**PhD Plan**

The goal of the PhD Plan is not to create extra paperwork, but to encourage an **open and honest conversation between PhD candidates and their supervisors about mutual expectations and goals** during the PhD trajectory. The PhD Plan will also help you to make an overview of your PhD trajectory and the education you would like to follow. That’s why we (the Doctoral School) require you to fill out the PhD Plan during the first three months of the PhD project. After submission, the PhD candidate will have an appointment with the PhD advisor. Please don’t hesitate to contact us if you have questions or need advice. We are looking forward to meeting you!

**Note for VUmc PhD candidates:** Some of the data provided here should also be entered in Hora Finita, which unfortunately is inevitable. We are working on a solution to bring down the administrative workload. Feel free to copy/paste information from one to the other. Keep in mind this document serves as a basis for a good talk about planning and expectations with your supervisory team and to come to agreement on doing courses and other learning activities.

You can send the PhD Plan to doctoralschool@amsterdamumc.nl.

## PhD candidate

|  |  |
| --- | --- |
| **Name + initials:** |  |
| **PhD start date:** |  |
| **Department & division:** |  |
| **Contract hours:** | …. FTE |
| **Duration of your contract :** |  |

## PhD project

As Aristotle said: ‘Well begun is half done’. To keep you and your team focused it’s important to begin with defining a clear path and drafting a realistic plan. Discuss the project with your supervision team and make sure you all agree on which way to go. This plan will help you to work in the same direction. In case you’re lost it could help you to regain focus.

|  |  |
| --- | --- |
| **Title PhD project** |  |
| **Summary of the project**  | *(Briefly describe the background, objectives and methodology of the PhD project)* |

**Planning and milestones:**

Write down which milestones should be reached. E.g. publications, inclusion of patients, set up of experiments, conferences, activities for professional and personal development. If possible, draw a time table for your whole PhD trajectory. Make sure the plan is realistic and priorities are clear. This is also a good moment to assess and account for possible risks and delays, including difficult tasks that the PhD candidate dreads (be honest!). Evaluate and revise this plan regularly.

|  |  |
| --- | --- |
| **Year** | **Planning & Milestones** |
| **Year …** |  |
| **Year …** |  |
| **Year …** |  |
| **Year …** |  |

## Supervision

A good relationship and honest communication between the PhD candidate and their supervisory team are essential for a successful and pleasant PhD trajectory. First, please write down the names of the members of your supervision team.

|  |  |
| --- | --- |
| **PhD supervisor 1:** | Prof. dr. … |
| **Role:** |  |
| **Frequency of meetings:** |  |

|  |  |
| --- | --- |
| **PhD supervisor 2:** | Prof. dr. … |
| **Role:** |  |
| **Frequency of meetings:** |  |

|  |  |
| --- | --- |
| **PhD co-supervisor 1:** | Dr. … |
| **Role:** |  |
| **Frequency of meetings:** |  |

|  |  |
| --- | --- |
| **PhD co-supervisor 2:** | Dr. …  |
| **Role:** |  |
| **Frequency of meetings:** |  |

|  |  |
| --- | --- |
| **Daily supervisor:** |  |
| **Other arrangements:**  |  |

Second, take this opportunity to talk about each other’s expectations of this collaboration. Because of the nature of the working relationship, the PhD candidate may find it difficult to express expectations and give feedback to their supervisors. Therefore, with the questions below we would like to invite both parties to create an environment that supports open and bidirectional communication.

