

Your PhD  
at Leiden University



Universiteit Leiden

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Your PhD  
at Leiden University

This publication is intended to provide PhD candidates with general information about a range of matters which are relevant for obtaining a PhD degree at Leiden University.

This brochure gives as complete a picture as possible of the status, rights and obligations of the PhD candidate at Leiden University. Every care has been taken in the compilation of the text. Nonetheless, only the official regulations on which this document is based can be regarded as legally binding.

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## Preface

First of all, we would like to welcome you as a PhD candidate to Leiden University.

This guide, a joint publication of Leiden University and the [Leids Promovendi Overleg](#) (the consultative association of Leiden PhD candidates), has been produced in order to inform you as fully as possible of matters which are important for you during your time as a PhD candidate in Leiden. The information provided here is intended as a set of guidelines. A brief description is given of a variety of subjects, with the relevant telephone numbers and websites where you can find further information. The guide will also advise you of the facilities available to you within Leiden University during your stay. The guide does not contain detailed information about the PhD programme itself. These details can be found in a separate brochure; the information is also available on the [University website](#).

Your decision to pursue a PhD may be pivotal for your future career. The PhD track offers prospects of a career within academia or in (research) positions outside the academic world. You are embarking on an exciting period during which you will have the opportunity to further your knowledge of your chosen subject. The preparation of your dissertation will place high demands on your creativity and your analytical skills. You will be dealing with complex issues and will need to call on all the knowledge and capabilities you have acquired during your previous university studies, and to further hone those skills you have already mastered. Your success in achieving a PhD will largely be determined by such factors as your ambition, a firm focus on performance, and determination. Your supervisor and co-supervisor will make agreements with you relating to your PhD track, and the training and supervision which you will receive. In addition to this form of support, the University also offers a range of other resources. Through the Leids Promovendi Overleg, and possibly also through activities within your department, you will be in a position to make contacts with fellow PhD candidates and share experiences with them.

We hope that you will have a stimulating and successful time at Leiden University.

We wish you every success!



Prof. Dr D.D. Breimer  
Rector Magnificus



Julia Caussin  
Leids Promovendi Overleg  
(Association of Leiden PhD students)

# General

## Introduction to Leiden University

Leiden University, Academia Lugduno Batavia, the oldest university in the Netherlands, was founded on 8th February 1575, under the motto of *Bastion of Freedom*.

The University offers an extensive range of studies spanning the arts and humanities, sciences, and social sciences, within [nine faculties](#). These are the faculties of Archaeology, Medicine, Theology, Creative and Performing Arts, Arts, Law, Social and Behavioural Sciences, Philosophy, and Mathematics and Natural Sciences. Leiden University's library, custodian of the University's cultural heritage, owns a number of special collections and occupies a prominent position within the University. Leiden has some 16,000 students and 4,000 members of staff.

Leiden University positions itself as a research-intensive University: a top-ranking University in the field of international research, where scholarship is based on the highest academic standards. The emphasis is on high quality fundamental research and the inspiration derived from research which benefits all the University's educational programmes. A research-oriented university characteristically has a large number of post-graduate students (students in the final phase of the master's programme and PhD candidates: MSc, MA, MPhil, PhD) and occupies a prominent position in the field of research master's programmes and PhD programmes, developed within [graduate schools](#). By providing top level PhD programmes, Leiden University is able to further strengthen its position as a research-intensive University. Attracting good PhD candidates is an essential element of this.

A determining factor which makes Leiden University attractive to potential PhD candidates is the high quality of education and research for which the University is renowned. In order to safeguard these quality standards, Leiden has formed an alliance with other leading universities: [the League of European Research Universities](#) (LERU), a forum eminently suited to monitoring quality criteria. The University strongly supports the development of the partnerships within the League. Together, these universities are in a better position to compete with other top research institutions. This cooperation is particularly important for safeguarding the position of fundamental research within the universities, and thereby the education and training of young[m1] researchers.

Leiden University also has a partnership agreement with [Delft University of Technology](#). Under this agreement, the two universities exchange knowledge and expertise, thereby enhancing the stature of both establishments. This partnership is also of major significance within an international context. Together, Leiden and Delft are stronger players in the international arena.

The website of Leiden University is: [www.leidenuniv.nl](http://www.leidenuniv.nl).

Once you decide to pursue a PhD in Leiden, there are a number of arrangements you need to make, and issues you need to be aware of before arriving in the Netherlands and during your stay in the Netherlands. [The International Office](#) will help you with the relevant information.

## The city of Leiden

Leiden, a relatively small city with 118,000 inhabitants, is conveniently located in the political, cultural and economic heart of the Netherlands. Amsterdam, Rotterdam and Utrecht are half an hour away by train; The Hague is situated at only fifteen minutes' distance, and Schiphol airport can be reached within twenty minutes. The North Sea, with its scenic beaches and sand dunes, is only eight miles to the west of Leiden and is easily accessible by bus or bicycle.

Some 16,000 students, of whom about one-tenth come from outside the Netherlands, and 4,000 staff members of

the University make Leiden a very lively and entertaining place and a true student city. It is a beautiful and historic town with many picturesque 17th century houses; its centre is criss-crossed with boat-lined canals, bordered with cobbled streets. Leiden has many delightful cafés and a host of international restaurants. It is also a museum city, boasting no less than twelve museums.

In short, Leiden is a small and friendly town, but with all the amenities of a large city.

For more information, see [Leiden](#) and [Holland](#).

## Organisational structure of Leiden University

The mission of the University is to provide education and to conduct research. The organisational structure of the University clearly reflects this aim.

The Executive Board is responsible for the management and administration of the University as a whole. Further bodies involved in University administration are the Supervisory Board, the University Council (the University-wide consultative body), the Board of Deans / Doctorate Board, the Management Board (comprising the Executive Board and the Council of Deans), the Leiden Student Council, some nine faculties and a number of other institutions.

For more detailed information, please refer to [the organisational structure](#).

The primary responsibility for education and research rests with the faculties. Each faculty is managed by a Faculty Board, chaired by the dean of the faculty. The main consultative body is the Faculty Council. In terms of educational programmes, the faculty is divided into bachelor's, master's and PhD study programmes, with the master's and PhD programmes being located in [local graduate schools](#), and the research activities in research institutions and research groups according to the specific research field.

These research institutions and research groups participate in [\(inter\)national research schools](#), which in turn are focused on specific research fields.

The graduate schools, research groups, research institutions and cross-border research schools, in particular, are of significance for PhD candidates. The majority of PhD candidates will be working in this kind of environment.

Universities in the Netherlands receive funding from a number of different sources. The primary source of income is direct government funding where the level of funding is determined by the number of students, the university's performance in terms of study results and the number of PhD's, and also includes an element of research funding.

