TRAINING AND SUPERVISION PLAN

FOR PHD CANDIDATES APPOINTED AT THE LAW SCHOOL OF

LEIDEN UNIVERSITY

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

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

Current date	
Name PhD candidate	
Supervisors (thesis director)	1 2 (if applicable)
Co-supervisor (co-director)	
Daily supervisor	
Topic of PhD research	
Research programme	
Department where PhD candidate is appointed	
Division Doctorate Premium[*]	
Source(s) of funding *Government / Research Council (NWO) / Contract / 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 *In the 9th month after the starting date.*	

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[*] In the case of supervision where one of the (co)supervisors is affiliated to a different faculty or university, it is p o s s i b l e 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.

Activities of a PhD candidate

The PhD candidate's workload consists of three elements: 1) training 2) teaching and management, 3) the PhD research. On average 77.5% of total activities will be allocated to the PhD research, 12.5% to receiving training, and 10% to teaching and other management or organization tasks that benefit the departments.

1. Training

Explanation: The CAO *applicable to PhD candidates state that a training plan is required. The PhD candidate, 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 PhD candidate 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 Result and Development (R&O).*

The training to which the PhD candidate, 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 PhD candidate 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 PhD candidate is appointed ☐ The *Promoclub* which the PhD candidate is expected to form with approximately five other PhD candidates
The (inter-university) research school: non applicable / <u>School of Human Rights Research</u> /other research school, viz.:
The academic association:
The network:

The rules regarding <u>allowances</u> for PhD candidates apply to any costs associated to participation in these networks.

Personal webpage	The PhD candidate is responsible for an updated version of his/her personal staff member page on the Faculty website.
Research output registration (LUCRIS) https://lucris.leidenuniv.nl/	The PhD candidate is responsible for registering his/her publications in the university research output database LUCRIS (which will appear as a list of publications on the personal webpage). For questions: contact the faculty LUCRIS helpdesk: cris@law.leidenuniv.nl

(Form: February 2024)

Open Researcher and Contributor Identifier ([ORCID](#))	ORCID is becoming the standard persistent researcher identifier used by publishers and funding agencies and therefore registering for an ORCID is strongly advised. [Manage your identity with ORCID - Leiden University (universiteitleiden.nl)](#)

1.1 Course component of the training

As a PhD candidate, 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, employed PhD candidates follow a training program with a total scope of 840 hours, consisting of three parts.

A. Research skills (at least 420 hours)

Out of the 840 hours in total, the Graduate School prescribed that half of the courses followed (420 hours) are aimed at acquirement and improvement of methodological knowledge and skills. There are only two courses within this category that are compulsory: [Scientific Conduct](#) (15 hours), and [Data Management Training Leiden Law School](#) (28 hours). Compulsory courses can only be replaced (by other courses) in consultation with the dean of PhD studies. For the remaining 364 hours, 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 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 (28-140 hours) 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. PhD candidates have to follow at least one module of the University Teaching Qualification (BKO), or the course on teaching skills that is designed specifically for PhD researchers (currently 'Introduction to teaching for PhDs').

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 PhD candidates apply to any costs associated with these training courses.

2. Teaching and management activities within the framework of your employment

PhD candidates are expected to devote 10% of their employment (672 hours) on teaching tasks or other management and organisation tasks that may benefit their department. Please specify in the

planning schedule what teaching or organizational tasks you will do and when. Moreover, provide a short estimate of the (total) hours that you need for the specific teaching activities.

Activities	Norm Hours	Breakdown of real hours spent
TOTAL		

3. Research activities

PhD candidates have 77.5% of their employment (5,208 hours) for research activities.

