**Training and Supervision Plan**

**REGISTRATION FORM STARTING PHD CANDIDATES**

**CHECKLIST AND INSTRUCTIONS FOR COMPLETION**

This document is an important document for all RIHS and RIMLS PhD candidates planning to graduate at the Radboud University. Please complete all sections 1-7 inclusive and submit via [Hora est – PhD](https://horaest.ru.nl) no later than 3 months from your PhD research start date. Thereafter, an initial check will be completed by the relevant Graduate School and subsequently your supervisors and the Graduate School will be requested to formally assess your plan. You will be informed of the status via automatic emails.

For queries please contact:

RIMLS - Margret Achour

RIHS - Karin Berens

|  |  |
| --- | --- |
|  | ***Choose your Graduate School****Please choose either RIHS or RIMLS. For the Donders Graduate School please contact* dgcn@donders.ru.nl. *The decision which Graduate School to join is based on the institute affiliation of your daily supervisor[[1]](#footnote-1).* |
|  | **Check for the latest version of this form***See links* [*RIHS or RIMLS*](https://www.radboudumc.nl/en/research/academic-and-scientific-training/level-of-experience/phd-candidates/registration-checklist/training-and-supervision-plan)*.* |
|  | **[Mentor suggestion](https://www.radboudumc.nl/en/research/academic-and-scientific-training/level-of-experience/phd-candidates/registration-checklist/mentor?selected=1)***RIMLS: a mentor has automatically been assigned to you, see welcome email.**RIHS: Email your mentor suggestion[[2]](#footnote-2) & title of your research project as soon as possible.* |
|  | **Read the Radboudumc Training Regulations***The regulations can be found via your* [*Graduate School website*](https://www.radboudumc.nl/en/research/academic-and-scientific-training/level-of-experience/phd-candidates/registration-checklist/orientation/radboudumc-training-regulation)*.* |
|  | **Discuss with your supervisors and mentor***Arrange meetings with your supervisors and mentor to discuss the research and training elements of your plan before you submit the documents via Hora est!* |
|  | **Submission via Hora est - PhD***Log in to* [*Hora est*](http://horaest.ru.nl) *using your Z/U number and upload the required documents as PDF:*1. *Training & Supervision document (i.e. this document)*
2. *Curriculum vitae*
3. *Project description (if you or your supervisors do not have a formal project description, please upload a blank document)*

*A short manual for Hora est – PhD can be found via your* [*Graduate School website.*](https://www.radboudumc.nl/en/research/academic-and-scientific-training/level-of-experience/phd-candidates/registration-checklist/registering-in-hora-est?selected=1) |
|  | *Check the RIHS and RIMLS websites for the complete* [*checklist for starting PhD candidates*](https://www.radboudumc.nl/en/research/academic-and-scientific-training/level-of-experience/phd-candidates/registration-checklist/orientation?selected=1)*.* |

**1) PhD candidate details**

|  |  |
| --- | --- |
| Personnel number | Z………………… |
| [ResearcherID](http://portal.umcn.nl/organisatie/researchinfo/Pages/ResearcherIDWebofScience.aspx) |  |
| First name  |  |
| Given name(s) (‘doopnamen’) |  |
| Surname (‘Achternaam’) |  |
| Gender | Gender |
| Date of birth (DD/MM/YYY) | Click to add date |
| Place and country of birth |  |
| Department (of formal employment)[[3]](#footnote-3) |  |
| Internal post code (‘Huispostnr’) | \_ \_ \_ |
| Email address (work) |  |
| Radboudumc research theme (Similar to the theme of your daily supervisor) | Choose Radboudumc research theme |
| External work address (if applicable)3: |  |
| Medical doctor (M.D.)  | Yes/no\* \*delete as appropriate |
| Date of MSc graduation | Click to add date |

