PHD TRAINING AND SUPERVISION PROTOCOL @ CADS

September 2025

This training- and supervision plan provides an overview of all the important requirements and deadlines of the CADS PhD trajectory and it stipulates the responsibilities of PhD candidates and their supervisors. The plan also briefly lists the criteria for the most important documents that are needed along the way. Many details about the trajectory are also listed at the graduate school's general website where candidates and their supervisors can find a more detailed outline of the PhD trajectory and thesis requirements: Graduate School of Social and Behavioural Sciences - Leiden University (universiteitleiden.nl)

In this protocol we further elaborate on some important exceptions and CADS-specific procedures. To facilitate the planning of your trajectory, we have added some specific milestones, which are outlined below. The monitoring of the research trajectory of PhD students is in the hands of the Director of Graduate Studies and the secretary of the CADS PhD graduate study programme. They notify the promotor and PhD candidate of deadlines well in advance and obtain and keep the reports, both of the PhD candidate and the assessment committee of the candidate.

This protocol also discusses the ways in which PhD candidates participate and are embedded in the institute's research programme. Since the PhD trajectory can sometimes feel as a lonely endeavour, we advise you to make optimal use of the possibilities we offer in terms of seminars and research cluster participation and other activities organised by the institute.

Outline of the PhD Trajectory

(months are approximate and may vary slightly per PhD)[1]

Month 1-3: PhD candidate and supervisor(s) draw up a **PhD Training and Supervision Plan** (see page 3), which after being signed by the PhD candidate, the supervisors and the Director of Graduate Studies, is submitted this to the Faculty's Graduate School.

Month 9: **Milestone one.** Candidate submits **8th month paper**. The 8th month paper is an expanded version of the research proposal, (see below page 4, for an outline) based on extensive literature review and further specification of the research problem. Based on this paper, the candidate is granted/not granted permission to conduct the primary research of the doctoral dissertation (field or archival work), and it is decided upon continuation of the PhD position or not. The paper is evaluated by three persons who form the monitoring and assessment committee of the candidate (the promotor, co-promotor, and a third person, possibly non-UL and preferably somebody not connected to the PhD trajectory, yet with thematic or ethnographic expertise). Each of the three reviewers signs an assessment form and indicates if the candidate is ready to leave for the field or not. The third reviewer who is not part of the supervision team gives feedback in the assessment form. For the supervisors, this is optional. The promotor forwards these evaluations to the Director of Graduate Studies and communicates the committee's final decision. If the research proposal fails to meet the standards, revised proposals need to be submitted one month after assessment. The 8th month paper may also be submitted and assessed earlier than month 9.

[1] For PhD's with an appointment of 0.8 fte, the schedule is as follows:
Month 9 = 10, Month 24 = 30, Month 36 = 45, Month 44 = 55, Month 48 = 60

Month 12: The PhD candidate formally starts the second year, in accordance with the contract. If the 8th month paper is not approved, the contract is terminated.

Month 24: **Milestone two.** At the end of the second year, the PhD candidate submits a mid-trajectory output to the promotor and co-promotor. What form this output takes is determined collaboratively by the PhD candidate and the supervisors. Possible formats include a fieldwork report, a thesis outline, or a first chapter. If the supervisors feel that the research is not going well, it should indicate how concerns will be addressed and send a brief report on this to the Director of Research.

Month 36: **Milestone three.** At the start of the fourth year, the PhD candidate submits to the promotor and co-promotor 1) an extended synopsis with an update of how much is written and one writing example (e.g. chapter or article) to discuss, and 2) a planning for the coming year. If finishing the dissertation within the coming eight months seems not feasible, the PhD candidate and supervisors make a plan for what to do about that.

Month 44: **Reading Committee** version of the dissertation finished.

Month 48: **Final manuscript** submitted. An end-of-appointment meeting is held with the PhD supervisors and the Graduate Mentor.

Education/Coursework

The university regularly organizes introductory meetings for PhD candidates. Every candidate is expected to attend an introductory meeting at the start of their trajectory. More information can be found here.

