# TRAINING AND SUPERVISION PLAN

## FOR CONTRACT PHD AT THE LAW SCHOOL OF LEIDEN UNIVERSITY

*Version JUNE 2019*

*(as referred to in Article 6.8 of the Collective Labour Agreement of Dutch Universities (CAO) 2016-2019)*

<table>
<thead>
<tr>
<th>Name PhD candidate</th>
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**Supervisors (thesis director)**

1

2 (if applicable)

**Co-supervisor (co-director)**

**Daily supervisor**

**Topic of PhD research**

*This will appear on the Faculty website; Therefore please indicate the research topic both in Dutch and in English.*

**Research programme**

**Department where PhD candidate is appointed**

**External contract / source(s) of funding**

*Government / Research Council / other, viz.:*

**Starting date first appointment period**

**End date first appointment period**

**Anticipated end date total appointment period**

**Anticipated month and year of first performance review**

**Version history**

*Please record here all versions - Vx(yy-mm-dd)*

V1(18-mm-dd), V2(19-mm-dd), etc.
Activities of a PhD candidate
The contract PhD's workload consists of two elements: 1) training, and 2) the PhD research. On average 87.5% of total activities will be allocated to the PhD research, and 12.5% to receiving training.

1. Training
Explanation: The CAO applicable to PhD candidates state that a training plan is required. Therefore, the contract PhD, first supervisor and Dean of PhD Studies collectively indicate in the tables below what the training should include in any case. At a later stage, the contract PhD can keep track of the actual courses, conferences, etc. that s/he has attended in a copy of the training plan. The training and supervision plan can be modified or supplemented at a later stage and should be discussed at least yearly at the yearly round of the contract evaluation.

The training to which the contract PhD, the supervisors and the Faculty commit consists of four elements:
   a. Gaining experience (in carrying out research, in writing about this research, in teaching and in other academic activities);
   b. Supervision by the thesis supervisor and any other supervisors;
   c. Learning from other researchers (and possibly practicing lawyers) in Leiden, elsewhere in the Netherlands and in the world;
   d. Following seminars, courses, training, etc.

In the context of elements a and c in particular, the contract PhD is expected to actively participate in the research meetings of the following networks, among others (please tick the relevant boxes):

- The above-mentioned faculty research programme and the relevant sub-programme
- The department where the contract PhD is supervised
- The Promoclub which the contract PhD is expected to form with approximately five other PhD candidates
- The (inter-university) research school: non applicable / School of Human Rights Research /other research school, viz.:
- The academic association:
- The network:

The rules regarding allowances for contract PhDs apply to any costs associated to participation in these networks.*

<table>
<thead>
<tr>
<th>Personal webpage</th>
<th>The contract PhD is responsible for an updated version of his/her personal staff member page on the Faculty website.</th>
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<tbody>
<tr>
<td>National Academic Research and Collaborations Information System (Narcis)</td>
<td>The contract PhD is responsible to communicate all personal details and details regarding his or her participation in these networks.</td>
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</table>
1.1 Course component of the training

As a contract PhD, you are expected to follow certain courses and training programmes in the context of your training as researcher. The courses and training programmes will help you to conduct your scientific research, write your dissertation, develop your career and gain self-insight. According to the Leiden University PhD guidelines, contract PhDs follow a training program with a total scope of 30 EC† (840 hours), consisting of three parts.

A. Research skills (at least 15 EC)

Out of the 30 EC in total, the Graduate School prescribed that half of the courses followed (15 EC) are aimed at acquisition and improvement of methodological knowledge and skills. There are only two courses within this category that are compulsory: Scientific Conduct (1 EC), and How to write a Datamanagement Plan (1 EC). Compulsory courses can only be replaced (by other courses) in consultation with the dean of PhD studies. For the remaining 13 EC, PhD candidates are free to choose any of courses offered by the Graduate School, but they can also take courses outside the Graduate School. The courses offered by the Graduate School of Law are free. For courses offered outside of the Graduate School, a fee usually applies.

B. Transferable skills (at least 5 EC, 140 hours)

According to the PhD Guidelines, at least 140 hours (5 EC) of must be followed in the area of transferable skills. PhD students can make use of the offer within the ‘University Training program PhDs’. Courses (1-5 EC) to choose from include the basic teaching qualification, academic writing, presenting skills, time management, and project management, effective communication, intercultural communication, negotiation, speed reading, writing an excellent grant proposal, competences and motives, career orientation.

