Timetable of PhD Programme (Version May 2024)

The following timetable shows the steps in the formal procedure leading to the public defence of a PhD dissertation at the Faculty of Social and Behavioural Sciences. It is based on the Leiden University PhD Regulations 2023. The column "Status LUCRIS (Converis)" shows the corresponding status of the PhD project as it can be found in the Graduate School Management module of LUCRIS.

Actions taking place outside LUCRIS are coloured orange in this overview!

V.1 Application and admission

When	Who	Action		Status LUCRIS (Converis)
Before the start of the PhD programme	PhD candidate	1a	**Application and admission procedure for PhD candidates with employee status**: The PhD candidate applies for a vacancy for an internally funded PhD position and sends an application letter with curriculum vitae to the correct address before the deadline. When applying for the position, always state the vacancy number. (Internally funded PhD candidates only: proceed to step 3.)	-
	PhD candidate	1b	**Application procedure for contract PhD candidates, external PhD candidates, and members of staff working on a PhD**: The PhD candidate discusses the field of the intended research with the staff member most suited to this area and explores the possibility of a professor (or associate professor) acting as supervisor (overview FSW full professors). The PhD candidate secures sufficient funds to carry out the research and to cover costs of living and coursework, for example by applying for grants/scholarships. Candidates for the CSC-Leiden University joint scholarship programme need to be (conditionally) admitted to the Graduate School before the deadline for the grant application. See CSC scholarship programme. Applicants for Psychology only: before you can be admitted to the Graduate School, you must draw up a Training and Supervision Plan together with your supervisor. For detailed information check the website of the Research Committee of the Institute. Applicants for CA-DS only: before you can be admitted to the Graduate School, you must draw up a research proposal together with your supervisor, which they then submits to the Research Director for approval. For more information check the CA-DS PhD Training and Supervision Protocol.	-

	Supervisor	2	The professor (or associate professor) who has been approached to act as supervisor sends the PhD candidate written confirmation of his/her consent or refusal to act as supervisor. The professor (or associate professor) informs the Admission Office of the Graduate School (GS-office@FSW.leidenuniv.nl) in writing of his/her consent or refusal.	-
	PhD candidate	3	Once accepted by the proposed supervisor, the PhD candidate contacts the Graduate School Office (GSO) (GS-office@FSW.leidenuniv.nl) and will receive an email with the application process. The candidate then fills in an application form in LUCRIS GSM (see LUCRIS GSM 'The applicant's manual'). The request should include certified copies of the certificates which prove that the academic requirements, as referred to in Article 3 of the PhD Regulations, have been met (see also admission). Prospective PhD candidates whose master's diploma is not certified by DUO (*Dienst Uitvoering Onderwijs*) (in Dutch) must present the relevant certificates (original version) to the Graduate School Office in person after filling in the application. PhD candidates with a master's degree from Leiden University exempt from this rule. PhD candidates who do not meet the legal prior education requirements apply to the Dean for formal exemption from these requirements. To this end, they must submit Appendix A, together with the appendices indicated in Article 4.2 of the PhD Regulations, to the Graduate School (GS-office@fsw.leidenuniv.nl). At the ASCL, all administrative work is carried out by Maaike Westra (m.a.westra@asc.leidenuniv.nl). The same holds for Ben Smit (smit@iclon.leidenuniv.nl) concerning PhD candidates of the ICLON.	Draft
	Graduate School Office(GSO)	4	The GSO verifies the information registered. The applicant is notified via LUCRIS GSM.	Registered, Application confirmed
	GSO	5	The GSO prepares the PhD admission and checks that the prior degrees meet the educational requirements.	Under registration, For check of diploma by GSO, For completion by GSO

	Academic Director (WD), key user	6	The Academic Director (WD) (provisionally) approves / rejects the admission (probably assisted by the key user of the institute).	For approval by Academic Director
	Dean	7	The Dean (provisionally) approves / rejects the admission.	For approval by Dean
	GSO, P&O	8	Secretary of the Institute registers the PhD candidate in Service Portal/SAP. The GSO links the PhD admission to the PhD candidate's SAP personal record and verifies that the PhD type has been classified properly.	For check of registration in SAP, Formalized, Under registration

