

# **A practical guide to your PhD track at FSW**

## **Handbook for PhD candidates**

**Graduate School of Social and Behavioural Sciences**

**Leiden University**

**2021**



**Universiteit  
Leiden**

Social and Behavioural Sciences

## Preface of the Dean

Welcome to the Graduate School of Social and Behavioural Sciences at Leiden University. Our Graduate School aims to provide a stimulating environment for conducting PhD research at an internationally competitive level within one of the excellent research programmes offered by its institutes. Each year very talented Dutch and foreign junior scientists seize the opportunity to conduct their research within our premises. Our Graduate School strives to build a community of independent scholars, keen on doing groundbreaking research and trained to become innovative teachers and leaders.

Our research is rooted in society and aims to deliver relevant societal contributions for an increasingly safe, healthy, sustainable, prosperous and fair world. We greatly value the scientific and social importance of the research our PhD candidates perform, and ultimately support them to reach their goals.

With the publication of this guide we hope to serve the needs of all prospective and current PhD candidates of our Faculty so that they get the orientation they need and can devote their time and efforts on their PhD research. We hope that all PhD candidates at FSW feel supported by the Graduate School and enjoy working in the competitive, yet collaborative, environment of our Faculty!

Prof. dr. Paul Wouters, Dean of the FSW Graduate School

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## Introduction

A warm welcome to all PhD candidates at the Graduate School of Social and Behavioural Sciences!

This booklet provides PhD candidates with detailed information about the most relevant issues such as the content and structure of the PhD programme, the defence procedure, administrative matters and contact persons. It provides guidelines with respect to the responsibilities of all parties involved in the successful completion of the PhD project and serves to ensure that the PhD training and supervision is in line with the [Leiden University PhD Regulations 2021](#).

This handbook applies to all PhD candidates supervised by a professor of the Faculty of Social and Behavioural Sciences (FSW), with a PhD graduation planned at FSW. The institutes belonging to FSW are the Institute of Cultural Anthropology and Development Sociology (CA-DS), the Institute of Education and Child Studies, the Institute of Political Science, the Institute of Psychology and the Centre for Science and Technology Studies. This handbook also applies to PhD candidates of the African Studies Centre Leiden (ASCL) and the ICLON whose supervisor has an affiliation with FSW. Differing regulations that apply to these PhD candidates are indicated in the text.

PhD candidates supervised by a FSW staff member but preparing a PhD thesis to be defended at another faculty or university are not covered by this handbook; they are bound by the regulations of the faculty or university concerned.

We wish all PhD candidates success with their research and an inspiring time at FSW!

Cordula Burtscher, FSW Graduate School Officer

## I How does it work? Content and structure of the PhD programme

### I.1 Types of PhD candidates

In accordance with the [VSNU classification](#), the Graduate School of FSW distinguishes four types of PhD candidates:

1. PhD candidates with employee status (*werknemerpromovendi*) are appointed at FSW specifically to do PhD research. They are supervised by (a) member(s) of the Faculty staff and have an obligation to FSW to graduate. Application to a paid position occurs in response to a [vacancy](#) advertised by the University. The initial contract is for one year. Within that period, a progress review is carried out to decide whether the contract will be extended for a maximum of three more years (full-time PhD programme). A part-time contract may also be longer.
2. Members of staff working on a PhD (*promoverende medewerkers*) have a paid position at FSW. They are not appointed to do PhD research, but have decided to do a PhD thesis. They are supervised by (a) member(s) of the Faculty staff. For members of staff working on a PhD the same rules apply as for PhD candidates with employee status but they are registered as external PhD candidates in SAP.
3. Contract PhD candidates (*contract-/beurspromovendi*) do not have an employment contract with Leiden University, but are funded by a scholarship, or are granted a salary and/or time by their external employer. Contract PhD candidates are supervised by (a) member(s) of the Faculty staff and have an obligation towards the grant supplier to graduate. The PhD graduation is planned at Leiden University. PhD candidates who are applying for a personal research grant elsewhere and wish to carry out research at FSW must first find a professor at FSW who is willing to supervise them. For further information see [“Timetable PhD programme”](#), [“How to find a supervisor”](#) and [“Admission to the Graduate School”](#). Contract PhD candidates of [CA-DS](#) are obliged to pay bench fees.
4. External PhD candidates (*buitenpromovendi*) are not appointed at the Faculty but work on a PhD thesis with their own funding. They are supervised by (a) member(s) of the Faculty but have no obligation to graduate. The PhD graduation is planned at Leiden University. PhD candidates who wish to carry out research at FSW first have to find a professor at FSW who is willing to supervise them. For further information see [“Timetable PhD programme”](#), [“How to find a supervisor”](#) and [“Admission to the Graduate School”](#). External PhD candidates can unfortunately not be guaranteed an individual work space in the Faculty. At [CA-DS](#), external PhD candidates are obliged to pay bench fees.

Please note that the Institute of Cultural Anthropology and Development Sociology and the Institute of Political Science distinguish between only two types of PhD candidates:

- internally funded PhD candidates or PhD candidates with employee status (‘internal’ PhD candidates, i.e. category 1 and 2 above), and
- PhD candidates without internal funding (‘external’ PhD candidates, i.e. category 3 and 4 above).

### **I.2 Application to a vacancy (PhD candidates with employee status only)**

Prospective PhD candidates who wish to conduct PhD research with a graduation planned at FSW can apply to a [vacancy for an internal-funded PhD position](#). Applicants are required to send an application letter and curriculum vitae to the correct address before the deadline. When applying for a position, candidates should mention the vacancy number. If their application is successful and once they have been accepted by a supervisor, they have to be admitted to the Graduate School (see [Admission to the Graduate School](#)).

### **I.3 How to find a supervisor (contract and external PhD candidates only)**

The first step for a prospective PhD candidate, with the exception of those who have been offered a paid position at FSW, is to find a supervisor. Finding the right supervisor is a key element in the process of obtaining a doctorate. Within the FSW Graduate School, PhD research can be conducted in a wide range of subjects across the Social and Behavioural Sciences, with [4 distinct PhD programmes](#) offered by the Institutes. Prospective supervisors can be found by searching the research areas of academic staff members on each Institute's website:

[Centre for Science and Technology Studies \(CWTS\)](#)

[Cultural Anthropology and Developmental Sociology](#)

[Education and Child Studies](#)

[Political Science](#)

[Psychology](#)

More information on the [ASCL](#) and the [ICLON](#) can be found on the websites of these institutes.

Prospective PhD candidates should send an e-mail including their C.V. and research proposal to the staff member they would like to be their supervisor.

### **I.4 Composition of the supervision team**

As a rule, a PhD supervision team consists of two or three supervisors. All must hold a doctorate and at least one must have the *ius promovendi* (the right to award a PhD) at Leiden University. All full professors have the *ius promovendi* by virtue of their position. An associate professor (UHD) has the *ius promovendi* if the Doctorate Board has granted it to him/her individually. If an associate professor has been appointed first supervisor (*promotor*), a second supervisor (*tweede promotor*) must be appointed who is a full professor. Supervision can involve scholars from different institutes, faculties, and universities. The (associate) professor who has been approached to act as first supervisor (*promotor*) has to send the PhD candidate a written confirmation of his/her consent to act as supervisor before any further steps can be taken.

If, in the course of the PhD track, one of the supervisors is no longer able or willing to act as supervisor, the first supervisor has to send a letter to the dean, stating the reasons and proposing a new supervisor.

