

# **Doing Your Ph.D. in *History* at Leiden University:**

**A practical guide for your start at the  
*Institute for History***

September 2011, rev. September 2019

## **Introduction**

A warm welcome to the Institute for History at Leiden University!

In addition to the general introductory guide 'Your PhD at Leiden University', we wrote this booklet in order to provide PhD candidates with specific information about the work environment, facilities and people at the Institute for History (IH) and Faculty of Humanities (FGW). Although most of the information is available on the university's website, it is not always translated into English and sometimes it is difficult to find. We hope that this booklet will be helpful to you, especially in your first weeks and months at the IH.

Since this is supposed to be a 'handy' guidebook, the number of topics is limited to the most relevant issues. In case you have further questions about one theme, we included links to online references in the text that should allow you to find additional information.

There are different ways in which PhD positions can be funded. Most regulations and practices described in this booklet apply to PhD positions funded by NWO because this concerns the vast majority of PhD candidates. Other types of funding (e.g. institutional, externally, privately) usually have specific conditions concerning financial support, facilities and procedures for decision making. It is therefore not possible to elaborate on those types of funding in this booklet. We recommend to check with your project leader/ supervisor and Rebecca Wensma which rules may apply to your position.

Please note that this document is written by PhD candidates at the IH and with the help of the PhD community, the Institute Manager Rebecca Wensma, and the Office Managers Efy Matulesy and Pam de Groot. We do neither claim completeness, nor can we guarantee absolute accuracy. Please let us know if you consider something to be wrong or incomplete, so that we can improve the brochure's content and keep it up to date. Finally, also remember to not only rely on this booklet: there are many people out there willing to help you, so don't be shy and ask your fellow PhD candidates, supervisors and other colleagues at the IH!

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# 1 Facilities and practical matters

## 1.1 Faculty of Humanities

The Faculty of Humanities (Faculteit der Geesteswetenschappen - FGW) is located in several buildings in the city of Leiden, called WSD-complex (Witte Singel-Doelen complex). The Lipsius Building (simply known as 'Lipsius') is the central building, which also houses the Dean, faculty offices, the and Human Resources (HR) department.

### 1.1.1 Central Reception WSD

The central reception of the WSD-complex is located in the Lipsius Building (on the right side of the main entrance). The Security and UFB housing staff is located there.

Regular opening hours (during lecture period):

Monday – Friday: 07.30h - 22.00h

Saturday: 09.00h - 22.00h

Sunday: 09.30h - 20.00h

You can reach the reception by telephone:

(071) 527 2300

(071) 527 2500

(071) 527 2200 in case of emergency

### 1.1.2 Fire prevention & emergencies

Every room should have its own fire instructions and emergency phone numbers. Please make yourself familiar with the procedure and the location of nearby emergency exits.

Note: In case of fire or a serious accident call 4444 for the ambulance and the fire department. Right afterwards call 2200 to alarm the BHV-ploeg (Safety team). In case of less serious accidents (theft, damage, etc.) you can also only contact 2200 and report the accident to the UFB/ concierge/reception in Lipsius.

These emergency numbers should be written on an orange sticker on your office telephone. If that is not the case, please pick up an orange sticker at the service desk.

2300/2500	Reception Lipsius; general matters
2200	Reception Lipsius Emergency
2400	Service Desk WSD
4444	emergency number (will connect you to 112, the national emergency hotline)

### 1.1.3 Universitair Facilitair Bedrijf (UFB)

The University Services Department (UFB) provides staff with a wide range of different services and products that directly or indirectly support teaching and research at Leiden University such as copy and print shops, restaurants and catering. In every university building (or cluster of buildings) there is a facility manager who organizes the various services and facilities and acts as the person of contact.

UFB is responsible for e.g.:

- Security in the buildings
- Cafeterias, coffee corners (your closest cafeteria is probably in the Lipsius Building, for more information please see <http://ufb.leiden.edu/catering/restaurants-cafes/locations-and-opening-times.html>)
- Cleaning of offices and buildings
- Copying and printing
- Catering for conferences, meetings and workshops (if you happen to organise one). For more information please contact Rick de Jong or Efy Matulesky at the Institute Office: see <http://ufb.leiden.edu/catering.html>.

#### 1.1.3.1 Coffee Card

PhD candidates who are employed by the History Institute can get a free coffee card for UFB coffee machines.

Unfortunately, the coffee card cannot be used in the Literair Café itself, where the better coffee is served (according to a scientifically absolutely accurate survey among staff at the IH). The best coffee, however, is the one from the main library.

#### 1.1.4 Service Desk WSD

The WSD Service Desk is located in the Lipsius Building, next to the Literair Café. It is usually opened between 9.00h and 17.00h. You can contact the Service Desk on 071-5272400 or [servicedesk@hum.leidenuniv.nl](mailto:servicedesk@hum.leidenuniv.nl).

More information (in Dutch) can be found on the following website: <https://www.staff.universiteitleiden.nl/?cf=humanities&cd=institute-for-history> (log in with your account). You can contact the WSD Service Desk in matters concerning cleaning, mail and when there is something to be repaired in your office or the university's buildings (e.g. malfunctioning machines for printing, copying and scanning). If you have any questions about facilities, the Service Desk staff are the people to contact. They will usually register your call and then contact the service manager of the Huizinga Building.

### 1.2 Institute for History

The Institute for History (IH) is located in the Huizinga Building (<https://www.universiteitleiden.nl/en/locations/johan-huizinga-building>), commonly simply known as 'Huizinga'. The IH Board is responsible for all matters concerning the Institute. The Head of the Institute for History is the Academic Director, Prof. Dr. Manon van der Heijden. In addition to her, there is the Management Team (MT) which comprises of three additional members: the Director of Studies Dr. Anita van Dissel, the Director of Research Dr. Peter Meel, and the Institute Manager Rebecca Wensma.

Besides the MT, there is the Advisory Board which has (as the name already spoils) an advisory function to the MT. The AV consists of 13 members of which most are professors with fixed contracts. The PhD representative and the Post-Doc representative are members as well. The AV gathers twice a year.

The Institute's Office can be found in the Huizinga Building (room 0.03). People there are responsible for handling all general enquiries and will assist you with all practical matters concerning the IH. Efy Matulesy, Inge Ligtvoet, and Pam de Groot share the position and are always open for any sort of contact. If you need office utensils (pens, pencils, stapler, scissor etc.) or have any questions, they are very helpful and approachable. Please also contact them when you will be out of office for a longer period, so that they know you are not physically present at the IH and your office can be used by another member of the staff.

If you need a room for a lecture or meeting, you can also contact the Office. Rooms for courses (during a semester) will be centrally booked and allocated by the Service Desk, prior to the start of the semester

Postal address:  
Institute for History  
Postbus 9515  
2300 RA Leiden

Visiting address:  
Doelensteeg 16, Leiden  
Huizinga Building, room 005.

Telephone Office  
+31 71 527 1646

Email: [institute.history@hum.leidenuniv.nl](mailto:institute.history@hum.leidenuniv.nl)  
Efy: [e.p.matulesy@hum.leidenuniv.nl](mailto:e.p.matulesy@hum.leidenuniv.nl)  
Pam: [p.z.de.groot@hum.leidenuniv.nl](mailto:p.z.de.groot@hum.leidenuniv.nl)  
Inge: [i.j.g.c.ligtvoet@hum.leidenuniv.nl](mailto:i.j.g.c.ligtvoet@hum.leidenuniv.nl)

The IH is organized in 'sections' along its teaching and research responsibilities. For questions about teaching you are advised to get in touch with the board of your teaching section. For questions about

your research, your supervisor would be the first to contact. For other questions about the PhD program you can contact the PhD coordinator Diederik Smit: [d.e.j.smit@hum.leidenuniv.nl](mailto:d.e.j.smit@hum.leidenuniv.nl).

The teaching sections are Oude Geschiedenis (Ancient History), Middeleeuwse Geschiedenis (Medieval History), Vaderlandse Geschiedenis (Dutch History), Economische en Sociale Geschiedenis (Economic and Social History), Algemene Geschiedenis (General History), Afrika Studies (Africa Studies), Latijns-Amerika Studies (Latin America Studies), and History and International Studies.