**2) Employment contract & research project**

*This section should be completed by your promotor/daily supervisor.*

|  |  |
| --- | --- |
| Employment contract | 1,0 / 0,… fte\* \*delete as appropriate |
| Contract start date | Enter date |
| Contract end date | Enter date |
| **PhD** research start date. Note, this may be different from your contract start date | Enter date |
| Envisaged **PhD** research end date. Note, this may be different from your contract end date | Enter date |
| Type of research appointment  | Choose type of appointment |
| Is funding sufficient for the complete duration of the PhD project?IMPORTANT: If funding is insufficient state the duration of available funding and what agreements have been made with your supervisors to secure additional funding to complete your project? | Yes/no\* \*delete as appropriate |
| Has your research project and associated key objectives been reviewed by an independent third party?Please include a PDF of the project. | Yes/no\* \*delete as appropriate |
| Which organisation, company or institution is the main financer of your research project e.g. Radboudumc, research institute, NWO, Company name. |  |
| For RIMLS PhD candidates: Please state if you installed a [PhD thesis committee](https://www.radboudumc.nl/en/radboud-institute-for-molecular-life-sciences/rimls-graduate-school/level-of-experience/phd-candidates/phd-thesis-committee)? | Yes/no\* \*delete as appropriate |

**3) Time planning**

**a**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Clinical duties incl. medical specialization** | **Research** | **Teaching duties (as teacher)** |  **Total** |
| **% of employment contract (section 2)** | **% of employment contract (section 2)** | **% of employment contract (section 2)** |  |
| *Example:**2017* | *40%* | *55%* | *5%* | *100%* |
| **20..** |  |  |  | **100%** |
| **20..** |  |  |  | **100%** |
| **20..** |  |  |  | **100%** |
| **20..** |  |  |  | **100%** |
| **20..** |  |  |  | **100%** |
| **20..** |  |  |  | **100%** |

**4) Research project**

*The TSP committee will look at your research summary (and the full research proposal if available) to assess whether the PhD track is feasible in the given time. Therefore, please make sure that the research summary is detailed enough, in order to provide the TSP committee with enough information to be able to make a full assessment.*

|  |
| --- |
| a) Title of your research project: |
| b) Research summary (max 2 pages, Calibri, font 10, excluding figure(s)/(table(s)):Please write a summary of your project proposal USING THE FOLLOWING TITLES:Background:Research questions to be answered:Methods:*Describe the (statistical) methods/techniques that will be used (e.g. which study design? How many patients or animals will be included? What analyses will be performed?).**Indicate per technique/method whether additional training is needed and plan this training carefully (Table 7 below).* |
| c) Is any formal ethical approval necessary for you to carry out this work e.g. DEC, CMO? Yes / no\*If yes, has the approval been obtained? Yes / no\*If no, when do you plan to request ethical permission? Please be aware that the ethical approval procedures may take a while. |
| d) Describe briefly how obtained research/clinical data will be archived:Please state whether you use DRE, Castor, LabGuru, Epic, Panama, or any other similar program.Please make sure you follow the [FAIR principles](https://www.force11.org/group/fairgroup/fairprinciples) for scientific data management and stewardship. |
| e) List the intended research chapters of your thesis:(use among others, this overview to formulate the research objectives in 5)Please notice the [Radboudumc guidelines for a PhD thesis](https://www.radboudumc.nl/en/research/academic-and-scientific-training/level-of-experience/phd-candidates/phd-graduation/guidelines/radboudumc-guidelines-for-a-doctoral-thesis). |

**5) Research objectives**

*List a minimum of 3 research objectives to be realised at the end of the first year and a minimum of 1 goal per subsequent year of research. It is highly recommended to use the* [*PhD SMART Objectives*](https://www.radboudumc.nl/en/research/academic-and-scientific-training/level-of-experience/phd-candidates/registration-checklist/training-and-supervision-plan/hora-est-phd)*.*

|  |  |
| --- | --- |
|  | **OBJECTIVES** |
|  | **SPECIFIC** | **MEASUREABLE** | **ACHIEVABLE** | **RELEVANT** | **TIME-BOUND** |
|  | What specific research question would you like to answer? | Is there a measureable endpoint and/or criteria for success? | Additional skills or equipment necessary to perform work? | Relevant thesis chapter mentioned in part 4e? | Deadline |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| ... |  |  |  |  |  |

**6) Supervision**

*For detailed information concerning the number of permissible supervisors, please refer to the Radboud University* [*Doctoral regulations*](http://www.ru.nl/promovendi/promotiezaken/promotiereglement/)*. Note, deviations from the standard are unlikely to be approved. Since this form is an important part of your annual appraisal, please include annual appraisal cycle meetings in the tables below.*

*Your supervision team needs to consist of at least 2 persons.*

1. **Doctoral thesis supervisor(s) (NL: Promotor(s))**

|  |  |  |
| --- | --- | --- |
| **Name doctoral thesis supervisor(s)** | **Department, organisation** | **Field of expertise** (e.g. molecular biologist, statistician, epidemiologist) |
| **1.** |  |  |
| **2.** |  |  |
| **Manner and frequency of supervision by the thesis supervisor(s)\*:** |

Note: A doctoral thesis supervisor (Promotor in Dutch) is a(n) (emeritus) professor, as defined in the RU doctoral regulations. In some cases the ius promovendi may be granted to an associated professor. The first progress meeting must take place 9 months after the start of the PhD research. The PhD is responsible for setting up this meeting.