**What are the expectations from both the PhD candidate and supervisors in terms of:**

|  |  |
| --- | --- |
| **Work attitude of the PhD candidate:** | *(E.g. degree of autonomy, collaboration, work hours and work-life balance)* |
| **Supervisory style of the supervisors:**  | *(E.g. degree of guidance, giving confirmation, and personal involvement; if necessary, make a distinction between the different supervisors)* |
| **Communication:**  | *(E.g. medium/frequency of communication and providing bidirectional feedback)* |
| **Evaluation:**  | *(E.g. how and how often will you evaluate the satisfaction of both PhD candidate and supervisors? Plan the dates ahead below. Optional: use our* [*Inspiration for evaluation*](http://productie.backend.internet-en.amsterdamumc.nl/web/file?uuid=1ffa3d2c-d49f-4088-a343-fe1f093e778a&owner=a74723e4-a91d-4fe3-859b-fc7f4c1f86a2&contentid=21008&mode=incontext) *or the* [*form of HR-AMR*](https://docs.google.com/forms/d/e/1FAIpQLSe8dSM8gQkx-A1hhDtvn2XOpGa2Gw9Y5qJDTsfUZprtkptuwg/viewform?fbzx=-8135708005471370681) *(in Dutch only))*Evaluation 1: dd-mm-yyEvaluation 2: dd-mm-yyEvaluation 3: dd-mm-yyEvaluation 4: dd-mm-yy |

## Personal goals and needs

The following questions can be used to inspire a discussion about future career perspective, work experience, personal goals, specific needs, and potential challenges during the PhD research. A PhD project will develop best when this is tailored to the PhD candidate. This will lead to higher motivation, more well-being, and better output.

|  |  |
| --- | --- |
| **Career development:**  | *(Inspiration questions: What are your career goals and perspective? What competences do you need (you may use the PhD Competence Model on p. 8)? How to work on these competences and career development during your PhD? How can your supervisors help you?)*  |
| **Work experience:** | *(Inspiration questions: What are the necessary equipment and facilities for your PhD? With whom will you collaborate and work together? Which tasks are more appealing and which tasks less?)* |
| **Personal goals:**  | *(Inspiration questions: What are the personal goals you would like to reach during your PhD? How are you planning to reach those goals? How can your supervisors help you?)*  |
| **Specific needs:**  | *(Inspiration questions: What are your specific needs during your PhD and how can these be met?)* |
| **Challenges:** | *(Inspiration questions: What are the challenges of PhD the project (e.g. low inclusion rate, lack of funding, only high-risk projects, high workload)? How can these challenges be addressed?)* |

## Remarks

**PhD Progress & Consultation**

The PhD Progress & Consultation takes place about halfway your PhD. See [the Doctoral School website](https://amsterdamumc.org/en/education/phd-student/trajectory/phd-progress-consultation-amcuva.htm) (PhD trajectory/step 3 PhD Progress & Consultation) for more information. We will send you an invitation email for this in due time. Together with your supervisors you can already think about whom to ask as PhD counsellor (a professor or PI outside the research group). But don’t worry, if you don’t know yet just fill in ‘tbd’.

|  |  |
| --- | --- |
| **Approximate date of PhD Progress & Consultation** | DD – MM - YYYY |
| **Proposed PhD counsellor** |  |

|  |  |
| --- | --- |
| **Remarks** | *Write down anything that was not mentioned previously but which is important for either the PhD candidate, PhD supervisors, or the PhD project* |

**Plagiarism scan**

For all PhD candidates, doing a plagiarism scan is mandatory. The timing and aim of the plagiarism scan differ for UvA and VU PhD Candidates. See [the Doctoral School website](https://amsterdamumc.org/en/phd-student/trajectory.htm) (Starting your PhD/step 5 Plagiarism scan) for more information.

## Signatures

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| --- | --- | --- | --- | --- | --- |
| **Date:**  |  | **Date:**  |  | **Date:** |  |
| **Signature PhD candidate** | **Signature PhD supervisor 1** | **Signature PhD supervisor 2** |
|  |  |  |

## Learning goals and PhD Competence Model

Your PhD is an opportunity for you to set personal learning goals and acquire competences for your future career! This tool developed by the Dutch University Medical Centers: the [PhD Competence Model](http://www.phdcompetencemodel.nl/) might help (for detailed information, see [here](https://amsterdamumc.org/education/phd-student/trajectory/phd-competence-model.htm)).

