



Training and Supervision Plan (TSP)

Dear PhD Researcher,

This Training and Supervision Plan (TSP) helps to plan and monitor your PhD programme. Important components of this plan are the supervisory team, coursework to support your research, deadlines planned for the monitoring seminars, progress meetings and the envisaged supervision schedule and arrangements. The TSP must be uploaded in Hora Finita once it has been approved by the Research Degree Committee (RDC). [Please visit our PhD WIKI for more information.](#)

Please discuss the plan for your PhD programme and fill in this form together with your supervisor(s).

Name of the PhD Researcher:		
Title of research project:		
Formal date of registration:		
Full-time or part-time? ¹	Full-time:	Part-time:

Joined partnership with other university (if yes, please provide info on partner university)	
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¹ Full-time PhD students will dedicate a minimum average of 39 hours per week to their research. The nominal enrolment in the PhD programme would, therefore, be 4 years. Part-time PhD students will dedicate two-thirds of their time (a minimum average of 26 hours per week) to their research. The nominal enrolment in the PhD programme would, therefore, be 6 years.

Research Group

	Civic Innovation
	Development Economics
	Governance, Law and Social Justice
	Political Ecology
	Cross-cutting: Global Development and Social Justice

Schedule Monitoring Seminars

	Planned date (mm/yyyy)	INFO
Coursework finalized		Coursework should be completed in the first year. Please specify your coursework on page 4
Dissertation Design Seminar		Full-time within 12 months Part-time within 18 months
Fieldwork activities (including dates)		Continue on a separate sheet if needed.
Mid-Term Seminar		Full-time within 28 months Part-time within 36 months

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Full Draft Seminar		Full-time within 44 months Part-time within 66 months
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Suggested Fieldwork advisor (required for NFP Fellowship):	
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Study period

Start date (mm/yyyy) _____ End date (mm/yyyy) _____

Please indicate which periods you plan to spend at the ISS (please continue on a separate sheet if needed).

	1 st year	2 nd year	3 rd year	4 th year	5 th year	6 th year
Full-time						
Part-time						

Supervisors

Every PhD candidate needs at least one Doctoral Dissertation Supervisor (Promoter) and one additional (Co-)Supervisor. The maximum number of supervisors per PhD candidate is three. The Doctoral Dissertation Supervisor must be known at the start of the PhD programme (formal registration date). The co-supervisor must be known at least three months after the start of the PhD programme. This is also the deadline to submit the TSP to the PhD Support Office (PSO) for approval by the RDC (Research Degree Committee).

Name and title(s)	Role	Specific supervisory task(s)	Agreement on contact (*)

For external (co-)supervisors: please share their contact information and their affiliation.

(*) Specify for instance: frequency of meetings; specific ways of communication (in person, via skype, via phone or email); deadlines for feedback.

Please indicate clearly which member of the supervisory team will be the contact person for the RDC and the PhD Support Office?	
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Request for waiver

Please fill out here if you would like to request waivers for completed coursework and ECs.

Courses	ECs

Please attach relevant documents, such as course certificates and/or other substantial evidence indicating proof of course completion, to support your waiver request to the TSP.

Specific facilities and/or software requests

If you need specific facilities or software, please mention them below. We will try as much as possible to support in facilitating special needs. Please note that unfortunately we are not able to guarantee all support.

The Doctoral Dissertation Supervisor(s) and PhD Researcher hereby declare that the above Training and Supervision Plan is feasible and shall be completed within the indicated study period.

PhD Researcher	Doctoral Dissertation Supervisors (min 2/ max 3)
Signature + date	Signature + date
	Signature + date
	Signature + date

Please send this signed TSP to the PhD Support Office (ps@iss.nl) for endorsement by the RDC.

