

PHD TRAINING AND SUPERVISION PROTOCOL @ CA/DS

(version March 1st, 2019)

This training- and supervision plan provides an overview of all the important requirements and deadlines of the CA/DS PhD Trajectory and it stipulates the responsibilities of PhD students and their supervisors. The plan also briefly lists the criteria for the most important documents that are needed on the way. Much of the trajectory plan is also listed at the graduate school's general website where candidates and their supervisors can find a more detailed outline of the PhD trajectory:

<https://www.universiteitleiden.nl/binaries/content/assets/sociale-wetenschappen/graduate-school-fsw/phd/phd-timetable-fsw.pdf>

In this plan we further elaborate on some important exceptions and CA/DS-specific procedures. The monitoring of the research trajectory of PhD students is in the hands of the Director of Graduate Studies and the secretary for education (*onderwijs secretaris*). They notify the promotor of deadlines well in advance and obtain and keep the reports, both of the PhD and the assessment committee of the candidate.

Outline of the PhD Trajectory

(months are approximate and may vary slightly per PhD)¹

- Month 1: PhD candidate and supervisor(s) draw up a **PhD Trajectory Plan** (see page 3) and submit this to the Faculty's Graduate School, who also send it for approval to the CA/DS Scientific Director and Director of Graduate Studies.
- Month 9: Candidate submits **8th month paper**. The 8th month paper is an expanded version of the research proposal, (see below page 4, for an outline) based on extensive literature review and further specification of the research problem. Based on this paper, the candidate is granted/not granted permission to conduct the primary research of the doctoral dissertation (field or archival work), and it is decided upon continuation of the PhD position or not. The paper is evaluated by three persons who form the monitoring and assessment committee of the candidate (the promotor, co-promotor, and a third person, possibly non-UL and preferably somebody not connected to the PhD trajectory, yet with thematic or ethnographic expertise). Each of the three reviewers fills in an assessment form and indicates if the candidate is ready to leave for the field or not. The promotor forwards these evaluations to the Director of Graduate Studies and communicates the committee's final decision. If the research proposal fails to meet the standards, revised proposals need to be submitted one month after assessment
- Month 12: The PhD candidate formally starts the second year, in accordance with the contract. If the 8th month paper is not approved, the contract is terminated.
- Month 20: **Interim Field Report** (see page 4) is submitted. This report is sent to the promotor and co-promotor. Promotor sends a brief evaluation to the Director of Graduate Studies. If the committee feels that the research is not going well, it should indicate how concerns will be addressed.
- Month 32: **Research Progress Paper** (see page 4) submitted. The contents of this paper may vary. It can be a chapter of the dissertation, a paper written for publication, or an extensive report of the fieldwork/archival research so far.

¹ For PhD's with an appointment of 0.8 fte, the schedule is as follows:

Month 9 = 10, Month 20 = 24, Month 32 = 38, Month 38 = 45, Month 44 = 55, Month 48 = 60

- Month 38: **Two chapters** must be submitted to the promotor, co-promotor and a third reader.
- Month 44: **Reading Committee** version of the dissertation finished.
- Month 48: **Final manuscript** submitted. An exit meeting is held with the PhD supervisors.

Education/Coursework

The graduate school FSW stipulates that PhD candidates with employee status as well as Contract PhD candidates (e.g., funded by a scholarship) have to follow the following courses:

- 140 hours of academic activities, and
- 140 hours of activities focusing on transferable skills, including at least 1 training course on academic integrity.

As there are many courses available, it is wise to discuss with your supervisor which courses to take. This guideline applies only to PhD candidates who were admitted to the Graduate School after 21 April 2015. For a full list of courses, we refer to:

<https://www.universiteitleiden.nl/en/social-behavioural-sciences/graduate-school-of-social-and-behavioural-sciences/current-phd-candidates>

On top of that the Institute offers a mandatory program of coursework and professional training. The curricular component of the PhD training consists of regular **CA/DS Research Seminars**, **Bring Your Thesis** a seminar that focuses on academic and dissertation writing, the **Annual PhD conference**, project related seminars, and occasional ad hoc master classes. Other forms of career training through national and international networks where relevant to particular PhD projects may also form an additional component of their training.

CA/DS Research Seminars

Unless otherwise indicated by their supervisors, PhD candidates are required to attend the Institute's monthly research seminars. For upcoming seminars, please consult:

<https://www.universiteitleiden.nl/en/social-behavioural-sciences/cultural-anthropology-and-development-sociology/events>

Bring Your Thesis

This seminar is tailored to the needs of PhD students willing to receive feedback whilst preparing for 8 months papers or on interim field reports. It especially caters to those who are in the write-up phase of the PhD trajectory. It offers an opportunity to discuss the structure of the dissertation as well as general issues concerning the construction of an argument across different chapters, the relation between theory and ethnographic writing, as well as general issues of writing from textual strategies, problems with writing etc.