V.2 During the PhD programme

When	Who		Action	Status LUCRIS (Converis)
Within three (external PhD candidates: six) months after the start of the contract	Supervisor	9	Within three months of the start of the PhD programme, the supervisor draws up a training and supervision plan (OBP) in consultation with the PhD candidate. To external PhD candidates, a period of six months after admission to the Graduate School applies. Supervisors are asked to use the OBP format of their Institute. Psychology only: The by the Research Committee approved OPB needs to be uploaded.	For upload of OBP by PhD student
	PhD candidate	10	The PhD candidate uploads the Training and Supervision Plan with all signatures in LUCRIS GSM. *When finished, click 'Save & Close' and set the status to 'For approval of OBP by supervisor'. Click 'Done' to exit.*	
	Supervisor	11	The supervisor approves/rejects the Training and Supervision Plan. *Scroll down to 'Training and supervision plan (OBP)' and select the 'Yes' or the 'No' button. When finished, click 'Save & Close' and set the status to 'Ongoing' and click 'Done' to finish the approval.* Supervisors in Psychology: Before the Training and Supervision Plan can be approved, it has to be sent to the Research Committee. Supervisors in CA-DS: Before approval, the Training and Supervision Plan has to be sent to the Institute Board (a.samuels@fsw.leidenuniv.nl).	For approval of OBP by supervisor
Annually	PhD candidate/ Supervisor	12	Each year, the supervisor plans a Performance and Development Interview (R&O-gesprek) with the PhD candidate. The supervisor reports on these meetings for contract and	Ongoing

			external PhD candidates in LUCRIS GSM. For PhD candidates with employee status, these meetings will automatically be registered in SAP and do not have to be registered in LUCRIS GSM. First year: A go/no-go meeting is included. The decision does not come as a surprise! Decision needs to be reasoned and written down. PhD candidates from CA-DS have to write an 8-month paper in addition, summarising their results so far. This paper has to be approved by a reading committee using the assessment form. Fieldwork may not start until this paper has been approved (check also the CA-DS PhD Training and Supervision Protocol).	
	PhD candidate	13	Each year, PhD candidates with employee status and contract PhD candidates have a review or monitoring meeting with an independent member of staff and report on this meeting in LUCRIS GSM. External PhD candidates have a monitoring meeting every second year.	
During the PhD programme	PhD candidate	14	The PhD candidate registers courses on academic activities and transferable skills in LUCRIS GSM. Transferable skills courses that are organised by HRM will automatically be registered in LUCRIS GSM.	
	PhD candidate	15	The PhD candidate writes a dissertation, the nature, content, and scope of which must comply with Art. 13 and 16-21 of the PhD Regulations.	
	PhD candidate/ GSO	16	When the PhD candidate is ready to proceed to the graduation formalities, they request the start of the graduation formalities in LUCRIS GSM. *To do so, open your 'Supervision plan', click 'Save & Close' and change the status to 'Request for start of graduation formalities'. Note: remember to check with your supervisors first!* The GSO checks if the PhD candidate meets the requirements to start with the new phase. If so, the candidate will be notified.	Request for start of graduation formalities, Start of graduation formalities approved by GSO

V.3 Dissertation manuscript

When	Who		Action	Status LUCRIS (Converis)
	PhD candidate	17	The PhD candidate submits the manuscript of the dissertation to the (co-)supervisors for approval.	PhD student sends manuscript to supervisor *(status only used if supervisor rejected the earlier version of the manuscript)*
As soon as possible after step 17	Supervisor	18	The (co-)supervisors read the manuscript or chapters submitted and may suggest additions and/or alterations after conferring with the PhD candidate and any other persons involved in the PhD track (see PhD Regulations, Art. 13).	
	PhD candidate	19	The PhD candidate incorporates the agreed alterations in the manuscript and submits the manuscript as a whole to the (co-)supervisors for approval.	
Within six weeks after the PhD candidate submitted the manuscript to the supervisor	Supervisor	20	After assessing the scientific content of the submitted manuscript (PhD Regulations, Art. 13), the supervisor sends the manuscript to the Graduate School Office (GSO).	Approval of manuscript and composition of Doctorate Committee by supervisor
	GSO	21	The GSO offers support to the supervisor by scanning the manuscript via the available plagiarism detection tool (iThenticate, Art.13.1). The outcome is uploaded in LUCRIS.	
	Supervisor	22	The supervisor evaluates the outcome of the plagiarism check in LUCRIS GSM. If the supervisor has verified that the manuscript contains no form of plagiarism and that it also meets the applicable code of conduct for academic practice in all other respects, they confirms approval in LUCRIS GSM. *Go to the 'Manuscript and composition of Doctorate Committee' tab, scroll down to 'Approval of manuscript' and select the desired option. When finished, click 'Save & Close'.*	
	GSO	23	After the report on the plagiarism check has been uploaded in LUCRIS GSM, the GSO deletes the manuscript which has been sent to the office for scanning.	
As soon as possible after step 22	PhD candidate	24	The PhD candidate submits the propositions (in line with the PhD Regulations, Art. 15) to the (co-)supervisors via e-mail.	