The second source of funding also originates from the national government, but these funds are distributed by [the Netherlands Organisation for Scientific Research \(NWO\)](#) and [the Royal Netherlands Academy of Arts and Sciences \(KNAW\)](#), primarily on the basis of promising research proposals. It is the objective of these two organisations to initiate, stimulate and evaluate excellent research.

All other types of funding fall within the third category, which includes funding from such entities as ministries, European organisations, commercial research agencies, industry, foundations and funds.

# Obtaining a PhD

## In advance

### What is involved in obtaining a PhD?

To obtain a PhD, the candidate has to publicly defend his or her dissertation and the propositions contained within the dissertation; the successful candidate will then be awarded the title of doctor (the PhD degree). The dissertation is the scientific treatise in book or article form, or a thesis, written during a period of research in which the PhD candidate has been able to acquire expertise in a particular scientific discipline.

### Who can obtain a PhD?

Officially, those people are able to obtain a PhD who, irrespective of their prior qualifications, are successful in finding a PhD supervisor. A supervisor is someone within the university who has the right to propose candidates for a PhD. In the Netherlands, this so-called *Ius promovendi* is restricted to professors. In practice, those who are successful in obtaining a doctoral degree are generally those who have already obtained their bachelor's, master's, HBO or accredited international qualification. Very few people who have not successfully completed one of the above-mentioned educational programmes manage to obtain a PhD. The Doctorate Board of the University has the right to decide whether an applicant will be permitted to defend his dissertation.

### Where does one obtain a PhD?

Candidates obtain their PhD under the guidance of a supervisor. In the Netherlands, this is a full professor or a professor by special appointment, often appointed to a university or an institution which is authorised to award the doctoral degree. This professor is also generally a member of a research institution and also of a graduate or

(inter)national research school in a specific scientific field. Most PhD candidates will be working in similar environments. Some candidates may follow a more individual route, still under the guidance of a supervisor.

The prime sources of information on the above aspects of the PhD programme can be found at:

- [General information](#)
- [Practical information](#)
- [PhD Regulation](#)

## Appointment

### Preliminary

- PhD candidates are generally recruited in open competition for a specific research project. The procedure may be so designed that those who have responded to an [advertisement](#) and who seem to be suitable candidates, are asked to submit a research proposal. This proposal will be a deciding factor in filling the PhD position.
- It is possible for a person to create his or her own PhD position by writing a proposal and arranging the necessary funding individually (see page 10 and the website [Funds](#)). Such funding can be sought by submitting an application to, for example, NWO, or by seeking funding from external financiers. It is necessary to have a [supervisor](#) and possibly also a co-supervisor. Preparing and submitting an individual proposal is time-consuming and there is strong competition for funds.
- External PhD candidates, who write a dissertation on a subject of their own choosing, are required to find the necessary [supervisor\(s\)](#) themselves.

- Persons who have a qualification other than a Dutch bachelor's or master's degree, who wish to be considered for a PhD position, require the approval of the dean of the faculty and/or the Doctorate Board in order to be able to study for a PhD. These candidates should contact Leiden University's [International Office](#) (which is also the Admissions Office for international students) at the start of their PhD programme. This office provides such services as credentials evaluation, student exchange programmes, partnership agreements, international programmes, language courses, the admission of international students and staff (assisting with visa and residence permits) and the introduction of international students, as well as providing information on accommodation.

### The appointment

- Most PhD candidates at Leiden University are appointed under the specific appointment conditions pertaining to academic personnel, in accordance with the Collective Labour Agreement (CAO) for Dutch universities.
- PhD candidates who embark on their doctoral research via one of the KNAW or NWO institutions, with a very few exceptions, also have an appointment at a university. In natural sciences, the Foundation for Fundamental Research on Matter (FOM) is an exception of an NWO foundation where the appointment is with the foundation itself.
- The CAO for Dutch universities does not apply to PhD candidates with appointments elsewhere.
- The so-called external PhD candidate who wishes to obtain a PhD at his or her own cost, in parallel with employment or in some other way, is not given an official appointment. Such a candidate may be registered as a guest employee with the department of the relevant supervisor or co-supervisor, which will allow him or her to make use of a range of facilities.
- An appointment is in principle for a period of four years. For information regarding the extension and/or termination of an appointment, please see page 13. It is important that in connection with the duration of the appointment and the doctoral research, a number of matters, such as the research assignment, the research design, the time to be taken by the research and the financing are properly organised. These aspects can be covered in the Training and Supervision plan, which will be addressed later in this document.
- Information about salaries can be found at the website [Personnel](#). In comparison with other countries, the Dutch system is very generous; few countries offer the opportunity to prepare a PhD as a full employee, and in many countries an appointment for three years in place of four is common.
- The CAO for Dutch universities (CAO NU) can also be found on the University website [Personnel](#). An extensive range of issues is covered in the CAO and the supplementary local regulations and arrangements. On the Leiden site you can easily find the different subjects under Keywords ABC (in Dutch). To give you an impression of the information available, a selection of the issues covered is mentioned in the following list:
  - Public Employees Pension Fund (ABP)
  - Salary
  - Company savings/life-course savings
  - Health insurance
  - Performance and Development interviews (ROG)
  - Sickness regulations

- Complaints and disputes
- Childcare
- Facilities available at Leiden University
- Travel costs
- Provisions for personal leave (special leave, emergencies, care, pregnancy, childbirth and parental leave)

For further information on the employment conditions and the CAO for institutions of higher education in the Netherlands, you can also refer to the website of the Association of Dutch Universities (VSNU).

Additional information can be obtained from the [Leids Promovendi Overleg](#) (LEO, the association of Leiden PhD students).

- The University operates a so-called *Keuzemodel Arbeidsvoorwaarden* (Options Model for Employment Conditions). According to this system and within certain parameters, you have the right to decide which elements of the overall package of employment conditions you wish to include in your contract. The employment conditions to be applied are called ‘sources’ and the employment conditions to be obtained are called ‘targets’. Both sources and targets can be time or money and can be exchanged in different ways. NB: exchanging one condition for another may have consequences for your income and for particular benefits which are based on your income, such as the right to social benefits and pension accrual. For more information, please refer to the website [Personnel](#).
- PhD candidates are referred to as PhD students or PhD fellows. In the past, PhD candidates were known as trainee research assistants (AIO’s) or researchers in training (OIO’s). The terms used may vary per faculty.

- The financing of the research project in which a PhD candidate participates is in principle arranged before the candidate is appointed. In specific cases, it may sometimes be possible to arrange supplementary funding to cover such costs as books, attending conferences and symposia, working visits, producing the dissertation, etc. The possibilities vary per faculty. Information can be obtained from the contact person within the faculty.
- The Leiden University Fund (LUF), warrants a separate mention. This is a foundation whose aim is to safeguard the quality of education and research at Leiden University. LUF manages a wide range of funds. There are also many organisations outside the University to whom you can apply for funding. You can consult the following websites: [vereniging van fondsen](#), NWO (NWO, for example, organises Talent Days, where the focus is on the acquisition of subsidies), [KNAW](#), [Nuffic](#), [Nacee](#) and [Cordis](#), or ask the institute where you are working for the Funds Book or the Funds disc.

