Wageningen School of Social Sciences (WASS)
PhD[[1]](#footnote-1) Monitoring System

*Please read the explanation at the end of this form carefully before inserting text electronically.*

|  |
| --- |
| Name PhD candidate:  |
| Chair group(s):  |
| Title of PhD project:  |
| Start date:  | End date:  |

**MONITORING FORM** (PROGRESS after [ ]  1st, [ ]  2nd, [ ]  3rd and [ ]  4th year / period)

*The monitoring system is the joint responsibility of the PhD candidate and the promotor/ supervisor and should be filled together.*

**Section 3. STATUS RESEARCH PROPOSAL and TSP**

|  |  |
| --- | --- |
| Status of research proposal: Submitted: [ ]  Yes/ [ ]  NoApproved: [ ]  Yes/ [ ]  No | Status of TSP:Submitted: [ ]  Yes/ [ ]  NoApproved: [ ]  Yes/ [ ]  No |

**Section 4. PROGRESS and PLANNING PhD PROJECT**

|  |
| --- |
| **4.1 Activities in the past period** |
| 1 |  |
| 2 |  |
|  |  |

4.1a) Did the PhD candidate meet all the objectives he/she specified in the previous period: [ ]  Yes / [ ]  No

In case the PhD did not meet all the objectives, briefly indicate possible reasons:

4.1b) Is the PhD project on schedule? [ ]  Yes / [ ]  No

 If not, how much delay do you expect?

What might have possibly caused the delay?

What are possible solutions to prevent further delay?

4,1c) Is the budget of the PhD project on schedule? [ ]  Yes / [ ]  No

In case the budget is not on schedule, briefly indicate possible reasons:

|  |
| --- |
| **4.2 Planned activities during next period** |
| 1 |  |
| 2 |  |

**Section 5. MONITORING SUPERVISION**

5.1) Supervision agreements

Are there any changes to the supervision agreements? [ ]  Yes / [ ]  No

If Yes, please change the agreement in your TSP and mention the number of the agreement that has changed:

5.2) Supervision - PhD perspective

Is the PhD candidate satisfied with the supervision? ( e.g. time investment, academic freedom, good mentorship, integrity of co-authorship, career support, resolution of tensions and conflicts)

If there are any problems concerning supervision, what has been done by the PhD candidate to resolve them?

5.3) Supervision - Supervisor perspective

Is the supervising team or the supervisor satisfied with the productivity (and the ideas / quality of the work) and quality of the PhD candidate?

If there have been any problems concerning supervision, what has been done by the supervisors to resolve them?

5.4) Joint perspective on supervision: Any further remarks? Any plans of how to improve the supervision? Please also mention if a change of supervisors has taken place!

**Section 6. CHANGES TRAINING PLAN**

6.1) Are there any changes to your Training Plan? [ ]  Yes / [ ]  No

If Yes, please change the list in your TSP and mention the corresponding number of course/activity that has changed:

(e.g. A 2, B 6, C 3)

6.2) Do you think that the PhD courses offered at the moment are sufficient and relevant? [ ]  Yes / [ ]  No

6.2a) If not, what type of course should WASS organise?

6.2b) If not, in which other networks/universities would you want to take a course?

**Section 7. TEACHING**

7.1) Did you teach? If yes, please fill in the hours below. Also indicate how you experienced the teaching duties and if the learning goals were met.

7.2) What is the total number of hours spent on teaching during the PhD appointment?

7.3) Do you want to teach in the upcoming years, if yes what kind of teaching activities would you like to engage in? Please fill in the table below.

**Courses: lectures, practicums, etc.**

Please indicate in the table below in which courses teaching duties are performed and expected, provide code and name of the course, a description of activities, the year of participation, and hours of work. Under hours of work list the contact hours, preparation time and hours needed for marking exams or correcting reports. Note: course coordination or developing new courses are too large activities within the 10% teaching maximum.

|  |
| --- |
| Past course teaching activities |
|  | Course name, code and description of activities | Year | Hours of work |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| Planned course teaching activities |
| Course name, code and description of activities | Year | Hours of work |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

**Supervision of MSc- and BSc theses and internships**

PhD candidates regularly spend time on supervising BSc or MSc thesis students. Depending on the kind of work the students will need to do, a thesis or internship can require either desk research of laboratory research, or a combination of the two. Discuss up front how many hours you can spent on supervision. Base the hours on work on the percentage you will be involved in supervision. For each student the total number of hours for all supervisors is: minor thesis – 40 hours; major thesis 50 hours; internship – 20 hours.

|  |
| --- |
| Time spent on supervision of MSc/BSc students. |
| Year | Name of student | MSc/BSc/internship | Nr of weeks | Hours of work (max. hours x involvement %) |
| Supervised |
|  |  |  |  |  |
|  |  |  |  |  |
| Planned |
|  |  |  |  |  |
|  |  |  |  |  |

Signatures (on hard copy) for monitoring part:

PhD candidate Daily Supervisor Promotor / Co-promotor

Date: Date: Date:

After completion, the form should be sent (by e-mail) to the secretariat of WASS, Heleen.Danen@wur.nl or WASS@wur.nl

Explanation and instructions WASS TSP and monitoring form

This form is a combination of a Training and Supervision Plan (TSP) and a monitoring form. PhD candidates use the first part of the form to submit their TSP (within 3 months after the start of the PhD) and the second part for the yearly monitoring conversation between PhD candidate and supervisor.