### I.5 Admission to the Graduate School

All PhD candidates whose first supervisor (*promotor*) is professor of FSW must be admitted to the Graduate School of FSW. To register PhD candidates are asked to send an e-mail to the Graduate School Office (GSO) ([admissionoffice@FSW.leidenuniv.nl](mailto:admissionoffice@FSW.leidenuniv.nl)). On admitting a PhD candidate, the Graduate School Office checks that the academic requirements referred to in Article 3 of the [PhD Regulations](#) have been met. To be eligible for admission, PhD candidates must have been awarded a master's degree from a Dutch university or an equivalent master's degree from another institution, and must have written a master's thesis.

Prospective PhD candidates of the [ASCL](#) are asked to contact Ms. Maaïke Westra ([m.a.westra@asc.leidenuniv.nl](mailto:m.a.westra@asc.leidenuniv.nl)). The admission to the [ICLON](#) is handled by Mr. Ben Smit ([smit@iclon.leidenuniv.nl](mailto:smit@iclon.leidenuniv.nl)). Ms. Maaïke Westra and Mr. Ben Smit carry out all administrative work concerning the PhD candidates of the ASCL resp. ICLON.

#### Certificates

Prospective PhD candidates whose master's diploma is not certified by [DUO](#) (*Dienst Uitvoering Onderwijs*) (in Dutch) must present the relevant certificates (original version) to the Graduate School Office in person after filling in the application. PhD candidates with a master's degree from Leiden University exempt from this rule.

PhD candidates who do not meet the legal prior education requirements must request exemption from these requirements from the Dean. To request exemption, the prospective PhD candidate must submit [Appendix A](#) to the Graduate School Office ([admissionoffice@FSW.leidenuniv.nl](mailto:admissionoffice@FSW.leidenuniv.nl)), together with the appendices indicated in Article 4.2 of the [PhD Regulations](#). The admission of PhD candidates who do not meet the legal prior education requirements is only approved by the Dean in exceptional cases.

#### Research proposal for contract and external PhD candidates

On applying for a PhD position, prospective contract and external PhD candidates must send a research proposal to the staff member they would like to be their supervisor. In addition, the following rules apply:

Applicants for Psychology only: before you can be admitted to the Graduate School, you draw up a Training and Supervision Plan together with your supervisor. For detailed information check the website of the [Research Committee](#) of the Institute of Psychology.

Applicants for CA-DS only: before you can be admitted to the Graduate School, you draw up a research proposal together with your supervisor, which he or she must then submit to the Research Director. For more information check [here](#).

#### Proficiency in English

Prospective PhD candidates are obliged to demonstrate their proficiency in English by means of an IELTS or TOEFL test. The certificates must be recent (not older than two years).

Minimum scores are:

- IELTS 7.0
- TOEFL internet based 100.

The obligation to demonstrate proficiency in English does not hold for PhD candidates who hold a master's degree from a Dutch university, a bachelor's or master's degree from an English-speaking country or an English-speaking master's degree from a foreign university.



**Funding**

Contract and external PhD candidates must secure sufficient funding to carry out the research and to cover costs of living and coursework, for example by applying for a [grant or scholarship](#).

**Applicants for PhD scholarships (e.g., CSC scholarships)**

Some scholarship suppliers require candidates to be enrolled at the Graduate School by the time they apply for a grant. This holds for China Scholarship Council (CSC) scholarships. Candidates for the CSC-Leiden University joint scholarship programme must be (conditionally) admitted to the Graduate School before the deadline for the grant application. See [CSC scholarship programme](#) for more information, as well as the regulations applying to [applicants for Psychology](#).

The request for admission to the Graduate School has to be handed in to the Graduate School at least two weeks before the deadline for the grant application. For applicants for Psychology, the deadline for registration at the Graduate School and for submitting the Training and Supervision Plan to the Research Committee is seven weeks before the deadline for the grant application (usually second week of January).

**Application via LUCRIS (Converis)**

The Graduate School Office will provide prospective PhD candidates with an application account for the LUCRIS Graduate School Management module (Converis) and will ask them to fill in the application form.

**I.6 Leiden University PhD Introductory Meeting**

Leiden University organises a [PhD Introductory Meeting](#) which is compulsory for new PhD candidates with employee status and new contract PhD candidates. The purpose of the meeting is to ensure that new PhD candidates are fully informed about all issues relevant to their PhD track. PhD candidates are recommended to attend this meeting within the first 2-3 months after registration. They will receive a personal invitation and can sign up via Self Service. External PhD candidates are welcome to join this meeting as well. Participation is free of charge.

In addition, PhD candidates can get general information in the [online introduction module for PhD candidates](#) from HRM Learning and Development.

**I.7 Duration of the PhD programme**

A full-time PhD programme takes 3 or 4 years. With the permission of their supervisor, PhD candidates with employee status may also follow a part-time PhD programme (4 days a week) which takes 5 years.

**I.8 Training and Supervision Plan (OBP)**

Within three months of the start of the PhD project, the supervisor draws up a Training and Supervision Plan (*opleidings- en begeleidingsplan*, OBP) in consultation with the PhD candidate and the other members of the supervision team. To external PhD candidates, a period of six months after admission to the Graduate School applies. Both parties shall endeavour to comply with the agreements established in the Training and Supervision Plan. Among other issues, the Training and

Supervision Plan documents the division of responsibilities between the different supervisors. All PhD candidates have at least one second supervisor or a co-supervisor, alongside the first supervisor. The PhD candidate uploads the Training and Supervision Plan to [LUCRIS \(Converis\)](#). Once the plan has been uploaded, the supervisor must approve it or request revision via LUCRIS (Converis). For further information, please consult the [LUCRIS \(Converis\) guidelines](#).

A Training and Supervision Plan is compulsory for all types of PhD candidates.

#### **Institute of CA-DS**

The Training and Supervision Plan must be sent to the Institute Board ([m.j.spierenburg@fsw.leidenuniv.nl](mailto:m.j.spierenburg@fsw.leidenuniv.nl)) before it can be approved by the supervisor. For more information check the [PhD Training and Supervision Protocol](#).

#### **Institute of Psychology**

In addition to the PhD candidate uploading the Training and Supervision Plan in LUCRIS (Converis), the supervisor must submit it for evaluation by the Psychology Research Committee. Once approval has been obtained, the PhD candidate must upload the letter of approval from the Research Committee, together with the final version of the Training and Supervision Plan, which must then be approved by the supervisor in LUCRIS (Converis) (see also [website of the Psychology Research Committee](#)).

### **I.9 The Dissertation**

The dissertation describes research conducted independently by the PhD candidate or research to which the candidate has made an essential contribution. It must be written in either Dutch or English, or, with the permission of the Doctorate Board, in another language. The title and the summary of the contents must be in both Dutch and English. The dissertation must be in line with the nature, content, and scope as stated in Art. 12 and 15-19 of the [PhD Regulations](#).

### **I.10 The joint dissertation**

In the case of joint research by two or more PhD candidates, the results of the research may lead to a joint dissertation, provided that each of the authors has made an independent, demarcated contribution that is considered sufficient for obtaining a PhD degree. Each of the authors bears separate responsibility and defends the dissertation separately. For detailed information about a joint dissertation, see the [PhD Regulations](#), Art. 16 and Art. 25.2.

### **I.11 Joint doctoral degree and co-tutelle**

Leiden University offers the possibility of a joint doctoral degree or a co-tutelle agreement for PhD candidates who want to conduct PhD research at two or more universities.

#### **Joint doctoral degree**

A joint doctoral degree is awarded when

- a) two or more institutions are responsible for a PhD candidate's research;

- b) a 'joint doctoral degree agreement' has been signed before the start of the research; and
- c) it has been agreed that the defence will lead to one diploma with two insignia.

