

 **graduate school of religion and theology**

# Training and Supervision Plan (TSP)

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| --- |
| Personal details |
| Surname, initials and prefix |  | M [ ]  f [ ] other [ ]  |
| First name |  |
| Date of birth (dd-mm-yyyy) |  |
| Address |  |
| Postal code, town/city |  |
| Country |  |
| E-mail (private) |  |
| **Education – Previous qualifications** |
| Course |  |
| University |  |
| Graduation date |  |
| (Highest) Degree classification |  |
| Supervision |
| Supervisor (= promotor)[[1]](#footnote-2) |  |
| Supervisor (= second promotor) |  |
| Co-Supervisor (= co-promotor) |  |
| Co-Supervisor (= co-promotor) |  |

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| **Training plan***to be filled in in consultation with your supervisor(s)*[[2]](#footnote-3) |
| [ ]  English proficiency (TOEFL score):[[3]](#footnote-4) |  |
| [ ]  Name of partner institution, if applicable |  |
| [ ]  Full waiver (30 EC) |  | [ ]  Waiver Request & Evidence Included |
| *comments:*  |
| **A. Mandatory Courses (11-12 EC)**(for details, see website) | **EC** |  |
| [ ]  Research Design A: Academic Integrity (2 EC) |  | [ ]  Waiver Request & Evidence Included |
| [ ]  Research Design B: Methodology (2 EC) |  | [ ]  Waiver Request & Evidence Included |
| [ ]  Research Design C: Proposal Writing (2 EC) |  | [ ]  Waiver Request & Evidence Included |
| [ ]  Two visits to academic conferences (3-4 EC) |  | [ ]  Waiver Request & Evidence Included |
| [ ]  Transferable Skills (2 EC) |  | [ ]  Waiver Request & Evidence Included |
| total |  |  |
| **B. Electives (18 EC)[[4]](#footnote-5)**(name and/or code) |  | *(See the website for various options)* |
|[ ]   |  |
|[ ]   |  |
|[ ]   |  |
|[ ]   |  |
|[ ]   |  |
|[ ]   |  |
| [ ]  *to be determined after the first year*  |  |  |
| *total electives*  |  |  |
| **C. Exemptions / Waiver Requests[[5]](#footnote-6)**(name and/or code) |  | *(please provide full evidence)* |
|[ ]   | Waiver Request & Evidence Included |
|[ ]   | Waiver Request & Evidence Included |
|[ ]   | Waiver Request & Evidence Included |
|[ ]   | Waiver Request & Evidence Included |
|[ ]   | Waiver Request & Evidence Included |
| *total exemptions*  |  |  |

|  |  |  |
| --- | --- | --- |
| *sum total* |  |  |

*The sum total of mandatory courses, electives and exemptions must always be 30 EC at a minimum.*

**PART 2**

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| [ ]  fulltime (3-4 years) (1 year fulltime = 1680 hrs.) | planned graduation year:  |
| [ ]  part-time | planned graduation year:  |

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| Estimated hours per week available for research:  |

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| *comments (if necessary) (delaying factors, etc.):* |

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| **Guidance plan** |
| Division of tasks between the supervisor(s) and co-supervisor(s)(including time division, e.g. 50/50, 60/40 etc.) |  |
| Estimated number of hours per month reserved for supervision |  |
| Proposed dates for meetings with the supervisor | First meeting (start of appointment):  | (date)  |
| Anticipated 2nd meeting: | (date)  |
|  |  |
| **Provisional Plan** (if not in Research Proposal)(*the scheme below is illustrative, please adapt according to the needs of this project*) |
|  | Courses/activities:  |
| **Year 1** (Part time Year 1-2) | [ ]  course work (Research Design)[ ]  supervision meetings (Skype) [ ]  Present Research Proposal to Research Group[ ]  Submit Research Proposal to Professor's Meeting |
| **Year 2** (Part time Year 3-4) | [ ]  course work (if applicable)[ ]  writing of chapters 1-2[ ]  supervision meeting (on site or Skype): Sep - Nov: (date)[ ]  supervision meeting (on site or Skype): Dec - Feb) (date)[ ]  supervision meeting (on site or Skype): Mar - Jun (date) |
| **Year 3** (Part time Year 5-6) | [ ]  course work (if applicable)[ ]  writing of chapters 3-4[ ]  supervision meeting (on site or Skype): (date) [ ]  supervision meeting (on site or Skype): (date)[ ]  supervision meeting (on site or Skype): (date) |
| **Year 4** (and/or beyond if parttime) | [ ]  course work (if applicable)[ ]  writing of chapters 5-6[ ]  supervision meeting (on site or Skype): (date) [ ]  supervision meeting (on site or Skype): (date)[ ]  supervision meeting (on site or Skype): (date) |
| Miscellaneous (e.g., time spent abroad) |  |
| Towards the end of the first year the training and guidance plan is worked out in further detail / adapted for the remaining term of the PhD and may be adjusted annually thereafter, if so required. Any revisions can be recorded in an appendix. |

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| Signatures*(A typed name does not suffice as signature, please write or paste an image of your real signature)* |
| Approved by the PhD candidate | date:  |
| Approved by the supervisor(s) | date:  |
| Approved by the Director of the Graduate School | date:  |

1. A supervisor/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 supervisors can be appointed per PhD candidate (*Doctorate Regulations* 10.6). One or, if necessary, two co-supervisors may be appointed upon recommendation of the supervisor (12.1). [↑](#footnote-ref-2)
2. On all accounts, 30 EC must be accounted for, either by mandatory course work or exemptions. If you have a Research Master Degree of VU, you already meet the requirements of 30 ECTS and will receive a waiver. All other requests will be decided on an individual basis. [↑](#footnote-ref-3)
3. Proficiency in written and spoken English is an absolute requirement. This will be determined on the basis of the [Test of English as a Foreign Language (TOEFL)](https://www.ets.org/toefl/?WT.ac=etshome_toefl_flagship_180417), or an equivalent score in another accepted language test. The proficiency requirement can be met by the successful completion of one of the following examinations: IELTS: 6.5; TOEFL (paper based test: 580; computer based test: 237; internet based test: 92-93; Cambridge Advanced English: A, B or C. Exemption is granted from the examination in English to candidates who (1) within two years of admission to the Graduate School, have met the requirements of the VU test in English language proficiency TOEFL ITP, with at least the scores specified above, or (2) had previous education in secondary or tertiary education in an English-speaking country (Canada, USA, UK, Australia, New Zealand), or (3) have an English-language ‘international baccalaureate’ diploma, or (4) have a diploma of a Bachelor or Master degree programme which has been accredited by the NVAO in the Netherlands. For English courses and further information, see the website of [VU Taalloket](https://www.taalloket.nl/en/en-home/). [↑](#footnote-ref-4)
4. In some cases it may be advisable to use the category "to be determined," (t.b.d.), e.g. in case a candidate is not fully sure of his or her topic or in case unforeseen deficiencies turn up later on in the process. [↑](#footnote-ref-5)
5. Application for exemptions need to be submitted with full evidence (e.g. certificates, course descriptions, study guides, etc.) [↑](#footnote-ref-6)