

Prospectus Pre-PhD Programme

Leiden University
Dual PhD Centre
The Hague

Prospectus pre-PhD programme

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PREFACE

Dear dual PhD candidate,

Welcome to the Leiden University Dual PhD Centre The Hague (in Dutch: Centrum Regionale Kennisontwikkeling - CRK).

Obtaining a PhD is a major achievement. Combining a PhD project with a job or job experience outside of academia creates unique challenges and requires special conditions, especially when the research questions are derived from one's professional practice. The dynamic between academic research and profession constitutes the main theme of the dual doctoral programme. The Dual PhD Centre serves all academic disciplines and closely collaborates with the graduate schools of Leiden University and other departments such as the University Training Department and the Study and Student Support Department.

In this brochure, you will find an overview of the pre-PhD programme of Leiden University Dual PhD Centre. A PhD candidate at the Dual PhD Centre typically starts in the pre-PhD phase, unless it is evident that the PhD candidate possesses the necessary academic skills and knowledge. During the pre-PhD phase, the dual PhD candidate will work on the development of a comprehensive research proposal and will participate in various courses. Together with the advisors of the Centre, the most suitable academic embedding will be determined, after which a prospective academic supervisor (in Dutch: promotor) will be approached. Only after successful completion of the pre-PhD phase, a dual PhD candidate can enter the PhD phase in which the research plans are executed.

An important part of the pre-PhD phase consists of the acquisition of relevant skills and knowledge for successfully completing a PhD. The pre-PhD programme is specifically developed for dual PhD candidates. The likelihood of success is increased, risks are minimized. The education programme is comprised of mandatory state-of-the-art courses, and several electives which the dual PhD candidate can attend, depending on personal interests or needs.

Once you are enrolled in the dual PhD programme, you will receive a weekly newsletter with upcoming meetings, tips, and other announcements. We would also like to refer to our website (fgga.leidenuniv.nl/crk) and our brochures. There you will find more information about the dual PhD programme, such as the academic supervisors, the mission of the Centre, our standard on quality and integrity, our pedagogy, fellow PhD candidates, employees, etc. If you have any questions or wish to contact one of the staff members, please contact the office management by sending an email to crk@fgga.leidenuniv.nl or by calling +31 70 800 9589.

Sincerely,

Dr. Johannes Magliano-Tromp
Director of Leiden University Dual PhD Centre The Hague

It is the responsibility of pre-PhD candidates to read and become familiar with the content of the prospectus and the weekly newsletter send by e-mail.

1. ENROLMENT, FACILITIES AND PHASES

1.1 ULCN account

New PhD candidates will be enrolled in the university system as guest employees. The enrolment comes with an ULCN account of Leiden University. The account enables you to access all the facilities you might need during your research, including university computers and the library. Moreover, you will receive an e-mail account, called U-mail (which you can link to your private e-mail address).

1.2 uAccess

uAccess provides access to Account Self Service, in which you can change your password and update your profile, and which allows you to access uPrefs, in which you can request your LU-Card (<https://uaccess.leidenuniv.nl/>). The LU-Card is your Leiden University identity card and the library card of the Leiden University Libraries. It provides access to buildings, parking lots, and bicycle parking. Obtain your LU-Card by logging in to uAccess – Uprefs and by uploading your passport portrait photo within the menu option 'Personal data'.

1.3 University libraries

Dual PhD candidates are automatically registered for library membership. Leiden University has a central library as well as several departmental and institute libraries. All Leiden University Libraries' holdings can be found in one online Catalogue (<http://catalogue.leidenuniv.nl/>). Here, you log in with your ULCN account and submit a request to borrow an item. You can choose from various pick-up locations. You then need your LU-Card to pick up the requested items. There are also electronic resources which can be accessed worldwide by students and staff of Leiden University.

1.4 Blackboard

Blackboard is the university's digital learning environment (www.blackboard.leidenuniv.nl). You will need your ULCN account to log in. A Blackboard area is created for each individual course. The Dual PhD Centre has its own area within Blackboard. It contains a large amount of information about the various phases of a PhD trajectory. To enrol for the Blackboard area/page of the Centre, go to the tab "Courses" and open the "Course Catalogue" (module on the right), open "Campus Den Haag" and select category "Overig". Now use the navigation panel to select your course. Select "Centrum Regionale Kennisontwikkeling". Click on the chevron behind "ID" and select "Enrol". Confirm your enrolment and click "Submit". You now have been registered to the Blackboard site. Go to the tab "My Institution" at the top of your screen. This is Blackboard's home page after login.