Jointly supervised PhD research should comply with the Doctoral Regulations enforced at each of the partner institutions. By including mutual obligations and responsibilities in a formal "joint doctoral degree agreement", the institutions involved clearly define the division of tasks, the way the collaboration is organised, and the location of the PhD defence before the start of the project. A joint doctorate is only possible if the Doctorate Board has given permission prior to the start of the PhD project. For more information, see the [PhD Regulations](#), Art. 2.3.

### **Co-tutelle agreement**

A co-tutelle refers to a situation where two or more institutions are responsible for the supervision of a PhD candidate. The PhD defence must take place at Leiden University and the PhD candidate will receive a diploma from Leiden University. On request, a supplement can be attached stating that the research was also supervised at the partner institution(s).

Arrangements on admission, supervision and the location of the PhD defence will be set out in a co-tutelle agreement. Ideally an agreement is signed at the start of the doctoral studies. At the latest, the agreement can be signed two years after the start of the PhD project.

If Leiden University enters into an agreement with a foreign university for a multi-year strategic partnership programme that includes several PhD tracks, the rule that the PhD defence will take place in Leiden can be waived ([PhD Regulations](#), Art. 2.4).

### **How to prepare the agreement?**

Model agreements can be found on the [university website](#). A draft version of the agreement must be submitted to the Graduate School Officer ([c.j.i.burtscher@fsw.leidenuniv.nl](mailto:c.j.i.burtscher@fsw.leidenuniv.nl)) for feedback. The Graduate School Officer will work with you and the partner university to ensure that the agreement is satisfactory and conform the Leiden University PhD regulations.

The agreement must be approved by the dean, the scientific director of the Institute, the doctorate board, the rector magnificus and both supervisors.

### **I.12 Coursework**

The information below refers only to **PhD candidates with employee status and contract PhD candidates**. For [external PhD candidates](#), please see below.

Please note that PhD candidates working exclusively under an ERC grant are not allowed to spend any research time on visiting courses unless it can be claimed that it benefits the project.

### **Scope and content of the coursework**

According to the [PhD guidelines](#), all PhD candidates with employee status and contract PhD candidates have to follow a programme over the full period of appointment, that comprises at least:

- 140 hours of academic activities (training in the candidate's specialism, conference attendance etc.)
- 140 hours of activities focusing on transferable skills, including the [Leiden University PhD Introductory Meeting](#) and a training course on [scientific conduct](#). Transferable skills are skills which promote personal development and which can be applied to a wide range of (future employment) settings.

### **Specification of coursework in the Training and Supervision Plan**

The details of the coursework (number of hours and main courses) are agreed with the PhD candidate at the start of the PhD programme and recorded in the Training and Supervision Plan which has to be uploaded in [LUCRIS \(Converis\)](#).

### **Deviation from the Training and Supervision Plan**

PhD candidates who have taken *fewer training hours* than agreed in the Training and Supervision Plan, must request exemption from these requirements from the Dean on requesting the start of the graduation formalities. Requests must be sent to the [Graduate School Office](#). This rule applies to all PhD candidates enrolled in the Graduate School after February 2021.

A request does not have to be submitted if the choice of courses is changed but the same number of training hours is maintained. Changes in course choice do not need to be entered in LUCRIS (Converis), but are mutually agreed upon by the PhD candidate and the supervisors.

### **PhD candidates with Research Master's degree**

For PhD candidates with a Research Master's degree, the hours of transferable skills and academic skills acquired in the course of their Research Master's degree can be included in their training plan.

### **Choice of courses**

Apart from the obligation to follow the [Leiden University PhD Introductory Meeting](#) and the course [Scientific Conduct for PhDs \(FSW\)](#), PhD candidates are free in their choice of courses. PhD candidates take the courses listed in their Training and Supervision Plan. Further courses should be chosen in consultation with the supervisors.

The question of which courses are regarded as academic activities and which as transferable skills depends on each PhD candidate's own research project.

### **List of courses counting as transferable skills courses**

- Courses offered by [HRM Learning & Development](#)
- Courses offered by [National Research Schools](#)
- Data Management Training
- Courses and events organised by the Institutes or the Graduate School (career events, academic English, summer schools...)
- Other courses and events concerning career orientation
- [Partial BKO certificate](#) (20 hours)
- [Teaching](#) (20 hours)
- Visit to non-subject-specific conferences
- Courses in the framework of Research Master

- Other transferable skills courses offered by external research organisations

### **PhD candidates of the Institute of Psychology**

The Institute of Psychology offers a tailor-made [Data Management training](#) which is mandatory for all new PhD candidates at the Institute (see also website of the [Psychology Research Committee](#)).

### **PhD candidates of the Institute of Education and Child Studies**

At the Institute of Education and Child Studies, a Data Management training is also mandatory for all PhD candidates.

### **Courses offered by HRM Learning & Development**

The University training provider HRM Learning & Development offers a wide range of [transferable skills courses](#). The following overview shows the recommended distribution of the transferable skills training over four years:

#### First year

[Leiden University PhD Introductory Meeting](#) (obligatory)

[Scientific Conduct for PhDs \(FSW\)](#) (obligatory)

One to two more courses, e.g.

[Data- and Project-Management for PhDs](#)

[Time management: taking control of and optimising your time and life](#)

[Planning and managing your PhD project](#)

#### Second and third year

Four to five courses, e.g.

[Academic Writing for PhDs](#)

[Presenting skills for PhDs](#)

[Writing an excellent research grant proposal for PhDs](#)

[Networking skills](#)

#### Fourth year

At least one course or coaching on future career orientation, e.g.

[Job orientation](#)

[PhD career coaching](#)

### **External PhD candidates**

External PhD candidates have to follow at least:

- [Training course on scientific conduct](#)
- Data Management training (only applies to PhD candidates at the [Institute of Education and Child Studies](#) and the [Institute of Psychology](#) (exemptions can be granted if an external PhD candidate is situated abroad)).

Except from these courses, there is no mandatory coursework for external PhD candidates.

### **Financial Regulations**

Internal PhD trainings offered by HRM Learning & Development are free of charge for PhD candidates with employee status and contract PhD candidates. In addition, these PhD candidates do not need permission from their supervisor to sign up for courses or career coaching. External PhD candidate will be charged for courses and will therefore have to provide a SAP number when they register.

If PhD candidates want to attend other courses than those offered by HRM, they are advised to check with their supervisor how these courses can be financed.

### **How to register courses in LUCRIS (Converis)**

The PhD candidate must report in LUCRIS (Converis) on the hours of academic activities and transferable skills courses he/she has followed and must upload a certificate of attendance. If no certificate was issued, an email confirmation of participation can also be uploaded. Transferable skills courses offered by HRM are automatically registered in LUCRIS (Converis), so it is not necessary for the PhD candidate to register them.

### **I.13 Courses in Academic English**

For all problems related to presenting and writing about research in English, the Graduate School provides help in the form of an in-house Academic English Instructor, Maria Sherwood-Smith. Several short courses are provided free of charge for members of the FSW Graduate School; they also count towards the coursework requirement for employed and contract PhD candidates. These compact, interactive workshops are aimed strictly at boosting participants' competence in English for research purposes. They are not intended to replace the much longer writing and presentation courses offered by the various local and national research schools, or the Academic Language Centre. Dates and times may sometimes be arranged in consultation. See here for a [course overview and information about admission](#).

PhD candidates from the ASCL and the ICLON are welcome to participate but have to pay a fee.

