Wageningen School of Social Sciences (WASS)  
Training and Supervision Plan (TSP)

*Please read the explanation at the end of this form carefully before inserting text electronically.*

|  |  |
| --- | --- |
| Name PhD[[1]](#footnote-1) candidate: | |
| Chair group(s): | |
| Title of PhD project: | |
| Start date: | End date: |

**Section 1. SUPERVISION[[2]](#footnote-2)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Supervision Team** | **Name and title(s)** | **Chair group, university** | **Fellow graduate school** |
| 1 Promotor |  |  | yes  / no |
| 2 Promotor (if applicable) |  |  | yes  / no |
| 3 Co-promotor |  |  | yes  / no |
| 4 Co-promotor (if applicable) |  |  | yes  / no |
| *Daily supervisor (if other than (co-) promotor)* |  |  | yes  / no |

|  |  |  |
| --- | --- | --- |
| **Supervision agreements** | Did you discuss? | Briefly summarize your supervision agreements |
| 1 Meeting frequency per supervisor |  |  |
| 2 Responsibilities per supervisor |  |  |
| 3 Date go/no go and expected deliverables for a go decision |  |  |
| 4 Organisation of meetings (e.g., agendas, minutes and sending in documents) |  |  |
| 5 Supervision in case some of your research is conducted abroad |  |  |
| 6 Preliminary ideas on publications (global content and authors; discuss [guidelines](https://www.wur.nl/en/article/Recommendations-for-authorship-in-scientific-publications.htm) for co-authorship) |  |  |

**Section 2. LIST OF LEARNING ACTIVITIES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Name of the learning activity** | **Department/**  **Institute** | **Estimated costs (€)** | **Year** | **Credits (ECTS)**  **(1 cr. = 28 hrs)** |
| Category A) Project related competences *(managing your own research project)*  A1. Managing a research project *(research project skills)* – **min 6 ECTS** | | | | | |
|  | 1. |  |  |  |  |
|  | 2. |  |  |  |  |
|  | 3. |  |  |  |  |
|  | 4. |  |  |  |  |
| A2. Integrating research in the corresponding discipline *(in-depth training)* – **min 12 ECTS**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1. |  |  |  |  | | 2. |  |  |  |  | | 3. |  |  |  |  | | 4. |  |  |  |  | | Subtotal part A |  |  |  |  | | | | | | |
| Category B) General research related competences *(becoming a broad academic)*  B1. Placing research in a broader scientific (social sciences and WUR) context *(interdisciplinary overview)* – **min 6 ECTS** | | | | | |
|  | 1. |  |  |  |  |
|  | 2. |  |  |  |  |
|  | 3. |  |  |  |  |
|  | 4. |  |  |  |  |
| B2. Placing research in a societal context *(research in context) –* **min 1 activity, max 4 ECTS**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1. |  |  |  |  | | 2. |  |  |  |  | | Subtotal part B |  |  |  |  | | | | | | |
| C) Career related competences (*personal development and your own future)*  C1. Employing transferable skills in different domains/careers *(transferable skill training) -* **min 1 activity** | | | | | |
|  | 1. |  |  |  |  |
|  | 2. |  |  |  |  |
|  | 3. |  |  |  |  |
|  | 4. |  |  |  |  |
|  | Subtotal part C |  |  |  |  |
|  |  | TOTAL COST  (backpack 2500 € | + possible additional funding) | TOTAL CREDITS  (30 - 45 credits) |  |

**Section 3. TEACHING**

Teaching duties should not have a routine character and clear learning goals need to be specified. The PhD candidate should not spend more than 10% (i.e., 672 hours over 4 years) of the appointment time on teaching duties, see the explanatory notes below for the differences in PhD categories and possible teaching duties.

**Learning goals**



**Courses: lectures, practicums, etc.**

Please indicate in the table below in which courses teaching duties are expected, provide code and name of the course, a description of activities, the year of participation, and hours of work. Under hours of work list the contact hours, preparation time and hours needed for marking exams or correcting reports. Note: course coordination or developing new courses are too large activities within the 10% teaching maximum.

|  |  |  |  |
| --- | --- | --- | --- |
| Planned course teaching duties | | | |
|  | Course name, code and description of activities | Year | Hours of work |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

**Supervision of MSc- and BSc theses and internships**

PhD candidates regularly spend time on supervising BSc or MSc thesis students. Depending on the kind of work the students will need to do, a thesis or internship can require either desk research of laboratory research, or a combination of the two. Discuss up front how many hours you can spent on supervision. Base the hours on work on the percentage you will be involved in supervision. For each student the total number of hours for all supervisors is: minor thesis – 40 hours; major thesis 50 hours; internship – 20 hours.

|  |  |  |  |
| --- | --- | --- | --- |
| Supervision of MSc/BSc students. | | | |
| Year | MSc/BSc/internship | Nr of weeks | Hours of work (max. hours x involvement %) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Signatures (on hard copy):

PhD candidate Daily Supervisor Promotor / Co-promotor

Date:       Date:       Date:

After completion, the form should be sent, both by e-mail *and* in hard copy, to the secretariat of WASS, Hollandseweg 1, 6706 KN Wageningen (internal postal number 47). For the electronic version( s): [Heleen.Danen@wur.nl](mailto:Heleen.Danen@wur.nl) or [Marcella.Haan@wur.nl](mailto:Marcella.Haan@wur.nl)

Explanation and instructions WASS TSP and monitoring form

This form is a combination of a Training and Supervision Plan (TSP) and a monitoring form. PhD candidates use the first part of the form to submit their TSP (within 3 months after the start of the PhD) and the second part for the yearly monitoring conversation between PhD candidate and supervisor.

