Policy and procedural changes as a result of the amended PhD regulations and the amended PhD guidelines + agreements on additional financial support

<table>
<thead>
<tr>
<th>Category PhD</th>
<th>Course Scientific Integrity</th>
<th>Course Transferable Skills</th>
<th>Conferences/workshops</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Collectively offered at university level</td>
<td>- 500 Euro’s/year</td>
<td>- 2 conferences/1500 Euro</td>
</tr>
<tr>
<td>Contract (1-3 stream money)</td>
<td>√</td>
<td>√ Additional funding if project budget is lacking</td>
<td>√ Additional funding if project budget is lacking</td>
</tr>
<tr>
<td>Selffunded</td>
<td>√</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Externally financed</td>
<td>√</td>
<td>-</td>
<td>-</td>
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<tr>
<td>- Max Planck</td>
<td></td>
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<tr>
<td>External PhDs</td>
<td>√</td>
<td>-</td>
<td>-</td>
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<tr>
<td></td>
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<td>√ in exceptional cases: when budget is available + with motivated request + after approval of &gt; 50% of the thesis by the supervisors</td>
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- **internal self-funded PhD candidates**

The Faculty of Archaeology (FA) maintains a 4th category of PhD students, the internal self-funded PhD students. They provide for their own maintenance, but attendance at the faculty is required for at least 3 days a week. Registered in SAP as external PhD students, these PhD students have the same rights and obligations as internal employee PhD students. By employing them as TA and/or Tutor as much as possible, the FA can maintain its educational capacity and these PhDs have therefore become indispensable for intensive (contact) education in the labs and practicals with materials. With this policy the FA attracts good PhD students with a high efficiency.

- **Extra financial support**

In order to be able to realize the also for them mandatory Training and Supervision Plan (TSP), the self-funded PhDs are financially supported. In line with FGGA, the budget per self-funded PhD is set
at EUR 1250 per year, up to a maximum of EUR 5000 for the entire trajectory. This includes the costs for the transferable skills course in the context of the Training Plan, cf. the new university policy line (500 euros per year, 2000 euros for the entire PhD trajectory) and 3000 euros for participation in 2 congresses (a maximum of 1500 euros per congress).

To be able to finance more facilities for internal self-funded PhD students, a maximum admission of self-funded PhDs per year is set. The maximum depends on the FDA’s financial situation. The maximum for a coming year is determined during the budget discussion in November and is never more than 4 per year.

A maximum of 1 internal self-funded PhD per supervisor is also set.

Employee PhD students (category 1) usually have sufficient financing options for at least 2 conferences (from project resources), but not to cover the required training costs of EUR 500 per year. If their contract do not provide sufficient funds for these PhDs, the budget will be supplemented to comply with the new guidelines of Leiden University.

Congress and course costs of scholarship or externally funded PhD students (category 2) are not financed by the faculty. In exceptional cases, a request for and design for customized solutions (that entail training and/or conference costs) must always be submitted by the supervisors to the Faculty Board via the Graduate School. Awarding depends on substantive arguments (necessity for the PhD trajectory) and the financial possibilities of the FA. If awarded funding, actual funding will only be made after at least 50% of the dissertation has been completed in draft and deemed of sufficient quality by both supervisors.

External PhD candidates must at least follow the course 'scientific integrity'. In addition, in consultation with the supervisor, the needs with regard to following other courses can be determined. The proposal for taking courses must be submitted and approved to the FB via the GS before the start of the PhD trajectory.

- Declare/finance membership to a research school

Each PhD candidate is given the opportunity to participate in 2 conferences during the entire PhD trajectory, based on a maximum cost of 3000 euros for the entire PhD trajectory (maximum 1500 euros per congress). This maximum amount of 3000 euros may not be exceeded.

It can, however, be decided to use part of the congress budget for membership of a graduate school. This may mean that only 1 conference can be attended. That is your own choice/deliberation that must be made.

- Obligation to appoint a 2nd supervisor & admission procedures

The obligation to appoint a second supervisor applies to all categories of PhD students.

This obligation ensures that if something happens to the 1st promoter, supervision is in any case continued and can be taken over by the 2nd/co-promoter. In addition to the 2nd supervisor, someone can still be designated as 2nd co-supervisor who is more involved in the research. This can be done at any stage of the PhD trajectory.

Applications for external and internal self-funded PhD research that have not been approved by 2 supervisors will not be processed.
Applications internal self-funded position must be submitted to the science committee until 1 March. The science committee advises the GSA director/dean: [a] assessment (at least promising/fitting in our profile); [b] feedback on the promising proposals; [c] prioritization of the final proposals. The dean/GSA will make a decision before 1 June so that the candidates and their supervisors can start on 1 September/the start of the new academic year.

Applications for external PhD research are approved if the condition of 2 supervisors are met.

Admission to all categories of PhD students is always for 1 (one) year: after 10 months, a review will follow by the supervisors and by the Graduate School and it will be assessed whether the progress is sufficient and the PhD trajectory can be extended.

- **External PhD candidates**

The new guidelines for external PhDs apply to external PhDs who started their PhD research after 1 February 2021, and have been registered by the GSA and in Converis.

It has been decided to arrange an annual review meeting for the external PhDs who started their PhD after 1 January 2019.

Supervisors are advised to only register external PhDs by the GSA and in Converis when realization of the promotion seems possible within 4 years. Until the moment of registration in GSA and Converis, they can access the faculty systems (ULCN, etc.) as guest researchers. If desired, they can also participate in activities organized by the GSA. This has the advantage that they only have to meet the new requirements after admission to the GSA and registration in Converis:

- a training and supervision plan within a maximum of six months following admission to the Graduate School
- an annual review or monitoring meeting every two years with one or two impartial staff members
- the 'go/no go' decision will be made no earlier than one year and no later than two years after their start date
- External PhD candidates must at least take the 'scientific integrity' course
- Approval of the external PhD research by 2 intended supervisors

- **PhD supervision & course for supervisors**

For some time now, new supervisors of PhD students have been obliged to follow the course for supervisors. This obligation has now been formulated more clearly by the deans: *everyone who is promoted from assistant professor to associate professor must have completed this course within one year of being promoted.*

PhD supervision is not identified as teaching but as research (research management) and thus falls under research time. New PhD projects, especially when external (non funded) PhDs are involved, should be selected critically with this in mind. *Supervisors are advised to supervise no more than 4 external PhDs and no more than 1 self-funded internal trajectory.*

PhD supervision only applies to PhD tracks that are officially admitted to the Graduate School and registered in Converis.

2 December 2021