## Key issues relating to the appointment

- *Performance and development interviews*  
According to the CAO, in addition to the performance and development interview, the supervisor should hold annual assessment interviews specifically focused on the progress of the doctoral research. The relevant forms are available from the personnel representative within the faculty. Since you are expected to obtain your PhD within a given period of time, it is advisable to include in the Training and Supervision plan (OBP - see following section) regular appointments to discuss the progress of your doctoral research.

- *Disputes and complaints procedure*

There is a disputes and complaints procedure. Should a dispute arise, about the approval of the manuscript or about the defensibility of the dissertation, for example, the dean may be requested to mediate between the parties. If this mediation does not result in a satisfactory solution to the dispute, then the Doctorate Board will determine how the complaint or dispute should be resolved.

- *Childcare*

The University has a childcare facility, see the website [Personnel](#). In line with the *Keuzemodel Arbeidsvoorwaarden* (Options Model Employment Conditions), you can choose how you wish to organise childcare. Pay careful attention to the fiscal consequences of your choice. The University crèche, [De Kattekop](#), is located on the Wassenaarseweg close to the Central Station, tel +31 71 5176363.

- *Participation/consultation*

Employee representation in the management of the University is via the University Council and at faculty level via the Faculty Council. All persons within the University are eligible to stand for election to these councils. In many cases, the institutes have their own institute councils.

A number of faculties, research institutes and research schools have consultative bodies specifically intended for PhD candidates. The structure of these consultative bodies differs per unit and is dependent on the requirements of the candidates concerned.

- There are also special interest groups which specifically represent the rights and interests of PhD candidates. At national level there is the [PNN](#) (network for Dutch PhD candidates), and at local level there is the

[LEO](#) (the association of Leiden PhD students), with representatives in various consultative bodies. The objective of these associations of PhD candidates is also to provide information on all kinds of issues which relate to obtaining a PhD, the PhD position itself, salary, etc.

- Participation is also possible via the unions. They hold discussions at national level with the VSNU and at [local level](#) with the Executive Board. If you have any questions concerning employment conditions, your legal position, etc., you can also apply to your union representative.

- *Subsidiary activities*

Subsidiary activities may be carried out provided the interests of the University are not compromised; for further information, refer to the website [Personnel](#).

- *Extending your appointment*

In the event of longer term interruption to the doctoral research, for example as a result of pregnancy, ill health, technical deficiencies or unrealistic planning, it may be possible to extend the research time by a maximum of one year. The candidate should apply to the faculty well in advance of the expiry date of the contract in order to discuss the possibilities.

- *Confidential issues*

To deal with such matters as (sexual) intimidation, acts of aggression, violence or discrimination, the University has established a code of behaviour which establishes the steps to be taken in the event of such incidents. The [Occupational Health Service](#) or the faculty Personnel Adviser are the persons appointed to handle these issues.

- *Academic integrity*

Researchers must be able to have confidence that the findings which are described in professional journals agree with the findings of the research carried out. Fabricating or falsifying information undermines this confidence. Every effort should be made to avoid conflicts of interest between sponsor and researcher. In academic research, all work carried out by other persons which is made use of by the PhD candidate must be acknowledged in full. References and citations are a standard element of the responsibility of all research and are a symbolic recognition of the efforts and achievements of others. At all stages in the research project, the research being conducted must meet the strictest requirements of attention to detail. Academic

integrity requires that the correct scientific techniques are applied and that all research findings are disclosed. It must be possible to check and reproduce research results. Academic knowledge has to be shared in order to grow. Leiden University applies strict regulations on Academic Integrity and subsidiary activities.

- *Health insurance (sickness costs)*

You can make use of the University's collective health insurance. Information can be obtained from the personnel department of the faculty and via the website [Personnel](#).

## Training, supervision and personal development

Training and supervision are provided in different forms and at different levels. In this publication, supervision is taken to mean all those activities which are important and relevant in providing the necessary support to allow a candidate to complete the PhD programme within the agreed time. External PhD candidates are subject to different agreements. What are the main issues?

Currently, the constructions given below are the most commonly used guidelines for PhD candidates. In the future, the recently devised [Graduate Schools](#) will play an increasingly significant role in this respect:

- The supervisor (a professor), or another person in addition to the supervisor, generally a (senior) university lecturer (the co-supervisor), is the day-to-day mentor. If a co-supervisor is appointed, the supervisor follows the research at a distance.
- There is a supervisory committee, which includes a number of other experts in addition to the supervisor and co-supervisor. In the case of certain research schools, these committees have an important say in assessing the progress of the research. In the case of commissioned research, the financial sponsor of the research may have a place on the committee via a supervisory board.
- It is recommended that a Training and Guidance plan (OBP) should be drawn up for PhD candidates as soon as possible after their appointment. Within the framework of the recently established graduate schools, the responsibility for developing a Training and Supervision plan rests with the graduate schools. This plan must contain the names of the supervisor and co-supervisor, the design of the doctoral research, the knowledge and skills to be acquired, the supervision to be received, for example how many hours of personal supervision per month, the education to be provided, the study activities, the financing of the research and education, the precise evaluation of the progress of the research, and the disputes and complaints procedure. Relevant information can be found on the [LEO site](#). It is the intention that both parties make the utmost efforts to comply with the agreements established in the OBP.
- In addition to the graduate schools, the (inter)national research schools also often have special training programmes for PhD candidates. Depending on the research school and the graduate schools, there may be study tracks available, or a suitable programme will be devised for each PhD candidate. Outside the regular curriculum, other opportunities are often offered such as attending workshops and lectures by (international) academics who are invited to visit the University.
- General courses are offered at university level, including courses on project management, presentation skills, scientific journalism, writing scientific texts in Dutch and English, presentation skills in Dutch and English and orientation towards the employment market. For more information see [PhD courses](#).
- PhD candidates themselves often form their own associations (promoclubs), although this varies per discipline. The activities differ per group.
- Attendance at summer schools (national and international) gives the candidate the opportunity to gain knowledge, to acquire research skills and to make

(international) contacts. It is stimulating to work for a continuous period with colleagues from all parts of the world on a particular subject.

- Participating in the organisation of symposia, congresses and conference is an excellent way for the candidate to develop further valuable skills. These occasions are also the ideal opportunity to develop contacts with fellow researchers both at home and abroad.
- You can develop further management and administrative skills by serving on councils, committees or (doctoral) advisory bodies.

