**The C.T. de Wit Graduate School for**

**Production Ecology and Resource Conservation**

**Training and Supervision Plan**

**(TSP)**

**For VU-University Amsterdam PhD Candidates**

The Training and Supervision Plan (TSP) describes a PhD candidate's planned education / training activities, teaching activities and agreements on supervision. Although the TSP document has a formal function, it should primarily be seen as a structure that **facilitates** **the planning** of training / education activities and the frequency, format and responsibilities of supervision. Therefore, the candidate should use the TSP to discuss these issues with supervisors so that both parties agree on the PhD candidates training and supervision.

The TSP:

* Must be submitted by the PhD candidate within the first 3 months of the project, but preferably within 2 months after the start of the project.
* Is officially signed by (co)-promoter(s) and supervisor(s), and approved by the Graduate School. Therefore, rights and obligations can be obtained from this document.
* Is officially approved by the Graduate School
* Can be altered in the course of the PhD period where the PE&RC office must be informed on changes with respect to supervision and research scope. The PE&RC Office does not need to be informed about specific changes in the education/training components as final evaluation of education and training activities occurs upon submission of the Training and Education Statement Form (TESF) at the end of the PhD programme when the reading version of the thesis is submitted for evaluation.

**Before submitting the final signed version of the TSP to PE&RC, please send a draft version by email to one of the PE&RC PhD Programme Coordinators (****lennart.suselbeek@wur.nl** **or** **claudius.vandevijver@wur.nl****), so they can check whether all requirements have been met.**

**When signed by the PhD candidate, promoter(s), (co-)promoter(s), supervisor(s) and Head of the Research Group, please send a digital scan of the form to Lennart Suselbeek (****lennart.suselbeek@wur.nl****).**

Once signed and approved by the Graduate School the PhD candidate gets:

* A reduction (approx. 50%) in the fee of courses and activities organised by PE&RC.
* A reduction (approx. 50%) in the fee of courses organised by WGS (Wageningen Graduate Schools) **[[1]](#footnote-1)**.
* A financial rucksack of € 2500,- to be guaranteed by the chair the PhD candidate is affiliated to pay for education and training activities.

To be a full member of PE&RC the PhD candidate must not only have an approved TSP but also an approved project proposal. The TSP can be submitted prior to the submission of the project proposal and this is recommended. The project proposal must be submitted to PE&RC within the first 6 months of the project[[2]](#footnote-2).

For detailed background information on the TSP, see our website: [www.pe-rc.nl/TSP](http://www.pe-rc.nl/TSP)

|  |
| --- |
| **Name of PhD candidate:** |
| **Email:** |
| **Date of birth:** |
| **PhD project number (to be filled in by PE&RC): PE&RC-** |

**A. TRAINING AND EDUCATION PROGRAMME**

In general, training and education activities of the PhD candidate should focus on obtaining T-shaped skills:

* Vertical bar of the T: - In-depth knowledge and insight in the research topic
* Horizontal bar of the T: - Broadening of scientific knowledge and insight

 - Obtaining / strengthening of competences and skills

 - Placing research in a societal perspective

Moreover, it is essential for PhD candidates to be able to perform in a scientific forum and to obtain a strong profile in an international network of peers. Hence, scientific interaction with peers is given a central position in PhD training and education and is noted as a separate category in the TSP.

Similarly, teaching by the PhD candidate is placed in a separate category. The benefit of teaching in strengthening T-shaped skills in the PhD programme lies both in the realm of increasing scientific knowledge and insight as well as in the strengthening of academic competences and skills (didactical skills, presentation, and communication). However, teaching is not mandatory. It is optional and, hence, is part of the facultative elements in the TSP.

