

TRAINING AND SUPERVISION PROGRAMME

GENERAL PART (for PhD candidates of the Ius Commune Research School)

Further information will be provided below with respect to the foundations of the training programme (1), responsibilities (2.1), evaluation (2.2), and the content of the general part (3) and individual part (4) of the training programme.

1. FOUNDATIONS

The foundation of the training programme and its requirements are on the one hand of a substantive nature, and on the other of an organizational and didactic nature.

1.1 Substantive foundations

- The goal of the training programme is to train the PhD candidate to be an academic researcher and to broaden and deepen his or her knowledge and skills within the field of research of the research school, and in particular within the specific area of the separate research programme in which the PhD candidate participates. The requirements of the training programme are of a general and a specific nature.
- The *general requirements* focus on familiarizing the academic researcher in training with the foundations, methods and techniques of the legal academic discipline. A researcher must be able to account for the choice of subject-matter of research, the methods and techniques adopted and the evaluation of the outcomes of the research in light of the state of research in a particular field of research.
- In addition to these cognitive skills, a researcher must also possess communicative skills: information gathering, reporting and other editorial abilities, academic discussion, the organization of symposiums and the like.
- The *specific requirements* relate to the knowledge that can be expected of every researcher of his or her own specific field of research.

1.2 Organizational and didactic foundations

- The training programme conforms to the KNAW required training element of 1000 hours; it comprises a general part of 450 hours (see below 3) and an individual part of 550 hours (see below 4).
- The training programme is geared to the knowledge and skills of individual PhD candidates and the needs in this respect of individual PhD candidates and their supervisors. The training programme is primarily directed at starting researchers.
- The training programme coordinator may grant exemptions for certain compulsory parts of the general part of the training programme to the extent that the knowledge and skills of the PhD candidate (through work or study) gives cause.
- The training programme focuses as much as possible on the individual research project.

- The training programme is aligned with the training programmes already existing at the participating faculties. This is necessary because the faculty-based programmes focus on general legal research skills, and often already focus on the research themes addressed by the Ius Commune Research School. This means that appropriate faculty-based courses are open to PhD candidates of the Ius Commune Research School. Participation in such courses counts towards fulfilling the requirements of the Ius Commune training programme.
- The training programme contributes to the cooperation within the Ius Commune research community. PhD candidates are members of the PhD Researchers Council. The cooperating faculties participate in the training programme approximately on an equal level and PhD candidates are to be given the opportunity to visit each of the participating faculties for the purposes of their training or research.
- Due to the increasing number of non-Dutch speakers the language of the PhD training programme is in English.

2. RESPONSIBILITIES AND EVALUATION

2.1 Responsibilities

- The training programme coordinator is responsible for the training programme. The supervisors are also responsible for the participation of their PhD candidate in the training programme. The training programme coordinator will inform the supervisors in the event that she or he is of the opinion that a PhD candidate does not participate satisfactorily in the programme. In case the training programme coordinator, after consultation with the supervisor and PhD candidate, is of the view that the PhD candidate has not fulfilled his or her obligations with respect to the training programme, the training programme coordinator shall inform the supervisor and the board of the research school thereof in writing.
- In consultation with his or her supervisor, the PhD candidate draws up a programme for the individual part of the training programme. The programme should include the regular academic activities (see below 4) in a balanced way. The PhD candidate must accurately record the activities she or he has undertaken which count towards fulfilling the training programme and inform – during the standard organised assessment interview of his or her faculty – the supervisor(s) and the faculty PhD dean or the head of department. If the supervisor(s), the PhD candidate, the PhD dean or the head of department deems it necessary contact can be sought with the training programme coordinator, in order to discuss or evaluate the individual part of the training programme. For example in case the candidate would like to participate in one of the courses at a faculty that is not his or her own. The activities mentioned under 4 are not exhaustive.
- In the event of the termination of the project, the programme leader and the supervisor will issue a certificate.

2.2 Evaluation

- The training programme coordinator is responsible for an annual evaluation of the training programme as a whole. Each component of the training programme shall be included in the evaluation. For this purpose, the participating PhD candidates will be surveyed. The

annual evaluation is presented to the board of the research school and the academic director after consultation with the chairperson of the PhD council and the PhD representatives.

- The PhD Training programme was last evaluated by Research School Accreditation Committee (ECOS) in 2009. At that time, the ECOS pointed out the attention the research school should have for the individual training and supervision plans and the use of a uniform model for the training and research plan. In addition, the ECOS drew attention to the faculties' responsibility to support the research school. In response, all faculties used this model as a departure point for their training and supervision plan. The faculties are, in first instance, responsible for the assessment and the supervision of the PhD candidate. 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. In addition, the PhD candidate is responsible for ensuring, via the website, that the research school possesses accurate information about the researcher and his/her research, as well as for informing the research school of the date of the public defense.