*Elements which could be included in a Training and Supervision plan*

- the PhD supervisor
  - the co-supervisor
  - the design of the doctoral research, in particular the project planning
  - the financing of the research and training
  - the knowledge and skills to be acquired
    - . courses to be followed
    - . the education to be given
    - . other training activities, congresses and working visits, etc.
  - the supervision to be received
    - . the number of hours of personal supervision per month
  - evaluation of the progress of the research
    - . by whom
    - . frequency
    - . criteria
    - . follow-up agreements
    - . consequences of a negative evaluation
  - special circumstances
    - . dispute and complaints procedure
- etc.

*These elements/aims may be distributed over the term of the PhD programme - depending on the planning of the programme.*

# Obtaining a PhD degree

## Procedure and regulations

The University has a PhD regulation (English/Dutch). It is important to be aware of the contents of this regulation from the outset of the PhD programme. This publication can be obtained from the beadle (tel. +31 71 5277211) or is available on [the web](#). Information is also available via internet to assist with preparations for PhD study and the

doctoral defence ceremony, along with a number of relevant forms. A brief summary is given below of the steps in the formal procedure leading to the public defence of the dissertation. The precise regulations can be found in the publication mentioned on the left.

	Responsible	Action	Copy to	Timescale
1a	Candidate	Ascertains admissibility to PhD programme		
1b		Approaches professor regarding willingness to act as supervisor		
2a	Supervisor	Confirms to candidate in writing his preparedness to act as supervisor	Dean	
2b		If the candidate is admitted on the basis of a non-Dutch bachelor's/master's diploma, admission to the PhD programme is requested from the Doctorate Board via the Admissions Office		
3a	Candidate	Notifies dean of application for PhD study (form 1)	Sec. Doct. Board and beadle	
3b		Submits manuscript to supervisor for approval		
4a	Supervisor	Approves manuscript		Within 2 months
4b		Submits manuscript to referee requesting written response	Dean	
5	Referee	Submits to supervisor a reasoned evaluation of manuscript		Within 6 weeks
6a	Supervisor	Sends dean completed Form II (composition of doctoral committee)	Beadle	
6b		Sends dean copy of letter from referee	Beadle	
7	Candidate	Reserves date for defence ceremony via beadle		
8	Candidate	Sends members of doctoral committee copy of dissertation, requesting them to evaluate whether it meets the requirements		
9	Doctoral Committee	Sends supervisor a written response to question whether the thesis meets requirements	Dean and beadle	Within 6 weeks
10	Supervisor	Sends dean completed form III	Beadle and candidate	

11	Dean	Sends supervisor his approval, by means of form III	Beadle and candidate	
12a	Candidate	Presents starting and closing sections of dissertation to dean		
12b		Presents propositions to supervisor for evaluation		
13	Dean	Sends candidate his written approval of starting and closing sections.	Beadle and supervisor	
14	Candidate	Presents printed copy/proof of cover and reverse of title page (two copies) to beadle		Min 8 wks before defence
15a	Beadle	Sends written approval of title page to candidate		
15b		Sends confirmation of date of defence ceremony to dean and supervisor		
16a	Candidate	Arranges printing and copying of dissertation.		
16b		Delivers required number of dissertations and propositions to beadle		Min 3 wks before defence
17	Supervisor	Proposes composition of opposition committee to dean (form IV)	Beadle	Min 3 wks before defence
18	Dean	Confirms approval of composition of opposition committee to supervisor	Beadle and candidate	
19	Candidate, Doctoral Committee and others	Doctoral defence ceremony		
20	Candidate	Makes dissertation available on line via the Leiden Institutional Repository (IR) (forms V and VI)		

## Key issues relating to the PhD programme and the dissertation

- Candidates who wish to be admitted to the PhD programme must have had relevant (prior) education. Verification of international diplomas is carried out by the Admissions Office, a section of the [International Office](#) (Tel: +31 71 5277287), Pieterskerkhof 6.  
**NB. This MUST be complied with even if you already have an appointment and are involved with or are close to completing your research.**
- With the award of the PhD, the candidate receives a diploma. If the candidate demonstrates exceptional abilities in his or her dissertation, the doctorate may be awarded with the predicate *cum laude* (distinction).
- The dissertation must meet a number of requirements, examples of which are:
  - different requirements apply to the non-academic part and to the academic part; the non-academic part must be approved by the dean;
  - the dissertation may consist of an academic treatise in book form, a collection of separate academic treatises (for example articles) or a combination of both;
  - the dissertation may be the result of the joint research of two or a maximum of three candidates, in which case a number of conditions have to be met; there is a separate defence ceremony for each candidate;
  - the dissertation may in principle consist of a maximum of 100,000 words;
  - the dissertation and in particular the starting and closing sections should be free of expressions of gratitude/acknowledgements to those who have in any way been involved in the evaluation of the dissertation.
- When determining the number of copies to be provided, account should be taken of the requirements of parties such as the beadle, the doctoral committee, the faculty and the university library. The candidate does not receive any financial compensation for the copies of the dissertation which are required by the University. The dissertations should be available at the office of the beadle at least three weeks before the time of the defence ceremony.  
In addition, the dissertation should be made available in digital form by entering it in the Leiden Institutional Repository (IR). The candidate will receive a sum of 500 euro as a contribution towards the cost of making the dissertation available in digital form by means of a licensing agreement. Through a link with the E-depot of the Royal Library, the dissertations will still be accessible in a hundred years' time. In exceptional cases, the dissertation may be provided to the University Library in CD-ROM form. Further [information](#).
- Make sure you find a publisher in good time. One possibility is [Grafimedia](#), the graphics department of Leiden University, Stationsplein 240, tel: +31 71 5272345, or consult the website of the [LEO](#) to check out the findings of other candidates.
- A commercial edition of a dissertation may be published *provided* this edition appears *after* the doctoral committee has decided that the candidate may be invited to defend the dissertation. NB: the dissertation copy is often not identical to the commercial edition because of its specific requirements.

- If there is a requirement to assign an ISBN number to the dissertation edition, then the [ISBN authority](#) should be consulted. ISBN is the mark of an officially registered publication.  
Because of the inclusion of the publication in automated databanks, as well as its bibliographic significance, the number also has a function in (inter)national ordering systems and within the stock control systems of libraries and bookshops.
- Information about the content of the dissertation should be provided to the [university press officers](#) at an early stage in order to allow them to inform a broader public and/or interested journalists in good time. Tel: +31 71 5273345/3282.
- PhD defence ceremonies in principle take place on Tuesday, Wednesday and Thursday afternoons during the academic year. It may be possible to vary from this in exceptional circumstances.
- The defence ceremony generally and preferably takes place in the Senate Chamber of the Academy Building. Because of renovations to the Academy Building from August 2006 to the end of 2007, the PhD defence ceremonies will take place in the Lokhorstkerk, Pieterskerkstraat 1. For information: secretary to Doctorate Board, tel: +31 71 5273130, email: [Ms. M. Wanders](#).
- The PhD defence ceremony, too, is subject to [particular regulations](#), for example relating to dress and etiquette.

