

Leiden Law School Fellowship Application Procedure

The Leiden Law School Research Assessment Framework (RAF) is composed of two parts (A and B):

(A) the LLS Research Assessment Guidelines which offer the substantive norms and guidelines as to how to measure individual research output (document A), and

(B) the LLS Research Assessment Exercise which explains the procedure of application (document B).

In addition to periodic research assessment, researchers are expected to apply to a Research Programme with a view to becoming Fellow of that Research Programme (C):

*(C) The procedure to be admitted to a Research Programme and thus to become a Fellow of that Research Programme is laid down in: the Fellowship Application Procedure (document C, **this document**).*

NB: The Research Assessment Framework concerns a retrospective exercise, whereas the fellowship application is forward-looking in nature.

Document C: LLS Fellowship Application Procedure: Admission to Research Programmes

Research programmes aim to create substantive synergy within a well-functioning and inspirational research climate at Leiden Law School. Any member of academic staff within Leiden Law School holding a PhD whose employment status includes research responsibilities can apply for a fellowship with one, or max. two, of the research programmes.¹ PhD students are part of the research programme of their supervisor, but they do not become fellow.

Decisions on admission requests resulting in fellowship appointments are taken every three years simultaneously with the Research Assessment Exercise. In addition, there are interim rounds twice a year in June and December. Admission to a research programme is granted by the Program Coordinator (PC) in question on the basis of a submitted research proposal (project description) which is as detailed as possible. A research proposal should include:

- (a) research questions and the relation to the research programme or how these fit in the programme;
- (b) research method, including data management plan if applicable / appropriate;
- (c) expected output;
- (d) funding opportunities other than 1st flow (government) funding;
- (e) possible collaborations;
- (f) publication strategy (which outlets will be targeted).

¹ Admission to more than one programme is possible (max two), but a publication can only count once and therefore can only be entered for one programme.

Reasons for rejection can include:

- No immediate positive determination in the LLS Research Assessment;
- Poor connection of the research questions or research expertise of the researcher to the programme ;
- Repeated refusal in the past of the researcher to ensure that their own research remained relevant to the research programme.

Applicants who are not admitted by the PC to the programme of their choice, can be admitted to the residual programme YY. YY is the programme for research that is not connected to the other programmes. It is supervised by the portfolio holder for research on the Faculty Board (Dean of Research). Being placed in the YY programme does not lead to an appointment as fellow. The YY programme can however be a breeding ground for new research projects and collaborations.

Transition period	<ul style="list-style-type: none"> • This procedure takes effect as of 2017. • The next <i>assessment</i> round will be in Jan/Feb 2022 for the period 2019-2021. • Note in the case of applications for <i>admission</i>, that twice a year interim applications for admission can be submitted, in June and December.
Recent doctoral graduates	<ul style="list-style-type: none"> • Staff who recently obtained their doctorate can take part in the interim rounds when applications for admission can be submitted. • Their doctoral thesis constitutes automatic grounds for a positive determination within the framework of the LLS Research Assessment