**The Graduate School for Production Ecology and Resource Conservation (PE&RC)**

**Training and Education Statement Form (TESF)**

*For more detailed information on the TESF see:* [*www.pe-rc.nl/TESF*](http://www.pe-rc.nl/TESF)

**Explanatory note in preparing the official Training and Education statement.**

* **This version of the TESF is for those that started the PhD AFTER 1 MAY 2015.**
* To obtain a Training and Education Certificate, PhD candidates must comply with the PE&RC Training and Education criteria as formulated in the Training and Supervision Plan that was submitted at the start of the PhD track. This implies that at least 30 ECTS[[1]](#footnote-2) (=22 weeks) of Training and Education activities have been collected.
* Besides the minimum of 30 ECTS, credits must be spread out over the categories, considering the **minimum** ECTS required for certain subcategories.
* Note that summation of minimum credits does not lead to the minimum total required.
* Before submitting the final signed version of the TESF to PE&RC, please send a draft version by email to Claudius van de Vijver (claudius.vandevijver@wur.nl), so he can check whether all requirements have been met. In general, we advise to do this about 3-4 months prior to the PhD defence.
* Accordingly, the final signed version of the TESF must be submitted both as signed PDF ánd as (unsigned) WORD file to Claudius.vandevijver@wur.nl.
* Once approved, the PhD candidate will:
	+ Receive a PE&RC Training and Education Certificate along with the PhD degree.
	+ Receive an electronic version of the certificate to be inserted in the PhD thesis.
* **Note that PE&RC would appreciate to receive a (digital) copy of your PhD thesis!**

**Personal details of PhD candidate:**

|  |  |
| --- | --- |
| First name: |  |
| Family name: |  |
| Date of birth (day-month-year): |  |
| Place of birth (town and country): |  |
| Work e-mail address (when available): |  |
| Private e-mail address: |  |

|  |
| --- |
| On the official certificate, your name will be stated in the following order: First name and Family name. If you want your name to be stated in a different way, please indicate this below: |
|  |

**Information related to graduation ceremony and thesis:**

|  |  |
| --- | --- |
| Graduation date (day-month-year): |  |
| PhD Defence location: |  |
| Title of PhD thesis: |  |
| Name of promotor(s): |  |

|  |  |
| --- | --- |
| For those who will **NOT** defend their thesis at Wageningen University, please fill in the address where the hardcopy of the Training and Education Certificate must be sent to: |  |

**CATEGORY 1: SCIENTIFIC KNOWLEDGE, INSIGHT AND OVERVIEW**

**a. Review of literature / writing of project proposal** **(4.5 ECTS)**

* *PhD candidates must have written a review of literature, highlighting theoretical background, scientific, and societal relevance of the PhD project.*
* *An additional 1.5 ECTS can be obtained when the candidate has written, or substantially contributed to writing the PhD project proposal.*

|  |  |
| --- | --- |
| **Title of review / title project proposal (when applicable)** | **ECTS** |
|  |  |

**b. Postgraduate courses**

* *Postgraduate courses have a higher level than MSc-levelled courses, which belong in Category 1c.*
* *Postgraduate courses can be followed anywhere in the world.*
* *When desired courses are not available or unknown, indicate subject of interest and year in which one hopes to follow a course on this subject.*
* *Two types of postgraduate courses are distinguished:*

**b1. In-depth / Topical / On-site Postgraduate Courses (3 ECTS)**

* *Online courses (co-)organised by PE&RC can be credited in this category.*
* *Other online courses must have been checked by the PE&RC PhD Programme Coordinator.*
* *At least one course has been taken offline*

|  |  |  |  |
| --- | --- | --- | --- |
| **Course title** | **Organisers** | **Year** | **ECTS** |
| 1) |  |  |  |
| 2) |  |  |  |
| 3) |  |  |  |

**b2. Methodological / Statistical Postgraduate Courses (no minimum ECTS)**

* *Online courses are credited in this category as long as the course is on postgraduate level. Supervisors agreed with their signature on the TSP form, that the course is of sufficient level and quality for the PhD candidate*

|  |  |  |  |
| --- | --- | --- | --- |
| **Course title** | **Organisers** | **Year** | **ECTS** |
| 1) |  |  |  |
| 2) |  |  |  |
| 3) |  |  |  |

