

Prospectus Dual PhD Programme

Leiden University
Dual PhD Centre



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Dual PhD Centre

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PROSPECTUS DUAL PHD PROGRAMME

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PREFACE

Dear dual PhD candidate,

Welcome to the Dual PhD Centre!

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 collaborates closely with the graduate schools of Leiden University.

In this prospectus, 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 aims to develop 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 (universiteit.leiden.nl/dualphdcentre) with more information about the dual PhD programme, such as the academic supervisors, the mission of the Centre, 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 dualphd@fgga.leidenuniv.nl or by calling +31 70 800 9589.

Sincerely,

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

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

1. STRUCTURE OF THE PROGRAMME

1.1 Orientation Phase, Pre-PhD Phase and PhD Phase

The Dual PhD Centre recognizes that the obtaining a PhD comes in several stages. It is a process, which often comes with unforeseen circumstances, the need for adjustments, and insights that improve the project. The PhD trajectory at the Dual PhD Centre therefore distinguishes three phases, with later stages building on the previous stages.

When you enter the Dual PhD programme, you will first start with the Orientation Phase. In this phase, initial research ideas are further developed. New PhD candidates can enrol all year round.

The pre-PhD phase is expected to take one year with a maximum duration of two years. During this phase, the PhD candidate develops a research proposal. Moreover, the candidate takes part in the education programme that consists of compulsory state-of-the-art courses and electives and is individually coached by advisors of the Centre. The research proposal will be discussed with the director of the Centre. If the proposal is accepted, a prospective academic supervisor (“promotor” in Dutch) is identified and the candidate enters the PhD phase.

During the PhD phase, which usually takes about four 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.

Figure 1 on the next page provides an overview of the phases.

Figure 1. Phases of the dual PhD programme



2. THE ORIENTATION PHASE

When you are seriously considering to pursue a PhD at Leiden University, make sure to send a preliminary research proposal and a CV to the Dual PhD Centre. A model for developing a dual PhD proposal can be found in Chapter 6. After you have submitted the relevant information, you will be invited for an initial discussion about your plans with a staff member of the Centre. If all the conditions for entering the programme are met, you will be registered and start with the Orientation Phase, which typically takes between 1 and 3 months. In this phase, the following elements are particularly relevant:

2.1 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 (including the extensive digital library). Moreover, you will receive an university e-mail account which includes an u-mail box and a faculty mailbox. We advise you to forward your u-mail to your faculty mailbox.

2.2 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, 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'.

2.3 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 will 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.

2.4 Blackboard

Blackboard is the university's digital learning environment (www.blackboard.leidenuniv.nl). You will need your ULCN account to log in. 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 and about academic skills. 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 "Faculteit Governance and Global Affairs". Search the entire catalogue on "Dual PhD Centre". Select the course "Dual PhD Centre". 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.

2.5 Flexible workplaces. Wi-Fi, and the Kees Schuyt library

At the Dual PhD Centre, flexible workplaces with university computers are available for the PhD

candidates on the fourth floor of the Schouwburgstraat 2 building in The Hague. The Centre is open Monday to Friday from 8.00 till 21.00. On each computer standard software, such as Microsoft Office, SPSS, Endnote, and Skype, are installed. Computers can also contain specialized software such as Atlas.ti, F4 or EQS. Office supplies are available. The Kees Schuyt library (A3.01) serves as a meeting room. The books in the library are available for loan to dual PhD candidates. If you want to use the Kees Schuyt library, please inform the office management of the Dual PhD Centre. Moreover, you will receive your own personal coffee card and you can request a locker for your books.

The University has two Wi-Fi networks: Eduroam (secure) and Leiden University (not encrypted). The Leiden University network is also referred to as Leiden University Wireless Access (LUWA). Your ULCN account gives you access to both networks.

2.6 Working remote from home

The Remote Workplace allows you to make use of most of the software 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. To be able to access the Remote Workplace you need an ULCN account and you have to download Citrix Receiver.

Remote link: <https://remote.campus.leidenuniv.nl>.

