



Universiteit  
Leiden



## Practical Guidelines for PhD Candidates at the LUCL

*August 2018*

Welcome!

Welcome to Leiden, welcome to the Leiden University Centre for Linguistics (LUCL). We hope you will have a fruitful stay at LUCL. Our aim is to provide a scientifically stimulating, inspiring and warm atmosphere in which you cannot only pursue your PhD research in an optimal way, but also develop yourself more broadly as starting academic.

In this document, you find the most relevant details to get you settled in and started at the LUCL. This document contains information about the following topics:

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Other important sources of information are your supervisor, your peers and colleagues, the PhD coach, the website of the Graduate School of Humanities and of course the information channels within LUCL (e-mail, website, sharepoint, yammer).

If there is anything that you would like to see improved at the LUCL, do let us know. It is the people that make this institute, not the bricks.

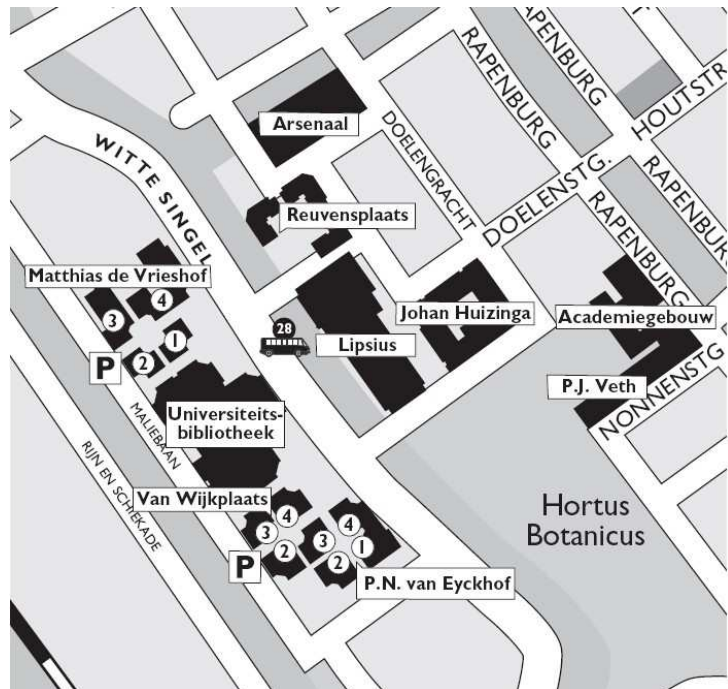
On behalf of the LUCL management team,

Prof. Niels O. Schiller  
Academic Director

## 1. The LUCL Office

### Visiting address

Van Wijkplaats 4 | Second floor  
2311 BX Leiden  
Office hours: Mon– Fri: 9.00-17.00



### Contact details

Telephone Office	+31 71 527 2125
Fax	+31 71 527 1650
General email	<a href="mailto:lucl@hum.leidenuniv.nl">lucl@hum.leidenuniv.nl</a>
Website	<a href="https://www.universiteitleiden.nl/en/humanities/leiden-university-centre-for-linguistics">https://www.universiteitleiden.nl/en/humanities/leiden-university-centre-for-linguistics</a>
Postal address	Leiden University Centre for Linguistics Postbus 9515 2300 RA Leiden

### LUCL Management Team

The LUCL is run by the LUCL Management Team (MT) consisting of:

- Academic Director: Niels Schiller ([n.o.schiller@hum.leidenuniv.nl](mailto:n.o.schiller@hum.leidenuniv.nl)).
- Director of Studies: Marion Elenbaas ([m.b.elenbaas@hum.leidenuniv.nl](mailto:m.b.elenbaas@hum.leidenuniv.nl)).
- Institute Manager: Maarit van Gammeren ([m.s.k.van.gammeren@hum.leidenuniv.nl](mailto:m.s.k.van.gammeren@hum.leidenuniv.nl)).

The secretary of the Management Team is

- Jurgen Lingen ([j.e.lingen@hum.leidenuniv.nl](mailto:j.e.lingen@hum.leidenuniv.nl)).

## Office Staff

The office staff supporting researchers and management team consists of:

- Secretary to the Director of Studies: Alice Kurpershoek ([a.kurpershoek@hum.leidenuniv.nl](mailto:a.kurpershoek@hum.leidenuniv.nl)).
- Secretary to the Academic Director: Friederike Schnur ([f.schnur@hum.leidenuniv.nl](mailto:f.schnur@hum.leidenuniv.nl)).
- LUCL Front desk (helping with practical matters, e.g. keys, booking rooms ([lucl@hum.leidenuniv.nl](mailto:lucl@hum.leidenuniv.nl))).
- Conference assistant: Margot Starckenburg ([m.starckenburg@hum.leidenuniv.nl](mailto:m.starckenburg@hum.leidenuniv.nl)).

## PhD coach and grant adviser

PhD development and wellbeing is important to the LUCL. That is why LUCL employs its own PhD coach. The coach, Katja Lubina, organizes regular events, such as workshops, writing groups, field trips for job-orientation, etc. She is also available for one-on-one coaching on any matter relating to your PhD (e.g. you have problems meeting deadlines, you have problems structuring your article or work routine, you are not sure you want to stay in academia...).

Katja can also help with identifying interesting grant schemes and writing applications.

You can schedule an appointment (+31-71-527-**2331** / [k.r.m.lubina@hum.leidenuniv.nl](mailto:k.r.m.lubina@hum.leidenuniv.nl)) or drop by her office: Van Wijkplaats 3, 1.04c.

## 2. Keeping up with news, events, etc.

- Information on LUCL lectures, conferences, etc. can be found on **our website**: (<https://www.universiteitleiden.nl/en/humanities/leiden-university-centre-for-linguistics>).
- Each year, the LUCL management team organizes a meeting, called the **Institute Council**, for all LUCL members (including all PhD candidates), where general information and changes about LUCL are shared. It is highly recommended that you attend these meetings, as it keeps you up to date about the things that concern you as a member of LUCL. The institute councils are announced to all LUCL members via e-mail.
- In the near future, the recently updated **LUCL sharepoint** will become an important source of information, including an integral LUCL calendar: <https://intranet.universiteitleiden.nl/sites/lucl>. If you cannot get access to the site, do submit a request to get permission (by pushing the button 'send request').
- Another channel of information is the **LUCL Yammer**, a closed social network for sharing news, updates and messages. Sign up for yammer at: <https://www.yammer.com/signup/> with your @hum.leidenuniv.nl e-mail address and follow the instructions. You can download the app for free to view new messages on your smart phone.
- The **University's website** (<https://www.universiteitleiden.nl/en>) is also worth checking regularly, as well as the **Graduate School's website** (<https://www.universiteitleiden.nl/en/humanities/graduate-school>).
- The Faculty of Humanities and LUCL are also on **Facebook** and **Twitter**  
<https://de-de.facebook.com/HumanitiesLeiden/>  
<https://de-de.facebook.com/LUCL.Leiden/>  
[https://twitter.com/lucl\\_leiden?lang=de](https://twitter.com/lucl_leiden?lang=de)
- **Mare** is the University's newspaper, with a weekly edition during term. You can pick up your free copy in the Lipsius building (near the Literair café), the University Library or in Van Eyckhof 3 (entrance hall). Mare is also available online: <http://www.mareonline.nl>. The newspaper is in Dutch but contains a summary page in English.

### 3. Practical Matters (by alphabet)

#### **Bicycle sheds**

You can get a key to the University's bicycle sheds that are spread over the whole campus. The nearest shed is in front of the Van Wijkplaats/Van Eyckhof, opposite the Hortus. You can request the key at the office of Facultaire Zaken in the Lipsius building. There is a €10 deposit. If you have an office with a key, you do not need to request another key as this key also fits to the locks of the bicycle sheds.

At some locations, you can borrow a staff bicycle. If you need a staff bicycle, you can collect a bicycle key at the reception of the Lipsius building. Staff bicycles cannot be reserved in advance and must be returned on the same day.

#### **Business Cards**

If you wish to have business cards, you can order them from The Printer <http://www.printer.nl/tp/> or Vistaprint <http://www.vistaprint.nl>. This is cheaper than ordering from the university's internal service department UFB and it is possible to order a smaller number than the obligatory 125 cards at UFB. LUCL will reimburse the costs (from your personal budget), provided that you have asked permission prior of ordering the cards. Contact person is Jurgen Lingen.

#### **Coffee/Tea**

There is a Nespresso coffee machine in the Common Room. You can buy a top-up Nespresso Card at the frontdesk of the LUCL office to use the machine. Topping-up the card is also done by the front-desk.