**c. Deficiency, Refresh, Brush-up courses (no minimum ECTS/max 3 ECTS)**

* *These courses are not at postgraduate level (e.g., MSc courses).*
* *Online courses that don’t fit in category 1b are also credited in this category*

|  |  |  |  |
| --- | --- | --- | --- |
| **Course title** | **Organisers** | **Year** | **ECTS** |
| 1) |  |  |  |
| 2) |  |  |  |
| 3) |  |  |  |

**d. Laboratory training and working visits (no minimum ECTS)**

* *This involves training or visits to universities/institutes other than the candidate’s affiliated institute(s).*
* ***Regular fieldwork or lab work are not credited.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic under investigation** | **Institute** | **Year** | **ECTS** |
| 1) |  |  |  |
| 2) |  |  |  |

**e. Invited review of journal manuscripts (no minimum ECTS/max 3 ECTS)**

* *Credits are obtained when the PhD candidate has reviewed a submitted manuscript on request of a journal.*
* *One can obtain 1 ECTS per reviewed manuscript.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Journal** | **Topic** | **Year** | **ECTS** |
| 1) |  |  |  |
| 2) |  |  |  |

**CATEGORY 2: SKILLS, COMPETENCES AND CAREER DEVELOPMENT**

**a. Competence, Skills and Career-oriented activities (2 ECTS)**

* *These courses and activities are part of:*
	+ *Development and strengthening of skills and competences needed as a scientist (e.g., writing and presenting skills, time planning and project management, communication skills) and beyond.*
	+ *Obtaining clear career perspectives, e.g., courses or orientation activities.*
* *Online courses are also credited in this category*

|  |  |  |  |
| --- | --- | --- | --- |
| **Title of the activity** | **Organisers** | **Year** | **ECTS** |
| 1) |  |  |  |
| 2) |  |  |  |
| 3) |  |  |  |
| 4) |  |  |  |
| 5) |  |  |  |

**b. Scientific Integrity/Ethics in science activities (0.3 ECTS)**

* *This should be an activity on ethics alone or a course element with a clear focus on ethics in science. Altogether, these course elements should at least add up to 0.3 ECTS.*
* *When no alternative was available, online courses are credited.*
* *PhD candidates of* ***VU Amsterdam*** *must have followed the* ***VU Scientific Integrity course (2 ECTS)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Title of the activity** | **Organisers** | **Year** | **ECTS** |
| 1) |  |  |  |
| 2) |  |  |  |
| 3) |  |  |  |

**c. PE&RC Retreat, PE&RC Day, and other PE&RC events (1 ECTS)**

* *A PE&RC day or a one-day symposium is credited with 0.3 ECTS, the PE&RC retreat for first years with 0.9 ECTS and the PE&RC retreat for midterm and last years with 0.6 ECTS.*
* *Besides the PE&RC day and the PE&RC retreat, other seminars, symposia, or meetings in which PE&RC was involved may be listed.*

|  |  |  |
| --- | --- | --- |
| **Name of the meeting** | **Year** | **ECTS** |
| 1) |  |  |
| 2) |  |  |
| 3) |  |  |

**CATEGORY 3: SCIENTIFIC EXPOSURE/INTERACTION**

**a. National scientific meetings, local seminars, and discussion groups (4.5 ECTS)**

* *Main aims were to stimulate scientific interaction and networking beyond your own specific field of expertise and beyond your existing scientific network.* ***Hence, chair group/research department meetings may not be listed as they do not meet these aims.***
* *Listed activities, targeted towards a local audience, can have taken place anywhere in the world.*
* *International conference attendance may be listed under this heading too, but only if you did not present a poster or talk in that conference (otherwise, list that conference in 3b).*
* *Participation of discussion groups that are generally run by and for PhDs are credited here.*
* *Consider ± 0.1 ECTS for a 2-hour meeting and 1.5 ECTS per year for active participation in a discussion group.*

|  |  |  |
| --- | --- | --- |
| **Name of the discussion group, local seminar or other scientific meeting** | **Years** | **ECTS** |
| 1) |  |  |
| 2) |  |  |
| 3) |  |  |
| 4) |  |  |
| 5) |  |  |

**b. International symposia, workshops and conferences (3 ECTS, at least 2 meetings)**

* *Credits can only be obtained when the candidate has presented a poster or has given talk at the meeting.* ***Participation without presentation is credited in category 3a.***
* *Credits: 1 ECTS is obtained for the presentation or poster, which is added to the ECTS obtained for attendance (0.3 ECTS per day). So, a two-day meeting results in 1.6 ECTS.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of international symposium, workshop, or conference** | **Location** | **Year** | **ECTS** |
| 1) |  |  |  |
| 2) |  |  |  |
| 3) |  |  |  |
| 4) |  |  |  |
| 5) |  |  |  |