Our aim is to create a setting in which the complexity of writing and the write-up process can be addressed and reflected upon. The seminar is organized on a bi-monthly basis. In several meetings, PhD candidates will foreground the choices they made in structuring the dissertation, using the table of contents as the point of departure for such discussion. The PhD student whose work is discussed, will invite a close colleague to act as discussant.

Annual PhD Conference

Annually (mostly in June), we will hold a PhD conference which is intended as a venue where PhD candidates present some aspect of their written work - the 8th month paper, a paper based on a dissertation chapter or one developed for publication. PhD candidates and staff members act as discussants.

Outline of Papers

PhD Graduation Plan + Preliminary Proposal

Before the candidate can be admitted to the Graduate School, she or he has to draw up a PhD graduation plan together with the preferred supervisor at the Institute CA/DS. The PhD graduation plan contains of the following elements:

1. preliminary research proposal

The proposal is about 5 pages (3.000 words excluding biography) and consists of:

- Project title
- Statement on what study you wish to pursue and where it will take place.
- The significance of the research; what is its theoretical and societal relevance and what contribution would you like to make to the field? Lay out the theoretical landscape of your research.
- Methodology: How do you plan to carry out this study? Motivate the use of particular methods, concerns about access and ethics, as well as research permits and affiliations that you expect to be important.
- Research schedule: how do you expect to allocate your time during the research, and if this will be full time or part-time.
- Funding: Could you provide some details on the application procedure for funding, such as key deadlines, what it is that they fund, and maybe some other funding requirements that are important for us to know about.
- Suggestion regarding supervision. Is there someone in the department who you think of regarding supervision?
- Bibliography.

2. curriculum vitae including contact details and research experience

3. an example of the candidate's written work.

The Promotor sends the plan to the CA/DS Director of Graduate Studies who will consult with the Institute manager and Scientific Director to ask for their further approval. The Director of Graduate Studies next communicates this approval with the secretariat of the Graduate School, who after an additional check of diploma's, and possible language test next registers the candidate.

PhD Training and Supervision Plan (OBP)

Within the first two months of their appointment to the Institute's Doctoral programme, PhD candidates draft a PhD Training and Supervision Plan (*Opleidings- en begeleidings plan Promovendus*, or OBP) that meets the requirements of CA/DS. This plan is developed in consultation with the candidate's promotor.

The Training and Supervision plan must contain the following:

- the names of the supervisor and co-supervisor,
- the design of the doctoral research,
- the knowledge and skills to be acquired,
- the supervision to be received (for example how many hours of personal supervision per month),
- the education to be provided,
- the study activities,
- the financing of the research and education,
- the precise evaluation of the progress of the research,
- the disputes and complaints procedure

This plan is uploaded in LUCRIS GSM within three months after the start of the PhD research.

8th month paper/ Research Proposal (min 9.000 max 10.000 words excluding bibliography)

1. *Project title*
2. *Table of Proposal Contents*
3. *Research Problem and Motivation thereof.* Here you state your problem and develop guiding questions for the research. You also motivate the research - why is this a productive and interesting problem to investigate as opposed to the thousands of other subjects that might be explored. Simply stating that it has not been done before is inadequate and rests on a positivist understanding of 'gaps' in knowledge that need to be filled.
4. *The innovative character of the research:* what is the significance of the research, what is its theoretical and social relevance, will it make an original contribution to the field.
5. *Theoretical approach:* lay out the theoretical landscape in which your own theorizing vis-à-vis the proposed research situates itself. This means that you will need to discuss the theories that have been developed regarding your research problem, the main proponents of these theories, and make an argued discussion that places your own approach in dialogue with what others have done before you. You will need to discuss the main theoretical concepts and the theoretical vocabulary that is central to your project.
6. *Your field:* describe where your research will take place (say townships in Post-Apartheid South Africa, Christian churches in North Sulawesi). Here you will need to discuss the relevant histories and ethnographies or other materials relevant to delineating the particular field of your research. You should demonstrate both a general knowledge of say, Post-Apartheid South Africa (which also means knowing something about Apartheid in SA), as well as township life, or in the other example provided above, you would need to show a familiarity of the ethnography and history of especially North Sulawesi (but also other parts of Indonesia) as well as Christianity

in Indonesia and the history of particular denominations. Your project may also be more or less directly related to issues of globalization (say Dutch missionization in North Sulawesi); in that case such a discussion of the relevant global forces and forms might form part of your field. In short, what the field is in any particular case relates to the particular research problem to be addressed.

