Doctoral programme @ Leiden Law School

Handbook for supervisors – October 2020

This handbook offers an overview of the most relevant information pertaining to the supervision of a PhD project at Leiden Law School. All PhD candidates, PhD fellows, and contract PhDs at Leiden Law School are automatically members of the Graduate School. This means that they can **(**1) follow the courses and workshops that the Graduate School organises, **(**2) make use of the support services the Graduate School offers, **and (**3) are subject to the Graduate School's quality control systems. The handbook is written as a general manual for supervisors of PhDs at Leiden Law School. Please keep in mind that procedures and practices may vary between institutes or departments.

Contents

1. About the graduate school

Leiden Law School is a high-standing institution in the field of research and education in law and its aim is to further strengthen this position. Doctoral research at Leiden Law School thus means research at the highest level. Given this ambition, it is crucial to nurture young research talent. The Graduate School of Leiden Law School is perceived as an important support instrument to achieve this ambition.

The Graduate School of Leiden Law School provides a targeted research and training infrastructure, offers a wide range of support services, stimulates social exchange between PhDs, and organises a doctoral research quality care and control system.

Deanship of PhD Studies

The Graduate School of Law has a Deanship of PhD Studies. There are currently two Deans of PhD Studies: Prof. Jannemieke Ouwerkerk and Prof. Jean-Pierre van der Rest.

The Deans hold a meeting with doctoral candidates at the start of the PhD trajectory to introduce themselves and explain all kinds of matters related to the Graduate School and the doctoral programme. Moreover, they chair the evaluation meeting ('go/no-go' decision) that doctoral candidates have in the first quarter of their programme.

They provide all kinds of support to doctoral candidates, such as advice on the Training and Supervision Plan or on appointments and contract extensions. In addition, they monitor the quality of the doctoral training programme, supervision and research that is carried out at Leiden Law School, and provide recommendations for exploring and implementing new policy directions. Please see this link for more information.

The Confidential Counsellor for PhD candidates

The progress and success of the research project not only depends on a PhD candidate's motivation and capacities or competencies, but also on a good relationship with their supervisor(s) as well as on external factors, like e.g. the co-operation of the head of the department or personal circumstances.

Tensions or conflicts in the work place or in personal life may cause serious delays in the research project or may even obstruct the finalization of the thesis. Sometimes problems may become so complicated or difficult to solve that it may be helpful to talk to a person who is independent from the Faculty and who can give advice about how to solve these problems. For that purpose the Faculty has appointed a Confidential Counsellor for PhD candidates. Please see this link for more information.

2. The Doctoral Programme

A PhD candidate's workload consists of three elements: (1) training; (2) teaching and management; and (3) PhD research. For PhD candidates, approximately 77.5% of total activities will be allocated to the PhD research, 12.5% to receiving training, and 10% to teaching (and other organisational tasks for the department). The PhD fellow's workload consists of the same three elements, but the division is 58.33%, 8.33% and 33.33% respectively. Contract PhDs do not have any teaching obligations. On average 87.5% of their activities will be allocated to the PhD research, and 12.5% to receiving training.

2.1 Research and supervision

Receiving a PhD degree is considered the highest educational proof of possessing the research skills necessary to carry out independent research. As a supervisor, you have a professional and moral obligation to guide the PhD researcher towards achieving those independent research qualities that a PhD degree stands for.

When you start supervising a new PhD researcher, you make agreements with them about the way in which you will organise their supervision. Such agreements involve exchanging mutual expectations about the frequency of meetings, but also about the nature of what will be discussed. For example, some supervisors ask their PhDs to prepare an agenda for each meeting and to take minutes of what has been discussed, whereas others rely on implicit communication about the mutual expectations that are often left unsaid. It is important to determine for yourself who will do what. The PhD researcher will make a record of this in the Training and Supervision Plan, so that expectations and agreements about the supervision are clear to everyone involved.

About three months after the start of the PhD researcher's appointment, these arrangements will be recorded in a Training and Supervision Plan (TSP). This plan contains provisional agreements concerning the research, supervision, training, and potential teaching duties of the PhD researcher. At this stage, the TSP is sent to the Graduate School and reviewed by the Deans of PhD studies who can provide advice. Subsequently, this plan will be continuously updated by the PhD researcher in consultation with you and the other supervisor(s). Each year, at the Performance and Development interview (known as ROG) the latest version of the Training and Supervision Plan will be discussed again.

