Training and Supervision Plan (TSP) PhD candidates	Name institute

Please complete this TSP form (in Dutch or English) and send it to the Academic Director of the Institute **maximally three months (external PhD candidates: maximally six months) after the start of the project.** A signed copy of the TSP must be uploaded to LUCRIS/Converis GSM by the PhD candidate. The first progress review takes place between month 9-12 of the project (may differ for part-time appointments). It entails an explicit go/no-go decision, and formal communication of this decision to the Academic Director. If supervisors and PhD candidate have reasons to postpone the go/no-go decision, they may request an extension.

Subsequent reviews take place after 12 months intervals (again this may differ for part-time appointments). Each review includes an explicit assessment of progress during the review period as well as an assessment of the overall progress of the project: is it going well, and is it on schedule for timely completion? In case of substantial changes in the planning of the project, a renewed TSP with approval from the Academic Director is required. The revised document should also be uploaded to LUCRIS/Converis GSM.

General information

PhD candidate

Project title

Start date   **Estimated end date**

Fill out the official date of the start of the appointment at the institute (not the date of admission by the Graduate School) and the estimated end date of the project, at which point the final version of the dissertation should be completed.

Funding (employee; scholarship; or self-funded external)   **FTE**

Supervisor (Dutch: Promotor)

Second supervisor (Dutch: Second promotor)

Co-supervisor (Dutch: Co-promotor)

Supervisors (Dutch: Promotors) must be full professors or UHDs with Ius Promovendi. If there is one supervisor, there may be no more than two co-supervisors, and if there are two supervisors, there may be only one co-supervisor. Only under exceptional circumstances the Doctorate Board may, at the request of the Dean, decide otherwise.

Division of supervision tasks

List the expertise and supervision contributed by each supervisor and record who is the main/daily supervisor

Frequency and how the supervision will take place

It is strongly recommended to have meetings at least once every 4 weeks. Some meetings can be informal.

Total ca.   **per** [week/month/year]

Annual progress review dates

For full-time four-year projects, the first review and go/no-go decision is to take place in month 9-12. This may differ for part-

time appointments and/or if the research involves a different time line.

(yyyy-mm)

Date of go/no go moment

The PhD candidate is initially appointed for ==XXXX months [this differs per institute]== (which may differ for part-time appointments), according to the expected time investment by the PhD candidate, and the agreements made by the PhD candidate and the supervisors. A go/no-go moment takes place after this first period. At this time, the supervisors evaluate the project's progress and chances of success, and decide on its continuation or termination. In case of a positive evaluation, the enrolment is extended to the full duration of the project. The go/no-go moment takes place approx. two months before the end of the initial enrolment period (may differ for part-time appointments). The supervisors inform the PhD candidate and the institute's MT of the decision.

Preparing for the go/no-go moment

Record specific, concrete results the PhD candidate must achieve by the go/no-go date to receive a positive evaluation.

Data management and ethical check

All researchers at Leiden University who gather and/or generate data during their research are required to draw up a data management plan (DMP) before data collection begins. Please contact the Information Manager at the Faculty of Humanities (see: Information Management and Facilities Faculty of Humanities) to discuss whether this is necessary for the PhD project. List any expenses for data management (such as storage) under the budget.

Data management discussed with Information Manager   yes/no

Synopsis of data management plan (if applicable)

Prior to the start of every new research project, researchers at the Faculty of Humanities are required to determine whether their research plan needs to be presented to the Faculty of Humanities Ethics Committee for review. This first check is done by completing a checklist; if the results indicate that an ethics review is needed, formal approval by the Committee is required before the research can start. The Committee is also available for informal advice on ethical issues in research.

Ethical check needed (based on checklist)   yes/no

If yes, assessment by the Ethics Committee

Content of the dissertation

Research topic/question(s) in 1-2 sentence(s)

Dissertation form

Record whether the dissertation is planned to take the form of a monograph, a collection of academic articles or a combination of these.

Training and teaching

Lacunae in knowledge or skills (if applicable)

Mention which knowledge or skills the PhD candidate needs to acquire in order to successfully carry out the project. Make sure that this is reflected in the training planned.

Training

PhD candidates are expected to follow courses and programmes in the context of their training as a researcher. **Self-funded, external PhD candidates** need to discuss with their supervisor which courses need to be taken and how to cover the associated costs. **Employed and contract PhD candidates** are required to follow at least 280 hours (10 EC) of training during their PhD project, consisting of (a) 140 hours of Academic Activities (discipline-specific courses, attendance of congresses etc.) and (b) 140 hours Transferable skills (such as presenting, academic English, time management, career counselling, entrepreneurship). Among the latter is the training on **Scientific Integrity, which is obligatory for all PhD candidates**. A wide variety of courses is offered by the institute, the Graduate School of Humanities, Leiden University's HR Department, ICLON, and the national research schools. Participation in conferences also counts as training. It is recommended to schedule the training as much as possible in the first two years of the appointment. Before registering for a paid course, always request permission from MT of your institution. All completed courses must be registered by the PhD candidate in LUCRIS/Converis GSM by uploading the certificate of attendance.

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Total planned hours of training (to be updated during the trajectory)

Teaching

Employed PhD candidates are expected to teach in their 2nd or 3rd year of the appointment, and only if the dissertation is progressing according to schedule. PhD candidates involved in teaching are required to take one or more didactic courses offered by the ICLON, supplemented with supervision by either their supervisor(s), or the Humanities Teaching Coach(es) or staff members who are in charge of the course the candidate is teaching in. The hours spent on didactic training and coaching count towards the mandatory training hours. **Contract PhD candidates** can only teach if the conditions of the grant provider and Dutch labor law allow this. **External PhD candidates** are not allowed to teach according to Dutch labor law, unless they are formally employed to do so, complementary to their research project.

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Other output and activities

Participation in the academic community

Participation in the academic community may for instance be through membership of committees, the institute's PhD Council or Advisory Council, the organizing committee of conferences, lectures and seminars, the editorial board of a journal, the PhD Council of the national research school, the Faculty Council, the University Council etc. Mention the agreements made regarding time investment and any impact on research progress.

Other output and activities

	List other output and activities that may have an impact on the PhD track.

Financial resources

Budget available for material expenses

Institute's contribution to be spent on training (for Employed PhDs and Contract PhDs only); permission from the Institute MT is needed prior to registration)

Benchfee project   (also mention the SAP number)

Other budget   (also mention the SAP number)

Planned expenses

List any expenses relating to data collection (fieldwork, experiments, research materials etc), travel, conference visits etc. The PhD candidate is responsible for obtaining the financer's approval for the expenses.

Also discuss the costs for participation in the Graduate Programme of the institute, membership of the national research school, and who will cover the expenses.

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Work plan and schedule

List the activities to be conducted in the fields of research, training, teaching, conference visits and other activities. Also include the yearly Performance and Development interviews. Add extra years in case of a part-time appointment. **Employed PhD candidates** are expected to take six weeks of leave (232 hours) each year.

Year 1 [dates]	- - -
Year 2 [dates]	- - -
Year 3 [dates]	- - -
Year 4 [dates]	- - -

Any other relevant information/specific arrangements

Signatures		
We advise you to submit a word version of this form to the institute's MT before collecting all signatures, to check whether any modifications need to be made.		
PhD candidate	....	date place
Supervisor	....	date place
2nd or co-supervisor	....	date place
Academic Director [Name institute]	....	date place