1.5 Flexible workplaces and the Kees Schuyt library

At the Dual PhD Centre, flexible workplaces with university computers are available for the PhD candidates. The Centre is open Monday to Thursday from 8.30 till 21.00, Friday from 8.30 till 20.00 and Saturday from 9.00 till 13.00. On each computer standard programmes, such as Microsoft Office, SPSS, Endnote, and Skype, are installed. Several computers also contain specialized software such as Atlas.ti, F4 or EQS. Office supplies are available. The Kees Schuyt library serves as a meeting room. The books in the library are available for loan to the dual PhD candidates. If you want to work on Saturday or if you want to use the Kees Schuyt library, please inform the office management of the Dual PhD Centre.

1.6 Working remote from home

The NUWS Remote Workplace allows you to make use of most of the programs available at your workplace. In addition, you can easily access your personal documents on the University network, including the workgroup and department folders for which you have right of access. Remote link: <https://remote.campus.leidenuniv.nl>. Manual: <http://issc.leiden.edu/ict-staff/manuals/remote-workplace.html>.

1.7 Pre-PhD & PhD phase

A dual PhD candidate first enters the orientation phase, in which initial research ideas are further developed. New PhD candidates can enrol all year round. The dual PhD programme consists of two selective phases: the pre-PhD phase and the PhD phase. The pre-PhD phase takes one year during which the PhD candidate develops a research proposal. Moreover, the candidate takes part in the education programme and is individually coached by advisors of the Centre. The research proposal is discussed with the director of the Centre. If the proposal is accepted, a prospective academic supervisor is identified and the candidate enters the PhD phase. During the PhD phase, which takes about two to three years, the research proposal is implemented and the thesis is written. The candidate will be coached by his/her own academic supervisor and advisors of the Dual PhD Centre. Special attention will be devoted to establishing optimal working conditions that have the consent of all parties involved, the PhD candidate, the academic supervisor(s), the employer, and the Dual PhD Centre.

1.8 Standard agreement & PhD regulations

At the start of the pre-PhD phase, a standard agreement is signed by the candidate, the employer, and the Dual PhD Centre. There are two types of agreements: with an employer and without an employer. The agreement describes the goals and workings of the dual programme. Furthermore, it focuses on the specific requirements of the dual PhD candidate, such as the participation fee to be paid annually by the candidate and/or employer from the start of the pre-PhD phase. If you would like to survey the agreement in advance, you can request it at the office management. The agreement complements the general PhD regulations of Leiden University. The PhD regulations state who can be enrolled for a PhD, the functions of the (co) promoter and the requirements for thesis acceptance. The PhD regulations can be found on: <http://reglementen.leidenuniv.nl>.

1.9 Graduate schools

All PhD programmes at Leiden University are organized in graduate schools. During the PhD phase, dual PhD candidates have to be enrolled in the graduate school of the faculty/institute of their academic supervisor. For more information: <http://phd.leiden.edu/phd/graduate-schools.html>.

Some tips to get started with your proposal:

- Consider a consistent citation method and layout.
- Check out the PhD portal of Leiden University: <http://phd.leiden.edu/>.
- Make daily back-ups of all your files and code them by date.
- Consider the format of your dissertation: articles or a comprehensive monograph.
- University toolbox 'Finding Scholarly Information': www.library.leiden.edu/help/toolbox/. It consists of information on the Catalogue, Using and Citing, Scholarly Publishing, Starting a Thesis, etc.
- You can register your research topic at Narcis: <http://www.narcis.nl/researchedit/Language/nl>.

2. INDIVIDUAL COACHING AND MONITORING

The approach of the Dual PhD Centre is characterized by individually tailored supervision, intensive coaching, and progress monitoring.

2.1 Individual coaching & intervision

A dual PhD candidate discusses his or her progress with advisors of the Dual PhD Centre on a regular basis. It is recommended to consult staff members about the research proposal, the methodology before data collection, data-analysis, etcetera. In general, the PhD candidate takes the initiative to plan a meeting via the office management. Moreover, there are official semi-annual evaluation interviews with the director of the Centre.

Next to individual coaching, the progress of the dual PhD candidates is discussed during various meetings, such as lunch sessions and theme groups. During these 'intervision meetings', a doctoral candidate presents his or her research to the group of PhD candidates and the staff of the Centre. These meetings also serve to discuss general academic issues such as academic integrity, copyright, and the development of a research question. Guest speakers may join every now and then.

2.2 PhD TRACK monitor

In order to optimize the support of the PhD candidates, the Centre makes use of a digital monitoring system, called PhD TRACK. This system allows to systematically evaluate and organize the progress of PhD candidates. Moreover, it contributes to the accountability of the Centre and offers the opportunity to study the long-term effects of the dual PhD programme.

