**GRADUATE SCHOOL OF GEOSCIENCES**

**FACULTY OF GEOSCIENCES, UTRECHT UNIVERSITY**

**Training and Supervision Agreement**

The Training and Supervision Agreement of the Graduate School of Geosciences sets out the rights and obligations of the PhD candidate and their supervisors during the PhD programme. The purpose of this agreement is to ensure the quality of the training and supervision of the PhD candidate. The PhD candidate completes the agreement at the start of the PhD track, in consultation with their supervisors. The candidate uploads the completed TSA as a PDF document in MyPhD. The supervisors approve the agreement through MyPhD. The TSA is the initial plan. It does not need to be updated during the PhD track. Later agreements are recorded in the Progress Review report instead (see section 7.1).

Information on PhD Research, Training and Supervision at the Graduate School of Geosciences can be found on [the website of the Graduate School of Geosciences](https://www.uu.nl/en/education/graduate-school-of-geosciences).

1. **Personal information**

|  |  |
| --- | --- |
| Name PhD candidate |  |
| FTE according to the contract |  |
| Start project |  |
| Anticipated end date |  |

1. **Supervision**

The PhD candidate’s supervisors commit to giving proper supervision. Proper supervision involves holding regular meetings to discuss thesis content, research progress, other work tasks and general issues, as well as providing advice.

|  |  |
| --- | --- |
| Name first supervisor |  |
| Name second supervisor |  |
| Name(s) co-supervisor(s) |  |
| Description of supervision (specific tasks, distribution of tasks between supervisors and co-supervisors, frequency contact) |  |

1. **Research project**

|  |  |
| --- | --- |
| Title of research project |  |

**Short project description** (research question, aim(s), approach; 100-200 words.

1. **Teaching activities (only standard PhD candidates with employee status ‘Promovendus’)**

Standard PhD candidates will participate in the teaching activities of the Faculty of Geosciences (assisting in practical training, tutorials, seminars and/or fieldwork). In accordance with the Graduate School regulations, teaching tasks will amount to at most 10% of the PhD candidate’s total employment time.

1. **Proposed training and development programme**

Each PhD candidate will be offered a tailor‐made training programme. Candidates are expected to acquire knowledge through individual study, through interactions with staff, and by taking courses, seminars and workshops. Education training is mandatory if you have any education tasks. The GSG PhD Cohort Programme is mandatory for all PhD candidates in the GSG starting from November 2022; this programme includes the course Responsible Conduct of Research. See [Education and Development within GSG](https://www.uu.nl/en/education/graduate-school-of-geosciences/phds/current-phd-candidates/education-and-development) for additional information.

Proposed training programme:

|  |  |  |  |
| --- | --- | --- | --- |
|  | *Rows may be added if necessary* |  |  |
|  | **Mandatory courses and programmes** | **Organising institute or programme** | **Time to be spent**  **(course, self-study)** |
| X | Education training, if you have education tasks [Fill in course name] | … |  |
| X | GSG PhD Cohort Programme, including RCR | GSG |  |
|  |  |  |  |
|  | **Optional Courses (domain-specific or general academic )** | **Organising institute or programme** | **Time to be spent**  **(course, self-study)** |
|  | Presenting with impact! | GSG |  |
|  | Research Writing for Scientists I | GSG |  |
|  | Research Writing for Scientists II | GSG |  |
|  | … |  |  |
|  | … |  |  |
|  |  |  |  |
|  | **Other disciplinary/thematic/general training/memberships/conferences** | **Organising institute or programme** | **Time to be spent**  **(course, self-study)** |
|  | … |  |  |
|  | … |  |  |
|  | … |  |  |

1. **Description of the final year – to be set at the end of the planned final year**

At the start of the planned final year, the supervisor(s) and co-supervisor(s) and the PhD candidate set down a plan for the final year, including finalising the manuscript. Include this plan in the Progress Review report (see section 7.1).

1. **Reporting obligations and evaluation**

**7.1.** At least once a year the PhD candidate has a Progress Review: a meeting with the manager (usually the supervisor) to look back and look forward. Topics are, among others, the progress made by the PhD candidate, their team role, and the supervision. Please note that for UU employees, the Assessment and Development interview (A&D) fulfils the role of the Progress Review.

The manager is responsible for planning and conducting the meeting. The PhD candidate provides a written progress report, to be discussed with the manager. A template is available. The manager records the assessment and the agreements made in the meeting. The PhD candidate confirms this written, confidential report. The manager uploads this mutually signed report to the candidate’s digital personnel file (in the case of UU employees and of PhD candidates registered as a guest with the GEO Human Resources department only).

At six and nine months after their start, a PhD candidate’s progress and performance are reviewed by their manager in a Progress Review[[1]](#footnote-1). If progress is not satisfactory in the first six months, the candidate is given three months for improvement. A negative review after the first nine months may lead to dismissal from the PhD programme.

**7.2.** Before the end of the appointment or contract (or otherwise agreed duration of the PhD track), the PhD candidate submits to the supervisor the thesis manuscript, that is suitable for presentation to the assessment committee. The supervisor checks the manuscript for plagiarism.

**7.3.** Other reporting obligations:

Date: dd/mm/yyyy

1. UU employees with a combined junior lecturer and doctoral candidate position as referred to in Article 6.12.2 of CAO-NU 2022-2023 will have the six-month interview, but not the go/no-go interview in month 9. [↑](#footnote-ref-1)