TRAINING PLAN AND PORTFOLIO REQUIREMENTS

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APH PHD EDUCATION GUIDE

For Amsterdam UMC (Vumc & AMC)
and VU Faculty of Science (FS) Health Sciences PhD candidates

A Registration of PhD trajectory

APH PhD candidates are employed at either Amsterdam UMC (VUmc or AMC), or the VU Faculty of Science Health Sciences. The steps you take to register your PhD trajectory depends on the organization of employment.

Amsterdam UMC (VUmc, AMC)

- With your Amsterdam UMC account register at Amsterdam UMC Doctoral School (DS).
- On the registration form choose the affiliated research institute(s) and research programs (max. 2).
- Choose APH as your primary research institute, if your research aligns with the research institute (consult with supervisor).

For VUmc only

- The Doctoral School will initiate registration of your PhD trajectory in Hora Finita, the promotion tracking system of the VU.
- Upload relevant information and documents (passport, MSc diploma) in Hora Finita.
- Upload your PhD plan including the Training Plan in the APH template, after agreement with your supervisor, in box 'tsp'. (See part B for instructions on how to fill in the Training Plan).

VU FS Health Sciences

- Send an e-mail to the contact person of your faculty to initiate your Hora Finita registration.
- Upload relevant information and documents (passport, MSc diploma) in Hora Finita.
- Upload your PhD plan including the Training Plan in the APH template, after agreement with your supervisor, in box 'tsp'. (See part B for instructions on how to fill in the Training Plan).
- For any questions relating to Hora Finita, contact the PhD coordinator.

By registration of your PhD trajectory, you will be automatically registered as a researcher at your primary research institute.

Only for
VUmc and VU FS Health Sciences PhD candidates

B Completion & assessment Training Plan

All the following information is only applicable to VUmc and VU FS Health Sciences APH PhD candidates

In line with the 30 EC training requirement of VU Amsterdam and the guidelines of Amsterdam Public Health, the Training Plan (TP) is a structured template outlining PhD candidates planned education and professional development activities. The APH PhD Committee assesses the TP and the Portfolio of APH candidates.

Training Plan requirements and template

At the start of your PhD trajectory, read instructions on requirements, limitations and exceptions of the TP carefully on the next page. Discuss your TP with your supervisors and fill in all planned activities and courses in the APH VUmc TP template in the PhD Plan (for VUmc) or Training Plan in APH VU TP template (for VU FS Health Sciences).

Training Plan assessment

Once completed submit your PhD plan incl. TP via Hora Finita (for VUmc) or send your TP (for VU) via e-mail to the PhD coordinator of VU Health Sciences. The **APH PhD Committee** will assess your TP according to the requirements. This process can take up to a few weeks.

Adjustments of Training Plan

During your PhD trajectory, adjustments to the TP due to unforeseen circumstances or more suitable course options, should be discussed with supervisor. Ensure changes still meet TP requirements. If the TP changes significantly, e-mail updated version to the APH PhD committee for re-assessment.

C Completion & assessment Portfolio

Portfolio in Hora Finita

The composition of the portfolio follows the same structure as the Training Plan. Please refer to the next page for the educational requirements.

- In Hora Finita:
  - Include all completed activities/courses.
  - Ensure each activity includes a valid proof document (e.g., certificate of attendance, graded certificate, supervisor letter). For research meetings this template may be used.
  - Ensure each activity has the correct number of ECs (corresponding with ECs on proof document and otherwise calculated based on 1 EC = 28 hours).
- Once your Portfolio is completed and your supervisor has approved all activities, request an assessment by the APH PhD committee via Hora Finita.
- Upon approval of the Portfolio, the PhD candidate will receive a certificate of completion for their own administration and continue with the process of thesis manuscript submission and PhD defense in Hora Finita, coordinated by the VU Beadle's Office.

APH Hora Finita key user

For questions relating to Hora Finita processes from registration until Portfolio approval:
For VUmc PhD candidates:
aph.horafinita@amsterdamumc.nl
For VU FS Health Sciences PhD candidates:
horafinita.agw.beta@vu.nl

APH PhD committee

For questions regarding Training Plan and Portfolio assessments, exemption requests or other questions:
PhD committee: aph.phdcommitee@amsterdamumc.nl

APH EDUCATIONAL REQUIREMENTS

APH TRAINING PLAN

VU AND APH REQUIREMENTS

According to VU Doctorate regulations (English and Dutch version, dated October 2024) PhD candidates are required to devote at least 30 EC to training alongside the PhD trajectory. 1 EC is equal to 28 hours of workload. The Training Plan consists of mandatory and elective professional and personal development activities. The overall aim is that the TP meets the requirements set by the VU and APH and is tailored to the needs of individual PhD candidates and their research project.