**Training and Supervision Plan (TSP)**

The TSP is an agreement between the PhD candidate and the University about the education programme of the PhD candidate and the accompanying supervision. Both parties concerned owe rights and duties to it. All PhD candidates in WASS draw up a TSP together with their supervisors and the graduate school, at the beginning of the PhD trajectory.

The TSP can be used to structure the PhD candidate’s learning process; it is used to discuss *what* should be learned and *why*. At the same time, the TSP is an action plan, pointing out *how* this should be learned. It is also a *flexible* plan that can be adapted to changing circumstances, insights or needs. The training plan will vary per candidate and is tailored to the discipline, the education background and the requirements of the research project as well as the personal interests and ambitions for the future. However, there is also common elements to the training plan, that reflect the competences to be achieved according to the learning targets of the Wageningen PhD programme (see doctoral conferral regulations). For each (sub)category of competences a number of credits should be obtained (see Table 1 for details). This number of credits has been based on a comparison to other social sciences graduate schools in Europe.

|  |  |  |
| --- | --- | --- |
| Competence | Training Element | Examples of leaning activities  |
| AProject related competences | **A1.**Managing a research project *(research project skills)***(min 6 ECTS)** | * WASS introduction course (**mandatory, 1 ECTS**)
* Writing the research proposal (**max 6 ECTS**)
* Research internship (**max 6 ECTS; reflection report has to be written**)
* Reviewing papers (**1 ECTS per review, max 3 ECTS**)
* Course on scientific writing
* Conference presentation, oral or poster (**1 ECTS per unique presentation, max 4 ECTS**)
* Presenting at WASS PhD day **(0.5 ECTS per presentation)**
* PhD content meetings organized by chair groups or sections **(max 2 ECTS)**
 |
| **A2.**Integrating research in the corresponding discipline *(in-depth training)***(min 12 ECTS)** | * WASS PhD courses and graduate programme courses
* MSc level courses (**max 6 ECTS**)
* Summer schools
* Master classes
* Journal clubs **(0.25 ECTS per article studied and discussed, max 3 ECTS)**
* Online courses **(in consultation with the WASS Education Coordinator)**
 |
| BGeneral research related competences (become a broad academic) | **B1.**Placing research in a broader scientific (social sciences and WUR) context*(interdisciplinary overview)***(min 6 ECTS)** | * Graduate level courses in another discipline
* WASS seminar series/symposia
* WASS Interdisciplinary windows (e.g. 2 or 3 fellows from different chair groups provide views on relevant topic, e.g. sustainability, institutions, food security)
* Philosophy of social science or Ethics course **(highly recommended)**
* Online courses **(in consultation with the WASS Education Coordinator)**
 |
| **B2.**Placing research in a societal context*(research in context)***(min 1 activity, max 4 ECTS)** | * Organisation or co‐organisation of broader than chair group-level conference/event **(1 ECTS per half day activity, max 4 ECTS)**
* Writing a blog **(0.1 ECTS per thread, max 1 ECTS)**
* Writing a popular magazine article or newspaper article **(1 ECTS per article)**
* Courses on valorisation/ impact/ translating research results
* Courses on didactics skills and competences (how to tell my topic in a non-university setting)
 |
| CCareer related competences (personal development and future career) | **C1.**Employing transferable skills in different domains/careers *(transferable skill training)***(min 1 activity)** | * WGS courses (e.g., career orientation, networking, entrepreneurship, teaching)
* Competence assessment
* Teaching/supervision (**max 4 ECTS**)[[2]](#footnote-2)
* Council/committee membership (**max 4 ECTS**)
* Organisation of WASS activity (e.g., WASS thematic activity, see continuous [call](https://portal2.wur.nl/sites/wass/Funds%20and%20grants/Forms/AllItems.aspx))
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Table 1. TSP requirements based on WASS PhD competences

**Teaching**

Please note that difference should be made between two categories of PhD candidates regarding teaching duties:

*A. Research assistants (PhD candidates with an employee status)*

PhD candidates with an employee contract at Wageningen University should be regarded as scientific staff members with research and education tasks. However, the main task of a PhD candidate is to carry out PhD research but (s)he may be asked to fulfil teaching activities, for example supervising MSc thesis students, lecturing, and assisting in practical classes. These teaching activities should contribute to the development of the didactic skills of the PhD candidate. The maximum time a PhD candidate may spend on teaching is 10% of their overall workload. The teaching activities should be recorded /documented in the Training and Supervision Plan (TSP) with clearly identified learning goals. In exceptional cases a chair group can make an appeal to a PhD candidate to spend more than 10% on teaching duties. In those cases an extension of the employee contract is compulsory to compensate for the extra time.