The teaching sections have both a chairperson and a secretary. Most day-to-day issues in regards to teaching can be discussed with the secretary.

Oude Geschiedenis:

Chairperson: Luuk de Ligt, Secretary: Liesbeth Claes

Middeleeuwse Geschiedenis:

Chairperson: Peter Hoppenbrouwers, Secretary: Robert Stein

Vaderlandse Geschiedenis:

Chairperson: Henk te Velde, Secretary: Anita van Dissel

Economische en Sociale Geschiedenis:

Chairperson: Marlou Schrover, Secretary: Ariadne Schmidt

Algemene Geschiedenis:

Chairperson: Jeroen Duindam, Secretary: Henk Kern

Afrika Studies:

Chairperson: Mirjam de Bruijn

Latijns-Amerika Studies:

Chairperson: Patricio Silva

History and International Studies:

Chairperson: André Gerrits

The research sections are:

- The Unification of the Mediterranean World (400 BC – 400 AD)
- Collective identities and transnational networks in medieval and early modern Europe, 1000-1800
- Political Culture and National Identities
- Colonial and Global History
- Cities, Migration and Global Interdependence
- History and International Studies

### **1.2.1 Opening hours WSD/ Huizinga**

The university buildings on the Witte Singel-Doelen` (WSD) Complex (Huizinga, Lipsius) usually close at 11pm. However, if you want to stay in the Huizinga Building after 6pm you have to pick up a key at



the reception in Lipsius. The main entrance of the Huizinga building closes at 6pm and after that you can only get back in with a key. To get this key you need a blue keycard which you have to hand in at the reception. Rick or Efy can request one for you if you send them your mobile phone number. One day after you ordered this card with them you can collect it at the Service Desk. According to our experience, key rule is not strictly enforced: if you happen to be in the Building e.g. after 6 pm without a key you will not get into serious trouble. However, the key card ensures that the security staff knows how many people are inside the building in case of fire and also when they lock the building at 11 pm. Also note that after leaving the building (**before 11.00 pm!**) you have to return the card at the reception.

Regular closing hours of the reception to return keys are:

Monday – Saturday: 23.00h

Sunday: 20.00h

Note that during holidays most of the buildings have adjusted opening hours or are closed. During lecture-free periods, e.g. during the summer months (July until half of August), special opening hours apply which are very strictly enforced.

In case you are still in the building, while it is locked, you can call the security staff at the central reception: 2300 or 2500. Do not attempt open the locked doors, because opening the main doors will activate the alarm.

### **1.3 Work place**

Every PhD student (who is employed by the university) will be offered a work place in one of the buildings of the faculty, preferably in the Huizinga Building, the main building of the Institute for History. If there is no place in the Huizinga Building, the Institute will try to find an appropriate place in a nearby building. You will be provided with a desk, computer, telephone and most likely also (surely friendly) office mates.

**Important:** most information on you and the services provided to you (such as telephone, log on account, email address) are based on your personal information as it is processed at the Personnel Department and the ICT. Please check this as soon as you are provided with the accounts, for it takes a lot of hassle to change this at a later stage.

#### **1.3.1 Keys**

You will be given your own key to your office, which will also provide you with access to the basement of the Lipsius Building to park your bicycle and also to a room equipped with showers in case you are coming with bike to work.

In order to receive a key for the office, you have to contact Pam de Groot who will notify the Service Desk in the Lipsius Building where you can pick up your keys. You will have to sign a form to acknowledge the receipt of the key. With the end of your appointment at the university you have to

hand back the keys to the Service Desk. If you lose your keys you will be fined for the costs of the production of a new one (which is rather expensive, so make sure to take good care of them).

In case you have been allocated a new room or the number of colleagues at your room has exceeded the number of available keys, a new key can be ordered at the Service Desk. Check with Pam de Groot, she knows the number of available keys and can give you the required permission to order new keys.

### **1.3.2 Key Card**

You need a key card to enter the Huizinga Building after 6pm (see section 1.2.1). You can apply for a key card for the IH with the help of Pam de Groot. She will ask the Service Desk to issue a personal key card.

### **1.3.3 LU-Card**

Within the university an identity card is used, the LU-card. This card with your photo is your identity and library card. Additionally, you can use the printers (and scanners) with it. In the future it will also provide you with access to university buildings. You need to upload a recent photo in U-prefs (see 1.3.6 'Computer/University Account') or make a new photo at the Service Desk. After a few days you will receive the card by mail. To activate the card you need to go to the Service Desk.

### **1.3.4 Desk & Arbo**

In The Netherlands working conditions of employees are legally determined in ARBO law (Arbeidsomstandigheden-wet). The Faculty has its own coordinator to check and optimize working conditions. Our contact is Els Vijfvinkel (tel: 071 527 3198, [e.vijfvinkel@ufb.leidenuniv.nl](mailto:e.vijfvinkel@ufb.leidenuniv.nl)).

Once you have been appointed your own work place, she will come to your office to check whether your work place provides healthy working conditions. She does, for example, make sure that your chair and table settings will get adjusted in case they do not fit your needs. She can also give you some advice about how to use your computer in order to prevent RSI (Repetitive Strain Injury – physical complaints due to repetitive movements).

If you are one of those people that work too long in front of the computer without taking proper breaks you can install Workrave on your computer: Go to Start Menu > Control Panel > Programs and Features > Install a program from the network > select Workrave and install the program.

After filling in the details about your regular working day, the program will remind you to take short breaks and do some exercises while working at your computer.

### **1.3.5 Telephone**

All telephones in the Huizinga Building are connected to the university network. This means that for all internal calls you will only need the four digit phone number within the network (last four digits of the regular phone number). For making external calls dial '0' before entering the phone number.

The area code of Leiden is 071 and all university numbers start with 527 followed by your personal number (the already mentioned four digit phone number). A list of telephone numbers of the staff members will be sent to you by the Institute's Office once or twice a year.

If you want to make a call abroad you will have to dial '99' (until 6 pm) and will be connected to a central number that will then dial for you the number of your choice.

Instructions for telephone use are available online:

<https://www.staff.universiteitleiden.nl/ict/ict-workplace/telephones/telephones>

At this site you can also find the contact information of the telephone helpdesk.

### **1.3.6 Computer / University account**

The virtual university workplace (virtuele universitaire werkplek - VUW) provides every PhD candidate with his or her own access to all WSD computers that are all connected to the university's network.

If you experience any trouble, contact the IT helpdesk of the ICT Shared Service Centre (ISSC): [helpdesk@issc.leidenuniv.nl](mailto:helpdesk@issc.leidenuniv.nl) or call 8888. You can also get in contact with the Service Desk in the Lipsius Building.

You will receive an account name and password to access the university network with a HUM (for Humanities) email account (based on your initials and last name) at the beginning of your employment. This account and password gives you also access to all your online accounts (holiday planner, library account etc.). You can change your password and personal information at uPrefs: <https://u-tools.meta.leidenuniv.nl/uprefs>. Please login with your account name and password.

Please note that you will receive in addition to your HUM email address, an UMAIL email address. You can access your email account on <https://webmail.leidenuniv.nl/ox.html> by using the same username and password as for your university account. Usually your HUM email will be the most important email address, but the Blackboard virtual learning environment is, for example, connected to this email account. Luckily you can forward all the emails you receive at this account to your HUM email address.

#### **1.3.6.1 Webmail**

Your university account also gives you access to your HUM email address. Most importantly, you will be able to login to your university email account outside university buildings. Go to: <https://webmail.campus.leidenuniv.nl>. The same account name and password apply as for the

university network. It is recommended to log on to your account with : “vuw\” in front of your account name, to be able to open external links in emails.

### **1.3.6.2 Remote work place**

You can also get access to your university computer files from computers (on P: hard disk) outside the university. This is called ‘remote VUW workplace’. You can login with your account and then select ‘Local disk (P:)’.

