

# PhD Handout



## Important information

If you are an external PhD candidate (not physically working at the AMC or VUmc), your PhD supervisor or team should help you arrange your guest appointment, Amsterdam UMC login credentials and email address by contacting the ICT department.

## The Amsterdam UMC Doctoral School:

- **Registers** Amsterdam UMC PhD candidates and their supervisors
- **Informs** current and future PhD candidates, supervisors and others about the Amsterdam UMC PhD program
- **Provides** a PhD course program for registered PhD candidates
- **Monitors** the PhD training of Amsterdam UMC PhD candidates
- **Supports** PhD candidates as well as PhD supervisors
- **Facilitates** formal activities towards the thesis defence and graduation ceremony

## Universities' Doctorate Regulations and Requirements

- [UvA Doctorate-regulations](#) & [Requirements for the PhD Thesis](#)
- [VU doctorate regulations](#) & [Requirements for the PhD Thesis](#)
  - Norm: ≥4 chapters (≥3 as first author), with results of original scientific research
  - ≥2 first-author articles published (or reviewed/accepted) in international, peer-reviewed journals

## PhD Graduation

- No Master's degree from a Dutch university:
  - **AMC/UvA PhD Candidates:** exemption form; [uva.nl/phd](#) and [PhD graduation](#) → [step 1](#)
  - **VUmc/VU PhD Candidates:** upload the certificate(s) in Hora Finita
- Start request for admission to the doctoral programme; [PhD graduation](#) → [step 2](#)
  - **AMC/UvA PhD Candidates:** About one year before your tentative defence date
  - **VUmc/VU PhD Candidates:** At the start of your PhD trajectory
- For general questions about the administrative steps around your PhD graduation contact:
  - **AMC/UvA PhD Candidates:** [promotiezaken@amc.nl](mailto:promotiezaken@amc.nl) (Annemarie van de Woestijne en Alexander Meulenbelt; +31 (0)20-56 67477; AMC E2-176)
  - **VUmc/VU PhD Candidates:** [promoties-decanalezaken@vumc.nl](mailto:promoties-decanalezaken@vumc.nl) (Khadija Asafiati en Alexander Meulenbelt; +31 (0)611801713; VUmc ZH 3D or AMC E2-172)

## Supervision

- At least 2, maximum of 4 (co)supervisors
  - Minimum of 1, maximum of 2 supervisors (*promotores*); at least 1 full professor appointed at UvA/VU respectively
  - Maximum of 2 cosupervisors (*copromotores*)
- Discuss progress of entire PhD Thesis regularly

## PhD Portfolio

- Overview of the doctorate level academic training: activities next to the PhD project
- Acquisition of specific academic skills, general scientific skills, transferrable skills
- Courses, presentations, teaching, seminars, board membership, workshops, etc.
- **For AMC/UvA PhD Candidates**, 30 ECTS recommended (**Attention:** AMC/UvA PhD candidates at **Cancer Center Amsterdam** who have started the PhD trajectory as from 1 January 2021, should also complete 30 ECTS in agreement with the [OOA training plan](#))
- **For VUmc/VU PhD Candidates**, 30 ECTS mandatory
- 28 hours = 1 ECTS

- **For both AMC/UvA and VUmc/VU PhD candidates** portfolio is Mandatory in PhD Thesis (last pages)
- [Example portfolio](#) and [template portfolio](#)

### **Course Program**

- Enrollment: online application [here](#); you need an amsterdamumc.nl active account
- Attendance: after confirmation of your participation attendance is compulsory
- Cancellation: cancellation is possible until two weeks before the start of the course
- Inspiration: [PhD Competence Model \(amsterdamumc.org\)](#)

### **PhD Progress & Consultation**

- Evaluation procedure halfway the PhD project
- PhD counsellor: PI or senior researcher, not involved in supervision
- PhD Progress & Consultation meeting:
  - presentation by PhD candidate
  - discussion about progress
- Evaluation should be seen as an opportunity to reflect, not as a check on the quality of research and mentorship

### **PhD support**

- Contact one of the [PhD advisors](#) in case of questions and/or problems related to the PhD project (e.g. loneliness, stress, planning problems, communication with supervisor, scientific integrity). Consultations with them are confidential
- [Peer to Peer Group Coaching](#) (in Dutch it is called *Intervisie*)
  - Get support from peers, reflect, discuss issues without hierarchical differences, get insight and find possible solutions to everyday problems
  - 6-8 participants; 5 meetings; first meeting chaired by PhD advisor
  - Certificate (0.5 ECTS)
- [PhD Safety Net infographic](#)
- [For foreign researchers who work in the Netherlands](#)
- [Sociale veiligheid \(tulpintranet.nl\)](#)
- [Research integrity Amsterdam UMC](#)

### **News & Communication**

- Website: [amsterdamumc.org/phd](https://amsterdamumc.org/phd)
- E-mail: [doctoralschool@amsterdamumc.nl](mailto:doctoralschool@amsterdamumc.nl); Phone: +31 (0)20-56 63108
- LinkedIn: <https://www.linkedin.com/company/amsterdam-umc-doctoral-school>
- Newsletter → Please add [doctoralschool@amsterdamumc.nl](mailto:doctoralschool@amsterdamumc.nl) to your 'safe senders' to prevent the newsletter from ending up in your spam-filter
- [Blogs, articles and newsletters - doctoral school Amsterdam UMC](#)
- Struggling Scientists; [episode-24-the-science-life-talking-with-phd-advisors](#)

### **Other**

- [Research Institutes](#)
- [The Association by and for Amsterdam UMC PhD candidates \(ASAP\)](#)
- University libraries
  - <https://amc-literatuur.amc.nl>
  - <https://ub.vu.nl/en/>