

### Timetable of PhD Programme (Version January 2025)

The following timetable shows the steps in the formal procedure leading to the public defence of a PhD dissertation at the Faculty of Social and Behavioural Sciences. It is based on the [Leiden University PhD Regulations 2024](#). The column “Status LUCRIS (Converis)” shows the corresponding status of the PhD project as it can be found in the Graduate School Management module of [LUCRIS](#).

Actions taking place outside LUCRIS GSM are coloured **orange** in this overview!

#### V.1 Application and admission

| When                                  | Who           | Action   | Status LUCRIS (Converis) |
|---------------------------------------|---------------|--|--------------------------|
| Before the start of the PhD programme | PhD candidate | 1a <b>Application and <a href="#">admission</a> procedure for PhD candidates with employee status:</b> The PhD candidate applies for a <a href="#">vacancy for an internally funded PhD position</a> and sends an application letter with curriculum vitae to the correct address before the deadline. When applying for the position, always state the vacancy number. (Internally funded PhD candidates only: proceed to step 3.)  |                          |
|                                       | PhD candidate | 1b <b>Application procedure for contract PhD candidates, external PhD candidates, and members of staff working on a PhD:</b> The PhD candidate discusses the field of the intended research with the staff member most suited to this area and explores the possibility of a professor (or associate professor) acting as supervisor ( <a href="#">overview FSW full professors</a> ). The PhD candidate secures sufficient funds to carry out the research and to cover costs of living and coursework, for example by applying for <a href="#">grants/scholarships</a> . Candidates for the <b>CSC-Leiden University joint scholarship programme</b> need to be (conditionally) admitted to the Graduate School before the deadline for the grant application. See <a href="#">CSC scholarship programme</a> . <b>Applicants for Psychology only:</b> before you can be admitted to the Graduate School, you must draw up a Training and Supervision Plan together with your supervisor. For detailed information check the website of the <a href="#">Research Committee</a> of the Institute. <b>Applicants for CA-DS only:</b> before you can be admitted to the Graduate School, you must draw up a research proposal together with your supervisor, which they then submits to the Research Director for approval. For more information check the <a href="#">CA-DS PhD Training and Supervision Protocol</a> . |                          |
|                                       | Supervisor    | 2 The professor (or associate professor) who has been approached to act as supervisor sends the PhD candidate written confirmation of his/her consent  |                          |

|  |                                  |   |   |  |
|--|----------------------------------|---|---|--|
|  |                                  |   | or refusal to act as supervisor. The professor (or associate professor) informs the Graduate School Office ( <a href="mailto:GS-office@FSW.leidenuniv.nl">GS-office@FSW.leidenuniv.nl</a> ) in writing of his/her consent or refusal.   |  |
|  | PhD candidate                    | 3 | <p>Once accepted by the proposed supervisor, the PhD candidate contacts the Graduate School Office (GSO) (<a href="mailto:GS-office@FSW.leidenuniv.nl">mailto:GS-office@FSW.leidenuniv.nl</a>) and will receive an email with the application process. The candidate fills in an application form in LUCRIS GSM (see LUCRIS GSM '<a href="#">The applicant's manual</a>'). The request should include certified copies of the certificates which prove that the academic requirements, as referred to in Article 3 of the <a href="#">PhD Regulations</a>, have been met (see also <a href="#">admission</a>).</p> <ul style="list-style-type: none"> <li>• Prospective PhD candidates whose master's diploma is not certified by <a href="#">DUO</a> (<i>Dienst Uitvoering Onderwijs</i>) (in Dutch) must present the relevant certificates (original version) to the Graduate School Office in person after filling in the application.</li> <li>• PhD candidates with a master's degree from Leiden University exempt from this rule.</li> <li>• PhD candidates who do not meet the legal prior education requirements apply to the Dean for formal exemption from these requirements. To this end, they must submit <a href="#">Appendix A</a>, together with the appendices indicated in Article 4.2 of the <a href="#">PhD Regulations</a>, to the Graduate School (<a href="mailto:GS-office@fsw.leidenuniv.nl">GS-office@fsw.leidenuniv.nl</a>).</li> </ul> <p>At the <a href="#">ASCL</a>, all administrative work is carried out by Maaïke Westra (<a href="mailto:m.a.westra@asc.leidenuniv.nl">m.a.westra@asc.leidenuniv.nl</a>). The same holds for Inge Bork (<a href="mailto:bork@iclon.leidenuniv.nl">bork@iclon.leidenuniv.nl</a>) concerning PhD candidates of the <a href="#">ICLON</a>.</p> | Draft  |
|  | Graduate School Office(GSO)      | 4 | The GSO verifies the information registered. The applicant is notified via LUCRIS GSM.  | Registered, Application confirmed                                      |
|  | GSO                              | 5 | The GSO prepares the PhD admission and checks that the prior degrees meet the educational requirements.   | Under registration, For check of diploma by GSO, For completion by GSO |
|  | Academic Director (WD), key user | 6 | The Academic Director (WD) approves / rejects the admission (probably assisted by the key user of the institute).   | For approval by Academic Director                                      |
|  | Dean                             | 7 | The Dean approves / rejects the admission.  | For approval by Dean   |