Manuals to set up remote workplace in a Windows, Mac, or Linux environment can be found here: <http://issc.leiden.edu/ict-staff/manuals/remote-work-place.html>.

### **1.3.6.3 Personal website**

All staff members of the Institute have their own webpage at the Institute’s website. In the first few months the Central Web Office will make an appointment with you to take a picture of you that will be displayed on your webpage. Since it is likely that people will search for you online during the course of your research, you should make sure that the information about you and your research, courses that you teach and contact information is accurate and up-to-date.

You can update your persona website by filling in the staff web page form: <https://www.jotform3.leidenuniv.nl/form/53212917258>.

Publications will automatically be added after registering in LUCRIS.

Contact Pam de Groot (see 1.2 ‘Institute for History’) to update your personal website. She will send you a form that you will need to fill in.

### **1.3.6.4 Meta data / publications**

In order to register all publications of staff members, also for the record of the library, staff members are requested to enter all publications into LUCRIS (Leiden University Current Research Information System).

To enter publications go to: <https://lucris.leidenuniv.nl/>. Publications are sorted by specific codes that are connected to different areas of study. Check with your supervisor or a colleague in your section who is familiar with the codes to make sure that you use the right one (using a wrong code will cause trouble for the Institute). All publications will automatically appear on your personal website. If you encounter any problems or you still have questions, please contact the helpdesk: [lucris@hum.leidenuniv.nl](mailto:lucris@hum.leidenuniv.nl)

### **1.3.6.5 Wireless internet**

WiFi is available in all university buildings. You can login to the ‘Leiden University’ network with your university user name and password.

You can also login to the eduroam WiFi network. To login here, add @leidenuniv.nl to your university **username** (!) and use your usual password. If you have any problems logging into eduroam, you can find a more extensive manual here: <http://issc.leiden.edu/ict-staff/manuals/wireless-access-manuals.html>.

Since eduroam is available at educational institutions around the world, you can often use it to have internet access at other Dutch and international universities as well.

#### **1.3.6.6 Software**

Regular staff members have access to various software packages, but are unfortunately NOT authorised to install any software on their office computer by themselves. However, you will be able to install a number of preselected programmes at your computer by doing the following at your computer:

Go to Start Menu > Control Panel > Programs and Features > Install a program from the network > select a program that you want to install.

If you need any specific software for your research at your office computer, you can contact the ICT Shared Service Centre (ISSC). Some programs will have to be paid for and are therefore only available after approval of the Institute. Check the website for further details: <https://www.staff.universiteitleiden.nl/ict/ict-workplace/software-and-collaboration-tools/software>.

If you want to be able to use specific programs at home, you can buy software with discount at Surfspot ([www.surfspot.nl](http://www.surfspot.nl)). This website offers students and university staff software for a reasonable price.

#### **1.3.7 Copying**

Your LU card gives you access to the so-called multifunctionals on the WSD complex. These printers are connected to the university server. Once you are logged in to the university network you can send printing orders (from any computer of the network that you are logged in) to the server. You can then collect your printing orders from any printer by holding your card in front of the terminal next to the printer. By selecting 'print all' or 'select files' you can print the files you ordered. You can also use the printers to scan and email documents.

If you need a large number of prints (e.g. for courses) you can contact the Office of the Institute. They will notify the Copy Shop (in Lipsius, right side of the main entrance, room 017).

In case of losing your card, you should immediately contact the Service Desk to make sure the card will be blocked to prevent abuse.

If the printer breaks down, the server is down or if printing paper is finished write down the printer number and fill in the online notification form: <https://www.jotform3.leidenuniv.nl/form/50145444366>.

### **1.3.8 Business cards**

You can order business cards (125 pcs) at UFB Grafische producties. Fill in the online form and you will get a digital sample of your card that you can change according to your needs. You will need a formal approval by Rebecca Wensma before finalizing the order.

<http://www.ufb.leidenuniv.nl/kopieren-printen/drukwerk/visitekaartjes.html>

### **1.3.9 Presentation / Promotion material**

The university has its own house style for promotion material as well as powerpoint presentations. Look for examples and templates at: <http://huisstijl.leidenuniv.nl/nl/digitale-uitingen/powerpoint/>. This site is, alas, only available in Dutch. Scroll down to download the powerpoint templates in either Dutch or English.

## 2 Administrative matters

The IH's contact at the Faculty's Human Resources/Personnel department is José Bleijenberg-van der Weijden (Lipsius room 2.39. tel: 527 2095, [j.bleijenberg@hum.leidenuniv.nl](mailto:j.bleijenberg@hum.leidenuniv.nl)). In most cases you will be able to solve issues with the help of Rebecca Wensma, but some documents need to be signed at José Bleijenberg's office.

Some topics discussed in this chapter can also be found on the university website's overview: <https://www.staff.universiteitleiden.nl/human-resources/new-staff/terms-of-employment-in-short/overview-terms-of-employment>.

### 2.1 Contract

Your contract will be settled according to the Collective Labour Agreement of Dutch Universities (Collectieve Arbeidsovereenkomst – CAO). An overview of this Agreement can be found here: <http://www.labouragreementuniversities.nl/>.

To become a member of staff you will fill in and sign a number of documents with the help of Rebecca Wensma. These documents will be signed by your supervisor and the Academic Director of the Institute and sent to the HRM department of FGW. HRM staff members will draw up a contract, which you will be asked to sign at the HRM office.

Your initial contract will be a one-year contract. After one year the IH will decide whether your contract will be extended for another 3 or 4 years. This decision will be based on your performance interview (Resultaat- en Ontwikkelingsgesprek).

#### 2.1.1 Salary

Salaries are determined according to the collective agreement (CAO) of universities. The salary will increase slightly every year. If you decide to take a four years contract with full working hours, your initial gross salary will be ca. 2250 Euros (net ca. 1750 ) and will increase up to ca. 2900 Euros in your fourth year. On a five year contract on the basis of 80% of your working time you will receive 1700 Euros (net ca. 1400 Euros) in your first year. Your salary will also increase every year. Please see [this link](#) for further information (PhD salaries can be found in this table under 'P' for promovendus).

You have access to your pay slip through self service: <https://sapepp.leidenuniv.nl/irj/portal>. You can login with your usual university user name and password. Here you can also find information about holidays and holiday gratification. Every January, an annual statement of your income can be found under the header 'Jaaropgave loonbelasting', which you will need for your tax declaration (if applicable to you).

Check for more information: <http://staff.leiden.edu/h-r/salary-allowances/> and <http://staff.leiden.edu/h-r/>.

### **2.1.1.1 Gratifications**

Once a year, in May, your Holiday Gratification will be remitted. This will be 8% of your gross yearly loan and will be added to your pay slip in May. In December you will receive an End of Year Gratification of 8.3% of your gross yearly wage.

### **2.1.2 Working hours**

A standard PhD position in The Netherlands holds for four years (conditional in the first year) for a full time position (1fte) of 38 hours a week. But, depending on your research project and funding, it is also possible, in agreement with your supervisors, to choose for a 5 years position of 0,8 fte (30.4 working hours per week) The advantage of a five year contract is that you will have more time to work on your project, make sure that you finish on time and also better manage to apply for new jobs at the end of your PhD. However, the disadvantage of the 5-year-contract is that you will also only receive the payment for 30.4 hours per week.

In addition to your working hours in total, you can also decide on flexible working hours and whether you want to save extra leave by working extra hours a week, or by making less hours for leave in return. You can, for instance, work 40 hours instead of 38 hours and save the extra hours for extra leave. Your choice has to be filled in a form and signed at Rebecca Wensma's office. Note though, that extra hours cannot be converted into cash and only a limited number of holidays can be transferred to the next year.

Generally, PhD candidates have rather flexible working hours and are physically present at the Institute. It is your own responsibility to make sure you make your hours and finish your work in time. Therefore, make sure to discuss your plans concerning working hours/working at home with your supervisor at the start of your project, since she/he checks the progress of your research. However, if you are part of a project that is funded by the European Research Council, you will have to fill in a form for your working hours. Your supervisor will explain this to you.