2.2 Teaching and management obligations

PhD candidates and PhD fellows (not contract PhDs) are usually required to contribute to teaching in the bachelor's and master's courses at their department. Teaching contributes to their academic development and their future career opportunities in academia. Teaching formats may include plenary, large-scale lectures (Dutch: hoorcolleges) and small-scale seminars or tutorials (Dutch: werkcolleges). In addition, PhD researchers can also be asked to (co-)supervise bachelor's or master's theses or assist in correcting exams or papers.

Teaching should in any case not impede on the progress of the PhD research and training. Always ask the PhD researcher to make clear agreements about the number of teaching hours and ensure there is a fair allocation and distribution during the PhD project. Always include these agreements in the Training and Supervision Plan.

If the PhD researcher does not have any prior experience in teaching, you may want to direct him or her towards a course in didactics. The University offers several courses for this purpose, ranging from the full University Teaching Qualification (BKO) to a shorter course specifically for PhDs.

2.3 Training

PhD researchers invest in their professional and personal development by participating in the Graduate School's PhD training programme. This will help them to conduct their scientific research more effectively, write the dissertation, develop their career and gain self-insight.

According to the Leiden University PhD guidelines, employed PhD candidates, PhD fellows, and contract PhDs follow a training programme with a total of 30 EC (840 hours). The European Credit Transfer and Accumulation System (ECTS) is a standard for the volume of learning and associated workload. One European Credit (EC) equals 28 hours of training. The Graduate School's training programme consists of three components.

2.3.1 Research skills (at least 15 EC)

Out of the total 30 EC, the Graduate School prescribes that half of the courses followed (15 EC) are aimed at acquiring and improving methodological knowledge and skills. There are only two courses within this category that are compulsory: Scientific Conduct (1 EC), and How to write a Data Management 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 researchers are free to choose any of the 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.

Courses offered by the Graduate School of Law

Philosophy of Science for Lawyers (5 EC)

Topics to be discussed include the scientific method, scientific progress, facts and values in science, confirmation and falsification, truth and judgement, and scientific change. The first part of the course will be spent on the dominant traditions in philosophy of science in the 20th century, such as logical positivism, Popper's critical rationalism and the historic movement stemming from Kuhn. The second part of the course concentrates on the differences between the natural and social sciences on the one hand, and law on the other. Issues to be addressed include social and institutional facts, the role of (performative) language in the construction of social reality, and external and internal perspective in the study of law.

Legal Methodology (5 EC)

The aim of this Legal Methodology course is to familiarise PhD researchers with the full breadth of legal research. It builds on the foundation for doing legal research that students have laid throughout the bachelor's and master's stage of their studies. The primary aim of the course is to provide PhD researcher s with the tools that they need to write an innovative and methodologically sound legal research proposal. The course focuses on the study of traditional legal sources. This course also includes a part on legal English and aims to improve the English language skills within a legal context.

Qualitative Empirical Research Methods in Law (3/5 EC)

Although qualitative research methods are often identified with the social sciences more generally than with the discipline of law in particular, lawyers and legal scholars also make use of qualitative research methods. Examples of this type of research are studies that examine people's perception of law and justice, the interactions between different courts, effects of gender, or legal aid and access to justice. The 3 EC introductory course will discuss different qualitative methods (interviews, focus groups, content analysis, observations). It aims to provide PhD researchers with an understanding of the purpose and appropriate use of the major qualitative research methods, and to equip researchers with the skills to decide whether their research topic requires the use of qualitative research methods, to select the most appropriate research methods and to know how to report on them. PhD researchers can also choose an additional 2 EC in which they participate in working groups in which qualitative research techniques (such as interviewing) are put into practice.

