# TRAINING AND SUPERVISION PLAN

comes with Form I: Application for admission to the Doctoral Programme

**PLEASE COMPLETE THE FORM IN DUTCH OR ENGLISH AND UPLOAD IT TO HORA FINITA**

Upload this document to Hora Finita

# 1. Personal data

Surname and initials

Click here to enter text.

Given name

Click here to enter text.

Gender

☐ female ☐ male

Date of birth

Date

Address in the Netherlands: street, house number, postal code and city

Click here to enter text.

# 2. Work address

Faculty, department, other

Click here to enter text.

Work address: street, house number, postal code and city

Click here to enter text.

Telephone number at work

Click here to enter text.

Email address at work

Click here to enter text.

# 3. Previous qualifications

Education / Course

Click here to enter text.

University

Click here to enter text.

Graduation date

Click here to enter text.

# 4. Doctoral programme

Click here to enter text.

Working hours per week [optional]

Click here to enter text.

Expected completion date

Date

Financier Funded by

☐ Direct funding by University Click here to enter text.

☐ Funding from NWO, KNAW, STW, ZonMw and/or ERC Click here to enter text.

☐ Funding by Charity Foundations, Public or Private

organizations and EU funded projects (excl. ERC Grants) Click here to enter text.

☐ Other: Click here to enter text.

# 5. Supervision[[1]](#footnote-1)

Promotor(s)

Click here to enter text.

Copromotor(s)

Click here to enter text.

Additional mentor(s)

Click here to enter text.

# 6. a. Graduate School and/or (national) Research School (if applicable)

Member of which Graduate School

Click here to enter text.

Member of which Research School

Click here to enter text.

# 6. b. Research Institute Vrije Universiteit

Member of which Research Institute?

Click here to enter text.

# 7. Research plan

(Working) title of the research project

Click here to enter text.

Summary of the research proposal (approx. 200 words)

Click here to enter text.

Approval of the Research proposal by committee, supervisor, grant provider?

Click here to enter text.

Research plan first year

(main goals, planned output, conference visits, etc.)

Click here to enter text.

General research plan for subsequent years

Click here to enter text.

Knowledge utilisation and/or societal impact[[2]](#footnote-2)

Click here to enter text.

**Appendix**: the project application, the research proposal and/or the work plan.

# 8. Training plan

All PhD candidates that wish to obtain a PhD at Vrije Universiteit Amsterdam are required to complete a minimum of 30 EC training in the Doctoral Programme. Requirements are set by the PhD candidate’s Faculty. Also, [Graduate Schools](http://www.vu.nl/en/research/organization-cooporation/graduate-schools/index.asp) or [Research Schools](http://www.vu.nl/en/research/organization-cooporation/national-research-schools/index.asp) outside the Faculty offer courses that may be interesting for PhDs.

**Planned education/training**

The Doctoral Training Programme offers mandatory, elective mandatory and elective courses. Mandatory courses provide training on scientific integrity, research methodology, transferable skills and participation in congresses and conferences.

**Exemptions**

The faculty may grant an exemption covering all or parts of the PhD training programme of 30 EC. Exemptions granted must meet the following conditions:

* Exemptions for (parts of) the programme can be granted when the PhD candidate has followed a similar course or (demonstrably) has acquired the necessary knowledge in a different way.
* In consultation with the PhD candidate, the supervisor can request exemptions. Motivated and substantiated requests can be submitted to the Faculty contact person and have to be approved by the Dean.

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| **NAME COURSE, TRAINING, ACTIVITY[[3]](#footnote-3)** | **ORGANISER** | **EC** | **PLANNED** | **COMPLETED** |
| **MANDATORY COURSES** | | | | |
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| **ELECTIVE MANDATORY COURSES** | | | | |
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| **EXEMPTIONS** | | | | |
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# 9. Supervision plan

Agreement on the division of supervision tasks between promotor(s), copromotor(s) and other mentor(s), e.g. frequency, appointments, hours, etc.

