



TRAINING & SUPERVISION PLAN FOR PHD CANDIDATES ¹

TWENTE GRADUATE SCHOOL - UNIVERSITY OF TWENTE

1. This customised plan for training and supervision (T&SP) is drafted by the PhD candidate in consultation with the supervisors. Upon agreement the plan is submitted in Hora Finita, no longer than 3 months from the start of the PhDproject. (See [PhD Charter](#) Article 12).
2. The T&SP is not a static document, however not for every change a new version needs to be submitted! Amendments can be indicated on the Qualifier or Annual review reports, and the actual course elements completed should be entered (and approved by the supervisor) in the Hora Finita portfolio.
3. The T&SP shall in any case establish:
 - a. who shall act as supervisors for the doctoral candidate, usually a senior supervisor ('promotor') and a daily supervisor (who may later be appointed as co- promotor). NOTE: At least two persons should be mentioned;
 - b. the extent of personal guidance from the appointed supervisors to which the doctoral candidate is entitled, in number of hours per month;
 - c. the expected involvement in teaching and student supervision, in number of hours per month (applicable only to employed candidates i.e.AiO's);
 - d. an outline of the content of the individual doctoral education programme of the candidate of 30EC in line with the [Doctoral Education Guidelines](#) listing subjects, organisers, approximate dates and expected time invested in ECs.

NOTE: Later modifications in the planning can be documented as indicated under 2.

1. BASIC INFORMATION

Name doctoral candidate:	
Faculty:	
Department:	
Start date:	
Expected end date:	
Supervisory team:	(at least two names have to be indicated)
Name PhD supervisor(s): (Dutch: promotor; max. 2 names)	
Name other UT supervisor(s): This includes daily supervisors and (envisaged) co-supervisors.	
External supervisor(s): (indicate affiliation)	
Working title of the PhD project:	
Summary of the research problem:	

¹ Version Hora Finita 2020.

2. RESEARCH PLAN

2.A. Research plan and goals for the Qualifier period:

(including intended date for Qualifier)

Please take the effects of the Covid-19 pandemic and other risks for delay into account.

2.B. General research plan for the remaining period after the Qualifier:

This section includes the anticipated number and topic/outline of chapters/publications on which the dissertation will be based, and to which journals/conferences any publications will be submitted. A more elaborate research plan may be uploaded separately in Hora Finita.

3. SUPERVISION PLAN, FACILITIES AND TEACHING DUTIES

<p><i>Supervision agreement – supervisor(s):</i></p> <p>Indicate the agreed mode of supervision including the intended frequency and duration of meetings (hours per month)</p>	
<p><i>Supervision agreement - daily supervisor(s)/co-supervisor(s):</i></p> <p>Indicate the agreed mode of supervision including the intended frequency and duration of meetings (hours per month)</p>	
<p><i>Miscellaneous supervision - others:</i></p> <p>Indicate the agreed mode of supervision including the intended frequency and duration of meetings of other (external) supervisors, or experts giving guidance on specific subtopics.</p>	
<p><i>Research Facilities:</i></p> <p>Indicate any agreements on the availability of essential infrastructure to carry out the research (this could include items such as materials, lab access, data collection and fieldwork)</p>	
<p><i>Teaching and any other duties ²:</i></p> <p>Mention the agreement on involvement in teaching, supervision and other activities (in hours per month/year).</p>	

² The total of all duties may not exceed 20% of the available time for employed PhD candidates. Non-employed PhD's do not have any duties next to their research and are therefore not obliged to be engaged in teaching and/or supervision, unless they want to document this as part of their doctoral education programme, and do it under guidance of senior staff. In all cases engagement in teaching should be preceded by one of the teaching courses on offer for PhD's (the same holds for supervision; it can only be done after a course for PhD's on supervision/coaching). See section 4b for details of courses.

4. OUTLINE OF DOCTORAL EDUCATION PROGRAMME (30 EC IN TOTAL)

In this section you are requested to indicate your plan for completing a minimum of 30EC, approximately equally divided between generic and discipline (with a min. of 10EC each), and indicate the approx. dates in which you intend to participate (UT registration is via the [CTD Course Finder](#) portal). Please consult the [doctoral education guidelines](#) because there are limitations, as well as alternative options.

NOTE: Afterwards you have to register the completed activity (including available evidence) as T&SP element in Hora Finita in order to add it to your draft TGS education certificate, to be approved by the supervisor.

4.A. Discipline subjects (10-20EC):

The discipline subjects may be taken in your faculty/department/institute/TGS, but also outside UT, for example in research schools (see [KNAW](#)), or at (inter)national scientific meetings (e.g. pre/post conference courses/workshops). Presentations at scientific meetings (conference, symposium, seminar, colloquium) and paper reviews can also be added here (although this must be preceded by a course on presentation skills in the generic section).

Course/type of activity:	Subject:	Organiser:	EC's:	Intended dates:
Other (e.g. exemptions for discipline part):			EC's:	Dates:
Total EC's - 4a Discipline subjects (please add the subtotal for discipline here)				

4.B. Generic subjects (10-20EC):

Please consult the TGS generic PhD offer on the [CTD Course Finder](#) for the most recent titles on offer (there may be some changes), and mention the subjects here, however please note that you still need to register via CTD!

Mandatory first year generic PhD Courses:		EC's:	Intended dates:
	TGS Introductory Workshop + Academic Integrity	1.5 EC	
	Academic Publishing	2 EC	
	Academic Presentations	1.5 EC	
	Data Management	1 EC	
	Scientific Information	0.5 EC	

Choice options in 5 learning tracks:

(please tick the intended subjects and indicate timing):

a	Research Support:	EC's:	Intended dates:
	Science writing	2.0 EC	
	How to increase the visibility and impact of your research	0.5 EC	
	Systematic literature review	0.5 EC	
	Analytic storytelling	0.5 EC	
	Getting ready for your first individual research grant	0.5 EC	
	Consortium dynamics		
b	Personal Development:	EC's:	Intended dates:
	Build your intercultural muscle	1.0 EC	
	Creative and design thinking	1.0 EC	
	Project management for PhD's	0.5 EC	
	Professional Effectiveness	2.0 EC	
	Lean green belt	3.0 EC	
	Time management		
c	Teaching Courses:	EC's:	Intended dates:
	Taste of Teaching (qualifies for EC's in teaching and supervision practice)	2.0 EC	
	English for lecturers	1.0 EC	

d	Language Courses:	EC's:	Intended dates:
	English pronunciation for speakers of Dutch	1.0 EC	
	Pronunciation training for East Asian speakers of English	2.0 EC	
	Various Dutch courses (as permitted by faculty)	max 5	
	English Cambridge Advanced or Proficiency (idem)	4.5 EC	
e	Career & Employability:	EC's:	Intended dates:
	Entrepreneurial Researcher	1.0 EC	
	Career Orientation and Application	1.0 EC	
	Job Interview Skills in English	0.5 EC	
	From idea to patent to business		

f Alternatives, new courses, online courses, etc (may be taken elsewhere):			
Subject:	Organiser:	EC's:	Intended dates:

g Teaching and supervision (in combination with courses marked # resp.* atc):		
Teaching or supervision activity:	EC's:	Intended dates:
h Other (e.g. exemptions for generic part):	EC's:	Dates:
Total EC's - 4b Generic subjects (please add the subtotal for generic here)		

5. OTHER AGREEMENTS BETWEEN THE PHD CANDIDATE AND THE SUPERVISORS:

6. SIGNATURES

PhD supervisor confirmation:	Name:	Signature:	Date:
PhD candidate confirmation:	Name:	Signature:	Date: