**LEIDEN UNIVERSITY GRADUATE SCHOOL OF ARCHAEOLOGY**

**INTERNAL PhD STUDENTS**

**PhD TRAINING & SUPERVISION PLAN (TSP)**

 ***Sep 2019***

*Please upload this document in LUCRIS/GSM system within one month after the start*

**I. PERSONALIA**

Name:

Birth date and place:

Nationality:

Home address:

Private Telephone number:

Private email:

**II. PhD PROJECT**

**Title PhD project** :

**Short description** (5 lines):

Full time / part time:

Duration (Total period of study):

Starting date: ……………………………… end: ……………..

Projected year of PhD graduation:…………………………….

Funded by: ……………………………………………………..

Part of the research program / project:

Co-operating institute(s), if any:

**Fieldwork:** is fieldwork part of the PhD project?

If yes: Frequency and planning (1st year, 2nd year…?) and lengths of stay(s):

**Thesis production**

* in what language will you write,
* is it a monograph or collection of articles?

**III. SUPERVISION**

**Recommended is that at least once a month, the PhD student and supervisors discuss the progress of the projec**t.

° First (or main) supervisor (“promotor”):

Frequency of contact and specific tasks:……………….

° Second supervisor (second promotor? Co-promotor?) :

Frequency of contact and specific tasks:………………

° Other supervisor(s), “daily” supervisor:……………

Frequency of contact and specific tasks: ……………

Work visits by supervisor necessary: Yes / no / not applicable

If yes: when, how long:

**IV. PhD TRAINING** See the PhD brochure for recommended training plan in 1st -4th year.

The recommended volume of training (including teaching assistance) is 30 EC in 4 years; 1 EC = 28 working hours

Please note that for funded PhD students (in a 4 year appointment) the attendance of 280 hours (10 EC) training is compulsory. These 10 EC are divided into: 5 EC skills training, and 5 EC academic training (conferences, training in specialism)

Member of Research School: yes/no

Research School:

**List the courses you intend to attend, and the skills you wish to develop:**

**TRANSFERABLE SKILL COURSES:** 5 EC skills training are compulsory

**see** the Leiden- University links: https://www.staff.universiteitleiden.nl/courses?cf=archaeology&cd=fda-board-office

**RESEARCH ACTIVITIES, COURSES, CONFERENCES** 5 EC skills training are compulsory

* General courses, seminars, conferences:
* Specialist courses, workshops, conferences:
* Planned specialist conferences for presentation of own research:
* publication / editing plans (recommended: 1 article in a peer-reviewed journal):
* other

**TEACHING**

* Planned teaching activities (teaching assistance at Faculty of Archaeology; organisation of a workshop):
* Planned teaching courses: (in what year?)

**V. WORKPLAN**

Year 1:

Year 2:

Year 3:

Year 4:

This TSP serves as a reference for annual progress & development interviews with the supervisor(s) and the Graduate School.

Adjustments can be recorded in a separate document and added in GSM.