The graduate school FSW stipulates that PhD candidates with employee status as well as contract PhD candidates (e.g., funded by a scholarship) have to follow the following courses:

- 140 hours of academic activities, and
- 140 hours of activities focusing on transferable skills, including at least 1 training course on academic integrity.

As there are many courses available at Leiden University, and courses and masterclasses organized by the Netherlands School of Anthropology (NESA), it is wise to discuss with your supervisor which courses to take. This guideline applies only to PhD candidates who were admitted to the Graduate School after 21 April 2015.

For an overview of the NESA training programme, we refer to:
https://www.universiteitleiden.nl/nesa

For a full list of courses at Leiden University, we refer to:
https://www.universiteitleiden.nl/en/social-behavioural-sciences/graduate-school-of-social-and-behavioural-sciences/current-phd-candidates/coursework

On top of that the Institute offers a mandatory program of coursework and professional training, participation in which counts towards the academic and transferable skills training hours of the Graduate School. The curricular component of the PhD training consists of regular **CADS Research Seminars**, the **Bring Your Thesis Seminar**, a seminar that focuses on academic and dissertation writing, and the **Annual PhD conference**. In addition, the PhD candidate can attend project-related seminars, seminars organized by the **CADS research clusters**, and occasional ad hoc master classes. Other forms of career training through national and international networks where relevant to particular PhD projects may also form an additional component of their training.

CADS Research Seminars

Unless otherwise indicated by their supervisors, PhD candidates are required to attend the Institute's monthly research seminars in their first and third year. For upcoming seminars, please consult: Events - Leiden University (universiteitleiden.nl)

Bring Your Thesis Seminar

Organized by the Graduate Mentor and a PhD candidate, this seminar is tailored to the needs of PhD candidates willing to receive feedback whilst preparing for 8th month papers or on other milestones or manuscripts. It especially caters to those who are in the writing phases of the PhD trajectory. It offers an opportunity to discuss the structure of the dissertation as well as general issues concerning the construction of an argument across different chapters, the relation between theory and ethnographic writing, as well as general issues of writing from textual strategies, problems with writing etc.

Our aim is to create a setting in which the complexity of writing and the write-up process can be addressed and reflected upon. The seminar is organized on a bi-monthly basis. In several meetings, PhD candidates will foreground the choices they made in structuring the dissertation, using the table of contents as the point of departure for such discussion. The PhD candidate whose work is discussed can invite a close colleague to act as discussant.

CADS Research Cluster Meetings and Seminars

CADS researchers cooperate in several thematic and cross-cutting research clusters. For an overview of the current clusters, we refer to the research page of our website: https://www.universiteitleiden.nl/en/social-behavioural-sciences/cultural-anthropology-and-development-sociology/research

We strongly advise PhD candidates to join at least one of the clusters, where they can interact and share their ideas and experiences with both senior and junior staff members. Consult your supervisor which cluster is most appropriate for your project.

Annual PhD Conference

Annually, the institute's PhD candidates organize a PhD conference which is intended as a venue where PhD candidates can present some aspect of their written work, such as the 8th month paper, a paper based on a dissertation chapter, or one developed for publication. PhD candidates and can invite staff members or external guests to serve as discussants.

Outline of Milestone Papers

Prior to the start of the PhD and only for external/contract PhD candidates
PhD Graduation Plan + Preliminary Proposal
Before candidates can be admitted to the Graduate School, they have to write a PhD graduation plan together with the preferred supervisor at the Institute CADS. The PhD graduation plan contains of the following elements:

1. preliminary research proposal;

The proposal is about 5 pages (3.000 words excluding biography) and consists of:

- Project title.
- Statement on what study you wish to pursue and where it will take place.
- The significance of the research; what is its theoretical and societal relevance and what contribution would you like to make to the field? Lay out the theoretical landscape of your research.
- Methodology: How do you plan to carry out this study? Motivate the use of particular methods, concerns about access and ethics, as well as research permits and affiliations that you expect to be important.
- Research schedule: how do you expect to allocate your time during the research, and if this will be full time or part-time.
- Funding: Could you provide some details on the application procedure for funding, such as key deadlines, what it is that they fund, and maybe some other funding requirements that are important for us to know about.
- Suggestion regarding supervision. Is there someone in the department who you think of regarding supervision?
- Bibliography.