### **2.1.3 Holidays**

Employees with a regular 38 hour contract have 232 hours of leave per year. You need to login to Self Service (<https://sapepp.leidenuniv.nl/irj/portal>) to submit a request for leave. The Head of the Research Department (Peter Meel) will approve or disapprove your request. In Self Service you can check how many holidays you have left and how many days you are saving for special leave. You can also check when your colleagues of your Section are on holiday.

If you plan to go on vacation make sure that your supervisor knows and that you do not have any teaching obligations. We recommend asking Rebecca Wensma if you schedule your holidays for the first time.

When you sign(ed) your contract the HR department probably gave you the option of not having to fill in a formal request by removing your entitlement to holidays. This means you have unlimited



holidays as long as you meet your deadlines. You will make yearly agreements with your supervisor on what you have to do within a year; and the surplus of time can be spent freely.

You can check this form for a manual on asking for leave through Self Service:

[http://media.leidenuniv.nl/legacy/Self%20Service%20overlofaanvraag\\_medewerkers\\_engels.pdf](http://media.leidenuniv.nl/legacy/Self%20Service%20overlofaanvraag_medewerkers_engels.pdf)

### **2.1.3.1 Public holidays**

There are a number of public holidays, which are not deducted from your holiday leave and during which the buildings of the university are likely to be closed. Between Christmas and New Year the university will always be closed. Mark them in your calendar so that you do not stand in front of closed doors:

- New Year's day (1 January)
- Good Friday
- Easter Sunday and Monday
- King's Day (27 April)
- 5 May Liberation Day (5 May)
- Ascension Day
- Whit Sunday and Monday
- 3 October (Relief of Leiden)
- Christmas Day and Boxing Day (25+26 December)

### **2.1.3.2 Mandatory holidays**

Mandatory holidays (mainly those days in between a holiday and the weekend, such as the Friday between Ascension Day and the weekend) will be deducted from your leave. These days may vary every year.

For more information, see: <https://www.staff.universiteitleiden.nl/human-resources/conditions-of-employment-salary-and-allowance/working-hours/national-holidays-and-compulsory-collective-closures>.

### **2.1.3.3 Local holiday**

Besides these national holidays, there is also one local holiday: The Relief of Leiden (Leiden Ontzet) at 3rd October, on which the defeat of the Spanish troops in 1574 is celebrated (if 3rd October is a Sunday, the celebration will be on Monday 4th October).

### **2.1.4 Other types of leave**

There are several other regulations concerning leave, sabbatical, maternity leave, senior arrangements. More information can be found at: <https://www.staff.universiteitleiden.nl/human-resources/conditions-of-employment-salary-and-allowance/leave/annual-leave>.

### 2.1.5 Illness

If you become ill, you have to inform your supervisor and the HRM Office ([PO-info@hum.leidenuniv.nl](mailto:PO-info@hum.leidenuniv.nl)). You will have to keep in touch with him/her about your recovery. The Human Resources Department of the Faculty will decide whether the Arbo doctor ('Bedrijfsarts') needs to contact you. When your illness lasts for more than 6 weeks, special regulations will apply.

Don't forget to inform the HRM Office and your supervisor about your recovery.

<http://staff.leiden.edu/h-r/illness/illness-and-incapacity-for-work.html>

### 2.1.6 Mental Health and Counselling

In the case of mental problems, such as stress, a risk of burn-out, or workplace harassment, don't bottle it up, but get in touch with a University Doctor. The University Doctors can be reached via telephone number 071 527 8015 or by submitting the online form: <https://www.jotform3.leidenuniv.nl/form/43315951404>.

More information about mental health can be found here: <https://www.staff.universiteitleiden.nl/human-resources/health-and-safety/health-and-illness/mental-fitness/>.

If you would simply like to talk to someone about any issues or problems you are experiencing but do not necessarily need or want medical help, the institute's two PhD Councillors (Peter Meel and Diederik Smit) are also at your disposal. At the faculty level, [Rosalien van der Poel](#) serves as Confidential Advisor for PhDs.

In addition, the institute has two designated 'persons to talk to' that are available to discuss any work-related issues confidentially. There are [Ariadne Schmidt](#) and [Jan Oster](#).

### 2.1.7 Pension

University employees automatically participate in ABP Pension Fund. A part of your income will be transferred into the fund. For more information about this system, visit the website of ABP. The part of the site that is in English, is, alas, not very comprehensive: <https://www.abp.nl/english/>.

## 2.2 Secondary employment conditions

### 2.2.1 Transportation / Commuter travel

During the first year of your PhD, you will receive compensation for travel expenses, depending on the distance between your place of residence and your office.

See for a general explanation of the travel compensation regulation:

<https://www.staff.universiteitleiden.nl/human-resources/conditions-of-employment-salary-and-allowance/allowances/commuting-allowance/>

See for the full regulations in English:

<http://media.leidenuniv.nl/legacy/Leiden%20University%20Regulation%20on%20Commuting%20Allowance%20and%20Removal%20Expenses.pdf>

You can benefit from an extra tax discount that compensates you for your commuting costs by paying less tax. Fill in the Openbaar Vervoer Verklaring (public transport statement) at: [http://media.leidenuniv.nl/legacy/reisverklaring\\_ib.pdf](http://media.leidenuniv.nl/legacy/reisverklaring_ib.pdf).

You have to fill in the form and have it signed by José Bleijenberg-van der Weijden at the Faculty of Humanities, Lipsius room 2.39, tel : 527 2095, [j.bleijenberg@hum.leidenuniv.nl](mailto:j.bleijenberg@hum.leidenuniv.nl). Consequently, you can declare the amount of money (based on the distance to Leiden and the number of days per week you travel) to the tax office as reimbursement for travel expenses. This will be deducted from your gross income. You have to keep the form in case the tax authorities will ask for it.

#### **2.2.1.1 Train**

It is possible to get a discount on NS year card, for your daily route. Note that this usually is only profitable when you travel four to five days a week throughout the year. More information can be obtained at Human Resources. Contact José Bleijenberg- van der Weijden, at the Faculty of Humanities, Lipsius room 2.39, tel : 527 2095, [j.bleijenberg@hum.leidenuniv.nl](mailto:j.bleijenberg@hum.leidenuniv.nl). She will apply on your behalf for an account and forward you the account information. After receiving the account login, you will have to login to the network to order your tickets. The costs will automatically be deducted from your monthly wage.

It might be easier and more profitable, however, to buy a discount card ('Season Ticket') at the Nederlandse Spoorwegen (Dutch Railway), which offers you discount prices during 'daluren' (off-peak hours) of weekends (depending on the type of card): <http://www.ns.nl/en/season-tickets>.

#### **2.2.1.2 Car**

If you travel by car you can apply for compensation for petrol expenses. This will be based on a list of cities in the direct surrounding of Leiden. Residential addresses which are not included in the list will be allocated their compensation depending on the travelling distance.

Parking at the WSD Complex is possible at two different locations. These parking lots can be paid for per hour or by a year card. There are several options for month or year cards for the parking lots. See the website for more details, opening hours and tariffs (subjected to change).

<http://www.ufb.leidenuniv.nl/servicedesk/wsd/parkeergarage.html>.

#### **2.2.1.3 Bike**

If you travel to work by bike, there is no compensation for commuter travel. However, there is an option to buy a bike on profitable tax conditions.

The cheapest option, however, is to buy a second hand bike. There are a number of second hand bike stores in all Dutch cities, to which both Google and your colleagues can refer you.

### **2.1.2 Individual Choices Model (selection model)**

Next to primary working conditions (e.g. wage), the university offers to its staff different forms of secondary social conditions, such as commuter travel and holiday gratification. Another secondary social condition is offered by the Individual Choices Model (selection model), which provides employees with the possibility to gain a tax profit. Below are some examples of the options. Most of them are related to your gross wage. By financing certain products or services from your gross wage, you will reduce your gross wage and therefore the taxes that you pay on it. You can then, for example, buy a bike without paying the taxes on the bike (19%). This will eventually be more profitable than buying the products (e.g. a bike) yourself and paying full tax. You do not have to choose one option, but it can be in your own advantage to make use of the opportunity. Note that there are specific rules for these arrangements, e.g. only a limited amount of your gross income can be used.

