Guest researcher policy

The Faculty of Archaeology recognises four different types of guest researchers, and the document below outlines the rules that govern these four different categories regarding the guest status, and/or the allocation of desk space. The starting point for all is that a guest position can be offered in return of a clearly described contribution to the faculty, and in return the guest can make use of a guest account and flex facilities for short periods.

Retired employees:

Guest status:

Retired employees often still contribute significantly to the research output of our faculty, or are still involved in ongoing research projects. All retired employees may request to retain their guest status after their retirement. This request should be made in writing to the department head at least two months before retiring. The guest status can be extended by submitting a justification to the department head at least two months in advance, clearly describing the retired employee's expected contributions to the faculty. Emeriti professors' guest status is indefinite as per the university's policy.

Desk space:

As long as a retired employee has guest status, they can request to make use of dedicated flex office space the faculty makes available to the group of retired employees. This request must be made in writing to the department head at least 3 months before the end of their contract. The request will be honored only if there is space available.

Former employees:

Guest status:

Former employees may request to retain their guest status for one year after their contract ends. This request should be made in writing to the department head at least 1 month before the contract ends. After that they can be renewed as a guest researcher by having a permanent staff member write a justification with a clear description of the contribution the former employee is expected to make (i.e. contributing to teaching with guest lectures, writing publications or supporting the faculty in other ways).

Desk space:

A flex working space can be used if they visit the faculty for short periods.

Other Guest researchers:

Guest status:

A permanent staff member can request a 1-year guest researcher position for colleagues with

whom they aim to collaborate. This request should be made in writing to their supervisor and department head at least 1 month in advance. Renewal of this guest researcher position can be requested by having a permanent staff member request an extension with a clear description of the contribution the guest is expected to make (i.e. contributing to teaching with guest lectures, writing publications or supporting the faculty in other ways).

Desk space:

A flex working space can be used if they visit the faculty for short periods.

PhD candidates:

There are several different types of PhD candidates and the use of office space, computer, and status in SAP depends on type of contract.

- External PhDs (VSNU type 4) and Outside Employed PhDs (VSNU type 3) are registered in SAP as "external PhD" from the start of their contract and retain this status until they complete their dissertation. They are not offered desks, but can request in writing to their supervisor and department head to use a flex working space if they visit the faculty for short periods.

- Internal Self-Funded PhDs (unique type for Archaeology). These are also registered as "external PhD" from the start of their contract until they complete their dissertation. They receive an office space and a desktop (not a laptop) for six years and are expected to be at the faculty at least 3 days a week. After 6 years they can request in writing to their supervisor and department head to use a flex working space if they visit the faculty for short periods.

- Scholarship PhDs (VSNU types 2a and 2b) are registered in SAP as "contract PhD" for four or five years (depending on the scholarship). After this period they become "external PhDs". They receive an office space (but not a laptop) for the term of their scholarship (four or five years). After the scholarship is completed, they can request in writing to their supervisor and department head to use a flex working space if they visit the faculty for short periods.

- Employed PhDs (VSNU type 1a) are registered in SAP as "promovendi". They receive an office space and a laptop. They retain this status for four years (or five years, if they choose a 0.8FTE position), after which they are registered as "na-aanstelling" in SAP until they finish their dissertation. They can request in writing to their supervisor and department head to retain their office space for 6 months after their first four (or five) years are completed. After this transition period, they can request in writing to their supervisor and department head to use a flex working space if they visit the faculty for short periods.

- Employee in a PhD track (VSNU type 1b) are registered in SAP with a contract type other than "promovendi", usually "onderwijs- en onderzoeksmedewerker". Their use of desk space and computing facilities are tied to the job function outside of their PhD. If their job function does not provide a desk, then they follow the same rules as internal self-funded PhDs.

- Visiting PhDs; those whose home institution is something other than Leiden but who have a co- or second supervisor from Leiden are listed as "guest PhDs" in SAP, and are expected to use flex space when visiting the faculty for short periods of time.

For all PhD types, after they defend their PhD, they may request to retain a guest status by having a permanent staff member write a justification, following the regular process for guest researchers.

All PhDs retain their status in SAP for 1-2 months after defense to ensure they receive relevant emails.

Protocol Extension guests

There is a disproportionate workload related to extending guests after their account has been revoked. Therefore, a request for prolonging the guest status needs to be made at least one month before it ends.