# REFERENCE & ONBOARDING PACKAGE FOR PHD SUPERVISORS

# ROLES & EXPECTATIONS

(Aligned with the Amsterdam UMC Research Code and standard PhD supervision practice)

**Supervisory Team  (Supervisors and Co-supervisors)**

All members of the supervisory team share responsibility for high-quality, ethical, and responsible supervision. Together they:
- Provide sufficient time, support, and project funding.
- Ensure scientific quality, research integrity, and a safe, inclusive, and respectful working environment.
- Offer strategic, methodological, and subject-specific guidance, including regular and constructive feedback.
- Support the PhD candidate's academic, personal, and professional development.
- Promote open communication, allow space to discuss uncertainties or challenges, and foster a collaborative and positive research culture.
- Monitor progress and help ensure timely completion of the project.

**Formal Roles within the Supervisory Team**

- **First Supervisor**:
  - Holds final responsibility for the PhD trajectory, ensures compliance with institutional regulations, and leads the supervisory team.
- **Daily Supervisor** (may be a Supervisor or Co-supervisor):
  - Provides day-to-day guidance, acts as the primary point of contact, and supports the practical and scientific progress of the project.

**PhD Candidate**

The PhD candidate is an independent researcher in training and is expected to:
- Conduct research responsibly and proactively manage project planning.
- Communicate openly about progress, challenges, and support needs.
- Take ownership of personal and professional development.
- Prepare publications and the dissertation in line with academic and integrity standards.
- Contribute to a positive, inclusive, and collaborative working environment.
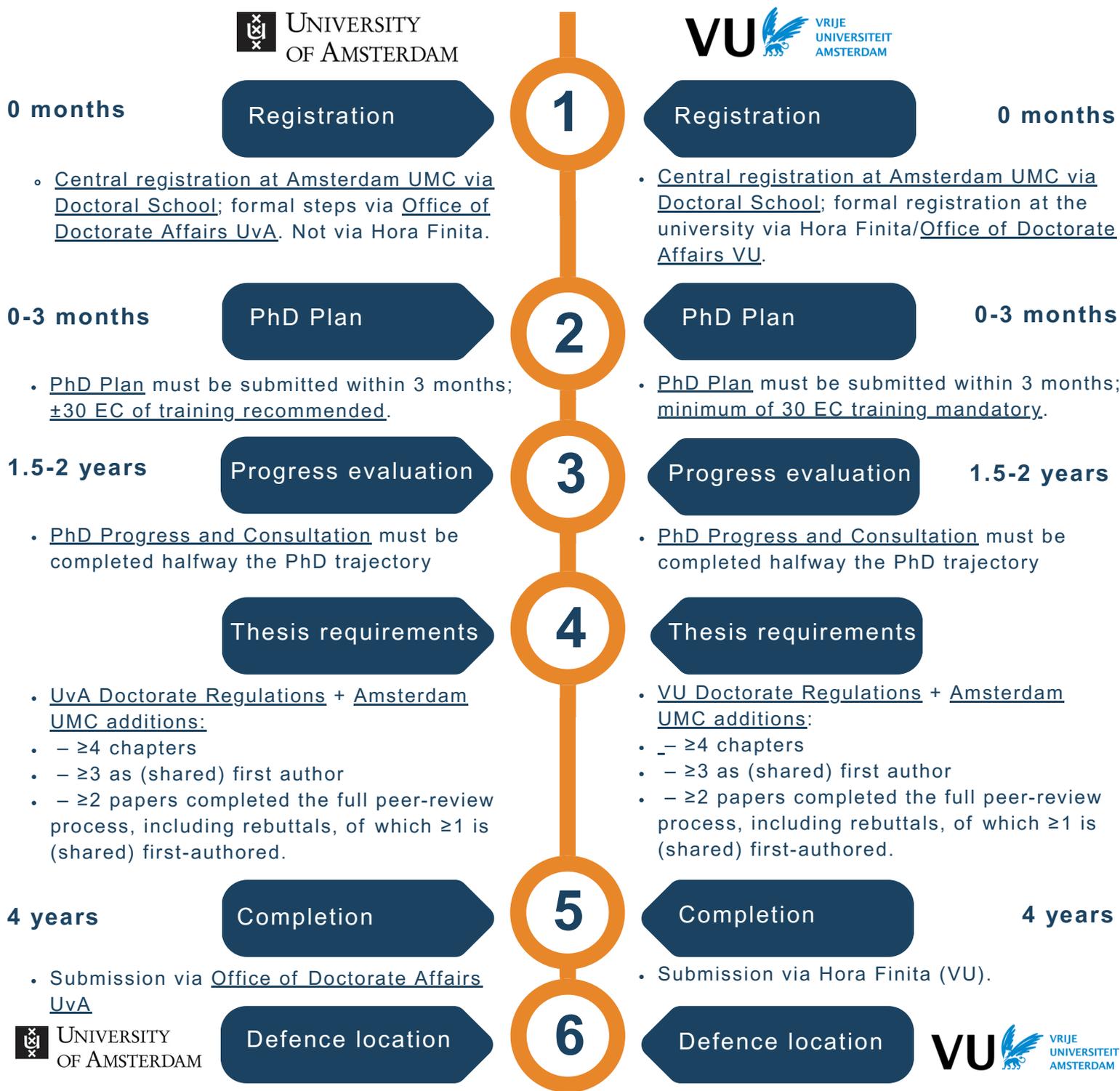
# CODE OF CONDUCT AND INTEGRITY

