

# Rules and Policies for PhD fellows

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These Rules and Policies apply to those holding an appointment as a PhD fellow<sup>1</sup> at Leiden Law School. They are intended to supplement and elaborate on 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 position of PhD fellow

1. The main purpose of employment as a PhD fellow 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 Art. 13 of the [PhD Regulations](#)).
2. The **topic** of the PhD dissertation must have a clear link to at least one of the active research programmes of Leiden Law School. This is determined prior to the 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 commencement of the PhD Fellow’s appointment, the supervisors, the Dean of PhD Studies and the PhD fellow will together agree on a personal Training and Supervision Plan. The PhD fellow is required to ensure this plan is kept up to date throughout the duration of the appointment.
4. PhD fellows are required to perform a set amount of teaching (see A7. below). 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 Studies 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’ (PhD candidate) and ‘docent 4’ (lecturer 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 those contained in the VSNU report [Hora Est](#) of October 2004.
6. The main aspects of the position of PhD fellow are regulated by the [collective labour agreement](#) (CAO) applicable to Dutch universities as well as Leiden University’s [job classification system](#).

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<sup>1</sup> 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 consists of three elements: 1) training 2) teaching and management, 3) the PhD research. Preferably, 58,3% of total activities will be allocated to the PhD research, 8,3% to receiving training, and 33,3% to teaching and other management or organization tasks that benefit the departments. In exceptional circumstances, deviations from this standard division of time are possible with the approval of the PhD fellow, the main supervisor and the Dean of PhD Studies, provided this does not involve a reduction in the time available for the PhD research.
8. The PhD fellow is expected to have completed a full draft of the dissertation by the end of the fifth year of the appointment. The sixth year is intended to be used to review and edit the draft dissertation, to implement feedback received and to prepare for the PhD defence.
9. It is the responsibility of the department in question to distribute the PhD fellow's teaching load equitably over the full duration of the appointment.
10. The teaching obligations of the PhD fellow are to 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 preparation for teaching.
11. If the PhD fellow was required to devote more than an average of 33,3% of his or her time to teaching activities during the first five years, the allocation of teaching tasks in the sixth year will be proportionally reduced. Any administrative and managerial tasks carried out by the PhD fellow also count as teaching obligations.

## **B. Length of appointment and assessment**

1. A PhD fellow appointment is an appointment for 6 years. The contract can be terminated before the end of the term if the evaluation of the PhD fellow's research, training and teaching proves to be negative (see 8. and 9. below).
2. An evaluation of the PhD fellow's performance will take place eighteen months after the date of the initial appointment. Following this evaluation, three options are possible: 1. Continuation of the contract; 2. If doubt exists concerning progress, the decision on continuation or termination will be taken at a later stage when a second evaluation meeting will be scheduled; 3. Termination of the contract (see B8.).
3. The Dean of PhD Studies will ensure that the evaluation committee (hereafter: 'the Committee') consists of a minimum of three assessors. The Committee consists of the supervisors of the dissertation, and an assessor from outside the research programme. The Committee will be chaired by the Dean of PhD Studies.  
The Dean of PhD Studies may also invite the coordinator of the applicable research programme of Leiden Law School, and/or the Head of the PhD fellow's department, and/or parties from outside Leiden Law School to participate in the evaluation.

4. At least **two weeks before the evaluation meeting the PhD fellow will submit** to the Committee:
- A summary of the teaching tasks completed, plus any evaluations of these tasks which may be available.
  - The personal Training and Supervision Plan (see A3. above), with a list of all courses that 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 indicating how much has been written of each article/chapter, and when it will be completed.
  - A 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 requested by the Committee to furnish additional materials or information.

5. During the evaluation, the Committee will review the following questions:
- a) Has the Dean of Leiden Law School provided a written notification to confirm that the PhD fellow has met the admission requirements of Articles 3 and 4 of the [PhD Regulations](#)?*
  - b) Is there a research plan including a clear problem definition and clear research questions, plus a realistic timeline to research and write the planned articles and/or chapters?*
  - c) Is there a [data management plan](#)?*
  - d) Has the PhD fellow written at least one article or an initial chapter on (an aspect of) the topic of the dissertation?*
  - e) Is the draft likely to remain within the limit of 100,000 words?*
  - f) Is there an agreed upon Training and Supervision Plan?*
  - g) Have the teaching tasks been satisfactorily fulfilled?*
  - h) Does the research plan, together with the materials referred to above in (c), (d) and (e), reasonably warrant the expectation that the PhD fellow will complete the PhD research successfully and within the applicable timeframe?*

During the evaluation meeting, consideration will also be given to whether the Training and Supervision Plan (see A3. above) requires modification and whether the PhD fellow is being asked to carry out too many teaching tasks.

6. After the evaluation meeting, the assessors will prepare their evaluation on the basis of the answers to the above questions. The Committee will inform the PhD fellow of the outcome as soon as possible. The Dean of PhD Studies will ensure that a brief report is compiled which contains the answers to the questions. Once all the members of the Committee have had the opportunity to give their comments and agree with the contents of the report, copies will be circulated to the PhD fellow, the supervisors and the personnel department.

7. If the response to all the aforementioned questions is unanimously positive, the appointment will be continued.
8. In the event of a unanimously negative response to one or more of the questions, the supervisors, in consultation with the personnel department, will draft a proposal to the Faculty Board outlining the case to terminate the appointment before the end of the term.
9. If the Committee is unable to reach a unanimous decision on any of the questions, the Dean of PhD Studies will, in consultation with the personnel department, advise the Faculty Board to continue or terminate the appointment, depending on the particulars of the case.
10. Each year, an Annual Review (AR) is held by means of a questionnaire sent to the PhD fellow. The main purpose of the AR is to monitor the quality of the supervision and other aspects of the support provided by the institute and/or faculty. Therefore, the AR is conducted on top of the annual Performance and Development Interview (*R&O-gesprek*). The questionnaire should also be seen as an open invitation to contact the Dean of PhD Studies, to request a meeting in person.
11. Should a PhD fellow **at the start** of their appointment elect to work part-time, their teaching and research time 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 has expired, he or she may devote the remaining research time to (the development of) another research project.

## C. Supervision

1. The **principal supervisor** will monitor the progress and quality of the PhD research, and also the working conditions. He or she is expected to speak with the PhD fellow at least once a month to discuss the progress of the PhD research. The **co-supervisor** is also responsible for the progress and quality of the PhD research, and supports the tasks of the principal supervisor. He or she is expected to speak with the PhD fellow at least once a month to discuss the progress of the PhD research.
2. The Dean of PhD Studies 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 outline of the research. He or she may also act as confidant.
3. In the first quarter of the first year of appointment, the principal supervisor, the Dean of PhD Studies and the PhD fellow draw up a personal [Training and Supervision Plan](#). This Training and Supervision Plan may require that the Head of department, the research programme co-ordinator and/or one or more additional experts in the field of the research will act as an advisory committee for the research project. The Training and Supervision Plan will be continuously updated. Each year, at the Performance and Development interview ('ROG') its content will be discussed.

## D. Financial arrangements

### **Travel and training costs**

Costs up to a maximum of €5,000 can be reimbursed by the institute where he or she is appointed. The exact amount may vary depending on the needs and nature of the research. Costs may apply to accommodation expenses, courses, conferences, study days and study trips, membership of scientific organisations, and a maximum of €1,000 for the purchase of scientific literature. Before costs can be claimed via SelfService, permission first needs to be obtained from the Scientific Director (or Head of Department) and the supervisors.

For more information on financial arrangements see the [website](#).