7. *Methodology* including ethical issues: what kind of material will you need to address your research problem, what sources and methods will you use to obtain this material. Please motivate why these are the appropriate sources and methods to address your problem. What kinds of ethical issues does your particular research raise? Have you obtained the necessary research permits, access to archives, relevant affiliations etc. that will allow you to conduct your research? Please indicate in what ways you will protect the identity, privacy, and well-being of the human and/or non-human subjects who form part of and/or will be involved in your research.
8. *Research schedule*: how will you allocate your time during the research in the field. Include also plans for local dissemination (talks at local universities etc.).
9. *Risks and ethical implications* of the research.
10. *A bibliography of references* cited in the proposal.

Interim Field Report (month 20)

Please note that the Interim Field Report is intended as a short overview and reflection on research carried out thus far and should be approximately 6-10 pages in length (4.000 to 5.000 words).

- Name Candidate
- Promoter
- Fieldwork or research location(s)
- Description of research materials collected thus far on a month to month basis; lists of persons spoken to/interviewed; archives or other sites of information consulted; notable events and developments
- Problems encountered in the field: Difficulties obtaining access; language issues; research design issues; personal and/or traumatic issues
- Preliminary analysis of research materials: what themes appear to have emerged? In what ways do the main research questions need to be rethought? How well does the material connect with the proposed theoretical framework/concepts/vocabulary? What issues and topics demand further consideration? Provide a reassessment of the table of contents proposed earlier.
- Provide a schedule for the coming months

The Promotor sends a copy of report plus brief statement of approval to Director of Graduate Studies.

Research Progress Paper (month 32)

This paper is an updated and more elaborated version of the Interim Field Report. The focus should be on a reworking and fine-tuning of the main research questions and developing arguments of the dissertation, an evaluation of the theoretical framework, and a preliminary version of a more fleshed-out table of contents. Please note that the section on the theoretical framework constitutes an early version of the theoretical apparatus of the dissertation.

The table of contents is fleshed-out in the sense that, besides chapter titles and subtitles, it includes an overview of the contents of each individual chapter (theoretical and ethnographic).

This paper should be approximately 10-15 pages (max 10.000 words excluding bibliography).

Two Chapters (month 38)

Regarding this requirement, please see the above Outline of the PhD Trajectory

Dissertation (month 48)

On average a Leiden dissertation will be around 80.000 words. In principle, the dissertation should not exceed 100.000 words. On behalf of the Doctorate Board, the Dean may allow this limit to be exceeded at the written request of the supervisor. Before approving the manuscript as a dissertation, the supervisor assesses the submitted text with particular regard to the requirements stated under Articles 13 to 17 of the Leiden University Doctorate (PhD) regulations of 2018, (<https://www.staff.universiteitleiden.nl/binaries/content/assets/ul2staff/reglementen/onderzoek/promotiereglement/promotiereglement-2018-eng.pdf>), paying particular attention to the following points:

1. The importance of the topic;
2. The importance of the research question and the precision with which it is defined;
3. The academic standard of the structure, the analysis and the treatment of the material;
4. The derivation of new insights and views from the analysis;
5. The soundness of the methodology used for the analysis;
6. Evidence of a critical confrontation of the author's own conclusions with existing theories or views;
7. Evidence of a creative approach to the field of study treated in the manuscript;
8. The extent to which the manuscript is based on research independently conducted by the doctoral candidate or research to which he/she has made an essential contribution;
9. Demonstrated restraint, with regard to the scope of the text;
10. A balanced structure in the manuscript and clarity of style

Exit Meeting

This meeting takes place if the evaluation of the 8th month paper results in a termination of the PhD contract or simply when the contract with CA/DS expires. In the case of the former, the meeting will focus on practical matters. In the case of the conclusion of the contract, the Promotor will discuss future plans with the PhD Candidate. If the Reading Committee version of the PhD dissertation is not yet finished, the exit meeting will focus on realizing a finished version. Otherwise, the meeting may focus on exploring new research opportunities.

Additional PhD Training: Teaching and Pedagogy

The Institute regards the familiarization of PhD students with teaching and basic pedagogical skills as important, if the supervisor, PhD in question, and Director of Teaching agree that there is a useful opportunity for teaching. As members of the Graduate School of the Faculty of Social and Behavioral Sciences, PhD students spend a maximum of 10% of their appointment annually on teaching or teaching-related activities (see below). In practice, teaching is concentrated over a period of three years of a four-year PhD appointment since most students will spend approximately the equivalent of one year conducting the primary research for their doctoral degree. Consequently, teaching and teaching-related activities tend to be carried out in the first, third, and fourth year of the four-year PhD trajectory. This means spread over a period of three years, teaching and related activities should take up no more than 10% of a PhD's time.