Quantitative Empirical Research Methods in Law (5 EC)

The emphasis in the course will be on equipping practitioners to be critical consumers of empirical material that may be used in legal cases and controversies and in the formation and evaluation of legislation. Another purpose of this course is to equip students with knowledge of various quantitative empirical research methods they could employ in their own research project. The knowledge will be both theoretical and practical. The course will introduce students to such topics as survey research methodology, the design and conducting of experiments, data gathering and analysis through descriptive statistics, the use of (multiple) regression, why samples need to be taken in particular ways, how to perform simulations or cross-country data analyses, and more. In addition to discussing how to perform these techniques, we will also read cases and articles in which each of the techniques has figured. Students will fulfil the course requirements by writing a paper, by class participation, by presentation of their research to the class, and by completing several exercises.

Scientific Conduct for PhDs in Law (1 EC)

A number of cases of scientific fraud and misconduct have been bad publicity for the academic world. Are these cases signs of a system in crisis or just some anomalies in an otherwise good academic framework? This course will pay attention to the grey area and your role as an individual scholar in preventing misconduct. The course consists of an introduction day organised by the University and a workshop organised by the Faculty. The workshop on academic integrity will give you the opportunity to discuss scientific fraud and misconduct with fellow PhD researchers. You will learn to what extent the academic world already has - or perhaps needs to develop - a system to prevent academic misconduct and what role you can play as an individual scholar.

Courses offered outside of the Graduate School

The University Training programme for PhDs also offers methodological courses. Examples are ‘Writing an excellent research grant proposal for PhDs and postdocs’, ‘Academic writing for PhDs’, and ‘Qualitative interviewing and data analysis for PhDs’.

In addition, PhD researchers can take courses at other Leiden Graduate Schools and Research Masters, and in consultation, at other universities (please bear in mind that there can be costs involved).

Examples of courses that our PhD researchers have taken in the past include Leiden Global courses (https://www.leidenglobal.org/courses) such as Mixed Methods in the Social Sciences and Humanities (10 EC) or courses in econometrics or advanced quantitative methods at the Tinbergen Institute.

- LeidenGlobal course: 'Mixed Methods in the Social Sciences and Humanities' (10 EC)
- Tinbergen institute: 'Applied Macroeconometrics' (5 EC)
- Utrecht: 'Advanced Qualitative and Legal Methods in Criminology' (5 EC)
- University Training program: Open interview and qualitative data analysis (2 EC)

2.3.2 Transferable skills (at least 5 EC)

According to the University's PhD Guidelines, at least 5 EC worth of courses must be followed in the area of transferable skills. All PhD researchers with teaching tasks should follow the course 'Introduction to teaching for PhDs', or at least one of the 5 modules of the University Teaching Qualification (BKO). PhD researchers can make use of what is offered within the 'University Training programme PhDs'. Courses to choose from include:

- Project management for PhDs (2 EC)
- Introduction to teaching for PhDs (2 EC)
- University Teaching Qualification (BKO) (5EC)
- Supervising thesis students (1 EC)
- Communication in science (2 EC)
- Academic writing (2 EC)
- Data & project management (1 EC)
- Intellectual property (1 EC)
- Knowledge exchange & impact (1 EC)
- Writing for a wider public (1 EC)
- Academics and (social) media (1 EC)
- Effective communication (1 EC)
- Intercultural communication (1 EC)
- Negotiate (1 EC)
- Time management (1 EC)
- Presenting skills (1 EC)
- Speed reading (1 EC)
- Writing excellent grant proposal (1 EC)
- Competences & Motives (1 EC)
- Interview skills (1 EC)
- Networking skills (1 EC)
- Career Development day (1 EC)
- Career Orientation (1 EC)

2.3.3 Individual part of the training

PhD researchers 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. For example:

- Courses from Honours College Law (1-5 EC)
- Courses from (advanced) LLM programmes (1-10 EC)
- Language education (e.g. in relation to data collection abroad) (1-5 EC)
- Summer Schools (1-5 EC)
- PAO courses (1-3 EC)
- Courses from (research)Master's programmes (1-10 EC)
- ICLON courses enhancing teaching skills (BKO) (1-5 EC)
- Internships (1-3 EC)
- Visiting scholarship (e.g. through LERU exchange) (1-3 EC)
- Presenting a paper on a conference (2 EC)
- Participating at a conference (1 EC)
- Organising a seminar/symposium/conference (2 EC)
- Participating in a seminar/workshop/symposium (1 EC)

2.4. The PhD Trajectory

The trajectory of all PhD researchers at Leiden University starts with the introduction meeting. These meetings are organised by the University five times a year, and are compulsory for all new PhD researchers, preferably within the first 2-3 months of their appointment. New PhD researchers will receive a personal invitation and can sign up for the PhD introduction meeting via Self Service. Please see this link for more information. This introduction day is part of the compulsory course Scientific Conduct.

