**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.

Once you have completed this PhD Plan you have to send it to: [doctoralschool@amsterdamumc.nl](mailto:doctoralschool@amsterdamumc.nl) and [ooa-tp@amsterdamumc.nl](mailto:ooa-tp@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-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 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** |  |

|  |  |
| --- | --- |
| **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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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

Because you will be working on a research project in oncology, you are a member of Cancer Center Amsterdam and two schools: the Amsterdam UMC Doctoral school (DS) and the Onderzoekschool Oncologie Amsterdam (OOA). The great advantage is that you can join courses from both schools. Main focus of the DS courses is personal development and general skills. Focus of the OOA courses is oncology-specific topics and techniques (professional knowledge). 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.

**Attention:** For all Amsterdam UMC PhD candidates who are members of the Cancer Center Amsterdam (location AMC as well as VUmc) a minimum of 30 ECTs is required.

* *Find your template Training Plan on the next pages -*

**OOA Training Plan**

Please complete the table below with the courses and educational activities you are planning to do during your PhD training. The Training Plan consist of *professional knowledge courses*, *general skill courses* and *other scientific activities*. The OOA defined guidelines to create a divers and balanced training plan, suitable for each PhD student. Find the OOA training plan guidelines, further explanation and links to examples of activities and courses on page 2.

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME COURSE, TRAINING, ACTIVITY** | **ORGANISER** | **ECTS** | **YEAR** |
| **PROFESSIONAL KNOWLEDGE COURSES** | | | |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **GENERAL SKILL COURSES** |  |  |  |
| Scientific integrity/ethics course (compulsory) |  | 2 ECTS (min) |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
| **SCIENTIFIC ACTIVITITES** |  |  |  |
| Attending conferences (1x compulsory) |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
| **EXEMPTION\*** |  | **Max 2** |  |
|  |  |  |  |
| *If possible, please add hyperlinks to the courses and activities* | **TOTAL ECTS** |  |  |

*\*Motivated and substantiated exemption requests (including associated certificates) can be submitted to the OOA committee or review. Exemption will be granted if the PhD candidate has required the necessary knowledge.*

Did you finish the PhD plan and the training plan?

You have to send this document to [doctoralschool@amsterdamumc.nl](mailto:doctoralschool@amsterdamumc.nl) and [ooa-tp@amsterdamumc.nl](mailto:ooa-tp@amsterdamumc.nl).

**OOA Training Plan guidelines**

The OOA Training Plan includes a number of compulsory elements essential to every PhD candidate and a more flexible part that can be tailored to your individual needs, interests and background.

The basic criteria of all Training Plans are the same and include:

– a total number of 30 ECTS credits (1 ECTS equals 28 hours);

– a mandatory ‘Ethics and Integrity in Science’ course (min 2 ECTS);

– at least one conference visit (max 2 ECTS per visit);

– at least 8 ECTS earned in professional knowledge and general skill courses;

– the remaining credits are earned by participating in amongst others, courses, activities, retreats, conferences and (work) discussions.

|  |
| --- |
| Compulsory elements |
| Highly recommended activities & courses |

|  |  |  |
| --- | --- | --- |
| **PROFESSIONAL KNOWLEDGE COURSES** | | **Minimum of 8 ECTS** |
| Basics in Oncology and/or Advanced Immunology (for CCA/AII PhD candidates) | [Click here for detailed information and examples](https://www.ooa-graduateschool.org/professional-knowledge-courses/) |
| Topical courses, such as those offered by OOA |
| Technical courses, such as those offered by OOA |
| Courses offered by other institutes/ graduate schools /universities |
| **GENERAL SKILLS COURSES** | |
| Scientific integrity/ethics course (compulsory) | Min 2 ECTS |
| Statistics | [Click here for detailed information](https://www.ooa-graduateschool.org/transferable-skills-courses/) and examples |
| Soft skills |
| Courses obliged by law, such as BROK, animal handling |
| Courses offered by other institutes/ graduate schools /universities |

|  |  |  |
| --- | --- | --- |
| **SCIENTIFIC ACTIVITITES** | [**Click here for detailed information and examples**](http://www.ooa-graduateschool.org/activities) | **#ECTS** |
| Attending conferences (1x compulsory) | *Giving a (poster)presentation, networking* | Max 4 |
| Introduction meeting institute | *AMC world of Science; Introduction to CCA* | Max 1 |
| Attending OOA retreat | *2x recommended; giving a (poster)presentation; chairing sessions; discovering the whole spectrum of cancer research; networking* | Max 4 |
| Attending other retreats | CCA retreat/ AII retreat (for tumor-immunology PhD students)/ NKI retreat/department retreats | Max 4 |
| Meet-the-expert/masterclasses/seminars | *Attending and presenting during these meetings* | Max 4 |
| Staff/department/labmeetings/journal clubs | *Attending and presenting during these meetings* | Max 4 |
| Institute-wide activities | *CCA seminars; NKI Seminar series* | Max 4 |
| Supervision intern students | Supervision of master/bachelor student for 6-9 months | Max 6 |
| Giving/organizing education | Organizing activity/workshop/seminar, giving lectures | Max 3 |
| Preparing a publication | *Writing a scientific article with help of supervisor* | Max 2 |
| Participating in committee | *PhD candidate council; advisory committee* | Max 2 |