SEE NEXT PAGE: coursework selection

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YOUR SELECTED COURSEWORK

Please fill out on this page your selected courses (see attachment for details)

NAME PhD candidate	
DATE	

MANDATORY COURSEWORK	Date	ECs
Professionalism and integrity in Research (link to course) 1,5 EC		
Open science and research transparency (link to course) 2,5 EC		
Safety and security for fieldwork research (mandatory course if fieldwork will be conducted in a country given code "red" or "orange" by the Dutch government) (link to course) 1,5 EC		
Please note that creating an ISS web profile is mandatory and must be completed before the DDS. There is no course and no credits for the web profile. Please follow the instructions here link for manual PURE	N.A.	0

ELECTIVE COURSES (SKILLS, RESEARCH, CONTENT)	Date	ECs
EGSH courses		
<i>When your TSP has been approved by the RDC, please register directly at the Erasmus Graduate School of Social Sciences and the Humanities (EGSH) for the courses (see EGSH course guide).</i>		
<i>Fill out below the selected courses:</i>		

ISS courses	Date	ECs
<i>See annex for applicable courses. Please send your registration request to the PhD Office (psa@iss.nl).</i>		
<i>Fill out below the selected courses:</i>		

CERES courses	Date	ECs
<i>Please specify and fill out the selected modules of the CERES courses.</i>		
<i>Registration request to PhD Support Office and CERES. (see link to CERES Research School)</i>		

OTHER / EXTERNAL COURSES	Date	ECs
<i>Please provide information on the course, organisation/university, location, if applicable costs and ECs.</i>		

TOTAL ECS	
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Other activities

Please specify plans for seminars, conferences, outreach activities.

ANNEX: SELECTING YOUR COURSEWORK

The PhD programme at ISS – like elsewhere – combines the implementation of a research with training. Although the lion's share of PhD training is training on the job (supervised research), training will partly be done by courses, workshops and activities. Some courses are obligatory (like research integrity), but there is also very much room for specific, individual choices.

Together with your supervisors you should select a balanced individual study plan. PhD candidates are required to plan 32 EC for their PhD Programme, including skills, research methods and content courses. Our recommendation is to plan 8 EC for skills courses and 16 to 24 EC for research methods courses. Be aware that some career preparation workshops are offered near the end of the PhD trajectory. Planning 32 EC in the first year does not block the possibility to take courses later on in the programme.

Be aware that some courses are mandatory. These have been prefilled on the course work selection form:

- Professionalism and integrity in research;
- Open science and research transparency;
- Safety and security workshop (mandatory for fieldwork in specific countries).

In addition, ISS also recognizes the importance of presenting your research for discussion, intervision activities (training with peer researchers) and research uptake activities.

COURSE OFFERINGS: INFORMATION & REGISTRATION

International Institute of Social Studies

PhD candidates can take part in PhD courses that are linked to a selected set of ISS MA research as well as content courses, offered in term 2 and 3. The lectures in these courses will be shared with MA students, but PhD candidates have their own assignments; most of the time this includes essays focusing on the use of the acquired knowledge and skills in their own research project. The assignments will be judged by the course leader in consultation with your supervisor. These courses will be assessed on a pass/fail basis only.

Registration for these courses will give access to the CANVAS learning environment of the MA course concerned.

The list of courses on offer is presented below. You can find more information on the content of the courses via the MA Academic Calendar ([see link](#)). Use the MA course number (mentioned in the column "linked to MA course") to find the information on a specific course. Please be aware that the name of the PhD course can differ from the MA course title. For detailed information on course content please contact the MA course leader.

PLEASE NOTE: MA courses that are not listed in the TSP appendix (below), will not be counted as ECs for the PhD programme. It is possible to attend MA classes without registering ("auditing a course") with agreement of the course leader. However, it will not be possible to get access to the specific Canvas course environment.

REGISTRATION ISS COURSES

Please register for the ISS courses through the PhD Support Office.

Erasmus University Graduate School of Social Sciences and Humanities (EGSH)

The [graduate school of EGSH](#) predominantly offers PhD training, including career preparation and research skills.

The EGSH is located in Rotterdam, Woudestein campus. The EGSH offers courses for PhD candidates. Some of the workshops can also be delivered at the ISS campus like the workshop "Professionalism and Integrity". ISS will pay the fees for EGSH coursework, but ISS will not pay for "no-show" costs: we are forced to pass on the costs to you in case you do not show up (unless it is a case of real *force majeure*).

REGISTRATION EGSH COURSES

After approval of your TSP, please register yourself directly on the EGSH website for courses. Please read the guidelines on the website of the [EGSH course guide](#). For more information on reimbursement of travel costs please visit [our PhD WIKI page](#).

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The Research School CERES

The Research School CERES (development research across the Netherlands) also offers PhD courses (predominantly research and skills). CERES is located at ISS since 2020. The programme can be found on their website [Research School CERES](#). Also more info on our [ISS CERES page](#).