**c. Societally relevant exposure (no minimum ECTS)**

* *Credits can be obtained for any kind of societally relevant outreach activity. Examples include: TV/radio interview, newspaper/press article, popular science magazine article, blog, guest lecture at primary or secondary school, etc.*

|  |  |  |
| --- | --- | --- |
| **Name of the activity** | **Year** | **ECTS** |
| 1) |  |  |
| 2) |  |  |
| 3) |  |  |

**d. Committee work (no minimum ECTS)**

* *Credits can be obtained for committee work that contributes to your academic development, e.g. work for the PE&RC PhD Council.*
* *For one year of active participation in a committee 1 ECTS is credited.*

|  |  |  |
| --- | --- | --- |
| **Name of the committee** | **Year** | **ECTS** |
| 1) |  |  |
| 2) |  |  |
| 3) |  |  |

**CATEGORY 4: TEACHING (maximum 6 ECTS)[[2]](#footnote-3)**

In the Netherlands, PhD candidates are not obliged to teach. We do however encourage PhD candidates to take up some teaching activities (i.e., lecturing, supervising BSc/MSc theses). Given the value of teaching skills and experience, teaching activities are credited if personal learning outcomes are defined a-priori and can be demonstrated a-posteriori.

Teaching activities that are credited and that may be listed in the PE&RC Education Certificate:

* Lecturing: The PhD candidate has prepared and given lectures (guest lecture or lecture series). This also includes preparation of lectures and/or teaching material.
* Supervision of practicals/tutorials, provided that the PhD candidate has been involved in the organisation and development of sessions and material.
* Supervision of **BSc and MSc theses**, provided that the PhD candidate was the daily supervisor.

**a. Lecturing/Supervision of practicals/tutorials (no minimum ECTS)**

* *0.3 ECTS per lecture or day of practical/tutorial supervision (includes preparation time)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Course title** | **Year** | **No. of days** | **ECTS** |
| 1) |  |  |  |
| 2) |  |  |  |
| 3) |  |  |  |
| ***Demonstrated personal learning outcomes related to didactics:*** |

**b. BSc/MSc thesis supervision (no minimum ECTS)**

* ***3 ECTS*** *can be obtained for the* ***first*** *6-month BSc/MSc project,* ***2 ECTS*** *for the* ***second, 1 ECTS*** *for the* ***third and n****o ECTS for subsequent BSc/MSc projects. However, to get a complete overview of your planned BSc/MSc supervision activities, please do list* ***all*** *BSc/MSc projects you plan to supervise (also if this this exceeds three).*

|  |  |
| --- | --- |
| Number of BSc / MSc students supervised: |  |
| Research topic 1: |  |
| Research topic 2: |  |
| Research topic 3: |  |
| .... |  |
| **Demonstrated personal learning outcomes** |  |
| Time investment (# of days) |  |
| Total # of ECTS obtained |  |

**Total Credits**

|  |  |
| --- | --- |
| **Total credits (ECTS) for education, training, and teaching activities****(Sum of category 1-4. Minimum required = 30 ECTS)** |  |

2 PhD candidates of VU Amsterdam can have a maximum of 3 ECTS in this category and have to write a reflection report to obtain the credits

**VERACITY OF THIS EDUCATION STATEMENT FORM**

The promotor and the PhD candidate declare that the Training and Education activities of the candidate, as stipulated above in this Training and Education Statement Form, have been performed and noted truthfully.

|  |  |
| --- | --- |
|  |  |
| Signature promotor | Signature of PhD candidate |

Place:

Date:

**When signed by the PhD candidate and promotor, please send the scanned copy of the signed document to** **Claudius.vandevijver@wur.nl****. Additionally, please send along the (unsigned) WORD version of the scanned document.**

Approval by the Graduate School for Production Ecology and Resource Conservation (PE&RC) as signed by:

Dr C. van de Vijver

(Head of the PE&RC PhD Programme)

Date:

1. ECTS = The European Credit Transfer and Accumulation System.

1 ECTS = 28 hours 1 day = 0.3, 2 days = 0.6, 3 days = 0.9, 4 days = 1.2, 5 days = 1.5 [↑](#footnote-ref-2)
2. PhD candidates of VU Amsterdam can have a maximum of 3 ECTS in this category and have to write a reflection report to obtain the credits [↑](#footnote-ref-3)