To facilitate formulating activities to acquire T-shaped skills, the Education section of the TSP (below) has been set up in four main categories:

* Category 1: In-depth knowledge and insight
* Category 2: Knowledge overview, skills and competences
* Category 3: Scientific exposure
* Category 4: Teaching

To comply with the PE&RC criteria to obtain a Training and Education Certificate, PhD candidates must perform at least 22 weeks of education and training activities. The European Credit Transfer and Accumulation System (ECTS) has been adopted as crediting system (1 ECTS = 28 hours) and thus 32 ECTS must be obtained

|  |  |
| --- | --- |
| Time | ECTS(1 credit = 28 hours) |
| 1 day | 0.3 |
| 2 days | 0.6 |
| 3 days | 0.9 |
| 4 days | 1.2 |
| 5 days | 1.5 |

Besides the minimum of 32 ECTS, credits must be spread out over the three (four, if teaching is included) categories. The **minimum** amount of credits (ECTS) requiredand **maximum** amountgiven per sub-category, to comply with the criteria set by the Graduate School, is given in brackets behind each sub-category heading. Summation of minimum credits does not lead to the minimum total required.

**CATEGORY 1: IN-DEPTH KNOWLEDGE AND INSIGHT**

**a. Review of literature** **(4.5 ECTS / 6 ECTS)**

* *All PhD candidates have to write a review of literature, highlighting theoretical background, scientific, and societal relevance of the project.*
* *Besides a written document, the study is to be presented in a “discussion forum” other than the own chair group (e.g. discussion group).*

|  |  |
| --- | --- |
| **Title (year)** | **ECTS** |
|  |  |

**b. Writing of Project proposal (0 ECTS / 4.5 ECTS)**

* *This is only credited when the candidate has made a significant contribution to the project proposal regarding theory, hypotheses and methodology.*
* *The project proposal must be submitted to PE&RC Office within 6 months after the start of the project.*

|  |  |
| --- | --- |
| **Title of proposal (year)** | **ECTS** |
|  |  |

**c. Postgraduate courses**

* *Postgraduate courses have a higher standard than MSc-levelled courses, which belong in Category 2a.*
* *Postgraduate courses can be followed anywhere in the world but the supervisor must give his/her approval on the quality of the course when in doubt.*
* *When desired courses are not available or unknown, indicate subject of interest and year in which one hopes to follow a course on this subject.*
* *Two types of postgraduate courses are distinguished:*

**c1. In-depth / Topical / On-site Postgraduate Courses (2.5 ECTS / 5 ECTS)**

* *Online courses are not credited in this category.*

|  |  |  |
| --- | --- | --- |
| **Course title** | **Year** | **ECTS** |
| 1) |  |  |
| 2) |  |  |
| 3) |  |  |

**c2. Methodological / Statistical Postgraduate Courses (0 ECTS / 2.5 ECTS)**

* *Online courses are credited in this category but the supervisor must give his/her approval on the quality of the course when in doubt.*

|  |  |  |
| --- | --- | --- |
| **Course title** | **Year** | **ECTS** |
| 1) |  |  |
| 2) |  |  |
| 3) |  |  |

**d. Laboratory training and working visits (0 ECTS / 4.5 ECTS)**

* *This involves training or visits to universities/institutes other than the candidate’s affiliated institute(s).*

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic under investigation** | **Institute** | **Year** | **ECTS** |
| 1) |  |  |  |
| 2) |  |  |  |

**e. Invited review of journal manuscripts (0 ECTS / 2 ECTS)**

* *Credits are obtained when the PhD candidate reviews a submitted manuscript on request of a journal, and when the promotor/supervisor confirms the active role of the PhD candidate in the review.*
* *One can obtain 1 ECTS per reviewed paper.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Journal** | **Topic** | **Year** | **ECTS** |
| 1) |  |  |  |
| 2) |  |  |  |

**CATEGORY 2: KNOWLEDGE OVERVIEW, SKILLS AND COMPETENCES**

**a. Deficiency, Refresh, Brush-up courses (0 ECTS / 3** **ECTS)**

* *These courses are not on PhD level (e.g., MSc courses). These courses are not obligatory but we strongly advise you to list courses that broaden your scope as a PhD candidate.*
* *Online courses are credited in this category but the supervisor must give his/her approval on the quality of the course when in doubt.*

|  |  |  |
| --- | --- | --- |
| **Course title** | **Year** | **ECTS** |
| 1) |  |  |
| 2) |  |  |
| 3) |  |  |