Each new dual PhD candidate will receive a personal PhD TRACK account. Candidates can access their account on the CRK PhD TRACK website (crk.phdtrack.nl). In this personal account candidates are asked to keep all their information updated: completed courses, documents such as articles/publications/ chapters, conference visits, etc. Candidates will be asked on a semi-annual basis to fill in a self-assessment. This will provide the opportunity to self-evaluate progress.

The information will serve as input for the crediting of the pre-PhD certificate of participation and the semi-annual evaluation interview with the director of the Centre and a second staff member. During this evaluation, your progress in the PhD process will be discussed, and it will be assessed whether the PhD trajectory will be continued. An automatically generated reminder to fill in the self-assessment will be sent to the candidates. The reminder will also instruct candidates to schedule an appointment with the director by contacting the office management (crk@fgga.leidenuniv.nl).

3. PRE-PHD PHASE: EDUCATION & RESEARCH PROPOSAL

Education contributes to the scientific quality of research. It forms an important part of the dual PhD programme. The education programme is based on the needs of dual PhD candidates and on academic insights regarding failure and success factors in PhD trajectories. Figure 1 (next page) provides an overview of the phases of the dual PhD program and the details of the pre-PhD phase.

3.1 Compulsory courses and electives

Within the education programme, a number of designated compulsory state-of-the-art courses and meetings are offered (see 3.3). PhD candidates will obtain skills that are considered crucial for PhD research and for achieving proficiency in research. All compulsory courses are organized by the Dual PhD Centre. The sessions mostly take place on Fridays or Thursday afternoon. Prior to each course, an email notification will be sent to all dual PhD candidates. Courses will also be mentioned in the weekly newsletter.

In addition, there are electives from which PhD candidates can choose (see 3.5, 3.8 and 3.9). At least 20 hours must be spent on electives in order to successfully complete the pre-PhD phase of the dual PhD programme.

NB. The following course descriptions are subject to change and the course schedule is dependent on available teachers and number of participants.

3.2 PhD research proposal

During the pre-PhD year, dual PhD candidates work to complete their research proposal. If needed, they receive intensive coaching. At the end of the pre-PhD phase, the research proposal is submitted to the director of the Centre. Together with two other academic staff members, the research proposal will be evaluated. Considerations are: Does the research proposal have potential? Is it feasible and original? And how do the research ideas relate to the candidate's own educational and professional background, to one of the academic disciplines of the graduate schools of Leiden University, and to the expertise of one of the Leiden University professors? When the research proposal is accepted, it will be submitted to a suitable academic supervisor.

