**Training and Supervision Plan (TSP)**

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| --- | --- | --- | --- | --- | --- | --- |
| **Personal details**  (as documented in your passport) | | | | | | |
| Surname, initials and prefix | Click or tap here to enter text. | | | | | M  F  Other |
| First name | Click or tap here to enter text. | | | | | |
| Date of birth (dd-mm-yyyy) | Click or tap here to enter text. | | | | | |
| Address | Click or tap here to enter text. | | | | | |
| Postal code, town/city | Click or tap here to enter text. | | | | | |
| Country | Click or tap here to enter text. | | | | | |
| E-mail (private) | Click or tap here to enter text. | | | | | |
| **Admission requirements** | | | | | | |
| Master’s degree (e.g. MA, MSc, MDiv) | Click or tap here to enter text. | | | | | |
| Name of Master’s program | Click or tap here to enter text. | | | | | |
| University of Master’s program | Click or tap here to enter text. | | | | | |
| English Proficiency[[1]](#footnote-1) (e.g. test score) | Click or tap here to enter text. | | | | | |
| Cohort | September, year | | February, year | | | |
| Do you already have a PhD degree?[[2]](#footnote-2) | No | | Yes, in the discipline of: … | | | |
| Partner institution (if applicable) | Click or tap here to enter text. | | | | | |
| Type of partner agreement (if applicable) | Formal VU-Partner[[3]](#footnote-3), namely … | Joint doctorate | | Double Doctorate | Other, namely … | |
| **Other** | | | | | | |
| Do you declare that you will, at all times, observe and respect the standard of academic integrity as formulated in The Netherlands Code of Conduct for Academic Practice?[[4]](#footnote-4) | | | | | | Yes |
| The Graduate School FRT VU sends out a newsletter to all PhD candidates, to keep them informed of the most important developments at VU. Would you like to receive the PhD newsletter from the Graduate School FRT VU? | | | | | | Yes  No |
| **PhD Profile**  The Graduate School FRT VU aims to connect you with fellow PhD candidates working on similar topics, as well as inform you about activities relevant for you. Therefore, we ask all our PhD candidates to fill in their profile. The profile consists of your email address, research question, description of you and your, research focus, country of residence, partner institution (when applicable) and portrait (see below). | | | | | | |
| Do you give permission to the Graduate School FRT VU to publish your profile in the PhD newsletter? | | | | | | Yes  No |
| Do you give permission to publish your profile on our PhD network page?[[5]](#footnote-5) | | | | | | Yes  No |
| Fill in the information below only when you checked ‘yes’ on the questions above. | | | | | | |
| (preliminary) research question | Click or tap here to enter text. | | | | | |
| Describe yourself and your research in max. 100 words | Click or tap here to enter text. | | | | | |
| Research focus  Choose two disciplines, three themes, and three topics (find the list of options on [our website](https://vu.nl/en/about-vu/more-about/downloads-and-links)). Topics can be of your own choosing. There are a limited number of options available for disciplines and themes.  *Examples for topics: epistemology, Augustine, Exodus, film and religion, religious leadership, queer theology, Hinduism, anthroposophy, intertextuality etc.* | Choose a discipline  Choose a discipline  Choose a theme  Choose a theme  Choose a theme  Write your topic here  Write your topic here  Write your topic here | | | | | |
| Social media and other profiles  Do you want to put links to your social media profiles or other (university/ research) profiles on your PhD profile? If yes, please paste the URL here | Click or tap here to enter text. | | | | | |
| Portrait (optional)  *(click on the box to upload an image)* |  | | | | | |

