**Radboudumc Graduate School  
Training and Supervision Plan (TSP)**

**CHECKLIST AND INSTRUCTIONS FOR COMPLETION**

This document is an important document for all Radboudumc PhD candidates planning to graduate at Radboud University.

NOTE: PhD candidates who are affiliated to the Donders Graduate School should use the Donders TSP template. Please contact [dgcn@donders.ru.nl](mailto:dgcn@donders.ru.nl) for more information.

Please complete, in consultation with your supervisors, all sections 1-7 inclusive and submit via [Hora Finita](https://horafinita.ru.nl/) no later than 3 months from your PhD research start date. Thereafter, your daily supervisor(s) and PhD supervisor (“promotor”) will assess the TSP in Hora Finita and finally the Graduate School will assess your TSP. You will be informed of the status via automatic emails.

The TSP is a living document. Via Hora Finita you will receive notifications to schedule annual Checkpoint meetings with your supervisors to discuss, among other things, the status of your TSP.

For queries please contact:

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

|  |  |
| --- | --- |
|  | **Check for the latest version of this form**  *See* [*Graduate School website*](https://www.radboudumc.nl/en/research/academic-and-scientific-training/level-of-experience/phd-candidates/registration-checklist/training-and-supervision-plan) *and Hora Finita.* |
|  | **Mentor suggestion**  *Mention your mentor suggestion in section 6e.* *The* [*mentor*](https://www.radboudumc.nl/en/research/academic-and-scientific-training/level-of-experience/phd-candidates/registration-checklist#30628) *is appointed at Radboudumc, has ample experience in PhD supervision and is an assistant, associate or full professor or a medical specialist with research experience. The mentor should not work in the same department as the PhD candidate and the supervisors and is not involved in the PhD project.* |
|  | **Read the Radboudumc Training Regulations**  *The regulations can be found via the* [*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 Finita!* |
|  | **Submission via Hora Finita**  *Log in to* [*Hora Finita*](https://horafinita.ru.nl/) *using your Z/U number and upload the required documents as PDF:*   1. *Training and Supervision Plan (i.e. this document)* 2. *Curriculum vitae* 3. *Full research proposal, e.g., a ZonMw, NWO or KWF proposal (if available)* 4. *Research Data Management (RDM) plan. Please use the* *[Radboudumc Data Management Plan tool](https://dmp.radboudumc.nl/) to prepare the RDM plan.*   *Manuals for Hora Finita can be found* [*here*](https://horafinita.tutorials.ru.nl/)*.* |
|  | *Check the Radboudumc website 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/) *and an* [*overview of the Checkpoint system in Hora Finita*](https://www.radboudumc.nl/en/research/academic-and-scientific-training/level-of-experience/phd-candidates)*.* |
|  | *Check the* [*Radboudumc PhD thesis guidelines*](https://www.radboudumc.nl/en/research/academic-and-scientific-training/level-of-experience/phd-candidates/phd-graduation/guidelines/radboudumc-phd-thesis-guidelines#17974)*.* |
| ***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 trajectory and developing new PhD policies.*** | |

**1) PhD candidate details**

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

|  |  |  |
| --- | --- | --- |
| Where are you employed? | | Radboudumc / employed elsewhere, namely: .... / not employed (e.g. bursary)\* \*delete as appropriate |
| Department (of formal employment) |  |
| Type of appointment | | Choose type of appointment  Other, namely: |
| *If you have another appointment than “PhD candidate with a regular 3-4 year contract”:* | |  |
| Do you receive financing and/or time for your PhD track?  Do you receive a scholarship directly (not a salary)? | | Yes / no / not applicable\*  Yes / no / not applicable\* \*delete as appropriate |
| 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 |
| 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 |
| Have your research project and associated key objectives been reviewed by an independent third party?  If yes, please upload a PDF of the project to Hora Finita under the heading “research proposal”. | | 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, Chinese Scholarship Council. | |  |
| If your research is sponsored by a commercial party, please specify the role of the sponsor. | |  |

**3) Time planning**

*Please indicate how many hours per week you intend to spend on your PhD research.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Clinical duties incl. medical specialization** | **PhD research** | **Teaching duties (as teacher)** | **Total** |
| **hours (% of employment contract, section 2)** | **hours (% of employment contract, section 2)** | **hours (% of employment contract, section 2)** |  |
| *Example:*  *2023* | *7,2 hours (20%)* | *27 hours (75%)* | *1,8 hours (5%)* | *36 hours (100%)* |
| **20..** |  |  |  |  |
| **20..** |  |  |  |  |
| **20..** |  |  |  |  |
| **20..** |  |  |  |  |
| **20..** |  |  |  |  |

