

## Leiden Law School Research Assessment Exercise

*The Leiden Law School Research Assessment Framework (RAF) is composed of two parts (A and B):*

*(A) the LLS Research Assessment Guidelines which offer the substantive norms and guidelines as to how to measure individual research output (document A), and*

*(B) the LLS Research Assessment Exercise which explains the procedure of application (document B, **this document**).*

*In addition to periodic research assessment, researchers are expected to apply to a Research Programme with a view to becoming Fellow of that Research Programme (C):*

*(C) The procedure to be admitted to a Research Programme and thus to become a Fellow of that Research Programme is laid down in: the Fellowship Application Procedure (document C).*

*NB: The Research Assessment Framework concerns a retrospective exercise, whereas the fellowship application is forward-looking in nature.*

### Document B: LLS Research Assessment Exercise: Assessing Individual Research Output

The assessment of individual research output takes place every three years via the Research Assessment Exercise (next general round: January 2022). On the basis of data entered in web-based formats, the Research Board evaluates individual output. It can then be determined whether the requirements have been met or not. The determination is sent to the relevant supervisor (usually the head of department). If the Research Board finds that it cannot come to an immediate positive determination, the relevant Programme Coordinator (PC) will consult the supervisor (usually head of department), so that the Research Board can include the view of the head of department in its determination.

#### Procedure in case the Research Board cannot come to an immediate positive determination:

- In case the application does not lead to an immediate positive determination, a meeting shall be convened between the researcher in question, his or her supervisor and the PC/dean of research. The supervisor (usually the head of department) is responsible for setting up this meeting. The head of department shall incorporate the Research Board determination as well as the results of the meeting in the Performance & Development (R&O) assessment in the section dealing with research. The R&O assessment should include at least:
  - Information about the underlying reasons and explanations why individual output did not meet the requirements as laid down in the Research Assessment Guidelines;
  - The assessment for research reflected as a grade; in case of absence of a positive determination by the Research Board the highest possible grade for the research component of the R&O assessment is 2. In case of absence of a

positive determination in two subsequent general rounds, the highest possible grade for the overall R&O assessment is in principle a 2.

- The consequences of there not being a positive determination. In this context, a remedial programme can be considered with a view to meeting the requirement within 6 to 12 months. The precise contents of such a remedial programme depends on the underlying reasons and explanations. Other potential consequences, including those affecting employment status, must be made explicit in the R&O assessment.

NB1: In view of the link between the determination of the Research Board and the R&O assessment, these two processes should be synchronised timewise. If this is not the case, an interim R&O assessment should be held.

NB2: In view of the monitoring function of the Research Board it is not considered appropriate that the position of PC is combined with that of academic director or head of department.