

Amsterdam UMC/VUmc specific requirements to the Doctorate Regulations VU

The next articles of the [Doctorate-regulations](#) refer to VUmc specific demands

(Section 02; Admission to the PhD trajectory) Article 8; Procedure; section 5 and 6

5. The dean will assess the training and supervision plan according the procedure laid down by the faculty to which the plan has been submitted.

6. The dean may authorize the director of the Graduate School* to implement the provisions of paragraph 5.

VU University medical center** specific requirements

*At VUmc, 'Graduate School' is supposed to mean 'Research Institute'

**hereafter: VUmc

The educational programme will be discussed with the supervisor and defined in the Training (and supervision) Plan (TSP) at the start of the PhD track. The details of the plan will be registered in Hora Finita and will be approved by consecutively the supervisors, the co-supervisors and the director of (the education committee of) the Research Institute.

(Section 05; The training programme) Article 14; Scope and content

1. In consultation with the supervisor, the PhD candidate must record the content of the training programme in their Training and Supervision Plan. The training programme consists of at least 30 EC.

2. In all cases, training programmes include a component on current insights and regulations regarding academic integrity and, where relevant, a component on current scientific methods and techniques in research. The training and supervision plan always includes a planning of the PhD programme, including a scheduled go/no go decision as well. The plan also states to which Graduate School, Research School or Research Institute# the PhD candidate is affiliated.

3. The dean is responsible for providing a training programme of sufficient quality and for ensuring that the candidate has sufficient time and resources to complete this programme.

4. The dean may grant exemptions for components of the training programme, provided the way in which the PhD candidate has met the final requirements of the relevant components is shown##.

5. In the first two years of the PhD programme, a plagiarism check is carried out on an appropriate product. The plagiarism check consists of a scan and an interview about the results of the scan, The university determines how the scan is carried out, and the interview is between the supervisor (or, at their request, a co-supervisor) and the PhD candidate. The supervisor (or co-supervisor) draws up a brief report of the interview, which states whether or not any plagiarism has been identified. The report is stored in the system referred to in Article 8, paragraph 1. The dean may allow the plagiarism check in a specific case, or in general throughout the faculty, or in a particular field, to take place at a later time. Exemptions from the plagiarism check are not possible.

6. The dean may authorize the director of the Graduate School to implement the tasks referred to in paragraphs 4 and 5###.

VUmc specific requirements

#At VUmc 'Graduate School, Research School or Research Institute' is supposed to mean Research School or Research Institute

##The VUmc Dean has delegated the granting of exemptions to the chair of the Research Institute. In case of any discussion the dean may be asked to advise and decide

###In case of article 5 'Graduate School' is supposed to mean Doctoral School Amsterdam UMC

1. Credits in courses

As part of their training as scientific researchers, PhD candidates at VUmc must take at least 30 credits (EC = ECTS) in courses. External PhD candidates are also subject to this requirement.

2. This curriculum covers the following fields:

- Skills / transferable skills, such as: (a) teaching guidance, like mentoring or tutoring, and thesis writing guidance; (b) instruction; (c) personal development; (d) presentation / writing in English, statistics, etc.
- Professional-level education
- Required courses such as the BROK, Scientific Integrity and a course on laboratory animal science
- Activities, including: (a) personal supervision (daily) by an experienced examiner (supervisor); (b) educational activities within the research group / department / research institute such as work meetings, journal clubs, colloquia, PhD afternoons, etc.; (c) preparation of conferences and participation in symposia, etc.

The curriculum consists of a balanced distribution of courses in the various relevant domains. Each research institute has its own guidelines for this. The Education committee of the relevant Research Institute must approve the PhD candidate's Training Plan at the start of the PhD trajectory and after completion of the training programme.

3. Exemptions from courses may be granted in certain situations, such as:

- Physician-scientists in training who obtain relevant education credits as part of their specialist training.
- PhD candidates (internal / external) who can demonstrate having already completed sufficient relevant training, e.g. a Research Master's.
- Candidates obtaining their PhD via an appointment as junior researcher or in the MD-PhD programme.

Exemptions can be requested from the Education committee of the relevant Research Institute. In case of any discussion the dean may be asked to advise and decide.

(Section 05; The training programme) Article 15; Assessment of Training; section 2

The dean assesses the training programme in the manner laid down by the Faculty Board[@].

VUmc specific requirements

@The VUmc dean has delegated the assessment of the Training Programme (as described in the Training (and Supervision) plan) to the chair of the Education committee of the relevant Research Institute.

All PhD candidates employed under an 'OIO' (researcher in training) contract will be subject to an assessment conducted with their supervisor after nine months and again after three years. The nine-month assessment looks at whether the progress of the work and its quality are sufficient to reasonably enable the candidate to obtain their degree within the remaining term of the employment. Employees who are doing a PhD but who do not have an 'OIO' contract will have their progress assessed during a yearly evaluation. The second assessment at the end of the third year focuses on making a plan for the completion of the research and thesis in the final year of employment. The candidate's curriculum is also discussed at both the nine-month and three-year evaluation. Adjustments in the training programme are possible, but must be recorded.

The Education Committee at the relevant Research Institute assesses PhD candidates' Training Plan upon submission and midway through and at the end of the PhD programme (including any exemptions), as

documented in the Portfolio in Hora Finita. In case of any discussion the dean may be asked to advise and decide.

(Section 05; The training programme) Article 15; Assessment of Training; section 3

The dean ensures that the training programme certificate is produced and awarded to the PhD candidate.

VUmc specific requirements

After having completed the training programme, which means that the PhD candidate has gathered 30 EC (including exemptions if applicable), and approval of the trainings as documented in the Portfolio in Hora Finita by the supervisor(s) and the Education committee of the research Institute, Hora Finita will generate a training certificate. Approval of the Portfolio is essential to be able to continue the PhD trajectory (uploading the manuscript, the Doctorate Committee for assessment of the manuscript and getting admitted to the PhD ceremony).

(Section 06; The Dissertation) Article 16; Conditions; section 2

A faculty may set additional rules relating to the dissertation, which are part of the Regulations set out in Article 38, paragraph 2.

VUmc specific requirements

VUmc follows the [NFU Guidelines for PhD tracks](#) (Netherlands Federation of University Medical Centres). This means these must contain the following:

- An introduction describing the state of affairs in the field and the research problem.
- A general discussion in which the results obtained are situated and analyzed in their broader context, as well as a description of possibilities for further research.

Meantime the manuscript is being reviewed by the supervisors, the Education Committee of the Research Institute evaluates if the training requirements described have been fulfilled. To ensure that these requirements are met, it is important that the Education Committee assesses the candidate's research plan (including the chapter outline) at the start of the PhD programme (simultaneous with the assessment of the Training and Supervision Plan).

Note that the manuscript can only be submitted in Hora Finita, after approval in Hora Finita of the training programme in the Portfolio.

It is prescribed that progress on the project needs to be discussed at the nine-month and three-year assessments (also see point 3) in the case of PhD candidates employed under an 'OIO' contract. Other employees need to discuss their progress during a yearly evaluation.

Amsterdam UMC specific requirements, applicable to both VU and UvA PhD candidates

Supplementary regulations apply for (both AMC/UvA and) VUmc/VU PhD candidates and aim to harmonize applying rules to PhD candidates at Amsterdam UMC. This document is added on [the Amsterdam UMC Doctoral School website](#) under Graduation/Vrije Universiteit Amsterdam.

In addition to the VU Doctorate Regulations article 16:

- Specific rules apply on the composition of articles in the thesis.
- The thesis must contain a portfolio of education (guideline 30 EC).

