## PhD Training and Supervision Plan

A Training and Supervision Plan (TSP) must be formulated by every PhD candidate. The formulation and implementation of this plan happens in consultation between the PhD and the supervisors.

The plan describes the envisaged contents of the educational part of the PhD trajectory, within the framework of two fixed provisions:

1. the time spent on the PhD candidate’s own education is 15 % of the appointment (i.e. 125 working days), and
2. the time spent on assisting in teaching activities (co-supervision of practical courses and thesis students) is maximum 10 % of the appointment (i.e. 84 days) if the PhD candidate has a WUR contract.

For the VLAG education certificate a minimum of **30 ECTS credits** is required (Section II).

The plan should be considered as an agreement on training and supervision between the PhD and the university on the tasks of the PhD and the supervisors. Both parties are expected to honour this agreement, both rights and obligations. In short the procedure is as follows:

1. At the start of the project this form is presented to the PhD candidate by the supervisor.
2. In agreement with the supervisor(s), the form will be completed**.** It has to be uploaded in Hora Finita **within three months after the start of the PhD.**
3. The training and supervision plan needs to be approved by VLAG graduate school.
4. The TSP can be modified at any time by the PhD candidate, in consultation with the supervisor(s), to match the changing learning goals of the candidate as long as the changes are in line with the requirements for the TSP.
5. Halfway the PhD trajectory the PhD candidate is requested to provide VLAG graduate school with an update of the TSP. This monitoring step is important to ensure that you will have enough ECTS in the various categories after 4 years and that you and your supervisor are aware of the number of hours spent on teaching activities.

### Section I: General information

**Full name and title(s) of the PhD candidate:** Click or tap here to enter text.

**Chair group(s) (and/or Institute):** Click or tap here to enter text.

**Period of appointment from** Click or tap to enter a date. **to** Click or tap to enter a date.,

**hours/week:** Click or tap here to enter text.

**Supervisor(s):** Click or tap here to enter text.

**Co-Supervisor(s):** Click or tap here to enter text.

**Project Title:** Click or tap here to enter text.  
**Financed by:** Click or tap here to enter text.

**Project in cooperation with (institutions, other universities, e.g.):** Click or tap here to enter text.

### Section II: Programme of education

*A budget of € 3,500 is available via the chair group, for educational purposes for each PhD candidate registered at Wageningen University. Fill in the name of the course, organizer (graduate school/institute), estimated costs, year and credit points. You can add more lines if required.*

***!******See the*** [***VLAG TSP Content details***](https://www.vlaggraduateschool.nl/en/phd-candidates/tsp-1.htm) ***for an extensive explanation and full overview of the 4 categories !***

**Category A: Discipline specific activities ≥11 ECTS**

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| **A1 activity**: Scientific courses at post graduate level | **organizer/institute** | **year** | **costs** | **credits** |
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| **A2 activity**: Scientific courses at MSc level (max. 3 ects)\* | **organizer/institute** | **year** | **costs** | **credits** |
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| **A3 activity**: Visiting researcher, secondment | **organizer/institute** | **year** | **costs** | **credits** |
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| **A4 activity**: Conferences and scientific meetings | **organizer/institute** | **year** | **costs** | **credits** |
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**Category B: General courses ≥6 ECTS**

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| **B activity**: competence, skills & career-oriented activities | **organizer/institute** | **year** | **costs** | **credits** |
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**Category C: Assisting in teaching and supervision activities (*optional*, no minimum required ECTS)**

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| **C1 activity**: practical courses/ tutorials / lecturing (max. 2 ects) | **year** | **credits** |
| Click or tap here to enter text. (number and name course) |  |  |
| Click or tap here to enter text. (number and name course) |  |  |
| **My personal learning outcomes related to assisting in these courses are: (min. 75 words)** | | |
|  | | |
| **C2 activity**: BSc / MSc thesis supervision (max. 2 ects) | **year** | **credits** |
| Click or tap here to enter text. (name student + BSc/MSc/Internship) |  |  |
| Click or tap here to enter text. (name student + BSc/MSc/Internship) |  |  |
| **My personal learning outcomes related to supervision: (min 75 words)** | | |
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**Category D: Other activities ≥8 ECTS**