3.1 Research Plan

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

3.2 Academic Integrity

The PhD candidate 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

3.3 Data Management

The PhD candidate 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
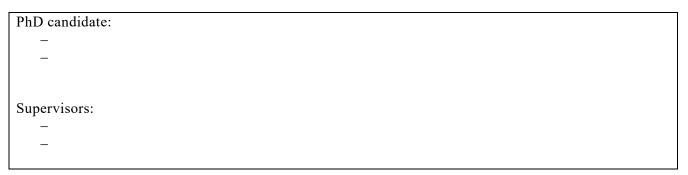
3.4 Supervision

The first supervisor and co-supervisor are expected to speak with the PhD candidate 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:

PhD candidate:
  –
  –
 	
Supervisors:
  –
  –

Key responsibilities:

PhD candidate:
  –
  –
 	
Supervisors:
  –
  –

Signatures

Date:
PhD candidate:

Date:
Supervisor:

Date:
Co-supervisor:

Date:
Dean of PhD Studies

APPENDIX 1: PLANNING

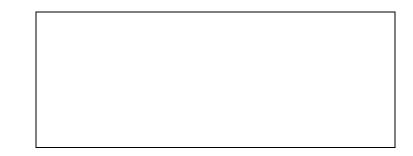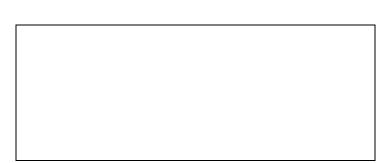| ACTIVITIES	Year 1 (20xx-20xx)		Year 2 (20xx-20xx)		Year 3 (20xx-20xx)		Year 4 (20xx-20xx)	
	Sept.-Feb.	Mar.-Aug	Sept.-Feb.	Mar.-Aug	Sept.-Feb.	Mar.-Aug	Sept.-Feb.	Mar.-Aug
RESEARCH (5,208 hours)								
The dissertation								
Chapter 1	xxx hours							
Feedback from supervisors on Chapter 1		x						
Revisions on Chapter 1		xxx hours						
Chapter 2		xxx hours						
Feedback from supervisors on Chapter 2		x						
Revisions on Chapter 2			xxx hours					
Etc.								
Conclusion								
PhD planning								
First-year review			x					
Submission of first full draft to supervisors							x	
Revision of thesis pursuant to feedback							xxx hours	xxx hours
Submission of manuscript								x
PhD defence								x
Research total per semester	**xxx hours**	**xxx hours**	**xxx hours**	**xxx hours**	**xxx hours**	**xxx hours**	**xxx hours**	**xxx hours**
Research total								**xxx hours**
TRAINING (840 hours)								
Research skills (at least 15 EC)								
Transferable skills (at least 5 EC, 140 hours)								

Individual training								
Internship etc.								
Training total per semester	**xxx hours**	**xxx hours**	**xxx hours**	**xxx hours**	**xxx hours**	**xxx hours**	**xxx hours**	**xxx hours**
Training total								**xxx hours**
TEACHING (672 hours)								
BA thesis supervision								
Etc.								
Teaching total per semester	**xxx hours**	**xxx hours**	**xxx hours**	**xxx hours**	**xxx hours**	**xxx hours**	**xxx hours**	**xxx hours**
Teaching total								**xxx hours**

1,680 hours per year
840 hours per 6 months

TOTAL PER SEMESTER	**937 hours**	**942 hours**	**xxx hours**	**xxx hours**	**xxx hours**	**xxx hours**	**xxx hours**	**xxx hours**
Total								**xxx hours**
Subtotal Research (77.5%)	600 (36%)	600 (36%)	600 (36%)	600 (36%)				
Subtotal Training (77.5%)	200 (12%)	200 (12%)	100 (6%)	100 (6%)				
Subtotal Teaching (77.5%)	137 (8%)	142 (8%)	109 (6%)	109 (6%)				
TOTAL	937 (56%)	942 (56%)	809 (48%)	809 (48%)				
	1879 (112%)		**1618 (96%)**					
								6720 (100%)

Appendix 2: Guidelines

Guidelines – Training and Supervision Plan

Dear Supervisor, 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:

PhD Fellow
- 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.

PhD Fellow

- 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.