Since these arrangements are quite complex, we recommend you to contact José Bleijenberg-van der Weijden at the Human Resources Faculty Office for further details. (Lipsius room 2.39, tel : 527 2095, [j.bleijenberg@hum.leidenuniv.nl](mailto:j.bleijenberg@hum.leidenuniv.nl))

For more information on the Individual Choices Model, see: <https://www.staff.universiteitleiden.nl/human-resources/conditions-of-employment-salary-and-allowance/terms-of-employment-individual-choices-model/terms-of-employment-individual-choices-model/>.

#### **2.2.2.1 Compensation commuter travel from gross income**

One of the options of the Individual Choices Model (selection model) is to compensate commuter travel from gross income. This means that a part of your end of year gratification will be paid as travel expenses compensation, which is a net compensation, and therefore on more favourable terms, because you will pay less tax on your gratification. The amount is calculated based on the distance between your home and work address, with €0.19 per kilometre each way for each day in the year that you commute to work. E.g. if you live 20 km from work and commute five days a week the allowance will be €0.19 x 20 x 2 x 214 = €1626,40.

A clear description of the arrangement can be found here:

<https://www.staff.universiteitleiden.nl/human-resources/conditions-of-employment-salary-and-allowance/terms-of-employment-individual-choices-model/kilometre-allowance/humanities/institute-for-history?cf=humanities&cd=institute-for-history>

A less clear but more exhaustive description is available here:

<http://media.leidenuniv.nl/legacy/Leiden%20University%20Regulation%20on%20Commuting%20Allowance%20and%20Removal%20Expenses.pdf>

You can apply for the compensation in Self Service (<https://sapepp.leidenuniv.nl/irj/portal>).

It is recommended to apply for compensation with the end of year gratification instead of your holiday gratification. Make sure you hand in the form **before 1st October** so that the Faculty can administer your application in time for this year's taxes.

#### **2.2.2.2 Buy a bike from gross income**

If you go to the university by bike, you can get a discount through a university tax arrangement. The price of the bike will be deducted from your gross income (up to a maximum of €1500,-) over 12 months. A number of conditions apply: it should be likely that the bike will be used for at least half of the times of your working days. Also the commuter travel distance from home to work should be at least 15 kilometres. Finally, only one in every three years an employee will be able to buy a bike from gross income, but you can offset a maximum amount of €82 every year for maintenance costs.

This Fietsplan is part of the Nationale Fiets Projecten. <http://www.nationalefietsprojecten.nl/>. For more information, conditions and instructions: <https://www.staff.universiteitleiden.nl/human-resources/conditions-of-employment-salary-and-allowance/terms-of-employment-individual-choices-model/bicycle-arrangement/>

#### **2.2.2.3 Pay fitness from gross income**

It is possible to pay your staff member year card for fitness at the University Sports Centre (Universitair Sport Centrum) from your gross income. See for details: <https://www.staff.universiteitleiden.nl/human-resources/conditions-of-employment-salary-and-allowance/terms-of-employment-individual-choices-model/sports-subscription/>

You need to fill in a special form at HRM and hand in a copy of your USC membership card to José Bleijenburg-van der Weijden's office (Lipsius room 2.39, tel : 527 2095, [j.bleijenberg@hum.leidenuniv.nl](mailto:j.bleijenberg@hum.leidenuniv.nl)) **before 1st December**: <http://media.leidenuniv.nl/legacy/jaarabonnement-fitness-2011.pdf>.

Note that if you have a health care insurance at Zorg en Zekerheid through the university, you are entitled to claim 50% of your USC membership the first time you join the sports centre. You have to deduct this from the university's compensation.

#### **2.2.2.4 Converting leave to extra wage**

It is not possible for PhD candidates to convert leave into extra salary.

### **2.2.3 Co-participation by staff**

Within the university, employers are represented in the university council and the faculty council. Elections for these positions are held every year. The national labour unions participate in these elections with their own candidates (employees who are members).

Information about co-participation within the university:

<http://www.organisatie.leidenuniv.nl/medezeggenschap/over/medezeggenschapsorganen.html>  
<http://organisation.leiden.edu/participation/about/co-participation-by-students-and-staff.html>

And on elections for the university council:

<https://www.organisatiegids.universiteitleiden.nl/en/participation-organs/university-elections>

## **2.3 Project management**

The Institute Manager Rebecca Wensma is in charge of operational affairs of the institute, such as finances, to some extent human resources and the internal organisation of the Institute. Issues related to finances of the project will therefore be administered by Rebecca who is at the institute all days of the week.

### **2.3.1 Project administration / SAP**

All budgetary matters will be dealt with based on the SAP number. Every project receives a SAP number (named after the computer system that is used), which is the registration number for administrative purposes. Note that if you want to use your account or project budget, the project leader will need to approve (and therefore sign) your requests as well. If you are not affiliated to a project the MT will need to approve your declarations and provide you with a SAP number. Rebecca Wensma will help you if you need to declare any costs and she can be approached for all questions related to this. Note that receipts are needed to declare any expenses. Declaration forms etc. can be found on the website of the Financial Shared Service Centre (FSSC) that takes care of all payments of the university. For more information see: (<http://staff.leiden.edu/finance/>).

Possible expenses that can be funded (always check with your supervisor about your possibilities) are e.g.:

- research trips (tickets / accommodations etc.)
- Conferences/Workshops
- External (language) courses
- laptop (note that only if laptops are explicitly mentioned in the project's budget plan you will be able to declare the costs)

### **2.3.2 External funding**

You can also apply for external funding, for example with the Faculty of Humanities or at the Leids Universiteits Fonds (LUF – <http://www.luf.nl/en>) that accepts every year applications for organizing or attending conferences. There are many more other possibilities for external funding. For all information on funding possibilities please contact the Luris office: <https://luris.nl/academics/research-funding>.

Furthermore, funds for external funding may also be found in the Funding Book describing all types of funds in the Netherlands. (Fondsenboek van Vereniging van Fondsen Nederland - [www.fondsenboek.nl](http://www.fondsenboek.nl)).

See for the subsidy and reimbursement arrangements at the Institute for History:

<http://www.hum.leiden.edu/history/practical-matters/subsidy-arrangements-institute-for-history.html>

## **3 Matters related to your research and work at the IH**

### **3.1 Supervision and formal requirements**

You will have two supervisors. Depending on your supervisors, you will meet them on a regular basis. Make sure that you find a form of supervision that suits not only your supervisors but also your own working style. Additionally you are entitled to a yearly meeting with the PhD coordinator of the IH in order to discuss the progress of your project with someone else besides your supervisors. If there are any problems that you cannot solve on your own you should contact the Research Director of the IH Peter Meel or discuss this with the PhD-coordinator Diederik Smit ([d.e.j.smit@hum.leidenuniv.nl](mailto:d.e.j.smit@hum.leidenuniv.nl)).

#### **3.1.1 Training and Supervision Plan (OBP- Opleidings- en begeleidingsplan)**

One month after you start your PhD you will need to submit together with your supervisor a Training and Supervision Plan (OBP: Opleidings - en begeleidingsplan) to the IH. The plan functions as a guideline for the period of your PhD and ensures that all parties – PhD candidate, supervisors and IH – know and also formally agree on what to expect from each other the coming years. It also gives you the chance to plan your research and all related academic activities ahead (such as summer schools, language courses, teaching responsibilities and conferences). For more information on the OBP please see: <http://www.hum.leiden.edu/history/phd-candidates/progress-and-monitoring.html>.

#### **3.1.2 Progress Report**

As a PhD candidate you will need to submit a yearly Progress Report together with your supervisor to the Director of Research at the Institute. Depending on when you started your PhD, your first report will be due after the first nine months. If you started in late summer or early autumn of the year, you should make sure to submit your report before the summer vacation period of the coming year in order to avoid complications with the payment of your salary.

