

General system

A 4-year PhD student should acquire 30 ECs, which equates to 840 hours of study (1 EC = 28 hours of workload). External PhD students could apply for exemptions; this should be discussed with AIMMS MT. For ITN PhD students we accept the EU-approved teaching plan, but the mandatory courses (e.g. the integrity course) should still be done.

The Training and Supervision Plan (TSP) is split in four parts:

- A. Mandatory (minimum 4 EC)
 - *For the course on Scientific Integrity: Faculty Board (FB) will only admit students to this course after being fully registered in Hora Finita.*
 - *A visit to at least one international conference is mandatory.*
- B. General skills (together with C: minimum 8, maximum 20 EC)
- C. Scientific specialization (together with B: minimum 8, maximum 20 EC)
- D. Research-related activities (minimum 8, maximum 20 EC)

Why this document/our guiding principles

- PhD students should gain a diverse set of competences throughout their PhD.
- There should be harmonisation for the TSPs within AIMMS.
- It should be as clear as possible which activities we consider as acceptable.

AIMMS needs to approve the TSP

All TSPs need to be approved by the PhD coordinator of the graduate school (i.e. the AIMMS scientific director) at the start and at the end of your PhD. Please send TSPs to this address: mt@aimms.vu.nl. TSPs should **first** be sent to the AIMMS director before uploading it in Hora Finita, otherwise you risk that your registration will be rejected.

External advisor is mandatory

Each PhD student should have an external advisor, who will meet with the candidate and his/her promotor at least once during the PhD trajectory. This advisor should be from outside the research section, but can be from within the department or other departments within AIMMS. This external advisor will help keep track of the progress and can ensure that the thesis is sufficient to comply with standards in the field. Details should be given in the TSP table.

Training and Supervision Plan guidelines

The AIMMS guidelines are shown in Table 1 below. Note that ‘once’ means that points will only be given for the first instance that the activity is done (and not per year, but over the entire trajectory).

Table 1: How points should be awarded

No	Activity	How points should be awarded
1	Seminars, journal clubs etc.	Fixed number of ECs: <i>every PhD student</i> gets 4 EC (3-year PhD) or 6 EC (4-year PhD)
2	Poster presentation	1 EC (<i>once</i>) ¹
3	Oral presentation (national)	1 EC (<i>once</i>) ¹
4	Oral presentation (international)	1 EC (<i>each</i>)
5	Attendance conference (national)	1 EC (<i>each, max 2</i>)
6	Attendance conference (international)	2 EC (<i>once</i>) ²
7	Membership representative body (PhD council, ProVU etc)	2 EC (<i>once</i>) ³
8	Course	1 EC per two days ⁴
9	First author (peer-reviewed paper)	2 EC for the first paper; 1 EC for each additional paper
10	Organisation of workshop/meeting	1 EC (<i>once</i>) ⁵
11	Company visit/communication, collaboration with private partners	1 EC (<i>once</i>)

¹After the first instance you master this and you cannot get additional ECs

²One international conference is obligatory for AIMMS. An international conference is a conference which has an international scope, speakers and audience (some editions may be in NL). Consortium meetings do not count as an international conference

³Membership should be at least one year. The limit to the number of points means that representative bodies should be refreshed regularly and more people can be involved in it

⁴PhD students should add up all their course days and divide this by 2 to get to the number of ECs. This number will be floored to get to integer points (floor(x) = is the largest integer less than or equal to x)

⁵This should be a workshop or symposium for scientific purposes. Being a representative on a Master’s day is not enough.

Table 2 summarizes the list of activities within the Training and Supervision Plan that we do and do not accept.

Table 2: Activities that we do and do not accept*

What we accept	What we do not accept
Courses on learning how to teach	Work discussions (see Table 1, point 1)
	Teaching
	Data analysis
	Representation on a Master’s day

* This list will, by definition, not be complete. In case of doubts, discuss this with the PhD coordinator prior to sending the Training and Supervision Plan.

Other general points

- The PhD coordinator of AIMMS needs to approve the TSP.
- An external advisor is mandatory.
- The promotor is responsible for checking if the points have been acquired by the PhD student.
- Only integer points can be given.
- Each student should at least go to one international conference.
- We will aim to organise more post-graduate courses within AIMMS. One of the things that is often requested is a yearly 1-week introductory course. This course may become mandatory.
- Courses done in the master may be included with the ECs that have been rewarded in the master, **but only**:
 - For courses on soft skills;
 - After consultation with the PhD coordinator of AIMMS.

Training and Supervision Plan example

Table 3: An example TSP for a 4-year PhD student (30 EC)

Part	Activity	Points
A	Mandatory	<i>(min 4 EC)</i>
	Integrity course	2
	Attendance conference (<i>international</i>)	2
B	General skills	<i>(B+C: min 8, max 20 EC)</i>
	Courses (total 8 days)	4
	Membership representative body	2
C	Scientific specialisation	<i>(B+C: min 8, max 20 EC)</i>
	Courses (total 8 days)	4
D	Research-related activities	<i>(min 8, max 20 EC)</i>
	Seminars, journal clubs etc.	6
	Poster presentation	1
	Oral presentation (<i>national</i>)	1
	Oral presentation (<i>international</i>) (2)	2
	Attendance conference (<i>national</i>) (2)	2
	First author paper (3)	4
	Total	30