Training and Supervision Plan (TSP)

International Institute of Social Studies

Erasmus

Dear PhD Researcher,

This TSP plan describes the plan for your PhD programme: the supervisory team, the necessary coursework to support your research, the deadlines planned for the monitoring seminars, the progress meetings, the envisaged supervision schedule and arrangements. This TSP can also be built in the Hora Finita system. Please visit our PhD WIKI for more information.

Together with your supervisor(s) discuss the plan for your PhD programme and fill this out this form.
Please fill out this document digitally and include on hard copy the signatures of your supervisors.

Name of the PhD Researcher:		
Title of Research project:		
Formal date of registration:		
Full time or Part-time ? [1]	Full-time:	Part-time:

Joined partnership with other university (if yes, please provide info)	

[1] *Full-time PhD students will dedicate a minimum average of 39 hours per week to their research. The nominal enrolment in the PhD programme would, therefore, be 4 years. Part-time PhD students will dedicate two/thirds of their time (a minimum average of 26 hours per week) to their research. The nominal enrolment in the PhD programme would, therefore, be 6 years.*

Embedding in Research Group

	Civic Innovation
	Development Economics
	Governance. Law and Social Justice
	Political Ecology
	Cross-cutting: Global Development and Social Justice

Global Planning: Scheduling Milestones

	Planned date (mm/yyyy)	INFO
Coursework finalized		*Specify planned coursework in 1st year in course document attached.*
Dissertation Design Seminar		*Full-time within 12 months Part- time within 18 months*
Field work activities (including dates)		*Continue on a separate sheet if needed*
Mid-Term Seminar		*Full-time within 28 months Part- time within 36 months*

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Full Draft Dissertation Seminar		*Full-time within 44 months Part-time within 66 months*
Suggested Field work advisor (required for NFP Fellowship):		

Study period

STARTDATE (mm/yyyy) _____ ENDDATE (mm/yyyy) _____

Please indicate which periods you plan to spend at ISS (please continue on a separate sheet if needed). This will also be helpful in discussing the supervision arrangements.

	1st year	2nd year	3rd year	4th year	5th year	6th year
Full-time						
Part-time						

Supervisory Team

Please mention at least one Doctoral Dissertation Supervisor and one additional supervisor (Doctoral Dissertation Supervisor or co-supervisor); the maximum is three supervisors. The doctoral dissertation supervisor has to be known at the start (registration date); the second supervisor needs to be known after three months after registration (first TSP deadline)

Name and title(s)	Role	Specific supervisory task(s)	Agreement on contact (*)

For external (co-)supervisors: please share their contact information and their affiliation.
(*) Specify for instance: frequency of meetings; specific ways of communication (in person, via skype, via phone or email); deadlines for feedback.

Please indicate clearly which member of the Supervisory Team will be the contact person for the RDC and PhD Support office?	

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Request for waiver

Please fill out here if you would like to request waivers for completed course work and EC's.
IMPORTANT: some courses are mandatory - see page 4 prefilled on the form, but it is possible to request a waiver.

Courses	EC's

Please attach the proof of completion with your TSP: certificates of completion and/or substantial evidence that indicate proof of completion.

Specific facilities and/or software requests

If you need specific facilities or software, it is good to mention them. We will try as much as possible to support in facilitating special needs. Please note that unfortunately we are not able to guarantee all support.

The Doctoral Dissertation Supervisor(s) and PhD Researcher hereby declare that the above Training and Supervision Plan is feasible and shall be completed within the indicated study period.

PhD Researcher	Doctoral Dissertation Supervisors (min 2/ max3)
Signature + date	Signatures + date
	Signatures + date
	Signatures + date

Please send this signed TSP to the PhD Support Office via pso@iss.nl for endorsement by RDC

SEE NEXT PAGE: coursework selection

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YOUR SELECTED COURSEWORK

Please fill out on this page your selected courses. (see attachment for details)

NAME PhD candidate	
DATE	

MANDATORY COURSEWORK (SKILLS)	Date	EC's
Professionalism and integrity in Research (link to course) 1,5 EC		
Creating an ISS web-profile (link for manual PURE) 1 EC		
Mandatory Safety and Security for fieldwork in "orange" and "red" countries - Safety and security for fieldwork research (link to course) 1,5 EC		

ELECTIVE COURSES (SKILLS, RESEARCH, CONTENT)		
EGSH courses	Date	EC's
After approval RDC please register directly at EGSH for the courses– (see EGSH course guide) *Fill out below the selected courses:*		

ISS courses	Date	EC's
See next page for selection courses. Registration request to PhD Support Office. *Fill out below the selected courses:*		

CERES courses	Date	EC's
Please specify and fill out the selected modules of the CERES courses. *Registration request to PhD Support Office and CERES. (see link to CERES Research School)*		

OTHER / EXTERNAL COURSES	Date	EC's
Please provide info course, organisation/university, location, if applicable costs and EC's.		