2. curriculum vitae including contact details and research experience;

3. an example of the candidate's written work.

The Promotor sends the plan to the CADS Director of Graduate Studies who will consult with the Institute manager and Scientific Director to ask for their further approval. The Director of Graduate Studies next communicates this approval with the secretariat of the Graduate School, who after an additional check of diplomas, and possible language test next registers the candidate.

During the PhD, for all PhD candidates
PhD Training and Supervision Plan (TSP)

Within the first three months of their appointment to the Institute's PhD programme, PhD candidates draft a PhD Training and Supervision Plan (Opleidings- en begeleidings plan Promovendus, or OBP) that meets the requirements of CADS. This plan is developed in consultation with the candidate's promotor. A template for this plan is available here.

The Training and Supervision plan must contain the following:

- the names of the PhD candidate, supervisor and co-supervisor,
- the title of the PhD research project
- research planning per year
- training/education activities per year
- frequency of supervision meetings with each supervisor
- the financing of the research and education (if applicable)
- Signatures of the PhD candidate, all supervisors and the Institute's Director of Research/Graduate Studies

NB: The Graduate School transferable skills course "Scientific Integrity" is a mandatory requirement for all PhD candidates at Leiden University and needs to be included in the TSP.

This plan is sent to the Director of Graduate Studies and secretary of the CADS graduate school and uploaded in LUCRIS CONVERIS within three months after the start of the PhD research.

Milestone one: 8th month paper/ Research Proposal (min 9.000 max 10.000 words excluding bibliography)

1. *Project title*

2. *Table of Proposal Contents*

3. *Research Problem and Motivation thereof.* Here you state your problem and develop guiding questions for the research. You also motivate the research - why is this a productive and interesting problem to investigate as opposed to the thousands of other subjects that might be explored. Simply stating that it has not been done before is inadequate and rests on a positivist understanding of 'gaps' in knowledge that need to be filled.

4. *The innovative character of the research:* what is the significance of the research, what is its theoretical and social relevance, will it make an original contribution to the field.

5. *Theoretical approach:* lay out the theoretical landscape in which your own theorizing vis-à-vis the proposed research situates itself. This means that you will need to discuss the theories that have been developed regarding your research problem, the main proponents of these theories, and make an argued discussion that places your own approach in dialogue with what others have done before you. You will need to discuss the main theoretical concepts and the theoretical vocabulary that is central to your project.

6. *Your field:* describe where your research will take place (for instance townships in Post-Apartheid South Africa, Christian churches in North Sulawesi). Here you will need to discuss the relevant histories and ethnographies or other materials relevant to delineating the particular field of your research. You should demonstrate both a general knowledge of let's say, Post-Apartheid South Africa (which also means knowing something about Apartheid in SA), as well as township life, or in the other example provided above, you would need to show a familiarity of the ethnography and history of especially North Sulawesi (but also other parts of Indonesia) as well as Christianity in Indonesia and the history of particular denominations. Your project may also be more or less directly related to issues of globalization (say Dutch missionization in North Sulawesi); in that case such a discussion of the relevant global forces and forms might form part of your field. In short, what the field is in any particular case relates to the particular research problem to be addressed.

7. *Methodology*: hat kind of material will you need to address your research problem, what sources and methods will you use to obtain this material. Please motivate why these are the appropriate sources and methods to address your research problem.

8. *Research schedule:* how will you allocate your time during the research in the field. Include also plans for local dissemination (talks at local universities etc.).

9. *Risks and ethical implications* of the research. Discuss the potential risks of the research and the ethical implications of your research. What kinds of ethical issues does your particular research raise? Have you obtained the necessary research permits, access to archives, relevant affiliations etc. that will allow you to conduct your research? Please indicate in what ways you will protect the identity, privacy, and well-being of the human and/or non-human subjects who form part of and/or will be involved in your research.