In this way, the research school gives shape to its responsibility with respect to monitoring the progress of PhD candidates within the research school. This has been laid down during a meeting with the programme leaders.

3. FURTHER EXPLANATION OF THE GENERAL PART

3.1 Schematically

The general part of the training programme comprises 450 hours, and is primarily positioned in the first year of the appointment. The sessions in the first year are each organized by one of the participating faculties.

Time period	Programme general part, first year	study hours
Jan.-Dec.	Faculty-based (basic) courses (e.g. library, computer, skills (legal) language courses etc)	10
September	Ius Commune Introduction course (2 days, Maastricht)	30
November	Annual Ius Commune Conference (2 days, Leuven, Maastricht, Utrecht, Amsterdam)	50
January	Foundations of Ius Commune (3 days, Maastricht)	80
April	Methodology of Comparative Law (2 days, Utrecht)	50
June	Master class (2 days, Amsterdam)	60

Programme general part, second year

November	Annual Ius Commune Conference (2 days)	50
May	Master class (2 days, Leuven)	70

Programme general part, following years

November	Annual Ius Commune Conference (2 days)	50
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Total study points compulsory programme 450

3.2 With respect to the individual components

3.2.1 Faculty-based (basic) courses

The individual faculties provide a variety of facilitative courses for starting PhD candidates. These courses need to be structured. Each faculty commits itself to providing the same (basic) courses. The courses must include at least the following:

- Using the library

During this course, an introduction will be given in to the use of available databases (such as Lexis, IFLP, Westlaw), catalogues, internet and inter loan possibilities.

- Endnote

Endnote is a computer programme that facilitates the generation of footnotes and bibliographies. For optimal use of the programme, a course should be followed at the beginning of the PhD candidate's appointment.

- Computer skills

An advanced course on Word that looks at working with large documents, cross-references, generating tables of content, indexes and the use of Macros.

- Workshop on Presentation

During this workshop, attention will be given to how to present, as well as how to make a power point presentation.

- Legal English language course

Most PhD candidates publish in the English language. It is the aim if this course to provide PhD candidates who are not native speakers with useful tips for publishing and presenting legal texts in the English language.

- Workshop on writing and reading skills

These workshops should be organised on a regular basis. During these workshops, attention is given to the style, structure and reasoning of texts (for instance on topical or Ius commune related issues, important judgments). The objective is to learn how a good legal text should be written.

To participate in these courses, PhD candidates are not limited to the courses offered by their own faculty, but can participate free of charge in the courses provided by one of the other participating faculties.

3.2.2 Introduction Course Ius Commune (Maastricht)

This two-day course takes place in October in Maastricht and is focussed on providing PhD candidates with a first introduction to the research school, a first acquaintance with new PhD candidates as well as with a number of (senior) researchers and advanced PhD candidates who will share their experience of the research school. During this course the PhD candidates will be told about the content of the training programme and what is expected of them. In addition the PhD candidates receive information on the most important aspects of writing a PhD thesis and (senior) researchers and advanced PhD candidates share information about the organisation of the Research School and their experiences within the Research School. As far as possible, the dates of the other courses within the training programme will be announced. The new PhD candidates will present their research topics based on their initial exploration of the topic and how they intend to conduct their research in the future to their fellow PhD candidates (who will be in various phases of their thesis). In addition, a didactic expert will evaluate the PhD candidate's presentation skills.

3.2.3 Annual Ius Commune Conference (Leuven, Maastricht, Utrecht, Amsterdam)

During the annual Ius Commune conference, the various research groups provide PhD candidates the opportunity to present (a part of) their PhD research in one of the workshops.

3.2.4 Foundations of Ius Commune (Maastricht)

The goal of this Foundations course is to make the PhD-researches acquainted with various bodies of literature (within social sciences, economics, private law, history of law and public law) that have, from various angles, addressed the question if, why and how a Ius Commune ought to be constructed. The current programme consists of two days of lectures in which the foundations of Ius Commune are analysed from different angles and a third day of round table discussions. The lectures address different approaches to legal research from a higher level of abstraction. No prior reading is necessary although every lecturer can provide useful documentation material for the junior researchers. During the lectures, there is already the possibility of feedback and discussion (Socratic method). Moreover, after the lectures there is a possibility for the junior researchers to reflect on the relevance of the presented material for their topic. The third day, the junior researchers are to present their ideas on which analytical perspective on the law they will use in their PhD research during a panel discussion together with the lecturers. During this round table discussion most of the lecturers (and a few others) will be present to reflect. The idea is that during this round table discussion ideas may be generated that improve your research.