Following the submission of your Report, you will have a Performance and Development Interview with your supervisor. The interview will be based on the OBP and after the first year on your Progress Report. In addition to your reflection on the past year, new agreements will be made and set for the coming year, including issues such as writing, teaching, following courses, attending conferences etc. This will all be written down in the report.

After the interview, your report will be submitted to the Human Resources/Personnel department (through the Institute's Manager, and signed by the Head of Research).

During your first Performance and Development Interview the decision will be made whether your contract will be extended for another 3 or 4 years. If your extension is granted, you will receive an extension of your contract for the coming 3 or 4 years.

For general information of progress and monitoring please see:

<http://www.hum.leiden.edu/history/phd-candidates/progress-and-monitoring.html>.

More information on the Performance and Development interview can be found at:

<https://www.medewerkers.universiteitleiden.nl/po/ontwikkeling/resultaat--en-ontwikkelingsgesprek/resultaat--en-ontwikkelingsgesprek/geesteswetenschappen/instituut-voor-geschiedenis?cf=geesteswetenschappen&cd=instituut-voor-geschiedenis#tab-1>.

### **3.2 National Research Schools**

There are five national research schools that are open to PhD candidates according to their academic specialisation. Although participation in a research school is not mandatory, it is highly recommended by the Institute. Generally, the national research schools provide PhD candidates with a platform to discuss their research and its progress, learn about other doctorate research projects and to network via (mandatory) courses, workshops or other activities.

- Ancient history: Onderzoeksschool Klassieke Oudheid Studies OIKOS
- Medieval history: Onderzoeksschool Mediëvistiek
- Cultural history: Huizinga Instituut
- Economic and Social history: N.W. Posthumus Institute
- Political history: Onderzoeksschool Politieke Geschiedenis

The programs of the research schools differ widely, see for more information the websites of the research schools (see below). Usually PhD candidates enrol for one school and the according fee will be paid by the IH to cover the costs of the academic programme.

Sometimes PhDs also attend two research schools and chose from both schools courses that are relevant to their specialization. However, often the research schools do not support such an approach and you will need to pay for every event you attend individually from the budget of your bench fee. PhD candidates can also claim the cost for travelling to research schools from their bench fee.

In case that a candidate's research does not meet the programme of any of the national research schools, they also have the possibility to stay out of the research schools and to develop an individual academic programme in close consultation with their supervisors. Arrangements regarding writing and presenting research plans and chapters, and attending workshops or conferences can be part of this alternative track.

Please see the following websites for further information:



Onderzoeksschool Klassieke Oudheid Studies OIKOS: <http://www.ru.nl/oikos/>  
Medieval history: Onderzoeksschool Mediëvistiek: <http://medievistiek.nl/>  
Huizinga Instituut: <http://www.huizingainstituut.nl/>  
N.W. Posthumus Institute: <http://www.ru.nl/posthumus/>  
Onderzoeksschool Politieke Geschiedenis: <http://www.onderzoeksschoolpolitiekegeschiedenis.nl/>

### 3.2.1 Mandatory and voluntary academic courses

PhD candidates can enrol in courses tailored towards the needs of PhD students at Leiden University (such as Introduction to Leiden University, Time management, self-management, Effective communication, Research and funding, Writing an excellent research grant proposal, Competences and core qualities, Interest, motivations and preferences) free of charge.

For an overview of courses the courses available for member of the Institute for History, please see: <https://www.staff.universiteitleiden.nl/courses?cf=humanities&cd=institute-for-history>. Note that not all courses listed here are relevant for and open to PhD candidates.

Also note that some course like *Scientific Integrity* are obligatory and that you have to attend a number of courses additionally to your PhD training.

### 3.2.2 Graduate Conference

The Graduate Conference is another opportunity to present and discuss your research and learn about other research obtained at the IH. Participation is mandatory. The Graduate Conference is organised by the PhD-coordinator Diederik Smit with support of the PhD representative and takes place twice a year.

Usually every PhD candidate presents her/his research once during the course of the doctorate at the Graduate Conference. Members of staff and other PhD candidates will attend this meeting. Since this is a good opportunity to receive valuable feedback to your work, you as a presenter should make sure that those members of staff that are relevant to your research attend your presentation by e.g. inviting them on a personal basis. Instructions and tips for presenting at the Graduate Conference are written down and can be obtained from the chairperson of the PhD Council (PhD representative).

### 3.2.3 Language Centre

PhD candidates can also enrol for language courses at the Language Centre (Talencentrum) including Academic English and Dutch as a foreign language. The regular programme offers courses in languages such as Italian, German, Russian, Chinese, Indonesian, Arabic etc. and is taught in Dutch. Unfortunately, all language courses must be paid for by members of staff at Leiden University including PhD candidates. The institute sponsors two Dutch courses for foreign PhDs, additional language courses should come from your bench fee budget. For more information on language courses please see: <https://www.universiteitleiden.nl/en/language-centre>.

### **3.2.4 Summer schools**

Participation in summer schools must be organized by PhD candidates themselves.

### **3.3 Teaching**

Most of the PhD candidates lecture in the course of their doctorate program. There are no hard rules regarding teaching, but rather informal arrangements. The only rule is that, depending on the type of funding and contract, PhD candidates can devote a maximum of 15% of their working hours on teaching and/or receiving education. There are different teaching trajectories that PhD candidates can follow. Usually PhD candidates teach werkcolleges (seminars) – starting with the mandatory introductory course of their section (e.g. General History or Dutch History) in the first or second year of their employment. Depending on the needs of the Institute, your research theme, and your willingness, you might teach in the following years a BA2 (or even co-organise a BA3 or MA course) or again tutor the first year course. At Leiden University, first year courses at BA level are always taught in Dutch. If you do not speak Dutch you might teach a course for second year students instead or possibly co-teach a course for more advanced BA or MA students in English.

Additional teaching duties may arise if one of the sections has a vacancy in your field of expertise. Whether you will be asked to teach such extra courses above the 15% teaching requirement for extra pay will depend on your supervisor and on your own willingness to do so. Generally, for an extra BA1 course, the PhD candidate can be compensated with an extension of his/her contract by 0,1 FTE per semester (one semester consists of 5 months); for an extra BA2 or BA3 course, the compensation might be 0,2 FTE per semester.

In case the PhD candidate is funded by NWO, this extension of the contract has to be approved by NWO.

Note that compensation is not a rule, you are therefore advised to inquire about the conditions beforehand. If a PhD candidate wants to gain extra teaching experience (which will not be encouraged by the Institute), and he/she has approval from his/her supervisor, he/she can make this wish known to the Institute/ the Section he/she belongs to. This request will be discussed within the Section, but does not guarantee extra teaching hours. Such 'voluntarily' teaching of extra courses will not be compensated.

If you are part of an ERC funded project you are officially not allowed to teach. Nevertheless, discuss the possibilities with your supervisors if you are interested in teaching.

#### **3.3.1 Didactic skills course**

The IH provides PhD candidates with a didactic course that enables them to learn about and discuss academic teaching. The goal is to provide basic information about teaching and give new PhDs the chance to try themselves out in an informal setting. The course takes place at the beginning of every semester and comprises of two (morning or afternoon) sessions.

### 3.3.2 Shadowing

After taking the didactics course, you will join/'shadow' a teaching member of staff to also gain insights into the practical side of teaching. This will be in a course you are likely to teach yourself in the following year and also provide you with the opportunity to give a small number (the amount depending on you and the respective member of staff) of classes yourself in the presence of the respective teaching member of staff. Contact the secretary of your section about possible courses to shadow and more information.

### 3.3.3 Didactic meeting

Additionally to the didactic course, there are biannual didactic meetings. Whereas the idea of the didactic course is to provide information *before* you start teaching, the didactic meetings (although open for everyone) aim at those who are already involved in teaching. It is a space to exchange experiences and to discuss practical problems and challenges.