For tea-lovers, there is a cattle to boil water in the Common Room. Tea-bags are provided.

The closest café's outside LUCL to get coffee/tea/sandwiches... are:

- Café UBL in the University Library, Witte Singel 27
- Literair Cafe in Lipsius

There are vending machines on the ground floor at Van Wijkplaats 3. The machines accept cash or debit cards.

#### **Collective Labour Agreement (CAO NU)**

The Collective Labour Agreement for Dutch Universities (CAO NU) sets out the most important information on employment conditions, personal development, leave, occupational health and safety, your employment contract, and pension options. See for more information <http://www.labouragreementuniversities.nl/>

The full text of the (CAO NU) 2016–2017 is available at:

<http://www.caouniversiteiten.nl/wp-content/uploads/2017/08/Collective-Labour-Agreement-Dutch-Universities-July-2016-June-2017.pdf#page=1> (It has been extended for a year until 30 June 2018)

#### **Computer and software**

Software or hardware problems should be addressed to the Helpdesk ISSC (ICT Shared Service Centre). You can call them at: 071-527 **8888**.

PC's are the standard computers, but if you require a Mac for your research, this might be arranged. Please contact Jurgen Lingen.

### Managed and semi-managed PCs

By default, the computer you receive from LUCL is a 'managed' workstation. These computers come with standard software (such as Microsoft Office) and you do not have permission to install extra software. Note that some software may be available only specific locations in the university (for example, in the LUCL experimental labs or at the Social Sciences faculty).

If you need to install extra software, these are the options:

- 1) There is a list of 'Advertised Software' from which you can download and install additional software on your own. On Windows PCs, this list is accessible via Start >> Control Panel\Programs\Get Programs.
- 2) If you need software which is not on this list, you can fill in a form on the website of the ISSC (<https://www.jotform3.leidenuniv.nl/form/41552818894>) to request a specific program. Your application will be assessed by your ICT contact person. Before doing so, contact Maarit van Gammeren en Jurgen Lingen about the costs to check whether LUCL can cover the costs.
- 3) If you need to install a lot of extra software which is not on the 'Advertised Software' list, you can request that the ISSC make your workspace 'semi-managed' or 'open'. You first have to consult your ICT contact person (Betty de Jonge/Marjana Rhebergen/Rob Goedemans) and then apply for your computer via the ICT hardware application form. See here for further explanations and application form: <https://www.staff.universiteitleiden.nl/ict/ict-workplace/hardware/desktops-and-laptops/humanities/centre-for-linguistics?cf=humanities&cd=centre-for-linguistics>. Before doing so, contact Maarit van Gammeren en Jurgen Lingen about the costs to check whether LUCL can cover the costs.

One last tip: On the website <http://portableapps.com/>, you can find a lot of software that you download onto a drive without installing it.

### Surfspot

Surfspot.nl is a webshop that offers all sorts of software and some additional products for a significantly reduced price to employees of the university. Do have a look if you're looking for instance for statistics software, office programs, hard drives, etc.

### Surfdrive

Surfdrive is a cloud storage service (similar to Dropbox) for Dutch universities. You get 100 GB of storage space for free. This is a handy tool for keeping your work backed up and available across computers. You set it up simply by logging into the service using your university username and password: <https://www.surfdrive.nl/en>

### Homepage for special events

It is possible to install a homepage for special events (e.g. a workshops, conferences), at LUCL's website. Please contact the web editorial team ([webredactie@hum.leidenuniv.nl](mailto:webredactie@hum.leidenuniv.nl)) and Margot Starkenburg for more information.

## Dutch Language Courses

International students are encouraged to take intensive Dutch classes. For more details see: <http://www.hum.leiden.edu/languagecentre/dutch/general-courses.html>

LUCL will cover half of the costs for PhD candidates employed by the university, but only after prior consultation with Jurgen Lingen from the LUCL office. Please note that a request for reimbursement has to be made before the start of each course, not only before the first course.

In case of doubt which level/course you should take, do contact the Academic Language Centre for guidance: <http://www.hum.leiden.edu/languagecentre/academic-language-centre/contact.html>

## Emergency

In the event of an emergency in one of Leiden University's buildings, call the alarm number that can be found on the orange sticker on all work telephones: **4444** or **2200**

Students and University staff who are studying or working abroad can call the following number for help in an emergency: +31 71 5 27 66 66. This crisis number is available for help and advice 24 hours a day.

## Illness

If you are ill, inform your supervisor and the LUCL office in the morning by phone (071-527 2125) or by email because the Personnel Department must be informed. This is important to make sure that in case of illness resulting in long-term disability to work, the institute can live up to its lawful duty to do everything to make sure that the employee will become fit for work again, including the start of a reintegration trajectory drawn up by the university doctor. Also, don't forget to inform the LUCL office and your supervisor when you have recovered, preferably by email. If you are teaching: please also inform the OSZ-office (Onderwijs and Studentzaken, 071-527 2890) of the relevant department, so they can inform the students.

## Libraries

Leiden University has a central library as well as several departmental and institute libraries. You need to present your LU-card to get access to the libraries.

All Leiden University Libraries' holdings can be found in one online catalogue:

(<http://catalogue.leidenuniv.nl/>). Here, you log in with your ULCN account (see below) and submit a request to borrow an item. You can choose from various pick-up locations. You can find out which locker your book is in by scanning your LU card in the barcode scanner next to the lockers (you will find these by the Info desk in the centre of the library). Note that not all books found in the online catalogue can be borrowed. Some are found in the 'leeszalen' (*reading halls*), meaning that you are not allowed to take them with you from the library. Others are located in the 'Open Stack', a smaller library within the main University Library (UB). You are allowed to take these books with you, but you need to pick them from the shelves yourself. The entrance to the Open Stack is at the bottom of the staircase next to the Info desk. Locate your book and bring it to the Info desk, where a librarian will allow you to borrow the book and take it home.

If you are interested in sources on a particular area, you can request a library tour by a librarian specialising in that area. You then need your LU-Card to pick up the requested items.

## Interlibrary loan

If the book you are looking for is not in catalogues of University Library, you can order it through interlibrary loan system. First, check [www.picarta.nl](http://www.picarta.nl) to see if the book is present in any library within the Netherlands. Being a PhD candidate at Leiden University, you can request a free library card in the majority of universities in the Netherlands, and pick up the book yourself. If it is not possible, you can fill in the green form for interlibrary loan. You can find the form at the front desk on the ground floor of the UB (in the reading hall, next to the lockers where you collect books). It will take about a couple of weeks to deliver the book to Leiden. In case the book is not available in the Netherlands, librarians may order it for you from a foreign library.

Costs ILL within the Netherlands:

- Books: € 6,50
- Articles: 1-10 copies € 6,50; every extra page = + € 0,65

Costs International ILL:

- Books: € 26,00
- Articles: 1-10 copies € 13,00; every extra page = + € 1,30

## Study and Media Rooms

The University Library has a number of rooms, which can be used for study groups, working group meetings and/or presentations. More information on how to book these can be found here: <http://www.library.leiden.edu/library-locations/university-library/study-areas-and-computer-facilities/multimedia-and-group-study-room.html>.

## Subject Librarian

The University Library also has subject librarians for different subjects. These librarians are supposed to help you with books and electronic resources specific to your field that you may be able to get access to via the library. The subject librarian for linguistics is Jan Paul Hinrichs ([j.p.hinrichs@library.leidenuniv.nl](mailto:j.p.hinrichs@library.leidenuniv.nl)). The following webpage has a list of contacts for all the other subject librarians: <http://www.library.leiden.edu/library-locations/contact/contacts.html>.

## LU-Card

LU-Card stands for Leiden University Card. It is a card with multiple applications

- an identification for Leiden University
- the library card of the Leiden University Libraries
- a printing and copying card
- access card to [parking lots \(https://www.staff.universiteitleiden.nl/buildings-and-facilities/facilities/parking/parking/humanities/centre-for-linguistics?cd=centre-for-linguistics&cf=humanities \)](https://www.staff.universiteitleiden.nl/buildings-and-facilities/facilities/parking/parking/humanities/centre-for-linguistics?cd=centre-for-linguistics&cf=humanities)

Under this link, you find all information on how to request a LU-Card:

<https://www.staff.universiteitleiden.nl/buildings-and-facilities/facilities/lu-card/lu-card/humanities/centre-for-linguistics?cf=humanities&cd=centre-for-linguistics>

The LU-Card Helpdesk can be reached at: 071-527 **1212**.