### **I.14 English language check**

PhD candidates of the Faculty may ask the Academic English Lecturer Maria Sherwood-Smith for an [English language check](#) of their written work. This will be free of charge for a short amount of text under certain conditions. PhD candidates from the ASCL and the ICLON have to pay a fee.

### **I.15 Dutch languages courses**

International PhD candidates are invited to participate in the free online course '[Dutch & More for Staff](#)', offered by the Academic Language Centre of Leiden University. The course teaches the very basics of the Dutch language and gives a glimpse of Dutch Culture. The online course starts twice a year in June and December. Thereafter, PhD candidates with employee status can follow Dutch language courses at reduced rates. Contract and external PhD candidates can also get a price reduction if the institute contributes to the costs. A participation of contract and external PhD candidates at reduced rates is subject to individual arrangements.

### I.16 Summer and Winter Schools: Methodology & Statistics

The Graduate School in collaboration with the Department of Methodology and Statistics and researchers in the field of Methodology and/or Statistics of the other Institutes provides training for PhD candidates and other researchers. See here for the [schedule and information about fees](#). For more information please contact the [office of Methodology and Statistics](#) ([secr.psy.ms@fsw.leidenuniv.nl](mailto:secr.psy.ms@fsw.leidenuniv.nl)). PhD candidates from the ASCL and the ICLON are welcome to participate but have to pay a fee.

### I.17 Statistical consultation

[The Statistical Consultation Service](#) is open to all PhD candidates of FSW (free of charge) and other staff members of Leiden University. Its goal is to provide statistical support to PhD candidates and other researchers.

### I.18 Participating in FSW events

Events organised by the FSW Graduate School or the FSW PhD platform count as part of the obligatory 140 hours of transferable skills, provided that these events focus on transferable skills and include invited speakers or trainers. The number of hours applicable will be stated by the Graduate School Office. PhD candidates who have signed the attendance list receive a certificate from the Graduate School Office and can register the designated hours in [LUCRIS \(Converis\)](#).

### I.19 Participation in teaching

PhD candidates can be asked to devote a part of their time to teaching (or assisting in teaching). The exact number of teaching hours will be monitored by the supervisor and must be set out in the Training and Supervision Plan. PhD candidates working on an external grant or scholarship (e.g., from NWO or ERC) should consult the [guidelines of their grant provider](#) concerning restrictions on teaching.

Within the institutes, the following guidelines apply:

- [Institute of CA-DS](#): the rule applies that teaching must not exceed 15%.
- [Institute of Education and Child Studies](#): PhD candidates with employee status are expected to spend 10% on teaching and administrative duties.
- [Institute of Political Science](#): the guideline for PhD candidates with employee status is two teaching tasks per year; PhD students employed on externally funded research project usually have one teaching task per year, depending on funder regulations.
- [Institute of Psychology](#): all PhD candidates are expected to spend 10% on teaching, including supervision of master's theses.

### Certificate of teaching

A maximum of 20 hours for teaching incl. preparation can be counted as *transferable skills*. A certificate stating the hours of teaching must be uploaded in [LUCRIS \(Converis\)](#).

### Partial BKO (Teaching Qualification)

The BKO (Basis Kwalificatie Onderwijs) is a mark of quality used by all Dutch universities. It serves as a reliable frame of reference with respect to didactic skills. PhD candidates can obtain the partial University Teaching Qualification certificate (BKO deelcertificaat) that provides recognition that they have gained knowledge and experience as a teacher. The partial BKO certificate is counted as 20 hours *transferable skills*. For more information on the BKO procedure, please see the [university](#) and [faculty](#) information on the website.

### 1.20 Review of progress with the supervisor: Performance and Development Interview

Once a year the supervisor invites the PhD candidate to a Performance and Development Interview to review the quality and progress of the PhD project, the performance and personal development of the PhD candidate, and the quality of supervision over the previous year. During this interview, the Training and Supervision Plan is discussed and teaching arrangements are evaluated. Changes with respect to the original version of the plan, as well as new agreements, must be recorded in the report of the interview.

For contract PhD candidates and external PhD candidates, the supervisor must report in [LUCRIS \(Converis\)](#) when the annual meetings have taken place. For PhD candidates with employee status, these meetings (*R&O-gesprekken*) will automatically be registered in SAP and do not have to be registered in LUCRIS (Converis).

### 1.21 Best Practice PhD Supervision

The quality of PhD supervision is important for the success and well-being of a PhD candidate. With this in mind, a group of Leiden academics have drawn up a number of [best practices for supervising PhD candidates](#) at Leiden University. These 'rules of conduct' emphasise the shared responsibility of the supervisor and the PhD candidate. They also make clear what expectations may be held by both parties.

### 1.22 Annual review and monitoring interview

All PhD candidates have an annual (in the case of external PhD students: biennial) review and monitoring meeting with an independent member of staff. A central aspect of these meetings is the quality of supervision. The PhD candidate must record the monitoring meetings in [LUCRIS \(Converis\)](#).

### 1.23 Go/no go decision

At the end of the first year of the PhD programme, a go/no go decision is taken. For external PhD candidates, this decision will be made no earlier than one year after their admission to the Graduate School and no later than two years after this date.

The go/no go decision is part of the annual Performance and Development Interview. Within CA-DS, the decision is based on the approval of the 8-month paper.

### 1.24 National research schools

National research schools may provide PhD candidates with a platform to discuss their research and its progress, learn about other doctoral research projects, and network via courses, workshops, or other activities. Participation in courses or conferences organised by the national research schools



counts as part of the compulsory [coursework](#) and can be recorded [LUCRIS \(Converis\)](#). 1 ECTS credit corresponds with 28 training hours.

The Institutes of FSW are involved in the following research schools:

CWTS:

- [Netherlands Graduate Research School of Science, Technology and Modern Culture \(WTMC\)](#)

CA-DS:

- [Netherlands Interuniversity School for Islamic Studies \(NISIS\)](#)

Education and Child Studies

- [Interuniversitair Centrum voor Onderwijswetenschappen \(ICO\)](#)
- [Interuniversitaire Onderzoeksschool voor Psychometrie en Sociometrie \(IOPS\)](#)
- [VNOP – CAS Research Days](#)

Psychology:

- [Experimental Psychopathology \(EPP\)](#)
- [Interuniversity Graduate School of Psychometrics and Sociometrics \(IOPS\)](#)
- [Kurt Lewin Institute \(KLI\)](#)

ICLON:

- [Interuniversity Center for Educational Sciences \(ICO\)](#)

Note that the [Institute of Political Science](#) does not participate in a research school.

### **I.25 Conference visits**

PhD candidates with employee status and contract PhD candidates are given the opportunity, within reason, to attend at least two academic conferences during their period of appointment (see [PhD guidelines](#), Art. 4). The costs are met by the Institute concerned. However, PhD candidates are advised to check with their supervisor before registering for a conference. External PhD candidates are subject to individual arrangements.

### **I.26 Future career orientation**

Seventy percent of all PhD graduates subsequently pursue a career outside academia. Therefore, PhD candidates are encouraged to orientate themselves on the labour market during their PhD track and to reflect upon the next steps in their careers. Leiden University offers several courses that provide insight into future career possibilities. In addition, the University has launched a [career platform](#)

tailored specially to the needs of young researchers. This career platform is free of charge and offers online options, like self-reflection tests, online courses, and inspirational testimonials from alumni. PhD candidates can also contact one of the [career advisors](#) to get career guidance. Detailed information can be found on the [University's website](#).

In addition to the opportunities offered by HRM, sessions on job market prospects are regularly held at the Faculty of Social and Behavioural Sciences.