C. Individual part of the training

PhD students can follow various training courses that benefit their personal development or that offer more in-depth substantive knowledge connected to the topic of their dissertation. You can think of: Courses from Honours College, courses from advanced LLM programs, language education (e.g., in relation to data collection abroad), summer Schools, PAO courses, courses from Master’s programs, ICLON courses enhancing teaching skills, but also internships, conference/seminar organization and conference papers.

The rules regarding allowances for contract PhDs apply to any costs associated with these training courses.

2. Research activities

Contract PhDs have 87.5% of their employment (5,880 hours) for research activities.

2.1 Research Plan

Please provide here some details of your proposed research including for example research question and sub-questions.

† 1 EC is 28 hours.
2.2 Academic Integrity
The contract PhD hereby attests to the honesty of his or her academic work and affirms that it will conform to the standards of the Leiden University Regulations on Academic Integrity.

Members of the Leiden University community commit themselves to adhere to the principles of academic integrity: honesty and scrupulousness, reliability, verifiability, impartiality and independence. Plagiarizing, misrepresenting the ideas or language of others, falsifying data, or any other instance of academic dishonesty violates these standards, as well as the standards of the wider world of learning and affairs.
See: https://www.universiteitleiden.nl/en/research/quality-and-integrity/academic-integrity

2.3 Data Management
The contract PhD is acquainted with the Leiden University Regulation Data Management

Leiden University has adopted a Regulation for Data Management. The main general requirements are:

- all research projects must have a Data Management Plan (DMP) before they start
- research data must be stored securely during research
- after the project research data must be managed in such a way that they are findable, accessible, assessable, re-usable and sustainable
- data must be archived according to international guidelines for at least 10 years

2.4 Supervision
The first supervisor and co-supervisor are expected to speak with the contract PhD at least once a month about the progress of the PhD research. Please indicate below what kind of meeting arrangements or work agreements have been made about the supervision. Also, provide a short overview of key expectations (of both yourself and your supervisors), and/or the key topics that will be discussed throughout the PhD period.

Meeting arrangements / work agreements:

Supervision:
- 
- 

Division of tasks:
- 
- 

Meeting planning: Dec, Feb, etc.
Key expectations:

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<th>Contract PhD:</th>
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<th>Supervisors:</th>
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Key responsibilities:

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<th>Supervisors:</th>
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Signatures

Date:  
Contract PhD:  

Date:  
Supervisor:  

Date:  
Co-supervisor:  

Date:  
Dean of PhD Studies
## APPENDIX 1: PLANNING

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>Year 1 (20xx-20xx)</th>
<th>Year 2 (20xx-20xx)</th>
<th>Year 3 (20xx-20xx)</th>
<th>Year 4 (20xx-20xx)</th>
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<tbody>
<tr>
<td><strong>RESEARCH</strong> (5,880 hours)</td>
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<td>The dissertation</td>
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<tr>
<td>Chapter 1</td>
<td>xxx hours</td>
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<td>Feedback from supervisors on Chapter 1</td>
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<td>Revisions on Chapter 1</td>
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<tr>
<td>Chapter 2</td>
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<td>Feedback from supervisors on Chapter 2</td>
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<td>Revisions on Chapter 2</td>
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<td>Etc.</td>
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<td>Conclusion</td>
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<td><strong>PhD planning</strong></td>
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<td>First-year review</td>
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<tr>
<td>Submission of first full draft to supervisors</td>
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<td>Revision of thesis pursuant to feedback</td>
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<td>xxx hours</td>
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<td>Submission of manuscript</td>
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<td>Research total</td>
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<tr>
<td><strong>TRAINING</strong> (840 hours)</td>
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<td>Research skills (at least 15 EC)</td>
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<td>Individual training</td>
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<td>Internship etc.</td>
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Training total per semester

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<th>xxx hours</th>
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<tr>
<td>Training total</td>
<td>xxx hours</td>
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1,680 hours per year
840 hours per 6 months

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<th>TOTAL PER SEMESTER</th>
<th>937 hours</th>
<th>942 hours</th>
<th>xxx hours</th>
<th>xxx hours</th>
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<td>Total</td>
<td>xxx hours</td>
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<td>Subtotal Research (87.5%)</td>
<td>737 (44%)</td>
<td>737 (44%)</td>
<td>600 (36%)</td>
<td>600 (36%)</td>
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<tr>
<td>Subtotal Training (12.5%)</td>
<td>200 (12%)</td>
<td>200 (12%)</td>
<td>100 (6%)</td>
<td>100 (6%)</td>
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<tr>
<td>TOTAL</td>
<td>937 (56%)</td>
<td>942 (56%)</td>
<td>809 (48%)</td>
<td>809 (48%)</td>
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1879 (112%) 1618 (96%) 6720 (100%)