PhD Plan

Dear PhD candidate and supervisors,

Welcome to the Amsterdam UMC Doctoral School and the Research Institutes!

We are here to support your PhD project and to create a safe and healthy research climate. That's why we get in touch with you at several moments during your PhD trajectory, starting with the PhD Plan. The goal of the PhD Plan is not to create extra paperwork (honestly not), 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. From experience we know that having this dialogue is key to a good start of the PhD. That's why we require you to fill out the PhD Plan during the <u>first three months</u> of the PhD project (and use it to regularly check how it's going). 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!

You can send the PhD Plan to doctoralschool@amsterdamumc.nl.

Kind regards,

Amsterdam UMC Doctoral School and the Research Institutes

1. PhD candidate

Name + initials:	
Date of birth:	
Master education:	
Institute of education:	
PhD start date:	
Department & division:	
Institute:	
Contract hours:	…. FTE
Duration of your contract :	

At which Amsterdam UMC research institute are you registered? **First choice**:
- ☐ Amsterdam Neuroscience
- ☐ Amsterdam Gastroenterology, Endocrinology & Metabolism
- ☐ Cancer Center Amsterdam
  (You are then also member of the 'Onderzoekschool Oncologie Amsterdam' (OOA))
- ☐ Amsterdam Reproduction & Development
- ☐ Amsterdam Infection & Immunity
- ☐ Amsterdam Public Health
- ☐ Amsterdam Cardiovascular Sciences
- ☐ Amsterdam Movement Sciences

Optional: **Second choice**:
- ☐ Amsterdam Neuroscience
- ☐ Amsterdam Gastroenterology, Endocrinology & Metabolism
- ☐ Cancer Center Amsterdam
- ☐ Amsterdam Reproduction & Development
- ☐ Amsterdam Infection & Immunity
- ☐ Amsterdam Public Health
- ☐ Amsterdam Cardiovascular Sciences
- ☐ Amsterdam Movement Sciences

How is your PhD project funded?
- ☐ Contract as PhD (researcher) with the University, AMC or AMR BV
- ☐ Contract with another role (AIOS, etc.) with the University, AMC or AMR BV with time allocated for your PhD research (please specify): _____
- ☐ No contract with University, AMC or AMR BV but an external grant (e.g. Chinese Scholarship Council (CSC), Indonesia Endowment Fund for Education (LPDP), etc.) (please specify): _____
- ☐ Contract with another private/public institution (e.g. GGD, Sanquin, another hospital or health provider) (please specify): _____
- ☐ No funding (at your own time and with your own financial resources)
- ☐ Other (please specify): _____

2. 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 …	

3. 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 <u>both</u> 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 <u>both</u> PhD candidate and supervisors? Plan the dates ahead below. Optional: use our <u>Inspiration for evaluation</u> or the <u>form of HR-AMR</u>* Evaluation 1: dd-mm-yy Evaluation 2: dd-mm-yy Evaluation 3: dd-mm-yy Evaluation 4: dd-mm-yy

4. 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?)*

5. Courses

Information about the courses provided by the Amsterdam UMC Doctoral School can be found on our website. 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 may be used to inspire the courses you choose. We recommend to gather 30 ECTs during your PhD but this is not obligatory.

Be aware that the actual application takes place via our website.

> **Attention:** For PhD candidates who are members of the Cancer Center Amsterdam a minimum of 30 ECTs is required. Please complete the OOA Training Plan template instead of the table below.

Transferrable skills	Year 1	Year 2	Year 3	Year 4
Amsterdam UMC World of Science				
Didactical Skills				
Entrepreneurship in Health and Life Sciences				
Medical Literature (Correct Citation, Endnote, PubMed, zoeken voor een CAT) (e-learning)				
Medical Literature (Searching for a Systematic review) (blended e-learning)				
Peer to Peer Group Coaching				
Presentation in English				
Project Management				
Scientific Integrity (obligatory for VUmc PhD Candidates)				
Scientific Writing in English				
Talents in PhD				

Scientific methods	Year 1	Year 2	Year 3	Year 4
Advanced qPCR				
Adv. Topics in Biostatistics				
Computing in R				
Data analysis in MATLAB				
eBROK (Basic Course Legislation and Organization)				
Evaluation of Medical Tests				
MRI Basic Understanding				
Observational Epidemiology				
Practical Biostatistics (e-learning)				
Randomized Controlled Trials				
Research Data Management				
Systematic Reviews				
Qualitative Health Research				

Please indicate the planned courses to be taken outside the Amsterdam UMC Doctoral School:

Other courses (please add institution)	Year 1	Year 2	Year 3	Year 4

6. Remarks

PhD Progress & Consultation
The PhD Progress & Consultation takes place about halfway your PhD (see our website 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*

7. Signatures

Date:		Date:		Date:		Date:	
Signature PhD candidate		**Signature PhD supervisor 1**		**Signature PhD supervisor 2**		**Signature Amsterdam UMC Doctoral School**	

8. 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 might help (for detailed information, see here).

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:*