10. *A bibliography of references* cited in the proposal.

Milestone 2 (24 months)

This is a flexible milestone in terms of format. What form this output takes is determined collaboratively by the PhD candidate and the supervision committee. Possible formats include a fieldwork report, a thesis outline, or a first chapter. If a fieldwork report is chosen, the candidate may consider including the following:

- Fieldwork or research location(s).
- Description of research materials collected thus far on a month-to-month basis; lists of persons spoken to/interviewed; archives or other sites of information consulted; notable events and developments.
- Problems encountered in the field: Difficulties obtaining access; language issues; research design issues; personal and/or traumatic issues.
- Preliminary analysis of research materials: what themes appear to have emerged? In what ways do the main research questions need to be rethought? How well does the material connect with the proposed theoretical framework/concepts/vocabulary? What issues and topics demand further consideration? Provide a reassessment of the table of contents proposed earlier.
- Provide a work schedule for the coming months.

Milestone three (month 36)

At the start of the fourth year, the PhD candidate submits:
1) an extended synopsis with an update of how much is written and one writing example (e.g. chapter or article) to discuss;
2) a planning for the coming year.
These are discussed with the supervisors.

Dissertation (month 48)

The dissertation consists of either a scientific treatise on a specific subject in book form (monograph), or a collection of separate scientific treatises that have already been published, or have been accepted by the editors of the relevant journal, or have been submitted to the editors. The dissertation may also consist of a combination of both options, provided that they are related in terms of content. In this case, the relationship should be explained in an introductory chapter and/or a concluding summary. An article-based dissertation consists of a minimum of three (3) articles, an introductory chapter and a concluding chapter, connecting the three articles. Only one of these articles may be co-authored, and the PhD-candidate should be first author. Only in exceptional cases, permissions may be asked from the Scientific Director to deviate from this regulation.

On average a Leiden dissertation will be around 80.000 words. In principle, the dissertation should not exceed 100.000 words. On behalf of the Doctorate Board, the Dean may allow this limit to be exceeded at the written request of the supervisor. Before approving the manuscript as a dissertation, the supervisor assesses the submitted text with particular regard to the requirements stated under Articles 13 to 17 of the Leiden University Doctorate (PhD) regulations of 2024, (https://www.organisatiegids.universiteitleiden.nl/binaries/content/assets/ul2staff/reglementen/promotiereglementen/phd-regulations-2024-en-2.pdf), paying particular attention to the following points:

1. The importance of the topic;
2. The importance of the research question and the precision with which it is defined;
3. The academic standard of the structure, the analysis and the treatment of the material;
4. The derivation of new insights and views from the analysis;
5. The soundness of the methodology used for the analysis;
6. Evidence of a critical confrontation of the author's own conclusions with existing theories or

views;
7. Evidence of a creative approach to the field of study treated in the manuscript;
8. The extent to which the manuscript is based on research independently conducted by the doctoral candidate or research to which he/she has made an essential contribution;
9. Demonstrated restraint, with regard to the scope of the text;
10. A balanced structure in the manuscript and clarity of style.

PhD ceremony

Information about the PhD defence ceremony can be found here. As of September 2024, all PhD candidates give a ten-minute lay talk immediately preceding the PhD defence. More information can be found here.

End-of-appointment Meeting

This meeting takes place if the evaluation of the 8th month paper results in a termination of the PhD contract or when the appointment with CADS expires after four years. In the case of the former, the meeting will focus on practical matters. In the case of the conclusion of the contract/appointment, the supervisor will discuss future plans with the PhD candidate. The meeting includes at least the PhD candidate, the (co-)promotor (daily supervisor) and the Graduate Mentor. If the Reading Committee version of the PhD dissertation is not yet finished, the end-of-appointment meeting will focus on agreements about the transition year (see below). Otherwise, the meeting may focus on exploring further career opportunities.