# Termination of employment

## Premature termination

- In the event of premature termination of the employment contract, it is possible to request a certificate, which should include details of:
  - the research conducted and any possible publications by the person concerned;
  - the training programme followed;
  - the possible contribution of the person concerned in the field of education.

## Post-doctorate career opportunities

- The PhD programme is intended to be a training as an academic researcher. A PhD qualification opens up a broad range of opportunities in and outside the academic environment. PhD candidates have to decide whether to continue in academic sphere or to embark on a career outside the academia (for example, government or industry), in the Netherlands or abroad.
- The University has a [Human Resource Management/ Careers Advisory Service](#) for advice, (interview) training and supervision. Separate courses have been developed for PhD candidates and post-docs to cover such areas as career management, personal career programmes, and orientation towards management and towards policy-making functions. The Careers Advisory Service is located at Rapenburg 70, tel: +31 71 5278075.
- Commissioned by [VSNU](#), research has been carried out into the conditions which determine the subsequent career success of PhD candidates. For more

information, refer to the report: ‘Young scientists: competent talent?!’.

- Tip: Self-acquired grants can provide an important edge for a candidate in his or her future career. Where the doors might otherwise be closed, having personally acquired funding for a research project may give you entry to a particular institution or organisation, thereby enhancing your future career prospects.
- Useful job search sites:
  - Dutch universities, academic hospitals and research institutions have a [combined job vacancy site](#). You can find out more about the international market by consulting the [English site](#).
  - You can submit applications for financial support for research projects to [NWO](#) and [KNAW](#). NWO awards the Talent and Veni subsidies, for example. This last form of subsidy is aimed at post-doctoral researchers up to a maximum of 3 years after they have obtained their PhD. The subsidy is for maximum of 200,000 euro for three years. Up to 80 applications for the Veni subsidy can be awarded grants in each round of funding, distributed across all scientific fields, see [NWO Subsidy Guide](#).
  - For working for [the government](#).
  - By entering the search term ‘vacancy’ in one of the internet search engines, you will turn up a wealth of information.
  - The Saturday editions of the [NRC Handelsblad](#) and the [Volkskrant](#) and [Intermediair](#) (the journal for university graduates) include a large number of job advertisements for academics.

## Unemployment benefit

If at the end of your term of appointment you have not immediately found a job, you may be entitled to unemployment benefit under the terms of the Unemployment Act (WW) and the BWNU (an unemployment regulation which provides benefits above minimum standards). The extent and duration of these benefits are related to age and employment history. You are required to apply for the benefit yourself. Information relating to the application for unem-

ployment benefit can be sent to the [CWI](#) (Centre for Work and Income) three weeks before the first day of unemployment at the earliest. The CWI will pass your application on to the UWV, the [Implementing Body for Employees Insurances](#). The UWV will assess your application and, if you meet the necessary conditions, will award you the benefit to which you are entitled. With the termination of your appointment, your pension contributions also come to an end, and possibly also your health insurance. Careful attention should be paid to both these issues.

## Contact persons for doctoral candidates at Leiden University

- Doctorate Board  
Secretaris Ms Drs. M. Wanders  
[M.Wanders@BB.leidenuniv.nl](mailto:M.Wanders@BB.leidenuniv.nl)  
Rapenburg 70  
Postbus 9500, 2300 RA Leiden  
tel. +31 71 527 3130
- Graduate School of Archaeology  
Ms Dr R.A.G.F.M. Manning  
[r.a.g.f.m.manning@arch.leidenuniv.nl](mailto:r.a.g.f.m.manning@arch.leidenuniv.nl)  
Reuvenplaats 4  
Postbus 9515, 2300 RA Leiden  
tel. +31 71 527 2446
- Graduate School LUMC  
Ms Y.T.R. Mees ten Oever  
[y.t.r.mees\\_ten\\_oever@lumc.nl](mailto:y.t.r.mees_ten_oever@lumc.nl)  
Albinusdreef 2  
Postbus 9600, 2300 RC Leiden  
tel. +31 71 526 3370
- Graduate School of Religious Studies  
Prof. Dr A. van der Kooij  
[a.van.der.kooij@let.leidenuniv.nl](mailto:a.van.der.kooij@let.leidenuniv.nl)  
M. de Vrieshof 1  
Postbus 9515, 2300 RA Leiden  
tel. +31 71 527 2577
- Graduate School of Arts  
[studiepunt@let.leidenuniv.nl](mailto:studiepunt@let.leidenuniv.nl)  
Cleveringaplaats 1  
Postbus 9515, 2300 RA Leiden  
tel. +31 71 527 2318
- Faculty of Performing Arts  
(there is no graduate school)  
Leiden -> Ms Dr K. Korevaart  
[kjj.korevaart@kunsten.leidenuniv.nl](mailto:kjj.korevaart@kunsten.leidenuniv.nl)  
Rapenburg 73  
Postbus 9500, 2300 RA Leiden  
tel. +31 71 527 3084
- Graduate School of Legal Studies  
C. Waaldijk LL.M. [c.waaldijk@law.leidenuniv.nl](mailto:c.waaldijk@law.leidenuniv.nl)  
Ms Drs. L. Lancee LL.M. [l.e.lancee@law.leidenuniv.nl](mailto:l.e.lancee@law.leidenuniv.nl)  
Steenshuur 25  
Postbus 9520, 2300 RA Leiden  
tel. +31 71 527 5212
- Graduate School of Social and Behavioural Sciences  
B. de Water [graduateschool@fsw.leidenuniv.nl](mailto:graduateschool@fsw.leidenuniv.nl)  
Wassenaarseweg 52  
Postbus 9555, 2300 RB Leiden  
tel. +31 71 527 3406

- . Graduate Schools of Sciences  
Ms S.I.H. Reinders-van Zon  
[reinders@science.leidenuniv.nl](mailto:reinders@science.leidenuniv.nl)  
Einsteinweg 55  
Postbus 9504, 2300 RA Leiden  
tel. +31 71 527 6990
- Graduate School of Philosophy  
Ms E.M.H. Klumper  
[e.klumper@LET.leidenuniv.nl](mailto:e.klumper@LET.leidenuniv.nl)  
M. de Vrieshof 4  
Postbus 9515, 2300 RA Leiden  
tel. +31 71 527 2031
- Beadle  
W. van Beelen  
[Pedel@ICS.leidenuniv.nl](mailto:Pedel@ICS.leidenuniv.nl)  
Rapenburg 32  
Postbus 9500, 2300 RC Leiden  
tel. +31 71 527 7211
- University Library  
Dissertations Online [dissertation@library.leidenuniv.nl](mailto:dissertation@library.leidenuniv.nl)  
Open Access Leiden - DARE Leiden [www.oal.leidenuniv.nl](http://www.oal.leidenuniv.nl)  
Witte Singel 27, 2311 BG Leiden
- International Office  
[International Office](#)  
[Admissions Office](#)  
Pieterskerkhof 6, 2311 SR Leiden  
tel. +31 (0)71 527 7287
- [Leids Promovendi Overleg/LEO](#)  
The association of Leiden PhD students  
Ms M. Leliveld [mlelived@fsw.leidenuniv.nl](mailto:mlelived@fsw.leidenuniv.nl)  
p/a Plexus - Kaiserstraat 25  
Postbus 439, 2300 AK Leiden

