

Training & Supervision Plan (T&SP)

Obligations and reporting



A Training and Supervision Plan (T&SP) is obligatory for all categories of PhD candidates. The first draft version should be ready within 3 months from the start of the PhD project. It is a dynamic document, that can be expanded and adjusted throughout the remaining time of the PhD project. In particular at the qualifier and the subsequent annual reviews the T&SP should be reviewed and updated. A copy of the agreed T&SP at these appraisal moments is kept in the ProDoc archive. The T&SP may contain uploaded documents of a specified format, for example sponsor reporting forms.

How is the electronic T&SP in ProDoc structured?

The following 5 Tabs at the left side of the screen can be seen when the header Tab is on **T&SP** in ProDoc.

OVERVIEW **T&SP** ABOUT ME

50 Result third annual interview none selected Print studyplan [Return to Validity of Mystery Shopping](#) [Return to T&SP overview](#)

Validity of Mystery Shopping

Sel.	Element	Start date	End date	Status
	Course (Generic)			
	Learn to Ride a Bike	01/10/2013	01/12/2013	Completed View

Profile
T&SP elements
Progress
Approval log
History

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TAB 1. PROFILE

The 'profile' tab provides an overview of the T&SP. The start and end dates of the T&SP elements (see tab 2) are indicated. The approval of the promotor is shown. The planned and realized EC's are indicated for discipline and generic topics.

Research plan

A working title and summary of the research plan should be added by the PhD candidate. When starting with the qualifier (after 6-9 months of the start), a 2-page summary of research progress

should be uploaded. Subsequent progress reports are required for the 2nd and 3rd annual reviews. These annual progress reports will be judged at the qualifier respectively subsequent annual reviews, and together with the oral presentations form the basis for the progress appraisal by the promotor. The promotor will upload this (yearly) judgement under the tab "Approval log".

Supervision plan

The agreements on supervision, like (recurrent) meetings, number of hours per month, reporting and feedback loop, etc. should be specified for the promotor and daily supervisor, as well as "miscellaneous" supervision by others.

Background:

- One or two (envisaged) promotors are possible. At least one daily supervisor should be named.
- One or two promotors may be appointed by the Doctorate Board after a successful qualifier.
- Similarly one or two co-promotors may be appointed, usually the daily supervisor(s).
- The total (# promotor + # co-promotor) should not be more than 3.
- The appointment by the Doctorate Board follows on step 50 in the workflow Qualifier, see factsheet.
- The PhD candidate fills the form, and asks his promotor(s) to sign and name the co-promotor(s).

Other

Teaching

Any teaching agreed by the promotor and PhD candidate can be entered. Please note that only PhD candidates with employment status can have teaching obligations. Other categories of PhD candidates may have teaching activities in the scope of their personal development as specified in their educational programme.

Background:

- Article 13 of the PhD Charter refers to teaching activities as part of the educational programme.

Research facilities

Specification of any agreements on research facilities that have been made for the PhD project (laboratory use, data collection, fieldwork trips etc.)

Dissertation

Here the approval of the promotor concerning the manuscript of the dissertation can be recorded, as well as the approval of the propositions (if applicable).

Graduation

Here the date and time of the graduation ceremony can be recorded.

TAB 2. T&SP ELEMENTS

The topics for the educational programme can be entered under the tab 'T&SP elements'. Once entered they become visible in the overview tab ('Profile') including a sum of the EC's. There are two options: 'planned' or 'completed' elements. In the case of 'planned' elements, no exact details of the modality have to be entered, but these should be added as soon as they become known.

NOTE: Please enter a begin and end date for *planned* elements. When the exact begin- and end date of the *planned* element are not yet clear, enter the year in which the element will be taken. For example: For *planned* elements in 2014 → Begin date 01-01-14, End date 31-12-14.

After a particular element has been taken, it can be switched to '*completed*' and relevant documentation (correspondence, certificate, begin- and end date) can be uploaded, including the exact number of EC's that can be entered in the appropriate field.

NOTE: Only enter the number of ECTS in the corresponding field. For example, fill in 5 ECTS for planned generic elements in the generic elements planned field. Leave the other fields empty. Only fill the completed fields when the elements is actually completed.

Background:

- This refers to the 30EC educational programme as specified in article 5 of the PhD Charter.
- The topics and modalities have to be determined by the promotor and the PhD candidate, with an approximate 50/50 subdivision of broadening and deepening subjects.
- At the start (within 3 months) the topic areas have to be determined, in a later stage the exact titles, modalities and timing can be added. Not only courses, but also on-the-job training is allowed. So this means within the first 3 months tentative (and probably incomplete) entries can be made. Later they will be edited to contain the exact information, and afterwards the status has to be changed from "planned" to "completed".
- In case the activities are not expressed in EC's, the candidate has to calculate the EC's based on 1 EC = 28 hours of study (including preparation and self-study). The promotor has to agree to the EC calculation.

TAB 3. PROGRESS

Under the tab "Progress" the planned T&SP elements of the educational programme can be viewed in time. It is important to make sure the educational programme is building up from the start (e.g. academic writing, presentation skills) to the end (e.g. career orientation). Please avoid a lack of progress in the last stage of the PhD project as this can interfere with the completion of the manuscript.

TAB 4. APPROVAL LOG

Under the "Approval log" tab the promotor enters his/her judgement on the qualifier respectively subsequent annual review. There is a possibility to upload a document, for example a review form for employees or forms that are used by the funding agency or sponsor.

TAB 5. HISTORY

The "History" tab shows archived documents, like snapshots of the agreed T&SP and appraisals at the qualifier and subsequent annual reviews.