*B. Bursary PhD candidates (PhD candidates not employed at Wageningen University such as Sandwich and Guest PhD candidates)*

Bursary PhD candidates do not have a teaching obligation, but they are allowed to perform teaching activities and gain practical experience as part of their education and training programme if they want to develop their teaching skills. Here too teaching activities such as for example supervising MSc thesis students, should be recorded /documented in the Training and Supervision Plan (TSP) with clearly identified learning goals.

**Approval of the TSP**

Before submitting the final signed version of the TSP, PhD candidates are recommended to send a draft version to the WASS PhD Programme Manager by email. Once approved by the PhD Programme Manager and supervisors, the final signed TSP should be sent, both by e-mail and in hard copy, to the secretariat of WASS.

An approved TSP is one of the necessary conditions to have access to the individual education budget of €3500 (the so-called ‘backpack’). In addition, PhD candidates with an approved TSP are eligible for reduced fees (generally 50%) on WASS and WGS courses. Often, the same reduction applies for courses organised by the other graduate schools of Wageningen University.

Completing the TSP within the framework of a graduate school is a necessary condition to receive an education certificate. This is also a requirement for the chair group to collect the full promotion fee provided by the University after the graduation of the PhD candidate. To obtain the certificate, PhD candidates need to submit their completed TSP together with the proofs for the learning activities to the secretariat of WASS.

**Monitoring**

In the first year of the PhD trajectory, WASS starts implementing a monitoring system that helps PhD candidates and supervisors to keep track of the steps taken in the process and to adapt planning if necessary. The system yearly incites PhD candidates and supervisors to get into conversation about results, progress and planning.

Monitoring in WASS involves an alert system. This means that supervisors and PhD candidates will receive an email when it is time to have a monitoring conversation. In case of formal delays (part time workers, pregnancy leave etc.) the WASS secretariat will adapt the time-line of the monitoring system to the new situation. In the first year, the monitoring conversation will precede the formal go/no go decision by the supervisors.[[3]](#footnote-3) After the first year, the monitoring form can be used for an annual conversation with all PhD candidates. For employed PhD candidates, the monitoring form can be used instead of an R&O form for PhD candidates. The (co-) promotor can upload the monitoring form in the digital R&O tool, the candidate can send the form to the WASS secretariat. If deemed necessary based on the content of the monitoring form, WASS will contact the PhD candidate and/or supervisor.

In addition to facilitating a yearly monitoring conversation between PhD candidates and supervisors, WASS has installed a confidential, cohort-based monitoring system. In this system, PhD candidates are asked at 9-months (or, depending of their start-date, at the latest 15 months) and in their last year (36+ months) to fill out a questionnaire (strictly confidential) and then attend a WASS monitoring meeting with their cohort and WASS’ confidential advisors. The questionnaires contain questions that are relevant to the stage the PhD candidates are in at that particular moment.

**Timetable**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1-3 month | 6-9 months | 12 months | 9-15 months | 24 months | 36 months | 36-42 months | 48 months |
| * Discuss draft TSP with PhD Programme Manager
* Approval TSP
 | Approval research proposal | WASS 1st-year monitoring  | * WASS questionnaire and monitoring meeting
* Go/ no go decision[[4]](#footnote-4)
 | WASS 2nd-year monitoring | WASS 3rd-year monitoring | WASS questionnaire and monitoring meeting | * WASS 4th year monitoring
* Application education certificate
* Exit questionnaire and conversation
 |

1. PhD candidates is used as a general expression to denote all categories of employed, sandwich, guest and external PhD candidates. [↑](#footnote-ref-1)
2. Note: for teaching duties clear learning goals need to be specified. The PhD candidate should not spend more than 10% (i.e., 672 hours) of the appointment time on teaching duties, see [teaching duties PhD candidates](http://www.wur.nl/en/Education-Programmes/PhD-Programme/Teaching-duties-PhD-candidates.htm). [↑](#footnote-ref-2)
3. For the go/no go decision WASS Office will distribute a special form that supervisors have to complete. [↑](#footnote-ref-3)
4. Please note that employed PhD candidates need to have an official go-decision after 15 months. Otherwise, the HR department will not be able to prolong their employment contract. [↑](#footnote-ref-4)