3.3 Pre-PhD certificate of participation

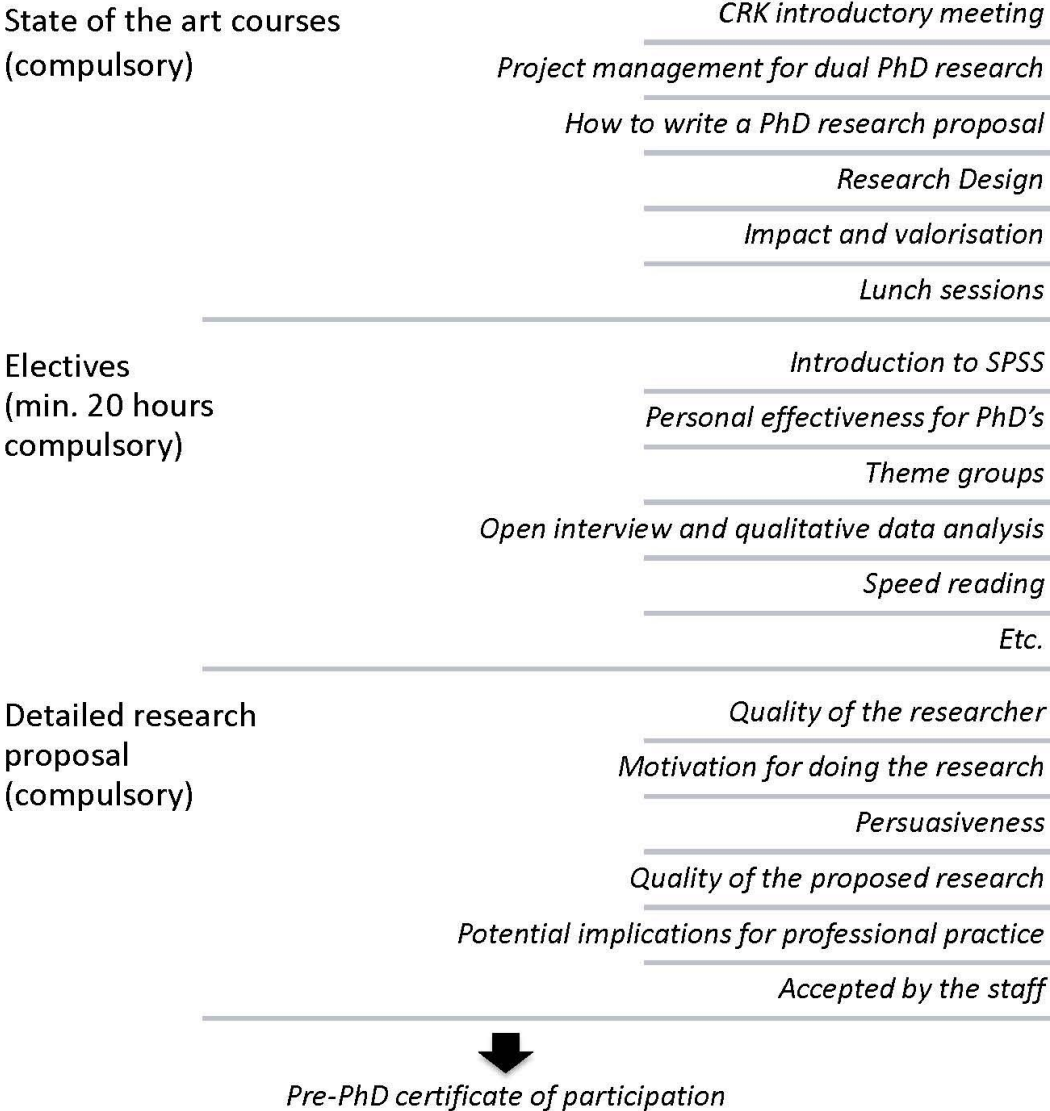
The education programme is completed in the first year, during the pre-PhD phase. At the end of the pre-PhD phase, when a PhD candidate has successfully finished the education programme and has written a detailed research proposal, a 'Pre-PhD certificate of participation' is granted. All courses and meetings are also freely accessible for dual PhD candidates in later stages of their PhD trajectory.

If you have any questions about the education programme, please send an e-mail to: crk@fgga.leidenuniv.nl.

Figure 1. Phases of the dual PhD programme

*1. Orientation phase: max. 3 months
Intake with the director of the centre, modeling research ideas*

2. Pre-PhD phase: 1 year



*3. PhD phase: +/- 3 years
Execution of research plans, editorship, conferences, coaching and evaluation by academic supervisor and staff of the centre*

3.4 State of the art courses and sessions

State of the art: CRK introductory meeting

Teacher(s): a.o. Mark Dechesne, Pieter Slaman, Charlotte de Roon

Period: First Friday of September

Language: Dutch

Workload: Half day, no preparation.

Compulsory: Yes

Objective: Participants learn about the background of the Centre, the PhD process within the Centre, academic integrity, experiences of fellow doctoral candidates, and the added value of conducting a dual PhD.

Method

& content: A distinguished academic of Leiden University will provide a lecture on do's and don'ts for dual PhD candidates and the bridging of academia and practice. The introductory meeting will also be used to introduce the dual PhD programme of the Centre. After that, our dual PhD candidates present their experiences of doing a dual PhD. The afternoon will be closed with drinks.

State of the art: Project management for PhD research

Teacher(s): Ruben Verheul, MSc

Period: Biennial - October and May

Language: Dutch (if necessary in English)

Workload: One and a half day, and preparation.

Compulsory: Yes

Objective: 'Failing to plan is planning to fail.' Experience shows this to be true for dissertation projects. Often, PhDs suffer from a lack of foresight: many of them run out of time. This problem can, in part, be solved by proper planning and monitoring. In this course, project management theory and practice are applied to the tasks facing PhD candidates. Participants will interactively familiarise themselves with the principles and techniques of project management, translate these into a (revised) research plan, and learn to generate feedback about its implementation.

Method

& content: Prior to commencing the course, participants are expected to submit their research proposals and, if possible, their (preliminary) plan. During the course, they will familiarise themselves with key project management concepts and planning techniques, both from a theoretical and practical point of view. These insights will be translated into a (revised) plan, which will be finalised and submitted between day one and day two of the course, and will subsequently be discussed in class.

State of the art: How to write a PhD research proposal

Teacher(s): Pieter Slaman, Charlotte de Roon, Mark Dechesne, Willem Koetsenruijter

Period: November or December

Language: Dutch (if necessary in English)

Workload: Two half days and some preparation

Compulsory: Yes

Objective: This course trains participants in writing a high quality PhD research proposal. Participants will acquire the relevant knowledge and skills to conduct an in-depth literature study, to formulate research questions and to write an academic text. It discusses the basic components and structure of a PhD proposal, covers referencing, improves reasoning skills, etc.