**Training and Supervision Plan (TSP)**

The TSP is an agreement between the PhD candidate and the University about the education programme of the PhD candidate and the accompanying supervision. Both parties concerned owe rights and duties to it. All PhD candidates in WASS draw up a TSP[[3]](#footnote-3) together with their supervisors and the graduate school, at the beginning of the PhD trajectory.

The TSP can be used to structure the PhD candidate’s learning process; it is used to discuss *what* should be learned and *why*. At the same time, the TSP is an action plan, pointing out *how* this should be learned. It is also a *flexible* plan that can be adapted to changing circumstances, insights or needs. The training plan will vary per candidate and is tailored to the discipline, the education background and the requirements of the research project as well as the personal interests and ambitions for the future. However, there is also common elements to the training plan, that reflect the competences to be achieved according to the learning targets of the Wageningen PhD programme (see doctoral conferral regulations). For each (sub)category of competences a number of credits should be obtained (see Table 1 for details). This number of credits has been based on a comparison to other social sciences graduate schools in Europe.

|  |  |  |
| --- | --- | --- |
| Competence | Training Element | Examples of leaning activities |
| A  Project related competences | **A1.**  Managing a research project  *(research project skills)*  **(min 6 ECTS)** | * WASS introduction course (**mandatory, 1 ECTS**) * Writing the research proposal (**max 6 ECTS**) * Research internship (**max 6 ECTS; reflection report has to be written**) * Reviewing papers (**1 ECTS per review, max 3 ECTS**) * Course on scientific writing * Conference presentation, oral or poster (**1 ECTS per unique presentation, max 4 ECTS**) * Presenting at WASS PhD day **(0.5 ECTS per presentation)** * PhD content meetings organized by chair groups or sections **(max 2 ECTS)** |
| **A2.**  Integrating research in the corresponding discipline  *(in-depth training)*  **(min 12 ECTS)** | * WASS PhD courses and graduate programme courses * MSc level courses (**max 6 ECTS**) * Summer schools * Master classes * Journal clubs **(0.25 ECTS per article studied and discussed, max 3 ECTS)** * Prior learning[[4]](#footnote-4) * Online courses **(in consultation with the WASS Education Coordinator)** |
| B  General research related competences (become a broad academic) | **B1.**  Placing research in a broader scientific (social sciences and WUR) context  *(interdisciplinary overview)*  **(min 6 ECTS)** | * Graduate level courses in another discipline * WASS seminar series/symposia * WASS Interdisciplinary windows (e.g. 2 or 3 fellows from different chair groups provide views on relevant topic, e.g. sustainability, institutions, food security) * Philosophy of social science or Ethics course **(highly recommended)** * Online courses **(in consultation with the WASS Education Coordinator)** |
| **B2.**  Placing research in a societal context  *(research in context)*  **(min 1 activity, max 4 ECTS)** | * Organisation or co‐organisation of broader than chair group-level conference/event **(1 ECTS per half day activity, max 4 ECTS)** * Writing a blog **(0.1 ECTS per thread, max 1 ECTS)** * Writing a popular magazine article or newspaper article **(1 ECTS per article)** * Courses on valorisation/ impact/ translating research results * Courses on didactics skills and competences (how to tell my topic in a non-university setting) |
| C  Career related competences  (personal development and future career) | **C1.**  Employing transferable skills in different domains/careers  *(transferable skill training)*  **(min 1 activity)** | * WGS courses (e.g., career orientation, networking, entrepreneurship, teaching) * Competence assessment * Teaching/supervision (**max 4 ECTS**)[[5]](#footnote-5) * Council/committee membership (**max 4 ECTS**) * Organisation of WASS activity (e.g., WASS thematic activity, see continuous [call](https://portal2.wur.nl/sites/wass/Funds%20and%20grants/Forms/AllItems.aspx)) |

Table 1. TSP requirements based on WASS PhD competences

**Teaching**

Please note that difference should be made between two categories of PhD candidates regarding teaching duties:

*A. Research assistants (PhD candidates with an employee status)*

PhD candidates with an employee contract at Wageningen University should be regarded as scientific staff members with research and education tasks. However, the main task of a PhD candidate is to carry out PhD research but (s)he may be asked to fulfil teaching activities, for example supervising MSc thesis students, lecturing, and assisting in practical classes. These teaching activities should contribute to the development of the didactic skills of the PhD candidate. The maximum time a PhD candidate may spend on teaching is 10% of their overall workload. The teaching activities should be recorded /documented in the Training and Supervision Plan (TSP) with clearly identified learning goals. In exceptional cases a chair group can make an appeal to a PhD candidate to spend more than 10% on teaching duties. In those cases an extension of the employee contract is compulsory to compensate for the extra time.