## Offices

PhD candidates with direct or indirect (NWO or EU) funding and external PhD candidates that pay a bench fee have the right to have a fixed desk and computer. Usually, this will be on the PhD floor (Van-Wijkplaats 4, 1st floor), but there are exceptions. Visiting PhD candidates and external PhD candidates who do not pay a bench fee are not given their own desks and computers, but are allowed to use the flexible workspaces on the first floor of Van-Wijkplaats 4.

The rooms on the PhD floor have numerical lockers. The key is stored in the locket located at each door. Please ask your officemates for the code.

PhD candidates in different buildings will be given a key to their room. The PhD student is responsible for this key; if you lose it, you will have to buy a new one at the Service desk (costs: € 45 minimally).

Never leave valuable things in your office and always lock the door when you leave.

Unfortunately, computers, wallets, books and other things have been stolen in the past. Also, do return your keys to the front desk of LUCL (second floor in Van-Wijkplaats 4) when leaving for a longer period of fieldwork or extended holidays to allow for guest researchers to use your workplace. When leaving LUCL at the end of your contract, also don't forget to hand in your keys.

From Monday to Friday, you can enter and leave the buildings at Van-Wijkplaats and Van-Eyckhof through all doors from 7:30 am to 5:30 pm. From 5:30 pm to 7:30 pm you can only exit through Van-Eyckhof 3 (on the Van-Eyckhof side). If you want to stay until after 7:30 pm, you need to have a key for the building. If you want to work in the weekends, you will also need to have a key. A key for the buildings at Van-Wijkplaats and Van-Eyckhof can be picked up at the Lipsius reception desk. In order to do so, you need to have a blue card (*Sleutelpas WSD*) with your information on it. Either you received this card together with your LU card, or you can pick it up at the Service Desk in the Lipsius building. When you pick up the key for the buildings at Van-Wijkplaats and Van-Eyckhof at the Lipsius desk, you will be asked to leave your keycard in exchange. If you have a key for Van-Wijkplaats and Van-Eyckhof from the Lipsius, it is imperative that you lock the door of the building securely, and return the key to the Lipsius building after you leave your office. If you fail to do so, you will lose the right to get a key outside office hours. The Lipsius building is open on Monday to Friday from 7:30 am to 10:00 pm, on Saturday from 09:00 am to 10:00 pm, and on Sunday from 09:30 am to 8:30 pm.

If you have an office at the PhD floor on Van-Wijkplaats 4, you are allowed to move to a more private office (usually shared with only one or two other PhDs) in one of the other buildings, starting from your third year. To request to be moved to a more private office, contact Jurgen Lingen. However, it cannot be guaranteed that a free workspace will be immediately available

## Post/Pigeon hole

Most staff members have a personal postal mailbox ("pigeon hole") on the ground floor of Van Wijkplaats 4 (1166) or in the building where your office is. If you do, please check it regularly. Large parcels that do not fit into the mailbox are left at the LUCL Office.

If something is sent to you by courier, please let the parcel be addressed as follows:

Your name, your telephone number,

LUCL, building Wijkplaats 4 / 2<sup>nd</sup> floor, 2311 BX Leiden, The Netherlands.  
You can request a pigeon hole at the LUCL frontdesk.

Outgoing postal mail can be sent via the LUCL Office (where you can also obtain prepaid envelopes), via the reception desks of the Lipsius and Huizinga buildings or can be left in the boxes for outgoing and internal mail, which can be found on the ground floor in Eyckhof 3. Internal mail can be dropped in a basket at the LUCL office or in the blue box for outgoing and internal mail in Eyckhof 3.

### **Printing, copying, scanning, stationery**

To print, copy or scan, you can use any of the printing machines (Safecom) within the university. If the machine nearest to your room is occupied, you can use another one. To be able to print and photocopy, you need a LU-Card (see above).

We urgently request you not to waste paper. Think about the environment before hitting the print button and print two pages per sheet and double-sided whenever possible

It is also possible to scan documents and have them sent as pdf-file to your email account. You do not need the LU-card for this, all you have to do is register your e-mail address in the Safecom-machine once. If you have trouble registering, please ask LUCL staff at the front desk to assist you.

Stationery (pens, pencils, envelopes etc.) can be asked for in the LUCL office. Neither stationary nor printing costs are included in personal budget. These are covered by LUCL's general means. We ask you to economize on using stationary and printing as costs have skyrocketed in the last few years.

### **Refectories, restaurants bars**

There are several university refectories, restaurants and bars situated in Leiden, which can be used by all Leiden University students. Meals are prepared by professional chefs and vegetarian options are available. The nearest refectory is at Lipsius, Cleveringaplaats 1. Please see for further options and info on openinghours:

<https://www.staff.universiteitleiden.nl/buildings-and-facilities/catering-and-events/restaurants-and-bars/restaurants-and-bars>

### **Reimbursements**

To get expenses reimbursed (e.g. travels other than flights, accommodation during fieldwork, payment for participants in experiments), log-in to Self Service using a computer at the university or at home via Remote Access (<https://sapepp.leidenuniv.nl/irj/portal/>). The system will ask you to upload scans of the receipts, so do keep them well.

To make sure that your expenses are reimbursed, you need to get prior consent. For PhDs working on projects funded by NWO or ERC, the grant holder (supervisor) has the final decision on the budget, as calculated in the project application. He/she should approve all your expenses beforehand. We emphasize the need to check the possibility of reimbursement prior to spending any money. According to LUCL policy, no meals or daily allowances will be reimbursed. This can be different when you are working on a project (budget).

For people who are not working on a NWO/ERC project but are employed /paid by the LUCL, the person to ask for permission is the Institute Manager (Maarit van Gammeren).

If you are externally funded - for instance, if you have a scholarship from your government – or you are self-funded the rules are different. Do address this issue directly with your supervisor to find out whether and which kind of expenses can be covered.

See below on specific rules on expenses for travelling (e.g. plane tickets) and further on other financial matters below in section 5.

### **Residence permit**

International PhD applicants might need a visa, residence permit and/or work permit. The Graduate School Office (<https://www.universiteitleiden.nl/en/humanities/graduate-school/contact>) and the Service Centre International Staff (<https://www.staff.universiteitleiden.nl/human-resources/international-staff/service-centre-international-staff/service-centre-international-staff/humanities/centre-for-linguistics?cf=humanities&cd=centre-for-linguistics>, +31 (0) 71 527 7300 [scis@leidenuniv.nl](mailto:scis@leidenuniv.nl) ) can assist you in applying for the necessary permits.

### **Service Centre for International Staff**

The Service Centre for International Staff assists international staff members in dealing with immigration, tax matters, accommodation and the like. You can find them in Rapenburg 70, room C.0-02 from Monday - Friday from 08.30-12.30 hrs. You can also contact them by phone +31 71 527 7300 or e-mail [scis@leidenuniv.nl](mailto:scis@leidenuniv.nl). Useful information can also be found on their website: <https://www.staff.universiteitleiden.nl/human-resources/international-staff?cf=humanities&cd=centre-for-linguistics>

### **Taking days off/ Self Service portal**

When you want to take days off (e.g. for going on holiday), you must use the Self Service portal (<https://sapepp.leidenuniv.nl/iri/portal>) to ask for permission. Per application, you can only request leave for one continuous period. The system automatically takes account of weekends, public holidays and days on which the University is closed. The programme is based on your personal work schedule. If you work half-days, for example, for one day of leave, 4 hours will be deducted.

Your system will notify your supervisor who can then approve the request for leave. See for a detailed instruction:

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

The Self Service portal is only accessible from a computer at the university, unless you make use of Remote Access (see above). At Self Service, you can also see how many days you have left.

### **Tax (returns)**

If you start your (employed) PhD in the fall and have not had a lot of income earlier in the year, it can be advantageous to make a tax declaration in the Netherlands (if you are eligible to do so, for example EU citizens). In most cases, the salary that you collect in three or four months in your first year is low enough to be below a certain threshold, which means you can get your entire "loonheffing" (income tax) for that year back, which is around € 1.500.

Information (in English) about forms and how to request them is available on the website of Tax and Customs administration of the Netherlands (*Belastingdienst*)

[http://www.belastingdienst.nl/wps/wcm/connect/bldcontenten/belastingdienst/individuals/tax\\_return/](http://www.belastingdienst.nl/wps/wcm/connect/bldcontenten/belastingdienst/individuals/tax_return/)

Leiden University cannot assist in filling out your tax return. It can, however, arrange for an appointment with Limes International against a reduced tariff. Limes International specialises in trans-border taxation and can help you with further tax matters. Information on tariffs and conditions is available at the Service Centre International Staff ([scis@leidenuniv.nl](mailto:scis@leidenuniv.nl)). You can make a reduced-tariff appointment through the Service Portal of the Service Centre International Staff (<https://isdservices.leiden.edu/planner>).