Method

& content: The first afternoon will focus on the basic components of a PhD proposal. The second afternoon will be guided by dr. Willem Koetsenruijter, an expert in academic reasoning.

State of the art: Research Design

Teacher(s): TBA

Period: December or January

Language: Dutch (if necessary in English)

Workload: Two days and preparation.

Compulsory: Yes

Objective: Participants learn about the philosophical foundations of scientific research, about research design, data collection, data processing, and reporting. Scientific integrity constitutes an integral part.

Method

& content: Lectures.

State of the art: Impact and valorisation

Teacher(s): Dr. Stefan de Jong (LURIS) and a science journalist

Period: Spring

Language: Dutch (or English)

Workload: Half day and preparation.

Compulsory: Yes

Objective: Obtaining a doctorate is an academic achievement. However, it does not guarantee that the thesis or dissertation will have significant impact in broader, societal context, and will lead to scientific progress, social change and knowledge transfer. During this workshop with prof. dr. Robert Tijssen and a prominent science journalist, attention is paid to impact and valorisation in the context of PhD research. Central questions: are dissertations supposed to generate impact? Is it an essential goal of doctoral research? And if so, how can the chances of impact and valorisation be optimized? By choosing a trendy topic? Or by performing research in collaboration with end-users? By presentations about your work? Blogs maybe?

Method

& content: After a short lecture of prof. Tijssen about valorisation of scientific knowledge, a prominent science journalist will introduce some practical guidance on how to maximize impact. Moreover, it is expected that each participant prepares a pitch on the practical value and impact of his/her research. The pitch must be designed according to the Three Minute Thesis (3MT) principle. During the course, a number of participants are asked to present their pitch to the group.

State of the art: Lunch sessions

Teacher(s): Sessions are guided by the director of the Centre

Period: Every Friday from 12.30 till 13.30

Language: Dutch (if necessary in English or German)

Workload: One hour per lunch.

Compulsory: At least 9 lunches per college year

Objective: Part of the education programme is the weekly PhD lunch at CRK, for which all dual PhD candidates and staff are invited. These lunches seek to create an environment conducive to academic information sharing and debate.

Method

& content: During the lunch, a dual PhD candidate presents the progress of his or her investigation to the group of PhD candidates and the staff of the Centre. Also, specific topics are discussed, such as academic integrity, copyright and the preparation of a research question. Every now and then external guests will be invited. Once every six weeks, a supervisor joins, sharing his or her experiences as a promoter and presenting do's and don'ts for dual PhD candidates.

3.5 Electives organized at the Dual PhD Centre

Elective: Theme groups

A theme group consists of dual PhD candidates whose research relates to a particular theme. The theme group offers the opportunity to discuss research methods, state of affairs in the academic discipline, the exchange of insights and experience, the invitation of experts, etc. Furthermore, the progress of each of the participants is discussed. Theme groups get together once every six weeks under the guidance of a theme group coordinator. Meetings will take approximately 1,5 hours. The currently existing theme groups are:

- Education and social interventions;
- Politics, policy and law;
- History;
- Business and innovation;
- Starters.

The formation and organization of theme groups depends on the number of participants and research themes within the Centre. At the start of the pre-PhD phase, each dual PhD candidate is free to decide whether or not to participate in theme groups. Theme groups can thus be used as an 'elective' for the pre-PhD certificate.

Elective: Introduction to SPSS

Teacher(s): Kees Verduin

Period: Spring

Language: Dutch or English (course tutor is Dutch)

Workload: +/- 11 hrs. Four classes of two hours and preparation.

Compulsory: No, optional.

Objective: Participants become acquainted with SPSS in order to use it for basic statistical analysis.

Method

& content: 1) Creating and reading data files, descriptive statistics 1, 2) descriptive statistics 2, data transformation, data manipulation, 3) importing Excel and text files, testing averages, 4) analysing the relation between categorical variables and numerical variables.

Elective: Personal effectiveness for PhD's

Teacher(s): Sabina Beijne & Vinanda Kapooria

Period: Spring

Language: Dutch

Workload: Two meetings of three hours.

Compulsory: No. Optional.

Objective: This workshop aims to increase the personal effectiveness of PhD candidates. It does so by addressing the following three themes: ambitions (goals, boundaries, flexibility), stress management (awareness, effects, coping styles), and self-management.

Method

& content: Introduction to a specific theme, intervision and practical exercises.