Lectures are held on several topics, such as:

- Law and the social sciences: on the pervasiveness of law, society and behaviour
- Ius Commune and (European) public law
- The relevance of law and economics for the foundations of Ius Commune
- European private law as a field of academic research
- Ius Commune in a historical perspective

Behavioural approaches and the relevance for legal sciences

3.2.5 Methodology of Comparative Law (Utrecht)

Postgraduates who are engaged in comparative law research tend to encounter, at least in the beginning, many theoretical and practical problems. Which systems will I include in my research? Which sources must I consult? Can I find all the necessary materials in the Netherlands or do I have to obtain them from abroad and, if so, from where? Are there any other reasons for the research for going abroad? Is the Internet useful? Within the system researched what is the relationship between legal literature and case law, between commercial law and civil law, between federal law and the laws of the Member States? What are the basic outlines of the judiciary system? Are there any impending amendments? What is the importance of legal history, Human rights law, EU-law, or any of the harmonization projects like e.g. the DCFR on my comparative research? Also more practical topics will be addressed: is it advisable to publish my thesis (or a preceding article) in English? How do I translate certain (legal) terms into Dutch?

These and many other questions will be dealt with during the two-day course in Utrecht. The lecturers are all comparative lawyers with a great deal of experience and a wide reputation both at home and abroad. The course will have a seminar character: active participation is expected of the participants. The candidates will have to prepare an expose on the use of comparative law in their research; the teachers or other experienced researchers will provide reflection.

3.2.6 Master Class (Amsterdam)

The first Master Class is held in the first year in Amsterdam. The emphasis of this course lies on the methodological aspects of their PhD research. In preparation for this Master Class, the PhD candidate writes a paper in which the subject and objective of the thesis, the problem definition, the methodological approach, the scientific relevance and provisional findings of the thesis are highlighted. During the Master Class, the PhD candidate presents the paper, a fellow PhD candidate reflects and an expert in the field responds, subsequently there is opportunity for discussion.

3.2.7 Master Class (Leuven)

During the Master Class in Leuven which takes place in the second year, the PhD candidate presents in writing and orally (a part of) his or her doctoral research, another PhD candidate reflects and an expert in the field responds, subsequently there is opportunity for discussion.

3.3 Extra general seminars

During the entire training programme various seminars will be organised by the participating faculties. PhD candidates can take part in these seminars free of charge.

4. Further Explanation of Individual Part

The compulsory individual part of the training programme comprises 550 hours. The content of this part is open, but planned (see above 2.1). The regular academic activities are to receive a balanced treatment in this part of the training.

Among others, the following academic activities count towards the individual part of the training programme, provided the subject-matter of the activity is, according to the

supervisor, beneficial to the training of an academic researcher. An indication of the value of a particular activity is provided below for a number of activities. In individual cases, the training programme coordinator may determine or adjust the value following a reasoned request from the PhD candidate or supervisor. The composition of the 600 hours should be spread in a balanced way across the various academic activities.

1. Following courses (1 hour = 1 hour)
 - specific courses directed at PhD candidates
 - specific courses at LL.M/postgraduate level
 - specific courses at Master's level (under certain circumstances, depending on content and necessity for obtaining knowledge, to be assessed by supervisor in consultation with the training programme coordinator)
 - specific courses at Bachelor's level, if these aim to teach (the foundations of) scientific methodology, as long as the courses do not concern comparative methodology
 - lectures.
2. Teaching (1 hour = 5 hours)
 - specific courses directed at PhD candidates
 - specific courses at LL.M/postgraduate level
 - specific courses at Master's level
 - specific courses at Bachelor's level, as long as the material has a direct relation to the research topic of the PhD candidate
 - lectures
 - creating teaching materials
 - supervising or examining Master's students.
3. Skills training (1 hour = 1 hour, max. 20 hours)
 - didactic training
 - language skills
 - courses related to information technology.
4. Publications
 - academic publications: (contributions to) books or edited books, journal articles (50 hours)
 - other publications: non-academic books or contributions to journals, book reviews, annotations, newsletters (20 hours)
 - research reports (10 hours)
 - teaching material (10 hours)
 - editing books, journals (40 hours).
5. Editorial membership(s) (50 hours).
6. Participation in symposiums and conferences
 - active: speaker (50 hours), co-referee (20 hours), intervention (10 hours), discussion (1 hour = 2 hours), chair (1 hour = 2 hours), lead discussion (1 hour = 2 hours), report (1 hour = 2 hours)
 - attendance (1 hour = 2 hours)
 - organization (40 hours).
7. Stay at another (overseas) faculty (value depends on nature of visit).

8. Supervision of thesis by supervisor, experts (1 hour = 1 hour)
 - providing reports relating to dissertation for purposes of (preparation of and recording) supervision, discussion and consultation
 - academic consultation between PhD candidate and supervisor or experts.
9. Other academic activities (value depends on nature)
 - e.g. advice, evaluating research proposals, ancillary legal activities.