REGISTRATION CERES

Please register directly on the CERES website and inform the PhD Support Office. Please note that your supervisors approval is needed for this.

External courses at other universities and research schools

In case you need to follow a course that is not offered by EGSH, ISS or CERES, you can also seek to take an optional course at other universities in the Netherlands or even abroad. Make sure that you consult your supervisor, because some universities will charge fees, which cannot be refunded from the PhD Support budget. In specific cases it is possible to apply for a fee waiver; your supervisor and/or the PhD Support Office can advise you on this. Also, make sure that agreements are made about travel costs to other universities.

PhD candidates arrange the registration for these courses themselves after receiving approval of the TSP by the RDC. For support, please contact the PhD Support Office via psso@iss.nl.

COURSES OFFERED AT ISS / EGSH

Recommended specific training for PhD candidates	EC	Offered by	
How to get your article published	2,5 EC	EGSH	register here
Doing the systematic literature review	1,5 EC	EGSH	register here
Online information skills (e-modules)	-	EGSH	register here
Public speaking	2 EC	EGSH	register here

Please be aware that some ISS courses may be cancelled. We recommend keeping this in mind when planning your schedule to avoid disappointment.

Term 2 Courses in research	EC	PhD code	Linked to MA course
Topics in Regression Analysis	4 EC	ISS-EGSH-0008	3203
Understanding and Interpreting Quantitative Data in Social Sciences	4 EC	ISS-EGSH-0087	3214
Decoloniality in the Development Research Context – Decolonizing Knowledge	4 EC	ISS-EGSH-0084	3211
Multi-Methods for Social-Development Research	4 EC	tbc	3213

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Term 3 Courses in research	EC	PhD code	Linked to MA course
Econometric Analysis of Development Policies	8 EC	ISS-EGSH-0006	4317
Ethnographic Research and Reflexivity in Development Contexts	4 EC	ISS-EGSH-0012	3303
Participatory Action Research	4 EC	ISS-EGSH-0014	3306
Evaluation of Development Policy, Programmes and Projects	8 EC	ISS-EGSH-0038	4341
Qualitative Interviewing	4 EC	ISS-EGSH-0009	3208

Term 2 Courses in content	EC	PhD code	Linked to MA course
Policy Analysis and Design	8 EC	ISS-EGSH-0017	4209
Contemporary Capitalism and Governance: Neo Liberalism and Beyond	8 EC	ISS-EGSH-0019	4212
Conflict Analysis and Transformation	8 EC	ISS-EGSH-0021	4217
Feminist Perspectives on Gender and Development	8 EC	ISS-EGSH-0023	4226
Humanitarian Action, Disasters & Crises: Critical approaches	8 EC	ISS-EGSH-0024	4227
Growth, Inequality and Poverty	8 EC	ISS-EGSH-0026	4231
Promotion of Local Developments	8 EC	ISS-EGSH-0066	4201
International Trade and Investment Policies for Development	8 EC	ISS-EGSH-0083	4241
Gender at Work in Development	8 EC	ISS-EGSH-0078	4242
People on the Move: Global Entanglements, Livelihoods and Intersectionality	8 EC	ISS-EGSH-0089	4271
Agrarian and Food Politics	8 EC	ISS-EGSH-0090	4240
Degrowth	4-EC	tbc	4243

Term 3 Courses in content	EC	PhD code	Linked to MA course
Mobilizing Rights and Social Justice	8-EC	ISS-EGSH-0029	4352
Politics of Global Order: Debating Liberal Internationalism	8 EC	ISS-EGSH-0030	4359
Children, Youth and Development: Policy and Practice	8-EC	ISS-EGSH-0031	4311
(Politics of) Media Representations in/of Violent Conflicts	8 EC	ISS-EGSH-0033	4313



Gender and Sexuality as 'Lenses' to Engage with Development Policy and Practice	8 EC	ISS-EGSH-0036	4338
Human Behavior and Experiments in Development	8 EC	ISS-EGSH-0047	4348
Transitions for Social Justice Lab — Decolonial Reconstructions beyond power, knowledge, gender and capital	8 EC	ISS-EGSH-0077	4354
Water in Development: Environmental Disasters, Climate Change Adaptation, and Environmental Justice	8 EC	ISS-EGSH-0086	4360
Global Political Ecology	8 EC	ISS-EGSH-0088	4357