Elective: Endnote

Teacher(s): Maurice van Dijk and Ellen Havenaar

Period: TBA, see website for update

Language: Dutch

Workload: +/- 3 hrs.

Compulsory: No, optional.

Website: <http://www.library.leiden.edu/help/help/general-courses.html#endnote>

Objective:

This basic course is intended for all students who are about to write a thesis, for Ph. D.-students, and staff members. Build your own bibliographic database with EndNote. The focus will lie on manual input, the practicing of importing references from catalogues and databases. Furthermore we will produce a document complete with footnotes and a bibliography, of which we can adjust the layout to output styles. Some knowledge of searching in databases is preferred and experience with Word is a must!

3.6 The 'Front-runners' group

During the last phase of the dual PhD trajectory, PhD candidates will take part in the 'Front-runners' group. This theme group is compulsory, and acts as a stimulating 'sounding board': participants meet every two weeks to discuss progress, to share insights, challenges or any other topic of interest. NB. This theme group will not be part of the pre-PhD phase and does not count towards a pre-PhD.

3.7 Organizing your own thematic meeting

At the Dual PhD Centre, it is possible to organize your own thematic meeting, supported by the staff of the Centre. Do you have an interesting idea for a meeting? Please inform the staff.

3.8 Bachelor / master courses

Via the Dual PhD Centre, candidates can attend courses at bachelor or master programmes of Leiden University, pending approval of the educational programme officers. An overview of all courses can be found in the e-prospectus of Leiden University: <https://studiegids.leidenuniv.nl/en/>.

3.9 Electives for PhD candidates organized by Leiden University

Besides the state of the art courses, dual PhD candidates have the chance to follow other, optional, courses. In general, these courses are organized by the HRM department of Leiden University. Below you find a description of the courses of HRM, which take place at least once every academic year. The content and description of the courses may change over time. A more detailed overview can be found on the PhD portal of Leiden University: <http://phd.leiden.edu/>.

NB. Courses are popular and often fully booked within a short period of time. If you are interested in a course and you want to enrol, please contact crk@fgga.leidenuniv.nl.

Elective: Open interview and qualitative data analysis

Teacher(s): Dr. Erik Bähre, assistant professor, Faculty of Social Sciences, Institute for Cultural Anthropology and development sociology

Period: Autumn, see website for update

Language: English (course tutor is Dutch)

Workload: 28 hrs. Three classes and preparation.

Compulsory: No, optional.

Website: <http://phd.leiden.edu/current/generic/research/open-interview.html>

Objective:

This course introduces PhD candidates into the intricacies of the open interview and the analysis of qualitative data. More specifically the course focuses on:

- Combining the open interview with other research methods.
- Establishing and conducting an open interview.
- The kinds of knowledge and insights that the open interview generates.
- The hermeneutics of interpreting and analysing the interview data.

Elective: On being a scientist

Teacher(s): a.o. A.J.M. (Ton) de Craen PhD, Dr. P.(Patrick) Overeem, Dr. H. (Henk) Tromp, Prof.dr. C.J.(Carel) ten Cate, Prof.dr. J. (Jaap) Brouwer, Prof.dr. M.(Marcellus) Ubbink

Period: TBA, see website for update

Language: English

Workload: +/- 5 hrs. Half day.

Compulsory: No, optional.

Website: <http://phd.leiden.edu/current/generic/research/on-being-a-scientist.html>

Objective:

This workshop on scientific integrity will give you the opportunity to discuss this “not so pretty side” of science with fellow PhD candidates from all faculties. You will cover such questions as: What is scientific misconduct? How should conflicting interests be handled? Does your supervisor ask you to bend the rules in name of science? To what extent can money corrupt scientists?

Elective: Academic Writing

Teacher(s): Damir Klisanic of the Academic Language Centre
Period: Biannual, see website for update
Language: English
Workload: +/- 80 hrs. Six sessions of three hours, and extensive preparation.
Compulsory: No, optional.
Website: <http://phd.leiden.edu/current/generic/research/academic-writing.html>
Objective:

The course Academic Writing aims to develop and expand the skills required to write reports, articles, books and dissertations in English and teaches participants to write in language that is both effective and appropriate for academic texts. NB. An entrance test is obligatory.

Elective: Writing for a wider public

Teacher(s): Mr J.M.J. (Job) Creyghton
Period: TBA, see website for update
Language: Dutch
Workload: +/- 42 hrs. Three days and preparation.
Compulsory: No, optional.
Website: <http://phd.leiden.edu/current/generic/p-e/writing-for-a-wider-public-course-in-english.html>

Objective:

Learning to write an (academic) paper in a way that is interesting and accessible for a wider public. Learning to select material in a sound manner, develop an engaging style, and present your data in such a way that your paper is exciting and interesting to read. Learning to make use of language and imagery and finding out how and where to use new media.