**4) Research project**

*The TSP committee will evaluate 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 3 pages, excluding figure(s)/(table(s)):  Start your summary with a general background and then summarize **each study individually** using the headings below.  **General background PhD research project**  **Study 1**   * Background * Research question(s) to be answered * Methods   *Describe the (statistical) methods/techniques that will be used (e.g., which study design? How many patients, animals or samples will be included? What inclusion numbers are needed and what is the expected inclusion time? What analysis methods/techniques will be performed? What are the outcome measures?). Also indicate whether certain material, data (sets) and/or patients etc. are already available.*  **Study 2**   * Background * Research question(s) to be answered * Methods   *Describe the (statistical) methods/techniques that will be used (e.g., which study design? How many patients, animals or samples will be included? What inclusion numbers are needed and what is the expected inclusion time? What analysis methods/techniques will be performed? What are the outcome measures?). Also indicate whether certain material, data (sets) and/or patients etc. are already available.*  Etc. | |
| c) Indicate per technique/method whether additional training is needed and plan this training carefully (section 7 below). | |
| d) Describe why your PhD research project is feasible in the given time. What are the challenges and how are they anticipated? | |
| e) Research domain  Description 4 Radboudumc research domains:   1. Discovery Science including BioMedTech   In this domain, researchers aim to mechanistic understanding that can cover a wide spectrum of  biological mechanisms, but also psychological and social mechanisms relevant for prevention  and medical care. Usually, research in this domain is conducted in experimental settings that can  also lead to the development of new interventions and therapies (BioMedTech).   1. Innovation science (Clinical science)   In this domain, researchers aim to innovate healthcare more directly by conducting clinical  research close to the patient, by conducting interventional trials, observational studies or  research on the organization of (health)care.   1. Health science   In this domain, researchers study healthy individuals or more often entire populations aiming to  understand risk factors and effects of preventive strategies.   1. Medtech including Data science   In this domain, researchers study and develop, implement, and apply data science and digital  technologies with potential use in health and healthcare.  Indicate below which research domain your PhD research falls within: | |
| * Primary research domain: | *Choose primary research domain* |
| * (if applicable) Secondary research domain: | *(if applicable) Choose secondary research domain* |
| f) 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. | |
| g) List the intended research chapters of your thesis:  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) which emphasize that the focus should be on quality instead of quantity.  It is also possible to list a chapter optionally (will be executed only if time permits). | |

**5) Research objectives**

*Fill out the table below for your research questions (section 4b). You may use more rows for one research question and you can also add skills like scientific writing and presentation skills.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **OBJECTIVES** | | | | |
|  | **SPECIFIC** | **MEASUREABLE** | **ACHIEVABLE** | **RELEVANT** | **TIME-BOUND** |
| **Study** | What specific research question (**section 4b**) would you like to answer? | Is there a measurable endpoint and/or criteria for success? | Additional skills or equipment necessary to perform work? | Relevant thesis chapter mentioned in part 4g? | Deadline |
| *Example:*  *Study 1* | *What are the risk factors for…?* | *Include n patients* | *No* | *2* | *..* |
| *Collect data* | *Laboratory tests and questionnaires* | *…* |
| *Statistical analysis* | *Specific statistical course* | *…* |
| *Write paper* | *Scientific writing course* | *…* |
| *Present results at congress* | *Course Presentation skills* | *…* |
| *Example:*  *Study 2* | *What is the influence of … on …?* | *Establish protocols & samples* | *Expertise needed*  *Samples obtained from..*  *Statistical course for experimental setup* | *3* | *…* |
| *Conduct experiments* | *Specific techniques* | *…* |
| *Analyse data* | *Specific analytical & statistical course* | *…* |
| *Write paper* | *Scientific writing course* | *…* |
| *Present results at congress* | *Course Presentation skills* | *…* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**6) Supervision**

*Your supervision team consists of a minimum of 2 and a maximum of 4 supervisors, of which at least 2 have a doctorate degree. For detailed information see the Radboud University Doctorate regulations (*[*ENG*](https://www.ru.nl/phd/rights/obtaining-your-phd-radboud-university/) */* [*Dutch*](https://www.ru.nl/promovendi/rechten/promoveren-radboud-universiteit/)*).*

*Since this form is an important part of your annual appraisal, please include annual appraisal cycle meetings in the tables below.*

1. **PhD supervisor(s) (NL: Promotor(s))**

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

Note: A PhD supervisor (Promotor in Dutch) is a(n) (emeritus) professor, as defined in the RU doctorate regulations. In some cases the *ius promovendi* may be granted to an associate professor.

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

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

Note: A PhD co-supervisor (Copromotor in Dutch) is an expert with a doctoral degree who is not a professor, as defined in the RU doctorate 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 PhD supervisor, the researcher in training must be given the opportunity to meet with the PhD supervisor at the start of the PhD track and at least four times 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**

|  |  |
| --- | --- |
| **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 (PhD (co-)supervisors, daily supervisor) does what and when.*

**7) Personal career development**

|  |
| --- |
| a) What career do you aspire to after your PhD? |

*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 the* [*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. If you do not yet know which specific course(s) you will follow, describe in general terms what kind of courses or skills you will pay attention to. However, be as specific as possible, e.g., state 'statistic course on regression analysis’ rather than 'statistics course.’*

