

Timetable PhD Programme FSW

Version 30 November 2018

The following workflow 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 Doctorate \(PhD\) Regulations 2018](#). The column “Status LUCRIS GSM (Converis)” shows the corresponding status of the PhD project as it can be found in the Graduate School Module of LUCRIS (Converis).

Actions taking place outside LUCRIS are colourd in orange in this overview!

Application and admission

When	Who	Action	Status LUCRIS GSM (Converis)
Before the start of the PhD programme	PhD candidate	1a Application and admission procedure for PhD candidates with employee status: The PhD candidate applies to a vacancy for an internal-funded PhD position and sends an application letter with curriculum vitae to the correct address before the deadline. When applying for the position always mention the vacancy number. (Internal-funded PhD candidates only: go further with step 3.)	-
	PhD candidate	1b Application procedure for contract PhD candidates, external PhD candidates and members of staff working on a PhD: The PhD candidate discusses the field of the intended PhD research with the staff member most suited to the area of the research and explores the possibility of a(n) (associate) professor's acting as supervisor (overview FSW full professors). The PhD candidate secures sufficient funds to carry out the research and to cover costs of living and coursework, for example by applying for grants/scholarships . Applicants for Psychology only: before you can be admitted to the Graduate School, you have to draw up a PhD graduation plan together with your supervisor. For detailed information check here . Applicants for CA/OS only: before you can be admitted to the Graduate School, you have to draw up a research proposal together with your supervisor which needs to be submitted to the Director of Graduate Studies by your supervisor. The research proposal needs to be approved by the Director of Graduate Studies and the Research Director.	-
	Supervisor	2	The (associate) professor who has been

			approached to act as supervisor sends the PhD candidate a written confirmation of either his/her consent or refusal to act as supervisor. A copy of this consent or refusal will be sent by the (associate) professor to the Admission Office of the Graduate School (admissionoffice@FSW.leidenuniv.nl).	
PhD candidate	3	<p>After having been accepted by the proposed supervisor, the PhD candidate contacts the Graduate School Office (GSO) (admissionoffice@FSW.leidenuniv.nl). After having received an application account from the GSO, he/she 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 Regulations, have been met. PhD candidates, except alumni from Leiden University, whose master's diploma is not certified by DUO (<i>Dienst Uitvoering Onderwijs</i>) (in Dutch) have to present the certificates (original version) to the GSO in person after filling in the application.</p> <p>PhD candidates who do not meet the legal prior education requirements must ask the Dean for a formal exemption of these requirements by submitting appendix 1, together with the appendices indicated in article 4.2 of the Regulations, to the Graduate School (admissionoffice@FSW.leidenuniv.nl).</p>	Draft	
Graduate School Office (GSO)	4	The GSO verifies the registered information. The applicant gets a notification via LUCRIS GSM.	Registered, Application confirmed	
GSO	5	The GSO prepares the PhD admission and checks if the degrees meet the educational requirements.	Under registration, For check of diploma by GSO, For completion by GSO	
Academic Director (WD)	6	The Academic Director (WD) (provisionally) approves/rejects the admission.	For approval by Academic Director	
Dean	7	The Dean (provisionally) approves/rejects the admission.	For approval by Dean	
GSO, P&O	8	The GSO uploads the 'statement of admission to the doctorate' and informs P&O about the	For check of registration in	

			admission. P&O registers the PhD candidate in SAP. The GSO links the PhD admission to the PhD candidate's SAP person record and verifies if the PhD type is calculated properly.	SAP, Formalized, Under registration
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During the PhD programme