The general training in teaching and pedagogy involves different forms of instruction. These include running and supervising work groups within the first year BA academic skills course, the second-year research methods and fieldwork training course, and the supervision of BA theses. During the course of their four-year appointment, PhD students should also be offered the opportunity to give guest lectures. As part of the above mentioned 10% (max), PhDs may do co-teaching in courses that bear a significant connection to the topic of their dissertation. In this capacity, they may also assist the instructor in grading assignments and exams. Another context in which PhDs may be assigned is in the context of larger research projects that are directly linked to the Institute. Finally, PhDs may be assigned administrative and organizational tasks as, for instance, co-organizers of the Institute's staff seminar, the annual PhD Conference, master classes or similar venues or they may serve as members of committees such as the Research Committee or on search and/or awards committees of the Institute and Faculty.

The allocation of specific teaching and administrative assignments to individual PhDs is the task of the Director of Graduate Studies in consultation with the Director of Teaching. In no case should teaching assignments be arranged between a promotor and his or her PhD student.

Expectations attached to the role of the PhD candidate include:

- Maintaining cordial relationships with promotor and co-promotor(s)
- Gaining approval from the promotor concerning any deviations from the PhD Trajectory Plan
- Answering promotor, co-promotors, and Director of Graduate Studies queries in a timely way, and in any case within one week
- Should the candidate wish to change (co-)promotor after the first year a request must be made in the form of a written motivation and addressed to the Director of Graduate Studies.
- If the candidate is doing the PhD on top of a job in a professional capacity, then a realistic schedule for the work can be devised (arranged, for instance, as a part-time activity) on condition that the trajectory to promotion is clear and realistic.

Expectations attached to the role of promotor include:

- Being a full professor or UHD with *ius promovendi*. A UHD with *ius promovendi* must have a full professor as mede-promotor.
- Approving PhD Trajectory Plan, Interim Field Report, and Research Progress Paper before sending them on the Monitoring and Assessment Committee
- Can though not need be the daily supervisor. The daily supervisor is in charge of the overall supervision of the PhD candidate and closely follows the PhD trajectory until promotion and makes sure the PhD meets the n-th month milestones. The daily supervisor sees to it that the doctoral research is conducted according to the Leiden University code of conduct on academic practice and according to the code of conduct and/or the professional code that applies to professional conduct in our academic field. The daily supervisor assists the PhD candidate in finding additional funding for expensive research; choosing peer-reviewed journals in which to publish research materials; and advises on career development, conference attendance, and post-doc plans
- If also the daily supervisor, then should meet the candidate at least once every 4 weeks
- If not the daily supervisor, promotor meets with the candidate once every 8 weeks
- Maintains a cordial and supportive relationship with the candidate
- Should, in exceptional cases, the promotor wish to discontinue working with a PhD candidate after the first year, s/he must make the request in the form of a written motivation to the Director of Graduate Studies
- Reading submitted material in a timely fashion, depending on the number of chapters submitted (indication: 25 pages = 2 weeks, etc.)
- Contacting appropriate co-promotors and/or third committee members
- Informing the Director of Graduate Studies of possible problems/issues with the candidate and/or research

Expectations attached to the role of co-promotor(s) include:

- Can though need not be the daily supervisor
- If daily supervisor, meeting the candidate at least once every 4 weeks
- If not the daily supervisor, meeting the candidate at least once every 8 weeks
- Maintaining a cordial and supportive relationship with the candidate
- Being committed to reading submitted material in a timely fashion, depending on the number of chapters submitted (indication: 25 pages = 2 weeks, etc.)
- The daily supervisor is in charge of the overall supervision of the PhD candidate and closely follows the PhD trajectory until promotion and makes sure the PhD meets the n-th month milestones.

- The daily supervisor sees to it that the doctoral research is conducted according to the Leiden University code of conduct on academic practice and according to the code of conduct and/or the professional code that applies to professional conduct in our academic field. The daily supervisor assists the PhD candidate in finding additional funding for expensive research; choosing peer-reviewed journals in which to publish research materials; and advises on career development, conference attendance, and post-doc plans
- Keeping the promotor informed of what has been discussed and of any problems encountered
- Will be considered part of the Reading Committee in the final phase of the PhD trajectory

Expectations attached to the role of the third reader include:

- Reading and providing an evaluation of the papers in the n-th month system using the designated assessment form.

Expectations attached to the role of Director of Graduate Studies:

- Acts as general guardian of the PhD's progress
- Coordinates and is in charge of the PhD training program
- Monitors the research progress made including keeping track of the n-th month system for each individual PhD
- Participates in annual consultations between promotor and PhD candidate if requested to do so by either party or in those cases where there are issues regarding the supervision and/or quality of the research output/academic writing or other matters
- Informs the Scientific Director of any delays, problems, or disagreements and ask the Scientific Director to intervene directly if deemed necessary.