

Training and Supervision Plan (TSP)

PhD project involving new data collection

Erasmus Graduate School of Social Sciences and the Humanities

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This is an example of a Training and Supervision Plan (TSP), based on formats of several Graduate School departments. The development and determination of, and compliance to, the TSP are the responsibility of the respective PhD candidate and supervisor(s).

Month 1:	PhD candidate start.
Month 3:	PhD candidate and promoter(s) sign the mutually agreed upon Training and Supervision Plan (TSP) . This plan consists of a planning for the training programme of the PhD candidate and for monitoring the dissertation's progress in terms of goals and deadlines.
Month 6:	Interview with Human Resources Officer - Applies to internal PhD positions For self-funded, scholarship or external (Dutch: 'buitenpromovendi') PhD positions, this role could be performed by the doctoral supervisor and/or daily advisor (respectively Dutch: promotor and/or co-promotor)
Month 9:	Research Project Paper is handed in. Based on this, permission to formally start data collection is granted. This paper serves as the basis for the go/no-go decision in month 15. The paper will be evaluated by the review committee (supervisors and the research director). If the paper is not of sufficient quality the doctoral supervisor and PhD candidate define the progression the candidate has to make in three months' time. The Human Resources Officer is informed about the agreement.

Month 12:	PhD candidate formally starts second year, in accordance with contract.
Month 15:	<p>2nd Research Progress Paper is handed in (including a short review on the data collection).</p> <p>Together with the nine-month paper, this paper serves as the basis for the definitive go/no-go decision. The paper will be evaluated by the review committee.</p> <ul style="list-style-type: none"> - If a go-decision has been made, the contract could, for instance, be prolonged with 30 months. - If a no-go decision has been made, the contract with the department/institute/faculty ends in month 18. <p>The PhD candidate and Human Resources Officer are informed about the outcome of the decision.</p>
Month 18:	<p>Prolongation of the PhD contract if a go-decision has been taken, the contract could, for instance, be prolonged with 30 months.</p> <p>If a no-go decision has been taken, this is when the contract with the department/institute/faculty ends.</p>
Month 24:	First Research Paper is handed in. The nature of this paper can vary from a chapter or a paper to be published (as indicated in the Training and Supervision Plan). Publication Plan is handed in for two articles in international, peer-reviewed journals.
Month 30:	Second Research Paper is handed in. The nature of this paper can vary from a chapter or a paper to be published.
Month 36-44:	Submission of the two article(s) , if this has been agreed upon as a requirement for promotion. It is up to the candidate and supervisor to decide whether or not this will be joint publications.

<p>Month 44:</p>	<p>Reading committee version finished, including one accepted article and one submitted article in an international, peer-reviewed journal (for instance, one article does not have to be accepted yet though the promoter needs to agree that it is likely that it will).</p> <p>Again, publication requirements depend on the agreements made in the Training and Supervision Plan.</p> <p>IMPORTANT: The doctoral dissertation reference check must be performed before the doctoral supervisor can grant final approval of the dissertation.</p> <p>More information: www.egs3h.eur.nl/doctoral-education/reference-check</p>
<p>Month 48:</p>	<p>Final manuscript submitted. An exit meeting with the Human Resources Officer is to take place.</p>

Terms and roles

Training and Supervision Plan (TSP)

Review committee

A review committee consists of the doctoral supervisor, daily advisor and the research director of the relevant department/institute/faculty.

PhD candidate

- Fulfills the obligations as noted in the Training and Supervision Plan;
- Needs approval from the doctoral supervisor for deviations from the Training and Supervision Plan;
- Timely answers queries from the doctoral supervisor, daily advisor and Human Resources Officer, preferably within one week;
- If the candidate is doing the PhD on the job as a professional (Dutch: 'buitenpromovendus'), special attention needs to be paid to a realistic time-frames.

Human Resources Officer

For self-funded, scholarship or external (Dutch: 'buitenpromovendi') PhD positions, this role is performed by the doctoral supervisor and/or daily advisor (respectively Dutch: promotor and/or co-promotor)

- Informs the PhD candidate about the Training and Supervision Plan (TSP);
- Receives the review committee's evaluations;
- Asks them to plan the review committee meetings;

- Is overall guardian of the monitoring of the candidate's progress.

Doctoral supervisor (Dutch: promotor)

- In exceptional cases, may discontinue with a candidate after the first year, though always with written motivation to the research director;
- Commits to reading material handed in a timely fashion;
- Helps the PhD candidate with finding and/or contacting possible co-supervisors and/or third readers;
- Informs the research director of possible problems/issues with the candidate and/or research;
- Helps the PhD candidate find peer-reviewed journals in which to publish research findings;
- Approves the Training and Supervision Plan, Research Project Paper and Research Progress Paper before sending them out to the review committee;
- Plans the review meetings with the PhD candidate and the research director;
- Communicates the outcome of all review meetings to the Human Resources Officer;
- Helps with career development, conferences, post-doc options;
- If it concerns an EU project, there needs to be a clear division of tasks for which the doctoral supervisor is responsible.

Daily advisor (Dutch: co-promotor)

- Keeps a cordial and supportive relationship with the candidate;
- Commits to reading the material handed in a timely fashion;
- Helps the PhD candidate find journals in which to publish research findings;
- Keeps the doctoral supervisor informed on what has been discussed;
- Will be considered part of the reading committee in the final phase of the PhD track.

Confidential counsellor

PhD candidates are dependent on their supervisors. If the relation between supervisor and PhD candidate is problematic, for whatever reason, this endangers progress and the finalisation of the PhD project. Therefore, the Graduate School has appointed Professor Sabine Severiens as a confidential counsellor for PhD candidates to seek help and resolve supervisory issues.

Visit our website for an overview of the issues for which you are able to schedule an appointment. There you will also find the contact details of other EUR confidential counsellors.

www.egs3h.eur.nl/doctoral-education/confidential-counsellors

The Go / No-Go Decisions

The final go/no-go decision can be taken after 15 months based on the 9 and 15 month paper (Research Progress Paper or article for international, peer-reviewed journal). The research director needs to agree with a no-go decision. The decision thus needs to be unanimous in the sense that there can be no differences of opinion between the doctoral supervisor, daily advisor and research director.

Exit meeting

This meeting either takes place after a no-go decision or simply when the contract with the department/institute/faculty expires. In case of a no-go decision the meeting will focus on practical matters such as what to do with gathered data etc. Naturally, the discussion is of a different nature when a contract expires. During such a meeting issues can be discussed such as: how much can one spend on editing the dissertation etc.

The Human Resources Officer (or doctoral supervisor/daily advisor, see point **Human Resources Officer**) will also discuss future plans with the PhD candidate. If the reading committee version is not yet finished, the exit meeting will focus on realising a finished version.