



TRAINING AND SUPERVISION PLAN WTMC PHD STUDENTS¹
OPLEIDINGS- EN BEGELEIDINGSPLAN PROMOVENDI WTMC

1. GENERAL DATA

Name PhD Student

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Department

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Faculty

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University

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Research Institute and Section

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Project Title

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¹ Most universities have their own format for the Training and Supervision Plan. The WTMC format is based on the examples WTMC considers to most practical and detailed, and can therefore be used as a ‘best practice’ sample. Promoters and PhD students can use it as an additional check for the arrangements made for training and supervision at their university.

Project Funding (University, NWO, EU, et cetera)

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Supervisor-promotor(s), mandated supervisor and other members of supervising committee

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Start of employment: [Date]

Factor of Working Hours: [0,8 mje of 1,0 mje].....

End of employment: [Date].....

2. THE OBJECTIVE OF THE PHD APPOINTMENT

The aim of the appointment is to train the PhD student to do research that will result in a doctoral thesis. To achieve this objective, [Name University] commits itself to appoint the PhD student to a fulltime position for four years (or for five years in the case of a 0.8 position). Moreover, [Name University] commits itself to provide training and supervision within the framework of the PhD program as laid down in this plan. The PhD student commits himself/herself to carry out the tasks and duties tied to the appointment. At the end of the first year the student's work will be formally evaluated. In the case of a negative evaluation the [Name University] may decide to terminate the student's appointment prematurely.

3. GENERAL DESCRIPTION OF THE PHD STUDENT'S TASKS AND DUTIES

The tasks and duties of the PhD student involve research, training and teaching. Each year [per cent] of the workload consists of activities related to research and training, while on average [per cent]² is devoted to teaching duties.

3.1 RESEARCH

The PhD student conducts scientific research and reports about the results in a doctoral thesis. A draft research plan is an integral part of this training and supervision plan, and should be added as appendix.

The topic of research for the doctoral thesis is:

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This project is part of or runs parallel to the research project(s):

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² In most universities, PhD students devote a maximum of 10-15 per cent of their employment time to teaching.

3.2 TRAINING

During the entire term of his/her appointment, the PhD student will devote on average [per cent]³ of his/her time to training-related activities. This percentage is likely to be slightly higher in the first two years of the term of the appointment and slightly lower in the last two years. This training is aimed at improving the academic and scholarly skills of the student. With regard to the training activities, the following agreements apply:

- a) activities aimed at acquiring basic academic skills lacking in previous education⁴:

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- b) activities aimed at study of specific literature and methods of the field, such as enrolling in classes and doing workshops in the context of (national) graduate research schools⁵:

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- c) other options, such as doing courses at [Name University], attending lectures and seminars, and doing internships or paying visits to relevant institutions:

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- d) participation in or attendance of conferences, symposiums, workshops and seminars. The PhD student is expected to attend at least two (preferably international) conferences and to present a paper at a conference at least once.

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³ In most universities, PhD students are entitled to a training program that requires 12,5 per cent of their employment time.

⁴ WTMC offers first year PhD students enrolled in WTMC the option of doing one course at the level of one of the four STS master programs organized by university institutes affiliated with WTMC. See for more information the WTMC Information Package and website: <http://www.wtmc.net>

⁵ See for the WTMC program (4 workshops, 2 summer schools, and writeshops) the WTMC brochure.

3.3 TEACHING DUTIES

The PhD student is to be charged with teaching duties within the department for a maximum of [per cent, see footnote 2] of his/her appointment. Initially, these duties consist as much as possible of well-defined tasks in terms of the amount of time they take, such as tutoring (preferably in a field connected to the research project). Later on, more elaborate teaching duties will follow, such as, for instance, course-planning activities and lecturing. In order to fulfil these teaching duties, the PhD student will receive a tutor training as soon as possible after the start of his/her employment.