Supervision by 1st promotor

Click here to enter text.

Supervision by 2nd (co)promotor

Click here to enter text.

Supervision by 3rd and/or 4th copromotor

Click here to enter text.

Planned date of next consultation or evaluation interview (not being formal assessments)

Click here to enter text.

Miscellaneous (e.q. time spent abroad)

Click here to enter text.

# 10. Rapportage / Reports

The PhD compiles an annual report of their activities, specifying:

* the progress of the research project;
* the progress of the training programme (as specified under 8. Training Programme);
* a work plan for the coming year.

The report must be available to all supervisions before the annual assessment and can be used in the interview.

# 11. Annual assessments and consultations

The annual assessments are based on the PhDs Annual Report and the Training and Supervision plan. The research progress and the results in the first year provide an indication of whether the expectations are justified that the project will be concluded with the awarding of a PhD. A negative assessment can result in premature termination of the appointment.

# Planning annual assessments[[4]](#footnote-4)

Date annual assessment interview

Click here to enter text.

Approximate date next year (to be agreed upon in the assessment interview)

Click here to enter text.

# 12. Additional research facilities[[5]](#footnote-5) (if applicable)

Required computer hardware

Click here to enter text.

Required software

Click here to enter text.

Required measuring equipment

Click here to enter text.

Other required facilities

Click here to enter text.

Anticipated (extra) research expenses

Click here to enter text.

# 13. Faculty policy

Additional faculty policy

N.A.

**14. The Netherlands Code of Conduct for Scientific Practice**

☐ The Netherlands Code of Conduct for Scientific Practice is read, duly signed and attached to the PhD admission package.

**15. Compulsory Plagiarism Check**

A plagiarism check of the first paper in the PhD project is compulsory for every PhD candidate who started their PhD track on September 1, 2022 or later.

The plagiarism check consists of a scan using the iThenticate software and an assessment of the results following a discussion between the (co-)supervisor and the PhD candidate. In cases where the plagiarism scan detects plagiarism, a second plagiarism scan of the entire doctoral thesis is compulsory at the end of the PhD track. In cases where no plagiarism is detected, a second plagiarism check is allowed, but is not mandatory. The (co-)supervisor writes a standard summary / report of the plagiarism scan carried out, and ensures that the report is uploaded to Hora Finita by the HF key user.

# 16. Revisions to the training and supervision plan

If necessary, this training and supervision plan may be revised. Any revisions can be recorded as an appendix to the Annual assessment report.

# Signatures

The undersigned declare that the information entered in this form has been agreed upon by the undersigned is true and correct.

Approved by the 1st promotor (supervisor)

Date

Approved by the 2nd (co)promotor

Date

Approved by optional 3rd or 4th copromotor and or supervisor

Date

Approved by the PhD

Date

Approved by the authority of the Director of   
the Research Institute, Research School and/or   
Graduate School (if applicable)

Date

Approved by the Dean

Date

**When duly signed by all parties, upload a PDF of this Training and Supervision Plan to Hora Finita, as part of the PhD registration process.**

1. At least two supervisors are appointed, with a maximum of two promotors and a maximum of two copromotors, (Doctorate regulations Vrije Universiteit Amsterdam, article 10.2) [↑](#footnote-ref-1)
2. Describe possibilities for wider utilization of knowledge from the research and or the possible societal impact of the research project. [↑](#footnote-ref-2)
3. Consult the [FGB Doctorate Regulations](https://assets-us-01.kc-usercontent.com/d8b6f1f5-816c-005b-1dc1-e363dd7ce9a5/2e685a00-940e-4ab9-8fb4-3be3a2fd26cf/FGB-implementation-plan-update-2019_final_tcm264-786432.pdf) [↑](#footnote-ref-3)
4. For employed PhDs only. [↑](#footnote-ref-4)
5. If additional required facilities are not available, agree upon how these facilities will be provided. [↑](#footnote-ref-5)