International Institute of Social Studies

Erasmus

Training and Supervision Plan (TSP)

Dear PhD Researcher,

This Training and Supervision Plan (TSP) helps to plan and monitor your PhD programme. Important components of this plan are the supervisory team, coursework to support your research, deadlines planned for the monitoring seminars, progress meetings and the envisaged supervision schedule and arrangements. The TSP must be uploaded in Hora Finita once it has been approved by the PhD Program Director (PPD). Please visit our PhD WIKI for more information.

Please discuss the plan for your PhD programme and fill in this form together with your supervisor(s).

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 on partner university)	

[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.*

Academic Team(s) : Please indicate to which AC(s) you belong

☐	Agrifood, Water and Technologies
☐	Climate Change and Environmental Justice
☐	Crisis, Politics and Law
☐	Extractive Industries and Just Transitions
☐	Gender, Sexuality and Social Justice
☐	Global Health and Economic Development
☐	Migration Im/mobility and Place
☐	Governance, Policy Action, Evaluation and Entrepreneurship

Schedule Monitoring Seminars

	Planned date (mm/yyyy)	INFO
Coursework finalized		*Coursework should be completed in the first year. Please specify your coursework on page 4*
Dissertation Design Seminar		*Full-time: within 12 months* *Part-time: within 18 months*
Fieldwork activities (including dates)		*Continue on a separate sheet if needed.*

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Mid-Term Seminar		*Full-time: within 28 months* *Part-time: within 36 months*
Full Draft Seminar		*Full-time: within 44 months* *Part-time: within 66 months*

Suggested Fieldwork advisor	

Study period

Start date (mm/yyyy) _____ End date (mm/yyyy) _____

Please indicate which periods you plan to spend at the ISS (please continue on a separate sheet if needed).

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

Supervisors

Every PhD candidate needs at least one Doctoral Dissertation Supervisor (Promoter) and one additional (Co-)Supervisor. The maximum number of supervisors per PhD candidate is four. The Doctoral Dissertation Supervisor must be known at the start of the PhD programme (formal registration date). The co-supervisor must be known at least three months after the start of the PhD programme. This is also the deadline to submit the TSP to the PhD Support Office (PSO) for approval by the PhD Programme Director (PPD).

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

For external (co-)supervisors: please share their contact information and their affiliation.

Please indicate clearly which member of the supervisory team will be the contact person for the PPD and the PhD Support Office	

Specific facilities and/or software requests

If you need specific facilities or software, please mention them below. 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.

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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	Date	ECs
Professionalism and integrity in Research (link to course) 1,5 EC		
Open science and research transparency (link to course) 2,0 EC		
CERES PhD training link to course 16 EC		
Safety and security for fieldwork research (mandatory course if fieldwork will be conducted in a country given code "red" or "orange" by the Dutch government) (link to course) 1,5 EC		
Please note that creating an ISS web profile is mandatory and must be completed before the DDS. There is no course and no credits for the web profile. Please follow the instructions here link for manual PURE	N.A.	0

ELECTIVE COURSES (SKILLS, RESEARCH, CONTENT)		
EGSH courses *(see EGSH course guide).*		
When your TSP has been approved by the PPD, please register directly at the Erasmus Graduate School of Social Sciences and the Humanities (EGSH) *Fill out below the selected courses:*		
	Date	ECs
ISS Courses (see Academic Calendar : courses in Block 2 and 3 are open for PhD researchers		
Please register through: https://edu.nl/gxbfd *Fill out below the selected courses:*		
	Date	ECs
CERES courses (*see CERES Research School)*		
Please specify and fill out the selected modules of the CERES courses and register directly at CERES		
	Date	ECs

OTHER / EXTERNAL COURSES	Date	ECs
Please provide information on the course, organisation/university, location, if applicable costs and ECs.		

TOTAL ECS	

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Request for waiver(s) for coursework

Please fill out here if you would like to request waivers for completed coursework and ECs. To support your waiver request, please attach to the TSP relevant documents, such as course certificates and/or other substantial evidence indicating proof of course completion.

Courses	ECs

Other activities

Please specify plans for seminars, conferences, outreach activities.

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/ max 4)
Signature + date	Signature + date
	Signature + date
	Signature + date
	Signature + date

Please send this signed TSP to the PhD Support Office (pso@iss.nl) for endorsement by the PhD Program Director.

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 supervisors you should select a balanced individual study plan. PhD candidates are required to plan 32 EC for their PhD Programme, including skills, research methods and content courses. Be aware that some career preparation workshops are offered near the end of the PhD trajectory. 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;
- Open science and research transparency;
- CERES PhD training;
- Safety and security workshop (mandatory for fieldwork in specific countries).

In addition, ISS also recognizes the importance of presenting your research for discussion, intervision activities (training with peer researchers) and research uptake activities.

COURSE OFFERINGS: INFORMATION & REGISTRATION

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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 Block 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.
You can find more information on the content of the courses via the MA Academic Calendar (see link). For detailed information on course content please contact the MA course leader.

REGISTRATION ISS COURSES
Please register for the ISS courses through https://edu.nl/gxbfd

Erasmus University Graduate School of Social Sciences and Humanities (EGSH)

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

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 on the EGSH website for courses. Please read 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 since 2020. The programme can be found on their website Research School CERES. Also more info on our ISS CERES page.

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REGISTRATION CERES

Please register directly on the CERES website and inform the PhD Support Office. Please note that your supervisors approval is needed for this.

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 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 receiving approval of the TSP by the PhD Programme Director.

Please be aware that some ISS courses may be cancelled. We recommend keeping this in mind when planning your schedule to avoid disappointment.