PhD candidates aiming at a career outside academia can also participate in the [Professional PhD Program](#), where they get the chance to work in an organisation outside the university for a number of months.

## II How do I complete my PhD? The final steps to the PhD defence

### II.1 How to request the start of graduation formalities

When the PhD candidate is ready to proceed to the defence procedure, he/she initiates the graduation formalities in [LUCRIS \(Converis\)](#) and submits the manuscript of the dissertation to the (co-)supervisors for approval. For detailed information about the steps to follow, see the [Timetable PhD programme](#), step 16 and onwards.

### II.2 Control of plagiarism and code of conduct

The PhD candidate is responsible for ensuring that the dissertation does not contain any form of plagiarism and that it meets the applicable code of conduct on academic practice in every other respect. The [Netherlands Code of Conduct for Research Integrity](#) is considered the frame of reference. After assessing the scientific content of the submitted manuscript, the supervisor ascertains that it is free of plagiarism and can then approve it. For further information on plagiarism checks, see [Timetable PhD programme](#), steps 21-22.

### II.3 The Doctorate Committee

The Doctorate Committee numbers five or six members, including the Chair (the Dean or his/her substitute) and the Secretary of the Committee (a full professor or associate professor with *ius promovendi* from Leiden University). As a rule, the Dean delegates his role as chairman to the Scientific Director of the relevant Institute unless the Scientific Director him-/herself acts as supervisor or active member of the committee. The majority of the members of the committee must be professors. At least two members of the committee should not have been involved in the practical realisation of the dissertation, and at least two members of the committee should be from outside the Faculty. The committee will include at least one male and at least one female member. The members of the Doctorate Committee may be professors whose *ius promovendi* has not yet expired at the time of the defence, or other members of the academic staff with a doctorate degree affiliated to a Dutch or foreign non-industrial and non-commercial institute for academic research or education. The supervisor and co-supervisor are not a part of the doctorate committee (see [PhD Regulations](#), Art. 22).

Once the manuscript has been checked for plagiarism and has definitely been approved by the supervisor, it is sent by the Graduate School Office 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 (see [PhD Regulations](#), Art. 21.3).

### II.4 The Examining Committee

Apart from the Chair (the Rector Magnificus or his/her substitute), the Examining Committee consists of at least four members. It comprises, in addition to the Chair, the members of the Doctorate Committee present at the defence, and also professors or experts holding a doctorate degree. The majority of the members of the Committee should be professors. In addition, the majority of the

Committee members should be appointed at Leiden University. The Committee includes at least one male and at least one female member.

The supervisor and co-supervisor are not part of the Examining Committee. The Dean determines the composition of the Examining Committee, on the basis of the proposal submitted by the supervisor (see [PhD Regulations](#), Art. 26).

The Graduate School Office distributes digital copies of the dissertation to the members of the Examining Committee as soon as it is appointed. At the Institute of Education and Child Studies, Esther Peelen carries out this task.

## II.5 Propositions

As soon as possible after the approval of the thesis, the PhD candidate submits to the supervisor at least four propositions relating to the subject of the dissertation, at least four scientific propositions relating to the field of the subject of the dissertation, and at least one and at most four propositions on one or more societal subjects of the candidate's choice. The maximum number of propositions is twelve (see [PhD Regulations](#), Art. 14).

## II.6 The non-scientific component of the dissertation

The non-scientific component of the dissertation comprises (see [PhD Regulations](#), Art. 18):

- title page (front and reverse), on the reverse:
  - list of the members of the Doctorate Committee and the (co)supervisors. If the Committee members are not appointed at Leiden University, their affiliation should also be included.
  - acknowledgement of the institution that financially supported or facilitated the realisation of the dissertation
- foreword and/or afterword/acknowledgments (max. 800 words)
- (possible) assignment
- (possible) quotation/motto
- table of contents
- summary (in both Dutch and English)
- front and back cover of the dissertation volume (both front and reverse)
- curriculum vitae
  - date and place of birth (optionally)
  - period during which the candidate followed their pre-university education or its equivalent and the relevant institution
  - (possible) extra qualifications
  - details of professional career
  - institute of PhD research

For further information see the [dissertation layout requirements](#).

## II.7 Reimbursement of costs

### II.7.1 Subsidy from the Faculty

PhD candidates who have completed the PhD track at the Faculty of Social and Behavioural Sciences are eligible for a Faculty subsidy of € 1500,- maximum to assist with graduation costs. This subsidy can only be used towards the following costs:

- printing the thesis
- reception after the defence
- dinner after the defence
- rental of the required formal clothing.

This arrangement applies to all PhD candidates of the Faculty, including external PhD candidates. Any staff member who has written a doctoral thesis (even if this was not part of the job requirements) is also eligible for the € 1500,- subsidy. PhD candidates of the ASCL and the ICLON do not qualify for this subsidy but are subject to the regulations of their institute.

Payment will take place after the PhD defence. The candidate will receive a letter from the Faculty Board, together with a declaration form. This form should be filled in and submitted, together with all original receipts, to the Board of the Faculty of Social and Behavioural Sciences, P.O. Box 9555, 2300 RB Leiden. The payment will be made by the Financial Shared Service.

### II.7.2 Subsidy from the University Library Leiden

PhD candidates receive a financial compensation of € 500,- for the printing costs of the dissertation. This compensation is paid by the University Library Leiden (UBL). For further information see [compensation for printing costs](#).

## II.8 The PhD Graduation Ceremony

The PhD trajectory is completed with a public ceremony, the “*promotie*”. For detailed information see [PhD ceremony](#).

## III What else is useful to know? Administrative matters

### III.1 Contract (PhD candidates with employee status)

PhD candidates with employee status will receive a contract according to the [Collective Labour Agreement of Dutch Universities](#) (*Collectieve Arbeidsovereenkomst – CAO*).

To become a member of staff, PhD candidates will be asked to fill in and sign a number of documents. These documents will be signed by the supervisor and the Scientific Director of the Institute and sent to the P&O department of FSW. P&O staff members will draw up a contract which will be sent to the candidate to be signed. The initial contract is for one year. After one year, the supervisor will decide whether the contract will be extended for a further 2 or 3 years (full-time contract) or 4 years (part-time contract). This decision will be based on the Performance and Development Interview (*R&O gesprek*) and in case of CA-DS also on the 8-month paper.

### III.2 LUCRIS (Converis)

The [LUCRIS \(Converis\) Graduate School Management module](#) is a registration and monitoring system for PhD candidates and their (co-)supervisors. It supports the administrative handling of the complete PhD track, from the admission to the PhD graduation ceremony, and has been set up in line with the Leiden University PhD Regulations. All information is stored in a uniform way and made accessible in one place. The software behind LUCRIS is Converis.

#### What functionality does LUCRIS (Converis) offer?

After admission to the Graduate School, PhD candidates must upload their Training and Supervision Plan in LUCRIS (Converis). Throughout their PhD track, they register any training courses they have followed. Courses offered by HRM will automatically be linked to the course overview. In addition, the system registers various approvals that occur during the PhD track. A number of forms (annexes) pertaining to the Leiden University doctorate regulations are integrated into the system.

#### Who has access to the data?

The data is only visible to those involved in the doctoral project in question, i.e., the PhD candidate, the (co-)supervisors, the Secretary of the Doctorate Committee, the Scientific Director, the Dean, the Secretary of the Doctorate Board, the Graduate School Office, the key user of the institute, and the beadle. Second or co-supervisors have a view-right only and cannot enter any data.

#### How to log in?

To log in to [LUCRIS \(Converis\)](#), use your ULCN account.

