

Dear promoters/supervisors,

The [CSC-scholarship 2024](#) is for applicants who want to conduct PhD research in Leiden. These applicants often mail directly to scientists in their search for a PhD position. **Please note** that the prospective candidates must be admitted to the Graduate School of Social and Behavioral Science (FSW) before submitting their applications for the scholarship! It is important to know that there is a top up that the institute needs to cover. Please check the special guidelines regarding the CSC program within your institute.

Deadlines for application:

We would like to receive the name and email address of the candidate as soon as possible, the deadline for submission is Wednesday 7 February 2024, we need at least 10 days to complete the registration process. The documents must be at SOZ on Friday, 23 February 2024.

Please note: for Psychology candidates is the deadline for registering at the GSO is 4 January 2024; the Science Committee needs six weeks for approval and in the meantime the registration process may start, but it will only be completed after the T&S plan has been approved and this must be in our possession before Friday 16 February 2024.

To receive effective and efficient support that meets the external deadline, please follow the procedure below:

Scholarship-applicants: admission procedure

1. Inform the Graduate School Office (GSO) of your decision to accept a PhD candidate by mailing their name and email address to: GS-Office@fsw.leidenuniv.nl **Deadline: before 7 February 2024.**
2. The GSO provides the prospective CSC candidate the procedure how to register in Lucris/Converis
3. After the prospective CSC candidate is registered in Lucris, the GSO will carry out a credential evaluation via the department Diploma Evaluation. Check the Proficiency in English and the approval T&S plan (for psychology and CA-DS)
4. The GSO will forward the result of the credential evaluation to the supervisor team.
5. If the credential evaluation is positive, the Scientific Director and Dean has to approve the registration in Lucris
6. After both approvals the candidate will receive the decision of conditional admission.
7. The supervisor, provides the signed conditional acceptance letter to the Graduate School. And the Certificate of English Language Proficiency. Please do note: It is important that you use the specific template provided by the CSC department/Graduate School!
8. The Graduate School will send all the documents to the Leiden University's Scholarships Team.
9. The Leiden University's Scholarships Team will provide CSC with a list of nominated candidates for the CSC-Leiden University Scholarship in March 2024.
10. CSC will select the scholarship recipients from the list of nominated candidates and inform both the candidates and the Scholarships Team of the selection results in June 2024.

Important:

- for candidates of the Institute Psychology the T&S plan needs to be approved by the **Research Committee** before admission to the Graduate School. Be aware this process takes at least 6 weeks. **In the meantime the candidate will receive the procedure and is allowed to register. Only after approval of the T&S plan, the process will continue.**
- Inform the GSO as soon as possible about your candidate and we will process the credential evaluation within 6 working days;
- only the PhD-candidates who intend to obtain their PhD degree *in Leiden* need to be admitted to the Graduate School of Science;

If you have any questions about the procedures and admission mail the Graduate School Office:

gsooffice@fsw.leidenuniv.nl,

Matters on recruiting related to scholarships PhDs: contact the Graduate School Officer Ina Schabram:

i.schabram@fsw.leidenuniv.nl

Thank you for your cooperation!

Kind regards/hartelijke groet,

Ina Schabram & Anita Nieuwenhuizen