Appendix A:
Training and Supervision Plan &
PhD training track
within the Graduate School FGB

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Effective from January 1, 2016, regardless of the type of appointment involved, all internal and external PhD candidates of the Faculty of Behavioural & Movement Sciences (FGB) will obtain their PhD within the Graduate School (GS) FGB. To ensure the quality of PhDs within FGB and to meet the requirements of independent research assessments (SEP), the Faculty imposes requirements on the scientific content of PhD research projects and on the PhD training track in which PhD candidates participate. First of all, this means that the research proposal must be approved by FGBs Scientific and Ethical Review Board (VCWE) or by the scientific committee of another research institute within VU University Amsterdam/VU University Medical Center Amsterdam (VUmc) if the plan hasn’t been peer reviewed before by granting agencies or research institutes). Secondly, all PhD students hand in a training and supervision plan (TSP), in which the individual training track of the PhD is specified.

This document describes how the graduate school will be implemented in regulations and procedures. Future versions of this document will publish this information in a more streamlined format.

**Training and Supervision Plan (TSP) & Approval procedure**

*Training and Supervision Plan*

The TSP is the formal document in which the details of the training track of each individual PhD candidate is recorded. The TSP will be drawn up and signed by the PhD candidate and his supervisors and will be shaped based on the training needs of the PhD candidate to successfully complete its PhD. This takes place in the VCWE portal, through which the TSP can be sent to the PhD Education Committee (PEC) for approval.

*Approval procedure*

With regards to approving the TSPs, which needs to be submitted within 6 months of the date of appointment of the PhD candidate*, the Dean mandates the PEC. In its turn the PEC judges the training and supervision plans (TSP) according to the FGB regulations and educational requirements for completed TSPs, as well as the individual requests of PhD candidates for exemptions of particular training courses. To be more specific, the PEC will assess the TSP as follows:

- the entire PhD training track consist of a minimum of 30 EC (and maximum of 43 EC). PhD candidates who have already taken relevant courses during a Research Master’s programme can request to be exempted from these components of the PhD training track;
- the compulsory PhD themes (equal to 18 EC) are included;
- the additional specialized courses (equal to minimum 12 EC) are of an adequate level;
- the amount and nature of supervision.

At the same time the PEC asks the VCWE formally to review and assess the TSP in terms of its scientific quality** (if it has not already been subjected to a peer review by a granting agency or research institute), and the ethical aspects inherent to the research project (this is why the TSP should be submitted via the VCWE portal). Once the TSP has been approved and signed by the PEC and the VCWE, the TSP is sent to the HRM department. Here, checks are carried out to confirm that the document meets the other requirements of Collective Labour Agreement Article 6.8 (“Training and Supervision Plan”). The TSP is then archived in the PhD candidate’s personnel file, which can be individually retrieved via VUs E-HRM system. In that way the TSP can also serve as useful document to prepare annual interviews between the PhD candidate and its supervisors. If substantial changes to the TSP are required (based on outcome of these annual interviews), then the TSP should be re-submitted (via the VCWE portal) to PEC for approval.

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* For PhD candidates that are not formally hired as PhD or external candidates and research assistants whose job may morph into a PhD trajectory, will have no ‘official’ starting date and need to hand in their TSP to the PEC as soon as possible after the agreement with their supervisors of turning their work into a PhD trajectory.

** For PhD candidates that have no ‘official’ starting date (due to situations described above) the review of their research plan will be partly retrospective. This will not be a problem as we suppose that the research they conduct before the “start” of their PhD will be probably already be reviewed by the potential supervisors, peers and the VCWE.
PhD training track within the GS FGB

Objective
The aim of the PhD training track is to train all PhD candidates at FGB to be independent researchers in a sub-discipline of Psychology, Education- or Movement Sciences. In this regard, the training course complements the individual supervision that PhD candidates receive from their supervising professor(s) and their co-supervisor(s). At the end of the training track PhD candidates need to meet the final requirements (‘eindtermen’) as stipulated in the VU doctorate regulation (article 19) and possess the knowledge, skills and connections in the field to pursue a career in science or any other career for which a PhD degree is indicated.

Contents & requirements
The PhD training track for all PhD candidates consist of 30 EC and is tailor made and shaped by the PhD candidate and their supervisors based on the individual situation and wishes. In order to provide the necessary freedom to customize this training track, FGB has chosen for an open model in which PhD candidates can choose from a wide range of specialized training courses offered by the VU (VU HRM) and local and national research schools and research institutes. Only in case where these schools and research institutes are unable to offer this at a sufficient level*, the FGB under the flag of the GS will organize and execute educational activities itself. On the other hand, the FGB has also imposed the requirements below to establish a certain extent of consistency in the PhD training tracks of PhD candidates. These requirements are based on the faculty’s operationalization of the latest doctorate regulations of the VU University.