TOTAL EC'S	

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Other activities

Please specify plans for seminars, conferences, outreach activities.

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ANNEX: SELECTING YOUR COURSEWORK

The PhD programme at ISS – like elsewhere – combines the implementation of a research with training. Although the lion's share of PhD training is training on the job (supervised research), training will partly be done by courses, workshops and activities. Some courses are obligatory (like research integrity), but there is also very much room for specific, individual choices.

Together with your promotor you should select a balanced individual study plan. PhD candidates are required to plan 32 EC for their PhD Programme. There are PhD offerings in different categories:

- Skills (including career preparation);
- Research;
- Content courses.

Our recommendation is to plan 8 EC for skills courses and 16 to 24 EC for research courses, but individual needs are crucial. Be aware that some career preparation workshops are offered near the end of the PhD trajectory. In this document you only need to list the intended coursework in the first year. Planning 32 EC in the first year does not block the possibility to take courses later on in the programme.

Be aware that some courses are mandatory. These have been prefilled on the course work selection form:

- Professionalism and integrity in Research;
- Creating an ISS web-profile;
- Safety and security workshop (mandatory for fieldwork in specific countries).

In addition, ISS also recognizes the importance of presentation your research for discussion, intervision activities (training with peer researchers) and research uptake activities. These activities can all be planned later on in the Hora Finita system.

COURSE OFFERINGS: INFORMATION & REGISTRATION

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ISS has specific workshops and skills training for PhD candidates on offer. They are listed in the overview below.

ISS is developing a number of specific reading courses for PhD candidates. You will be informed about this in a later stage.

In addition, PhD candidates can take part in PhD courses that are linked to a selected set of ISS MA research as well as content courses, offered in term 2 and 3. The lectures in these courses will be shared with MA students, but PhD candidates have their own assignments; most of the time this includes essays focusing on the use of the acquired knowledge and skills in their own research project. The assignments will be judged by the course leader in consultation with your supervisor. These courses will be assessed on a pass/fail basis only.

Registration for these courses will give access to the CANVAS learning environment of the MA course concerned.

The list of courses on offer is presented below. You can find more information on the content of the courses via the MA Academic Calendar ([see link](#)). Use the MA course number (mentioned in the column "linked to MA course") to find the information on a specific course. Please be aware that the name of the PhD course can differ from the MA course title. For detailed information on course content please contact the MA course leader.

PLEASE NOTE: MA courses that are not listed in TSP appendix, will not be counted as ECs for PhDs.

It is possible to attend MA classes without registering ("auditing a course") with agreement of the course leader. However, it will not be possible to get access to the specific Canvas course environment. It will be possible to receive a course outline via the TLST (the MA student support office).

REGISTRATION ISS COURSES

Registration for ISS courses mentioned in the TSP is through PhD Support Office.

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Erasmus University graduate school of social sciences and humanities (EGSH)

The graduate school of EGSH predominantly offers skills training, including career preparation, and research training.

The EGSH is located in Rotterdam, Woudestein campus. The EGSH offers courses for PhD candidates. Some of the workshops can also be delivered at the ISS campus like the workshop "Professionalism and Integrity". ISS will pay the fees for EGSH coursework, but ISS will not pay for "no-show" costs: we are forced to pass on the costs to you in case you do not show up (unless it is a case of real *force majeure*).

REGISTRATION EGSH COURSES
After approval of your TSP please register yourself directly at EGSH for courses – check the guidelines on the website of the EGSH course guide. For more information on reimbursement of travel costs please visit our PhD WIKI page.

The Research School CERES
The Research School CERES (development research across the Netherlands) also offers PhD courses (predominantly research and skills). CERES is located at ISS per 2020. The programme is posted on their website Research School CERES. Also more info on our ISS CERES page.