**Code of conduct and integrity**

- Adhere to the Guideline PhD Contract: PhD trajectories are expected to last 4 years and be fully funded; any deviations must be justified.
- Be aware of the different types of PhD candidates and communicate openly and transparently about funding conditions and access to services.
- Adhere to the Amsterdam UMC Research Code: honesty, care, transparency.
- Adhere to the Amsterdam UMC Code of Conduct: Safeguard social safety and wellbeing – be alert to signs of inappropriate behavior or overload.
- Discuss and document agreements on authorship, data storage, and publication.

# KEY PROCEDURES AND TIMELINE

**Work agreements:** Employment contract signed; where applicable, complete underline declaration according to Guideline PhD Contract. For non-employed PhD candidates (PNIL), it is important to make clear and appropriate working arrangements.

**Amsterdam UMC account:** Account created for employees; for non-employed PhD candidates, guest appointment requested by supervisors.

## UNIVERSITY OF AMSTERDAM | VU VRIJE UNIVERSITEIT AMSTERDAM

**0 months** — **Registration** — **1** — **Registration** — **0 months**

- Central registration at Amsterdam UMC via Doctoral School; formal steps via Office of Doctorate Affairs UvA. Not via Hora Finita.

- Central registration at Amsterdam UMC via Doctoral School; formal registration at the university via Hora Finita/Office of Doctorate Affairs VU.

**0-3 months** — **PhD Plan** — **2** — **PhD Plan** — **0-3 months**

- PhD Plan must be submitted within 3 months; ±30 EC of training recommended.

- PhD Plan must be submitted within 3 months; minimum of 30 EC training mandatory.

**1.5-2 years** — **Progress evaluation** — **3** — **Progress evaluation** — **1.5-2 years**

- PhD Progress and Consultation must be completed halfway the PhD trajectory

- PhD Progress and Consultation must be completed halfway the PhD trajectory

**Thesis requirements** — **4** — **Thesis requirements**

- UvA Doctorate Regulations + Amsterdam UMC additions:
- – ≥4 chapters
- – ≥3 as (shared) first author
- – ≥2 papers completed the full peer-review process, including rebuttals, of which ≥1 is (shared) first-authored.

- VU Doctorate Regulations + Amsterdam UMC additions:
- – ≥4 chapters
- – ≥3 as (shared) first author
- – ≥2 papers completed the full peer-review process, including rebuttals, of which ≥1 is (shared) first-authored.

**4 years** — **Completion** — **5** — **Completion** — **4 years**

- Submission via Office of Doctorate Affairs UvA

- Submission via Hora Finita (VU).

**Defence location** — **6** — **Defence location**

UNIVERSITY OF AMSTERDAM | VU VRIJE UNIVERSITEIT AMSTERDAM

**Additional information about procedures and timelines can be found here:**
**Uva:** Amsterdam UMC/UvA Supervision          **VU:** Amsterdam UMC/VU Supervision

# LINKS AND SUPPORT

## Support & Contact

- First point of contact for registration, procedures, and questions: Doctoral School.
- Questions regarding graduation steps UvA: Office of Doctorate Affairs UvA.
- Questions regarding Hora Finita and graduation steps VU: Office of Doctorate Affairs VU.

## Wellbeing

- Supervisors are encouraged to be alert to stress, workload and work-life balance, and to support wellbeing (see e.g. the Promovendi Netwerk Nederland (PNN) PhD-survey report and the Central PhD Council (CPC) / Universiteit van Amsterdam PhD survey for recent findings on PhD wellbeing).
- Refer candidates to coaching, advice and support and the PhD Safety & Support Guide when needed.
- Refer candidates to the Association by and for Amsterdam UMC PhD candidates (ASAP).

## Practical Tools

- PhD Handout: concise overview of procedures and deadlines for PhD candidates.
- Optional evaluation forms:
- Inspiration for evaluation
- Guideline for discussing work-related stress
- Research Supervision Quality Evaluation (ReSQuE)
- Feedback Form PhD

## Training & Best Practices

- Superb Supervision: course on supervising your PhD Candidate
- Golden Rules PhD Supervision: concise overview of best supervision practices.
- General best practices:
  - Schedule regular meetings.
  - Set clear agreements on publications and deadlines.
  - Use the PhD plan as a living document.
  - Stimulate both scientific output and personal growth.
  - Take responsibility for wellbeing and social safety.

## News & Communication

- Website: amsterdamumc.org/phd
- Follow us on LinkedIn
- Subscribe to our newsletter via the contact form
- E-mail: doctoralschool@amsterdamumc.nl
- Phone: +31 (0)20-56 63108