1. **Doctoral thesis co-supervisor(s) (if applicable) (NL: Co-promotor(s))**

|  |  |  |
| --- | --- | --- |
| **Name doctoral thesis co-supervisor(s):** | **Department, organisation** | **Field of expertise** (e.g. molecular biologist, statistician, epidemiologist) |
| **1.** |  |  |
| **2.** |  |  |
| **Manner and frequency of supervision by the thesis co-supervisor(s)\*:** |

Note: A thesis co-supervisor (Co-promotor in Dutch) is an expert with a doctorate who is not a professor, as defined in the RU doctoral regulations.

1. **Daily supervisor (in most cases one of the above mentioned names)**

|  |  |  |
| --- | --- | --- |
| **Name daily supervisor:** | **Department, organisation** | **Field of expertise** (e.g. molecular biologist, statistician, epidemiologist) |
|  |  |  |
| **Manner and frequency of supervision by the daily supervisor\*:** |

Note: if the daily supervisor does not act as the doctoral thesis supervisor, the researcher in training must be given the opportunity to meet with the doctoral thesis supervisor at the start of the PhD track and at least twice a year to discuss the PhD research.

1. **Other members project team (if applicable)**

|  |  |  |
| --- | --- | --- |
| **Name:** | **Department, organisation** | **Field of expertise** (e.g. molecular biologist, statistician, epidemiologist) |
|  |  |  |
| **Manner and frequency of supervision by other members:** |

1. **Mentor (approved)**

|  |  |
| --- | --- |
| **Name mentor:** | **Department, organisation** |
|  |  |
| **You need to have an introductory meeting with your mentor within 3 months of starting your research project, and yearly thereafter.** |

*\*Manner and frequency of supervision means reading and judging / evaluating the PhD candidate texts / papers, discussing these texts, supervising the research approach / method, evaluating the progress, professional development / education of the PhD candidate concerning his or her research tasks and concerning possible teaching tasks, as well as planning these tasks. It should be clear who (thesis (co)promotors, daily supervisor) does what and when.*

**7) Personal career development**

*Please list in the tables below which courses etc you INTEND to follow. Some examples are already filled in for you. You should expand on these examples paying careful attention to* [*research competencies and transferable skills*](https://www.radboudumc.nl/en/research/academic-and-scientific-training/level-of-experience/phd-candidates/registration-checklist/training-and-supervision-plan/courses-for-competencies) *that you will need in your scientific career. Skills that you may wish to (further) develop include discipline- and project-specific research skills (e.g. research methods and techniques), communication (e.g. writing, presentation, PR), Career development (e.g. networking, CV writing, interview training, time-management), leadership & management (e.g. giving & receiving feedback, entrepreneurship, project management), responsible conduct of science (e.g. animal handling, integrity & scientific ethics, how to maintain a lab-book, data storage, authorship). If you do not yet know which specific course(s), describe in general terms what kind of courses or skills you will pay attention to using the above categories. However, be as specific as possible, for example, state 'statistic course on regression analysis’ rather than 'statistics course.’*

*For information about local courses refer to* [*Radboudumc website*](https://www.radboudumc.nl/en/research/academic-and-scientific-training/level-of-experience/phd-candidates/courses-for-competencies)*,* [*RU website*](http://www.ru.nl/phd/courses/phdcourses/)*. To calculate EC points refer to:* [*link*](https://www.radboudumc.nl/en/radboud-institute-for-molecular-life-sciences/rimls-graduate-school/level-of-experience/phd-candidates/frequently-asked-questions)*.*

