

# TRAINING AND SUPERVISION PLAN

## FOR PHD-FELLOWS APPOINTED AT THE LAW SCHOOL OF LEIDEN UNIVERSITY

VERSION NOVEMBER 2019

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

<b>Name PhD-fellow</b>	
<b>Supervisors</b> (thesis director)	1  2 (if applicable)
<b>Co-supervisor</b> (co-director)	
<b>Daily supervisor</b>	
<b>Topic of PhD research</b> <i>This will appear on the Faculty website; Therefore please indicate the research topic both in Dutch and in English.</i>	
<b>Research programme</b>	
<b>Department where PhD-fellow is appointed</b>	
<b>Source(s) of funding</b> <i>Government / Research Council (NWO) / Contract / other, viz.:</i>	
<b>Starting date first appointment period</b>	
<b>End date first appointment period</b>	
<b>Anticipated end date total appointment period</b>	
<b>Anticipated month and year of first performance review</b>	
<b>Version history</b> <i>Please record here all versions - Vx(yy-mm-dd)</i>	<i>V1(18-mm-dd), V2(19-mm-dd), etc.</i>

## Activities of a PhD-fellow

The PhD-fellow's workload consists of three elements: 1) training 2) teaching and management, 3) the PhD research. On average 58.33% of total activities will be allocated to the PhD research (980 hrs per year), 8.33% to receiving training (140 hrs per year), and 33.33% (560 hrs per year) to teaching and other management or organization tasks that benefit the departments.

## Training

*Explanation: The CAO applicable to PhD Fellows state that a training plan is required. The PhD-fellow, 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-fellow 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-fellow, 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-fellow is expected to actively participate in the research meetings of the following *networks*, among others (please tick the relevant boxes):

<input type="checkbox"/> The above-mentioned faculty research programme and the relevant sub-programme <input type="checkbox"/> The department where the PhD-fellow is appointed <input type="checkbox"/> The <i>Promoclub</i> which the PhD-fellow 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 allowances for PhD candidates apply to any costs associated to participation in these networks.\**

Personal webpage	The PhD-fellow is responsible for an updated version of his/her personal staff member page on the Faculty website.
National Academic Research and Collaborations Information System ( <u>Narcis</u> )	The PhD-fellow is responsible to communicate all personal details and details regarding his or her PhD research to the National Academic Research and Collaborations Information System

## **1.1 Course component of the training**

As a PhD-fellow, 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-fellows follow a training program with a total scope of 30 EC<sup>†</sup> (840 hours), consisting of three parts.

### **A. Research skills (at least 15 EC)**

Out of the 30 EC in total, the Graduate School prescribed that half of the courses followed (15 EC) are aimed at acquirement and improvement of methodological knowledge and skills. There are only two courses within this category that are compulsory: [Scientific Conduct](#) (1 EC), and [How to write a Datamanagement 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 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 5 EC, 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 (1 EC) 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 fellows 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-fellows apply to any costs associated with these training courses.*

## **1. Teaching and management activities within the framework of your employment**

PhD-fellows are expected to devote 33.33% of their employment (3,360 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.

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<sup>†</sup> 1 EC is 28 hours.



### **3.2 Academic Integrity**

The PhD-fellow 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-fellow 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-fellow 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-fellow:

- 
- 

Supervisors:

- 
- 

Key responsibilities:

PhD-fellow:


- 
- 

Supervisors:

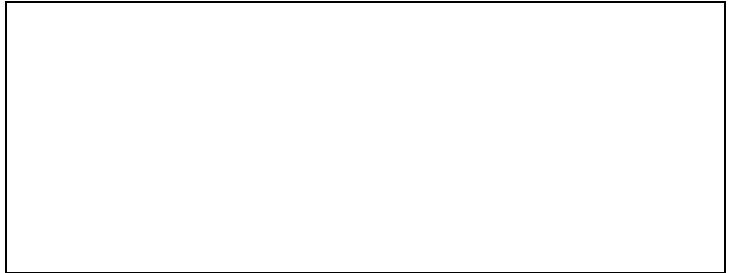
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## Signatures

Date:  
PhD-fellow:



Date:  
Supervisor:



Date:  
Co-supervisor:



Date:  
Dean of PhD Studies







<b>Individual training</b>								
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							
<b>TEACHING (3,360 hours)</b>								
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**

<b>TOTAL PER SEMESTER</b>	<b>937 hours</b>	<b>942 hours</b>	<b>xxx hours</b>	<b>xxx hours</b>	<b>xxx hours</b>	<b>xxx hours</b>	<b>xxx hours</b>	<b>xxx hours</b>
Total	xxx hours							
<b>Subtotal Research (58.33%) = .... %</b>	600 (36%)	600 (36%)	600 (36%)	600 (36%)				
<b>Subtotal Training (8.33%) = .... %</b>	200 (12%)	200 (12%)	100 (6%)	100 (6%)				
<b>Subtotal Teaching (33.33) = .... %,</b>	137 (8%)	142 (8%)	109 (6%)	109 (6%)				
<b>TOTAL</b>	937 (56%)	942 (56%)	809 (48%)	809 (48%)				
	<b>1879 (112%)</b>		<b>1618 (96%)</b>					
	<b>6720 (100%)</b>							