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| **Training and Supervision Plan****EXIT FORM** |

**Instructions for completion**

This document should be completed at the time of submission of your thesis to the manuscript committee or immediately upon premature termination of the project. Complete all sections and submit via [Hora est – PhD](https://horaest.ru.nl/) or email the form to your graduate school. Your Graduate Schoolwill decide on whether you have completed all the necessary components of your institute’s PhD program in order to be awarded with your institute’s education certificate. You will be informed of this decision in due course.

For queries please contact:

RIMLS Graduate School

RIHS Graduate School

|  |  |
| --- | --- |
| **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)*.* |
| **3** | ***By submitting this form, I agree that the Graduate School will use the information in this document for internal use only.*** |

**1) PhD candidate details**

|  |  |
| --- | --- |
| First name  |  |
| Given name(s) (‘doopnamen’) to be mentioned on the programme (institute) certificate together with your surname. |  |
| Surname (‘Achternaam’) |  |
| Personnel number | Z………………… |
| Email address |  |
| Promotor |  |
| Direct supervisor, if different from promotor |  |
| Mentor |  |
| Start date of research |  |
| Date of thesis submission to manuscript committee |  |
| Date of thesis defence | (Expected/Definite\*) dd/mm/yyyy |

\*Delete as appropriate

**2) Future employment details**

|  |  |
| --- | --- |
| Future employment (e.g. academia, industry, teaching, care, policy) |  |
| Please specify your future employment |  |
| Start date of future employment |  |
| Future contact email |  |
| Other future contact details (LinkedIN, Facebook) |  |

**3) Portfolio**

Please fill out an overview of the education you have received during your PhD research in the portfolio. See next page.

In case you have not followed your original TSPs (e.g. you have not undertaken certain planned courses, or additions and changes were made to the original scientific plan) please state below why those changes were made:

|  |
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|  |

**If you include your portfolio in your PhD thesis and fulfil certain requirements you will receive a bonus from your institute. See links** [**RIHS and RIMLS**](https://www.radboudumc.nl/en/research/academic-and-scientific-training/level-of-experience/phd-candidates/phd-graduation/financial-issues/extra-bonus)

**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)**.**

**PHD PORTFOLIO**

|  |  |
| --- | --- |
| ***Name PhD candidate: initials, surname******Department: name department******Graduate School: Radboud Institute for .....*** | **PhD period: *dd-mm-yyyy – dd-mm-yyyy******Promotor(s): Prof. initials surname, ...******Co-promotor(s): Prof. or Dr initials surname, ...*** |
|  | Year(s) | ECTS |
| ***TRAINING ACTIVITIES*** |
| 1. ***Courses & Workshops***
* ***...***
* ***...***
* ***...***
* ***etc***
 | e.g.20162015, 20162013-2016 | *e.g.*1.520.5 |
| 1. ***Seminars & lectures^***
* ***...***
* ***...***
* ***...***
* ***etc***
 |  |  |
| 1. ***Symposia & congresses^***
* ***...***
* ***...***
* ***...***
* ***etc***
 |  |  |
| 1. ***Other***
* ***e.g. journal club***
* ***...***
* ***...***
* ***etc***
 | e.g.2013-2016 |  |
| ***TEACHING ACTIVITIES*** |
| 1. ***Lecturing***
* ***...***
* ***...***
* ***...***
* ***etc***
 |  |  |
| 1. ***Supervision of internships / other***
* ***...***
* ***...***
* ***...***
* ***etc***
 |  |  |
| ***TOTAL*** |  |

^Indicate oral or poster presentation

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