REGISTRATION CERES
The PhD Support Office will register you for the CERES coursework mentioned in your approved TSP.

External courses at other universities and research schools
In case you need to follow a course that is not offered by EGSH, ISS or CERES, you can also seek to take an optional course at other universities in the Netherlands or even abroad. Make sure that you consult your supervisor, because some universities will charge (sometimes considerable) fees, which cannot be refunded from the PhD Support Budget. In specific cases it is possible to apply for a fee waiver; your supervisor and/or the PhD Support Office can advise you on this. Also, make sure that agreements are made about travel costs to other universities.

PhD candidates arrange the registration for these courses themselves after approval of RDC on TSP. For support please contact the PhD Support Office via pso@iss.nl.

COURSES OFFERED AT ISS / EGSH

Recommended specific training for PhD candidates	EC	Offered by	
How to get your article published	2,5 EC	EGSH	register here
Doing the systematic literature review	1,5 EC	EGSH	register here
Online information skills (e-modules)	-	EGSH	register here
Public speaking	2 EC	EGSH	register here

Term 2 Courses in research	EC	PhD code	Linked to MA course
Topics in Regression Analysis	4 EC	ISS-EGSH-0008	3203

Qualitative Interviewing	4 EC	ISS-EGSH-0009	3207
Understanding and Interpreting Quantitative Data in Social Sciences	4 EC	ISS-EGSH-0087	3214
Decoloniality in the Development Research Context – Decolonizing Knowledge	4 EC	ISS-EGSH-0084	3211
Techniques for Case-study Research	4 EC	ISS-EGSH-0013	3212

Term 3 Courses in research	EC	PhD code	Linked to MA course
Econometric Analysis of Development Policies	8 EC	ISS-EGSH-0006	4317
Ethnographic Research and Reflexivity in Development Contexts	4 EC	ISS-EGSH-0012	3303
Participatory Action Research	4 EC	ISS-EGSH-0014	3306
Evaluation of Development Policy, Programmes and Projects	8 EC	ISS-EGSH-0038	4341
Evaluating Time Series Data	4 EC	ISS-EGSH-0064	3307

Term 2 Courses in content	EC	PhD code	Linked to MA course
Poverty and Inequality: Concepts, Measures and Policy Approaches within Development	8 EC	ISS-EGSH-0016	4202
Policy Analysis and Design	8 EC	ISS-EGSH-0017	4209
Contemporary Capitalism and Governance: Neo Liberalism and Beyond	8 EC	ISS-EGSH-0019	4212
Human Rights, Law and Society	8 EC	ISS-EGSH-0020	4216
Conflict Analysis and Transformation	8 EC	ISS-EGSH-0021	4217
Feminist Perspectives on Gender and Development	8 EC	ISS-EGSH-0023	4226
Humanitarian Action, Disasters & Crises: Critical approaches	8 EC	ISS-EGSH-0024	4227
Growth, Inequality and Poverty	8 EC	ISS-EGSH-0026	4231
Promotion of Local Developments	8 EC	ISS-EGSH-0066	4201
International Trade and Investment Policies for Development	4 EC	ISS-EGSH-0083	4241
Gender at Work in Development	8 EC	ISS-EGSH-0078	4242
People on the Move: Global Entanglements, Livelihoods and Intersectionality	8 EC	ISS-EGSH-0089	4271

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Term 3 Courses in content	EC	PhD code	Linked to MA course
Mobilizing Rights and Social Justice	8 EC	ISS-EGSH-0029	4352
Politics of Global Development: Debating Liberal Internationalism	8 EC	ISS-EGSH-0030	4307
Children, Youth and Development: Policy and Practice	8 EC	ISS-EGSH-0031	4311
(Politics of) Media Representations in/of Violent Conflicts	8 EC	ISS-EGSH-0033	4313
Gender and Sexuality as 'Lenses' to Engage with Development Policy and Practice	8 EC	ISS-EGSH-0036	4338
Human Behavior and Experiments in Development	8 EC	ISS-EGSH-0047	4348
Transitions for Social Justice Lab – Decolonial Reconstructions beyond power, knowledge, gender and capital	8 EC	ISS-EGSH-0077	4354
Water Disasters, Adaptation and Justice Lab	8 EC	ISS-EGSH-0086	4356
Global Political Ecology	8 EC	ISS-EGSH-0088	4357

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