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| **D1 activity**: preparing research proposal (4 ects) | **organizer/institute** | **year** | **credits** |
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| **D2 activity**: internal scientific meetings (max. 6 ects) | **organizer/institute** | **year** | **credits** |
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| **D3 activity**: societally relevant exposure (max. 1.5 ects) | **organizer/institute** | **year** | **credits** |
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| **D4 activity**: employing transferable skills | **organizer/institute** | **year** | **credits** |
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| **D5 activity**: international PhD excursion | **organizer/institute** | **year** | **credits** |
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| **D6 activity**: reviewing scientific articles (max. 1 ects) | **supervisor** | **year** | **credits** |
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| **D7 activity**: MSc courses (max. 3 ects)\* | **organizer/institute** | **year** | **credits** |
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*\* MSc courses that are part of a Qualifying Exam cannot be included in the TSP.*

# Section III: Teaching activities

PhD candidates with an employee contract at Wageningen University & Research (WUR) are regarded as scientific staff members with research and teaching responsibilities and can therefore be asked to spend maximally 10% of their time on teaching activities at WUR. Involvement in teaching activities should not have a routine character, In exceptional cases, the WUR employed PhD candidate may spend more than 10% of the appointment on teaching duties. If this exceeding happens upon request of the chair group, an extension of the employee contract is compulsory to compensate for the extra time. For the WUR policy, see: [WUR Teaching Rules](https://www.wur.nl/en/education-programmes/phd-programme/aim-content-of-the-wageningen-university-research-phd-programme/wur-teaching-rules.htm)

PhD candidates not employed by WUR do not have a formal authority relationship with WUR and therefore they cannot be asked by the chair group to take up teaching activities at WUR. However, if they want to develop their teaching skills, they are allowed to perform teaching activities and gain practical experience as part of their education and training programme. This should begin by the PhD candidate asking the chair group, not the chair group asking the PhD candidate.

**lecturing/practicals/tutorials**

*Please indicate in which courses teaching activities are to be expected, providing code and name of the course, year, participation and teaching hours (1 day = 8 hours). These include contact hours, preparation time and hours needed for marking exams/correcting reports. The total number of hours for each course needs to be discussed with the course coordinator.*

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| **code and name of the course** | **year** | **hours of work** |
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**Supervising MSc and BSc theses, and internships**:

*The table should be filled following the* [*WUR policy*](https://www.wur.nl/en/education-programmes/phd-programme/aim-content-of-the-wageningen-university-research-phd-programme/wur-teaching-rules.htm)

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| --- | --- | --- | --- | --- |
| **year** | **name student** | **major thesis / minor thesis / BSc thesis / Internship** | **no. of weeks** | **hours of work** |
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*At the start of the PhD, agreements made about teaching activities have to be listed. Listing the teaching activities as above and recording the hours makes both the PhD candidate and the supervisors aware of the time spent on teaching. If revisions to this teaching plan are made by the PhD candidate and supervisor, these changes should be agreed upon three months before the changes occur. It cannot be expected from a PhD candidate to spend more than 672 hours (84 days)without appropriate compensation for this in the form of a contract extension.*

# Section IV: Supervision

Please describe arrangements and/or agreements on the type and frequency of supervision by supervisor(s) (promotors) and co-supervisor(s).

Arrangements and/or agreements on the type and frequency of supervision:

Supervisor(s):

Co-supervisor(s):

In month 14 of the PhD project, progress must be evaluated resulting in a go/no go decision before month 18.

The go/no go meeting will be scheduled: Click or tap here to enter text.(month) Click or tap here to enter text. (year)

# Section V: Approval / Signatures

Adjustments to the contents of this form are possible as it is almost impossible to foresee all the developments that occur during the four-year appointment. The agreed plan however, is an essential part of the legal status of the PhD candidate. Therefore it is necessary to fill in and return the form as soon as possible and < 3 months after the start of the project.

Signature PhD candidate Signature Supervisor Signature Co-supervisor

Date: Click or tap to enter a date. Date: Click or tap to enter a date. Date: Click or tap to enter a date.

**When signed by PhD candidate and (co-) supervisor, upload the form in Hora Finita**