### 3.3.4 Grading BA theses

In order to gain more practical experience as a university teacher, there is also the opportunity to grade Bachelor theses. This is completely voluntarily and limited to two theses per semester. If you are interested in this task, you have to be able to read Dutch. For more information and to be included in the list, contact Diederik Smit ([d.e.j.smit@hum.leidenuniv.nl](mailto:d.e.j.smit@hum.leidenuniv.nl)).

### 3.3.5 Teaching manual

Joost Augusteijn has composed a manual on teaching at the Institute for History with brief guidelines on rules and methods used in the different courses. It can be accessed by logging on to: <http://www.hum.staging.leiden.edu/history/docentenhandleiding>.

At the moment the manual is only available in Dutch. Recommendations for additional information or for 'best practices' which will be added to the website, can be send to the Diederik Smit ([d.e.j.smit@hum.leidenuniv.nl](mailto:d.e.j.smit@hum.leidenuniv.nl)) as the secretary of the education committee (opleidingscommissie).

### 3.3.6 BKO qualifications

In order to improve the quality of education, Dutch universities have agreed on the introduction of a system to record the qualifications and teaching experiences of university teachers, BKO (Basiskwalificatie Onderwijs), a basic teaching qualification. Within one or two years from now on, academics who want to teach at the university will need a BKO certificate, stating that they have enough experience and skills in teaching at different levels.

For PhD candidates this means that they can already attain elements of this BKO during their PhD trajectory. The exact details on attaining your BKO are as yet not clear, and keep changing, so check the website and ask fellow PhD candidates who are also confronted with these questions.

Information on BKO: <https://www.universiteitleiden.nl/en/courses/iclon/utq-training-programmes-for-lecturers-bko>.

### **3.4 Confidential advisor (Vertrouwenspersoon)**

If you experience problems which you cannot discuss with your supervisor, the PhD-coordinator, or the Director of Research, you can make an appointment with the confidential advisor. There are different persons for different issues at different levels, so see for more information: <https://www.staff.universiteitleiden.nl/management-and-administration/complaints-and-confidants/confidential-counsellors-overview/confidential-counsellors/humanities/institute-for-history?cf=humanities&cd=institute-for-history>

### **3.5 PhD Council – Promovendiraad**

As a PhD candidate you will become member of the Promovendiraad (PhD Council), an institutional body that represents your interest at the Institute's council meetings and takes initiative e.g. if PhD candidates organise an academic event or are dissatisfied with organisational procedures at the Institute. The PhD Council meets once every semester, usually in late December and late May/early June. The meetings are organised by the PhD representative. There are a good opportunity to hear about what is happening at the IH and to get to know other PhD colleagues. You will get an invitation to the PhD Council meetings via email through the PhD-Mailing List.

In 2017 the PhD Council was restructured to meet the requirements of the general regulations of the Institute. Although all PhD candidates are represented by the PhD Council, there is a board consisting of the following members:

1. Chair (PhD representative)
2. Secretary
3. The former chair
4. The former secretary
5. Member 5

The chair and the secretary are appointed for 1 year and will be the active members of the PhD-Council. They are responsible for the daily operations of representing the PhDs at the Institute. All PhD candidates can participate in the elections and also run for the office. After the chair and secretary have served for one year, they will remain in the PhD-Council (becoming member 3 and 4). The former chair and secretary have an advisory role. They can be approached for questions or advice and function as an institutional memory. The final member also has an advisory position and serves for two years. As by 2018, this is the PhD member of the Institute's Diversity Committee. He/she is able reflect on diversity issues, and provide a connection between the diversity committee and the PhD Council.

The PhD Council Board meets at least twice a year. In addition, the PhD-council also invites all the PhD candidates of the institute for a meeting at least twice a year in order to report on its activities,

get feedback and discuss its position. The membership of the council will rotate. The members of the PhD council are appointed for two years. The council nominates its new members after they have been approved by the PhD candidates who attended the relevant meeting to which all PhD candidates of the institute have been invited.

The chair of the PhD Council also represents the PhD community in the Faculty Council and defends the interests and position of PhD candidates at the faculty level. Elections for the Faculty Council usually take place in May or June. One term in the council starts on 1 September and lasts until 31 August (for more info on the the Faculty Council see:

<https://www.organisatiegids.universiteitleiden.nl/en/faculties-and-institutes/humanities/co-participation/faculty-council>).

### **3.5.1 PhD-Mailing List & WhatsApp**

The PhD mailing-list is predominantly used by the PhD Council and is some sort of informal information tool. You should automatically become a member of the mailing list with the beginning of your doctorate, because the PhD Council will obtain your email contact details. If you think that your name is not on the list, ask another PhD candidate to get you in contact with the PhD representative.

Additionally, there is a WhatsApp group for PhD candidates from the IH, make sure to ask a colleague to add you to the group. It is a nice way to stay in touch with each other and it is used for a variety of occasions (mainly drinks).

### **3.6 PhDrinks**

Regularly (usually once a month), PhD candidates of the Institute meet for drinks; these social gatherings are called PhDrinks. This can happen at any day of the week hence the 'committee' that organises these informal get-togethers called it 'any-day-of-the-week-drinks'. Notification of the PhDrinks will be sent out by email. If you would like to get to know other PhD candidates and no meeting is scheduled you can also take the initiative yourself and use the PhD Mailing List or WhatsApp to ask your colleagues if they want to join you for a drink after work.

The committee organising the PhDrinks will be appointed (or they volunteer) during the PhD Council meeting in May/June.

### **3.7 Day Out – Uitje**

The 'AIO-Uitje' takes place in May or June and is a good opportunity to meet other PhD students. It is organised by PhD candidates (usually a committee that is formed at the PhD Council in December) and the Institute funds the activities. Attendance at the uitje is not mandatory, but has been very enjoyable so far.

### **3.8 LEO – Leiden University PhD Organization**

Leo is the organisational body for all PhD candidates at Leiden University and tries to support and organise PhD candidates. Leo also organises monthly drinks. If you have an account at Facebook you can also become friends with LEO in order to stay informed about events and news.

For information please see:

[http://www.leoleiden.nl/index.php?option=com\\_content&view=article&id=1&Itemid=2](http://www.leoleiden.nl/index.php?option=com_content&view=article&id=1&Itemid=2)

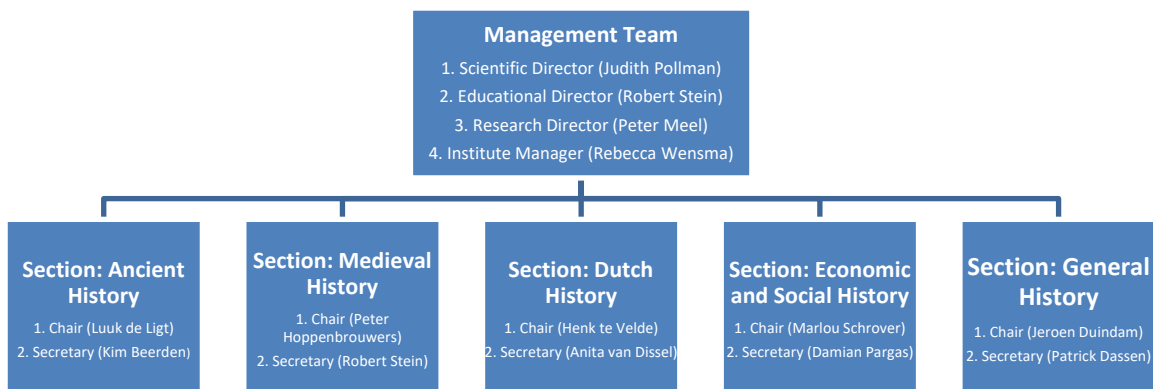
<https://www.facebook.com/LeoPhDLeiden/>.

### 3.9 Bonus

There is a financial stimulus to finish your PhD on time. If you manage to have your manuscript approved after six months of the end of your contract, the institute will provide a bonus of €1200,. This can be used to cover costs of your defence, for instance.

Additionally, the University library requires that you hand in four copies of your thesis on paper and a digital version. In order to do so, they will provide a compensation of €500,-. You can spend whatever remains of this amount as you like.