**b1. Competence Strengthening / Skills courses (2 ECTS / 4.5 ECTS)**

* *These courses are part of the broadening and strengthening of skills and competences needed as a scientist (e.g. writing and presenting skills, time planning and project management, communication skills), but also career development courses and courses focussing on more general skills required outside the scientific arena.*
* *Courses can be followed anywhere in the world, even online, but the supervisor must give his/her approval on the quality of the course when in doubt.*

|  |  |  |
| --- | --- | --- |
| **Course title** | **Year** | **ECTS** |
| 1) |  |  |
| 2) |  |  |
| 3) |  |  |
| 4) |  |  |
| 5) |  |  |

**b2. Ethics in science (2 ECTS / 4.5 ECTS)**

* *This involves courses / activities where ethical aspects of scientific practice are dealt with. For example: courses on scientific publishing or data management, but also Studium Generale, capita selecta, workshops, or discussion sessions that involve ethics.*

|  |  |  |
| --- | --- | --- |
| **Course title** | **Year** | **ECTS** |
| 1) |  |  |
| 2) |  |  |
| 3) |  |  |

**c. PE&RC Weekend, PE&RC Day, and other PE&RC events (1 ECTS / 3 ECTS)**

* *A PE&RC day or a one-day symposium is credited with 0.3 ECTS, the PE&RC weekend for first years with 0.9 ECTS and the PE&RC weekend for midterm and last years with 0.6 ECTS.*
* *Besides the PE&RC day and the PE&RC weekend, other seminars, symposia, or meetings in which PE&RC is involved may be listed.*

|  |  |  |
| --- | --- | --- |
| **Name of the Meeting** | **Years** | **ECTS** |
| 1) |  |  |
| 2) |  |  |
| 3) |  |  |

**CATEGORY 3: SCIENTIFIC EXPOSURE**

**a. Discussion groups / local seminars or scientific meetings (4.5 ECTS / 7.5 ECTS)**

* *Discussion groups consist of a multidisciplinary group of scientists. The group meets on a regular basis (e.g., monthly) and discusses scientific issues/papers (e.g., key publications, PhD manuscripts and proposals, new developments in scientific theory).*
* *Within PE&RC, a number of discussion groups exist that can be found on our website.*
* *Other forms of regular scientific interaction with peers (also outside WU) are also valid under this heading.*
* *Consider ± 0.1 ECTS for a 2-hour meeting and 1.5 ECTS per year active participation in a discussion group.*
* *Participation in more than one discussion forum is encouraged.*
* ***Research / chair group meetings may not be listed.***

|  |  |  |
| --- | --- | --- |
| **Name of the discussion group, local seminar or other scientific meeting** | **Years** | **ECTS** |
| 1) |  |  |
| 2) |  |  |
| 3) |  |  |
| 4) |  |  |
| 5) |  |  |

**b. International symposia, workshops and conferences (3 ECTS, at least 2 meetings / 9.0 ECTS)**

* *Credits can only be obtained when the candidate also presents (poster or oral) at the meeting.* ***Participation without presentation is not credited.***
* *Credits obtained: 1 ECTS can be obtained for a presentation or poster, which is added to the ECTS obtained for attendance (0.3 ECTS per day). So, a two-day meeting results in 1.6 ECTS.*
* *When an international meeting on a subject of interest is not scheduled yet, indicate subject of interest and year in which you hope to participate. To aid this, one can think of the annual meeting of societies that cover the field.*

|  |  |  |
| --- | --- | --- |
| **Name of the international symposium, workshop, or conference** | **Year** | **ECTS** |
| 1) |  |  |
| 2) |  |  |
| 3) |  |  |
| 4) |  |  |
| 5) |  |  |

**CATEGORY 4: TEACHING (0 ECTS / 4.5 ECTS)**

In the Netherlands, PhD candidates are not obliged to teach. We do however encourage PhD candidates to take up some teaching activities (i.e., lecturing, supervising MSc theses). Given the value of teaching skills and experience, teaching activities are credited to a maximum of 4.5 ECTS, if:

* Personal learning outcomes are defined a-priori and can be demonstrated a-posteriori.
* Teaching activities of the PhD candidate are evaluated (e.g., via Evasys or via discussion between the PhD candidate and the staff member responsible for the education activity).

