

Quick guide to onboarding PhD Candidates

Activity	What	Who	When
Candidate indicates interest	Agreement with Supervisor, Research Plan	Supervisor (Sup) / PhD	As early as possible, usually Feb/Mar for September start. Internal Self-Funded PhDs are evaluated by Research Committee in Feb/Mar.
Registration in GSM/Converis	Input into GSM (proof of degree, English proficiency, agreement of supervisor, proof of scholarship funds (Contract PhDs only))	Mg / Graduate School (GS) / PhD	From three months before start date, latest one month before start date.
Registration in HRM	Input into Service Portal	Management Assistant (MA) / Sup N.B. PhD is registered by the MA of the main (not daily) supervisor's department	HRM registration occurs after GSM prepares admission statement, from three months to latest one month before start date.
SCIS (Service Centre International Staff)	Candidates who do not have Dutch nationality	MA / Sup / HR	When an employee is NON-EU, contact with the SCIS is necessary. For NON-EU, please start AT LEAST three months before the start date. Also contact the SCIS if a NON-EU employee is already working within Leiden University. It is possible that they may need a work permit (TWV); an application can take several weeks and without one the employee is absolutely not permitted to start work. Conclusion: in the case of NON-EU employees, call the SCIS to make certain.
LU-Card/staff card	Personal card for access to buildings	PhD	As soon as the employee has created their ULCN account.
IT	Workgroup, software, ICT accessories, SAP access, ULCN, email, working from home. (Look carefully at the ICT section of the website: it gives a great deal of information)	MA / Sup / PhD	ULCN account must have been activated. At least before the first working day.

Computing (Laptop available to Employee PhDs, other "internals" receive flex space with desktop)	Email a request to Jasper Kanbier	MA / Sup	Within one month prior to start date.
Room key	Key for workspace. Email a request to Jaap Hoff	MA / Sup	As soon as the appointment to the Faculty of Archaeology is known. At least three weeks before the start date.
Workspace (for internal PhDs only)	Physical workspace in Van Steenis building	MA / Sup	At least one week before the start date.
Reception by supervisor	The new employee is received by the manager, who briefly explains the work and workplace	Sup	First working day.
Guided tour	Guided tour of Van Steenis building	Sup (the supervisor may also delegate this to the MA or immediate colleague)	First working day.
Card for drinks machines (only paid employees)	Card for obtaining hot drinks from the various Leiden University machines	MA	First working day, if so wished.
Parking	Leiden University parking garages	PhD	Before the start date. Employee's ULCN account must be active.
Intake meeting with Graduate School Administration	Explanation about PhD trajectory	GS	First working month
Leiden University PhD introduction day	Information about the university and its history	PhD	First three months. PhD must register self for this.