4. SUPERVISION, EVALUATION AND ASSESSMENT

4.1 SUPERVISION

The supervisor(s) is (are) in charge of providing supervision to the PhD student and periodically meet(s) with the PhD student to discuss his/her research, training and other tasks. On average a supervisor is expected to spend one hour each week on a student's supervision. Supervisor(s) and student make clear agreements on mutual responsibilities, tasks to be performed, the frequency of their contact, and the reporting by the PhD student on his/her progress. In case of differences in the roles between the supervisor-promotor(s) and mandated supervisor, this should be clearly laid down in this plan. Concerning these aspects, the following has been agreed upon:

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4.2 PERIODIC EVALUATION

During the first and second year of the PhD appointment, the supervisor-promotor (first supervisor) formally meets once every six months with the PhD student to discuss and evaluate his/her progress, while during the third and fourth year they have such meetings once a year. At these meetings the PhD student will provide an overview of his/her activities related to research, teaching and training in the preceding period of time. The supervisor writes a formal report about these meetings that is signed by both the PhD student and the supervisor. One copy of this report will be sent to the personnel officer and one will be put in the student's file. It is important that this report includes specific information on any problems or difficulties, if relevant, relating to the PhD student's functioning and/or progress.

4.3 ASSESSMENT

At the end of the first year, the supervisor-promotor(s) and mandated supervisor(s) will have a formal assessment interview with the PhD student. A personnel officer will attend this interview.

For this interview, the PhD student prepares a document that lists and discusses:

- a. the various training activities attended and their results
- b. the research progress
- c. the teaching activities performed
- d. a revised research proposal with clear research questions, an account of the research methods used and a preliminary outline of the chapters of the doctoral thesis
- e. a detailed plan for the remaining three years with regard to research, training and teaching activities.

During the interview, the student's revised training and supervision plan (TSP) will be discussed as well. Based on the progress and results of the first year, the supervisor(s) will formally assess whether it is justified to expect that the PhD project will be successfully completed within the appointment's time frame. This assessment will be submitted in the form of an advice to the Dean. (For reporting about this assessment interview, see the form Assessment Interview PhD Student.)

At the assessment interview referred to in 4.3, a personnel officer is always present. At the formal evaluation meetings referred to in 4.2, a personnel officer is only present if there is reason to expect that the outcome will be negative or if one of the parties involved requests the presence of the personnel officer.

4.4 ADJUSTMENT OF TRAINING AND SUPERVISION PLAN

At the end of the first year, the student will adjust his/her training and supervision plan. This plan will apply to the remaining years of the appointment period and is subject to further adjustments at the end of each academic year. Potential changes or adjustments are added in an appendix to the Assessment Interview form and are signed by the supervisor(s) and the PhD student.

4.5 RELATIONSHIP OF TRUST

The first supervisor is the person primarily responsible for creating a relationship of trust with the PhD student. If a full professor acts as first supervisor (supervisor-promotor), the relationship of trust with the PhD student will be monitored by the Dean. The PhD student who is dissatisfied with his/her supervision and unable to discuss his/her concerns properly with his/her first supervisor should consult the personnel officer. If this does not solve the issue (for instance for reasons connected with the content of research), the PhD student should contact the Director of Research. The Director of Research is responsible for calling on department chairs with respect to the progress of the research of their staff members.

5. END OF THE APPOINTMENT

The PhD student's appointment will be concluded with a dissertation after four years in case of fulltime appointment (or after five years in case of a 0.8 appointment). At this point the PhD student may ask the Faculty or graduate research schools involved to issue a certificate that includes specific data on the student's performance (for instance on his/her educational activities, teaching activities, research, publications etc). PhD Students that have been enrolled in the WTMC Training Program and have fulfilled all formal requirements (see the WTMC Brochure) will receive a WTMC certificate.

6. SIGNATURES

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PhD student
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Date

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1st supervisor
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Date

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2nd supervisor
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Date

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3rd supervisor
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Date

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Chair department
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Date

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Personnel officer
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Date

Please make a copy of this document after signing it and submit the original to the personnel officer. The PhD student, his/her supervisor(s) and the Director of Research will each receive a copy. One should also send a copy to WTMC (wtmc@vu.nl).