

1. Title / Titel: *Educational and Supervision Planning Forms*

2. Brief Description / Samenvatting

This practice illustrates the potential of the Educational and Supervision Planning Form. PhD student and supervisor have to fill in the forms in the first three years of the PhD program. Every form fits into the specific phase of the trajectory. By way of the form, the school management also collects information for the PhD Database. The forms illustrate the evaluation practices in three consecutive years.

3. Objectives / Beoogde doelen

[What are the main objectives?]

- clarifying rights and duties of PhD students
- clarification of evaluation criteria with respect to definite research plan
- planning the evaluation of supervision quality
- agenda setting for meetings between supervisor and PhD student with respect to:
 - planning of research
 - educational activities (attending PhD courses, etc)
 - teaching duties
 - discussion of definite research plan (“8th month paper”)
 - publication strategy
 - labour market preparation
 - supervision practice
- checking important managerial and context issues (exemption from Dutch MA exam, utilizing external subsidy possibilities)
- collection of information for input in PhD Database

4. Institutional Context / Organisatorische context

[How does the project/process fit into the institutional quality programme?]

Institutional context: the Amsterdam School for Social science Research
The filling in of the forms and the approval procedures belong to the standing practices of the research school. They accompany the continuous care for a well planned PhD trajectory.

5. Implementation / Implementatie

[How is the project/process run and who has responsibility for important tasks?]

The coordinator of the PhD program takes care of handing the forms to the PhD students. Upon filling in the form, the coordinator checks the information and signs on behalf of the scientific director of the research school.

6. Illustration / Illustratie

[An illustration of the project/process in practice]

See example.

7. Evaluation / Evaluatie

[How do you know the project/process has been successful?]

Forms and procedures have been developed during a period of eighteen years. Quality and feasibility are constantly checked in the daily practice of communications between PhD students, supervisors and management. “The proof has been in the eating.” Achilles heel: the necessity to keep a continuous eye on the timely handing in of the forms by dozens of PhD students (“managerial fatigue”)

8. Contact / Contactpersoon voor nadere informatie

Name / Naam: For further information, one may contact the original developer of the forms (dr. Hans Sonneveld) or the Amsterdam School for Social science Research

Email: j.f.m.sonneveld@uu.nl or assr@fmg.uva.nl