Training and Supervision Plan (TSP)

International Institute of Social Studies

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.

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:			
Osiris number:			
Title of Research project:			
Formal date of registration:			
Full time or Part-time ? [1]	Full-time:		Part-time:

[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*
Full Draft Dissertation Seminar		*Full-time within 44 months Part- time within 66 months*

Suggested Field work advisor (required for NFP Fellowship):	

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Erasmus

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 (frst TSP deadline)

Name and title(s)	Role	Specific supervisory task(s)	Arrangement *)

) 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?	

Waiver requests

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

Courses	Please include certificates of completion and/or substantial evidence	EC's
	Please attach certificates of completion and/or substantial evidence together with the TSP form	

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: pso@iss.nl for endorsement by RDC

Please indicate the agreements on coursework on the next pages.

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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)		
Doing the literature review and/or E-module PhD information skills (EGSH skill courses)		
Creating an ISS web-profile (ISS-EGSH-0049, 1 EC)		
Presentation skills workshop (ISS-EGSH-0003, 1.5) including, if needed, individual support 0,5 EC's		
Mandatory for fieldwork in "orange" and "red" countries: Safety and security workshop - Safety and Security for Fieldwork Research (ISS-EGSH-EXGS061; 1.5 EC; in ISS, via CERES), or - Security for Fieldworkers (ISS-EGSH-EXGS038, 1.5 EC; via EGSH)		

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 office. *Fill out below the selected courses:*		

CERES courses	Date	EC's
Please specify the selected modules of the CERES courses Registration request to PhD office. *Fill out below the selected courses:*		

OTHER / EXTERNAL COURSES	Date	EC's

TOTAL EC'S	

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Other activities

Please specify plans for seminars, conferences, outreach activities.

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;
- Doing the literature review and/or E-module PhD information skills;
- Creating an ISS web-profile;
- Presentation skills;
- 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 (https://www.iss.nl/en/media/2020-08-academic-calendar-2020-2021). 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)
EGSH WEBSITE is offering predominantly 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. Check https://my.eur.nl/en/iss-employee/ceres-research-school-international-development for more information and the updated programme.

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 office.

ISS COURSES

Specific for PhD:

PhD code	Specific ISS training for PhD candidates (scheduled on demand)	EC	Linked to MA course: not applicable
ISS-EGSH-0002	Turning PhD Work into Published Journal Articles (individual support)	3 EC	
ISS-EGSH-0003	Presentation Skills Workshops	1.5 EC	
ISS-EGSH-0004	Presentation Skills – Individual Support	0.5 EC	
ISS-EGSH-0049	Creating an ISS web-profile	1 EC	
	Reading courses:		
ISS-EGSH-0091	Critical Perspectives from (and on) growth	3 EC	

PhD code	Term 2 Courses in research	EC	
ISS-EGSH-0008	Topics in Regression Analysis	4 EC	3203
ISS-EGSH-0009	Qualitative Interviewing	4 EC	3207
ISS-EGSH-0010	Quantitative Secondary Data	4 EC	3209
ISS-EGSH-0011	Discourse Analysis and Interpretive Research	8 EC	3210

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PhD code	Term 3 Courses in research	EC	Linked to MA course
ISS-EGSH-0006	Econometric Analysis of Development	8 EC	4317
ISS-EGSH-0012	Ethnographic Research and Reflexivity	4 EC	3303
ISS-EGSH-0013	Techniques for Case-study Research	4 EC	3305
ISS-EGSH-0014	Participatory Action Research	4 EC	3306
ISS-EGSH-0038	Evaluation of Development Policy	8 EC	4341
ISS-EGSH-0064	Collecting and Evaluating Data	4 EC	3307

PhD code	Term 2 Courses in content	EC	Linked to MA course
ISS-EGSH-0016	Poverty, Gender and Social Protection	8 EC	4202
ISS-EGSH-0017	Policy Analysis and Design	8 EC	4209
ISS-EGSH-0019	Contemporary Capitalism and Governance	8 EC	4212
ISS-EGSH-0020	Human Rights, Law and Society	8 EC	4216
ISS-EGSH-0021	Governance, Conflict Analysis	8 EC	4217
ISS-EGSH-0022	Children and Youth Studies in Development	8 EC	4218
ISS-EGSH-0023	Feminist Perspectives and Strategies for Development	8 EC	4226
ISS-EGSH-0024	Securitisation of Development	8 EC	4227
ISS-EGSH-0025	Global Environmental Politics	8 EC	4229
ISS-EGSH-0026	Growth, Inequality and Poverty	8 EC	4231
ISS-EGSH-0028	Global Economy	8 EC	4233
ISS-EGSH-0066	Network Governance and Local Responses	8 EC	4201
ISS-EGSH-0079	When Disaster meets Conflict (MOOC)	4 EC	4371

PhD code	Term 3 Courses in content	EC	Linked to MA course
ISS-EGSH-0029	Realizing Rights and Social Justice	8 EC	4352
ISS-EGSH-0030	Politics of Global Development	8 EC	4307
ISS-EGSH-0031	Children, Youth and Development	8 EC	4311
ISS-EGSH-0033	Violent Conflict, Media	8 EC	4313
ISS-EGSH-0036	Gender & Sexuality	8 EC	4338
ISS-EGSH-0037	Development Management and Reforms	8 EC	4339
ISS-EGSH-0047	Human Behavior and Experiments in Development	8 EC	4348
ISS-EGSH-0067	Social Movements and Civic Innovation	8 EC	4349
ISS-EGSH-0077	Transitions for Social Justice	8 EC	4354
ISS-EGSH-0078	Gender at Work in Development	8 EC	4355
ISS-EGSH-0080	Ways of Seeing: Literature as a Lens	4 EC	4372
ISS-EGSH-0081	Digital Lives	4 EC	4373

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