**Training and Supervision Plan**

**PROGRESS FORM – complete annually**

**Instructions for completion**

This document is an important document for monitoring your progress throughout your PhD and should be fully completed annually from your PhD research start date, i.e. +12, +24, +36 + 48 months. NOTE: This progress form together with your Registration Form is a vital part of your end-of-year appraisal discussion (‘functioneringsgesprek’) with your supervisor(s). Final year PhD candidates should complete an Exit form.

Make sure you complete all sections. At the end of year 2 and year 4, your progress will be evaluated by the RIMLS / RIHS Training & Supervision committee.

For queries please contact:

[RIMLS Graduate School](mailto:rimls.graduateschool@radboudumc.nl)

[RIHS Graduate School](mailto:RIHS@Radboudumc.nl)

|  |  |
| --- | --- |
| **1** | ***Choose your Graduate School***  *Please choose either RIHS or RIMLS. The decision which Graduate School to join is based on the institute affiliation of your daily supervisor[[1]](#footnote-1).* |
| **2** | *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)*.* |

**1) PhD candidate details**

|  |  |
| --- | --- |
| Personnel number | Z………………… |
| First name |  |
| Surname (‘Achternaam’) |  |

**2) Employment contract & research project**

|  |  |
| --- | --- |
| **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 |
| Changes in your envisaged **PhD** research end date (as stated on your registration form).  (if yes, please describe) | Yes/no\* \*delete as appropriate |
| Changes in your employment contract since you started (if yes, please describe) | Yes/no\* \*delete as appropriate |
| If funding is insufficient, for how long is funding available and what measures have or will be taken to secure additional funding to complete your project? | Yes/not applicable\* \*delete as appropriate |

**3) Time planning**

|  |  |
| --- | --- |
| Changes in your time planning since you started (if yes, please describe). Examples include additional clinical or teaching duties resulting in less time available for research (if yes, please describe impact on your project) | Yes/no\* \*delete as appropriate |

**4) Supervision**

|  |  |
| --- | --- |
| Changes in your supervision since you started (if yes, please describe). Examples include changes promotors, daily supervisor (if yes, please describe impact on your project) | Yes/no\* \*delete as appropriate |

**5) Scientific progress (previous year) & status thesis**

|  |
| --- |
| a) Title research project: |
| b) A brief summary of the results from last year. Refer to the objectives in your previous form. |
| c) Is your project on schedule (yes/no, explain)?: |
| d) Have any delays been encountered or are any delays foreseen? State the nature / cause of each delay and the expected duration. |
| e) Amendments or changes to Research Project, if any, possibly as a result of delays mentioned in part d. |
| f) List the intended research chapters of your thesis and the status of each chapter:  (use among others, this overview to formulate the research objectives in 6)   |  |  |  | | --- | --- | --- | | **CHAPTER** | **STATUS** | **Additional info** | | Chapter 1: Introduction | Not started / in prep / submitted / accepted / complete\* |  | | Chapter 2: Title | Not started / in prep / submitted / accepted / complete\* |  | | Chapter 3: Title | Not started / in prep / submitted / accepted / complete\* |  | | ... | Not started / in prep / submitted / accepted / complete\* |  | | Chapter X: Discussion and conclusions | Not started / in prep / submitted / accepted / complete\* |  |   \*delete as appropriate  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). |

**6) Research objectives (coming year)**

*List a minimum of 3 research objectives to be realised in the coming year and a minimum of 1 goal per subsequent year of research. You may use more rows for one research question and you can also add skills like academic writing or presentation skills. 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? | List additional skills or equipment necessary to perform work? Addition skills needed should be included in section 7 | List relevant thesis chapter(s) mentioned in part 5f? | Deadline (month / year) |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| ... |  |  |  |  |  |

**7) Completed and intended activities**

*Please list in the tables below which courses etc you have COMPLETED or INTEND to follow. Copy-Paste information from your earlier completed TSP form. 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/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/research/academic-and-scientific-training/level-of-experience/phd-candidates/registration-checklist/training-and-supervision-plan/hora-est-phd)*.*

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|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Courses, workshops, study group & journal clubs (include html link)** | **Completed or Intended#** | **Dates (from/to)\*** | **Duration**  **(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/rihs-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 day  1,5 days  1,5 days | -  -  - | 0.5  0.75  0.75  1.5 |
| Year 2 | * Scientific Integrity course (all PhDs, [link](http://www.radboudumc.nl/scientificintegrity)) * ... * ... (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*

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|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Seminars & lectures (include html link)** | **Completed or Intended#** | **Dates (from/to)\*** | **Duration**  **(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*

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|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year** | **(Inter)national symposia & congresses (include html link)** | **Completed or Intended#** | **Dates (from/to)\*** | **Duration**  **(days, hours)** | **Self study /**  **preparation time** | **EC Points** |
| Year 1 | * Radboud Frontiers * PhD retreat (incl poster/talk) * Radboud Science Days * International congress etc * ... (add more bullets if required) |  |  | 2 days  2 days  1 day | -  < 7 hours  < 3 hours | 1.0  1.0  0.5 |
| 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*

NB: Please use full meeting title and not abbreviations

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|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Teaching (e.g. supervision students, lectures; include html link)** | **Completed or Intended#** | **Dates (from/to)\*** | **Duration**  **(days, hours)** | **Self study /**  **preparation time** | **EC Points** |
| Year 1 | * ... * ... * ... (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*

**8) Overview accredited EC points**

*Complete the following table based on completed activities. To calculate EC points refer to:* [*link*](https://www.radboudumc.nl/en/research/academic-and-scientific-training/level-of-experience/phd-candidates/registration-checklist/training-and-supervision-plan/hora-est-phd)*.*

|  |  |
| --- | --- |
| **Year of research** | **Total EC points (completed activities)** |
| Year 1 |  |
| Year 2 |  |
| … |  |
| **Total ECs** |  |

**9) Signatures**

**By submitting this form, I agree that the Graduate School will use the information in this document for internal use only, such as guidance in my PhD track and developing new PhD policies.**

**Instructions for submission:**

* **For PhD candidates who submitted their previous TSP(s) via Hora est – PhD:**

Please submit the progress form via [Hora est – PhD](https://horaest.ru.nl/). Signatures and emailing the form are not required.

* **For PhD candidates who submitted their previous TSP(s) via email:**Please email the fully completed and signed form as a scanned single file Pdf copy to [RIMLS Graduate School](mailto:rimls.graduateschool@radboudumc.nl) OR [RIHS Graduate School](mailto:RIHS@Radboudumc.nl). The signed paper copy of your TSP is for your own records.

|  |  |
| --- | --- |
| Signature PhD candidate:  Name:  Date: | Signature Promotor:  Name:  Date: |
| Signature daily supervisor (if different from your promotor):  Name:  Date: | Signature Mentor:  Name:  Date: |

1. *Note that this may be the same person as your promotor, but doesn’t have to be.* [↑](#footnote-ref-1)