In addition, all internal PhD researchers have an introduction meeting with one of the Deans of PhD studies of the Faculty of Law. They receive an invitation for this meeting by email.

Most PhD researchers follow a 4-year trajectory. PhD fellows follow a 6-year trajectory. Regardless of the total length of the trajectory, it is helpful to distinguish between 3 phases of PhD research: the start, the middle and the final phase. For each phase, different courses may be of interest.

In the following table you can see an overview of the three phases in a PhD trajectory and the objectives and courses that could apply in each phase.

	Start	**Middle**	**Final**
Objectives	*Getting acquainted with the University, developing research plan, develop basis of research skills, first steps towards personal effectiveness*	*Further developing personal effectiveness, strengthening research skills, developing communication skills,*	*Finishing dissertation and preparation for further career options. Enlarging impact of research*
Research skills	Scientific conduct (1 EC) How to write a DMP (1 EC) Philosophy of science (5 EC)	Legal methodology (5 EC) Qualitative Empirical Research Methods in Law (3/5 EC) Quantitative Empirical Research Methods in Law (5 EC) Academic writing (2 EC) Open interview and qualitative data analysis (2 EC)	Knowledge exchange & impact (1 EC) Writing for a wider public (1 EC) How to write a research grant proposal (1 EC)
Transferable skills	Introduction meeting (1 EC) Project management (2 EC) Time management (1 EC) Speed reading (1 EC)	Communication in Science (2 EC) Networking skills (1 EC)	Competences & Motives (1 EC) Career orientation (1EC)
Individual options	Courses focused on content (5 EC)	Summer school (1-5 EC) Visiting scholarship/research stay (1-5 EC) Participating at a conference (1 EC)	Summer school (1-5 EC) Presentation at conference (2 EC)

2.5 Evaluation meeting

PhD candidates and contract PhDs are appointed initially for a period of one year. The appointment will be extended to a total of four years if the evaluation interview has been positive. The PhD fellow appointment is an appointment for 6 years, with the possibility of premature cancellation in case the evaluation meeting of the PhD fellow results in a negative decision. For PhD candidates the evaluation meeting takes place within nine months after the start of the PhD and it results in a go/no-go decision. Evaluation of the PhD fellow's performance will take place after 18 months from the date of initial appointment.

In case you have serious doubts about whether the PhD student will be able to finish the PhD project within the designated period, you should provide a negative decision. It can also be recommended to extend the contract temporarily (e.g., 3 months) for PhD candidates. After a positive evaluation meeting, it will be difficult to terminate a PhD contract in the future.

The Dean of PhD studies ensures that the evaluation committee consists of a minimum of three assessors. The Committee consists of the supervisors of the dissertation, and an assessor from outside the research programme or department. The Committee will be chaired by the Dean of PhD candidates. The Dean of PhD studies may invite the coordinator of the applicable research programme of Leiden Law School, and/or the Head of Department, and/or parties from outside Leiden Law School to participate in the assessment.

2.6 Data management

Leiden University has adopted a data management policy. 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 completion of the project, research data must be managed in such a way that it is findable, accessible, assessable, re-usable and sustainable
- data must be archived according to international guidelines for at least 10 years

The compulsory workshop: How to write a Data Management Plan that PhD students have to follow provides them with guidelines that help understand how to manage the digital data collected throughout their project in accordance with university and funder requirements.

As a supervisor, you are responsible for checking the data management plan of your PhD researcher. Contact the Centre for Digital Scholarship if you need any support.

If the research involves human participants, all associated data needs to be handled correctly. Personal or sensitive data, for example, may not be suitable for sharing with other researchers and informed consent may be required. In these cases, anonymization techniques, data aggregation for numeric data, or pseudonyms in qualitative data should be considered. If needed, this kind of research can be evaluated by the Faculty's ethical committee.