* sufficient means here: A) there are no other organization offering a similar course, or B) if the content of the courses offered by others is not in line with the aims and educational goals of the PhD-candidates. This will be determined by the PhD Education Committee (PEC).

Compulsory themes
The PhD training track of PhD candidates at FGB must feature at least 18 EC of the following compulsory themes:

• Personal Development (3 EC);
• ‘Writing and Presenting in English’ (3 EC);
• Research Ethics (3 EC);
• Methodology (6 EC);
• GS symposia (1 EC);
• Conferences (scientific, multi-day) (2 EC).

A few examples of courses in these compulsory themes are:

Personal Development:
  o Training courses offered by Human Resource Management, VU University Amsterdam;
  o A range of courses offered by national research schools.

Writing and presenting in English:
  o An existing course within the two-year Research Master’s programmes in Clinical Neuropsychology, Cognitive Science, Neuroscience, Human Movement Sciences or Social Psychology, subject to the agreement of the lecturer in question;
  o A range of courses or educational activities organized by national research schools and institutes, in which these elements are been brought forward.

Research Ethics:
- GS FGB course in Research Ethics, plus a university-wide course in Academic Integrity for Master’s students at the VU, subject to the agreement of the lecturer in question;
- An existing range of courses offered in two-year Research Master’s programmes (subject to the agreement of the lecturer in question) or by national research schools.

Methodology:
- An existing course within the two-year Research Master’s programmes in Clinical Neuropsychology, Cognitive Science, Human Movement Sciences, Neuroscience, or Social Psychology, subject to the agreement of the lecturer in question;
- A range of course units offered by the research schools.

GS Symposia:
- All PhD candidates are required to attend eight GS colloquia to be chosen from the range of GS colloquia organized by the GS FGB.

Conferences:
- All PhD students are required to attend a multi-day scientific conference (worth up to 2 EC). Credits are assigned to conference attendance based on the following principles, which apply throughout the VU University Amsterdam:
  - 2 EC for attending a conference and making a personal contribution (in the form of a paper/presentation);
  - 1 EC for attending a conference without making a personal contribution.

In all cases the PhD candidate is free to partake in any course offered that match the above mentioned examples as long as the PEC approved this participation, either within the TSP or any later during the PhD trajectory.

Specialized themes
The PhD training track must feature a minimum of 12 EC (and maximum 25 EC) of training courses in so called ‘specialized themes’. Again PhD candidates have the freedom (in agreement with their supervisors and approval of the PEC) to choose from a range of options, which include the following:
- the entire range of courses offered by the research schools, for example: Experimental Psychology Research School (EPOS), the Graduate School Neurosciences Amsterdam Rotterdam (ONWAR), the Interuniversity Centre for Educational Sciences (ICO), Interuniversity Graduate School for Psychometrics and Sociometrics (IOPS), Institute for the Study of Education and Human Development (ISED), Kurt Lewin Institute (KLI), Netherlands School for Advanced Studies in Theology and Religion (NOSTER), The Netherlands School of Primary Care Research (CaRe), the Dutch-Flemish Postgraduate School of Experimental Psychopathology (EPP) and the Helmholtz Institute;
- The entire range of course offered by the research institutes in which FGB participates (MOVE, EMGO+, NCA, LEARN!, iBBA);
- courses offered as part of the two-year Research Master’s programme in which the faculty participates, subject to the agreement of the lecturer in question;
- entrepreneurship courses set up in collaboration with the GS FGB or that are taught at research institutes in which the faculty participates.

Also a period spent working as a guest researcher in a foreign institution might be counted here if the educational benefits of this stay can be clearly demonstrated. And again, VU University also offers various courses in the field of Research and Teaching for which PhD students can register.

Administration
After successfully finishing a training course PhD candidates are the ones responsible to notify the Research Office of the grades that they are awarded. To this end, PhD candidates must be able to
submit evidence (in the form of certificates, proof of attendance, transcripts, etc.) to the Research Office showing that they have successfully completed the training course in question. The Research Office will administer and update these results from the PhDs, hereby creating a personal overview of the results and courses that they have completed.