By the end of the training, participants will be able to recognise and use the various journalistic styles. They will be able to anticipate the style and wishes of magazines (or another audience), making it easier for editorial teams to make a sound choice.

Elective: Writing an excellent research grant proposal

Teacher(s): Mrs. J.H.E.M. (Anke) Klerkx PhD, Consultant National Research Funding, Leiden University Research & Innovation Services (LURIS).
Period: TBA, see website for update
Language: Dutch (if necessary in English or German)
Workload: +/- 14 hrs. One day and preparation.
Compulsory: No, optional.
Website: <http://phd.leiden.edu/>
Objective:

It is essential for researchers to be able to obtain independent research funding in order to advance in their career. In this workshop you will learn how to write an excellent grant proposal.

Elective: Presenting skills

Teacher(s): Kick Moors

Period: TBA, see website for update

Language: English

Workload: TBA. One and a half day and preparation.

Compulsory: No, optional.

Website: <http://phd.leiden.edu/current/generic/p-e/presenting-skills.html>

Objective:

Whether you are a PhD candidate, postdoc or otherwise engaged in research: giving a lecture, defending a grant proposal or presenting at a conference is part of everyday life. Wherever you have to do this, with a good presentation people understand better what you mean and –perhaps even more important- remember you better.

Elective: Networking skills for young scientists

Teacher(s): Kick Moors

Period: TBA, see website for update

Language: English

Workload: TBA. Half day.

Compulsory: No, optional.

Website: <http://phd.leiden.edu/current/generic/p-e/netwerken-voor-promovendi.html>

Objective:

As a young scientist there is a lot to do: research, coaching students, publish. Still, it seems to improve both your research as your career when you add at least one more activity to that list, which is networking. Not only is networking a good way to get into contact with potential mentors and people to cooperate with, research into networking suggests that scientist who work together actually perform better in research. This workshop deals with 'how' to network based on scientific literature and on interviews with respected scientists of different age and background.

Elective: Speed reading

Teacher(s): Menno Pronker, of Pronker Training & Coaching

Period: TBA, see website for update

Language: Dutch

Workload: +/- 14 hrs. One day and preparation.

Compulsory: No, optional.

Website: <http://phd.leiden.edu/current/generic/p-e/speed-reading.html>

Objective:

As a PhD candidate you will have to process a lot of written information. Reading and deciding on the usefulness of this information can take up a lot of your time. During this course the course tutor will pay attention to: speeding up your reading, reading strategy; association and memory techniques, lateral thinking; mind mapping techniques.

Elective: Effective communication

Teacher(s): Aletta Wubben, Mens en Organisatieontwikkeling

Period: TBA, see website for update

Language: Dutch & English

Workload: +/- 14 hrs. One and a half day and preparation.

Compulsory: No, optional.

Website: <http://phd.leiden.edu/current/generic/p-e/effective-communication.html>

Objective:

For PhD candidates in the second year of their programme who want to learn how to communicate constructively and influentially. The course will make you more aware of your style of interaction, and will offer guidelines for more effective communication with your PhD supervisor/manager, mentor, colleagues and others. This will have a positive effect on the PhD process and on how you carry out your work.

Elective: Time management, self-management

Teacher(s): Maurice van Dijk and Ellen Havenaar

Period: TBA, see website for update

Language: Dutch

Workload: +/- 14 hrs. One and a half day and preparation.

Compulsory: No, optional.

Website: <http://phd.leiden.edu/current/generic/p-e/time-management-self-management.html>

Objective:

The course highlights the behaviour that leads to an inefficient use of time. You will be given practical tips for carrying out your work more effectively and efficiently.

Elective: Academics and (Social) Media

Teacher(s): Erik Kwakkel

Period: TBA, see website for update

Language: Dutch / English

Workload: +/- 4 hrs.

Compulsory: No, optional.

Website: <http://phd.leiden.edu/current/generic/research/wetenschappers-en-sociale-media.html>

Objective:

How can I make sure that I and my research reach a broad public? Explaining to a broad public what you are doing is part of the work of today's academics. The workshop will first address the usefulness of social and traditional media for academics. Then we will look at which social media you use for your work, and how you do that. You will also learn how you as a researcher can increase your visibility to the press, television and radio.

Elective: Intellectual property

Teacher(s): Mr I. de Nooijer, MSc., LL.M., IP Executive at LURIS

Period: TBA, see website for update

Language: English

Workload: +/- 7 hrs.

