

TRAINING AND SUPERVISION PLAN

comes with Form I: Application for admission to the Doctoral Programme

**PLEASE, FILL OUT THE FORM IN DUTCH OR IN
ENGLISH AND SUBMIT TO CONTACT PERSON**

1. Personal data

Surname and initials

[Click here to enter text.](#)

Given name

[Click here to enter text.](#)

Gender

☐ female

☐ male

Date of birth

[Click here to enter a date.](#)

Address in the Netherlands: street, house number, postal code and city

[Click here to enter text.](#)

2. Work address

Faculty, department, other

[Click here to enter text.](#)

Work address: street, house number, postal code and city

[Click here to enter text.](#)

Telephone number at work

[Click here to enter text.](#)

Email address at work

[Click here to enter text.](#)

3. Previous qualifications

Education / Course

[Click here to enter text.](#)

University

[Click here to enter text.](#)

Graduation date

[Click here to enter a date.](#)

4. Doctoral programme

Commencement Doctoral Programme¹

[Click here to enter text.](#)

Working hours per week [optional]

[Click here to enter text.](#)

Expected completion date

[Click here to enter a date.](#)

Financier

☐ Direct funding by University

☐ Funding from NWO, KNAW, STW, ZonMw and/or ERC

☐ Funding by Charity Foundations, Public or Private organizations and EU funded projects (excl. ERC Grants)

☐ Other:

Funded by

[Click here to enter text.](#)

[Click here to enter text.](#)

[Click here to enter text.](#)

¹ When did you formally start the PhD research project, e.g. date employment, date hospitality or date Form I.

5. Supervision²

Promotor(s)

[Click here to enter text.](#)

Copromotor(s)

[Click here to enter text.](#)

Additional mentor(s)

[Click here to enter text.](#)

6. a. Graduate School and/or (national) Research School (if applicable)

Member of which Graduate School

[Click here to enter text.](#)

Member of which Research School

[Click here to enter text.](#)

6. b. Research Institute Vrije Universiteit

Member of which Research Institute?

[Click here to enter text.](#)

² At least two supervisors are appointed, with a maximum of two promotors and a maximum of two copromotors, (Doctorate regulations Vrije Universiteit Amsterdam, article 10.2)

7. Research plan

(Working) title of the research project

[Click here to enter text.](#)

Summary of the research proposal (approx. 200 words)

[Click here to enter text.](#)

Approval of the Research proposal by committee, supervisor, grant provider?

[Click here to enter text.](#)

Research plan first year

(main goals, planned output, conference visits, etc.)

[Click here to enter text.](#)

General research plan for subsequent years

[Click here to enter text.](#)

Knowledge utilisation and/or societal impact³

[Click here to enter text.](#)

Appendix: the project application, the research proposal and/or the work plan.

³ Describe possibilities for wider utilisation of knowledge from the research and or the possible societal impact of the research project.

8. Training plan

All PhD candidates that wish to obtain a PhD at Vrije Universiteit Amsterdam are required to complete a minimum of 30 EC training in the Doctoral Programme. Requirements are set by the PhD candidate's Faculty. Also, [Graduate Schools](#) or [Research Schools](#) outside the Faculty offer courses that may be interesting for PhDs.

Planned education/training

The Doctoral Training Programme offers mandatory, elective mandatory and elective courses. Mandatory courses provide training on scientific integrity, research methodology, transferable skills and participation in congresses and conferences.

Exemptions

The faculty may grant an exemption covering all or parts of the PhD training programme of 30 EC. Exemptions granted must meet the following conditions:

- Exemptions for (parts of) the programme can be granted when the PhD candidate has followed a similar course or (demonstrably) has acquired the necessary knowledge in a different way.
- In consultation with the PhD candidate, the supervisor can request exemptions. Motivated and substantiated requests can be submitted to the Faculty contact person and have to be approved by the Dean.

[illegible]

9. Supervision plan

Agreement on the division of supervision tasks between promotor(s), copromotor(s) and other mentor(s), e.g. frequency, appointments, hours, etc.

Supervision by 1st promotor

[Click here to enter text.](#)

Supervision by 2nd (co)promotor

[Click here to enter text.](#)

Supervision by 3rd and/or 4th copromotor

[Click here to enter text.](#)

Planned date of next consultation or evaluation interview (not being formal assessments)

[Click here to enter text.](#)

Miscellaneous (e.g. time spent abroad)

[Click here to enter text.](#)

10. Rapportage / Reports

The PhD compiles an annual report of his/her activities, specifying:

- the progress of the research project;
- the progress of the training programme (as specified under 8. Training Programme);
- a work plan for the coming year.

The report must be available to all supervisions before the annual assessment and can be used in the interview.

11. Annual assessments and consultations

The annual assessments are based on the PhDs Annual Report and the Training and Supervision plan. The research progress and the results in the first year provide an indication of whether the expectations are justified that the project will be concluded with the awarding of a PhD. A negative assessment can result in premature termination of the appointment.

Planning annual assessments⁴

Date annual assessment interview

[Click here to enter a date.](#)

Approximate date next year (to be agreed upon in the assessment interview)

[Click here to enter a date.](#)

12. Additional research facilities⁵ (if applicable)

Required computer hardware

[Click here to enter text.](#)

Required software

[Click here to enter text.](#)

Required measuring equipment

[Click here to enter text.](#)

Other required facilities

[Click here to enter text.](#)

Anticipated (extra) research expenses

[Click here to enter text.](#)

⁴ For employed PhDs only.

⁵ If additional required facilities are not available, agree upon how these facilities will be provided.

13. Faculty policy

Additional faculty policy

[Click here to enter text.](#)

14. The Netherlands Code of Conduct for Scientific Practice

- ☐ The Netherlands Code of Conduct for Scientific Practice is read, duly signed and attached to the PhD admission package.

Revisions to the training and supervision plan

If necessary, this training and supervision plan may be revised. Any revisions can be recorded as an appendix to the Annual assessment report.

Signatures

The undersigned declare that the information entered in this form has been agreed upon by the undersigned is true and correct.

Approved by the 1st promotor (supervisor)

Date

Approved by the 2nd (co)promotor

Date

Approved by optional 3rd or 4th copromotor and or supervisor

Date

Approved by the PhD

Date

Approved by the authority of the Director of
the Research Institute, Research School and/or
Graduate School (if applicable)

Date

Approved by the Dean

Date

When duly signed by all parties, please send a copy of this Training and Supervision Plan as part of the PhD admission package, to the Faculty contact person, the contact person of the Research Institute and/or the Graduate School or Research School.