

# Mandate for the PhD Representatives of the research units and the PhD Council meetings at the Institute of Psychology Leiden

## Introduction

In most of the research units of the Institute of Psychology at Leiden University the PhD representative is an established member of the Daily Board (Dagelijks Bestuur in Dutch) of the unit. However, there are still a lot of differences between the units in how they consider the role and tasks of the PhD representatives. While respecting and taking into account the organizational differences between the units, this document aims to establish a mandate for the PhD representatives at their respective research units. Moreover, it aims to establish the mandate for the six weekly meeting of all the PhD representatives of the different research units and which we will call PhD council. This document aims to facilitate the effective and efficient communication and cooperation between the PhD council with the Daily Boards of the different research units and the Institute Board (IB). In accordance with the strategy of the Institute Board 2023-2027 which states that they want to continue to build an effectively and efficiently organized institute, which is managed based on shared responsibility and in which cooperation is central. Moreover, by providing the PhD representatives and the PhD council with a clear mandate will also contribute to an open, safe, healthy and inspiring learning and working environment, in which students and staff can develop in various ways, geared to the individual possibilities of what someone wants and is able to achieve.

## PhD representatives

To ensure that PhD candidates are sufficiently represented and that their concerns can be brought to the attention of the Daily Board of their respective research unit, every research unit at the Institute of Psychology Leiden has a PhD representative.

The PhD representative has an advisory role to the Daily Board of the research unit and therefore has the right to participate in either the Daily Board meetings or the Staff meetings of the respective research unit. It is not possible that the PhD representative is barred from participating in either meeting. This is to ensure that the PhD representative is kept informed about all the subjects – not just the subjects concerning PhD candidates - that are being discussed and decided on within the unit.

The PhD representative works towards improving the position of the PhD in their research unit and can bring any subject or problem concerning PhD's to the attention of the Daily Board.

The PhD representative is the point of contact for PhD candidates of the research unit and can gather information among the PhD's and can propose subjects that need to be addressed by the Daily Board.

The PhD representative functions as a point of contact between the research coordinator and/or unit chair of the research unit and the PhD candidates.

## Appointment and election procedure

The PhD representative is chosen by vote among all (internal and external) PhD candidates of the research unit.

The election of the new PhD representative is organized and coordinated by the current PhD representative. The PhD representative is free in choosing the way of organizing the voting procedure as long as the anonymity of the votes and the transparency of the procedure is assured.

Any PhD candidate is eligible to become PhD representative as long as he or she is ideally present at the research unit for at least three working days per week. Some units might require the PhD candidate to be able to understand and read Dutch to be eligible as they might be part of the DB and or staff meetings that are held in Dutch.

All PhD candidates that are ideally present for at least three days at the unit are considered eligible by default, every PhD candidate who doesn't want to be eligible for the role of PhD representative has to ask to be removed from the voting list.

In research units that have less than five PhD candidates, instead of voting, the appointment of a PhD representative is being decided through conversations between the former PhD representative and possible future candidates.

The mandate of the PhD representative is for a minimum of one academic year and preferably for two academic years. With a maximum of three academic years.

In the event that there are no PhD candidates at the unit or none of the current candidates is willing to fulfill the role of PhD representative, the DB of the unit is responsible for trying to find a PhD representative when new PhD candidates present themselves.

### Tasks

The PhD representative participates in six-weekly meetings of the PhD council, in which the PhD representatives of all the other research units at the Institute of Psychology are represented.

The PhD representative works on obtaining funding for the organization of social and/or academic or training events for PhD's.

Coordinates the PhD buddy system for newly arrived PhD's at the research unit. The specific form of organizing this buddy system is up to the PhD representative and depends on the research unit.

Distribution of information on events organized particularly for PhD's at the Institute, the University or beyond.

### Compensation

For every year of fulfilling the role of PhD representative the PhD candidate is compensated by way of a certificate for 20 hours transferable skills as has been approved by the Graduate School of FSW. In case of the PhD representative being a full member of the Daily Board the compensation for (a recommended 20 hours) depends on the respective unit.

## The Psychology PhD council

The PhD representatives of the six research units already hold meetings every six weeks. To enhance visibility and facilitate communication through a webpage we propose to call this consultative body the Psychology PhD Council.

### Aims of the PhD council

The Psychology PhD council is the name of the six weekly meetings of the six PhD representatives of the six research units. These meetings of the PhD council have the following aims:

- To represent the community of PhD candidates at the Institute of Psychology
- To promote communication, coordination, and social cohesion within the community of PhD candidates at the Institute of Psychology
- To provide (solicited and unsolicited) advice to the Institute Board (IB), the research units Daily Boards (DB) and the PhD coordinator on issues of relevance to PhD candidates
- To promote communication, coordination, and social cohesion within the community of PhD candidates throughout the University of Leiden by working together with PhD councils of other faculties.

### Organization of the Psychology PhD council

The Psychology PhD council meets every six weeks. Meetings of the PhD council have a hybrid format, enabling PhD candidates that are unable to travel to the institute to join.

Meetings of the Psychology PhD council are in English.

The Psychology PhD council may establish committees that take responsibility for specific tasks or activities related to communication, coordination, and social cohesion within the PhD community at the institute. The PhD council may ask PhD candidates to join these committees.

The Institute of Psychology can financially support activities organized by the Psychology PhD council, in particular activities aimed at promoting social cohesion among PhD candidates (e.g., drinks, writing sessions, feedback sessions, etc.). To obtain the funding, the PhD council must provide a small description of the activity and a budget estimation to the Director of Research of the institute.

Once a year, the Psychology PhD council will meet formally with the Institute Board (IB) to discuss ongoing issues related to PhD training and PhD policies at the institute. The PhD council will update the IB on relevant developments and will highlight issues that may require attention from the IB. Additional informal discussions between the PhD council and the IB and/or the Director of Research may take place at any time during the year.

At least once a year the Psychology PhD council will meet with the Graduate School officer of the Faculty of Social and Behavioural Sciences.

### Composition of the Psychology PhD council

The Psychology PhD council consists of a minimum of six PhD representatives (each from every research unit). And a maximum of three additional PhD candidates (e.g. PhD candidates on a CSC-, or LDPD grant, external PhD's, etc.)

Through their election as PhD representative of their research unit, PhD representatives are automatically part of the PhD council.

The Psychology PhD council is free to invite other PhD's to be a member of the PhD council if they consider it necessary to be able to represent all the PhD's at the Institute of Psychology (e.g. an External PhD, a CSC-, or LDPD grant PhD). The appointment of the additional PhD council members will be revised once a year.

The additional member of the PhD council as mentioned above can also receive a certificate for 20 hours of Transferable skills.

The aim is to have a PhD council with a diverse composition. Ideally, the PhD council has both Dutch and non-Dutch PhD candidates and both internal, scholarship and external PhD candidates of the

Institute of Psychology as members. Also, the PhD council ideally consists of PhD candidates with different levels of experience.

One of the members of the Psychology PhD council serves as chair of the council. The chair may represent the PhD council in meetings with the Institute Board. This can also be a rotating role among the members.

One of the members of the Psychology PhD council serves as secretary that makes the agenda for the meeting and the minutes of the meeting. This can also be a rotating role among the members.

The PhD council will coordinate its activities with the PhD coordinator of the Institute of Psychology. The PhD coordinator will join the PhD council meetings in an advisory capacity and help to sustain and enhance the effective communication between the PhD council and the Director of Research.