Teaching activities that are credited and that may be listed in the PE&RC Education Certificate:

* Lecturing: The PhD candidate prepares and gives lectures (guest lecture or lecture series). This also includes preparation of lecture and/or teaching material.
* Supervision of practicals / tutorials provided that the PhD candidate is involved in organisation and development of sessions and material.
* Supervision of MSc students, provided that the PhD candidate is the daily supervisor.

**a. Lecturing / Supervision of practicals / tutorials (0 ECTS / 3 ECTS):**

* *0.3 ECTS per lecture or day of practical/tutorial supervision (includes preparation time)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Course title** | **Year** | **No. of days** | **ECTS** |
| 1) |  |  |  |
| 2) |  |  |  |
| 3) |  |  |  |
| ***Personal learning outcomes:*** |

**b. MSc supervision (0 ECTS / 3 ECTS)**

* *3 ECTS can be obtained for a 6-month MSc project*

**Will you be supervising MSc students? YES / NO**

**If yes, what arrangements have been made with PhD supervisors with respect to:**

|  |
| --- |
| *Decision on who determines whether the MSc students will work with you:* |
| *If known, specifications on what the topic will be that the MSc students will work on:* |
| *Agreement of authorship and data property:* |
| *Examination of the MSc student:* |
| ***Personal learning outcomes:*** |
| *Expected time investment:* | *weeks* |  *ECTS* |

**Total Credits**

Please add up all the credits, considering the minimum required and maximum given per (sub)category, and give the total below.

|  |  |
| --- | --- |
| **Total credits (ECTS) for education, training, and teaching activities****(Sum Category 1-4. Minimum required = 32 ECTS)** |  |

**B1. SUPERVISION ARRANGEMENTS**

*In this section the frequency (avg. hours per week or days per month), format (i.e. weekly / monthly meetings based on appointments or more on an ad hoc basis) and responsibilities of supervisors (who does what) are described. When research is (partly) conducted abroad please elaborate (under Additional) how supervision is arranged when abroad and if/how often the supervisors from the Netherlands will visit the PhD candidate.*

*This section is not only meant for the supervisor to say what he/she wants and thinks with respect to supervision but also what the PhD candidate wants. Therefore, the PhD candidate must discuss these issues in detail with the supervisor(s) before filling in the section. Involvement and tasks/responsibilities of supervisors can change during the PhD track, provided that they are discussed with the PhD candidate.*

***Promotor [[3]](#footnote-3)***

|  |  |
| --- | --- |
| Name: |  |
| Frequency |  |
| Format/ Type |  |
| Field of expertise relevant for the project |  |
| Additional: |  |

***Supervisor 2***

|  |  |
| --- | --- |
| Name: |  |
| Task/ Position |  |
| Frequency |  |
| Format/ Type |  |
| Field of expertise relevant for the project |  |
| Additional: |  |

***Supervisor 3***

|  |  |
| --- | --- |
| Name: |  |
| Task/ Position |  |
| Frequency |  |
| Format/ Type |  |
| Field of expertise relevant for the project |  |
| Additional: |  |

***Supervisor 4***

|  |  |
| --- | --- |
| Name: |  |
| Task/ Position |  |
| Frequency |  |
| Format/ Type |  |
| Field of expertise relevant for the project |  |
| Additional: |  |

**Progress and Evaluation meetings**

|  |  |
| --- | --- |
| How often will the whole project team meet for a general progress and evaluation meeting? |  |

**B2. AGREEMENT ON (CO-) AUTHORSHIP**

*Doing a PhD involves writing scientific publications. As part of this process, the PhD candidate and the supervisory team will need to discuss who qualifies for co-authorship, and based on which criteria, but also on the ranking of the author list. Below guidelines are given which are based on the general recommendations for co-authorship in scientific publications.* ***PE&RC specifically asks the project team to take note of the following guidelines*** *and to indicate whether the team plans to deviate from these guidelines.*

**General advice regarding the publication process**

* Make an agreement about the criteria for first authorship and the ranking of co-authors very early in the research process and also about the required tasks and activities to meet the criteria for author- and co-authorship.
* Decide on authorship and the ranking of the co-authors collectively.
* In case of disagreement or doubts about authorship or ranking of authors, feel free to consult the PhD Programme Coordinators of PE&RC.

