Rules and policies for PhD fellow
Version: 16-07-2018

These ‘rules and policies’ apply to those holding appointments as PhD fellow1 within Leiden Law School and are intended to supplement and elaborate upon the University PhD Regulations. The term ‘PhD fellow’ refers exclusively to PhD fellows who have an employment contract with Leiden Law School, which includes the obligation to obtain a doctoral degree within 6 years.

A. Content of the position of PhD fellow

1. The main purpose of employment is the preparation of a PhD dissertation. The dissertation can consist either of several collated (published or submitted) scholarly articles, a number of chapters forming a single unified monograph or, alternatively, a combination of both (see article 13 of the PhD Regulations).

2. The topic of the PhD dissertation must substantially relate to at least one of the active research programmes within Leiden Law School. This will be determined prior to appointment.

3. In addition to his/her research activities, the PhD fellow will participate in the PhD training programme. To this end, within 3 months of the appointment’s commencement the main supervisor, the Dean of PhD candidates and the PhD fellow will together agree a Training and Supervision Plan. The PhD fellow will be required to ensure this plan is kept up to date through the duration of the appointment.

4. PhD fellows will be required to perform a set amount of teaching (see under A7). In principle, these teaching activities will take place within the PhD fellow’s own department unless alternative arrangements have been made and communicated to the PhD fellow and the Dean of PhD candidates in advance.

   In terms of the faculty’s personnel classification system, the position of a PhD fellow corresponds to a combination of the positions ‘promovendus’ and ‘docent 4’. In the area of educational performance, the PhD fellow is equivalent to the level required of a ‘docent 4’.

5. The final achievement standards for the training programme are laid out in the VSNU report Hora Est of October 2004.

6. Basic aspects of the position of PhD candidate are regulated by the collective labour agreement (CAO) applicable to Dutch universities as well as by Leiden University’s job classification system.

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1 VSNU-category 1: The PhD fellow has an employment contract with the University or LUMC which includes the obligation to obtain a doctoral degree.
7. The PhD fellow’s workload will be allocated to the various aforementioned activities according to the following distribution (in percentage terms):

<table>
<thead>
<tr>
<th>Year</th>
<th>Research</th>
<th>Teaching</th>
<th>Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>40%</td>
<td>30%</td>
<td>30%</td>
</tr>
<tr>
<td>2</td>
<td>40%</td>
<td>40%</td>
<td>20%</td>
</tr>
<tr>
<td>3</td>
<td>60%</td>
<td>40%</td>
<td>0%</td>
</tr>
<tr>
<td>4</td>
<td>60%</td>
<td>40%</td>
<td>0%</td>
</tr>
<tr>
<td>5</td>
<td>100%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>6</td>
<td>50%</td>
<td>50%</td>
<td>0%</td>
</tr>
</tbody>
</table>

In exceptional circumstances, deviations from this model division of time are possible with the approval of the PhD fellow, the main supervisor and the Dean of PhD candidates, provided this does not involve a reduction in the available time for the PhD research.

8. The PhD fellow will be expected to have completed a full draft of the dissertation by the end of the fifth year of the appointment, during which the PhD fellow is exempted from all teaching and training obligations. The sixth year is intended to be used for the purposes of reviewing and editing this draft, the implementation of feedback and preparation for the defense.

9. It is the responsibility of each individual department to equitably distribute the PhD fellow’s teaching load over the full duration of the appointment, in a manner consistent with the distribution table under A7. As a general rule, the Faculty Board will not offer additional funding to compensate for the PhD fellow’s unavailability for teaching duties during his/her fifth year.

10. The teaching obligations of the PhD fellow will be distributed in such a way that at least five months of every year and two days of every working week will be completely free from teaching and the preparation for teaching.

11. If the PhD fellow has been obliged to devote more than an average of 30% of his or her time to teaching activities during the first five years, the allocation of 50% teaching tasks in the sixth year will be proportionally reduced. Any administrative and managerial tasks carried out by a PhD fellow will also count towards the total amount of teaching obligations.

B. Length of appointment and assessment

1. The PhD fellow appointment is an appointment for 6 years, with the possibility of premature cancellation in case the evaluation of the PhD fellow’s research, training and teaching turns out to be negative (see 8-9).

2. Evaluation of the PhD fellow’s performance will take place after eighteen months from the date of initial appointment. The decision after the evaluation can be: 1. Continuation of the contract.
2. In case of doubt on the progress, the decision on continuation or cancellation will be taken in a later stage whereas a second evaluation interview will be scheduled. 3. Cancellation of the contract (B8).

3. The Dean of PhD candidates ensures 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, and an assessor from outside the research programme. The Committee will be chaired by the Dean of PhD candidates. The Dean of PhD candidates may invite the coordinator of the applicable research programme of Leiden Law School, and/or the Head of the PhD fellows department, and/or parties from outside Leiden Law School to participate in the assessment.

4. **At least one week before the evaluation interview the PhD fellow will submit** to the Committee:

- A summary of the teaching tasks completed and any related evaluation material which might be available.
- 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 PhD fellow may be required to furnish further materials or explanatory writing upon request by the Committee.

5. During the evaluation the Committee will review the following questions:
   a) *Has the Dean of Leiden Law School provided written communications confirming that the PhD fellow has met the admission requirements of articles 3 and 4 of the PhD Regulations?*
   b) *Have the teaching tasks been satisfactorily fulfilled?*
   c) *Has two-thirds (20 ec) of the agreed training programme been completed successfully?*
   d) *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?*
   e) *Is there a data management plan?*
   f) *Has the PhD fellow written at least one article or an initial chapter on (an aspect of) the subject of the dissertation topic?*

   a) *Does the research plan together, with the texts mentioned under (d), (e) and (f), reasonably warrant the expectation that the PhD fellow will complete the PhD research successfully and within the appropriate timeframe?*
   b) *Is the draft likely to remain within the limit of 100,000 words?*
   c) *Does the Training and Supervision Plan stand in need of revision?*
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 PhD fellow 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 PhD fellow, the supervisors and the personnel department.

7. In the event of a unanimously positive response to all the aforementioned questions, the appointment will be continued.

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 a premature cancellation of the appointment.

9. If the assessors are unable to reach a unanimous decision on any of the questions, the Dean of the Graduate School will, in consultation with the personnel department, advise the Faculty Board to continue or cancel the appointment, depending on the particulars of the case.

10. Each year, an annual review (AR) is considered on the basis of a questionnaire sent to the PhD fellow each year. 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. Therefore, the AR will be conducted on top of the yearly Performance and Development Interview (R&O-gesprek). 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 PhD fellow to meet him in person.

11. Should a PhD fellow elect at the start of the appointment to work part-time, the teaching and research time of a part-time PhD fellow will be calculated pro-rata. The appointment can be extended once by a maximum of three months (CAO, art. 2.2a).

12. If the dissertation is completed before the PhD fellow’s contract expires, he or she may devote the remaining research time to (the development of) another research project.

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 PhD fellow 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 PhD fellow at least once a month about the progress of the PhD research.

2. The Dean of PhD candidates will meet with the PhD fellow, 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. In the first quarter of the first year of appointment, the main supervisor, the Dean of PhD candidates and the PhD fellow will agree a training and supervision plan. A Word version 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 PhD fellows employed on the basis of internal funding, 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.