**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 and aph.horafinita@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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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:*  |
| **Personal 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 an Education Plan and 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 described in a Training Plan and make a Port Folio in Hora Finita, [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 APH Training Plan (VUmc) and Education Plan (AMC)*

 *on the next pages -*

***For APH VUmc/VU PhD candidates***

**Training Plan**

**Personal data**

Surname and initials: ……………

Date: ……………
Start date PhD trajectory: ……………

**APH Training Plan**

All (VU/VUmc) PhD candidates that wish to obtain a PhD at Vrije Universiteit Amsterdam are required to complete a minimum of 30 EC training in the Doctoral Program. An overview of the mandatory training courses and elements as set by the VUmc Faculty and our research institute can be found in the [APH PhD Handbook](https://www.amsterdamumc.org/download/aph-phd-handbook.htm)on the [APH website](https://www.amsterdamumc.org/en/research/institutes/amsterdam-public-health/information/education-quality.htm). Please read the handbook carefully.

**Planned education/training**

The Doctoral Training Program offers mandatory, elective mandatory and elective courses. Mandatory courses provide training on scientific integrity, advanced research methodology, research meetings, transferable skills and participation in congresses and conferences. All activities must be completed within the start and end date of the PhD trajectory, except for the exemptions (up to 5 years before) and if applicable the scientific integrity and BROK course (up to 1 year before). The training plan must consist of a minimum of 30 ECs.

**Submission to Hora Finita and portfolio**

Please fill in the personal data above and the table below and submit your Training Plan during the registration phase in Hora Finita in the box ‘tsp’. After you Training Plan is accepted and all other actors involved approved you registration in Hora Finita, you are admitted to the PhD trajectory. After admission, please fill out all attended and completed (educational) activities in the Portfolio tab in your Hora Finita dashboard. The details of courses, conferences, transferable skills, and all course certificates and proof of participation documents must be registered and uploaded there. Please note that without adequate proofs your Portfolio cannot be reviewed. Therefore we recommend you to collect a proof directly after attendance or completion of the (educational) activity. Please find a list with examples of proof documents in the APH PhD Handbook.

*\* Please submit your Training plan as separate addendum document, instead of the Training Plan as part of the total PhD Plan to Hora Finita.*

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| --- | --- | --- | --- | --- |
| **NAME COURSE, TRAINING, ACTIVITY** | **ORGANISER** | **EC** | **PLANNED** | **COMPLETED** |
| MANDATORY COURSES/ACTIVITIES (VU/VUmc specific) |
| Scientific integrity\* VUmc Academy (2 EC) |
|  |  |  |  |  |
| BROK (if applicable with WMO)\* (1.5 EC) |
|  |  |  |  |  |
| At least one conference/symposia\*\* (1-2 EC) |
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| ELECTIVE MANDATORY COURSES (APH specific) |
| Advanced (methodological) research skills\*\*\* (min. 4-6 EC) |
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| Transferable skills\*\*\*\* (min. 1 EC) |
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| Research department meetings, expert meetings, seminars (1-2 EC)  |
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|  |  |  |  |  |
| ELECTIVE COURSES/ACTIVITIES |
| Additional conferences and symposia\*\*, courses on advanced (methodological) research skills\*\*\*, transferable skills\*\*\*\*, courses subject specific or related to the PhD trajectory  |
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| EXEMPTIONS\*\*\*\*\* (if applicable) |
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| **TOTAL** |  |  |

*\* the Scientific Integrity course and if applicable the BROK course are allowed to be completed up to 1 year before the start of the PhD trajectory until the end of the PhD trajectory. Preferred organizer of the Scientific Integrity course is VUmc Academy, in case you want to follow a scientific integrity course externally you need to ask approval from the APH PhD Education Committee. The course needs to be comparable by scope and time investment to the VUmc Academy course
\*\* for national conferences without (oral or poster) presentation ECs are based on attendance hours, with presentation is 1 EC; international conferences without presentation is 1 EC, with is 2 EC; max. 10 EC in total, except for APH annual meetings, CaRe days, Science Exchange Days. These latter do count for the total ECs in your Training Plan but they do not count in this limitation of maximal 10 EC.*

*\*\*\* for courses the amount of ECs as presented on the certificate is valid. For some courses, in particular EpidM courses, different certificates are handed out: based on attendance (28 hours = 1 EC) or attendance including exam (full course EC).*

*\*\*\*\* within transferable skills max. 5 EC for teaching activities (e.g., giving courses, supervision of student (= 1 EC)). Courses taken in the context of teaching (e.g., BKO) do not count in this limitation of maximum 5 EC. Site visits abroad/external work placements (other than secondments), max 6 EC.*

*\*\*\*\*\* only applicable for (i) courses focused on advanced (methodological) research skills as part of an official Research Master’s program or (ii) scientific writing course (transferable skills) followed up to 5 years before start of PhD.*

***For APH AMC/UvA PhD candidates***

**Education Plan**

We recommend AMC/UvA PhD candidates to discuss with their supervisors which education activities they would like to do alongside their PhD trajectory and to fill in the table below. The Education Plan will be discussed generally with the Amsterdam UMC Doctoral School during the intake interview.

The mandatory courses and guidelines of the Research Institutes are not obliged yet for AMC/UvA PhD candidates, but are a suggestion. The APH Training Plan template and guidelines can serve as an example. Eventually, you must make a Port Folio of your completed education activities and include this in your thesis.

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