**Authorship and co-authorship**

Starting point should be that all authors of a paper have contributed *substantially* to the paper, have reviewed the final version of the manuscript, approve it for publication, and take public responsibility for the content of the paper.

Someone’s contribution is substantial if he/she contributed to at least two of the following four aspects:

* Problem definition, design of the experiment or research project, planning. This may include acquisition of the project, writing of the project or research proposal, designing the experimental setup.
* Practical execution of the lab or field work. Production of data.
* Analyses and interpretation of the results.
* Writing of the manuscript.

The contribution to two of these four aspects must really have made a difference. This does not necessarily mean that the contribution took much time. Consequently, someone who supplies data can only be a coauthor if he/she also contributes to one of the other three aspects. It may help to be clear about this in an early stage, for instance when you ask someone for data.

People who contributed to a paper, but whose contribution does not meet the above-mentioned criteria for a co-author should be mentioned in the acknowledgements of a paper. Finally, the author who submits a manuscript for publication accepts the responsibility of having included as co-authors all persons appropriate and none inappropriate. The submitting author should have sent each living co-author a copy of the manuscript and have obtained the co-author’s assent to submit it as such.

**Author Ranking**

* The ‘first author’ is always the person who has made the most important integrating contribution.
* All other authors are ranked in accordance with the general rules or customs of the specific discipline. Authors may be ranked in order of decreasing importance of their integrating contribution, or a special position may be assigned to the 2nd author and last author, unless the editorial board of a scientific journal has determined other rules for author ranking explicitly.
* Keep in mind the tasks and competences of the author in order to balance the importance of their “substantial individual contributions”.

**Team statement on authorship arrangements:**

|  |  |
| --- | --- |
| **Is the project team planning to adhere to the PE&RC authorship guidelines?** | **YES/NO** |
| *If no, on which aspects is the team planning to deviate from the above-mentioned guidelines?* |

**C. APPROVAL / SIGNATURES**

Adjustments with respect to supervision are possible, as it is almost impossible to foresee every development that occurs during the four-year appointment. The agreed plan however, is an essential part of the file of every PhD candidate. Both parties concerned derive rights and obligations from it. Therefore, it is necessary to hand in the form as soon as possible.

|  |  |  |
| --- | --- | --- |
| PhD candidate | Principal Supervisor / Promotor | Supervisor 2 |
| Name: | Name: | Name: |
| Date: | Date: | Date: |
|  |  |  |
| Supervisor 3 | Supervisor 4 | Other |
| Name: | Name: | Name: |
| Date: | Date: | Date: |
|  |  |  |

|  |
| --- |
| Head of Research Group |
| Name: |
| Date: |
|  |

|  |  |
| --- | --- |
| **By signing this Training and Supervision Plan, the Head of the Research Group declares that an Education Budget is available (minimum of € 2500,- for the 4-year period) to support the education and training activities stipulated in this plan.** | **YES / NO** |
| *If NO: What action will be performed to obtain the funding needed?* |

Signature of approval by the chair of the PE&RC Educational Committee:

Date:

**Before submitting the final signed version of your TSP to PE&RC, please send a draft version by email to one of the PE&RC PhD Programme Coordinators (****lennart.suselbeek@wur.nl** **or** **claudius.vandevijver@wur.nl****), so that they can check whether all requirements are met.**

**When signed by the PhD candidate, promoter(s), (co-)promoter(s), supervisor(s) and Head of the Research Group, please send a digital scan of the form to Lennart Suselbeek (****lennart.suselbeek@wur.nl****).**

1. This only applies to PhD candidates who defend their thesis at Wageningen University [↑](#footnote-ref-1)
2. For more information see our website: [www.pe-rc.nl/ProjectProposal](http://www.pe-rc.nl/ProjectProposal) [↑](#footnote-ref-2)
3. - *Promotor:* Full Professor that is leader of the supervisory team

	* *Co-promotor: S*enior scientist who has strong connection with the project (e.g. daily supervisor)
	* *Daily supervisor:* academic member of the research group who carries out many of the daily supervising activities
	* *Advisor:* scientist who is involved in the project but not on a regular basis [↑](#footnote-ref-3)