There is also a possibility of receiving such service through the Belastingdienst: you need to call +31 (0)55 538 53 85 and make an appointment. But keep in mind that the working language of the Belastingdienst is Dutch.

It is also worth checking whether you are eligible for the so-called 30% facility that is available to persons that were recruited outside of the Netherlands or seconded from a country other than the Netherlands to work in the Netherlands. Under this facility, the first 30% of your wage will be taxfree. See for further information:

[https://www.belastingdienst.nl/wps/wcm/connect/bldcontenten/belastingdienst/individuals/living\\_and\\_working/working\\_in\\_another\\_country\\_temporarily/you\\_are\\_coming\\_to\\_work\\_in\\_the\\_netherlands/30\\_facility\\_for\\_incoming\\_employees/conditions\\_30\\_p\\_facility/](https://www.belastingdienst.nl/wps/wcm/connect/bldcontenten/belastingdienst/individuals/living_and_working/working_in_another_country_temporarily/you_are_coming_to_work_in_the_netherlands/30_facility_for_incoming_employees/conditions_30_p_facility/)

## Telephone

To use your telephone you must be logged in. This requires a PIN. If you are not logged in and you do not remember your PIN, please contact the [telephony coordinator of Humanities](#).

If you want to call somebody within the University, dial the 4-digit extension number. A list of Leiden LUCL people with their rooms and extension numbers can be found on LUCL's website. Calling somebody in Leiden and vicinity: dial 0 and the number.

Calling to somebody elsewhere in the Netherlands: dial 0 + area code + number.

For international numbers please contact the operator by dialing 99. The operator will then put you through. If a call is private, mention this to the operator, as these costs cannot be covered by the University. so that you will be charged.

## Travelling

All travels (flights) must be booked via the Uniglobe travel portal:

<http://ulportal.uniglobe.nl/en/>. In order to book travels you need two things: an account and a SAP-number for payment. On the ATP-website you will find details on how to create an account. The SAP-number will be provided by the Institute Manager, Maarit van Gammeren. As explained above under 'Reimbursement' you first need to check with your supervisor whether the costs can be covered. Experience has shown that PhD candidates are often better in finding a cheap ticket than Uniglobe. Do look for the cheapest ticket yourself and request the agency to book this ticket.

Also, do check the website of the Ministry of Foreign Affairs on potential safety risks of the country of destination:

[https://www.nederlandwereldwijd.nl/reizen/reisadviezen?utm\\_campaign=sea-t-reisadviezen-areisadviezen\\_algemeen&utm\\_term=%2Breisadvies&utm\\_medium=sea&utm\\_source=google](https://www.nederlandwereldwijd.nl/reizen/reisadviezen?utm_campaign=sea-t-reisadviezen-areisadviezen_algemeen&utm_term=%2Breisadvies&utm_medium=sea&utm_source=google)

### **uAccess**

uAccess is the Single Sign On environment of Leiden University. It allows you to log in once and access all digital services connected to uAccess. Two of these services are the Account Self Service, in which you can change your password and update your profile, and uPrefs, in which you can request your LU-Card (<https://uaccess.leidenuniv.nl/>).

### **University doctor**

If you are unable to work due to an illness the University doctor will be notified by the Personnel Department after 3 weeks of sickness or disability. This is why calling in sick and informing the Personnel Department is so important. You can also seek the University doctor's advice on your own initiative. See for more information:

<https://www.staff.universiteitleiden.nl/human-resources/health-and-safety/health-and-illness/university-doctor/humanities/centre-for-linguistics?cd=centre-for-linguistics&cf=humanities>

### **Working remote from home**

The NUWS Remote Workplace allows you to make use of most of the programs available at your workplace. In addition, you can easily access your personal documents on the University network, including the workgroup and department folders for which you have right of access. Remote link: <https://remote.campus.leidenuniv.nl>. Manual and further information can be found here: <http://issc.leiden.edu/ict-staff/manuals/remote-work-place.html>.

## 4. PhD development

### What is expected of you?

A PhD candidate is expected to perform scientific research resulting in a thesis and a doctorate degree. If the PhD candidate works full time, it usually takes 4 years to achieve these goals (5 years if the candidate works 80%).

It is recommended that you read the following documents to get a better idea of what is expected of you:

- The UFO description of the function of PhD Candidate (see attached). All Dutch universities use the UFO system (Dutch: Universitair Functie Ordenen, English: Organisation of University positions). All positions within the universities are included in this system, included the PhD fellow position. This position profile describes the objective, the main activities and the intended results of the PhD position.
- PhD regulations (<http://media.leidenuniv.nl/legacy/promotiereglement-2015-eng.pdf>). The PhD Regulations, adopted by the Doctorate Board, set out who is eligible to be a PhD candidate, what the tasks of the supervisor and co-supervisor are and the criteria that the dissertation has to meet.

Of course, your PhD career is so much more than following regulations. During the course of your PhD you not only have the opportunity to develop a broad range of academic skills, but also transferable skills. Transferable skills are the skills that will be relevant for any future employment settings, also outside academia. Common examples include interpersonal, communication, leadership and organizational skills.

Leiden University stresses the importance of the development of broad skills by requiring its PhD candidates to follow at least:

- 140 hours of academic activities (training in the candidate's specialism, conference attendance, etc.) during the full period of appointment, and
- 140 hours of activities focusing on transferable skills, including at least one training course on academic integrity during the full period of appointment.

The exact rules will be explained during you 'Startgesprek' (see below).

PhD Candidates are encouraged to critically think which courses, trainings or other activities best suit their needs to develop the academic skills and transferable skills. Of course, the training of the academic skills should be discussed with the promoter.

Below you find a number of 'sources' for courses, trainings etc.

### Courses, trainings, summer/winterschools...

#### **LOT (Landelijke Onderzoekschool Taalwetenschap)**

The Netherlands Graduate School of Linguistics, aka LOT, organizes a summer and a winter school each year, where researchers from all over the world offer one week courses in a wide variety of linguistic topics. As an LUCL PhD candidate you can participate in a number of courses that you can select yourself. You don't have to take courses that are necessarily related to your research, so be encouraged to follow any other courses that you find interesting, or that are perhaps relevant at a later stage in your research. LUCL PhDs are

exempted from registration costs for these graduate schools for up to 4 schools (2 full graduate schools, each lasting 2 weeks or 4x a week). The exact rules on exemption have yet to be clarified. Go to [www.lotschool.nl](http://www.lotschool.nl) for more information on the programmes .

You can subscribe for the LOT newsletter on the official website and get weekly announcements about conferences, talks, job offers related to linguistics in the Netherlands. If you want to have a broader view on what is going on in your field worldwide, check out [www.linguistlist.org](http://www.linguistlist.org) (you can subscribe for their newsletter as well).

### **Generic skills courses for PhDs**

The HR department at the university offers a range of courses pertaining to general skills like project management, academic writing, scientific publishing, etc. We strongly encourage you to take a course on project management.

More information can be found here: <http://phd.leiden.edu/current/generic/>

The courses are free. There is a rule that when you don't show up or cancel too late, you have to pay a fine of € 100 – 200. Registration is via Self Service. If that is not possible, you can register via email: [hrmopleidingen@bb.leidenuniv.nl](mailto:hrmopleidingen@bb.leidenuniv.nl)

Note that you can also take courses (BA/MA) from other departments/faculties (for example, a course on designing experiments at the Faculty of Social Sciences). You will not get credits, but you can sit in and learn. Do ask permission from your supervisor and contact the lecturer beforehand.

People who are not employed by Leiden University (external PhD candidates) may also register for the courses offered by HRM Opleidingen. To register, please use a separate registration form. You can find this online form in the relevant course description.

Also interesting for new PhD's (especially those not having studies in Leiden) is the Joint PhD Introductory meeting, which is organised a couple of times per year. See: <https://www.staff.universiteitleiden.nl/events/2017/06/joint-phd-introductory-meeting?cf=humanities&cd=centre-for-linguistics>

### **Technical skills training**

The LUCL Lab Managers (Bobby Ruijgrok, Elly Dutton and Jos Pacilly) can help you with learning skills for using LUCL's experimental equipment and software. The LUCL labs technician, Jos Pacilly, also offers a course on speech analysis including the use of relevant software and hardware in the phonetics lab ("Methods in Speech Processing"). Even if you are not a phonetician, some of the aspects of this course might still be useful depending on your project.