#### How is LUCRIS (Converis) structured?

LUCRIS (Converis) is divided into three flows:

- Admissions: Starts with the PhD-candidate's application and ends with admission to the Graduate School.
- Supervision Plan: Research and writing phase. Starts with the PhD candidate uploading the Training and Supervision Plan and ends when the manuscript is finished.
- Graduation Formalities: Organisation of the defence. Ends with the registration of the result of the defence.

**Where can I find manuals for LUCRIS (Converis) and get assistance?**

For manuals please check [here](#) or click on the ‘help’ button in [LUCRIS](#). Within LUCRIS (Converis), instruction videos can be found. In case more assistance with LUCRIS (Converis) is needed, users should first contact the key user of their institute/section:

Institute	Key user
ASCL	Maaïke Westra
CA-DS	Gemma van der Wal
CWTS	Petra van der Weel
Education and Child Studies	Esther Peelen
ICLON	Ben Smit
Political Science	Eleonore Hoefnagel
Psychology	Clinical Psychology: Annelies Oskam
	Cognitive Psychology: Pauline Ruygrok
	Developmental and Educational Psychology: Priscilla van Wees
	Health, Medical and Neuropsychology: Francette Broekman
	Methodology & Statistics: Jacqueline Hartman-Dries, Ingrid Penning
	Social, Economic and Organisational Psychology: Conny Binnendijk

If the key user is not available or faces problems, please contact the [Graduate School Office](#) or the project staff members of Converis GSM ([Beheer-DD@library.leidenuniv.nl](mailto:Beheer-DD@library.leidenuniv.nl), please enter ‘Converis GSM’ in the subject line).

**How is the LUCRIS (Converis) integrated in the workflow at FSW?**

The “[Timetable PhD programme](#)” (Chap. V) leads you through the individual steps within LUCRIS (Converis) which accompany the PhD track at FSW.

**III.3 LU-Card**

Within the university, an identity card is used: the [LU-Card](#). All PhD candidates are entitled to a LU Card that grants them access to the library. With the exception of external PhD candidates, all PhD candidates may also use [copying and printing facilities](#) without charge, within the rules that apply in the faculty for academic staff.

**III.4 Facilities offered to PhD candidates**

All PhD candidates with employee status and contract PhD candidates are entitled to a desk in the faculty. They will be provided with a computer, a telephone and an e-mail address. External PhD candidates unfortunately cannot be guaranteed an individual work space in the Faculty but are subject to individual arrangements.

### III.5 Maternity and parental leave

There are several regulations concerning maternity leave and parental leave. More information can be found on the [university website](#).

### III.6 Extension of the employment contract due to special circumstances (PhD candidates with employee status)

PhD candidates with employee status who have given birth to a child during their employment can request an extension of their employment contract. Their contract will be extended by the number of weeks/months of maternity leave taken. In the case of parental leave or prolonged illness, the employer may, at the employee's request, decide to extend the employment contract by the duration of parental leave taken or the duration of illness (if the illness lasted for a consecutive period of at least 8 weeks). For further information please see [CAO, Art. 2.3.5f](#).



## IV Who can I contact for advice? Support for PhD candidates and their research

### IV.1 Graduate School Office

The [Graduate School Office of Social and Behavioural Sciences](#) is responsible for all PhD candidates whose first supervisor is part of the Faculty of Social and Behavioural Sciences. Its staff carry out the admission and registration procedures for all PhD candidates at the Faculty and support them from the beginning of their PhD trajectory until completion. The [coordinator of the Graduate School Office](#) can be found in room 3A48.

For enquiries concerning the application, admission, or registration procedure, please send an email to [admissionoffice@FSW.leidenuniv.nl](mailto:admissionoffice@FSW.leidenuniv.nl). For enquiries concerning the defense procedure, please send an email to [GS-Office@fsw.leidenuniv.nl](mailto:GS-Office@fsw.leidenuniv.nl). PhD candidates of the ASCL are asked to contact Maaïke Westra ([m.a.westra@asc.leidenuniv.nl](mailto:m.a.westra@asc.leidenuniv.nl)) on all administrative issues. At the ICLON, the administrative work is carried out by Ben Smit ([smit@iclon.leidenuniv.nl](mailto:smit@iclon.leidenuniv.nl)).

In case of general questions, PhD candidates are always welcome to contact the [Graduate School Officer](#).

### IV.2 Contact persons at the Institutes

#### ASCL

[Maaïke Westra](#) is in charge of all administrative affairs with regard to the PhD candidates of the African Studies Centre Leiden. She can be reached by email ([m.a.westra@asc.leidenuniv.nl](mailto:m.a.westra@asc.leidenuniv.nl)).

#### CA-DS

As Director of Graduate Studies, [prof. dr. Marja Spiereburg](#) (room 3A27a), is responsible for the well-being of the PhD candidates of the Institute and is also the first person to contact in the event of problems of either a personal or an academic nature. Marja Spiereburg is assisted by the Secretary of Education, Gemma van der Wal, room 3A19a.

#### CWTS

[Dr. Inge van der Weijden](#), Kolffpad 1, room B4.43, is the PhD coordinator at CWTS. She is assisted by [Petra van der Weel](#), room B5.14, who offers administrative support to PhD candidates of the Institute.

#### Education and Child Studies

The PhD coordinator of the Institute of Education and Child Studies, [dr. Doreen Arnoldus](#), offers support to all PhD candidates at the Institute. You can find her in room 4B41 (no appointment needed).

The main task of the PhD coordinator is to facilitate the smooth course of the PhD trajectory and to prevent problems. Doreen invites each PhD candidate for an individual meeting at the start of the PhD project, for annual review and monitoring meetings, and an exit meeting at the end of the trajectory. In the event of problems, PhD coordinator and PhD candidate first try to find a solution

together. If this is not possible, the Institute Board will be informed. The PhD coordinator keeps the Institute Board informed about general issues concerning PhD candidates, based on anonymised information from multiple interviews.

The secretary, [Esther Rapmund-Peelen](#), room 4B39, supports PhD candidates of the Institute of Education and Child Studies when they are preparing their defence. With her help you will comply with all administrative obligations in the final phase of your PhD trajectory. Once you have finished the scientific part, Esther can help with the administrative actions (including the actions in Converis) needed to hand in the manuscript to the Faculty Board.

- Esther will guide you through the steps in Converis and beyond towards the defence.
- The pdf of the manuscript can be handed in to her. Esther will take care of submission to the Graduate School Office for the plagiarism check in iThenticate.
- She also takes care of the forms that are necessary for handing in the manuscript, so that everything can be submitted at once.
- You can also contact her with questions about
  - the doctoral regulations
  - questions about the official steps to take to complete the trajectory
  - publication package
  - questions about the composition of the Doctorate Committee and the Examining Committee.

### ICLON

Ben Smit ([smit@iclon.leidenuniv.nl](mailto:smit@iclon.leidenuniv.nl)), Willem Einthoven Building, Kolffpad 1, room B4.09, is the Research Program Secretary and PhD coordinator at ICLON. If you need information on PhD positions or PhD policy of the ICLON, please contact Ben Smit. For other questions, you can also contact the Scientific Director, Prof. dr. Wilfried Admiraal ([w.f.admiraal@iclon.leidenuniv.nl](mailto:w.f.admiraal@iclon.leidenuniv.nl)).

### Political Science

If you need any information on PhD positions or the PhD policy of the Institute of Political Science, please contact dr. Tom Louwerse (room 5.B47, [t.p.louwerse@fsw.leidenuniv.nl](mailto:t.p.louwerse@fsw.leidenuniv.nl)). Tom Louwerse is also the first person to contact and inform in the case of academic, personal or any other questions or problems.

