Rules and policies for Contract PhD
Version: 23-05-2018

These ‘rules and policies’ apply to those holding appointments as ‘Contract PhD’ within Leiden Law School and are intended to supplement and elaborate upon the University PhD Regulations. ‘Contract PhD’ refers to persons who do not have an employment contract with Leiden University, but who receive funds to take a PhD, and who will have their doctoral defense ceremony at Leiden University.

A. Content of the position of Contract PhD candidate

1. The main purpose of the Contract PhD candidate is the preparation of a PhD dissertation. This dissertation consists of a number of (published or submitted) articles or a number of chapters or a combination of both (see article 13 of the PhD Regulations).
2. The topic of the PhD dissertation must be in the field of one of the research programmes of Leiden Law School. This will be determined before the candidate is appointed.
3. In addition to his/her research activities, the Contract PhD candidate will participate in the PhD training programme. To this end, within 3 months of the appointment as Contract PhD’s commencement the main supervisor, the Dean of PhD candidates and the External PhD candidate will together agree a training and supervision plan. The Contract PhD candidate ensures this plan is kept up to date through the duration of appointment as Contract PhD.
4. The final achievement standards for the training as independent researcher are those contained in the VSNU report Hora Est of October 2004.
5. Each Contract PhD candidate will have a workspace at the faculty.

B. Length of and assessment

1. Initially, a Contract PhD candidate is a guest researcher for a period of one year. This period will be extended to a total of four years if the evaluation interview has been positive.
2. An initial evaluation interview conducted with the Contract PhD candidate will take place in the ninth month of the first year of appointment as Contract PhD.
3. The Dean of PhD candidates will ensure that the evaluation committee (hereafter: ‘the Committee’), consists of a minimum of three assessors. The Committee consists of the (main and additional) supervisors of the dissertation, the coordinator of the applicable research sub-programme of Leiden Law School, and the Head of the candidates department. The Committee will be chaired by the Dean of PhD candidates. The Dean of PhD candidates may further move to invite additional parties to participate in the assessment instead of, or in addition to, the (sub-)programme coordinator and/or the Head of the department.
4. At least one week before the evaluation interview the Contract PhD candidate will submit to the Committee:
   - The personal training and supervision plan (see point A3 above), with a list of the courses which have been followed to date and any other completed elements of the training programme, (e.g. conferences, workshops, field work).
• The most recent version of the research plan with a provisional table of contents in which an indication is given per article/chapter of how much has been written and when it will be completed.
• Copy of the data management plan.
• Those parts of the dissertation that have already been written (whether or not in the form of one or more articles).

The Contract PhD candidate may be required to furnish further materials or explanatory writing upon request by the Committee.

5. The Committee will answer the following questions:

a) Has the Dean of Leiden Law School provided written communications confirming that the candidate has met the admission requirements of articles 3 and 4 of the PhD Regulations?

b) Has a third (10 ec) of the agreed training programme been completed successfully?

c) Is there a research plan including a clear problem definition and clear research questions, plus a realistic time line for researching and writing the planned articles and/or chapters?

d) Is there a data management plan?

e) Has the Contract PhD candidate written at least one article or an initial chapter on (an aspect of) the subject of the dissertation topic?

f) Is the draft likely to remain within the limit of 100,000 words?

g) Does the research plan together, with the texts mentioned under (c), (d) and (e), reasonably warrant the expectation that the candidate will complete the PhD research successfully and within the appropriate timeframe?

h) Does the Training and Supervision Plan stand in need of revision?

During the first evaluation interview, consideration will also be given to whether the training and supervision plan (see point A3 above) requires any modification.

6. After the interview, the assessors will prepare their evaluation on the basis of the answers to the questions mentioned above. The main supervisor will inform the Contract PhD candidate of the outcome as soon as possible thereafter. The Dean of PhD candidates will ensure that a brief report, including the answers to the questions, is compiled. Once all the members of the Committee have had the opportunity to give their comments and consented to the content of the report, copies will be circulated to the candidate, the supervisors and the personnel department.

7. In the event of a unanimously positive response to all the aforementioned questions, a three year extension of the registration as a guest researcher will be recommended to the Faculty Board.

8. In the event of a unanimously negative response to one or more of the questions, the main supervisor, in consultation with the personnel department, will draft a proposal to the Faculty Board outlining the case for refraining from renewing the registration as a guest researcher. If the assessors are unable to reach a unanimous decision on any of the questions, the Dean of the Graduate School will advise the Faculty Board to renew or not to renew the registration as a guest researcher depending on the particulars of the case.

Each year, a monitoring meeting is considered on the basis of the questionnaire sent to the Contract PhD candidate each year. An important aspect of this meeting is the quality of the supervision. The main purpose of the AR is to monitor the quality of the supervision and other aspects of support from within the institute and/or faculty. The questionnaire should also be seen as an open invitation to contact the Dean of PhD candidates, to request a meeting in person.
On the basis of the AR the Dean of PhD candidates may also invite the Contract PhD candidate to meet him in person.

C. Supervision

1. The **main supervisor** will monitor progress and quality of the PhD research, and also of the working conditions. He or she is expected to speak with the Contract PhD candidate at least once a month about the progress of the PhD research. The **additional supervisor** is also responsible for progress and quality of the PhD research, and supports the tasks of the main supervisor. He or she is expected to speak with the Contract PhD candidate at least once a month about the progress of the PhD research.

2. The **Dean** of PhD-candidates will meet with the Contract PhD candidate, if possible within two months after the first day of work, and thereafter whenever necessary. He or she will discuss the planning and de-lineation of the research. He or she will also act as confidant.

3. Within three months of the appointment as Contract PhD’s commencement the main supervisor, the Dean of PhD candidates and the Contract PhD candidate will agree a training and supervision plan. A Word version of this file can be found on J:\departments\law\fdr\promovendi. Whenever necessary this can be jointly adjusted. This training and supervision plan may provide that the Head of department, the sub-programme co-ordinator and/or one or more additional experts in the field of research will act as an advisory committee for the research project.

D. Financial arrangements

For Contract PhD candidates the following financial arrangements apply:

- **The cost of travel and training courses** € 5,000 from the institute where he or she has an appointment. This budget can only be used for the reimbursement of travel and accommodation costs and the costs of courses, conferences, study days and study trips, as well as membership of scientific organisations. Of this travel and training budget, a maximum of € 1,000 can be used for the purchase of scientific literature. All the above costs can be claimed via SelfService at the academic institute.

- **Lay-out costs** The Meijers Research Institute and Graduate School pays for the lay-out of a publication in the Meijers series, up to a maximum of € 2,500.

- **Printing costs** of the doctoral dissertation. You can claim the invoice for the printing costs up to a maximum of € 1,650. In practice, this will mean, that you need to reduce the amount on the invoice with € 500 from the library (more information how to upload your PhD dissertation) and then you can claim the remainder of the invoice, up to a maximum of € 1,150, with the Meijers Research Institute. PhD candidates with an appointment can claim these costs, including the invoice, via SelfService. Contact the Meijers Research Institute for the required SAP number. PhD candidates who do not have an appointment can claim by submitting a digital form (also including the invoice and stating the sap number which is provided by the Meijers Instituut).