If you are interested in learning more about the LUCL labs (phonetics lab, eye-tracking lab, EEG lab and Baby lab) please contact [lucl-labs@hum.leidenuniv.nl](mailto:lucl-labs@hum.leidenuniv.nl)

### **Statistics help**

If you need help with statistics for your research project, you can get in touch with a statistician from the Social Sciences Faculty. This is to be arranged via Maarit van Gammeren. There are also statistics courses offered within the linguistics teaching programmes, and if you think you will need to use statistics and have not learned any before, this is a wise place

to start. For more information check the e-Prospectus (aka Studiegids: <https://studiegids.leidenuniv.nl/en/>) or discuss this with your supervisor.

### Teaching during your PhD period

Internal PhD candidates are expected to teach a maximum of one (whole) course in their 2<sup>nd</sup> or 3<sup>rd</sup> year. Some PhDs might be asked to teach in their last year as well, in this case they may ask for a contract extension to compensate for the extra work. PhDs on NWO projects are not allowed to expend more than 10% of their time on teaching; this corresponds more or less to the teaching of one whole course.

Teaching opportunities should be discussed with your supervisor. This means that your supervisor may ask you to teach or co-teach a certain course but you may also take the initiative and ask whether there are any options for teaching.

For PhDs, it is possible to start the **BKO file** (“Basiskwalificatie Onderwijs” = University Teaching Qualification), see: [https://www.staff.universiteitleiden.nl/human-resources/mobility-and-career-guidance/teacher-professionalisation/university-teaching-qualification/humanities/centre-for-linguistics?\\_ga=2.95973663.247080676.1516020143-1550364798.1453205178&cf=humanities&cd=centre-for-linguistics#tab-1](https://www.staff.universiteitleiden.nl/human-resources/mobility-and-career-guidance/teacher-professionalisation/university-teaching-qualification/humanities/centre-for-linguistics?_ga=2.95973663.247080676.1516020143-1550364798.1453205178&cf=humanities&cd=centre-for-linguistics#tab-1)). You will need a BKO if you intend to teach at a Dutch university later in your career. However, due to the current requirements for the BKO (teaching 4 courses and supervising one thesis), it is very unlikely that you will be able to finish the BKO during your PhD period. Please note that any teaching activities you want to use for your BKO need to be approved beforehand, and that you will not be able to use any courses you may have taught at other universities. Courses taught at Leiden University also do not count towards a BKO file you may build up at another university after your PhD.

To support your teaching activities, the LUCL offers a **didactics course** for PhD candidates that allows you to work on your didactic skills. The course is offered twice a year and consists of 5 sessions which are taught by dr. Cornelia de Haan (Bureau Coaching Hoger Onderwijs), who is a linguist herself. After completing the course, you will be able to

- formulate learning objectives for your classes;
- prepare your classes;
- activate your students;
- reflect on your teaching skills;
- make relevant choices concerning the assessment of your classes.

This course will be helpful to setting up part of your BKO-file. The course will be given in English.

PhDs are also encouraged to follow **training courses at ICLON**

<https://www.universiteitleiden.nl/en/courses?provider=iclon&interfaculty=leiden-university-graduate-school-of-teaching>. ICLON certificates can be used for a BKO after the PhD period.

### Reading and discussion groups

There are many reading and discussion groups in all sorts of fields. It's good to come by regularly in order to get to know your colleagues' work and discuss your own. Typically, you



will receive notifications about discussion groups via email from the LUCL Office, however, it is also recommended to talk to colleagues in your area to find out what is available. Also, if you feel like starting your own group, that is possible (contact LUCL Office).

### **Workshops by PhD coach and PhD council**

The PhD coach organises workshops on relevant topics concerning PhD life, academic career building and future career orientation. Also, the PhD council organises regular events. Look out for updates on the LUCL sharepoint calendar <https://intranet.universiteitleiden.nl/sites/lucl/Lists/Calendar/calendar.aspx>, email-announcements and posters. If there is a topic that you would like to learn more about or discuss and you think others could also benefit, please get in touch with the PhD coach or PhD council about the possibility of organizing a workshop.

### **Lectures and talks**

A number of groups organize lectures and talks at LUCL. Speakers are invited from universities and renowned research institutes all over the world. The aim is to present and exchange ideas on linguistic topics and to improve national and international collaboration. These lectures include the LUCL Colloquium, Friday Afternoon Lectures, etc. More information can be found on the LUCL webpage <https://www.universiteitleiden.nl/en/humanities/leiden-university-centre-for-linguistics>

### **Social, sportive and other activities**

Do not forget to spend time with friends and do other social activities and sports. We mention only great events/possibilities here that are directly related to LUCL or the University:

### **Linguistics movie nights**

Once a month you are invited to join the linguistics movie nights events, where you can watch selected movie related to linguistic topics. The movie is followed by a discussion guided by a professor from LUCL. Snacks and drinks are provided for free; make sure you join the event by making reservation through the “MA Linguistics Leiden” or “LUCL PhDs” Facebook groups. Or, just send an email to the organizers.

### **LAK Courses**

In the Lipsius building each semester, you can follow a wide variety of arts courses, like singing, acting, writing. See for more information: <http://www.voorzieningen.leidenuniv.nl/lakcursussen/english/>

### **Sports**

You can do all sorts of sports in the University Sports Centre, and fitness in Plexus. For the possibilities and the costs, see [www.uscleiden.com](http://www.uscleiden.com). Staff members who receive their salary from Leiden University receive a discount and can choose to fee withheld from your salary, resulting in a small tax advantage. See for further information: <https://www.staff.universiteitleiden.nl/human-resources/conditions-of-employment-salary-and-allowance/terms-of-employment-individual-choices-model/sports-subscription/humanities/centre-for-linguistics?cf=humanities&cd=centre-for-linguistics>

## Supervision

Whole books have been written about the PhD supervision, from do's and don'ts to horror stories. One of the books we recommend is: 'The unwritten Rules of PhD Research' by Marian Petre and Gordon Rugg. LUCL PhD candidates will receive a private copy as a welcome gift. There are a couple of things we would like to emphasize here:

- 1) There are many different ways to supervise a PhD, and many different roles which supervisors can have. At the same time, each PhD candidate is different in terms of supervision they need. Also, this can change in the course of your project and your own development.
- 2) A good supervisory relationship needs work from both the candidate and the supervisor. It requires work from both, as in any relationship. It is important that you, as a PhD student are aware of your own wishes and needs and that you share these with your supervisor. Also, ask your supervisor about work preferences and how he/she would describe his/her natural way of supervision. Asking previous PhD Candidates of your supervisor about his/her experience can also be a valuable input. This awareness can help you both to make better arrangements for the supervision process.
- 3) PhD research is the candidate's project. Also if the outline was written by the supervisors (which is normally the case for NWO- and EU-funded team projects). Take the responsibility and be pro-active. This holds for the actual research and writing, but also for establishing oneself as a member of the academic community, identifying learning opportunities and funding sources, and so on. Of course, your supervisor can help you with this, but don't wait for him/her to organize it for you. You are the captain of your ship!
- 4) Don't sit and wait if you have concerns and problems – raise them directly with your supervisors, the PhD Coach (Katja Lubina), the PhD Council, the confidential counsellors or *vertrouwenspersonen* (Prof. Maarten Mous and Prof. Jenny Doetjes), or the LUCL Management Team (Niels Schiller, Maarit van Gammeren, Marion Elenbaas).

## Startgesprek and ROG procedure

All employees are entitled and obliged to have one performance and development interview per year with their direct supervisor(s). This meeting is called ROG (*Resultaat- en Ontwikkelingsgesprek*, or *Performance and Development Interview*). ROG's are held between a PhD candidate and his/her supervisors. The PhD coach is available to prepare the ROG's with the PhD candidate beforehand (i.e. discussing the format of the form to be filled in, the way to present results and discuss plans for the future). During the ROG meeting, the PhD coach has no formal role but will be present as a neutral observer. The secretary of the MT, Jurgen Lingen, will take notes during the meeting. The notes are sent to the PhD Candidate and the supervisors after the meeting, to be signed and filed.

In some cases, if asked for or decided by herself or the Management Team the Director of Education, Marion Elenbaas will also be present.