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| **Training plan[[6]](#footnote-6)** | | |
| Full waiver[[7]](#footnote-7) | 30 | *Evidence waiver on page* … |
| **A. Mandatory Courses (11-12 ECTS)[[8]](#footnote-8)** | **ECTS** |  |
|  | 2 | … |
|  | 2 | … |
|  | 2 | … |
|  | … | … |
|  | 2 | … |
|  | 2 | … |
| *Section A: Total ECTS* | … |  |
| **B. Electives (18 ECTS)[[9]](#footnote-9)** |  |  |
| Click or tap here to enter text. | … |  |
| Click or tap here to enter text. | … |  |
| Click or tap here to enter text. | … |  |
| Click or tap here to enter text. | … |  |
| *to be determined after the first year* | … |  |
| *Section B: total ECTS* | … |  |
| **C. Waiver Requests for Electives[[10]](#footnote-10)** |  | *(please provide full evidence)* |
| Click or tap here to enter text. | … | *Evidence waiver included on page* … |
| Click or tap here to enter text. | … | *Evidence waiver included on page* … |
| Click or tap here to enter text. | … | *Evidence waiver included on page* … |
| Click or tap here to enter text. | … | *Evidence waiver included on page* … |
| *Section C: total ECTS* | … |  |
| *SUM TOTAL ECTS* | … | (should be 30 ECTS at a minimum) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Research plan** | | | | |
| Planned duration of PhD trajectory in years (max 8 years) | Click or tap here to enter text.years | | | |
| Planned graduation year | Click or tap here to enter text. | | | |
| Estimated hours per week for research | Click or tap here to enter text. | | | |
| Estimated hours for teaching activities at VU during the entire trajectory (only applicable to employed PhD candidates) | Click or tap here to enter text. | | | |
| **Supervision**  *Total supervision time: 336 hours during the entire trajectory.[[11]](#footnote-11) Please note that this number also includes time for reading work of the PhD candidate, contacting members of the reading committee, etc. Find a* [*calculation tool*](https://vu.nl/en/about-vu/more-about/downloads-and-links) *for this section on our website.* | | | | |
|  | **Name and title** | **Email address** | **Division supervision time (per year)** | |
| First promotor[[12]](#footnote-12) | Click or tap here to enter text. | Click or tap here to enter text. | … % | … hrs per year |
| Second promotor | Click or tap here to enter text. | Click or tap here to enter text. | ... % | … hrs per year |
| First co promotor | Click or tap here to enter text. | Click or tap here to enter text. | ... % | … hrs per year |
| Second co promotor | Click or tap here to enter text. | Click or tap here to enter text. | ... % | … hrs per year |
| Total supervision time per year  *(Supervision time per year depends on planned duration of the PhD trajectory: 336 hours divided by the planned duration of PhD trajectory)* | | | 100% | … hrs per year |
| Total supervision time trajectory | | | 100% | 336 hrs per trajectory |
| Research team[[13]](#footnote-13) | Click or tap here to enter text. | | | |

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| --- | --- |
| **Plan PhD trajectory**  *(The scheme below is illustrative, please adapt according to the needs of the project)* | |
| **Year 1**  *Summer cohort: starting on 1st September Winter cohort: starting on 1st February* | Research Design: month, year  Present research proposal at research team meeting: month, year  Submit research proposal to PPAC: month, year  Course: Click or tap here to enter text.  Course: Click or tap here to enter text.  Write chapters: Click or tap here to enter text.  Supervision meetings on Click or tap here to enter text.  Other |
| **Year 2** | Go/no-go moment: month, year  Course: Click or tap here to enter text.  Course: Click or tap here to enter text.  Write chapters: Click or tap here to enter text.  Supervision meetings on Click or tap here to enter text.  Other |
| **Year 3** | Course: Click or tap here to enter text.  Write chapters Click or tap here to enter text.  Supervision meetings on Click or tap here to enter text.  Other |
| **Year 4** | Course: Click or tap here to enter text.  Write chapters Click or tap here to enter text.  Supervision meetings on Click or tap here to enter text.  Click or tap here to enter text. |
| **Year 5**  (delete if not applicable) | Click or tap here to enter text.  Click or tap here to enter text.  Supervision meetings on Click or tap here to enter text. |
| **Year 6**  (delete if not applicable) | Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Supervision meetings on Click or tap here to enter text. |
| **Year 7**  (delete if not applicable) | Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Supervision meetings on Click or tap here to enter text. |
| **Year 8**  (delete if not applicable) | Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Supervision meetings on Click or tap here to enter text. |

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| Space for comments or extra arrangements |
| Click or tap here to enter text. |

