 the staff administration department. 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 the right way so that you can manage your account in future without the intervention of a helpdesk.

Please note that LUCAS always uses your university email address for correspondence. If you do not regularly check this email account, you can set up an automatic email forward to an account that you use more frequently.

More information on how to apply for a LU card, and how to use it, can be found [here](#).

Workspace (office, IT service, Printer)

All employed and contract PhD researchers have an office at the institute. From 2019 onwards, LUCAS will offer external PhD candidates the possibility to make use of the desks and computers in the two PhD flex rooms to be created from 2019 onwards. There are also a few alternative work areas available throughout the university:

- [University Library](#)
- [P.J. Vethgebouw](#)
- [Lipsius computer rooms](#)

All PhDs can contact the secretariat (lucas@hum.leidenuniv.nl) about workspace-related questions.

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. If you want to install new software for research-related purposes, or have other requests concerning your PC, your network, your telephone, etc., application forms can be sent in with the ISSC, the ICT Shared Service Centre. All forms can be found [here](#).

The ISSC is open for questions from Monday to Friday, 8.30-17.30.

Their contact details are: Niels Bohrweg 1, 2333 CA Leiden

+31 (0)71 527 8888
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 double-sided.

Keys

PhD candidates with an office will be given a key to their room. 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.

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](#).

Calling in Sick

You have to call in sick officially with your supervisor, as well as with the institute and call in when you're better. You can do this either via the phone (call the secretariat: +31 (0)71 527 2166) or via e-mail (lucas@hum.leidenuniv.nl), before 09:30. 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](#).

Transportation and travel

For the university's parking facilities, see [here](#).

For more information on allowances for commuting for employees, see [here](#).

Bicycle shed

You can get a key to an enclosed bicycle shed in the underground parking structure or in the Lipsius building (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.

Email and communication

Upon arrival all PhDs who are registered at the graduate school 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. **Don't forget to activate this account;** you will get a notice about this at the email address you registered with (if you haven't, please contact the IT Helpdesk at +31 71 527 8888 or helpdesk@issc.leidenuniv.nl). If you don't

check your @hum account regularly, you can create an automatic email forward. 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 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 e-mail will now be forwarded to the address you have entered.

Messages about the LUCAS Graduate Programme (see below) may also be communicated via [Blackboard](#). In order to receive these messages, you have to register for the Graduate Programme course. You will receive an e-mail once this is possible. After receiving the email, you can enrol by taking the following steps:

1. Log on by using your ULCN account. Choose the tab 'Course' then choose 'Faculteit der Geesteswetenschappen/Humanities'.
2. Indicate that you want to search for 'ID'. Enter the code 5-LUCASPhD-0000FGW ([PERM]LUCAS PhD-programme).
3. Move your mouse onto the title. An arrow will appear. Click on it and choose enrol.
4. 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.
5. 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.

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.

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.

Stationary

Basic stationary and office supplies can be requested at the LUCAS office.

Library

The electronic Leiden University (LU) card is needed to access the university library, its computers and study areas, and to request items through the catalogue. More information can be found on the [library's webpage](#).

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 two years or longer, you are required to learn Dutch within the first two years of your contract. For more details see the website of the language centre in [Dutch](#) or [English](#). External PhDs are not eligible for reimbursement of these costs. Employed PhDs must use research project funds to finance this course.

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

Child care

Employees (including PhDs) of the university can enrol their children at De Kattekop child care centre. Their website may be found [here](#).

Self Service

[Self Service](#) is a secure environment in which you need to fill in 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 in 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 the HR department via po-info@hum.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 forums and Facebook groups where people share their experiences and questions.

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](#).

Writing your dissertation

Registration

To become a PhD candidate at LUCAS, you are required to register with the Graduate School of Humanities at Leiden University. More information how to do this can be found [here](#).

The Graduate School for Humanities

The Admissions Office is situated at the Student Information Desk in the Lipsius building.