The goal of the meeting is not only to look back, discussing the performance but also to look ahead and discuss the future plans and developments. You discuss with your supervisors what plans you have been able to realize and what you plan to do in the upcoming year, what courses to take or to teach, what conferences to attend, perhaps what articles to write. It is

meant to help you reflect back on your work performance the previous year and find out what worked well and what needs to be improved.

Your performance will be assessed and given a score, between 1-5 (with 5 being the highest/best score). Please be advised that a 3 denotes that you have functioned very well according to the planning. In other words, do not be disappointed by a 3.

In order to prepare the ROG meeting, the employee prepares an annual report with a concise summary of performance in the past year and concise formulation of the aims for the coming year. Do have a look at the outline of this report and make it a habit to keep track of your work and results during the year (e.g. giving an invited lecture). That way, preparing the annual report will be rather easy.

More information can be found at: <http://www.hum.leiden.edu/lucl/practical-matters/rog.html>, <https://www.staff.universiteitleiden.nl/human-resources/pd-interviews>.

Every new PhD candidates first has a so-called a Startgesprek. During this first meeting, the planning of your work for the upcoming years will be discussed, focusing in more detail on your first year as a PhD candidate at LUCL. Below, you find some tips of how you can prepare for the Startgesprek. The PhD coach can help you with it, too!

### Preparing for the Startgesprek

- Draw a preliminary outline for your PhD project. This outline will most likely change as you go along, but it is good to have a starting point on paper.
- Make a planning of the work over the years, in particular during the first year. What are the milestones and when will you achieve them? Be realistic in your planning. Do not fall in the trap of making a planning on best-case scenarios and wishful thinking.
- Familiarize yourself with the budget that is available for your project and the various posts it has to cover. Make sure you have budgeted conference costs!
- Think about what you need to be able to flourish, both in terms of extra training, but also in terms of supervision.
  - Find out about the courses that are offered (see above)
  - Think about what kind of supervision you would like, including nature and frequency. Be able to express this during the startgesprek,

### Coaching and help

#### PhD coach

The LUCL employs its own PhD coach. You can contact Katja Lubina for any questions and any matter relating to your PhD:

- Structuring your work/work routine
- Preparing Startgesprek
- General questions on courses, training
- Questions on grants
- Feeling stressed, anxious, or depressed,
- Problems with supervisor
- Doubts about whether you want to pursue
- Planning your academic career or your career outside university

- Just talking to somebody
- ...

Depending on the matter and question, Katja can advise you directly, refer you to the right persons (e.g. confidential counsellors or *vertrouwenspersonen*, occupational physician, etc.).

You can schedule an appointment (+31-71-527-**2331** / [k.r.m.lubina@hum.leidenuniv.nl](mailto:k.r.m.lubina@hum.leidenuniv.nl)) or drop by her office: Van Wijkplaats 3, 1.04c. (Mon-Thurs)

#### PhD council

Also, feel comfortable to approach the members of the PhD council (see below). The council is there to represent and help you and has a lot of experience in dealing with PhD related questions.

#### Management Team

You can also turn to the Management Team. If you have disagreements with your supervisor, it is the MT's duty to officially resolve the issue. A meeting can be called to discuss the problem and steps going forward.

#### Confidential counsellors or *vertrouwenspersonen*

Finally, you can get advice from the LUCL's confidential counsellors or *vertrouwenspersonen*: Prof. Dr. Maarten Mous (+31 71 527 2242; [m.mous@hum.leidenuniv.nl](mailto:m.mous@hum.leidenuniv.nl)) and Prof. Dr. Jenny Doetjes (+31 71 527 2181; [j.doetjes@hum.leidenuniv.nl](mailto:j.doetjes@hum.leidenuniv.nl)). The role of the counsellors is to listen to your problem and advise you as to what your rights are, what the precedents are, with whom you should speak, etc. You can trust these counsellors to keep your discussion private. They have a great deal of experience with the institute and university, so they can provide useful advice. See link for up-to-date info on who the counsellors are:

<http://hum.leiden.edu/lucl/organisation/councils-committees/confidential-counsellors.html>

If your issue is not resolved at the institute level, there is also a confidential counsellor at the university level with whom you can speak. See:

<http://www.organisation.leiden.edu/complaint-box-staff/digital-complaints-box-for-staff.html>

## 5. Financial Matters and booking travels

Before reading this section, it is important to understand that there are different ways in which PhD candidates are financed. These differences also impact the available budget during your PhD. There are four categories:

- 1) PhD-Candidate directly funded by Leiden University
- 2) PhD-Candidate indirectly funded by Leiden University (funding by NWO or EU)
- 3) External PhD –Candidate – intra muros, paying the bench fee (including PhDs with scholarships)
- 4) External PhD-Candidate – extra muros, not paying the bench fee

### Ad 1)

PhD candidates who are directly funded by Leiden University (**category 1**) have a 'personal' budget of approximately € 2.500 for the full period of their PhD appointment. This budget can be used for travel, conference costs and other costs related to the research.

Fieldwork trips are usually more expensive and these are not fully taken from your personal budget, as described above. The number of fieldwork trips, the estimated costs of travel, informants, vaccinations and equipment will be determined by LUCL in consultation with the PhD student and his/her supervisor.

### Ad 2)

There is a different policy from the Faculty for PhD candidates funded by NWO or EU project grants (**category 2**). For these PhD candidates all costs should be budgeted and reimbursed from their projects. Only in exceptional circumstances will LUCL reimburse any costs. These PhD candidates do not need to hand in an application form, but they should have written approval by their supervisor/promotor that they can go to a conference and that the costs will be reimbursed from the project. PhD candidates on an NWO project are entitled to a certain amount of money for courses, conferences and the like (approximately € 5.000) and every project proposal includes a bench fee for this purpose. You are strongly advised to discuss this budget with your supervisor and the management team at the start of your research in order to be able to make a good planning for the duration of your research. You should insist on clear information to avoid unpleasant surprises near the end of your appointment. When you are drawing up your training and supervision plan, you can ask your supervisor or the management team to provide you with the approved version of the project proposal, including the financial paragraph.

### Ad 3)

External PhD –Candidate – intra muros, including PhDs with a scholarship (**category 3**), paying the bench fee are entitled to a 'personal' budget for travel, conference costs and other costs related to the research. The actual amount of the personal budget depends on the individual circumstances and must be discussed with and approved by the Institute Manager.

As PhD-Candidate without a temporary contract with Leiden University, you are eligible to seek funding from LUF, (Stichting Leids Universitair Fonds) for attending a conference or a study trip (see below).

Ad 4)

External PhD –Candidate – extra muros and not paying the bench fee (**category 4**), are not entitled to any facilities or financial support by LUCL, except for a contribution towards the publication of his/her dissertation.

As PhD-Candidate without a temporary contract with Leiden University, you are eligible to seek funding from LUF, (Stichting Leids Universitair Fonds) for attending a conference or a study trip (see below).

Please see the chart in the appendix for further information on these categories and respective entitlements.

### Booking travels and applying for LUF travel grant

Booking travels starts with filling in and handing in an application form. This must be done at least 4 weeks prior to departure. You can download the form at:

<http://www.hum.leiden.edu/lucl/practical-matters/travel-applications.html> .

When LUCL has given written consent, you can book the travel.

All travels (flights) must be booked via the Uniglobe travel portal:

<http://ulportal.uniglobe.nl/en/>. The advantage of booking through Uniglobe is that you do not have to advance the money. LUCL will pay Uniglobe directly. Reimbursement will not be necessary.

In order to book travels, you need two things: an account and a SAP-number for payment. On the Uniglobe-website you will find details on how to create an account. When booking for the first time with Uniglobe, the Institute Manager has to confirm that you are an authorized user. C/c Maarit van Gammeren in your e-mail to Uniglobe if you are booking for the first time. She is also the one providing the SAP-number once your travel application has been approved.

Please note:

- LUCL will normally only pay for transport, accommodation and conference fees (not for excursions, membership fees, etc. and only in exceptional circumstances for food and drinks).
- When you make a travel budget, use cheap rates only. The Uniglobe portal also allows you to book flights with low cost carriers. As for hotel costs: normally only accommodation in university dormitories is reimbursed. Hotel rooms, if no other options are available, should be shared. Note that most conference organisations have crash space available for PhD candidates. In return, LUCL faculty and students are expected to accommodate visiting students during LUCL events.
- As LUCL has limited financial resources, application for a LUF grant for international travel is mandatory for all PhD candidates who are eligible (see below).