Certificate
Upon completing their PhD training track, and after submitting a request to the Research Office, the PhD students will receive a training track certificate listing all of the courses taken. This certificate is authenticated by the chair of the PEC. The certificate forms part of the evidence that students need to hand in to the Dean with the announcement of decision for admission to the PhD ceremony (form II).

Training course evaluation
Every training course in the PhD training track have to be evaluated periodically. The PEC will have to organize this process in close collaboration with the teaching staff involved.

PhD personal training course budget
PhD candidates within the GS FGB (with the exception of PhD students and scholarship students who do not hold a position within FGB) will obtain a training course budget of €5600, which can be used to cover the costs of training courses. This budget is equal for all PhD candidates who hold a position at FGB, regardless of how their position is funded. In the case of direct funded PhD candidates, the costs of the training course budget are covered by FGB. For PhD candidates who are funded by The Netherlands Organisation for Scientific Research (NWO) or similar organizations (e.g. KNAW, STW, ZonMw), the costs are covered by these organisations, with a supplement of €150 from FGB as the bench fee of these organizations is €5000. In the case of PhD candidates who are supported by contract funding (or some other source of funding), the training course budget is covered by the department to which they have been appointed, or from the grant, if this allows for the inclusion of a training course budget. As a general rule, PhD candidates and scholarship students who do not hold a post within FGB must meet the cost of the PhD training course (30 EC) themselves, either from their PhD grant or by reaching a remuneration arrangement with the department responsible for their PhD research project.

Those departments that make extensive use of the training courses provided by a research network or research school may decide to use part of the PhD students training course budgets to pay a fixed amount to the research school/network in question.

PhD talent travel stipends: regulation for internationalisation of PhD candidates
This regulation encourages international visits of talented PhD candidates with the aim of carrying out research abroad. In exceptional cases, the talent fund can also be used to follow a course abroad. However, this can only be approved if the PhD candidate is able to demonstrate that the course is necessary for continuing his/her research and when a similar course is not available in the Netherlands. Costs that qualify for reimbursement include travel, accommodation, costs for visa and insurance. Conference visits are not covered by the talent fund regulation and have to be paid from the ‘PhD personal training course budget’ or other funds from the section or department.

The following PhDs are eligible:
- PhD students employed and financed by FGB (including outsourced employees)
- Employees of FGB who’s work morphed into a PhD trajectory (with approval of the supervisor);

Applications can only be submitted, via the VCWE web-portal, by the head of a section and need to provide information on:
- Why the employee is regarded as talented and why they have the ability to complete the visit successfully?
• Whether the supervisors (1st promotor and co-promotor) agree with the visit?
• Whether the employee is eligible for the talent fund?
• Where the employee goes and for how long?
• What the work plan is for carrying out the research abroad?
• How the work carried out abroad fits with the employee’s work at the department?
• Which benefits can be expected from the visit?
  ○ What knowledge/skills will the employee gain that cannot be acquired in the Netherlands?
  ○ What data will be generated that cannot be obtained in the Netherlands?
  ○ What other benefits will the visit bring?
• Which costs are involved?

Costs that qualify for reimbursement are travel and accommodation, costs of visa, and costs of insurance that are not covered by the collective insurance of the VU.
• Travel costs should be based on 2nd class train tickets (when commuting within a distance of six hours) or Economy Class flights (booked early and based on the cheapest option);
• Accommodation costs based on the cheapest option.

After receiving an application the PEC issues a recommendation to the Faculty Board FGB, who will make a final decision on the funds to be granted. The criteria for evaluation are:
• The quality of the work plan for carrying out the research abroad.
• The extent to which the research fits with the work conducted in the dissertation or with other research activities.
• In case the visit concerns a course, the extent to which the course will contribute to the dissertation or to research activities.
• The added value of the visit abroad.
• The quality of the PhD student (based on University grades, the quality of publications, CV and the performance and activities during the PhD trajectory).
• The quality of the host institution and/or the quality of collaboration with the host institute
• The fairness of the costs claimed.

Each individual talent fund application may be maximum €5.000,- euros. If granted by the Faculty Board, 75% of the awarded costs can be reimbursed in advance. This has to be done via E-HRM and the employee needs to include:
- The cost assignment number: 2503006
- An overview of the total budget that has been granted

In order to fully settle the talent fund, the PhD needs to hand-in the following two documents after his/her return.
- A short report of your stay abroad
- A financial overview of all expenses

For preparing each of these documents, there are practical guidelines which can be provided by the Research Office or be found on VUnet.