When	Who	Action	Status LUCRIS GSM (Converis)	
Within three months after the start of the contract	Supervisor	9	Within three months after the start of the contract, the supervisor draws up a training and supervision plan (OBP) in consultation with the PhD candidate. 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 his/her OBP in LUCRIS GSM. <i>When finished, click 'Save & Close' and set the status to 'For approval of OBP by supervisor'. Click 'Done' to exit.</i>	
	Supervisor	11	The supervisor approves/rejects the OBP. <i>Scroll down to 'Training and supervision plan (OBP)' and select the 'Yes' or the 'No' button. When finished, click 'Save & Close' and set the status to 'Ongoing' and click 'Done' to finish the approval. Supervisors Psychology and CA/OS only: Before approval, the OBP has to be sent to the Research Committee. For further information with respect to Psychology, please see here.</i>	For approval of OBP by supervisor
Annually	PhD candidate/ Supervisor	12	Each year, the supervisor plans a Performance and Development Interview (R&O-gesprek) with the PhD candidate. The supervisor registers these meetings for contract PhD candidates in LUCRIS GSM. <u>PhD candidates from CA/OS</u> have to write an 8-months-paper in addition, summarizing their results so far. Fieldwork may only start after this paper is approved.	Ongoing
	PhD candidate	13	Each year, the PhD candidate has a review or monitoring meeting with an independent member of staff and registers this meeting in LUCRIS GSM. At the <u>Institute of Education and Child Studies</u> , these meetings are held by the PhD coordinator Doreen Arnoldus . The meetings for PhD candidates of all other institutes will be introduced in the near future.	
During the PhD programme	PhD candidate	14	The PhD candidate registers courses on academic activities and transferable skills in LUCRIS GSM. Transferable skills courses that	

			are organized by HRM will be automatically registered in LUCRIS GSM.	
	PhD candidate	15	The PhD candidate writes a dissertation with the nature, content and scope of the dissertation in line with article 10, 13-17 of the Regulations .	
	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 & Close' and change the status to 'Request for start of graduation formalities'. Note: remember to check with your supervisor 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

Dissertation manuscript

When	Who	Action	Status LUCRIS GSM (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 rejected the earlier version of the manuscript</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 Regulations , art. 7.3f).	
	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	Second or co-supervisor	20	The second or co-supervisor submits a written summary assessment of the manuscript to the first supervisor. At CA/OS and Political Science , both supervisors discuss necessary changes together with the PhD candidate, instead of the second or co-supervisor writing a written summary assessment.	Approval of manuscript and composition of Doctorate Committee by supervisor
	Supervisor	21	After assessing the scientific content of the submitted manuscript (Regulations , art. 10.2), the supervisor sends the manuscript to the GSO.	
	GSO	22	The GSO offers support to the supervisor by scanning the manuscript via the plagiarism detection tool iThenticate. The outcome is	

			sent via FileSender to the supervisor.	
	Supervisor	23	The supervisor has to evaluate the outcome of the plagiarism check in LUCRIS GSM and uploads the report there. <i>Go to the 'Manuscript and composition of Doctorate Committee' tab and register that the dissertation has been successfully submitted to the plagiarism detector. When finished, click 'Save & Close'.</i>	
	Dean	24	The Dean can see the outcome of the plagiarism check in LUCRIS GSM.	
	Supervisor	25	If the supervisor has verified that the manuscript contains no form of plagiarism and that it also in all other respects meets the applicable code of conduct for academic practice, he/she confirms having approved the manuscript 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 & Close'.</i>	
	GSO	26	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 25	PhD candidate	27	The PhD candidate submits the propositions (in line with the Regulations , art. 12) to the supervisor via e-mail.	

The Doctorate Committee

When	Who	Action	Status LUCRIS GSM (Converis)
As soon as possible after approval of the manuscript	Supervisor	28 The supervisor submits a proposal for the composition of the Doctorate Committee 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 committee has to meet the requirements as stated in article 20 of the Regulations . <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 & Close' and set the status 'Doctorate Committee to be checked by GSO'.</i>	Approval of manuscript and composition of Doctorate Committee by supervisor

	GSO	29	The GSO checks the composition of the Doctorate Committee.	Doctorate Committee to be checked by GSO
Within 3 weeks after approval of the manuscript	Dean	30	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	PhD candidate	31	The PhD candidate provides the GSO with a digital version of the manuscript and the e-mail addresses of the members of the Doctorate Committee.	Assessment by Doctorate Committee
As soon as possible after step 31	GSO	32	The GSO sends a digital version of the dissertation for review to the members of the Doctorate Committee, indicating that paper versions are available on request.	
Within 6 weeks of receipt of the manuscript	Members of the Doctorate Committee	33	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 in art. 10.2 of the Regulations and if, in their opinion, the PhD candidate is allowed to defend his/her dissertation (art. 21.1-7 of the Regulations).	
	Doctorate Committee's Secretary	34	The secretary sends all assessments to the members of the Doctorate Committee (incl. the chairman) and checks if a meeting of the Doctorate Committee is necessary. If a meeting is requested, the (co-)supervisors also attend it. The decision of the Committee to allow the candidate to defend his/her dissertation is reached by a majority of votes (art. 21 of the Regulations). The secretary registers the assessment by the Doctorate Committee in LUCRIS GSM and uploads the appraisals of the committee's members.	
No later than ten weeks before the date of the defence of the dissertation	Supervisor/ Member of the Doctorate Committee/ Doctorate Committee's Secretary	35	If applicable, one of the members of the Doctorate Committee or the supervisor starts the procedure (appendix 9) 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 article 29 of the Regulations . The secretary or supervisor registers a cum laude proposal in LUCRIS GSM. The uploaded proposal is not visible for the PhD candidate.	