### LUF Grant and other travel grants

PhD candidates can apply for a LUF (Stichting Leids Universitair Fonds) grant once during their PhD period. There are different grants for conference participation, conference organization and study trip. As of November 2016, only PhD candidates who do NOT have a temporary contract with Leiden University are eligible for LUF-funding: PhD-candidates with a zero-time appointment, with a scholarship and external PhD's. Category 1 and 2 PhD's are excluded to

counter the great number of applications. LUCL insists that PhD candidates who are eligible make use of the opportunity to apply for a conference participation grant and do so for the most expensive conference trip. For details and application form, please look at the website: <http://www.luf.nl/en/grants/conference-participation-grants>.

As stated before, you first have to submit your travel request to LUCL, and after this to LUF, together with the LUCL letter of provisional approval and confirming that you do not have a temporary contract with Leiden University. LUCL has to be willing and able to pay for one third of the entire budget you would like to receive from LUF, so think carefully about this budget before presenting it to LUF. If your real costs exceed your estimation, LUF will only reimburse the sum of money they granted you. If your real costs are lower than your estimated costs, LUF will of course only reimburse the costs you actually made.

Also, plan your submission carefully, as LUF works with a number of deadlines throughout the year: <http://www.luf.nl/en/grants/deadline-schedule>. Please note that LUF is extremely strict about deadlines, the number of copies, correct signatures, etc. If anything is missing or incorrect, your application will be rejected. LUCL will in such cases not increase its subsidy towards a trip.

Summary steps booking with LUF grant:

- PhD candidate hands in application form a few months before departure (Secretary of the Management Team, Jurgen Lingen). Take the LUF deadlines into account!
- LUCL gives written approval (or not).
- PhD candidate hands in LUF application form and the written LUCL approval a few months before departure (LUF). Take the LUF deadlines into account!
- LUF gives written approval (or not).
- PhD candidate books the trip via the Uniglobe travel portal and visits the conference (or fieldwork).
- LUCL will pay Uniglobe directly. Reimbursement will not be necessary.

See above under 'Booking travels' for details on the application form and the booking via the Uniglobe travel portal.

#### Other travel grants

There are other funding schemes that pay for travel expenses. Often, they have a specific targetgroup they support. You can check the deadline list of LURIS at:

<https://intranet.universiteitleiden.nl/sites/internalkb-luris/Lists/Funding%20deadlines%20list/All%20grants%20by%20deadline.aspx> for potential funding schemes .

Also, google works well when using a number of search tricks: see:

<https://blog.hubspot.com/blog/tabid/6307/bid/1264/12-quick-tips-to-search-google-like-an-expert.aspx> .

## 6. PhD Council: Representation of PhD Candidates at LUCL

The PhD Council is a body that represents the interests of PhD candidates at the LUCL. The Council is meant to help you with any practical or personal work-related issues. You can call them, send them an e-mail ([luclphdcouncil@hum.leidenuniv.nl](mailto:luclphdcouncil@hum.leidenuniv.nl)) or by personal mail) or drop by their offices (list below).

Throughout the year, the PhD Council organizes social activities and workshops for PhD candidates. The PhD Council keeps an updated mailing list of all PhD candidates at the LUCL (internal and external) to inform them about events, workshops and other relevant matters. Please contact the Council if you wish to be added or removed from the list.

On the first Wednesday of the month, there is a **PhD lunch** starting at 12:30 in the Common room (Van-Wijkplaats 4, 2<sup>nd</sup> floor). Do bring your own lunch! Cookies will be provided.

In the beginning of each academic year, the LUCL PhD Council invites all PhD candidates to the **Annual PhD meeting**. At this meeting news is shared, issues can be raised and discussed and finally it is an opportunity to meet your new PhD colleagues at LUCL.

The current PhD Council members are:

	E-mail	Tel.	Office
Ami Okabe	<a href="mailto:a.okabe@hum.leidenuniv.nl">a.okabe@hum.leidenuniv.nl</a>	2080	Van-Wijkplaats 4/ 1.02
Cesko Voeten	<a href="mailto:c.c.voeten@hum.leidenuniv.nl">c.c.voeten@hum.leidenuniv.nl</a>	N/A	Van-Eyckhof 1 / 1.06b
Menghui Shi	<a href="mailto:m.shi@hum.leidenuniv.nl">m.shi@hum.leidenuniv.nl</a>	N/A	Van-Wijkplaats 4 / 1.05
Astrid van Alem	<a href="mailto:a.h.j.van.alem@hum.leidenuniv.nl">a.h.j.van.alem@hum.leidenuniv.nl</a>	1073	Van-Wijkplaats 4 / 1.03



## Appendix

1. The UFO description of the function of PhD Candidate  
*This position profile describes the objective, the main activities and the intended results of the PhD position.*
2. Chart clarifying the categories of PhD-Candidates and respective entitlements

## PhD Candidate

### Goal

To conduct and publish scientific research, based on the department's research plan and in consultation with the doctoral thesis supervisor or his/her assistant, with the aim of contributing to the development of scientific knowledge and understanding in a particular field of research, proved by the conferral of a doctorate within a specified period.

### Context

Reports to/receives hierarchical guidelines from one of the following officials:

- Chair of the Capacity Group
- Professor/ Full Professor (A-E)
- Senior Lecturer/ Associate Professor (A-E)

<b>RESULTAREAS</b>			
<b>Main activity</b>	<b>Frame</b>	<b>Result</b>	<b>Activity</b>
<b>1. Research Proposal</b>			
To familiarise oneself with, and define, the subject and the theoretical scope	Doctoral thesis supervisor's chair	Research proposal approved by the doctoral thesis supervisor/research institute/research school's committee	<ul style="list-style-type: none"> <li>- Familiarise oneself by studying the literature, attending symposia, talking to experts on the subject</li> <li>- Take specific courses</li> <li>- Formulate a problem definition</li> <li>- Help to write research proposals for subsequent research</li> </ul>
<b>2. Research Plan</b>			
To formulate a definition of a problem and working hypotheses, as well as determine the research method and target groups	<p>Research proposal</p> <p>After consulting the doctoral thesis supervisor</p>	Approved detailed research plan	<ul style="list-style-type: none"> <li>- Familiarise oneself with established methodologies</li> <li>- Formulate working hypotheses and specify the research data required</li> <li>- Exchange knowledge with colleague Researchers and experts in the subject matter</li> <li>- Make agreements with target groups and those involved</li> <li>- Write and verify planning and action plan with the doctoral thesis supervisor/research institute/research school committee</li> </ul>
<b>3. Budget Proposal for Research</b>			
To establish the expected cost within the scope of the research	<p>Research plan</p> <p>After consulting the doctoral thesis supervisor or his/her assistant</p>	Periodic budget that gives the chairman of the department insight into the group's total costs	<ul style="list-style-type: none"> <li>- Translate research activities into financial resources required</li> <li>- Write a draft budget</li> <li>- Discuss the draft budget with the doctoral thesis supervisor or his/her assistant</li> <li>- Submit the budget to the chairman of the department</li> </ul>
<b>4. Research</b>			
To collect, analyse and interpret research data both empirically and theoretically	<p>Research plan</p> <p>Scientific criteria</p>	Solving the research problem as it is defined	<ul style="list-style-type: none"> <li>- Contribute knowledge to other people's research within the department</li> <li>- Test the quality of the research data collected</li> <li>- Record data in research journal</li> <li>- Maintain and adjust research methods and research instruments</li> <li>- Periodically discuss research results with colleague Researchers and the doctoral thesis supervisor or his/her assistant</li> </ul>
<b>5. Supervising Research Support Staff</b>			
To give research support staff assignments and instructions	Research plan	Achievement of objectives of research plan	<ul style="list-style-type: none"> <li>- Give explanation of the context of the assignments and instructions given</li> <li>- Discuss progress with research support staff</li> </ul>
<b>6. Publication of Research</b>			