## List of terms

<b>Beadle</b>	<ul style="list-style-type: none"><li>- The official who organises and administers the academic ceremonies and examinations, including the doctoral defence ceremony.</li><li>- The beadle can also provide information about the doctoral regulations, the dissertation and the defence ceremony.</li><li>- He acts as ceremony master during the defence ceremony.</li></ul>
<b>Co-supervisor</b>	<ul style="list-style-type: none"><li>- The co-supervisor may be a Dutch or international PhD or expert in a particular field. This person, not a university professor, should be active in the field of the subject of the dissertation (or some branch of the field) and should be entitled to hold the title of doctor in this country.</li></ul>
<b>Cum laude</b>	<ul style="list-style-type: none"><li>- Doctoral award of distinction commending exceptional abilities on the part of the candidate.</li></ul>
<b>Dean</b>	<ul style="list-style-type: none"><li>- The chairman of a university faculty.</li></ul>
<b>Dissertation</b>	<ul style="list-style-type: none"><li>- The academic treatise in book or article form of a dissertation or an experimental design as intended in Chapter 7 of the WHW (the Higher Education and Research Act).</li></ul>
<b>Doctoral committee</b>	<ul style="list-style-type: none"><li>- The committee appointed by the Doctorate Board, with the members being proposed by the supervisor.</li><li>- This committee is authorised to decide whether the candidate will be admitted to the doctoral defence.</li></ul>
<b>Doctoral defence</b>	<ul style="list-style-type: none"><li>- The occasion on which the dissertation and the propositions contained therein are publicly defended. The doctoral defence forms the basis of the decision whether to award the doctoral degree.</li><li>- The defence takes place in the presence of the Doctorate Board or the opposition committee.</li></ul>
<b>Doctorate</b>	<ul style="list-style-type: none"><li>- The awarding or obtaining of a PhD degree.</li><li>- The academic ceremony pertaining to the awarding of a PhD degree.</li></ul>
<b>Doctorate Board</b>	<ul style="list-style-type: none"><li>- The body authorised to award a PhD on the basis of the defence of the dissertation.</li><li>- The Board is made up of the deans of the faculties.</li></ul>

<b>Explanation for non-experts</b>	- Before the defence ceremony, there is the opportunity to give an explanation intended for non-experts within the audience. This will start 60 minutes before the defence ceremony and will last approximately 30 minutes.
<b>Graduate Schools</b>	- Post-bachelor education at Leiden University is structured by faculty in Graduate Schools.
<b>Hora est</b>	- ‘It is time’, the announcement by the beadle that the time for completing the doctoral defence has expired.
<b>Ius promovendi</b>	- The right to propose a person for a doctorate.
<b>Leiden Institutional Repository</b>	- The facility where Leiden academic publications, including Leiden dissertations, are archived. The Leiden IR offers on-line access to all academic publications.
<b>Manuscript</b>	- The draft of the dissertation which is presented to the supervisor for approval.
<b>Opposition committee</b>	- A committee appointed by the Doctorate Board. - The doctoral defence takes place in the presence of an opposition committee, which has the authority to award the PhD degree on the basis of the defence ceremony.
<b>PhD candidate</b>	- The person who, in accordance with the appropriate regulations and provided he or she meets the PhD regulations of Leiden University, is granted access to the PhD programme.
<b>Propositions</b>	- Hypotheses proposed by the candidate which he or she wishes to have accepted as true.
<b>Research institute</b>	- An institution for scientific research, formed by one or more research groups originating from one or more universities and/or extra-university bodies.
<b>Research school</b>	- A partnership formed by one or more research groups and/or research institutions originating from one or more universities and/or extra-university bodies, for the purpose of training PhD candidates and conducting scientific research. Such partnerships may be recognised by the Royal Netherlands Academy of Arts and Sciences (KNAW).

**Supervisor**

- The Dutch or international professor(s), appointed by the Doctorate Board in accordance with the appropriate regulations, under whose supervision the candidate obtains his or her PhD.

# University facilities

## • Academy Building

The Academy Building is primarily used for academic ceremonies, including doctoral defence ceremonies, and in addition is the location of the beadle's office, the well-known Zweetkamer (Sweat Room) and the Great Auditorium. The Academy Building may also be used for special events.

Doctoral defences, Beadle's office: tel +31 71 5277211

Catering and reservations: tel +31 71 5277203

## • Association of Leiden PhD Candidates (LEO)

This [consultative body](#) was established by Leiden's PhD researchers to promote the interests of all Leiden PhD candidates.

Address: Kaiserstraat 25

## • Beadle

The office of the beadle carries out preparatory activities for the doctoral defence ceremonies on behalf of the Doctorate Board. This office provides information about the doctoral regulations, the dissertation (form/style) and the defence ceremony.

Address: Rapenburg 32, tel: +31 71 5277211.

## • Careers Centres

### - *Plexus Information Centre*

Provides information for students on career planning and guidance, employment market conditions and business news, and has available a range of journals containing job vacancies.

Address: Kaiserstraat 25, tel: +31 71 5278025

### - *Careers Centre , Arts Faculty*

Provides career advice, courses and information for students on the employment market.

Address: P.N. van Eyckhof 4, Building 1168,

tel: +31 71 5272235

### - *Careers Advice and Academic Transfer*

Provides careers and educational advice to University staff and former staff. Special courses are offered to PhD candidates and post-docs.

Address: Rapenburg 70, tel: +31 71 5273195. Information is also available from your personnel consultant.

## • Catering facilities

The University Services Department ([UFB](#)) arranges the catering for a diverse range of University locations, from coffee rooms to large restaurants. The assortment of products varies per location.

Hot meals can be obtained between 17.00 and 19.00 at the refectories at Cleveringaplaats 1, Niels Bohrweg 2 and Wassenaarseweg 52. You can also arrange group catering via the UFB.

For addresses, opening times, range of products (incl. refectory menu) and catering, please refer to [UFB site](#).

## • Events and Public Relations Office

This [office](#) is responsible for organising events, comprising more than a dinner or a reception.