*B. Bursary PhD candidates (PhD candidates not employed at Wageningen University such as Sandwich and Guest PhD candidates)*

Bursary PhD candidates do not have a teaching obligation, but they are allowed to perform teaching activities and gain practical experience as part of their education and training programme if they want to develop their teaching skills. Here too teaching activities such as for example supervising MSc thesis students, should be recorded /documented in the Training and Supervision Plan (TSP) with clearly identified learning goals.

**Approval of the TSP**

Before submitting the final signed version of the TSP, PhD candidates are recommended to send a draft version to the WASS PhD Programme Manager by email. Once approved by the PhD Programme Manager and supervisors, the final signed TSP should be sent, both by e-mail and in hard copy, to the secretariat of WASS.

An approved TSP is one of the necessary conditions to have access to the individual education budget of €2500 (the so-called ‘backpack’). In addition, PhD candidates with an approved TSP are eligible for reduced fees (generally 50%) on WASS and WGS courses. Often, the same reduction applies for courses organised by the other graduate schools of Wageningen University.

Completing the TSP within the framework of a graduate school is a necessary condition to receive an education certificate. This is also a requirement for the chair group to collect the full promotion fee provided by the University after the graduation of the PhD candidate. To obtain the certificate, PhD candidates need to submit their completed TSP together with the proofs for the learning activities to the secretariat of WASS.

**Monitoring**

In the first year of the PhD trajectory, WASS starts implementing a monitoring system that helps PhD candidates and supervisors to keep track of the steps taken in the process and to adapt planning if necessary. The system yearly incites PhD candidates and supervisors to get into conversation about results, progress and planning.

Monitoring in WASS involves an alert system. This means that supervisors and PhD candidates will receive an email when it is time to have a monitoring conversation. In case of formal delays (part time workers, pregnancy leave etc.) the WASS secretariat will adapt the time-line of the monitoring system to the new situation. In the first year, the monitoring conversation will precede the formal go/no go decision by the supervisors.[[6]](#footnote-6) After the first year, the monitoring form can be used for an annual conversation with all PhD candidates. For employed PhD candidates, the monitoring form can be used instead of an R&O form for PhD candidates. The (co-) promotor can upload the monitoring form in the digital R&O tool, the candidate can send the form to the WASS secretariat. If deemed necessary based on the content of the monitoring form, WASS will contact the PhD candidate and/or supervisor.

In addition to facilitating a yearly monitoring conversation between PhD candidates and supervisors, WASS has installed a confidential, cohort-based monitoring system. In this system, PhD candidates are asked at 9-months (or, depending of their start-date, at the latest 15 months) and in their last year (36+ months) to fill out a questionnaire (strictly confidential) and then attend a WASS monitoring meeting with their cohort and WASS’ confidential advisors. The questionnaires contain questions that are relevant to the stage the PhD candidates are in at that particular moment.

**Timetable**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1-3 month | 6-9 months | 12 months | 9-15 months | 24 months | 36 months | 36-42 months | 48 months |
| * Discuss draft TSP with education coordinator * Approval TSP | Approval research proposal | WASS 1st-year monitoring | * WASS questionnaire and monitoring meeting * Go/ no go decision[[7]](#footnote-7) | WASS 2nd-year monitoring | WASS 3rd-year monitoring | WASS questionnaire and monitoring meeting | * WASS 4th year monitoring * Application education certificate * Exit questionnaire and conversation |

1. PhD candidates is used as a general expression to denote all categories of employed, sandwich, guest and external PhD candidates. [↑](#footnote-ref-1)
2. For information and tips on supervision, see “Procedures, Principles and Good Practices for Supervising PhD Candidates at WASS” available at the WASS website [↑](#footnote-ref-2)
3. Except for external PhD candidates, see ‘Guidelines External PhD candidates’ at the WASS website. [↑](#footnote-ref-3)
4. If deemed appropriate by the PhD candidate and the graduate school, Accreditation of Prior Learning (APL) up to a maximum of 12 ECTS can be included. [↑](#footnote-ref-4)
5. Note: teaching duties should not have a routine character, but clear learning goals need to be specified. The PhD candidate should not spend more than 10% (i.e., 672 hours) of the appointment time on teaching duties. [↑](#footnote-ref-5)
6. For the go/no go decision WASS Office will distribute a special form that supervisors have to complete. [↑](#footnote-ref-6)
7. Please note that employed PhD candidates need to have an official go-decision after 15 months. Otherwise, the HR department will not be able to prolong their employment contract. [↑](#footnote-ref-7)