<b>RESULTAREAS</b>			
<b>Main activity</b>	<b>Frame</b>	<b>Result</b>	<b>Activity</b>
To publish research results	After consulting the doctoral thesis supervisor  Criteria for the medium chosen	Making colleagues partners in the knowledge and the insights that have been acquired, as well as receiving feedback on these and improving the position of the area of knowledge	<ul style="list-style-type: none"> <li>- Come to agreements with external parties, if available, about publicising research results</li> <li>- Write articles for publication in recognised scientific journals and specialist journals</li> <li>- Write conference papers and give lectures at conferences on request</li> <li>- Give presentations to external organisations on request</li> <li>- Make adjustments to the published articles following comments by reviewers and the doctoral thesis supervisor</li> </ul>
<b>7. Doctoral Thesis</b>			
To write a doctoral thesis in agreement with the doctoral thesis supervisor	Agreed period  Scientific criteria	Conferral of a doctorate after approval by Doctorate Committee	<ul style="list-style-type: none"> <li>- Write draft chapters</li> <li>- Discuss draft chapters with doctoral thesis supervisor or his/her assistant</li> <li>- Adjust drafts</li> <li>- Answer questions from the Doctorate Committee</li> </ul>
<b>8. Teaching</b>			
To prepare and teach allotted course components	Department's curriculum	Contribution to the development of students' knowledge and skills in a particular field of research	<ul style="list-style-type: none"> <li>- Prepare practicals, tutorials and pre-structured lectures, among other things</li> <li>- Give practicals, tutorials and pre-structured lectures</li> <li>- Help to write and assess assignments and questions for the programme</li> </ul>
<b>9. Supervising Students</b>			
To supervise students in the content of their work when working on research components	Research plan  In consultation with manager	Achievement of objectives of the research plan	<ul style="list-style-type: none"> <li>- Inform students about possible subjects for final projects</li> <li>- Establish with students how subjects for final projects fit into the research plan</li> <li>- Provide input for assessing final year students</li> <li>- Discuss progress of research with students</li> <li>- Help to correct theses, final project reports and draft articles</li> </ul>

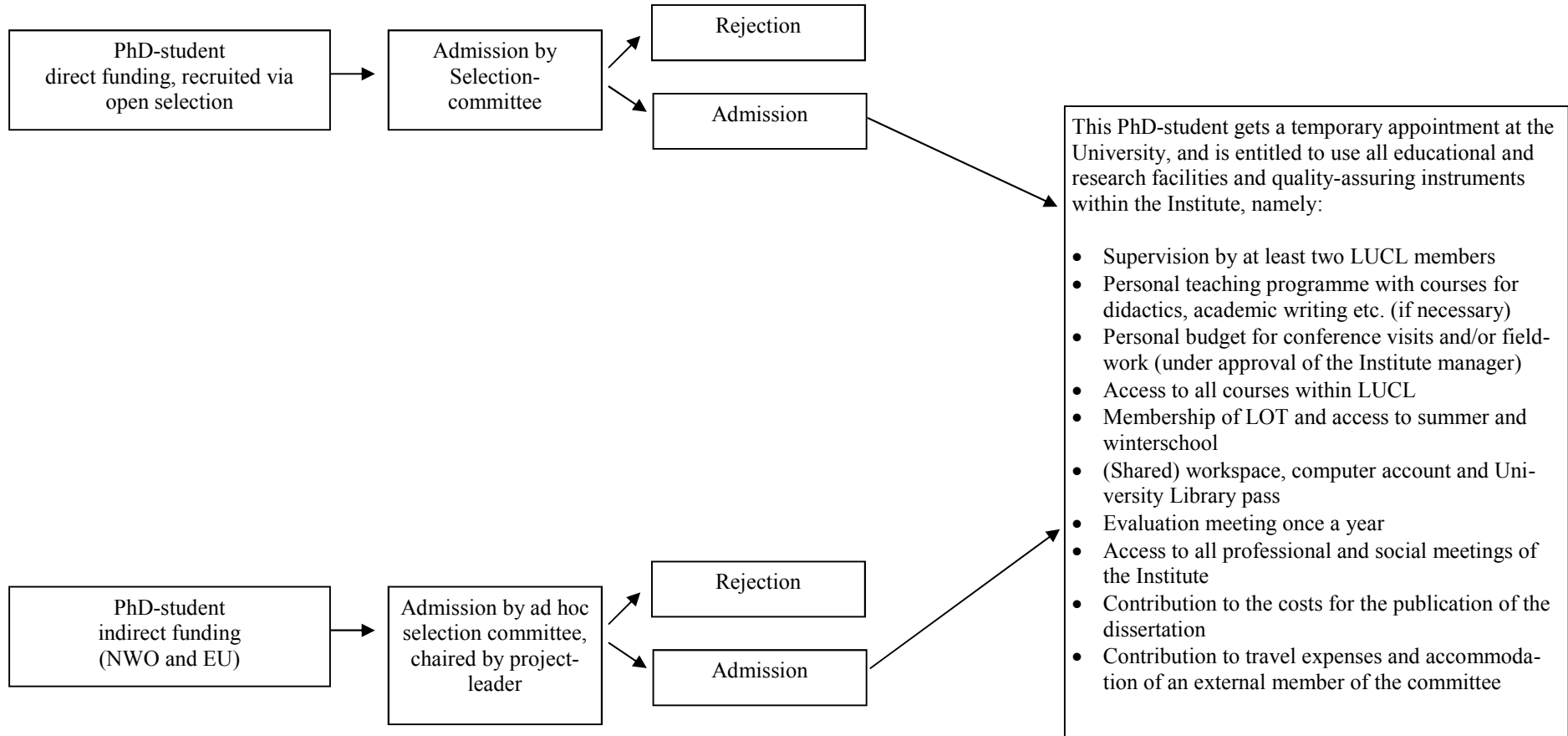
### Ranking criteria PhD Candidate

<b>Function level</b>	
<b>Ranking criteria</b>	
<b>General</b>	There is only one grade for this job, so no classification criteria have been defined.

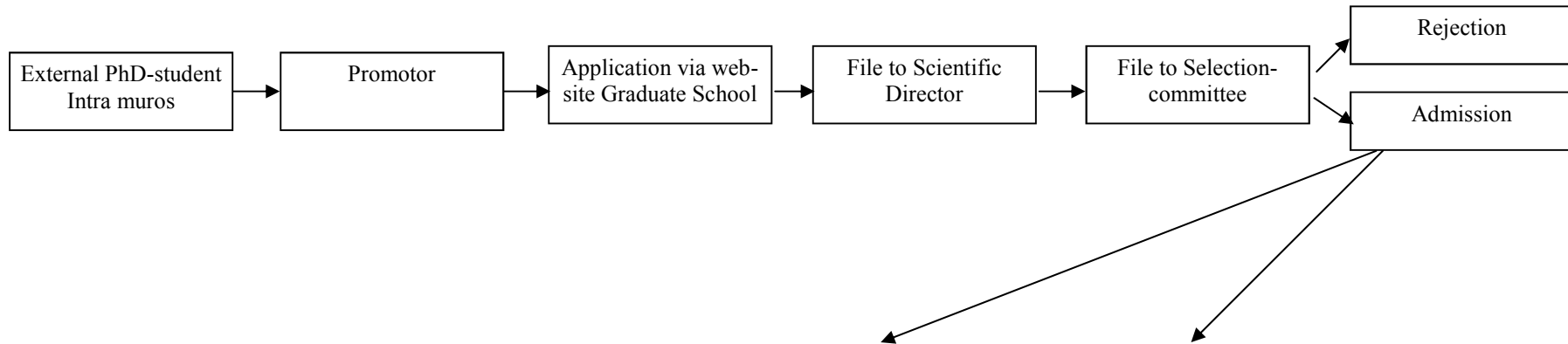
### Ranking Rules PhD Candidate

There is only one grade for this job, so no classification criteria have been defined.

# PhD-students direct and indirect (NWO en EU) funding



## External PhD-students—intra muros



### Part-time LUCL:

For PhD-students who want to spend part of their time at LUCL (2x 3 months for instance), the promotor has to present to the LUCL MT an overview of the facilities the PhD-student wants to use, and the costs that will be involved. The costs will have to be paid by the PhD-student him/herself (for instance, by applying for an external grant) and will not be reimbursed by LUCL. LUCL will contribute to the costs of the publication of the dissertation, and to the travel expenses and accommodation of an external member of the committee.

Before the arrival of an external PhD-student it has to be clear how his stay will be financed.

### Full-time LUCL:

Bench fee € 17.000 (to be paid by the PhD student); waiver to € 4.000 per year minimally.

PhD-student is entitled to:

- Supervision by at least two LUCL members
- Personal teaching programme with courses for didactics, academic writing etc (if necessary)
- Personal budget for conference visits and/or fieldwork (under approval of the Institute manager)
- Access to all courses within LUCL
- Membership of LOT and access to summer and winterschool
- (Shared) workspace, computer account and University Library pass
- Evaluation meeting once a year
- Access to all professional and social meetings of the Institute
- Contribution to the costs for the publication of the dissertation
- Contribution to the travelling expenses and accommodation of an external member of the committee

## External PhD-student—extra muros

