

Instructions for the Training and Supervision Plan

General instructions

The Training and Supervision Plan (TSP) should be filled in by the PhD candidate and the supervisor(s) at the start of the PhD project. By completing the plan with the first supervisor, they agree on the planning of the project and the skills the PhD candidate will develop during the project. The PhD candidate needs to upload the completed TSP in Hora Finita for approval by the first supervisor and the Head of the Doctoral School. This can only be done after the registration in Hora Finita has been completed. At that point, the PhD candidate receives instructions on how to upload the TSP in Hora Finita.

- This form should be submitted via Hora Finita within 3 months after the start date of the PhD trajectory.
- In the case of joint degree PhD candidates, the drafting of a TSP should follow the procedures of the university that takes on the largest share of the candidate's supervision task. If this falls to the partner university, and this institution does not provide a TSP format, the present form can be used instead.

The TSP should be consulted and revised, as needed, by the PhD candidate and the supervisor(s) in accordance with the progress of the PhD project. Updates to the TSP should be made at least once a year, for instance during the PhD candidate's annual appraisal. If these adjustments are fundamental, please contact the Doctoral School via phd@fm.ru.nl.

0. General information

Your type of PhD trajectory can be found in Hora Finita.

1. Checklist

1.3 IMR RDM policy and instructions

Data privacy and data security procedures are outlined in the [IMR RDM policy](#), [IMR PhD Guide](#), [RU privacy pages](#), and [RDM pages](#). Please familiarize yourself with these procedures to protect the privacy of research participants and prevent data loss. For questions, contact our Data Steward via rdm@fm.ru.nl.

2. Supervision

The PhD candidate's supervisors supervise the research project and provide feedback, advice and support regarding the candidate's research, but also other tasks – for instance, teaching.

PhD candidates should meet regularly with their supervisors to discuss their progress on research and other tasks, and to agree on future steps. Regarding supervision, please specify the manner, frequency, and number of hours for each supervisor.

The first supervisor should plan an annual appraisal with their PhD candidates; the other supervisor can also take part in this meeting. In the annual appraisal, the PhD candidate and their supervisor(s) should review the candidate's research progress, their research data management, their

professional development and performance, as well as the process of supervision (frequency, quality, approach, etc.). New objectives and agreements for the future should be recorded during this meeting.

The TSP serves as a guideline for reviewing research, training, and teaching goals, and making new agreements for the future regarding these issues during the annual appraisal. In the case of internal PhD candidates, a report of the annual appraisal will be sent to the personnel office. The personnel information system also records that the annual appraisal has taken place. The Head of the IMR HR Department may inform the Vice Dean of Research on matters discussed during the annual appraisal if deemed necessary.

The IMR strongly recommends that external PhD candidates have a similar yearly evaluation meeting with their supervisor(s). The procedures involved in the annual appraisal of a joint degree PhD candidate are determined on a case by case basis.

3. PhD research project content

Please provide a short description of the project (about 300 words).

4. Task distribution of the PhD project

4.1 General task distribution of the PhD project

Please state the hours allocated to your main tasks in the table below: research, training, and teaching (if applicable). Explain the expected time planning for each year: when will you take courses; when will you teach? When will you conduct which research study? Specify data collection, analysis, and writing. Will you need certain training before engaging in specific activities?

All internal PhD candidates on a 4-year contract - these are PhD candidates with an employment contract with the university - are involved in teaching throughout their PhD trajectories as part of their competence development. Internal PhDs/junior lecturers on a six-year contract do not have to include their teaching activities in the TSP: they need to make a separate plan with their supervisors. External PhD candidates and IPS candidates are not required to teach.

4.2 *Only for internal PhDs with a 4-year contract/5-year contract (0.8 fte) - Courses taught by the PhD candidate*

Internal PhD candidates are expected to teach throughout their PhD trajectories as part of their competence development. An internal 4-year PhD candidate's (5-year - 0,8 fte) teaching duties amount to a total of 360 hours for the whole four-year PhD trajectory. This does not apply to PhD Candidates/Junior Lecturers who have a 6-year contract. Their teaching hours are based on the contract with the faculty.

