**Declaration Guideline PhD Contract**

**This form should only be completed if the PhD candidate has not been offered a full-time, four-year contract.**

*Full name*

This form concerns the contract of PhD candidate:

1. Does the PhD contract adhere to the [Guideline PhD Contract](https://www.amsterdamumc.org/download/guideline-phd-contract-1.htm): Full-time (1 fte = 36 hours per week) PhD of 4 years, fully funded, by a ‘PhD candidate position’ employment contract, and in agreement with the general terms and conditions of employment of [Amsterdam UMC Research B.V.](https://werkenbij.amsterdamumc.org/en/terms-of-employment/terms-of-employment-amsterdam-umc-research-bv)/ [CAO UMC](https://www.nfu.nl/en/umc-employees/cao-university-medical-centers)?

Yes, full-time PhD candidate contract for 1 year, with intention to extend to 4 years, and funding is secured for 4 years *--> skip question 2 and send the document to HR (no signatures needed).*

No, contract is for shorter/part-time PhD trajectory, or PhD is combined with other (e.g. clinical) work *--> go to question 2 (signatures needed).*

No, (part of) the funding for the PhD trajectory is not secured yet *--> go to question 2 (signatures needed).*

No PhD candidate contract, but less compensation (e.g. deviating contract, external scholarship or self-funding) *--> go to question 2 (signatures needed).*

1. If the answer is ‘No’ to the above question and the PhD contract deviates from the standard, describe here how the PhD may be finished in time and with good quality (see checklist on page 3 and 4 for more information). This document should be sent to and approved by the head of the department\* and signed by all parties, before sending it to HR.

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| --- | --- | --- | --- | --- | --- |
| **Commitment Project Leader** | | **Approval PhD Candidate** | | **Approval Head of Department\*** | |
| **Name** |  | **Name** |  | **Name** |  |
| **Date** |  | **Date** |  | **Date** |  |
| **Signature** |  | **Signature** |  | **Signature** |  |

**Checklist for Declaration Guideline PhD Contract**

The head of the department\* can use the following checklist to assess the Declaration Guideline PhD Contract when the PhD contract does not adhere to the [Guideline PhD Contract](https://www.amsterdamumc.org/download/guideline-phd-contract-1.htm): Full-time (1 fte = 36 hours per week) PhD of 4 years, fully funded by a ‘PhD candidate position’ employment contract. This form is not a rigid checklist, but a tool that the head of the department\* can use to make a risk assessment, and consequently a decision, about the project leader’s declaration.

* **Contract is for shorter/part-time PhD trajectory, or PhD is combined with other (e.g. clinical) work:**

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Has the project leader established a clear, realistic timeline for the PhD project that is achievable within the desired time frame? |  |  |
| Has the project leader narrowed the focus to avoid unnecessary complexity and potential delays? |  |  |
| Has the project leader developed an efficient work plan that identifies and prioritizes critical tasks and minimizes non-essential tasks? |  |  |
| If part-time, has the project leader worked with the PhD candidate to develop a flexible schedule that accommodates other commitments and work-life balance? |  |  |

* **(Part of) the funding for the PhD trajectory is not secured yet:**

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Has the project leader made salary and funding arrangements transparent to the PhD candidate, including the amount and duration of financial support? |  |  |
| Does the project leader have a concrete funding strategy (e.g. identified and/or applied for multiple funding opportunities, such as grants, scholarships, fellowships, industry partnerships) for the entire PhD project duration and/or a contingency plan if funding applications are unsuccessful? |  |  |
| Does the project leader have a history of successfully securing funding for PhD students or similar research projects? |  |  |
| Has the project leader described feasible endpoints (e.g. submitted paper or preprint, conference presentations, courses and certificates, open access data set or figures, submitted grant proposal) within the currently funded period, so that the trajectory will benefit the future career of the PhD candidate even if the funding does not support sufficient time for graduation? |  |  |

* **Less compensation than a standard PhD candidate contract (e.g. deviating contract, external scholarship or self-funding):**

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Has the project leader made salary and funding arrangements transparent to the PhD candidate, including the amount and duration of financial support? |  |  |
| Has the project leader identified and/or applied for multiple funding opportunities (e.g. grants, scholarships, fellowships, industry partnerships)? |  |  |
| Have potential opportunities for supplementary income been explored, such as teaching/research assistantships? |  |  |
| Does the declaration contain a budget demonstrating that the PhD candidate has sufficient funding to cover living expenses? |  |  |
| Is there a contingency plan for applying for financial aid or additional financial support if the reduced salary becomes unsustainable? |  |  |