Visiting Address:

Student Information Desk
Lipsius Building, Main hall (ground floor)

Postal address:

Leiden University
P.O. Box 9515
2300 RA Leiden

Contact details:

Telephone: +31 (0)71 527 6485

Email: phd-admissions@hum.leidenuniv.nl

Webpage: <https://www.universiteitleiden.nl/en/humanities/graduate-school>

Opening hours:

Monday	9.00 - 17.00
Tuesday	9.00 - 17.00
Wednesday	9.00 - 17.00
Thursday	9.00 - 17.00
Friday	9.00 - 17.00

Evaluation talks

Start-up meetings

At the beginning of the PhD track, every (employed and contract) PhD will have a welcome meeting with the Academic Director of the Institute.

Every beginning (employed and contract) PhD will also meet with the Institute or Project Manager – a meeting at which the PhD is welcomed to the institute and relevant information is provided. If an external PhD is unable to come to Leiden, this information can be supplied by email.

All employed PhD candidates also have an initial review 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 will form the basis for your first Performance and Development interview and will be registered in your Training and Supervision Plan.

ROG/voortgangsgesprek (P&D meeting or Performance and Development Interviews)

Employed PhDs have an annual 'ROG' meeting with their supervisor. The interview is the time to look back and evaluate the results of your work and your personal development. The meeting is based on a form, which is processed by HRM, and is registered in SAP and Converis. Contract and external PhDs have an annual 'voortgangsgesprek' (progress meeting) with their supervisor (this policy will enter into force when Converis is adopted).

These yearly meetings are a mandatory aspect of your PhD trajectory at LUCAS. For more information see [here](#).

Yearly PhD talks

Every year, all PhDs are invited for a meeting with either the Academic Director or another member of the Management Team (this alternates yearly) in which they can discuss progress 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 supervision. These yearly meetings are a mandatory aspect of your PhD trajectory at LUCAS.

Go or no go

After 1 year the Academic Director and supervisors decide whether a PhD may continue their project. This is called the Go/No-Go moment.

OBP (onderwijs- en begeleidingsplan, or 'education and supervision plan')

Within three months after the start of their PhD trajectory, PhDs have to write an OBP together with their supervisors. This should be filled out online by the PhD via Converis. In the OBP, PhDs plan their track, noting down any courses they will follow for their own education and development, as well as the form supervision will take throughout the track. The form is signed by the PhD, their supervisor, and the Academic Director. It provides the basis for the ROG/voortgangsgesprek, and for applications for reimbursement of travel costs.

Education

In accordance with University regulations, employed and contract PhDs have to follow 140 hours of skills courses and 140 hours of courses related to the content of their research. A great variety of courses and workshops are available for PhDs at different institutions and different levels.

- Institute

At the institute level, LUCAS organizes a Graduate Programme for its PhD candidates. The programme consists of a two-year cycle of thematic seminar sessions. During the academic year, meetings generally take place on the third Thursday of every month. Dates, locations and topics are communicated via e-mail and via the Blackboard page (to find out how to register for Blackboard, see above under 'Practical Information and Facilities'- 'Email'). Sessions are tutored by senior academics as well as other professionals, both from LUCAS and from outside the institute. The programme focuses on academic values and general research skills, as well as more PhD-specific skills, and issues such as career development and possible life paths to take after finishing the PhD.

Employed and contract PhDs are obliged to attend at least ten different sessions throughout their appointment, at least four of which they should attend in their first year. Session attendance will be registered by LUCAS, and participation in the Graduate Programme will be discussed during the PhDs' annual evaluation with their supervisors. The schedule can be found [here](#).

LUCAS also organizes PhD presentation sessions. These provide a platform for PhDs to practice their 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. These sessions are also open to Research Master students.