Teaching tasks can be planned in accordance with agreements made between the PhD candidate, their supervisor(s), the chair, and the head of the department. It is recommended that, in the first year of their trajectories, internal PhD candidates dedicate most of their time to research and training.

Internal PhD candidates may also choose to voluntarily take on a considerably larger teaching task per year (starting from the second year), but only with the agreement of their supervisors. External PhD candidates are not expected to teach, nor can they do so without a formal teaching appointment signed with the university.

Internal PhD candidates/junior lecturers with a six-year contract are expected to teach 50% of their time. All these PhD candidates are expected to obtain the University Teaching Qualification (UTQ) during their PhD trajectory. It is, therefore, especially important that a teaching portfolio is created, allowing diverse experience in various teaching skills and formats.

4.3 PhD Training

PhD candidates have a right to and are encouraged to pursue training in order to improve their skills as academic professionals. The IMR recommends that PhD candidates take 840 hours of courses during the whole trajectory, predominantly in the first and second year of the PhD trajectory. The TSP should at least give an exact description of the training to be taken in the first year of the PhD trajectory. The following years can feature a broader outline of the training to be taken. More exact indications of the training in these later years should be added during the annual appraisals.

Three courses offered by the IMR Doctoral School are mandatory. You will be invited to these. The courses are:

1. The IMR PhD Induction Meeting
2. The IMR Research Data Management Workshop (alternative: gROW Course Open Science for PhD candidates)
3. The IMR Research Ethics and Scientific Integrity Course

External PhD candidates are expected to approximate the recommended number of hours as much as they can because training is an opportunity to develop skills and knowledge.

The recommended 840 hours can be allocated to:

1. Mandatory IMR Training (see three courses mentioned above)
2. Training on managing the PhD process, such the IMR SAC Defense Workshop, NSM Library Workshop, and gROW's Designing a PhD Project.
3. Content-related training: addressing one or more academic research topics, which can help PhD candidates deepen their understanding of a specific theoretical subject.
4. Methodology training: addressing quantitative, qualitative, or mixed research methodologies, from issues of research design and philosophies of science, to data collection and analysis.
5. Transferrable skills training: any courses or series of seminars, workshops, or coaching sessions that address skills unrelated to a specific research topic or methodology, and which can also be useful for candidates who go on to pursue a career outside academia (e.g. presentation skills).
6. Language training: academic writing, English courses, and Dutch courses

Determining the distribution of courses that would best fit a PhD candidate's research topic and skill set falls to the PhD candidate and supervisor(s). Thus, PhD candidates can choose to deviate from these recommendations, with the provision that they motivate this decision with relevant arguments. In most cases, PhD candidates will take courses in line with their research project. However, the IMR strongly recommends that PhDs also attend courses that go beyond their specific

PhD topic, to enrich their knowledge and skills. For instance, PhD candidates can regularly take part in the IMR's multidisciplinary research community by attending the seminars and events organized by the IMR Academy.

Please consult [the PhD Guide](#) under 'Your PhD project: Milestones and Facilities' - 'PhD Education' for more information on PhD training options.

5 Participation in the IMR research community

PhD candidates are also encouraged to take part in the IMR's multidisciplinary research community, by regularly attending:

- The IMR Academy's seminars and events, such as the yearly IMR Research Day
- The IMR Hotspots' events
- The IMR PhD Cohort Meetings

6 Ethical approval

More information about ethics committee and ethical approval can be found [here](#).

Consulting the Ethics Committee is mandatory if the project you work on demands it, or if your supervisor or you deem it necessary. More journals these days require ethical approval. However, this only concerns projects that involve (self-collected) data from human living subjects.