|  |          |   |  |  |
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|  | GSO, P&O | 8 | Secretary of the Institute registers the PhD candidate in Service Portal/SAP.<br>The GSO links the PhD admission to the PhD candidate's SAP personal record and verifies that the PhD type has been classified properly.<br>After finalizing the registration in SAP we can formalize the LUCRIS GSM registration. | For check of registration in SAP,<br>Formalized,<br>Under registration |
|--|----------|---|--|--|

## V.2 During the PhD programme

| When  | Who           | Action | Status LUCRIS (Converis)   |                                  |
|---|---------------|--------|--|----------------------------------|
| Within three months.<br>For external PhD candidates:<br>within six months after the start of the contract | Supervisor    | 9      | Within three months of the start of the PhD programme, the supervisor draws up a <a href="#">training and supervision plan (OBP)</a> in consultation with the PhD candidate. To external PhD candidates, a period of six months after admission to the Graduate School applies. Supervisors are asked to use the OBP format of their Institute.<br>Psychology only: The by the Research Committee approved OPB needs to be uploaded.   | For upload of OBP by PhD student |
|   | PhD candidate | 10     | The PhD candidate uploads the Training and Supervision Plan with all required signatures in LUCRIS GSM.<br><b>When finished</b> , click 'Save & Close' and set the status to 'For approval of OBP by GSO(Dean)'. Click 'Done' to exit.   |                                  |
|   | GSO /Dean     | 11     | The GSO approves/rejects the Training and Supervision Plan.<br><b>Supervisors in Psychology:</b> Before the Training and Supervision Plan can be approved, it has to be sent to the <a href="#">Research Committee</a> .<br><b>Supervisors in CA-DS:</b> Before approval, the Training and Supervision Plan has to be sent to the Institute Board ( <a href="mailto:a.samuels@fsw.leidenuniv.nl">a.samuels@fsw.leidenuniv.nl</a> ).  |                                  |
| Annually  | Supervisor    | 12     | Each year, the supervisor plans a <a href="#">GROW interviews (GROW-gesprek)</a> with the PhD candidate.<br>The supervisor reports on these meetings for contract and external PhD candidates in LUCRIS GSM.<br>For PhD candidates with employee status, these meetings will automatically be registered in SAP and do not have to be registered in LUCRIS GSM.<br>First year: A go/no-go meeting is included. The decision does not come as a surprise! Decision needs to be reasoned and written down.<br><a href="#">PhD candidates from CA-DS</a> have to write an 8-month paper in addition, summarising their results so far. This paper has to be approved by a reading committee using the <a href="#">assessment form</a> . Fieldwork | Ongoing                          |

|                          |                       |    |  |  |
|--------------------------|-----------------------|----|--|--|
|                          |                       |    | may not start until this paper has been approved (check also the <a href="#">CA-DS PhD Training and Supervision Protocol</a> ).  |  |
|                          | PhD candidate         | 13 | Each year, PhD candidates with employee status and contract PhD candidates have a <a href="#">review or monitoring meeting</a> with an independent member of staff and report on this meeting in LUCRIS GSM. External PhD candidates have a monitoring meeting every second year.  |  |
| During the PhD programme | PhD candidate         | 14 | The PhD candidate registers <a href="#">courses on academic activities and transferable skills</a> in LUCRIS GSM. Transferable skills courses that are organised by HRM will automatically be registered in LUCRIS GSM.  |  |
|                          | PhD candidate         | 15 | The PhD candidate writes a dissertation, the nature, content, and scope of which must comply with Art. 13 and 16-21 of the <a href="#">PhD Regulations</a> .   |  |
|                          | PhD candidate/<br>GSO | 16 | When the PhD candidate is ready to proceed to the graduation formalities, they request the start of the graduation formalities in LUCRIS GSM. Do check the title of the dissertation and if all your academic activities and transferable skills are uploaded.<br><b>To do so</b> , open your 'Supervision plan', click 'Save & Close' and change the status to 'Request for start of graduation formalities'. <b>Note: remember to check with your supervisors first!</b><br>The GSO checks if the PhD candidate meets the requirements to start with the new phase. If so, the candidate will be notified. | Request for start of graduation formalities, Start of graduation formalities approved by GSO |