- Faculty/University

At the Faculty and University level, various courses are organized through providers like HRM, ICLON, the Language Centre and LURIS. The list of courses can be found [here](#). Applications for these courses go through Self Service. Some courses are offered free of charge, others cost money. Courses that are obligatory are paid for by the Institute. LUCAS has a budget of € 1.000,- for every employed and contract PhD candidate to spend on courses and training. To enroll for a paid course, the following conditions apply:

- The course is mentioned in your OBP/TSP, stating how it will contribute to your overall educational goals
- Both your supervisors agree with you taking this course
- The costs of the course can be paid from your budget (the € 1.000,- or what remains of it after earlier courses)
- You request permission from the MT to register for the course beforehand, by sending your request to im-lucas@hum.leidenuniv.nl, accompanied by a statement of your supervisors, proof of inclusion in your TSP and the costs of the course.

- National research schools

At the start of your PhD you will be registered with one of the national research schools. For the list of possible research schools, see [here](#). Examples of National Research Schools LUCAS PhDs apply to are OIKOS (National research school for Classics), NICA (the Netherlands Institute for Cultural Analysis), OSL (National research school for literary studies), Huygens ING (National Research Institute for Dutch History) and NOG (Netherlands Research School for Gender Studies). To be enrolled into a research school please contact the Institute Manager.

Exit meeting

After setting a date for their defence, PhD candidates inform the LUCAS office, 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 be invited for an exit meeting with the Academic Director.

Teaching

By law, only employed PhDs are allowed to teach (ca. 10% of their contract time). Funding organisations (NWO, EU, etc.) stipulate as a precondition that teaching does not endanger the timely production of the Dissertation.

For more details on the obligatory ICLON course for all PhDs who teach see [here](#).

For information about the BKO (Basic Teaching Qualification) see [here](#).

Committees and boards

LUCAS Graduate conference (organizing committee)

The organizing committee of the LUCAS Graduate conference consists of three to five LUCAS PhDs who work together over the course of one and a half years to organize a bi-annual, thematic graduate conference. Organizing 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 issued yearly, and works on the basis of double-blind peer review. 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. See the [most recent issue](#).

(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](#).

For more information on calling in sick, see 'Practical Information and Facilities' (above).

PhD psychologist

The need for a PhD psychologist – a psychologist who works at the university and understands the specific situation of PhDs – has been raised by PhDoc at the University and Faculty levels. An initiative is under development and more information about this will come soon.

In cases of stress/burn-out related complaints, or harassment or bullying at work, see [here](#).

Career guidance

Career guidance can be provided by the university. More information can be found [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.

Confidential counsellor

The PhD Counsellor on the institute level and the PhD Confidential Counsellor for the Graduate School of Humanities can be found above under 'Employees'.

For confidential counsellors on a university level (general) see [here](#).

Complaints committees

An overview may be found [here](#).

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.

Financial Matters and Grants

Travelling Stipend and Reimbursement

For employed and contract PhDs, funds 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 project leader about the size of your bench fee and the conditions under which you can spend it. The amount and the conditions vary per project.

You are required to apply for subsidy by sending an email to the Institute Manager before you book your trip, explaining why the trip is relevant for your research and how it fits into the development of your project. This should also be reflected in the OBP/TSP (Training and Supervision Plan). Consent of both your supervisors should also be included. Without approval, the institute will not be able to pay. The Institute Manager will provide you with a SAP number if your application is accepted, which is needed for to apply for reimbursement or advance payment in Self Service.

PhD candidates on NWO/ERC and other project grants are reimbursed from a bench fee or other material budget as granted by their project. As the Academic Director of LUCAS is responsible for the grants, an application for funding from the project should still be handed to the Institute Manager, explaining the relevance of the trip for the research project as reflected in the OBP. After approval, these PhD candidates should also apply for reimbursement or for an advance payment in Self Service.

In summary, the steps to take are:

- The PhD candidate sends an application by email to the Institute Manager explaining the relevance of the trip in the context of his or her research project.
- The Institute Management decides on the application and the Institute Manager informs the PhD candidate of this decision within two weeks after the application came in.
- PhD candidate books trip (note: flights can only be booked with Uniglobe) and visits conference.
- Upon return, PhD candidate hands in reimbursement form with original tickets in Self Service.
- Money is reimbursed.