Address: Rapenburg 70, tel: +31 71 5273135.

## • Faculty Club

The [Faculty Club](#) is a University club where staff and (international) guests can meet. It is possible to hold

meetings, lunches, receptions, dinners and other celebrations at the Faculty Club.

Address: Rapenburg 6, tel: +31 71 5273290.

#### • **GrafiMedia, Copy and Print Shops**

The UFB is the University Facility which consists of departments such as:

- **GrafiMedia** is a one-stop shop providing services in the area of:

- design and lay-out
- audio-visual productions
- printing (incl. dissertations)
- multimedia (e.g. powerpoint)
- posters and lettering
- lab service
- rental and sale of audio-visual equipment

#### - **Copy and Print Shops**

The UFB has four Copy and Print Shops

Main addresses:

Cleveringplaats 1	tel: 5272345
Steenschuur 25	tel: 5275201
Stationsplein 240	tel: 5273114
Wassenaarseweg 52	tel: 5273614
Wassenaarseweg 72	tel: 5276004

#### • **Hortus Botanicus**

The **Hortus Botanicus** is the green oasis of Leiden University. This extensive park is located alongside the Witte Singel, close to the Rapenburg and the Kaiserstrat. For more than 400 years, plants from across the whole world, but particularly from Asia, have been cultivated and studied in Leiden's Botanical Gardens.

Address: Rapenburg 73, tel: +31 71 5275199

The Winter Garden, the Orangery and the Brasserie are available for receptions and other functions, tel: +31 71 5273599.

#### • **Internal Occupational Health Department (Leiden University and LUMC)**

The **internal Occupational Health Department** operates at university level and is responsible for the occupational health of staff at Leiden University and the LUMC in the broadest sense. The service consists of three departments:

- *the General Occupational Health Service (GBGD)*
- *the Department for Safety and the Environment, a University service*
- *the Safety, Radiation Protection and Environment Department (DVSM), an LUMC service*

Address: Poortgebouw, Rijnsburgerweg 10,

tel: +31 71 527 (527) 8015

There are also staff and experts responsible for occupational health, safety and environmental issues within the departments. They are the first point of contact for questions about working conditions.

The Occupational Health Service is also the department where any instances of sexual harassment and unfair treatment should be reported.

#### • **International Office**

The **International Office** provides services in the area of credentials evaluation (**Admissions Office**), student exchange, partnerships, international education, language courses, the admission of international students and staff (visa, residence permit), the introduction of international students and housing. The Visitors' Centre is also part of the International Office.

Address: Pieterskerkhof 6, 2311 SR Leiden, tel: +31 71 5277287.

#### • LAK Theatre

The [Leiden Academic Arts Centre](#) presents theatre and film performances and exhibitions, provides courses, workshops, piano and rehearsal studios and darkrooms. The LAK Theatre has a pleasant foyer area for pre-performance drinks.

Address: Cleveringaplaats 1, tel: +31 71 5124890.

#### • Language Centre

The [Language Centre](#) is a department of the Faculty of Arts which provides courses and facilities in the area of practical language education (Dutch, English, Spanish, French, Italian, German).

Address: Lipsius Building, Cleveringaplaats 1, P.O. Box 9515, 2300 RA Leiden.

#### • Local Consultative Body

The [Local Consultative Body](#) at Leiden University is the forum for consultation between the Executive Board and the unions. The role and tasks of the LO are described in the CAO.

Information: tel: +31 71 5273130

Unions:

- Civil Service Centre  
tel: +31 71 5276222
- AbvaKabo (Civil Service Union) (FNV)  
tel: +31 71 5274855
- Federation of Middle and Higher Civil Service Staff  
tel: +31 71 5275798
- CNV (National Federation of Christian Trade Unions)  
tel: +31 71 5273269.

#### • LUF

The [Leiden University Fund](#) is an independent foundation established to promote the prosperity of Leiden University. The Fund subsidises academic projects, and provides grants and loans for study or internships abroad.

Address: Snouck Hurgronje House, Rapenburg 61, tel: +31 71 5277266.

#### • LURIS

[Leiden University Research and Innovation Services](#) supports researchers in marketing their intellectual property and research findings.

Address: Poortgebouw, Rijnsburgerweg 10, tel: +31 71 5273148.

#### • Open Access Leiden

[Open Access Leiden](#), is a department of the University Library which is focused on archiving the University's academic publications and offering (on line) access to these publications. The Leiden dissertations are accessible on line as a separate collection.

#### • Plexus Student Centre

[Plexus Student Centre](#), the University centre for information about study (Infotheek: the Study Information Centre, see below) and career opportunities (choices, supervision, vacancies, employment market, businesses). The centre also has study and computer rooms, a fitness hall, catering facilities, a University shop and rooms for meetings and courses.

Address: Kaiserstraat 25, tel. +31 71 5278025.

#### • **Public Lecture Series**

A series of readings and lectures for students and staff on academic subjects.

#### • **Sports facilities**

- **University Sports Centre.** For indoor and outdoor sports.  
Address: Einsteinweg 6, tel: +31 71 5274610.
- **Plexus Student Centre.** Fitness hall  
Address: Kaiserstraat 25, tel. +31 71 5278025.

#### • **Student Job Agency in Leiden**

**SUSA** is a job agency that deals specifically with student jobs, i.e. jobs with flexible hours on a part-time basis, internships, etc.  
Address: Steenstraat 10, tel. +31 (0)71 513 5720.

#### • **Study Infotheek (Study Information Centre)**

The Study Infotheek is a central information point within the University for students and PhD candidates. Information is available on study programmes in the Netherlands and abroad, post-academic education, post-doctoral courses, summer courses, partnership schemes and financing possibilities for study and research. This is also the place to find journals with job adverts and information on career planning and guidance, the employment market and business.  
Address: **Plexus**, Kaiserstraat 25, tel. +31 71 5278025.

#### • **University Childcare Centre De Kattokop**

The **Kattokop** is a professional childcare centre, exclusively for children whose parents or guardians work or study at the University.  
Address: Wassenaarseweg 8 (close to the Central Station).

#### • **University Library**

The **University Library** (UB) together with the institutional libraries constitutes the library of Leiden University. It also provides access to collections worldwide. There are study rooms available in the library. Membership is free for students and staff of Leiden University. See also 'Open Access Leiden'.  
Address: Witte Singel 27, tel: +31 71 5273135.

#### • **University Shop**

- **Visitors' Centre**
- **Plexus**

#### • **Venues for receptions/dinners**

- **Academy Building**, Rapenburg 73, tel: +31 71 5277203
- **Arsenal**, Arsenaalstraat 1, between Rapenburg and Witte Singel, tel: +31 71 5272967
- **Faculty Club**, Rapenburg 6, tel: +31 71 5273290
- **Hortus Botanicus**, Rapenburg 73, tel: +31 71 5273599
- **Old University Library**, Rapenburg 73, tel: +31 71 5272967
- **Snouck Hurgronje House**, Rapenburg 61, tel: +31 71 5272967.

