

IMM Graduate School Training and Supervision Plan

The Training and Supervision Plan (TSP) is meant to document the agreements about the supervision you will receive, training that you will follow and teaching that you will give during your PhD project. Please fill in this TSP form together with you supervisors within 3 months after the start of your project.

The form must be uploaded in **Hora Finita** (<https://horafinita.ru.nl/>) together with the project plan. You can choose to update this document during your PhD if you make new agreements or plans for training, but this is not obligatory. All training you follow and teaching that you will give can be registered through the portfolio function of Hora Finita. At the end of your contract, you can click “create certificate”, then the IMM office will create an IMM Certificate containing all info from the portfolio.

A. General Information

PhD candidate: (name)		daily supervisor
U number:		
department:		
start date: (dd-mm-yyyy)		
PhD supervisor(s):		<input type="checkbox"/>
		<input type="checkbox"/>
co-supervisor(s)		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Describe frequency and type of meetings with daily supervisor(s):	Click to enter text	
Describe frequency and type of meetings with other supervisor(s):	Click to enter text	

B. Training & Teaching

The Graduate School for Molecules and Materials provides a dedicated training program, which consists of courses, colloquia and symposia, as well as an elective part that you can fill with items that are specific to your project or personal development. Both elements consist of around 250 hrs.

Obligatory activities (approx. 250 hrs):

year	activity	approx. hours
year 1	Essential skills to manage your PhD project	24 hrs.
year 1	Basic didactic skills (compulsory for 1 st years from Sept 2023)	12 hrs.
year 1	Finding, managing and publishing scientific literature during your PhD	12 hrs.
year 2	Writing course (Coursera ‘Writing in Sciences’ or local course)	30 hrs.

year 2	Scientific integrity	16 hrs.
year 3	The art of presenting science	33 hrs.
year 4	One of these courses from https://www.ru.nl/phd/ : <ul style="list-style-type: none"> Grant writing and presenting for funding committees Een PhD en dan? (NL) Career guidance for international PhD's (EN) 	28 hrs. (Spring 2023) 20 hrs. 20 hrs.
annually	sIMMposium	32 hrs. (4x 8hrs.)
monthly	IMM Colloquium, 8x per year	32 hrs.(4x 8x 1 hr.)
monthly	Theme Colloquium 8x per year	32 hrs.(4x 8x 1 hr.)

plan to do in year:	obligatory activities (approx. 250 hrs.)	approx. hours
total # of hours		250

Elective activities (approx. 250 hrs):

You are free to choose activities for the elective part. Below are some suggestions of categories to choose from. If you plan on doing extra personal development courses like the ones from Radboud University please make sure they do not overlap with the obligatory courses organized by IMM, to avoid repetition.

- The IMM PhD days, organized by PPIMM
- Courses about your research topic (including master's courses)
- Other personal development courses from Radboud University <https://www.ru.nl/phd/practical-information/courses/>.
Among these other personal development courses from Radboud University is also Writing and Argumentation for Academic Papers. We recommend this for PhD's who need to improve their English writing skills
- Attending conferences including presenting a poster or pitch
- Attending summer/winter school
- Participation in PPIMM (50 h per year)
- Organization of activities/participating in committees
- If you have a business/spin off idea: Mercator Launch course
- Considering going to industry after your PhD: workshops/masterclasses from companies

plan to do in year:	elective activities (approx. 250 hrs.)	approx. hours
total # of hours		250

C. Teaching

IMM is involved in the teaching activities of the Education Institute for Mathematics, Physics and Astronomy (WiNSt) and of the Education Institute for Molecular Sciences (MW). These provide both Bachelor's and Master's courses in physics, chemistry and other disciplines. For all PhD candidates it is mandatory to contribute to the teaching of undergraduate students during their stay at the institute. The nominal teaching load of PhD candidates within the faculty of science is 10%. This equals to around 160 hours of teaching per year. These hours consist of supervising internships of undergraduate students and assisting in courses. We expect each PhD student to spend around 400 hours in total on assisting with courses, the other hours are spent on supervising internship students.

Your role

The teaching activities for courses are scheduled by the 'teaching coordinator' within your research group or cluster. If you have any questions, you can contact them. Make sure you also discuss the distribution of the teaching load over the four years with your supervisor(s).

Registration

You only have to register the 400 hours that you will spend on assisting with courses. The supervision of internship students does not have to be registered or planned. An indication of the courses you will teach for the first two years is mandatory when handing in the TSP.

year	teaching activity	approx. hours
year 1		
year 2		
year 3		
year 4		
total # of hours		400

Please **upload** this form in Hora Finita together with the Project Plan form, and send a copy to the Human Resources Faculty of Science, hr.officers@fnwi.ru.nl within three months after the start of your project.