### 3.10 Layout of the Institute for History



## 4 General information for foreigners in the Netherlands

The university has a website with information for newly arrived employees, which contains information about standard procedures: <https://www.staff.universiteitleiden.nl/human-resources/new-staff>.

Also, Leiden has a special service centre for International staff which will be able to help. They can help you with issues regarding visa's and permits, taxes, health insurance, housing and other immigration formalities: <https://www.staff.universiteitleiden.nl/human-resources/international-staff>.

### 4.1 Registering with the municipality

When you move to the Netherlands you have to register with the local municipality. Depending on your status you will need a visa. Also as an EU citizen you will need to register with the municipality. You should bring your passport, a certificate of birth and your rental contract to confirm your address. Usually the website of your municipality (gemeente) provides information in English and Dutch on the necessary procedures.

Leiden: <http://gemeente.leiden.nl/english/>.

Den Haag: <http://www.denhaag.nl/en/residents/relocation-and-settling.htm>.

### 4.2 Social security number

If you want to work in the Netherlands you will need a BSN (Burger Service Nummer - social security number). The Human Resources department of the Faculty will help you with the application that needs to be done by you in person in the Netherlands. You should keep your BSN number to yourself (as much as possible), because it is relevant to many bureaucratic processes such as health insurance or taxing. In short: keep your number secret to avoid criminal abuse!

### 4.3 DigID

DigID stands for Digital Identity and is a handy and often necessary tool to submit your tax declaration online and to do any other official business online. Since it takes a few days to receive your login codes by mail, we recommend everybody to apply for it as soon as possible: <http://www.digid.nl/>. Once you received the codes, you can login with a security code that will be sent to your mobile phone.

### 4.4 Tax (belasting)

As a PhD candidate you will pay taxes, within the lowest tax category bracket. Usually, Leiden University will automatically pay the (standard) income taxes for you. Note that according to your living conditions additional (municipal) taxes might need to be paid. However, it is more likely that you receive a tax return if you declare your taxes at the tax office. Unfortunately this process is rather complicated. Especially if you do not speak Dutch you should ask one of your colleagues to

help you calling the tax hotline (Belastingtelefoon: 0800 – 0543, Mo-Thu 8 am – 8pm and Fr 8am -5 pm).

Employees at the hotline are not allowed to speak English, but will book an appointment for you with your local tax office that will help you filling out your forms (also available in English). Usually you will have five years to declare your taxes, but especially as a non-Dutch person you might fall under a special category and need to contact the hotline to make an appointment at the local tax office.

More information under <http://www.belastingdienst.nl>.

Since tax policies depend on the country of origin , and since the policies are subjected to change, we recommend to check with other (foreign) colleagues and P&O at the faculty for more information on tax boxes and tax restitution.

#### **4.4.1 M-form**

If you started working (and paying taxes) in the Netherlands at another moment than the 1<sup>st</sup> of January, you will have to fill in an M-form. The M-form is for individuals that paid taxes part of the year in another country (this also applies to Dutch people leaving the country for example). Unfortunately, this form is only available in Dutch and can only be filled in by hand. You will need to call the Belastingtelefoon to request the form. They do not speak English on the phone. Ask one of your colleagues, your supervisor, someone from the secretariat or Rebecca Wensma to assist you.

If you have any possessions in another country (for example a house or property) it might be worth contacting a tax consultant when you fill in your taxes.

### **4.5 Health care**

#### **4.5.1 Health care insurance**

Health insurance in the Netherlands is compulsory. It is your responsibility that you are insured. Every insurance company has a basic package of health insurance measures that you can enhance by paying extra. You usually will be able to pay monthly or quarterly and the fees will be between 90 and 120 € per month depending on your package and health insurance provider. It is important that you do this in the first month of your registration with the municipality! because otherwise you will have to pay also for the months that you were uninsured.

Note that to everyone insured in the Netherlands €385 apply as 'eigen risico' (deductible) by law. This means that the first €385 on medical expenses in one year you need to cover yourself. Depending on your insurance, most expenses above this amount will be covered.

You are also able to decrease monthly costs by accepting a higher eigen risico, a higher share of the costs (mainly medication) that you will pay yourself per year. The University's preferred provider is Zorg en Zekerheid and you will receive a small reduction on your health insurance costs. Check this website for the university arrangements: <https://www.staff.universiteitleiden.nl/human->



[resources/social-security-and-insurances/collective-insurances/health-insurance/humanities/institute-for-history?cf=humanities&cd=institute-for-history](https://www.institute-for-history.nl/resources/social-security-and-insurances/collective-insurances/health-insurance/humanities/institute-for-history?cf=humanities&cd=institute-for-history).

**Please note:** you need to be insured within 4 months after arrival. Since the insurance companies tend to process applications rather slow and they have trouble processing applications by foreigners, apply for an insurance as soon as possible.

#### 4.5.2 Practitioner and dentist

When you move to the Netherlands or within the Netherlands you should make sure that you register with a general practitioner (huisarts) and dentist (tandarts) in your neighbourhood. In case you are ill you will always need to see or contact your GP first (except dental issues). In order to guarantee financial coverage of your medical costs by your insurance provider in case you want to see a specialist (dermatologists, gynaecologist etc.) you need to ask your huisarts for a prescription letter. Please be aware that general practitioners in the Netherlands are known for not prescribing medicine quickly.

**Please note** that you need insurance (as a temporary resident) before going to a doctor. GP visits are covered by basic insurance and are normally not charged through your deductible, meaning you will not receive a bill.

#### 4.5.3 Benefits

For individuals with low income there are two different forms of benefits that they can apply for. Zorgtoeslag is meant to support you with your health insurance costs. Almost everybody working in the Netherlands with a low income can apply for it. The website and the online forms are in Dutch, and unfortunately a bit complicated, but it is worth the effort since you will receive a monthly support (keep in mind that most PhDs, especially those with a full-time contract, are not eligible, since the maximum yearly income is € 28.720 including gratification).

Huurtoeslag is similar to Zorgtoeslag and applies to your rental costs. In order to receive Huurtoeslag you need to have your own apartment (own bathroom, toilet and front door) and rent cannot exceed € 710,68..

Make sure that you claim everything correctly, because there have been cases where individuals needed to pay their benefits back. Also, as your income increases over the years, you will in later years (possibly) no longer qualify for Zorgtoeslag. However, you need to stop this manually, or otherwise repay the money you received later.

#### 4.6 Bank

On arrival in The Netherlands, we recommend to open a Dutch bank account as soon as possible. As you will notice, many foreign bank cards are not accepted at ATMs (you need MAESTRO cards). The use of credit cards is quite uncommon in the Netherlands. Very few stores accept credit cards, and if

they do, they charge you for it. Paying electronically in a store, using PIN, is only possible with a MAESTRO bank card, which you will obtain with a Dutch bank account.

**Please note** that you will need to bring a copy of your passport, a statement of acceptance at the university, a copy of your housing contract and a copy of your MVV/visa.

#### **4.7 Housing**

For information on housing, please see:

<https://www.universiteitleiden.nl/en/news/2017/01/improved-services-for-international-staff>. The most promising housing agency homepages on the free market are [www.funda.nl](http://www.funda.nl) and [www.pararius.nl](http://www.pararius.nl).

To avoid trouble we recommend to check rates with colleagues. Also press for a lease contract in English, or at least try to get a translation.

Note that in The Netherlands water, electricity and internet can be calculated and charged separately. Also, according to certain contracts, your landlord can charge you extra rent for anything used more than a 'basic use' of facilities.

#### **4.8 General Website for Expats in the Netherlands**

<http://www.expatica.com/nl/main.html>  
<http://www.iamexpat.nl/>

## **5 Abbreviations**

FGW = Faculteit der Geesteswetenschappen = Faculty of Humanities

FSW = Faculteit der Sociale Wetenschappen = Faculty of Social Sciences

IH = Institute for History

UB = Universiteitsbibliotheek = University Library

WSD complex = Witte Singel-Doelen complex