Transition year

If at the end of the official PhD appointment the PhD candidate has not yet graduated, CADS supervisors in principle offer one more year of supervision. In the end-of-appointment meeting at the end of the contract, the supervisors agree with the PhD candidate and Graduate Mentor on a supervisory structure for the transition year. At the end of the transition year, there will be another meeting of supervisors, PhD candidate and Graduate Mentor to discuss whether further supervision is feasible. If supervision continues, in this conversation agreements will be made on future supervision. The Graduate mentor has a yearly conversation with all PhD candidates who are registered in the Graduate School, including those whose contracts have expired. During this conversation the PhD candidate can opt in on participation in CADS activities and inclusion in the mailing list.

Additional PhD Training: Teaching and Pedagogy

The Institute regards the familiarization of PhD candidates with teaching and basic pedagogical skills as important, if the supervisor, PhD candidate, and Director of Teaching agree that there is a useful opportunity for teaching. As members of the Graduate School of the Faculty of Social and Behavioral Sciences, PhD students spend a maximum of 10% of their appointment annually on teaching or teaching-related activities (see below). In practice, teaching is concentrated over a period of three years of a four-year PhD appointment since most students will spend approximately the equivalent of one year conducting the primary research for their doctoral degree. Consequently, teaching and teaching-related activities tend to be carried out in the first, third, and fourth year of the four-year PhD trajectory. This means spread over a period of three years, teaching and related activities should take up no more than 10% of a PhD's time.

The general training in teaching and pedagogy may involve different forms of instruction. These may include running and supervising workgroups within the first year BA academic skills course, the

second-year research methods and fieldwork training course, and the supervision of BA theses. During the course of their four-year appointment, PhD candidates should also be offered the opportunity to give guest lectures. As part of the above mentioned 10% (max), PhDs may do co- teaching in courses that bear a significant connection to the topic of their dissertation. In this capacity, they may also assist the instructor in grading assignments and exams. Another context in which PhDs may be assigned tasks is in the context of larger research projects that are directly linked to the Institute. Finally, PhDs may be assigned administrative and organizational tasks as, for instance, co-organizers of the Institute's staff seminar, the annual PhD Conference, master classes or similar venues or they may serve as members of committees such as search and/or awards committees of the Institute and Faculty.

The allocation of specific teaching and administrative assignments to individual PhD candidates is the task of the Director of Teaching in consultation with the Director of Graduate Studies. In no case should teaching assignments be arranged between a (co-)promotor and the PhD candidate who they supervise.

Expectations attached to the role of the PhD candidate include:

- Maintaining cordial relationships with promotor and co- promotor(s).
- Gaining approval from the promotor concerning any deviations from the PhD Trajectory Plan.
- Answering promotor, co-promotors, and Director of Graduate Studies queries in a timely way, and in any case within one week.
- Should the candidate wish to change (co-)promotor after the first year a request must be made in the form of a written motivation and addressed to the Director of Graduate Studies. It must be noted, however, that a change in (co)-promotor is not always possible. When problems arise in the relations between the promotor and the candidate, the candidate is advised to seek council from the Graduate Mentor or the confidential councillor.
- If the candidate is doing the PhD on top of a job in a professional capacity, then a realistic schedule for the work can be devised (arranged, for instance, as a part-time activity) on condition that the trajectory to promotion is clear and realistic, and includes a discussion of the participation of the candidate in the institute's activities.

Expectations attached to the role of promotor include:

- Being a full professor or UHD with ius promovendi.
- Approving the PhD Trajectory Plan, Interim Field Report, and Research Progress Paper before forwarding these to the Monitoring and Assessment Committee.
- Can, but does not need to be the daily supervisor. The daily supervisor is in charge of the overall supervision of the PhD candidate and closely follows the PhD trajectory until promotion and makes sure the PhD meets the milestones. The daily supervisor sees to it that the doctoral research is conducted according to the Leiden University code of conduct on academic practice and according to the code of conduct and/or the professional code that applies to professional conduct in our academic field. The daily supervisor assists the PhD candidate in finding additional funding for expensive research; choosing peer-reviewed journals in which to publish research materials; and advises on career development, conference attendance, and post-doc plans.
- If the promotor is also the daily supervisor, then they should meet the candidate at least once every 4 weeks.
- If not, the promotor meets with the candidate once every 8 weeks.
- Maintaining a cordial and supportive relationship with the candidate.
- Should, in exceptional cases, the promotor wish to discontinue working with a PhD candidate after the first year, s/he must make the request in the form of a written motivation to the Director of Graduate Studies.
- Reading submitted material in a timely fashion, depending on the number of chapters submitted (indication: 25 pages = 2 weeks, etc.).
- Contacting appropriate co-promotors and/or third committee members.

