

TRAINING AND SUPERVISION PLAN

FOR EXTERNAL PHDS AT LEIDEN LAW SCHOOL

To be returned to the mailbox phd@law.leidenuniv.nl at the latest 6 months after the starting date of the research.

Current date	
Name PhD	
Supervisors (thesis director)	1 2 (if applicable)
Co-supervisor (co-director)	
Daily supervisor	
Topic of PhD research	
Research programme	
Department where supervisor is appointed	
Division Doctorate Premium¹	
Starting date research (registration at the Graduate School of Leiden Law School)	
Anticipated end date of research	
Month and year of first performance review (between year 1² and 2³ after starting date) In case the PhD candidate works more than 3 days on the research see footnote 2, for less than 3 days see footnote 3.	

¹ In the case of supervision where one of the (co)supervisors is affiliated to a different faculty or university, it is possible to divide the doctorate premium. Considering the costs made by the Faculty for PhD candidates who carry out their research in Leiden (requiring desk space, registration, quality control etc.) an initial proposal is made for a 75-25% division. This can be different provided it is explicitly agreed at the start of the PhD. Account should be taken of the fact that the doctorate premium will only be paid to the other university after two years.

² In case the PhD candidate works more than 3 days a week on the research the first performance review can be set in year 1.

³ In case the PhD candidate works less than 3 days a week on the research the first performance review can be set in year 2.

Training and other ancillary activities

During the PhD you will learn to develop your research (and yourself as a researcher) in different ways:

- a. Gaining experience (in carrying out research, in writing about this research, in teaching or other academic activities);
- b. Supervision by the thesis supervisor and any other supervisors;
- c. Learning from other researchers (and possibly practicing lawyers) in The Netherlands or elsewhere in the world;
- d. Following seminars, courses, training, etc.

With regard to coursework and training, you will decide on your specific training need in consultation with your supervisors. Please note that most of the courses involve costs. In such cases, the head of department's approval of these costs is needed prior to registration for the course.

As external PhD there is no mandatory training requirement except for the workshop [Scientific Conduct](#) which is given hybrid (online/location) or on location. This course is free of charge.

Please note: Every PhD candidate needs to establish at the start of their research a DMP (Data Management Plan). In order to assist you to fill in the DMP, we have a 'Data Management Training Leiden Law School' which is given twice a year at the Leiden Law School (free of charge). You are welcome to attend the training, should you wish to do so. See section 3 for more information on the training provided by the Leiden Law School.

Leiden University and the Leiden Law School offer a wide range of useful training opportunities. More information can be found on the page [courses and training programme](#).

Please indicate below, if applicable, any coursework or training that is foreseen or completed.

-Did you follow the obligatory workshop Scientific Conduct?

Yes, on (date)

No, but will be scheduled in(date)

-Which other courses did you complete or are you planning to follow?

2. Academic Integrity

The external 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 link for general information: www.universiteitleiden.nl/en/research/quality-and-integrity/academic-integrity

See link for more information about the next workshop [Scientific Conduct](#) of Leiden Law School.

3. Data Management

The external 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

For Leiden Law School, we recommend you to visit the website prepared by our Data Management Steward available [here](#). There you will also find information on free training courses and workshops on data management. Leiden Law School offers a [tailor made training](#) that we encourage you to follow. Please keep in mind that your DMP may require review at several stages of your PhD i.e. start of your PhD, in case of data collection (the start or finalization of a phase of data collection, data processing or data analysis), and when finalizing your manuscript.

4. Supervision

The first supervisor and co-supervisor are expected to discuss with the external PhD regularly 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 the candidate and the supervisors, and/or the key topics that will be discussed throughout the PhD period. See appendix 2 below for guidelines with more information and explanation of the following questions.

Meeting arrangements / work agreements:

Supervision: – – Division of tasks: – – Meeting planning:

Key expectations:

External PhD: – –

Supervisors: – –

Key responsibilities:

External PhD: – –

Supervisors: – –

Signatures

Date:

External PhD candidate:

Date:

Supervisor:

Date:

Co-supervisor:

Date:

Dean of PhD Studies

APPENDIX: Planning

ACTIVITIES	Year 1 (20xx-20xx)	Year 2 (20xx-20xx)	Year 3 (20xx-20xx)	Year 4 (20xx-20xx)
RESEARCH				
The dissertation				
Chapter 1				
Feedback from supervisors on Chapter 1				
Revisions on Chapter 1				
Chapter 2				
Feedback from supervisors on Chapter 2				
Revisions on Chapter 2				
Etc.				
Conclusion				
PhD planning				
Data management planning				
GDPR approval & ethics review (if applicable)				
Evaluation meeting with supervisors and external assessor				
Submission of first full draft to supervisors				
Revision of thesis pursuant to feedback				
Submission of manuscript				
PhD defence				

Appendix 2: Guidelines

Guidelines – Training and Supervision Plan

Dear Supervisor, external PhD Candidate

We have drafted the questions below so that you can keep them in mind when discussing the meeting/work arrangements and key expectations regarding the PhD trajectory.

We understand that there are different ways to supervise, therefore, the questions below only aim to provide some guidance when completing the Training and Supervision Plan. If you would like to add more specific information regarding meeting/work arrangements or key expectations in the Training and Supervision Plan please feel free to do so.

Meeting arrangements / work agreements:

Supervision

- How often is there actual contact between the supervisor and the PhD candidate? (e.g. weekly/monthly supervision)?
- What kind of specific agreements are being made? (e.g. deadlines for submitting paragraphs/chapter)

Division of tasks

- At Leiden Law School every PhD candidate should have 2 supervisors. Which supervisor is doing what?
- Name First supervisor: mention his/her tasks
- Name second supervisor or co-supervisor: mention his/her tasks

Meeting planning

- Please mention here an actual schedule of meetings when the supervisor and candidate will meet.

Key expectations:

External PhD candidate

- We advise you to be as specific as possible about your expectations, in order to facilitate the progress of the research.
- Mention here the frequency of the meetings with your supervisor.
- Which topics/subjects will be discussed during those meetings? For instance supervision plan, data collection and research methods, chapter, article, etc.
- In case a deadline needs to be changed, please notify your supervisor a.s.a.p.

Please check the PhD regulations and PhD courses that you may be interested to follow. Before attending any course, it is important to get approval from your supervisor.

Supervisors

- Please mention here your availability to establish your contact with the candidate.
- Mention your availability to review the progress of the research.
- Take into account who is responsible for the next meetings and next steps. Mention here clear agreements about deadlines to receive chapters. Make a clear timeline for your external candidate to monitor the progress of the research. **(Please use the appendix: planning)**
- Please check [the PhD regulations](#)
- Please remind your external PhD candidate of the importance to follow the workshop Scientific Conduct and to be aware of the Data Management Regulations.

Key responsibilities**Supervisor**

- To provide feedback (within a specific period of time)
- To be available for consultations/meetings with the PhD regarding the PhD progress
- To refer the PhD candidate – where necessary – to research support staff (ICT, data management, privacy etc.) of the faculty to ensure working according to university regulations (information security, data management etc.) as well as EU privacy legislation

External PhD Candidate

- To work independently, but to ask for help/guidance from supervisor when needed
- To meet the deadlines and if not possible to inform the supervisor asap
- To write reports/minutes of the meetings with supervisor, and to ask for clarification after the meeting if necessary.