Note that LUCAS only pays for transport, accommodation and conference fees (not for meals or other costs). LUCAS also advises the PhD candidate to apply for a LUF grant for their most expensive (international) trip.

No funding for research-related costs is offered 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](#). If applying for a LUF grant, the PhD candidate should still apply with LUCAS first. LUCAS has to be willing and able to pay for one third of the budget you would like to receive from LUF.

The LUF has multiple deadlines per year for handing in applications. These 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 applications that do not meet the conditions for application.

In summary, the steps to take are:

- The PhD candidate sends an application to the Institute Manager as early as possible (but at least four weeks before the relevant LUF's deadlines) and containing all the relevant information.
- The Institute Management decides on the application, and the Institute Manager informs the PhD candidate of this decision, within two weeks after the application came in.
- If approved, the PhD candidate hands in a LUF application form and the written LUCAS approval, taking into account the LUF deadlines.
- LUF sends written reply.
- The PhD candidate informs the Institute Manager about the LUF decision.
- When approved, the PhD candidate books the trip and visits the conference.
- Upon return (not later than four months after the trip), the PhD candidate hands in a reimbursement form with original tickets, and a reimbursement form with a copy of the tickets to the LUF.
- Reimbursements from LUCAS can be requested via SAP Self Service.
- LUCAS and LUF reimburse the money.

Printing your dissertation and defence costs

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 5 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 €1000 available to external PhD candidates whose dissertation has 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 Repertorium' (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.

Representation of PhD Interests

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 organizes 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 phdcouncilucas@hum.leidenuniv.nl

See [the webpage](#) for relevant information and current members of the council.

Faculty Council

After the University Council, the Faculty Council is the second highest staff and student body at the University. It acts as an intermediary between the various departments of a 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 public, and anyone interested is very welcome to attend the meetings (except for the confidential part).

See [the webpage](#) for more information.

Contact person for PhDs in Faculty Council is Imke Maessen. You can contact her at i.maessen@phil.leidenuniv.nl.

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, 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/>

LEO Leiden PhD Association

LEO provides a platform for PhD candidates at Leiden University. They organize social events, represent PhD-specific interests, and maintain contact with other PhD organizations. Their activities are especially geared towards international PhDs.

For more information see <http://www.leoleiden.nl/>, contact them at info@leoleiden.nl, or visit their Facebook page at <https://www.facebook.com/LeoPhDLeiden>.

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 fourteen 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)).

For information about the Professional PhD Program (PPP): <http://www.hetpnn.nl/en/ppp/>

For more information see <http://www.hetpnn.nl/en/>.

Rules, Laws and Regulations

Instituutsreglement (Institute Regulations)

The LUCAS Institute Regulations provide the basic rules for the institute. Please read and familiarize yourself with them, so as to become familiar with the important institutions and the distribution of responsibilities within the institute. You can find the regulations [here](#).

Promotiereglement (Leiden University/PhD regulations)

The Leiden University PhD regulations provide all the basic rules about obtaining a PhD at Leiden University, including specific regulations about the thesis and the defence. They may be found [here](#).

PhD Guidelines (for employed and contract PhDs only) can be found [here](#).

Wet op het Hoger Onderwijs

This is the main law that regulates the Dutch universities. You will most likely not find any need to know this law, but just in case, you can find it [here](#).

CAO (Collective labour agreement)

The CAO regulates the rights and rules for employees of the Dutch universities, for example on pregnancy and parental leave, on long- and short-term sickness, etc. See: CAO (Collective Labour Agreement, rights of university employees in [Dutch](#) and [English](#)).

Social Activities

LUCAS PhD lunches

Every second Tuesday of the month from 12.30-13.30 LUCAS organizes a lunch for its PhDs.

PhD dinners

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