Compulsory: No, optional.

Website: <http://phd.leiden.edu/current/generic/research/intellectual-property.html>

Objective:

This course offers a broad overview of the field of intellectual property and provides an introduction to the areas of law with which an academic may come into contact in the course of his or her work. It is crucial to protect your ideas in the form of a patent, copyright or trademark rights when you wish to publish your findings or other products of your creative work or if you want to allow your work to be used in society.

Elective: How to manage your scientific talent

Teacher(s): Yvonne Dexel and Kick Moors

Period: TBA, see website for update

Language: Dutch

Workload: +/- 46 hrs.

Compulsory: No, optional.

Website: <http://phd.leiden.edu/current/generic/research/how-to-manage-your-scientific-talent.html>

Objective:

There is a lot involved in good research, but it comes down to being highly motivated, having a great idea and researching it using innovative methods. Then you need to develop the skills to convince the world of the significance of your results. Self-knowledge, motivation and creativity are important factors in becoming successful and collaborative and persuasive skills are absolutely vital. These 'transferable' skills are not just important in the world of science, but they are also crucial skills for a successful career in public service or business.

Elective: Negotiate

Teacher(s): Fieke Harinck

Period: TBA, see website for update

Language: Dutch

Workload: +/- 10 hrs.

Compulsory: No, optional.

Website: <http://phd.leiden.edu/current/generic/p-e/negotiate.html>

Objective:

In practice there are many situations in which we want to achieve something and at the same time be prepared for the possibility that the other person does not agree. In this training programme you will learn how you can negotiate.

4. MODEL FOR DEVELOPING A DUAL PHD PROPOSAL

I. General

- This document contains a model to develop a dual dissertation proposal. Use the headings depicted below for your own proposal. Please use page numbers.
- This model can also be helpful in the early stages of the PhD track, e.g. to develop an initiation document. Of course, in this case, the document can only be partially filled out and several items will remain blank.
- Describe your current ideas as briefly and concisely as you can. At this stage, your ideas may not have fully developed yet. Dual PhD candidates often find that research questions from professional practice are not easily linked to an academic field and/or supervisor. In due course, this can be further developed in close collaboration between the candidate and the Dual PhD Centre.
- Software for publishing and managing bibliographies, such as Endnote, can be very helpful.
- The proposal can be submitted in Dutch or in English.
- The research proposal may not exceed 3000 words.
- The PhD proposal should be submitted to Dr Johannes Magliano-Tromp, director of the Dual PhD Centre, via email: crk@fgga.leidenuniv.nl.
- During the development stage of your research proposal you can request an orientation meeting with Johannes Magliano-Tromp. For this you will need to provide at least several pages of your initial idea or a short sketch of your research proposal, your CV and a sample of your earlier academic work (see section III, Appendices).

II. Dual PhD proposal

1. Personal information dual PhD candidate

Name, address, telephone, email, academic qualifications.

2. Date of submission

3. Employer

Name, address, function, terms of employment.

4. Title of research project

State the (working) title of the research here.

5. Abstract

Provide a brief abstract of the research proposal.

6. Introduction

Motivation and relevance of the proposal considered from the *current state of professional practice and/or field, and/or literature*.

7. Definition of the problem/research question

Provide a researchable problem taken from professional practice, and the central research question for this project, including possibly, sub-questions.

8. Theoretic foundation

Summary of relevant literature on which the research is based. Also, indicate where more research is needed. Optional: provide ideas on the embedding of the research within existing academic field(s)/discipline(s).

9. Hypotheses

Describe the hypotheses to be tested in this research project, and provide a rationale for inferring these hypotheses from the theory described under 8.

10. Research methodology

The research methodology used to address the main research question(s) and to test the hypotheses.

11. Schedule

Planning of the research in time, taking into account interaction with professional practice, available time from work, and available private time, per PhD track phase (see the website for a description of the three phases).

12. Supervisor (optional)

Provide suggestions for one or more potential supervisor(s).

13. Bibliography

Literature references in accordance with an academic standard (e.g. APA, Harvard Referencing System, etc.).

III. Appendices

- **Curriculum Vitae**
- **Sample of your academic writing**

A previously written essay, paper or thesis, that shows your academic capabilities.

IV. Literature suggestions for designing a research proposal

- Bryman, A. (2012). *Social research methods*. New York: Oxford University Press.
- Creswell, J.W. (2009). *Research design. Qualitative, quantitative, and mixed methods approaches*. Los Angeles: Sage.
- King, G., Keohane, R.O. & Verba, S. (1994). *Designing social inquiry. Scientific inference in qualitative research*. New Jersey: Princeton University Press.

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