Manual: <http://issc.leiden.edu/ict-staff/manuals/remote-work-place.html>.

As a University guest employee you can purchase hardware and software for home use at a discount from SURFspot. You can access SURFspot with your ULCN account. SURFspot is an online ICT store for educational purposes: <https://www.surfspot.nl/>.

You can synchronise your work mail and calendar with your own laptop, desktop, tablet or smartphone. This also helps accessing your account when you are away from the physical workplace.

2.7 Starters group meetings

This series of meetings focuses especially on candidates who are at the beginning of their dual PhD project. Dual PhD candidates who are in the orientation or pre-PhD phase are often confronted with similar questions, challenges and problems. This may concern practical issues, such as 'how does the education programme work?' or 'what does the process of finding a suitable supervisor look like?'. It may also concern research related concerns, such as 'how do I come up with the right research questions?' or 'what does it mean to conduct an efficient literature review?'. Starters group meetings provide a platform and sounding board for candidates who are in the first months of their PhD trajectory.

3. THE PRE-PHD PHASE

The Pre-PhD phase comes with a further commitment to the PhD project and the Dual PhD Centre. During the Pre-PhD phase, you will follow a PhD education programme that is focussed on creating awareness of the essential knowledge and skills to pursue a PhD. You will also receive intensive coaching from staff members of the Dual PhD Centre. At the end of the pre-PhD phase, you will have completed the required modules, you will have further developed your research proposal, and you will have a promotor. During the Pre-PhD phase, make sure to consider the following:

3.1 Standard agreement & PhD regulations

At the start of the pre-PhD phase, a standard agreement is signed by the candidate 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) promotor and the requirements for thesis acceptance. The PhD regulations can be found on: <http://reglementen.leidenuniv.nl>.

3.2 Individual coaching and 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. Besides to individual coaching, the progress of the dual PhD candidates is discussed during various meetings, such as weekly 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.

3.3 PhD TRACK monitor and the progress evaluation interview

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 us 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 our PhD TRACK website (dpc.phdtrack.nl). In this online 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 provides the opportunity to self-evaluate progress. The information in PhD TRACK will serve as input for the crediting of the pre-PhD certificate of participation and the semi-annual progress 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 out a self-assessment will be sent to the candidates beforehand. This reminder will also instruct candidates to schedule an appointment with the director by contacting the office management.

3.4 Dual PhD education programme

Education contributes to the scientific quality of research. The dual PhD programme is based on the needs of dual PhD candidates and on academic insights regarding failure and success factors in PhD trajectories. Within the education programme, a number of designated compulsory state-of-the-art courses and meetings are offered (see 5. Overview of the Education Program). 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. A course typically comes with an online part in which basic principles are explained and participants complete assignments that will help in writing a PhD research proposal. These online modules need to be completed a week prior to an on-campus meeting. During the on-campus meeting, assignment(s) and the course content will be discussed interactively with the participants. The on-campus meetings will take place mostly on Friday afternoons. 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 15 hours must be spent on electives in order to successfully complete the pre-PhD phase of the dual PhD programme.

3.5 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 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. The Dual PhD Centre attaches great value to the evaluation by the prospective supervisor, and in most cases, a rejection of the proposal by the supervisor means a rejection by the Dual PhD Centre.

3.6 Pre-PhD certificate of participation

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 twice a year. All courses and meetings are also freely accessible for dual PhD candidates in later stages of their PhD trajectory.