## V.3 Dissertation manuscript

| When   | Who           | Action | Status LUCRIS (Converis)  |
|--|---------------|--------|---|
| <b>Please include in your planning/timeline that every approval by Dean or GSO can take up to two weeks.</b> |               |        |   |
|  | PhD candidate | 17     | The PhD candidate submits the manuscript of the dissertation to the (co-)supervisors for approval.  |
| As soon as possible after step 17  | Supervisor    | 18     | The (co-)supervisors read the manuscript or chapters submitted and may suggest additions and/or alterations after conferring with the PhD candidate and any other persons involved in the PhD track (see <a href="#">PhD Regulations</a> , Art. 13).  |
|  | PhD candidate | 19     | The PhD candidate incorporates the agreed alterations in the manuscript and submits the manuscript as a whole to the (co-)supervisors for approval.   |
| Within six weeks after the PhD candidate submitted the manuscript to the supervisor                          | Supervisor    | 20     | After assessing the scientific content of the submitted manuscript ( <a href="#">PhD Regulations</a> , Art. 13), the supervisor sends the manuscript to the Graduate School Office (GSO).   |
|  | GSO           | 21     | The GSO offers support to the supervisor by scanning the manuscript via the available plagiarism detection tool (iThenticate, Art.13.1). The outcome is uploaded in LUCRIS GSM.   |
|  | Supervisor    | 22     | The supervisor evaluates the outcome of the plagiarism check in LUCRIS GSM. If the supervisor has verified that the manuscript contains no form of plagiarism and that it also meets the applicable code of conduct for academic practice in all other respects, they confirms approval in LUCRIS GSM.<br><b>Go to the 'Manuscript and composition of Doctorate Committee' tab, scroll down to 'Approval of manuscript' and select the desired option. When finished, click 'Save &amp; Close'.</b> |
| As soon as possible after step 22  | PhD candidate | 23     | The PhD candidate submits the propositions (in line with the <a href="#">PhD Regulations</a> , Art. 15) to the (co-)supervisors via e-mail.   |

## V.4 Doctorate Committee

| When   | Who                         | Action  | Status LUCRIS (Converis)  |
|--|-----------------------------|---|---|
| As soon as possible after approval of the manuscript | Supervisor, key user        | 24 The supervisor submits a proposal for the composition of the <a href="#">Doctorate Committee</a> and the Secretary of the committee in LUCRIS GSM. Prior to submitting this proposal, the supervisor ascertains that the persons involved are prepared to act as members of the Doctorate Committee. The key user assists the supervisor with registering the members of the committee in LUCRIS GSM and checks the composition. The committee must meet the requirements as stated in Article 23 of the <a href="#">PhD Regulations</a> .<br><i>Go to the 'Manuscript and composition of Doctorate Committee' tab, scroll down and register the members under 'Doctorate Committee members'. When finished, click 'Save &amp; Close' and set the status 'Doctorate Committee to be checked by GSO'.</i> | Approval of manuscript and composition of Doctorate Committee by supervisor |
|  | GSO                         | 25 The GSO checks the composition of the <a href="#">Doctorate Committee</a> .  | Doctorate Committee to be checked by GSO                                    |
| Within 3 weeks after approval of the manuscript      | Dean                        | 26 The Dean approves/rejects the composition of the Doctorate Committee in LUCRIS GSM. The supervisor, the Doctorate Committee's Secretary and the beadle are notified via LUCRIS GSM.  | For approval of Doctorate Committee by Dean                                 |
| As soon as the Doctorate Committee is appointed      | GSO                         | 27 The GSO distributes copies of the dissertation, enclosing information about the evaluation process, to the members of the Doctorate Committee, unless the Secretary of the Committee does not wish to be assisted by the Graduate School Office in doing so. At the Institute of Education and Child Studies, Esther Peelen carries out this task. At the ASCL, Maaïke Westra carries out this task. The same holds for Ben Smit concerning PhD candidates of the ICLON.   | Assessment by Doctorate Committee   |
| Within 6 weeks of receipt of the manuscript          | Members Doctorate Committee | 28 Each member of the Doctorate Committee may send suggestions for modifications to the Secretary and informs the Secretary in writing whether the manuscript meets the requirements set out in Art. 13.2 of the <a href="#">PhD Regulations</a> and if, in their opinion, the PhD candidate may proceed to the defence of their dissertation (Art. 24.1-7 of the <a href="#">PhD Regulations</a> ). The Chair does not have to respond to the Secretary. The Secretary will receive a reminder/notification from LUCRIS GSM to upload the appraisals.  |   |

