**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](mailto:doctoralschool@amsterdamumc.nl) and [arend.horafinita@amsterdamumc.nl](mailto:arend.horafinita@amsterdamumc.nl).

## PhD candidate

|  |  |
| --- | --- |
| **Name + initials:** |  |
| **Date of birth:** |  |
| **Master education:** |  |
| **PhD start date:** |  |
| **Department & division:** |  |
| **Research Institute:** |  |
| **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 you 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-yy  Evaluation 2: dd-mm-yy  Evaluation 3: dd-mm-yy  Evaluation 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 your 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 our [website](https://amsterdamumc.org/en/education/phd-student/trajectory/phd-progress-consultation-amcuva.htm) 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)* |

## 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 our [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.

For **VUmc PhD Candidates** we suggest to save this chapter as a separate document. For the Doctoral School it’s fine to receive two separate document. Two documents are more convenient because you have to upload their training plan in Hora Finita.

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 -*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Trainingsplan PhD Candidates Amsterdam Reproduction & Development (AR&D) research institute** | | | | | |
| **For instructions, see below** | | | | |
|  |  |  |  |  |
| **Name PhD Candidate:** |  | |  |  |
|  |  |  |  |  |
| **Mandatory** |  |  |  |  |
| Name course / training / activity | Organizer | ECTS | Date Planned | Date Completed |
| Basic (Medical) Statistics / SPSS course\* |  | *variable* |  |  |
| Research Integrity course | VUmc Academy | 2 |  |  |
| AR&D retreat (at least once during PhD-period) | AR&D | 2 |  |  |
| Annual AR&D symposium (at least once during PhD-period) | AR&D | 0,5 |  |  |
| For clinical researchers: | | | | |
| *Basic regulation and organization of clinical research (BROK)\*\** | <https://www.nfu.nl/themas/randvoorwaarden-wetenschappelijk-onderzoek/brokr> | *1,5* |  |  |
| At least 1,5 ECTS of “Professional (Knowledge)” course. See link for options. | | <https://amsterdamumc.org/en/education/phd-student/courses.htm> | | |
| *“Professional (Knowledge)” course relevant for your research topic* |  | *At least 1,5 ECTS* |  |  |
| Total mandatory training | |  |  |  |
| \*If you do not do quantitative research and do not use SPSS or any other statistical program, courses for qualitative programs relevant to the PhD trajectory can also be listed here. | | | | |
| \*\*Please follow the BROK course before starting a project subject to the medical law (WMO-plichtig) or as soon as possible if the study has already started. | | | | |
|  | |  |  |  |
| **Elective** |  |  |  |  |
| Name course / training / activity | Organizer | ECTS | Date Planned | Date Completed |
| Customized training (total max. 4 ECTS) | | | | |
| *Amsterdam UMC World of Science course (introduction to new PhD candidates)* |  | *0,5* |  |  |
| *Writing scientific papers under supervision of a senior scientist* |  | *max 2* |  |  |
| *One-to-one teaching by experienced researcher* |  | *variable* |  |  |
| *Customized training on the use of equipment or software* |  | *variable* |  |  |
| *Active participation in consultative meetings within the department/research group* |  | *max 2* |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total customized training (max. 4 ECTS) | |  |  |  |
|  |  |  |  |  |
| Scientific exposure (total max. 10 ECTS) | | | | |
| *Attendance at conferences (1 ECTS without presentation; 2 ECTS with presentation)* |  | *1,0 / 2,0* |  |  |
| *Attendance other scientific meetings* |  | *variable* |  |  |
| *Science blogging or other relevant PR activities or scientific communication* |  | *variable* |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total scientific exposure (max. 10 ECTS) | |  |  |  |
|  |  |  |  |  |
| Professional development for scientists (total max. 10 ECTS) | | | | |
| *Writing and handling ethical enquiries (particularly related to medical issues); dealing with the monitoring where applicable (medical research ethics committee) 2 ECTS credits* |  | *2* |  |  |
| *Writing grant applications* |  | *2* |  |  |
| *Organizing trials (including multi-centre trials)* |  | *2* |  |  |
| *Organizing PhD activities* |  | *1* |  |  |
| *Organizing conferences or symposia* |  | *max 2* |  |  |
| *Organizing seminars, themed days, retreats, lunch meetings, journal clubs* |  | *1* |  |  |
| *Representative or advisory roles (seat on programme or PhD committee)* |  | *max 2* |  |  |
| *External work placements with a company in the Netherlands or abroad* |  | *max 6* |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total professional development for scientists (max. 10 ECTS) | |  |  |  |
|  |  |  |  |  |
| Teaching (Total max. 6 ECTS) | | | | |
| *Mentoring, tutoring, guidance given to (new PhD-) students* |  | *max 3* |  |  |
| *Teaching in programmed courses* |  | *max 3* |  |  |
| *Guidance given to students in practicals, and on writing theses* |  |  |  |  |
|  |  |  |  |  |
| Total teaching (max. 6 ECTS) | |  |  |  |
|  |  |  |  |  |
| Total (30 ECTS required) | |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Instructions on completing the Training Plan  General information** Every PhD candidate needs to fill out a PhD plan including a Training Plan. The goal of the PhD Plan is not to create extra paperwork, but to encourage an open and honest conversation between you and your supervisors about mutual expectations and goals during the PhD trajectory. The PhD Plan and Training Plan will also help you to make an overview of your PhD trajectory and the education you would like to follow.  Anyone wishing to obtain a PhD at VU fills in the required information at the start of their trajectory and submits this to AR&D for approval. It is highly recommended for UvA PhD candidates to draw up a Training Plan as a guideline during the PhD process. However, AR&D approval is not required. According to article 15 Doctorate Regulations VU University Amsterdam 2015 the PhD candidate (starting after April 2015) shall devote at least 30 EC (840 hours) to training and education during the PhD trajectory. This also applies to physician-researchers (arts-onderzoeker) and other medical employees who are pursuing their PhD alongside their regular work. Please be aware that without having devoted these 30 EC you will not be admitted to the PhD ceremony, even when the thesis committee has submitted a positive advice on your dissertation.  **Training Plan** Remember that the Training Plan is a plan and it is therefore possible to deviate from it (except for the mandatory parts) during the promotion trajectory when this is desirable. If so, review your Training Plan and resubmit it to AR&D.  **• Enter your name  • Column A** Please enter the name of the course(s)/activity(s) if not already entered (the course(s)/activity(s) already entered serve as an example and can be edited/deleted). Add lines if you want to list more course(s)/activity(s). **• Column B** Indicate who is the organizer of the course(s)/activity(s). **• Column C** Enter the number of ECs that can be obtained (1 EC = 28 hours). Note that for some course(s)/activity(s) this is a set number of ECs. **• Column D** Indicate when the course(s)/activity(s) will take place. This can be with an exact date or just a year. **• Column E** Indicate when the course(s)/activity(s) are expected to be completed. If not known, leave the appropriate cell blank. **• In the orange lines, enter the total number of ECs that will be obtained in that part of the Training Plan.** Please note that for some components you can count a maximum number of ECs (which does not exclude that you can plan and obtain more). **• Enter in the green line at the bottom the total number of EC's that will be obtained. This should be at least 30 ECs in total.** *If you have any questions, please contact AR&D via ARandD@amsterdamumc.nl.* |