You are in charge of your personal learning process. Therefore, this part doesn’t have to be discussed with your supervisors. However, including your supervisors may give them the opportunity to help you reach your goals.

|  |  |
| --- | --- |
| **Research skills and knowledge** | *What do I want to learn:* *How am I going to achieve this:*  |
| **Leadership and management** | *What do I want to learn:* *How am I going to achieve this:*  |
| **Teaching and supervision** | *What do I want to learn:* *How am I going to achieve this:*  |
| **Writing and communication skills** | *What do I want to learn:* *How am I going to achieve this:*  |
| **ersonal learning goals** | *What do I want to learn:* *How am I going to achieve this:*  |

## ADDENDUM - Training plan

General information about the courses provided by the Amsterdam UMC Doctoral School can be found on the Doctoral School [website](https://phdcourses.amsterdamumc.org). Of course, you are also free to follow courses elsewhere when approved by your supervisors. Plan your courses ahead to avoid a crowded schedule and make sure to account for a waiting period for some of the courses. The [PhD Competence Model](http://www.phdcompetencemodel.nl/) may be used to inspire the courses you choose.

Please note:

* **AMC/UvA PhD Candidates** have to make a Port Folio, [check for more information our website](https://www.amsterdamumc.org/en/education/phd-student/trajectory/portfolio-amcuva.htm).
* **VUmc/VU PhD Candidates** have to gather 30 ECTS points, [check for more information our website](https://www.amsterdamumc.org/en/education/phd-student/trajectory/portfolio-30-ects-vumcvu.htm).

The mandatory courses of the Research Institutes are not obliged yet

for **AMC/UvA PhD candidates,** but are a suggestion.

* *Find your template Training Plan on the next pages -*



**Training plan (TSP) regulations and instruction for**

**Amsterdam institute for Immunology & Infectious (AI&I)**

**General**

VUmc PhD candidates starting their PhD trajectory will have to indicate how they expect to gather 30 ECTS points (1 ECTS point = 28 hours) by

* Fulfilling the mandatory program.
* Choosing courses and activities from the “elective” section. The education plan will need to be balanced and diverse (see next page).

The mandatory courses are not obliged yet for AMC/UvA PhD candidates, but are a suggestion.

**Additional remarks**

* **PhD candidates of the program Cancer Immunology.** Since cancer immunology is a joint program of Cancer Center Amsterdam (CCA) and AI&I, cancer immunology PhD candidates can
	+ choose between the rules of [CCA](https://www.amsterdamumc.org/en/research/institutes/cancer-center-amsterdam/education/phd-candidates/hora-finita-and-training-supervision-plan.htm) or AI&I in drawing up their training plan.
	+ join the courses of the [Oncology Graduate School Amsterdam](https://www.amsterdamumc.org/en/research/institutes/cancer-center-amsterdam/education/phd-candidates/oncology-graduate-school.htm) (OOA) for free. The OOA is a joint graduate school of CCA and NKI-AvL.
* **Exemptions for (parts of) the mandatory AII program** can be requested when the PhD candidate has followed a similar course or (demonstrably) has acquired the necessary knowledge in a different way.
	+ In consultation with the supervisor, the PhD candidate, can request exemptions. Motivated and substantiated requests (including associated certificates) can be submitted to the AII contact person (see below).
	+ Statistics course exemption can be applied for when you have an epidemiology master or at least have followed 30 EC points of statistics courses.

For additional information please contact Yvonne Duiker (E: ym.duiker@amsterdamumc.nl).