3. Financial arrangements for PhD researchers

For appointed PhD candidates, PhD Fellows and Contract PhD candidates, costs up to a maximum of €5,000 can be reimbursed by the institute where he or she is appointed. The exact amount may vary depending on the needs and nature of the research. Costs may apply to accommodation expenses, courses, conferences, study days and study trips, membership of scientific organisations, and a maximum of €1,000 for the purchase of scientific literature. Before costs can be claimed via SelfService, permission first needs to be obtained from the Academic Director (or Head of Department) and the supervisors.

In case of a 'matched' Meijers PhD, 50% of these travel and training costs will be covered by the Meijers Institute and 50% will be borne by the institute in question. If a different division of costs applies this will be done in proportion to what was agreed with the Meijers Institute. The Academic Director/Head of Department will be responsible for ensuring that proper agreements are made with the Finance Department (FEZ) about how this will be arranged operationally.

Departments and institutes may provide additional funds to their PhD researchers to cover costs which cannot be paid from the travel and training budget. Often supervisors use their own contract-funded resources (third flow of funds) to cover such costs, certainly if the PhD candidate has made a contribution towards contract-funded research or teaching.

4. Doctorate premium

In addition, it is important to note that the Faculty has decided to pass the full amount of the doctorate premium on to the institutes (and thus the departments). For each doctoral defence, around €45,000 is passed on in instalments over a four-year period, visible in the budget after two years. This amounts to around 0.125 FTEs each year over four years. This can be seen as a fixed sum in the costs for time spent on supervision by supervisors and co-supervisors.

The premium of Meijers PhD candidates is divided proportionally. In the case of 50-50 matched PhD candidates, half of the doctoral premium goes to the Meijers Institute and half goes to the department. The premium for PhD candidates who are fully funded by the Meijers Institute (i.e., no matching) goes in full to the Meijers Institute. This premium is used to fund new PhD positions. If a Meijers PhD candidate is unable to complete and defend the dissertation on time, this can have a negative impact on the possibility to create and fund new PhD positions.

In the case of supervision where one of the (co)supervisors is affiliated to a different faculty or university, it is customary 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.

If the supervision is performed by (co)supervisors from various institutes, the supervisors should come to clear agreements about the division of the doctorate premium at the start of the PhD. The (co)supervisors are responsible for informing the account managers of the institutes in question of this agreement. The Academic Directors can monitor this in the Performance & Development (ROG) meetings or in other ways.

5. Completing the PhD

As supervisor, you are responsible for the quality of the dissertation. If the candidate has almost finished his or her dissertation, you will evaluate whether the manuscript meets the requirements for a PhD. You will evaluate any changes that you agree on.

If you believe that the manuscript is 'proof of competency in independent conduct of scientific research', you approve it. This approval may only be formally issued once all supervisors approve the manuscript. The approved manuscript should then be sent to the dean of the Leiden Law School together with the final Data Management Plan (DMP).

You must then send form 3 to the PhD candidate within six weeks of receipt of the manuscript. This states whether the manuscript has been approved. The dean and the Doctorate Board must receive a copy of this. Once the manuscript has been approved, the candidate will send you various propositions. If these meet the requirements, send them and your verdict on them to the dean.

The PhD committee

You must also ask the dean (using form 5a) to establish a PhD committee. This is accompanied by a proposal of who should sit on the committee. Also send sufficient copies of the dissertation for the members of the committee. As supervisor, you may not sit on the committee. Within six weeks of receipt of the dissertation, the committee will inform you whether the candidate will be allowed to defend it.

In the meantime, use form 8a to submit a written proposal to the dean on who should sit on the opposition committee. You may not sit on the opposition committee. The Rector and dean (or their appointed deputies) are the chair and secretary respectively. The dean will inform you of who will sit on the opposition committee and will also inform the candidate and the beadle. The beadle will determine the time and date of the PhD ceremony in consultation with you, the candidate and the dean.

After the PhD

After obtaining their PhD, most of our graduates find a new position outside the University, for instance in the private sector or a civil society organisation. As they will not necessarily continue their career within the academic world, it is important that they start thinking in good time about what they would like to do after completing their PhD. Please discuss this openly with your PhD student and direct him or her to the career platform or Leiden Law career services for PhDs if needed.