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| Signatures  *Typed names do not suffice as signature. Please paste an image of your real signature, or print this form and sign.* | |
| Approved by the PhD candidate | date: Click or tap here to enter text. |
| Approved by first supervisor | date: Click or tap here to enter text. |
| Approved by the Director of the Graduate School FRT VU | date: Click or tap here to enter text. |

*Please send this form to the office of the Graduate School FRT VU via email (*[*grad.school.frt@vu.nl*](mailto:grad.school.frt@vu.nl)*). The Graduate School FRT VU strives to inform you about acceptance to the PhD trajectory within two weeks after receiving the completed TSP.*

1. Proficiency in written and spoken English will be determined on the basis of the TOEFL test, or an equivalent score in another accepted language test. Information about minimum scores on these tests or exemptions can be found [here](https://vu.nl/en/about-vu/more-about/how-to-apply). [↑](#footnote-ref-1)
2. If you already have a Doctorate, you can only be accepted to the Graduate School when you intend to pursue a PhD based on a dissertation in an academic domain other than that of your initial PhD ([Doctorate Regulations, article 7](https://vu.nl/en/research/more-about/doctorate-regulations)). Please include documents with information about your previous PhD research in your application. Find more information [here.](https://vu.nl/en/about-vu/more-about/how-to-apply) [↑](#footnote-ref-2)
3. The Graduate School FRT VU has several formal partners, such as IBTS, Queens, UST, and EGST. Find more information about our partners on the [website of FRT](https://vu.nl/en/about-vu/more-about/partners-graduate-school). [↑](#footnote-ref-3)
4. Find The Netherlands Code of Conduct for Academic Practice [here.](https://vu.nl/en/about-vu/more-about/downloads-and-links) [↑](#footnote-ref-4)
5. The Graduate School FRT VU Network Page is not available yet. [↑](#footnote-ref-5)
6. In all cases, 30 ECTS must be accounted for: by mandatory courses, electives and/or waivers. [↑](#footnote-ref-6)
7. If you apply for a full waiver, you don’t have to fill in the rest of the training plan. If you have a Research Master’s degree in Theology and Religious Studies from VU, you already meet the requirements of 30 ECTS, and will receive a full waiver. If you have a Research Master’s degree from another institution, you can also apply for a full waiver. The Graduate School FRT VU assesses full waiver requests on an individual basis. Find more information on the [Graduate School FRT VU website](https://vu.nl/en/about-vu/more-about/education-programme). [↑](#footnote-ref-7)
8. Please note that the number of ECTS for each mandatory course is fixed, except for Visits to Academic Conferences, for which you can get 1 EC per conference with a total maximum of 2 ECTS. Find more information on the [Graduate School FRT VU website](https://vu.nl/en/about-vu/more-about/education-programme). [↑](#footnote-ref-8)
9. In some cases it may be advisable to use the category "to be determined," e.g. when a candidate is not sure of their research focus. [↑](#footnote-ref-9)
10. Application for exemptions need to be submitted with a [waiver request form](https://vu.nl/en/about-vu/more-about/downloads-and-links), and must include full evidence (e.g. certificates). Please fill in where the evidence can be found (evidence waiver on page …). Find more information on the Graduate School FRT VU [website](https://vu.nl/en/about-vu/more-about/education-programme). [↑](#footnote-ref-10)
11. Please find a calculation tool for this section on our [website](https://vu.nl/en/about-vu/more-about/downloads-and-links). [↑](#footnote-ref-11)
12. A promotor is always a professor with *ius promovendi*, a co promotor (usually an assistant or associate professor) may but does not need to have *ius promovendi*. No more than two promotors can be appointed per PhD candidate ([Doctorate Regulations 10.6](https://vu.nl/en/research/more-about/doctorate-regulations)). One or, if necessary, two co-supervisors may be appointed upon recommendation of the supervisor ([12.1](https://vu.nl/en/research/more-about/doctorate-regulations)). [↑](#footnote-ref-12)
13. Every PhD candidate is obliged to be connected to one of the [research teams](https://vu.nl/en/about-vu/more-about/research-teams-frt). [↑](#footnote-ref-13)