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|--|--|----|--|--|
|  | Doctorate Committee's Secretary  | 29 | The Secretary sends all assessments to the members of the Doctorate Committee (incl. the Chair) and ascertains whether it is necessary for the Doctorate Committee to meet. If a meeting is requested, the (co-) supervisors do not attend. The decision of the Committee to allow the candidate to defend his/her dissertation is reached by a majority vote (Art. 24 of the <a href="#">PhD Regulations</a> ). The Secretary registers the assessment by the Doctorate Committee in LUCRIS GSM and uploads the committee members' appraisals,<br><b>And set the status to <i>For approval of the Dean</i>.</b> |  |
|  | Supervisor/ Member of the Doctorate Committee/ Doctorate Committee's Secretary | 30 | If applicable, one of the members of the Doctorate Committee or the supervisor starts the procedure ( <a href="#">Appendix D</a> ) to award the doctorate the predicate 'cum laude' (with distinction). The rules relating to the award of a doctorate 'cum laude' are set out in Art. 32 of the <a href="#">PhD Regulations</a> . The Secretary or supervisor registers a cum laude proposal in LUCRIS GSM. The uploaded proposal is not visible to the PhD candidate.  |  |

#### V.5 Official admission to the public defence

| When   | Who  | Action   | Status LUCRIS (Converis)                 |
|--|------|--|--|
| <b>Please include in your planning/timeline that every approval by Dean or GSO can take up to two weeks.</b> |      |  |  |
| As soon as possible after step 30  | Dean | 31<br>The Dean confirms that the PhD candidate may defend their dissertation.<br>**Approval takes at least two weeks   | For admittance to public defence by Dean |
|  | GSO  | 32<br>The Graduate School Office creates and uploads the Appendix C letter. The letter is sent to the PhD candidate and the office of the beadle.<br>**Takes five working days | Confirmation letter by GSO               |

## V.6 The dissertation

| When   | Who           | Action   | Status LUCRIS (Converis)   |
|--|---------------|--|--|
| <b>Please include in your planning/timeline that every approval by Dean or GSO can take up to two weeks.</b> |               |  |  |
| As soon as possible after step 32  | PhD candidate | 33<br>1. completes the 'Beadle's webform.<br><b>Go to 'Graduation formalities', then click on the tab 'More' and then 'Admission to public defence'. Scroll down to 'Beadle's webform', fill out the application form and click 'Submit'.</b><br>2. After this the PhD candidate receives an email from the beadle's office to set a date and time for the public defence.<br>3. Informs the Graduate School Office ( <a href="mailto:GS-Office@fsw.leidenuniv.nl">GS-Office@fsw.leidenuniv.nl</a> ) about the date and time for the defence.  | For upload of non-scientific parts and propositions by PhD student |
|  | PhD candidate | 34<br>The PhD candidate send by email the <a href="#">non-scientific parts of the dissertation</a> (Art. 19) and the propositions (Art. 15) to the Graduate School for a check.<br><b>**At least 10 weeks before the date of promotion ceremony</b>  |  |
|  | PhD candidate | 35<br>PhD candidate registers the chosen defence date in LUCRIS GSM.   |  |
|  | PhD candidate | 36<br>The GSO checks the non-scientific parts of the dissertation and the propositions.<br><b>**The GSO needs five working days to review the documents and another five if adjustments are required.</b>  |  |
|  | GSO           | 37<br>After approval the PhD candidate uploads the <a href="#">non-scientific parts of the dissertation</a> (Art. 19) and the propositions (Art. 15).<br><b>Go to 'Graduation formalities', click 'Edit', then click on the tab 'More' and then 'Dissertation'. Fill in the final title of the dissertation and upload the non-scientific part and the propositions. Click 'Save&amp; Close' and select the status 'Non-scientific parts and propositions to be checked by GSO' and click 'Done'.</b><br><b>Note that the propositions and the non-scientific part need to be approved by the Dean before they may be printed and distributed.</b> | Non-scientific parts and propositions to be checked by GSO         |
|  | Supervisor    | 38<br>The supervisor approves/rejects the propositions.<br><b>Go to 'Graduation formalities', click 'Edit', then click on the tab 'More' in 'Graduation formalities', then click on the tab 'Dissertation', scroll down and click the desired option under 'Approval by supervisor'. Click 'Save &amp; Close', select the status 'For approval of non-scientific parts and propositions by Dean' and click 'Done'.</b>   | For approval of propositions by supervisor                         |



