APH PHD QUICK GUIDE

1 Register your PhD trajectory

The steps you take to register your PhD trajectory depends on your appointment.

VU BETA/FBMS
- Send an e-mail to the contact person of your faculty to initiate Hora Finita registration. See the++ APH Education Quality page for more information.
- **For VU Health Sciences PhD candidates (BETA) only**: Fill in Training Plan (TP) (APH VU template) with supervisors (see step 2 for more instructions).

VUmc and AMC+
- Register via Amsterdam UMC Doctoral School (DS).
- On the registration form choose the affiliated research institute(s) and research programs (min. 1, max. 2).
- Choose APH as your primary research institute. DS will send registration information to APH Hora Finita key user who will initiate registration in Hora Finita system.
- After registration at the DS, fill in the PhD plan (APH template) which includes Training Plan (TP) (VUmc) or education plan (AMC) with supervisors and e-mail it to the DS.
- Additionally, embed your research project within APH via this form.
- Send the form to APH Scientific Quality Committee (aph.sqc@amsterdam.umc.nl) to start embedding process and when approved you will receive an official SQC embedding letter. See the APH Scientific Quality page for more information.

VUmc
- The APH key user opens your Hora Finita registration
- Upload relevant documents, incl. passport/MSc diploma and:
    - SQC embedding letter in the box 'overig'.
    - PhD plan incl. TP in box 'tsp'.

* BETA: Faculty of Science / FBMS: Faculty of Behavioural and Movement Sciences

2 APH PhD committee assesses Training Plan

VUmc and VU Health Sciences
- Read instructions and disclaimers on TP carefully.
- Fill in the table of your TP completely and correctly. Ensure that each planned activity is filled in completely (each column) and under the corresponding subcategory.
- Please note!
    - For conferences: indicate whether you are planning to attend a national or international conference and whether you provide a presentation, and add the corresponding EC.
    - For (EpidM) courses: only if exam is passed, the full course EC will be awarded.
- Ensure to provide the correct amount of ECs per activity and their total
- Submit your PhD plan incl. TP via Hora Finita (VUmc) or your TP (VU) via e-mail to the PhD coordinator (VU Health Sciences).

Tips
- Read the APH PhD Handbook and the APH Education Quality page thoroughly.
- Update your Hora Finita Portfolio by adding activities and proof documents continuously throughout your PhD trajectory.
- Check the APH website/newsletter regularly for relevant information, and interesting PhD activities and courses.

3 APH PhD committee assesses Portfolio

VUmc and VU Health Sciences
- As soon as your portfolio is completed, request an assessment of your portfolio by the APH PhD committee via Hora Finita.

Make sure:
- To adhere to the requirement of min. 30 EC total, and the minimum and maximum ECs per subcategory.
- To provide valid proof document(s) (e.g., certificate of attendance) for each activity. See APH PhD Handbook for proof examples.
- That ECs you enter in your Portfolio match the amount of ECs visible on a proof document.

How to determine the amount of ECs for an activity:
- EC is visible on proof document.
- If not visible, determine EC based on guidelines in APH PhD Handbook. Generally, 1 EC equals 28 hours of attendance/duration of activity.

Contact

APH PhD committee
via aph.phdcommitee@amsterdamumc.nl regarding:
- Training plan assessments
- Portfolio assessments
- Exemption requests

APH Hora Finita key user
via aph.horafinita@amsterdamumc.nl for questions relating to processes in Hora Finita from registration until Portfolio approval.