

PhD Mentoring Programme Leiden University Institute of Psychology

Introduction

Since January 2021, the Institute of Psychology offers its PhD candidates a mentoring programme. The Institute has 4 mentors who will hold annual progress meetings with PhD candidates throughout the duration of their PhD project. These meetings are in addition to the regular annual review PhD candidates have with their supervisors. The programme consists of 5 meetings, starting with an intake within 3 months after the start of the PhD project, a 9-month meeting, a 2-year meeting, a 3-year meeting and a final interview after the completion of the dissertation.¹ If needed, the PhD candidate can request additional meetings with the mentor throughout the duration of the project.

PhD candidates included

All PhD candidates (internal, external, contract/grant PhD candidates) who started their project after January 1, 2019, will be part of this programme.

Purpose

The PhD mentoring programme aims to monitor the progress and supervision of the PhD project, to promote the well-being of PhD candidates, prevent drop-out and delays, check if PhD candidates need additional support to complete their PhD thesis, and to signal any potential problems or bottlenecks. It will help the institute to gain insight into patterns and success factors of PhD projects and to improve its PhD programme and take preventative measures in current PhD projects when needed.

Outcome of meetings

In essence, the meetings are held to assure the well-being of PhD candidates and help and support them with any problems or difficulties that might arise during their promotion. Any difficulties or problems that come to the surface during these meetings will be discussed with the PhD candidate and his/her mentor. The mentor will only contact a supervisor with the explicit agreement of the PhD candidate. If there are confidential problems that cannot be discussed or solved with the supervisor for whatever reason, the mentor may refer the PhD candidate to the confidential advisor of the Institute.

Mentors

The four current mentors are Prof. Dr. Eric van Dijk, Dr. Ineke van der Ham, Dr. Vivian Kraaij and Dr. Nadia Garnefski. Their role is to be an independent listener. PhD candidates will be assigned to one of the mentors, not of their own unit and not involved in their PhD project in any way. If PhD candidates strongly prefer not to be connected to their assigned mentor, they can request to be assigned to another mentor.

¹ For external and part-time PhD candidates the timing may be different and in line with the phase of their PhD project.

Organisation of meetings

All PhD candidates of the above-mentioned cohorts will receive detailed information and instructions. **They will be responsible to schedule a date and time** with their assigned mentor for the intake. PhD candidates prepare for the meetings by filling in a questionnaire, to be sent to the mentor prior to the meeting together with the approved Training and Supervision Plan.

Set-up of Meetings

Type Meeting	Timing	Attendees	Topics	Prepare
Intake	Within 3 months of appointment/start project	<ul style="list-style-type: none"> PhD candidate Mentor 	<ul style="list-style-type: none"> Getting acquainted Mentoring procedure GS administrative process Getting settled 	<ul style="list-style-type: none"> Questionnaire
9-month meeting	3 months before the end of the first year External/part-time PhD candidates: 3 months before the end of the first quarter of the project.	<ul style="list-style-type: none"> PhD candidate Mentor 	<ul style="list-style-type: none"> Quality of supervision Mental well-being Contract Progress PhD project Feasibility of completion 	<ul style="list-style-type: none"> Questionnaire Training and Supervision Plan
2-year meeting	2 years after the start of the project External/part-time PhD candidates: halfway the duration of the project	<ul style="list-style-type: none"> PhD candidate Mentor 	<ul style="list-style-type: none"> Progress and planning PhD project Feasibility of timely completion Additional facilities needed Quality of supervision Mental well-being 	<ul style="list-style-type: none"> Questionnaire Training and Supervision Plan
3-year meeting	3 years after the start of the project External/part-time PhD candidates: before the end of	<ul style="list-style-type: none"> PhD candidate Mentor 	<ul style="list-style-type: none"> Progress manuscript completion Career perspectives 	<ul style="list-style-type: none"> Questionnaire Training and Supervision Plan

	the third quarter of the project		<ul style="list-style-type: none"> • Quality of supervision • Mental well-being 	
Final interview	After graduation	<ul style="list-style-type: none"> • PhD candidate • Mentor 	<ul style="list-style-type: none"> • Expectations • Tips for improvement • Positive findings 	