4. THE PHD PHASE

During the PhD phase the candidate conducts the research as described in the proposal under the supervision of one or more professors at Leiden University (“promotors”), additional academic staff (often referred to as “daily advisors” and “co-promotors”), and the staff members of the Dual PhD Centre. The candidate will continue to have semi-annual progress evaluation meetings with the director of the Dual PhD Centre and the coaching staff member of the Dual PhD Centre. The Dual PhD Centre can mediate between the candidate and the promotor(s) or the employer if issues arise. The candidate is also encouraged to continue to attend the Friday lunch meetings at the Dual PhD Centre and the theme group meetings. At the finishing stage of the PhD trajectory, the candidate will be invited to join the “front-runners group”, a theme group that discusses the final stages of the PhD track. For the PhD phase, it is of importance to be aware of the following elements:

4.1 Promotor and co-promotor

Full professors and increasingly associate professors have the *ius promovendi*, i.e. the right to grant a candidate a doctorate. In the Netherlands, a full professor or associate professor with *ius promovendi* is referred to as promotor. The promotor acts as academic supervisor and also evaluates the quality of the doctoral research. At the final states of the PhD project, the promotors initiate the formal reviewing process that will lead to the public defense of the dissertation. The role of the promotor is formally described in the PhD regulations of Leiden University (the PhD regulations can be found on: <http://reglementen.leidenuniv.nl>).

A PhD project is typically supervised by one or more promotors. But oftentimes, a doctoral candidate receives more frequent advising from an academic staff member (typically an assistant or associate professor) who is part of the research group of the promotor. This so-called “daily advisor” also acts as co-promotor, a formal role in the graduation process that recognizes the academic contribution in the advising of the PhD project. The position of the co-promotor is also described in the PhD regulations of Leiden University.

4.2 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.

NB. Graduate schools often oblige PhD candidates to follow certain courses. They may also make use of a registration system called Converis GSM in order to monitor their PhD candidates.

For more information: <https://www.universiteitleiden.nl/en/research/studying-for-a-phd>.

4.3 The ‘Front-runners’ group

During the last phase of the dual PhD trajectory, PhD candidates will take part in the ‘Front-runners’ group of the Centre. This theme group acts as a stimulating ‘sounding board’: participants meet every month 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.

5. OVERVIEW OF THE EDUCATION PROGRAMME

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

5.1 State of the art courses and sessions at the Dual PhD Centre

State of the art: Introduction to Dual PhD Centre

Teacher(s): TBD

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 provides 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. Three of our dual PhD candidates share their experiences of conducting a dual PhD. The afternoon will be closed with drinks.

State of the art: The Introduction & Literature Review

Teacher(s): Pieter Slaman and Mark Dechesne

Period: Biennial - October and February

Language: Dutch (if necessary in English)

Workload: A half day and online preparation (+/- 8 hours)

Compulsory: Yes

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

Method

& content: The afternoon will focus on writing the introduction section of a PhD proposal and on doing a literature review. Prior to on-campus meeting, participants are expected to complete an online module.

State of the art: Academic Argumentation and Writing

Teacher(s): Willem Koetsenruijter

Period: November

Language: Dutch (if necessary in English)

Workload: Half day and online preparation(+/- 8 hours)

Compulsory: Yes

Objective: This course trains participants in their reasoning and writing skills. In its core, science is about argumentation. This course encourages participants to consider their own research as a contribution to a critical discussion. Moreover, it will give participants tips on how to properly write down your argument.

Method

& content: Participants prepare themselves for the on-campus meeting by completing an online module on academic argumentation and practical writing skills.

State of the art: Planning and Managing your PhD

Teacher(s): Ruben Verheul, MSc

Period: Biennial - December and May

Language: Dutch (if necessary in English)

Workload: One day and online preparation (+/- 5 hours)

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 complete an online module and to submit their (preliminary) planning. During the course, participants 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 discussed in class.

State of the art: Research Design & Philosophy of Science

Teacher(s): TBD

Period: January

Language: Dutch (if necessary in English)

Workload: Half day and online preparation (+/- 8 hours)

Compulsory: Yes

Objective: Participants learn about the philosophical foundations of scientific research, about various research designs, data collection, data processing, and reporting. Scientific integrity constitutes an integral part. Prior to the course, participants will learn about the basics of research design and will complete a more specialized online course suited for their own research interests.

Method

& content: Short lectures.