- **Visitors' Centre**

The **Visitors' Centre**, a service of the International Office, is located in the Central Station and is an information and reception centre for all visitors to Leiden University. If requested, hotel reservations can be made and taxis booked. The Visitors' Centre offers a broad range of University articles bearing the logo of Leiden University. Address: Stationsplein 3c, tel: +31 (0)71 5278880

## Non-University Facilities

### • Accommodation

It is difficult but not impossible to find affordable accommodation in Leiden. Sources of information and/or advice include:

- The [International Office of Leiden University](#) can help you to find accommodation.
- [Leiden Student Housing Foundation](#) (SLS Wonen) rents out some 5500 rooms to students and other young persons in the area of Leiden and Oegstgeest . Refer to their site for further information and extra links.
- Leiden municipal council. On the '[Building and Living](#)' site of Leiden municipality you will find the regulations on housing, including, for example, the Woonwinkel (Housing Shop). Housing for Working Young Persons Foundation and other housing corporations.
- Leiden University has available a number of apartments for rental. There is, however, a very low turnover rate and the waiting list is long.  
Contact: [LJ.Camiletti@ICS.leidenuniv.nl](mailto:LJ.Camiletti@ICS.leidenuniv.nl)
- [DUWO Foundation](#) for housing for students and young persons in the area around The Hague.

- [Commercial Estate Agents' Association](#), [LMV Estate Agents](#) and [Makelaarsland](#).
- The market for social rental accommodation in Leiden and the surrounding area is completely in the hands of housing corporations. Addresses and regulations for applications, selection, acceptance and house exchange can be found on '[Huis-aan-bod](#)'.
- In order to check whether you may be eligible for rent subsidy, refer to '[Huursubsidie](#)'.

### • Dress Hire

You can hire clothing for the doctoral defence ceremony from:

- Hoppezak, Pieterskerkgracht 18-20, Leiden,  
tel: +31 71 5125111
- De Feestwinkel, Koningshof 73, Alphen ad Rijn,  
tel: + 31 172 422653
- Lollypop Entertainment, Hoftuinplein 23, Rijnsburg,  
tel: +31 71 4020710
- Miando, Zilkerbinnenweg 66/B, De Zilk,  
tel: +31 252 515992.

## Important organisations

- **EEC programmes**

[Commission of the European Communities](#)  
'Financing Framework for Internationalisation'  
Division XII A-2 Grants Action  
2000 Rue de la Loi  
B-1049 Brussels  
For EEC programmes such as Erasmus  
Application requires a great deal of paperwork, but the allowances are very good.  
The University department [LURIS](#)  
Poortgebouw Rijnsburgerweg 10, tel +31 71 5273148 and  
[SenterNovem](#) of the Ministry of Economic  
Affairs can be of assistance here.
- **KNAW**

[Royal Netherlands Academy of Arts and Sciences](#)  
Institute appointed in law to promote the practice of science in the Netherlands ->  
research institutes / recognition of research schools / funds/ grants / subsidies.
- **League of European  
Research Universities**

[European cooperation agreement \(LERU\)](#)  
of prominent research-driven universities.  
See also [Leiden/LERU](#)
- **NACEE**

[Netherlands America Commission for Educational Exchange](#)  
funds or grants.
- **NUFFIC**

[Netherlands Universities Foundation for International Cooperation](#)  
credentials evaluation / grants / funds.
- **NWO**

[Netherlands Organization for Scientific Research](#)  
Institute appointed in law to stimulate top quality academic research at Dutch universities  
and institutes, promotion of quality and innovation of research are key themes here.
- **PNN**

[Dutch PhD candidates' network](#) - national branch  
organisation for PhD candidates. Provides information and consults with VSNU,  
Ministry of Education and Trade Union Federations.

- **Sdu Publishers**

**Publisher** of the European Almanac with information on the (subsidy) bodies and persons within the European Union responsible for subsidies, and of the Universities and research institutes in the Netherlands almanac.

- **VSNU**

**Association of Dutch Universities**,  
a partnership of 14 universities / employers' association / funding.

## Interesting articles / books

- Day, Robert *How to write and publish a scientific paper*  
(ISBN 1573561657)
- Jansen, Nicolet *Jonge Wetenschappers competent talent?*  
About career (problems) of young scientists/PhD students, September 2002.
- Lelieveldt, Herman *Promoveren - een wegwijzer voor de beginnende wetenschapper*  
(a guide for the new scientist/researcher) (ISBN 9052600023)
- Noordam, Bart *Presentatie Eurodoc congres 2003*  
useful tips about studying for a doctoral degree

## Abbreviations

AIO	Research Assistant/PhD candidate	OIO	PhD candidate
CAO	Collective Labour Agreement	OU	Open University
CvB	Executive Board	PhD	Philosophiae Doctor (Anglo-Saxon equivalent of doctor)
EUR	Erasmus University Rotterdam	PNN	Netherlands Network of PhD Candidates
GBGD	General Occupational Health Service	P&O	Personnel and Organisation
HBO	Higher Professional Education	ROG	Performance and Development interviews
HRM	Human Resource Management	RU	Radboud University Nijmegen
IO	International Office	RUG	Groningen University
KNAW	Royal Netherlands Academy of Arts and Sciences	RvD	Board of Deans
LEI	Leiden University	TUD	Delft University of Technology
LEO	Consultative Association of Leiden PhD Students	TUE	Eindhoven University of Technology
LUF	Leiden University Fund	UB	University Library
LUMC	Leiden University Medical Center	UD	University Lecturer
LURIS	Leiden University Research and Innovation Services	UHD	Senior Lecturer
NACEE	Netherlands America Commission for Educational Exchange	UM	Maastricht University
NWO	Netherlands Organisation for Scientific Research	UR	University Council
NUFFIC	Netherlands Universities Foundation for International Cooperation	UT	Twente University
OBP	Training and supervision plan -or- Administrative and Management Personnel	UU	Utrecht University
OCW	Ministry of Education, Culture and Science	UvA	Amsterdam University
		UvT	Tilburg University
		VSNU	Association of Dutch Universities
		VU(A)	Free University, Amsterdam
		WHW	Higher Education and Research Act
		WO	Academic Research
		WP	Academic Staff
		WUR	Wageningen University

# Colophon

## Editorial

Leids Promovendi Overleg

M.R. van Eeden Academic Affairs

C.H.P. Hendriks Communication and Student  
Affairs

F. Los Academic Affairs

## Translation

M.L. Hedges Expertise Centre Academic English  
/ Web Communicatie

## Lay-out

GrafiMedia UFB



Universiteit Leiden