|      |               |    |  |   |
|------|---------------|----|--|---|
|      | Dean          | 39 | The Dean approves/rejects the non-scientific parts and the propositions.<br>The approval can take up to two weeks  | For approval of non-scientific parts and propositions by Dean |
|      | Beadle        | 40 | The beadle approves/rejects the title page of the dissertation.  | Title page to be approved by Beadle.                          |
|      | PhD candidate | 41 | The PhD candidate may print the dissertation.<br><b>**The printshop needs at least three weeks to print the dissertation</b>   |   |
|      | PhD candidate | 42 | The PhD candidate upload the definitive version of the dissertation in LUCRIS GSM for the University Library in digital format for inclusion in Scholarly Publications, and provide the university with a licence for non-exclusive publication of the dissertation in digital format, if necessary with a temporary embargo.<br>Please check the <a href="#">LUCRIS GSM researcher manual</a> .               |   |
|      | PhD candidate | 43 | The PhD candidate sends the digital copie to the GSO.<br><b>The GSO distributes digital copies</b> in pdf of the dissertation to the members of the Committee as soon as it is appointed.<br>At the Institute of Education and Child Studies, Esther Peelen carries out this task.<br>At the ASCL, Maaïke Westra carries out this task.<br>The same holds for Inge Bork concerning PhD candidates of the ICLON |   |
| TIP: | PhD candidate | 44 | To prevent misunderstandings, you can send an Outlook request to the members of your committee plus the support team with the date and time of your defence.   |   |

## V.7 The Examining Committee

| When   | Who                     | Action | Status LUCRIS (Converis)   |  |
|--|-------------------------|--------|--|--|
| <b>Please include in your planning/timeline that every approval by Dean or GSO can take up to two weeks.</b> |                         |        |  |  |
| As soon as possible after step 40  | Supervisor,<br>key user | 45     | The supervisor composes the <a href="#">Examining Committee</a> . The key user assists the supervisor with registering the members of the committee in LUCRIS GMS and checks the composition. The committee must meet the requirements as stated in Article 27 of the <a href="#">PhD Regulations</a> .<br><i>Go to 'Graduation formalities', click 'Edit', then click on the tab 'More' and then 'Examining Committee'. When finished, click 'Save &amp; Close', select the status 'Examining Committee to be checked by GSO' and click 'Done'.</i> | For composition of Examining Committee by supervisor |
|  | GSO                     | 46     | The GSO checks the composition of the Examining Committee.   | Examining Committee to be checked by GSO             |
|  | Dean                    | 47     | The Dean approves/rejects the composition of the Examining Committee.<br><b>**The approval may take up to two weeks</b>  | For approval of Examining Committee by Dean          |
| No later than 3 weeks before the date of the public defence  | PhD candidate/<br>GSO   | 48     | PhD candidate delivers a sufficient number of printed copies of the dissertation no later than three weeks before your PhD defence to: <ul style="list-style-type: none"> <li>• 2 copies to the Beadle office (including the propositions, inserted separately)</li> <li>• 1 copy to the GSO/Dean's office</li> <li>• 1 copy to each member of the Doctorate Committee and Examining Committee</li> <li>• 2 copies to <a href="#">the University Library</a></li> </ul>  |  |

## V.8 The public defence

| When           | Who  | Action |   | Status LUCRIS (Converis) |
|----------------|--|--------|---|--------------------------|
| Public defence | PhD candidate/                                     | 49     | The PhD will give a <a href="#">ten-minute lay talk</a> preceding their PHD defence. (no presence of the Supervisor and Examining committee)  | Hora est.                |
|                | PhD candidate<br>Supervisor<br>Examining Committee | 50     | The PhD candidate defends the dissertation in public in the presence of the Examining Committee.<br>The Examining Committee decides on the award of the doctorate ( <a href="#">PhD Regulations</a> , Art. 29). |                          |
|                | Beadle   | 51     | The beadle registers the outcome of the defence in Lucris GSM   | Formalised               |
|                | GSO  | 52     | The PhD will receive information about the <a href="#">PhD subsidy</a> .<br>(not for ICLON or ASCL candidates)  |                          |
|                | -  | 53     | The PhD research is formalised in LUCRIS GSM.   | Formalised               |