**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.

Please send the PhD Plan to doctoralschool@amsterdamumc.nl and acs@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** |  |

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| --- | --- |
| **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:*  |
| **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 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 -*

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| --- | --- | --- | --- |
| **Mandatory** |  |  |  |
| **Name course / training / activity** | **Organizer** | **ECTS** | **Date Planned** |
| BROK course (if applicable for the project) | Doctoral School  | 1 (minimum) |   |
| Writing a Data Management plan | Doctoral School  | 1 (minimum) |   |
| A relevant course on Transferable skills | Fill in | 1 (minimum) |   |
| Scientific integrity course or research ethics | Doctoral School  | 2 (minimum) |   |
| Research methodology/statistics course | Fill in  | 1 (minimum) |   |
| Congress participation | Fill in | 1 (minimum) |  |
| **Total mandatory training** |  |  |
|  |  |  |
| **Elective** |  |  |  |
| **Name course / training / activity** | **Organizer** | **ECTS** | **Date Planned** |
|  |   |  |   |
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| **Total elective training** |  |  |

**Exemptions**

The Faculty (c.q. the research institute) may grant exemption covering all or parts of the PhD training programme of 30 EC. Exemptions must meet the following conditions:

* Exemptions for (parts of) the programme can be granted if the PhD candidate has followed a similar course or (demonstrably) has acquired the necessary skills/expertise in another manner.
* In consultation with the PhD candidate, the supervisor can request exemptions. Motivated and substantiated requests can be submitted to the Faculty contact person and have to be approved by the Dean (c.q. the research institute).

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| --- | --- | --- | --- |
| **Exemptions**  |  |  |  |
| **Name course / training / activity** |  |  |  |
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