

# TRAINING AND SUPERVISION PROGRAMME IUS COMMUNE RESEARCH SCHOOL

## INDIVIDUAL PART

Faculty: .....  
University: .....  
Name of PhD Candidate: .....  
Programme: .....  
Project title: .....  
(Envisaged) Supervisor/Promotor: .....  
Supervisor(s)/direct superior: .....  
Commencement of research project: .....  
Conclusion of research project: .....

### 1. Objective of the PhD research project

The Ius Commune Research School has the objective of furthering the academic training of the PhD candidate, facilitating the PhD research and the completion of the doctoral degree. In order to achieve that objective, the PhD candidate is admitted to the research school as a PhD candidate for a period of four years. The research school is responsible for the PhD candidate's training and supervision within the framework of a previously established programme. The PhD candidate undertakes to perform the tasks required of him/her and to fulfil the resulting obligations.

### 2. Tasks of the PhD candidate

The PhD candidate has three primary tasks: research, education and teaching. A minimum of 80% of the working hours annually is to be spent on conducting research and further education. A maximum of 20% of the working hours are for teaching.

### 3. Research

At the start of the project, the PhD candidate shall receive a copy of the proposed project as approved by the executive board of the research school.

The PhD research project relates to:

.....  
.....  
.....

### 4. Education

The PhD candidate takes part in the training programme of the Ius Commune Research School. The relevant training programme is attached.

In addition, the PhD candidate is to participate in the following specific educational components:

Follow courses .....

Teach .....

Skills training .....

Publications .....

Editorial memberships .....

Attend symposiums and conferences .....

Visit other (foreign) faculties.....

Receive supervision with respect to the PhD thesis from the supervisor or other experts  
 .....

Other academic activities .....

The arrangements with respect to personal education are to be revised and updated annually.

**5. Training Programme Coordinator**

The training programme coordinator supervises the commitments made to the PhD candidate as regards the general part of the Ius Commune training programme. The training programme coordinator reports annually to the board of the research school.

**6. Teaching responsibilities**

The PhD candidate's teaching activities comprise a maximum of 20% of the work time each year. For the purpose of the PhD candidate's own education, if possible he or she will be exempted from any teaching obligations in the first year of his or her appointment. Teaching activities should relate as closely as possible to the PhD candidate's own field of expertise.

**7. Supervision**

The PhD candidate works under the supervision of a supervisor. Supervision is part of the PhD candidate's training programme. The supervisor undertakes to supervise the PhD candidate. The combined monthly workload for the supervisor(s) is presumed to constitute an average of 8 hours.

The PhD candidate's supervision focuses on the substantive content of the research, methodology, working method, the progress made in relation to the research project and the PhD candidate's further education.

The following commitments are made with respect to the nature and intensity of the supervision during the first half year.

.....  
 .....  
 .....

The PhD candidate and the supervisor are to evaluate the arrangements relating to supervision after the first half year of the appointment, and make new commitments for the next half year. The new commitments are to be put in writing and sent to all the relevant parties.

The supervisory arrangements are subsequently to be reviewed within the framework of the usual performance evaluation and assessments of the participating faculties.

### **8. Performance Evaluations and Assessments**

Formal performance evaluations and assessments fall under the responsibility of the faculty at which the PhD candidate is appointed.

If the (lack of) progress of the PhD candidate calls for it the supervisor(s), the PhD candidate, the PhD dean or the head of department should inform the training programme coordinator, or if deemed necessary, the academic director. The academic director of the Research School is authorized to ask the appropriate person within the faculty for information on the progress of PhD candidates from the Research School if the academic director feels this is called for.

Furthermore, either the PhD-Candidate or his or her supervisor will yearly report, via the form provided hereto by the research school, to the academic director on the progress of the PhD project.

### **9. Exit Interviews**

Upon completion of the project an exit interview is to take place with the programme leader, who reports to the academic director and the training programme coordinator.

### **10. Certificate**

In the event of the termination of the research project, the programme leader and supervisor provide the PhD candidate with a certificate

### **SIGNATURE**

PhD candidate

date

Supervisor

date