

TRAINING AND SUPERVISION PLAN

FOR CONTRACT PHD AT THE LAW SCHOOL OF LEIDEN UNIVERSITY

VERSION JUNE 2019

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

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

Activities of a PhD candidate

The contract PhD's workload consists of two elements: 1) training, and 2) the PhD research. On average 87.5% of total activities will be allocated to the PhD research, and 12.5% to receiving training.

1. Training

Explanation: The CAO applicable to PhD candidates state that a training plan is required. Therefore, the contract PhD, 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 contract PhD 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 the contract evaluation.

The training to which the contract PhD, 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 contract PhD 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 contract PhD is supervised <input type="checkbox"/> The <i>Promoclub</i> which the contract PhD 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 contract PhDs apply to any costs associated to participation in these networks.**

Personal webpage	The contract PhD 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 contract PhD is responsible to communicate all personal details and details regarding his or

1.1 Course component of the training

As a contract PhD, 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, contract PhDs follow a training program with a total scope of 30 EC[†] (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 (1-5 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.

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 contract PhDs apply to any costs associated with these training courses.

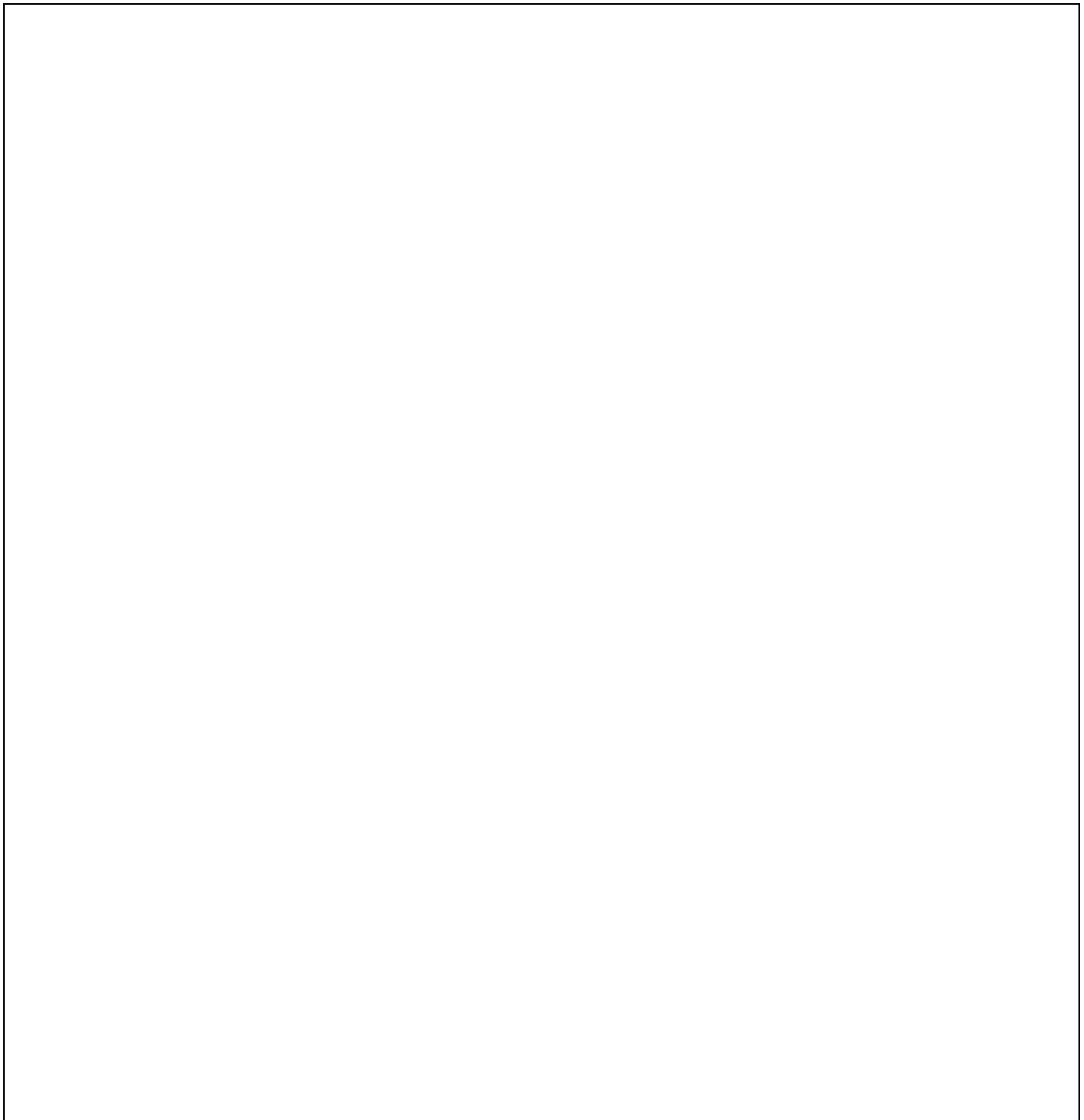
2. Research activities

Contract PhDs have 87.5% of their employment (5,880 hours) for research activities.

2.1 Research Plan

Please provide here some details of your proposed research including for example research question and sub-questions.

[†] 1 EC is 28 hours.



2.2 Academic Integrity

The contract PhD 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>

2.3 Data Management

The contract PhD 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

2.4 Supervision

The first supervisor and co-supervisor are expected to speak with the contract PhD 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:


<p>Contract PhD:</p> <ul style="list-style-type: none">-- <p>Supervisors:</p> <ul style="list-style-type: none">--
--

Key responsibilities:

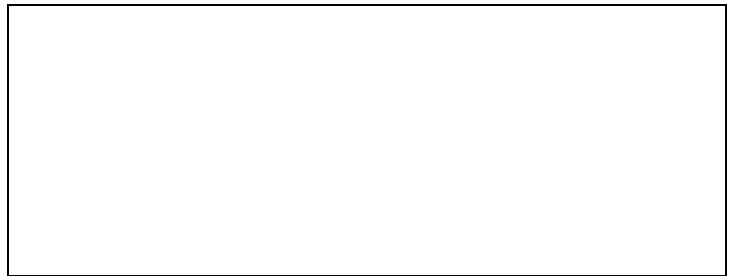
<p>Contract PhD:</p> <ul style="list-style-type: none">-- <p>Supervisors:</p> <ul style="list-style-type: none">--
--

Signatures

Date:
Contract PhD:




Date:
Supervisor:



Date:
Co-supervisor:



Date:
Dean of PhD Studies



Individual training								
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							

1,680 hours per year
840 hours per 6 months

TOTAL PER SEMESTER	937 hours	942 hours	xxx hours	xxx hours	xxx hours	xxx hours	xxx hours	xxx hours
Total	xxx hours							
Subtotal Research (87.5%)	737 (44%)	737 (44%)	600 (36%)	600 (36%)				
Subtotal Training (12.5%)	200 (12%)	200 (12%)	100 (6%)	100 (6%)				
TOTAL	937 (56%)	942 (56%)	809 (48%)	809 (48%)				
	1879 (112%)		1618 (96%)					
	6720 (100%)							