V.4 Doctorate Committee

When	Who		Action	Status LUCRIS (Converis)
As soon as possible after approval of the manuscript	Supervisor, key user	25	The supervisor submits a proposal for the composition of the Doctorate Committee and the Secretary of the committee in LUCRIS GSM. Prior to submitting this proposal, the supervisor ascertains that the persons involved are prepared to act as members of the Doctorate Committee. The key user assists the supervisor with registering the members of the committee in LUCRIS and checks the composition. The committee must meet the requirements as stated in Article 23 of the PhD Regulations. *Go to the 'Manuscript and composition of Doctorate Committee' tab, scroll down and register the members under 'Doctorate Committee members'. When finished, click 'Save & Close' and set the status 'Doctorate Committee to be checked by GSO'.*	Approval of manuscript and composition of Doctorate Committee by supervisor
	GSO	26	The GSO checks the composition of the Doctorate Committee.	Doctorate Committee to be checked by GSO
Within 3 weeks after approval of the manuscript	Dean	27	The Dean approves/rejects the composition of the Doctorate Committee in LUCRIS GSM. The supervisor, the Doctorate Committee's Secretary and the beadle are notified via LUCRIS GSM.	For approval of Doctorate Committee by Dean
As soon as the Doctorate Committee is appointed	GSO	28	The Graduate School Office distributes copies of the dissertation, enclosing information about the evaluation process, to the members of the Doctorate Committee, unless the Secretary of the Committee does not wish to be assisted by the Graduate School Office in doing so. At the Institute of Education and Child Studies, Esther Peelen carries out this task.	Assessment by Doctorate Committee
Within 6 weeks of receipt of the manuscript	Members Doctorate Committee	29	Each member of the Doctorate Committee may send suggestions for modifications to the Secretary and informs the Secretary in writing whether the manuscript meets the requirements set out in Art. 13.2 of the PhD Regulations and if, in their opinion, the PhD candidate may proceed to the defence of his/her dissertation (Art. 24.1-7 of the PhD Regulations). The Chair does not have to respond to the Secretary.	
	Doctorate Committee's Secretary	30	The Secretary sends all assessments to the members of the Doctorate Committee (incl. the Chair) and ascertains whether it is	

			necessary for the Doctorate Committee to meet. If a meeting is requested, the (co-) supervisors do not attend. The decision of the Committee to allow the candidate to defend his/her dissertation is reached by a majority vote (Art. 24 of the PhD Regulations). The Secretary registers the assessment by the Doctorate Committee in LUCRIS GSM and uploads the committee members' appraisals.	
	Supervisor/ Member of the Doctorate Committee/ Doctorate Committee's Secretary	31	If applicable, one of the members of the Doctorate Committee or the supervisor starts the procedure (Appendix D) to award the doctorate the predicate 'cum laude' (with distinction). The rules relating to the award of a doctorate 'cum laude' are set out in Art. 32 of the PhD Regulations. The Secretary or supervisor registers a cum laude proposal in LUCRIS GSM. The uploaded proposal is not visible to the PhD candidate.	

V.5 Official admission to the public defence

When	Who	Action		Status LUCRIS (Converis)
As soon as possible after step 30	Dean	32	The Dean confirms that the PhD candidate may defend his/her dissertation.	For admittance to public defence by Dean
	GSO	33	The Graduate School Office creates and uploads the Appendix C letter. The letter is sent to the PhD candidate and the office of the beadle.	Confirmation letter by GSO

