

# Rules and Policies for Contract PhD Candidates

Version: 03-09-2019

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These Rules and Policies apply to those holding an appointment as a Contract PhD candidate at Leiden Law School. They are intended to supplement and elaborate on the University PhD Regulations. The term ‘Contract PhD candidate’ refers to a person who does not have an employment contract with Leiden University, but who receives funding to study for a PhD and whose doctoral defence ceremony will be held at Leiden University.

## A. Content of position of Contract PhD candidate

1. The main objective for a Contract PhD candidate is the preparation of a **PhD dissertation**. The dissertation can consist either of several collated (published or submitted) scholarly articles, a number of chapters forming a single unified monograph or, alternatively, a combination of both (see Art. 13 of the [PhD Regulations](#)).
2. The **topic** of the PhD dissertation must have a clear link to at least one of the research programmes of Leiden Law School. This is determined prior to the appointment.
3. In addition to his/her research activities, the Contract PhD candidate will participate in the **PhD Training Programme**. To this end, within 3 months of the commencement of the Contract PhD candidate’s appointment the supervisors, the Dean of PhD Studies and the Contract PhD candidate will together agree on a personal [Training and Supervision Plan](#). The Contract PhD candidate is required to ensure this plan is kept up to date throughout the duration of the appointment.
4. The **final achievement standards** for the training as independent researcher are those contained in the VSNU report [Hora Est](#) of October 2004.
5. Contract PhD candidates are entitled to a workspace at the faculty.

## B. Length of appointment and assessment

1. Initially, a Contract PhD candidate is appointed as a guest researcher for a period of one year. This period will be extended to a total of four years if the outcome of the evaluation meeting is positive.
2. An evaluation meeting with the Contract PhD candidate is conducted in the ninth month of the first year of appointment.
3. The Dean of PhD Studies will ensure that the evaluation committee (hereafter: ‘the 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. The

Committee will be chaired by the Dean of PhD Studies. The Dean of PhD Studies may invite the coordinator of the applicable research programme of Leiden Law School, and/or the Head of the PhD candidate's department, and/or parties from outside Leiden Law School to participate in the evaluation.

4. At least **one week before the evaluation meeting the Contract PhD candidate** will submit to the Committee:
  - The personal Training and Supervision Plan (see point A3. above), with a list of all courses that have been followed to date and any other completed elements of the training programme (e.g. conferences, workshops, field work).
  - The most recent version of the research plan with a provisional table of contents indicating how much has been written of each article/chapter and when it will be completed.
  - A copy of the [data management plan](#).
  - Those parts of the dissertation that have already been written (whether or not in the form of one or more articles).

The Contract PhD candidate may be requested by the Committee to furnish further materials or information.

5. The Committee will review the following questions:

- a) Has the Dean of Leiden Law School provided a written notification to confirm that the Contract PhD candidate has met the admission requirements of Articles 3 and 4 of the [PhD Regulations](#)?*
- b) Is there a research plan including a clear problem definition and clear research questions, plus a realistic time line to research and write the planned articles and/or chapters?*
- c) Is there a [data management plan](#)?*
- d) Has the Contract PhD candidate written at least one article or an initial chapter on (an aspect of) the topic of the dissertation?*
- e) Is the draft likely to remain within the limit of 100,000 words?*
- f) Is there an agreed upon Training and Supervision Plan?*
- g) Does the research plan together, with the texts mentioned under (c), (d) and (e), reasonably warrant the expectation that the candidate will complete the PhD research successfully and within the applicable timeframe?*

During the evaluation meeting, consideration will also be given to whether the Training and Supervision Plan (see A3. above) requires modification.

6. After the evaluation meeting, the assessors will prepare their evaluation on the basis of the answers to the above questions. The Committee will inform the Contract PhD candidate of the outcome as soon as possible. The Dean of PhD Studies will ensure that a brief report is compiled which contains the answers to the questions. Once all the members of the Committee have had the opportunity to give their comments and agree with the contents of the report, copies will be circulated to the Contract PhD candidate, the supervisors and the personnel department.

7. If the response to all the aforementioned questions is unanimously positive, a three-year extension of the appointment as a guest researcher will be recommended to the Faculty Board.
8. In the event of a unanimously negative response to one or more of the questions, the supervisors, in consultation with the personnel department, will draft a proposal to the Faculty Board outlining the case not to continue the appointment as a guest researcher.
9. If the Committee is unable to reach a unanimous decision on any of the questions, the Dean of PhD Studies will advise the Faculty Board to continue or terminate the appointment as a guest researcher depending on the particulars of the case.
10. Each year, an Annual Review (AR) is held by means of a questionnaire sent to the Contract PhD candidate. An important aspect of this meeting is the quality of the supervision. The main purpose of the AR is to monitor the quality of the supervision and other aspects of the support provided by the institute and/or faculty. The questionnaire should also be seen as an open invitation to contact the Dean of PhD Studies, to request a meeting in person.

## C. Supervision

1. The **principal supervisor** will monitor the progress and quality of the PhD research, and also the working conditions. He or she is expected to speak with the Contract PhD candidate at least once a month to discuss the progress of the PhD research. The **co-supervisor** is also responsible for the progress and quality of the PhD research, and supports the tasks of the principal supervisor. He or she is expected to speak with the Contract PhD candidate at least once a month to discuss the progress of the PhD research.
2. The Dean of PhD Studies will meet with the Contract PhD candidate, if possible within two months after the first day of work, and thereafter whenever necessary. He or she will discuss the planning and outline of the research. He or she may also act as confidant.
3. In the first quarter of the appointment as Contract PhD candidate, the supervisors, the Dean of PhD Studies and the Contract PhD candidate will agree on a personal [Training and Supervision Plan](#). This Training and Supervision Plan may require that the Head of department, the sub-programme co-ordinator and/or one or more additional experts in the field of research will act as an advisory committee for the research project. The Training and Supervision Plan will be continuously updated.

## **D. Financial arrangements**

### **Travel and training costs**

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 Scientific Director (or Head of Department) and the supervisors.

For more information on financial arrangements see the [website](#).