Official admission to the public defence

When	Who	Action	Status LUCRIS GSM (Converis)	
As soon as possible after step 34	Dean	36	The Dean confirms that the PhD student is allowed to defend his/her dissertation.	For admittance to public defence by Dean
	GSO	37	The Graduate School Office creates and uploads the appendix 6 letter . The letter is sent to the PhD candidate and the office of the beadle.	Confirmation letter by GSO

The dissertation

When	Who	Action	Status LUCRIS GSM (Converis)	
As soon as possible after step 37	PhD candidate	38	<p>The PhD candidate</p> <ul style="list-style-type: none"> - uploads the non-scientific parts of the dissertation 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 parts and the propositions. Click 'Save & Close' and select the status 'Non-scientific parts and propositions to be checked by GSO' and click 'Done'.</i> - completes the 'Application for defense of a PhD (doctoral) thesis' web form (appendix 7). <i>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'.</i> - contacts the beadle to set a date and hour for the public defence (+31 (0) 71 527 7211). 	For upload of non-scientific parts and propositions by PhD student
	Beadle	39	The beadle may register the chosen defence date.	
	GSO	40	The GSO checks the non-scientific parts of the dissertation and the propositions.	Non-scientific parts and propositions to be checked by GSO

	Supervisor	41	The supervisor approves/rejects the propositions. <i>Open de tap 'More' in 'Graduation formalities', then click on the tab 'Dissertation', scroll down and click the desired option under 'Approval by supervisor'. Click 'Save & Close', select the status 'For approval of non-scientific parts and propositions by Dean' and click 'Done'.</i>	For approval of propositions by supervisor
	Dean	42	The Dean approves/rejects the non-scientific parts and the propositions.	For approval of non-scientific parts and propositions by Dean
	Beadle	43	The beadle approves/rejects the title page of the dissertation.	Title page to be approved by Beadle.
As soon as possible after step 43 / no later than 3 weeks before the date of the public defence	PhD candidate	44	The PhD candidate submits the final version of the dissertation in digital form to the library. Go to the Library website , print, fill in and sign the licence agreement and send it together with the printed copies of your dissertation to the Library (see also step 48). The digital version of the dissertation will be included in the Institutional Repository of Leiden University.	For composition of Opposition Committee by supervisor

The Opposition Committee

When	Who	Action	Status LUCRIS GSM (Converis)
As soon as possible after step 43	Supervisor	45 The supervisor composes the Opposition Committee. <i>Go to 'Graduation formalities', click 'Edit', then click on the tab 'More' and then 'Opposition Committee'. When finished, click 'Save & Close', select the status 'Opposition Committee to be checked by GSO' and click 'Done'.</i>	For composition of Opposition Committee by supervisor
	GSO	46 The GSO checks the composition of the Opposition Committee.	Opposition Committee to be checked by GSO
	Dean	47 The Dean approves/rejects the composition of the Opposition Committee.	For approval of Opposition Committee by Dean

No later than 3 weeks before the date of the public defence	PhD candidate	48	<p>The PhD candidate hands in copies of the dissertation for all members of the Opposition Committee to the GSO (none for the chairman but instead one for internal exhibition). Additionally, the PhD candidate hands in 10 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:</p> <p>Leiden University Libraries – MDA Department Van Steenis Building P.O. Box 169 2300 AD Leiden The Netherlands Visitor address: Einsteinweg 2, 2333 CC Leiden</p>	
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The public defence

When	Who	Action	Status LUCRIS GSM (Converis)	
Public defence	PhD candidate/ Supervisor/ Opposition Committee	49	The PhD candidate defends the dissertation in public in the presence of the Opposition Committee. The Opposition Committee decides on the award of the doctorate (Regulations , art. 26).	Hora est.
	Beadle	50	The beadle registers the outcome of the defence.	
	-	-	51	The PhD research is formalized.