### Psychology

If you need information on PhD positions or PhD policy of the Institute of Psychology, please contact Corry Donner ([cdonner@fsw.leidenuniv.nl](mailto:cdonner@fsw.leidenuniv.nl)). For other questions you can also contact the Scientific Director, prof. dr. Philip Spinhoven ([spinhoven@fsw.leidenuniv.nl](mailto:spinhoven@fsw.leidenuniv.nl)).

### IV.3 Confidential adviser

The Faculty of Social and Behavioural Science has an independent [confidential adviser](#) who can be contacted by PhD candidates. This adviser is the person to consult on all kinds of sensitive work-related issues which cannot be discussed with the supervisor.

PhD candidates of the ICLON can also contact the [counsellor](#) of the national research school ICO.

#### IV.4 Mental health

PhD candidates feeling stressed or at risk of a burn-out can contact the University doctor. More information about what can be done in the case of difficulties and how to contact the University doctor can be found [here](#).

#### Caring Universities

Leiden University takes part in an initiative called [Caring Universities](#). Caring Universities offers free online programmes to improve the mental well-being of PhD candidates.

#### IV.5 PhD platform

The PhD platform is a network of all PhD candidates of the Faculty of Social and Behavioural Sciences. They organise social events and biannual meetings where they invite speakers to discuss current issues related to life as a PhD candidate (examples of topics for the se meetings are: “How to manage your supervisor?”, “Mental stress and coping during your PhD”, “Visiting and organising conferences”). Their website and newsletter provide information about upcoming events and previously shared documents.

The PhD platform is run by a board consisting of PhD candidates from different institutes and aims to represent the interests of all PhD candidates of FSW. The PhD platform board is consulted by the Faculty board on matters that concern PhD candidates and collaborates with the Graduate School Officer.

The PhD platform wishes to represent all PhD candidates and is therefore is open to input and questions. Please feel free to contact them via [PhD.Candidate.Platform@FSW.leidenuniv.nl](mailto:PhD.Candidate.Platform@FSW.leidenuniv.nl).

**Note:** [The PhD platform website](#) is **ONLY** accessible to PhD candidates of the Graduate School of Social and Behavioural Sciences.

#### IV.6 Leiden PhD Association (LEO)

[LEO](#) aims to provide a platform for PhD candidates at Leiden University. They organise social events, represent PhD-specific interests, and maintain contact with other PhD organisations.

#### IV.7 External funding opportunities

PhD candidates who want to find out more about external funding opportunities can consult

- the Grant Development Office [funding calendar](#)
- the FSW Grant Newsletter at the [FSW Research Support Portal](#)
- the Faculty grant adviser at [Researchdesk@fsw.leidenuniv.nl](mailto:Researchdesk@fsw.leidenuniv.nl) or
- the [Grant Development Office](#).

PhD candidates looking for a funding for their PostDoc project should start searching for funding opportunities about 1 year before their PhD contract ends.

### **Further funding options**

The [Royal Netherlands Academy of Arts and Sciences](#) (KNAW) raises and manages private funds meant to encourage research by and knowledge-sharing among young researchers in particular. The programmes consist of travel and research grants, fellowships, awards, and project funding.

The scholarships search engine [Study in Holland](#) helps international students who want to come to the Netherlands for their PhD.

On the [EURAXESS website](#) information on vacancies, funding opportunities and fellowships across Europe can be found. The [Dutch EURAXESS website](#) contains an overview of vacancies, grants, and fellowships available in the Netherlands.

### **IV.8 International PhD candidates**

International staff can find some advice on visas, health insurance, housing, and other information at the [Service Centre International Staff](#).

## V Timetable of PhD Programme (Version 5 March 2021)

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 2021](#). 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 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 admission 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 CSC-Leiden University joint scholarship programme 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 he/she 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 Admission Office of the Graduate School ( <a href="mailto:admissionoffice@FSW.leidenuniv.nl">admissionoffice@FSW.leidenuniv.nl</a> ) in writing of his/her consent or refusal.	-
PhD candidate	3	Once accepted by the proposed supervisor, the PhD candidate contacts the Graduate School Office (GSO) ( <a href="mailto:admissionoffice@FSW.leidenuniv.nl">admissionoffice@FSW.leidenuniv.nl</a> ) and is issued with an application account. He/she then fills in an application form in LUCRIS GSM (see LUCRIS GSM 'The applicant's manual'). 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 to the Graduate School</a> ). 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. PhD candidates with a master's degree from Leiden University exempt from this rule. 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:admissionoffice@FSW.leidenuniv.nl">admissionoffice@FSW.leidenuniv.nl</a> ). 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 Ben Smit ( <a href="mailto:smit@iclou.leidenuniv.nl">smit@iclou.leidenuniv.nl</a> ) concerning PhD candidates of the <a href="#">ICLON</a> .	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) (provisionally) approves / rejects the admission (probably assisted by the <a href="#">key user of the institute</a> ).	For approval by Academic Director
	Dean	7	The Dean (provisionally) approves / rejects the admission.	For approval by Dean
	GSO, P&O	8	P&O registers the PhD candidate in SAP. The GSO links the PhD admission to the PhD candidate's SAP personal record and verifies that the PhD type has been classified properly.	For check of registration in SAP, Formalized, Under registration

## V.2 During the PhD programme

When	Who	Action	Status LUCRIS (Converis)	
Within three (external PhD candidates: 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 training and supervision plan (OBP) 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.	For upload of OBP by PhD student
	PhD candidate	10	The PhD candidate uploads the Training and Supervision Plan in LUCRIS GSM. <i>When finished, click 'Save &amp; Close' and set the status to 'For approval of OBP by supervisor'. Click 'Done' to exit.</i>	
	Supervisor	11	The supervisor approves/rejects the Training and Supervision Plan. <i>Scroll down to 'Training and supervision plan (OBP)' and select the 'Yes' or the 'No' button. When finished, click 'Save &amp; Close' and set the status to 'Ongoing' and click 'Done' to finish the approval.</i> <u>Supervisors in Psychology</u> : Before the Training and Supervision Plan can be approved, it has to be sent to the <a href="#">Research Committee</a> . <u>Supervisors in CA-DS</u> : Before approval, the Training and Supervision Plan has to be sent to the Institute Board ( <a href="mailto:m.j.spierenburg@fsw.leidenuniv.nl">m.j.spierenburg@fsw.leidenuniv.nl</a> ).	
Annually	PhD candidate/ Supervisor	12	Each year, the supervisor plans a <a href="#">Performance and Development Interview (R&amp;O-gesprek)</a> with the PhD candidate. The supervisor reports on these meetings for contract and external PhD candidates in LUCRIS GSM. For PhD candidates with employee status, these meetings will automatically be registered in	Ongoing