- Informing the Director of Graduate Studies of possible problems/issues with the candidate and/or research.
- Supervision after the end of the PhD contract depends on agreements made during the exit meeting and the meeting at the end of the transition year.

Expectations attached to the role of co-promotor(s) include:

- Can though does not need to be the daily supervisor.
- If the co-promotor is the daily supervisor, meeting the candidate at least once every 4 weeks.
- If not the daily supervisor, meeting the candidate at least once every 8 weeks.
- Maintaining a cordial and supportive relationship with the candidate.
- Being committed to reading submitted material in a timely fashion, depending on the number of chapters submitted (indication: 25 pages = 2 weeks, etc.).
- The daily supervisor is in charge of the overall supervision of the PhD candidate and closely follows the PhD trajectory until promotion and makes sure the PhD meets the n-th month milestones.
- The daily supervisor sees to it that the doctoral research is conducted according to the Leiden University code of conduct on academic practice and according to the code of conduct and/or the professional code that applies to professional conduct in our academic field. The daily supervisor assists the PhD candidate in finding additional funding for expensive research; choosing peer-reviewed journals in which to publish research materials; and advises on career development, conference attendance, and post-doc plans.
- Keeping the promotor informed of what has been discussed and of any problems encountered.
- Will be considered part of the Reading Committee in the final phase of the PhD trajectory.
- Supervision after the end of the PhD contract depends on agreements made during the exit meeting and the meeting at the end of the transition year.

Expectations attached to the role of the third reader include:

- Reading and providing an evaluation of the 8th month paper using the designated assessment form.

Expectations attached to the role of Director of Graduate Studies:

- Acts as general guardian of the PhD candidate's progress.
- Coordinates and is in charge of the PhD training program, in conversation with the Graduate Mentor.
- Monitors the research progress made including keeping track of the 8th month system for each individual PhD, assisted by the secretary of the CADS PhD graduate study programme.
- Organizes a PhD supervisors meeting two times per year.
- Participates in annual consultations between promotor and PhD candidate if requested to do so by either party or in those cases where there are issues regarding the supervision and/or quality of the research output/academic writing or other matters.
- Informs the Scientific Director of any delays, problems, or disagreements and ask the Scientific Director to intervene directly when deemed necessary.

Expectations attached to the role of the Graduate Mentor:

- Acts as sounding board for PhD candidate in matters concerning supervision. PhD candidates can approach the Graduate mentor for advice regarding their trajectory.
- Coordinates the monthly Bring-your-Thesis sessions together with a PhD candidate.

- Has an annual meeting with each PhD candidate registered in the Graduate School. For PhD candidates currently employed, this may be scheduled prior to the Result and Development Conversation.
- Joins the yearly GROW Conversation of the PhD candidate and supervisor, as well as the exit meeting and the meeting at the end of the transition year.
- Can advise supervisors, both during supervisor peer discussion sessions (intervisie) and on a more individual basis, to improve supervision and prevent frictions and misunderstandings of escalating into conflict or dysfunctional working relations.

Social Safety

CADS aims to be a safe and healthy working environment for all its employees. If you experience (or witness) any unacceptable or transgressive behavior in your work (including fieldwork), please turn to your daily supervisor, the graduate mentor, or another trusted colleague to discuss the matter. If you need further support or advice you can turn to the faculty's confidential councilor or file a complaint at one of the university's complaint committee's. If you are not looking for individual help, but want to raise awareness about an unsafe situation, you can contact Leiden University's ombuds officer.
For more information, see the Social Safety page on our website.