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| --- | --- | --- |
| **Mandatory** |  | **#ECTS**  |
| Course Advanced Immunology | Professional knowledge | 3.0 |
| Scientific integrity course / research ethics  | General academic skills | 2.0/3.0 |
| Research methodology/statistics course | General academic skills | 1.0 |
| Participation in conferences (with or without presentation) | Scientific exposure2 | min 1.0 – max 4.0 |
| **Elective** |  |  |
| Participation in (expert) meetings of the department/research group | Scientific exposure2 | Variable1 |
| AII Annual Symposium | Scientific exposure2 | Variable1 |
| AII seminars | Scientific exposure2 | Variable1 |
| AII annual PhD student retreat | Scientific exposure2 | 1,5 |
| TRIMM Meeting (weekly) | Scientific exposure2 | Variable1 |
| Amsterdam UMC World of Science | General academic skills | 0.7 |
| Give presentation at AII seminar | Scientific activities | 0.5 |
| Giving education (e.g. student internship supervisor/tutor) | Scientific activities | max. 6.0 |
| Writing scientific articles under supervision of a senior scientist | Scientific activities | max. 2.0 |
| Writing and handling ethical enquiries related to medical issues | Professional development3 | 2.0 |
| Writing grant applications | Professional development3 | 2.0 |
| Organization trials | Professional development3 | 2.0 |
| Organizing PhD activities within AII | Professional development3 | 1.0 |
| Organizing conferences or symposia | Professional development3 | max. 2.0 |
| Organizing seminars, retreats, journal clubs | Professional development3 | 1.0 |
| Representatives within AII (e.g. seat on committees) | Professional development3 | max. 2.0 |
| Accredited education for clinical researchers | Professional knowledge | Variable1 |
| Advanced Cytometry course | Professional knowledge | 1.5 |
| Writing a scientific article course  | General academic skills | 3.0 |
| Presenting in English course  | General academic skills | Variable1 |
| Introductory Clinical Research Organization (BROK) course4 | General academic skills | 1.5 |
| Laboratory Animal Science (proefdierkunde) course4 | General academic skills | 3.0 |
| Radiation safety level 5B (Werken met Radioactiviteit) course4 | General academic skills | Variable1 |

1 **Variable #ECTS**: number of ECTS points should correspond to number of hours spent on task/activity (1 ECTS point = 28 hours)

**2Scientific exposure**: A maximum of 15 ECTS points can be attained for scientific exposure, points above 10 must be attributed to activities of AII

**3Professional development**: A maximum of 10 ECTS points can be attained for professional development.

4**Courses mandatory by law are applicable in certain fields**.

* “BROK” is for clinical researchers which are involved in WMO studies.
* “Laboratory animal science” is needed when you handle laboratory animals.
* “Radiation level 5B” when you work with radiation.

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**Training Plan of Amsterdam institute for Infection and Immunity (AI&I) for VUmc PhD candidates**

*You can send the completed PhD Plan incl. Training Plan to* *doctoralschool@amsterdamumc.nl* *and*

*AIII\_CCA.horafinita@amsterdamumc.nl**and upload it at the item ‘TSP’ in Hora Finita.*

**Name PhD student:**

**Date:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME COURSE, TRAINING, ACTIVITY** | **ORGANISER** | **EC** | **PLANNED** | **COMPLETED** |
| **MANDATORY**  |
| Course Advanced Immunology | AII | 3.0 |  |  |
| Scientific integrity course or research ethics | Variable | 2.0/3.0 |  |  |
| Research methodology/statistics course | Variable | 1.5 |  |  |
| Participation in conferences  | Variable | 1.0-4.0 |  |  |
| Courses required by law in certain fields |  |  |  |  |
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| **ELECTIVE**  |
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| **EXEMPTIONS** |
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*Exemptions will be reviewed by the AI&I education committee. If you apply for an exemption sent in all appropriate documentation to Yvonne Duiker* [*ym.duiker@amsterdamumc.nl*](http://kwaliteitsnet/iprova/management/hyperlinkloader.aspx?hyperlinkid=540e6dbb-c2a6-4696-9178-fa2da1bf8f7d)*.*

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**Training Plan of Amsterdam institute for Infection and Immunity (AI&I) for AMC PhD candidates**

*You can send the completed PhD Plan incl. Training Plan to* *doctoralschool@amsterdamumc.nl*

*and* *AIII\_CCA.horafinita@amsterdamumc.nl*

**Name PhD student:**

**Date:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME COURSE, TRAINING, ACTIVITY** | **ORGANISER** | **EC** | **PLANNED** | **COMPLETED** |
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