

Amsterdam Public Health



Amsterdam UMC
University Medical Centers



VRIJE
UNIVERSITEIT
AMSTERDAM



UNIVERSITY
OF AMSTERDAM

Starting your PhD Checklist

Compliance, Training & Supervision -
Training

VERSION

1.0

Checklist (for APH PhD candidates and Supervisors)

- ☐ Is new work space needed? Supervisor will arrange working place for PhD candidate
- ☐ Read the Doctorate Regulations of your university:
 - [Vrije Universiteit Amsterdam](#) (for VU/VUmc)
 - [University of Amsterdam](#) (for UvA/AMC)
 - The VU/UvA Faculty of Medicine addendum for Amsterdam UMC PhD candidates
- ☐ Read about Scientific integrity and conduct and Good Research Practices guidelines:
 - [Amsterdam UMC Research code](#) (for AMC/VUmc)
 - [VU Amsterdam](#) (for VU)
 - [University of Amsterdam](#) (for UvA)
- ☐ Attend the 'New APH member meeting' to get an introduction about the research institute
- ☐ Read the book '[Mastering Your PhD](#)' (pre)
- ☐ Arrange meetings with all research team members and your colleagues of your department to introduce yourself
- ☐ Register yourself as researcher at the (Amsterdam Public Health) research institute and research program(s) (for AMC, VUmc, VU, UvA): [Amsterdam UMC research institutes](#) and [for APH PhD candidates](#)
- ☐ Embed your research project via the Scientific Quality Committee within a research program of the Amsterdam Public Health research institute: [Embedding of APH research projects](#)
- ☐ Develop a plan for your PhD Training and Supervision
 - For AMC PhD candidates develop an Individual Training and Supervision Agreement (iTSA) specifying the supervision and planned education activities including the number of EC's: [fill in your iTSA](#)
 - For VUmc PhD candidates develop a Training Plan (TP) specifying your education activities including at least 30 EC's (besides VU/VUmc requirements, also faculty or research institute specific education requirements apply) and get it approved by the Education committee of your faculty or research institute: [fill in your TP](#) and [for APH PhD candidates](#)
 - For VU PhD candidates develop your 30 EC's Training Plan and get it approved by the Education committee of your faculty or research institute: [for APH PhD candidates](#)
 - For VUmc/VU PhD candidates read the APH PhD Handbook: [APH PhD handbook](#)
- ☐ Register yourself as PhD candidate at the overarching Amsterdam UMC Doctoral School

Amsterdam Public Health



Amsterdam UMC
University Medical Centers



VRIJE
UNIVERSITEIT
AMSTERDAM



UNIVERSITY
OF AMSTERDAM

- For AMC/UvA and VUmc/VU PhD candidates visit the Amsterdam UMC Doctoral School website, and carefully read the information about the different phases of a PhD trajectory: [Amsterdam UMC Doctorate School](#)
- For AMC/UvA PhD candidates: [registration Doctoral School](#)
- For VUmc/VU PhD candidates, the registration at the Doctoral School will soon be initiated
- Subscribe to the Amsterdam UMC Doctoral School newsletter: [newsletter](#)
- Join the Association of Amsterdam UMC PhD Candidates (ASAP): [ASAP](#)
- Register and get approval on your PhD trajectory
 - For VU or VUmc PhD candidates register your PhD trajectory in Hora Finita at your faculty or research institute respectively: [contact person of faculty or research institute](#) and [for APH PhD candidates](#)
 - For UvA or AMC PhD candidates register your PhD trajectory at the AMC Graduate school: [registration](#)
For UvA or AMC PhD candidates also request admission to the doctoral program of the University of Amsterdam at 'Bureau Promotiezaken': [admission to doctoral program](#)
- Create a Pure profile and add besides your department organizational affiliations the affiliated research institute and research program(s): [Complete your Pure profile](#)
- Read the whole APH Quality Handbook for information on all aspects of conducting research according to the Research Lifecycle
- Plan regular mentor/supervisor meetings
- Arrange an annual/bi-annual progress meeting
- Register for education activities, including courses, tutorials and workshops
 - For AMC or Vumc PhD candidates check the courses offered by the Amsterdam UMC Doctoral School
 - For APH PhD candidates use the 25% discount on EpidM courses, or other by the APH research institutes' organized courses
- Schedule and register for congresses, seminars and conferences
- Join APH PhD related committees, e.g. PhD Education Committee, research programs' Junior Council, Junior Event Committee: contact APH aph@amsterdamumc.nl
- Participate in an APH PhD intervision year group: contact APH aph@amsterdamumc.nl
- Arrange PhD Track Support via the Amsterdam UMC Doctoral School (for AMC and VUmc)
- If needed request Amsterdam UMC Doctoral School for Advise & Support

Amsterdam Public Health



Amsterdam UMC
University Medical Centers



Vrije
Universiteit
Amsterdam



UNIVERSITY
OF AMSTERDAM

DOCUMENT HISTORY

| Version | Status | Date | Name |
|---------|------------------|-----------|-----------------------|
| 1.0 | Document created | 18MAY2021 | Dr. Danielle v/d Laan |

DOCUMENT APPROVAL

| Role | Name | Date |
|----------------|------------------|-----------|
| Project Leader | Dr. Seta Jahfari | 18MAY2021 |