Mandatory courses (VU/VUmc specific)

- Course on research integrity (2 EC)
- Course BROK (*Basiscursus Regelgeving en Organisatie voor Klinisch onderzoekers*): only mandatory for research projects that are covered by the Human Research Act (WMO) (1.5 EC, re-registration equals 0.5 EC)

APH requirements

- Conference or symposium, the amount of EC per conference varies: national without presentation = based on hours; national with presentation = 1 EC; international without presentation = 1 EC; international with presentation = 2 EC) (min. 1 EC)
- Advanced methodological research skills **in public health research**: courses on advanced statistical analysis, epidemiology, methodological training, advanced quantitative or qualitative research skills (min. 4 EC)
- Transferrable skills you acquire and can transfer to future employment settings within or outside academia such as professional or personal development skills, including but not limited to: impact (valorization), implementation, leadership, communication, organization and teaching (didactical) skills (min. 3 EC)
- Research meetings incl. department meetings, section meetings, expert meetings, seminars, colloquia, journal clubs, consortia or similar interactive meetings inside or outside your department. Regular meetings with your direct supervision team are not valid (min. 1 EC).

To meet the 30 EC requirement, PhD candidates must include additional courses and activities that belong in one of the abovementioned categories. If the PhD candidate wants to add an activity that does not fit within the abovementioned categories, please ensure the activity is relevant to the PhD project or the candidate's professional and personal development as an academic researcher.

REQUIREMENTS AND LIMITATIONS TRAINING PLAN COMPONENTS

To guarantee variety of education in Training Plans, the APH PhD committee sets minimum and maximum limits for certain components[$]. The APH PhD committee will comply with minimum and maximum requirements per category when reviewing the training plan and portfolio. All activities with the corresponding EC completed during the PhD and included in the Hora Finita portfolio, will be listed on the final certificate. When ECs are not fixed, calculate ECs based on hours invested (1 EC = 28 hours).

Activities/courses	Min. EC	Max. EC
Scientific Integrity	2	N/A; Fixed EC for course
BROK (only applicable for WMO research)	1.5	N/A; Fixed EC for course
Advanced methodological public health research skills courses	4	N/A
Transferable skills	3	N/A
Teaching activities (type of transferable skills)	N/A	5
Conferences or symposia	2	10
Research department meetings, expert meetings and/or seminars	1	5 (with a maximum of 2 EC per type of meeting)
Supervision bachelor and master students (> 12 weeks = 1 EC per student)	N/A	5
Organizational skills within APH (Committee member or Junior Council member)	N/A	2

EXEMPTIONS FOR TRAINING PLAN

A maximum of 15 EC in exemptions may be granted for advanced methodological research skills courses (at least level 500 courses), the Scientific Writing course (transferable skills) and the University Teaching Qualification (UTQ) (in Dutch: Basiskwalificatie Onderwijs, BKO) training program, if completed within **five years** prior to the start of the PhD trajectory. The Scientific integrity course can be completed up to **one year** before the start of the PhD. All other educational courses and activities must take place between the official start and end dates of the PhD trajectory. It is important to ensure that the PhD start date is correctly recorded in Hora Finita and matches the start date listed in the Training Plan, as this determines eligibility for exemptions.

EXAMPLES AND RECOMMENDED COURSES AND ACTIVITIES

Examples

- Basic research courses of the Amsterdam UMC Doctoral School info
- Advanced methodological research skills courses of EpidM*# info
- Valorization and impact courses of IXA info
- Implementation science courses of APH AmsCIS info
- APH meetings (Junified, Annual Meetings) for conferences
- Online courses on advanced (methodological) research skills of Coursera

Recommended courses/activities (organized within APH):

- Participatory action research (3 EC)* info

**25% APH discount on course fee (not exams)*
 # Full ECs of a course can be counted if the course is attended and exam is passed. When courses are only attended, earned ECs must be counted based on attendance (1 EC = 28 hours).
$ Although you may exceed 30 EC, the APH PhD Committee advises against accumulating far more to maintain a healthy work-life balance.