Table 1 of 4

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **INTENDED Courses, workshops, study group & journal clubs (include html link)** | **Dates (from/to)\*** | **Duration & Frequency****(days, hours)** | **Self study /****preparation time** | **EC Points** |
| Year 1 | * Introduction day Radboudumc ([link](https://www.radboudumc.nl/en/research/academic-and-scientific-training/level-of-experience/phd-candidates/registration-checklist/radboudumc?selected=1))
* Graduate School specific introductory course (RIHS, [link](https://www.radboudumc.nl/en/education/courses/radboud-institute-for-health-sciences-introduction-course-for-phd-candidates))#
* Graduate School specific introductory course (RIMLS, [link](https://www.radboudumc.nl/en/research/academic-and-scientific-training/level-of-experience/phd-candidates/courses-for-competencies/course-options-per-competency/professional-development)) #
* eBROK course (for PhD candidates who perform research involving human subjects and/or patients, [link](https://nfubrokacademie.nl/)) #
* ...
* ... (add more bullets if required)
 |  | 1 day1,5 days1,5 days | --- | 0.50.750.751.5 |
| Year 2 | * Scientific Integrity course (all PhD’s, [link](https://www.radboudumc.nl/en/education/courses/scientific-integrity-for-phd-candidates-2018))
* ...
* ... (add more bullets if required)
 |  | 2 days | - | 1.0 |
| Year 3  | * ...
* ...
* ... (add more bullets if required)
 |  |  |  |  |
| Year 4 | * ...
* ...
* ... (add more bullets if required)
 |  |  |  |  |
| Add more years if required |  |  |  |  |  |

*\* If exact date/month is not known, try to estimate.*

# *Delete as appropriate.*

Table 2 of 4

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **INTENDED Seminars & lectures (include html link)** | **Dates (from/to)\*** | **Duration & Frequency****(days, hours)** | **Self study /****preparation time** | **EC Points** |
| Year 1 | * Radboud Research Rounds ([link](http://portal.umcn.nl/organisatie/researchinfo/Pages/RadboudResearchRounds.aspx))
* Theme meeting(s), seminars etc
* ...
* ... (add more bullets if required)
 | various | 1.5 hours each | - | 0.1 (per event) |
| Year 2  | * ...
* ...
* ... (add more bullets if required)
 |  |  |  |  |
| Year 3  | * ...
* ...
* ... (add more bullets if required)
 |  |  |  |  |
| Year 4  | * ...
* ...
* ... (add more bullets if required)
 |  |  |  |  |
| Add more years if required |  |  |  |  |  |

*\* If exact date/month is not known, try to estimate*

# *Delete as appropriate*

Table 3 of 4

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **INTENDED (Inter)national symposia & congresses (include html link)Please use full meeting title and not abbreviations** | **Dates (from/to)\*** | **Duration & Frequency****(days, hours)** | **Self study /****preparation time** | **EC Points** |
| Year 1 | * Radboud Frontiers
* PhD retreat (incl poster/talk)
* International congress etc
* ... (add more bullets if required)
 |  | 2 days2 days1 day | -< 7 hours< 3 hours | 1.01.00.5 |
| Year 2  | * PhD retreat
* ...
* ... (add more bullets if required)
 |  |  |  |  |
| Year 3  | * PhD retreat
* ...
* ... (add more bullets if required)
 |  |  |  |  |
| Year 4  | * PhD retreat
* ...
* ... (add more bullets if required)
 |  |  |  |  |
| Add more years if required |  |  |  |  |  |

*\* If exact date/month is not known, try to estimate*

# *Delete as appropriate*

Table 4 of 4

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **INTENDED Teaching (e.g. supervision students, lectures; include html link)** | **Dates (from/to)\*** | **Duration & Frequency****(days, hours)** | **Self study /****preparation time** | **EC Points** |
| Year 1 | * E.g. supervision Bachelor or Master student internships
* ...
* ... (add more bullets if required)
 |  |  |  |  |
| Year 2  | * ...
* ...
* ... (add more bullets if required)
 |  |  |  |  |
| Year 3  | * ...
* ...
* ... (add more bullets if required)
 |  |  |  |  |
| Year 4  | * ...
* ...
* ... (add more bullets if required)
 |  |  |  |  |
| Add more years if required |  |  |  |  |  |

*\* If exact date/month is not known, try to estimate*

# *Delete as appropriate*

1. Note that this may be the same person as your promotor, but doesn’t have to be. [↑](#footnote-ref-1)
2. A mentor should be an associate or full professor from the Radboudumc, who does not work in the same department as the PhD candidate and who is not involved in the PhD project. [↑](#footnote-ref-2)
3. If your Department is outside the Radboud University Nijmegen / Radboudumc please complete external work address. [↑](#footnote-ref-3)