State of the art: Impact and valorisation of PhD research

Teacher(s): Jorrit Smit and dr. Stefan de Jong

Period: March

Language: Dutch (or English)

Workload: Half day and online preparation (+/- 8 hours)

Compulsory: Yes

Objective: Obtaining a doctorate is an academic achievement. However, it does not guarantee that the dissertation will have significant impact on broader societal context, and will lead to scientific progress, social change and knowledge transfer. During this course with dr. Stefan de Jong and Jorrit Smit, attention is paid to impact and valorisation in the context of (PhD) research. Central questions that will be addressed: Is generating impact an essential goal of doing research? And if so, has that always been the case? How can you optimize the chances of generating impact?

Method

& content: Participants are expected to complete an online course with accompanying assignments in order to develop a proper impact strategy. During the on-campus workshop, participants will discuss the themes of impact and valorisation and peer-review the impact strategies in small groups.

State of the art: Lunch sessions

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

Period: Every Friday from 12.00 till 13.00

Language: Dutch (if necessary in English)

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 the Dual PhD Centre, for which all dual PhD candidates and staff are invited. These lunches are about 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.

5.2 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;
- History;
- Global Affairs;
- Policy.

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

<i>Teacher(s):</i>	Kees Verduin or Mark Dechesne
<i>Period:</i>	April
<i>Language:</i>	Dutch or English
<i>Workload:</i>	+/- 11 hrs: three classes of three hours and preparation
<i>Compulsory:</i>	No, optional
<i>Objective:</i>	Participants become acquainted with SPSS in order to use it for basic statistical analysis.
<i>Method & content:</i>	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

<i>Teacher(s):</i>	TBD
<i>Period:</i>	June
<i>Language:</i>	Dutch
<i>Workload:</i>	Two meetings of three hours
<i>Compulsory:</i>	No, optional
<i>Objective:</i>	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.
<i>Method & content:</i>	Introduction to a specific theme, intervision and practical exercises.

Elective: Introduction to Mendeley

<i>Teacher(s):</i>	Instructor of the University Library
<i>Period:</i>	TBD
<i>Language:</i>	Dutch
<i>Workload:</i>	+/- 3 hrs
<i>Compulsory:</i>	No, optional
<i>Website:</i>	http://www.library.leiden.edu/help/help/general-courses.html#endnote
<i>Objective:</i>	Learn how to build your own bibliographic database with a reference manager. 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!

5.3 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.

5.4 Bachelor / master courses

Via the Dual PhD Centre, candidates can oftentimes 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/>.

5.5 Electives for PhD candidates organized by Leiden University

Besides the state of the art courses at the Dual PhD Centre, dual PhD candidates have the opportunity to follow other, optional, courses at Leiden University. These courses may be offered for a fee that is not covered by the Dual PhD Centre programme.

6. 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. 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 early 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 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: dualphd@fgga.leidenuniv.nl.
- During the development stage of your research proposal you can request an orientation meeting with a staff member of the Dual PhD Centre. 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. (Working) title of research project

What are the key words that you will use to describe your proposal?

5. Abstract

Provide a brief summary 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*:

- What topic are you studying in which context? [context & immediate cause]
- What is the problem? [researchable problem statement]

- What is your main research question? [research question(s) and research goals]
- What difference do you think your research will make [relevance]?

7. Theoretic foundation

Summary of relevant literature on which the research is based:

- What is known regarding the research question? How does your work link to the work of others in the same or related fields? [literature review]
- What is not known regarding your research question? [gaps that will be filled]
- What are your ideas regarding the unknown? [expectations/hypotheses to be tested]

8. Research methodology

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

- How are you planning on investigating your ideas regarding the unknown?
- Will you use existing theories, new methods/approaches or develop new methods/approaches?

9. 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).

10. Supervisor (optional)

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

11. Bibliography

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

- What work of others have you read and used throughout your proposal?
- What kind of reference style is most often used in your subject area?

III. Appendices

- Curriculum Vitae
- Sample of academic writing (previously written 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.
- Start early with data management planning. Read more on the library website of Leiden: <https://www.library.universiteitleiden.nl/research-and-publishing/datamanagement>.

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