			SAP and do not have to be registered in LUCRIS GSM. <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 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. 12 and 15-19 of the <a href="#">PhD Regulations</a> .	
	PhD candidate/ GSO	16	When the PhD candidate is ready to proceed to the graduation formalities, he/she requests the start of the graduation formalities in LUCRIS GSM. <i>To do so, open your 'Supervision plan', click 'Save &amp; Close' and change the status to 'Request for start of graduation formalities'. Note: remember to check with your supervisors first!</i> The GSO checks if the PhD candidate meets the requirements to start with the new phase. If so, he/she 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)	
	PhD candidate	17	The PhD candidate submits the manuscript of the dissertation to the (co-)supervisors for approval.	PhD student sends manuscript to supervisor ( <i>status only used if supervisor</i> )
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. 9.3f).	<i>rejected the earlier version of the manuscript)</i>
	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. 12.2), the supervisor sends the manuscript to the Graduate School Office (GSO).	Approval of manuscript and composition of Doctorate Committee by supervisor
	GSO	21	The GSO offers support to the supervisor by scanning the manuscript via the plagiarism detection tool iThenticate. The outcome is uploaded in LUCRIS.	
	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, he/she confirms approval in LUCRIS GSM. <i>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'.</i>	
	GSO	23	After the report on the plagiarism check has been uploaded in LUCRIS GSM, the GSO deletes the manuscript which has been sent to the office for scanning.	
As soon as possible after step 22	PhD candidate	24	The PhD candidate submits the propositions (in line with the <a href="#">PhD Regulations</a> , Art. 14) 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	25 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 <a href="#">key user</a> assists the supervisor with registering the members of the committee in LUCRIS and checks the composition. The committee must meet the requirements as	Approval of manuscript and composition of Doctorate Committee by supervisor

			stated in Article 22 of the <a href="#">PhD Regulations</a> . Go to the 'Manuscript and composition of Doctorate Committee' tab, scroll down and register the members under 'Doctorate Committee members'. When finished, click 'Save & Close' and set the status 'Doctorate Committee to be checked by GSO'.	
	GSO	26	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	27	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	28	The Graduate School Office 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.	Assessment by Doctorate Committee
Within 6 weeks of receipt of the manuscript	Members Doctorate Committee	29	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. 12.2 of the <a href="#">PhD Regulations</a> and if, in their opinion, the PhD candidate may proceed to the defence of his/her dissertation (Art. 23.1-7 of the <a href="#">PhD Regulations</a> ). The Chair does not have to respond to the Secretary.	
	Doctorate Committee's Secretary	30	The Secretary sends all assessments to the members of the Doctorate Committee (incl. the Chair) and to the (co-)supervisors 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. 23 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.	
No later than ten weeks	Supervisor/ Member of the	31	If applicable, one of the members of the Doctorate Committee or the supervisor starts the procedure ( <a href="#">Appendix D</a> ) to award	

before the date of the defence	Doctorate Committee/ Doctorate Committee's Secretary		the doctorate the predicate 'cum laude' (with distinction). The rules relating to the award of a doctorate 'cum laude' are set out in Art. 31 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.	
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#### V.5 Official admission to the public defence

When	Who	Action	Status LUCRIS (Converis)	
As soon as possible after step 30	Dean	32	The Dean confirms that the PhD candidate may defend his/her dissertation.	For admittance to public defence by Dean
	GSO	33	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.	Confirmation letter by GSO

#### V.6 The dissertation

When	Who	Action	Status LUCRIS (Converis)	
As soon as possible after step 33	PhD candidate	34	<p>The PhD candidate</p> <ul style="list-style-type: none"> <li>- uploads the <a href="#">non-scientific parts of the dissertation</a> and the propositions. <i>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'. Note that the propositions and the non-scientific part need to be approved by the Dean before they may be printed and distributed.</i></li> <li>- completes the 'Application for defence of a PhD (doctoral) thesis' web form. <i>Go to 'Graduation formalities', then click on the tab 'More' and then 'Admission to</i></li> </ul>	For upload of non-scientific parts and propositions by PhD student

			<p><i>public defence</i>'. Scroll down to <i>'Beadle's webform'</i>, fill out the application form and click <i>'Submit'</i>.</p> <ul style="list-style-type: none"> <li>- contacts the beadle to set a date and hour for the public defence (+31 (0) 71 527 7211).</li> <li>- informs the Graduate School Office (<a href="mailto:GS-Office@fsw.leidenuniv.nl">GS-Office@fsw.leidenuniv.nl</a>) about the date for the defence.</li> </ul>	
	Beadle	35	The beadle may register the chosen defence date.	
	<b>GSO</b>	36	The GSO checks the non-scientific parts of the dissertation and the propositions.	Non-scientific parts and propositions to be checked by GSO
	<b>Supervisor</b>	37	The supervisor approves/rejects the propositions. <i>Open 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'.</i>	For approval of propositions by supervisor
	<b>Dean</b>	38	The Dean approves/rejects the non-scientific parts and the propositions.	For approval of non-scientific parts and propositions by Dean
	Beadle	39	The beadle approves/rejects the title page of the dissertation.	Title page to be approved by Beadle.
As soon as possible after step 39 /no later than 3 weeks before the date of the public defence	<b>PhD candidate</b>	40	The PhD candidate submits the final version of the dissertation to the library in digital form. <i>Go to the <a href="#">Library website</a>, print, fill in, and sign the licence agreement and send it to the Library together with the printed copies of your dissertation (see also step 44).</i> The digital version of the dissertation will be included in the Institutional Repository of Leiden University.	For composition of Examining Committee by supervisor

## V.7 The Examining Committee

When	Who	Action	Status LUCRIS (Converis)	
As soon as possible after step 39	Supervisor, key user	41	The supervisor composes the <a href="#">Examining Committee</a> . The <a href="#">key user</a> assists the supervisor with registering the members of the committee in LUCRIS and checks the composition. The committee must meet the requirements as stated in Article 26 of the <a href="#">PhD Regulations</a> . Go to 'Graduation formalities', click 'Edit', then click on the tab 'More' and then 'Examining Committee'. When finished, click 'Save & Close', select the status 'Examining Committee to be checked by GSO' and click 'Done'.	For composition of Examining Committee by supervisor
	GSO	42	The GSO checks the composition of the Examining Committee.	Examining Committee to be checked by GSO
	Dean	43	The Dean approves/rejects the composition of the Examining Committee.	For approval of Examining Committee by Dean
No later than 3 weeks before the date of the public defence	PhD candidate/ GSO	44	The PhD candidate submits one copy of the dissertation to the GSO for internal exhibition. The GSO distributes digital copies of the dissertation to the members of the Committee as soon as it is appointed. At the Institute of Education and Child Studies, Esther Peelen carries out this task. Additionally, the PhD candidate submits 2 copies of the dissertation with the propositions enclosed on a separate sheet of paper to the beadle's office and provides 4 copies for the University Library:  Leiden University Libraries MDA Department Van Steenis Building P.O. Box 169 2300 AD Leiden The Netherlands Visitor address: Einsteinweg 2, 2333 CC Leiden	

## V.8 The public defence

When	Who	Action		Status LUCRIS (Converis)
Public defence	PhD candidate/ Supervisor/ Examining Committee	45	The PhD candidate defends the dissertation in public in the presence of the Examining Committee. The Examining Committee decides on the award of the doctorate ( <a href="#">PhD Regulations</a> , Art. 28).	Hora est.
	Beadle	46	The beadle registers the outcome of the defence.	
	-	47	The PhD research is formalised.	Formalised

## Links to further information

Basten, F.M.R.C. & Tiggelen, K.B. van (2018). [\*Handboek Buitenpromoveren\*](#) (derde, gewijzigde druk). *Hét oriëntatiepunt voor promoveren naast of na een carrière*. Dronten: Accent Grave/Nijmegen: Campus Orleon. (in Dutch) (A version of this handbook is available at the Graduate School Office, room 3A55.)

[Golden Rules for PhD Supervision](#) (Leiden University)

[Introduction Leiden University PhD's](#). Online module for PhD candidates by HRM Learning and Development.

Lelieveldt, H. (2013): *Promoveren. Een wegwijzer voor de beginnend wetenschapper*. Amsterdam: University Press.

The Young Academy (2018): [A Beginner's Guide to Dutch Academia](#). Amsterdam: Academia.