V.6 The dissertation

When	Who	Action		Status LUCRIS (Converis)
As soon as possible after step 33	PhD candidate	34	The PhD candidate send the non-scientific parts of the dissertation (Art. 19) and the propositions (Art. 15) to the Graduate School for a check.	
	PhD candidate	35	The PhD candidate - uploads the non-scientific parts of the dissertation (Art. 19) and the propositions (Art. 15). *Go to 'Graduation formalities', click 'Edit', then click on the tab 'More' and then 'Dissertation'. Fill in the*	For upload of non-scientific parts and propositions by PhD student

			final title of the dissertation and upload the non-scientific part and the propositions. Click 'Save& Close' and select the status 'Non-scientific parts and propositions to be checked by GSO' and click 'Done'. Note that the propositions and the non-scientific part need to be approved by the Dean before they may be printed and distributed. - completes the 'Application for defence of a PhD (doctoral) thesis' web form. *Go to 'Graduation formalities', then click on the tab 'More' and then 'Admission to public defence'. Scroll down to 'Beadle's webform', fill out the application form and click 'Submit'.* - contacts the beadle to set a date and hour for the public defence (+31 (0) 71 527 7211). - informs the Graduate School Office (GS-Office@fsw.leidenuniv.nl) about the date for the defence.	
	Beadle	36	The beadle may register the chosen defence date.	
	GSO	37	The GSO checks the non-scientific parts of the dissertation and the propositions.	Non-scientific parts and propositions to be checked by GSO
	Supervisor	38	The supervisor approves/rejects the propositions. *Open the tab 'More' in 'Graduation formalities', then click on the tab 'Dissertation', scroll down and click the desired option under 'Approval by supervisor'. Click 'Save & Close', select the status 'For approval of non-scientific parts and propositions by Dean' and click 'Done'.*	For approval of propositions by supervisor
	Dean	39	The Dean approves/rejects the non-scientific parts and the propositions.	For approval of non-scientific parts and propositions by Dean
	Beadle	40	The beadle approves/rejects the title page of the dissertation.	Title page to be approved by Beadle.

As soon as possible after step 40 /no later than 4 weeks before the date of the public defence	PhD candidate	41	The PhD candidate submits the final version of the dissertation to the library in digital form. *Go to the Library website, print, fill in, and sign the licence agreement and send it to the Library together with the printed copies of your dissertation (see also step 46).* The digital version of the dissertation will be included in the Institutional Repository of Leiden University.	For composition of Examining Committee by supervisor
		42	**No later than four weeks before the date of the defence**, the PhD candidate submits a short public summary of their dissertation via an online form. This summary is published in the agenda item concerning the PhD defence on the Leiden University website. The website editors decide whether they wish to publicise the results of the PhD research to a wider audience, for example by publishing a press release and/or bringing this to the attention of the press. This depends on the newsworthiness of the research, and can only be done in consultation with the PhD candidate.	

V.7 The Examining Committee

When	Who	Action		Status LUCRIS (Converis)
As soon as possible after step 40	Supervisor, key user	43	The supervisor composes the Examining Committee. The key user assists the supervisor with registering the members of the committee in LUCRIS and checks the composition. The committee must meet the requirements as stated in Article 27 of the PhD Regulations. *Go to 'Graduation formalities', click 'Edit', then click on the tab 'More' and then 'Examining Committee'. When finished, click 'Save & Close', select the status 'Examining Committee to be checked by GSO' and click 'Done'.*	For composition of Examining Committee by supervisor
	GSO	44	The GSO checks the composition of the Examining Committee.	Examining Committee to be checked by GSO

	Dean	45	The Dean approves/rejects the composition of the Examining Committee.	For approval of Examining Committee by Dean
No later than 3 weeks before the date of the public defence	PhD candidate/ GSO	46	The PhD candidate submits one copy of the dissertation to the GSO for internal exhibition. The GSO distributes digital copies in pdf of the dissertation to the members of the Committee as soon as it is appointed. At the Institute of Education and Child Studies, Esther Peelen carries out this task. Additionally, the PhD candidate submits 2 copies of the dissertation with the propositions enclosed on a separate sheet of paper to the beadle's office and provides 2 copies for the University Library: Leiden University Libraries MDA Department Van Steenis Building Einsteinweg 2. 2333 CC Leiden The Netherlands	

V.8 The public defence

When	Who	Action		Status LUCRIS (Converis)
Public defence	PhD candidate/ Supervisor/ Examining Committee	47	The PhD candidate defends the dissertation in public in the presence of the Examining Committee. The Examining Committee decides on the award of the doctorate (PhD Regulations, Art. 29).	Hora est.
	Beadle	48	The beadle registers the outcome of the defence.	
	-	49	The PhD research is formalised.	Formalised