Training and Supervision plan

A & Q session
(Corona edition)

With the PhD coordinator
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TSP showcases your skills

Many future employers want you to have academic, professional and general skills outside of your scientific ‘niche’

TSP certificate allows you:

To show that you these skills

To ensure that you obtain these skills

To ensure that your supervisor will allow you to obtain these skills
All PhD students submit a plan

30 European Credit Transfer Points (1 EC = 28 hours; 840 hours)

All PhD students of Molecular Cell Biology and Chemistry and Pharmaceutical sciences

Environment and Health PhD students will be part of SENSE or AIMMS
These are the two exceptions

You started before 01-04-2015

You are an ITN PhD student
  Training within the EU network
  Integrity course is still obligatory
A plan is... a plan

Some plans are not possible...now
Try to find alternatives together with your supervisor
If your run into problems, contact me
If your unsure whether an alternative is ok, contact me

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From old to new: agreements hold!

- **<01-04-2015**
  - No TSP needed
  - If you want it: current guidelines

- **01-04-2015 - July 2018**
  - Plan signed by Nico
  - Stick to plan? ✓
  - Changes? Changes in line with signed plan

- **>July 2018**
  - Plan signed by JRH (BT)
  - Current guidelines
  - New rules
How: From start to plan

1. Visit aimms.vu.nl

PHD PROGRAMME

The primary aim of the AIMMS PhD programme is to train talented students to become highly skilled and independent scientists in AIMMS related areas of research and to prepare them for a future career in academia and other research institutes, society and industry, in particular the pharmaceutical industry.

The PhD programme within AIMMS typically takes four years, but depending on the scientific discipline and the type of funding 3-year PhD programmes also exist (e.g. ITNs).

ACTIONS & TIMELINE

In the Actions & Timeline document, all (administrative) actions that need to be performed within the PhD programme are described.

TRAINING PROGRAMME (REGULATIONS, FORMS AND COURSES)

For every PhD candidate it is important to deepen their knowledge and skills, enabling them to become fully qualified scientists. The educational program for PhD candidates within AIMMS provides for a variety of activities enhancing the academic, professional and general skills of PhD candidates. More information regarding regulations and courses can be found here, as well as all necessary forms.
How: From start to plan (II)

REGULATIONS AND FORMS
A 4-year PhD student should acquire 30 ECs. Within 3 months of the PhD start date, the AIMMS PhD Training and Supervision Plan (TSP) should be filled in according to the guidelines (see below). In the PhD Actions and Timeline document you can find an overview of all (administrative) actions that need to be performed within the PhD programme. PhD students are advised to keep track of the timeline themselves.

- PhD Actions and Timeline Checklist
- Guidelines PhD Training and Supervision Plan (TSP)
- PhD Training and Supervision Plan (TSP) Table

2. Check the guidelines
3. Download the Table
4. Fill in table with your supervisor
5. Send Table for review to mt@aimms.vu.nl
6. Upload approved table to Hora Finita
Three parts are mandatory

Integrity course (2 EC)
    also for external PhD students!

External advisor
    External/AIMMS/Department (NOT section)

Attendance international conference (2 EC)
### Table 3: An example TSP for a 4-year PhD student (30 EC)

<table>
<thead>
<tr>
<th>Part</th>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Mandatory (min 4 EC)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Integrity course</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Attendance conference <em>(international)</em></td>
<td>2</td>
</tr>
<tr>
<td>B</td>
<td>General skills (B+C: min 8, max 20 EC)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Courses (total 8 days)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Membership representative body</td>
<td>2</td>
</tr>
<tr>
<td>C</td>
<td>Scientific specialisation (B+C: min 8, max 20 EC)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Courses (total 8 days)</td>
<td>4</td>
</tr>
<tr>
<td>D</td>
<td>Research-related activities (min 8, max 20 EC)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Seminars, journal clubs etc.</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Poster presentation</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Oral presentation <em>(national)</em></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Oral presentation <em>(international)</em> (2)</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Attendance conference <em>(national)</em> (2)</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>First author paper (3)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>30</td>
</tr>
</tbody>
</table>
We have not thought of all the do’s

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

<table>
<thead>
<tr>
<th>What we accept</th>
<th>What we do not accept</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses on learning how to teach</td>
<td>Work discussions (see Table 1, point 1)</td>
</tr>
<tr>
<td></td>
<td>Teaching</td>
</tr>
<tr>
<td></td>
<td>Data analysis</td>
</tr>
<tr>
<td></td>
<td>Representation on a Master’s day</td>
</tr>
</tbody>
</table>

* 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.
How: From plan to Hora Finita (HF)

Key user starts up registration together with PhD student

PhD students completes registration and uploads documents (upload TSP)

Approvals are requested

Once approved in HF → invitation integrity course

**Key-users Hora Finita:** your Department’s secretariat
How: From plan to certificate

Go and get the points

Supervisor will approve *that you acquired the points*

PhD coordinator will approve *that the points fit the guidelines*
A plan is... a plan

If you are in doubt if your alternative is allowed

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Now you have all the answers?