*PhD competences*

*Skills that you may wish to (further) develop include:*

* *Research skills and knowledge (e.g., research methods and techniques)*
* *Communication (e.g., writing, presenting, PR)*
* *Personal effectiveness (e.g., coping with stress, optimizing the relationship with your supervisor, diversity & inclusion)*
* *Professional development (e.g., networking, CV writing, interview training, time-management)*
* *Leadership and 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)*
* *Teaching (e.g., student internship coaching)*

*A useful self-assessment tool that can be used is the* [*PhD competence tool*](https://phdcompetencemodel.nl/)*, developed by the 8 Dutch UMCs.*

*Local courses*

*For information about local courses please visit the* [*Radboudumc Online Learning Environment*](https://radboudumc.capp12.nl/sessions/oidc) *and* [*RU website*](https://www.ru.nl/phd/practical-information/courses/)*. Please use the number of hours mentioned in the course description.*

*Mandatory courses*

* *For all (internal and external) Radboudumc PhD candidates:*
* *Radboudumc general introduction for researchers (*[*link*](https://radboudumc.capp12.nl/courses/589)*)*
* *In the lead - Radboudumc introduction for PhD candidates (*[*link*](https://radboudumc.capp12.nl/courses/1297)*)*
* *Scientific Integrity course (*[*link*](http://www.radboudumc.nl/scientificintegrity)*)*
* *For PhD candidates, employed at Radboudumc:*
* *who are responsible for and/or involved in the preparation, execution and/or completion of* ***human-based scientific research:*** *e-learning “Human-related scientific research in Radboudumc” (*[*English*](https://radboudumc.capp12.nl/courses/1249) */* [*Dutch*](https://radboudumc.capp12.nl/courses/1230)*).*
* *who are responsible for and/or involved in the preparation, execution and/or completion of* ***human-based scientific research that falls under the scope of the WMO, CTR and/or MDR:*** *national "Basic Course Regulatory and Organization for Clinical Researchers" (Dutch abbreviation: BROK®) (*[*NFU eBROK course*](https://www.radboudumc.nl/onderwijs/scholingen/brok)*).*
* *For PhD candidates working with laboratory animals:*
* *Laboratory animal science*

*Study load*

*A list of activities and study load in number of hours can be found* [*here*](https://www.radboudumc.nl/en/research/academic-and-scientific-training/level-of-experience/phd-candidates/registration-checklist#31142)*.*

*Portfolio in Hora Finita*

*After completion of an activity (e.g., courses, congresses, symposia, teaching) you can add the activity to your portfolio in Hora Finita. Annually you will receive an automatic request to update your portfolio.*

**7) Personal career development - tables**

Table 1 of 4

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **INTENDED Courses, workshops, study group & journal clubs (include html link)** | **Dates (from/to)\*** | **Duration & Frequency**  **(hours)** | **Self-study /**  **preparation time** | **Total number of hours** |
| Year 1 | * Radboudumc General Introduction for researcher personnel ([link](https://radboudumc.capp12.nl/courses/589)) |  | 8 hours | 1 hour | 9 |
|  | * In the lead - Radboudumc introduction for PhD candidates ([link](https://radboudumc.capp12.nl/courses/1297)) |  | 11 hours | 1 hour | 12 |
|  | * eBROK course (for Radboudumc PhD candidates who perform **human-based scientific research that falls under the scope of the WMO, CTR and/or MDR**, [link](https://www.radboudumc.nl/onderwijs/scholingen/brok)) # |  | 6 hours | 20-36 hours | 42 |
|  | * e-learning “Human-related scientific research in Radboudumc” (for Radboudumc PhD candidates who are responsible for and/or involved in the preparation, execution and/or completion of **human-based scientific research** ([English](https://radboudumc.capp12.nl/courses/1249) / [Dutch](https://radboudumc.capp12.nl/courses/1230)). # |  | 2 hours | - | 2 |
|  | * .. * ... * ... (add more bullets if required) |  |  |  |  |
| Year 2 | * Scientific Integrity course ([link](http://www.radboudumc.nl/scientificintegrity)) * ... * ... (add more bullets if required) |  | 16 hours | 4 hours | 20 |
| 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**  **(hours)** | **Self-study /**  **preparation time** | **Total number of hours** |
| Year 1 | * Research Integrity Rounds ([link](http://www.radboudumc.nl/researchintegrityrounds)) * Theme meeting(s), seminars etc * Literature meeting(s) * ... (add more bullets if required) | various | 1.5 hours each | - |  |
| 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**  **(hours)** | **Self-study /**  **preparation time** | **Total number of hours** |
| Year 1 | * PhD retreat (incl. poster/oral presentation) * PhD retreat (excl. poster/oral presentation) * International congress etc * ... (add more bullets if required) |  | 16 hours  16 hours | 8 hours  - | 24  16 |
| 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**  **(hours)** | **Self-study /**  **preparation time** | **Total number of hours** |
| 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*

*Please note: for PhD candidates who will supervise a Master student internship, we recommend following the course ‘*[*Training Thesis and internship supervision | Radboud University (ru.nl)*](https://www.ru.nl/en/docenten/docentontwikkeling/trainingen/thesis-and-internship-supervision)*’. The course can be added as a separate item to your portfolio.*