**PhD EDUCATION & SUPERVISION PLAN**

**PORTFOLIO FORM**

**To discuss during: <please fill in: name meeting>**

You will meet with the PhD Advisory Committee (PAC) on at least four occasions during your contract:

A. Start up meeting : 2 months after start contract

B. Admission meeting : 9 months after start contract

C. Progress evaluation meeting : 2 years after start contract

D. Finalization meeting : 3 years after start contract

|  |  |
| --- | --- |
| Name PhD candidate |   |
| Birth date |  |
| Cluster name LACDR |  |
| Name promotor(s) |  |
| Name co-promotor(s) |  |
| PhD traject funded by(e.g. NWO, EU, CSC, 1e geldstroom)  |  |
| Date start contract |  |
| Date Start Up meeting |  |
| Date Admission meeting |  |
| Date Progress Evaluation meeting |  |
| Date Finalization meeting |  |
| Planned Date submission manuscript |  |
| Estimated date PhD public defense |  |

1. **RESEARCH**
	1. **TITLE OF RESEARCH PLAN + EXECUTIVE SUMMARY**

*Provide the title + an executive summary of your research/ changes (max 0.5 page)*

* 1. **RESEARCH PLAN & MILESTONES**

*Provide a research plan with milestones (length approximately 2 pages). In the research plan attention must be given to:*

*1) research proposal and research questions*

*2) workplan*

*3) the experimental approach*

*4) potential chapters of your PhD thesis*

*5) timelines*

*Please provide also a summary of the workplan in the form of a PowerPoint presentation with a maximun of 10 slides to be presented at the meeting. A copy of the PowerPoint presentation wil be part of this document.*

|  |  |  |
| --- | --- | --- |
| **Research** | **Milestones** | **Timeline** |
| Research proposal |  |  |
| Research work plan |  |  |
| Experimental approach |  |  |
| Publications |  |  |
| PhD thesis |  |  |
|  |  |  |
|  |  |  |

* 1. **SCIENTIFIC OUTPUT**

*Describe below your scientific results in terms of 1) presentations*

*at (international) meetings and 2) publications in (international) scientific journals.*

**Presentations:**

|  |  |
| --- | --- |
| Title |  |
| Author(s) |  |
| Status | *In preparation/ Submitted/ Presented \** |
| Presentation date |  |
| Name meeting/ conference |  |
|  |  |

|  |  |
| --- | --- |
| Title |  |
| Author(s) |  |
| Status | *In preparation/ Submitted/ Presented \** |
| Presentation date |  |
| Name meeting/ conference |  |
|  |  |

|  |  |
| --- | --- |
| Title |  |
| Author(s) |  |
| Status | *In preparation/ Submitted/ Presented \** |
| Presentation date |  |
| Name meeting/ conference |  |
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|  |  |
| --- | --- |
| Title |  |
| Author(s) |  |
| Status | *In preparation/ Submitted/ Presented \** |
| Presentation date |  |
| Name meeting/ conference |  |
|  |  |

**Publications:**

|  |  |
| --- | --- |
| Title |  |
| Author(s) |  |
| Status | *In preparation/ Submitted/ Published \** |
| Publication date |  |
| Name journal |  |
|  |  |

|  |  |
| --- | --- |
| Title |  |
| Author(s) |  |
| Status | *In preparation/ Submitted/ Published \** |
| Publication date |  |
| Name journal |  |
|  |  |

|  |  |
| --- | --- |
| Title |  |
| Author(s) |  |
| Status | *In preparation/ Submitted/ Published \** |
| Publication date |  |
| Name journal |  |
|  |  |

|  |  |
| --- | --- |
| Title |  |
| Author(s) |  |
| Status | *In preparation/ Submitted/ Published \** |
| Publication date |  |
| Name journal |  |
|  |  |

*\*) Choose the most applicable option or describe another status*

1. **TEACHING**

*Present an overview of your contributions to teaching in the BSc and MSc programme Bio-Pharmaceutical Sciences in the last and next year.*

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| --- | --- | --- |
| **Teaching assignment** | **Brief description of activities****and name of the student(s)** | **Timeline** |
| Lectures/ Work groups |  |  |
| Laboratory courses |  |  |
| Supervision BSc internships |  |  |
| Supervision MSc internships |  |  |
|  |  |  |
|  |  |  |

1. **EDUCATION**

*Present an overview of the courses you have followed to date and the courses that you intend to follow in the coming year.*

*A minimum of 10 ECTS points for education during 4 years needs to be obtained. 1 ECTS point refers to 28 hours of education. 5 ECTS points have to be obtained for courses in personal skills (e.g.* [*Graduate School courses*](https://www.universiteitleiden.nl/en/science/graduate-school-of-science/current-phd-candidates/training-programme#Compulsory%20courses%20of%20the%20Training%20Programme) *- GS) and 5 ECTS points for professional and discipline related skills. Mention the organization where you have attended/ you are going to attend the course.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Personal Skills Courses*** | **ECTS**  | **Edu. hours** | **Planned in year** | **Completion****Date** |
| Time management, self-management (GS/ compulsory) | 0,5 | 14 |  |  |
| Communication in science (GS/ compulsory) | 1,5 | 42 |  |  |
| Effective communication (GS/ compulsory) | 0,3 | 8 |  |  |
| Introduction to teaching & supervision for LACDR PhD students (ICLON/ compulsory)\*Follow up workshop → | 1 | 28 |  |  |
|  |
| LACDR PhD Introductory Course on Drug Research (LACDR/ compulsory)\* | 1,25 | 35 |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
| ***TOTAL*** | ***…*** | ***…*** |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Professional skills Courses*** | **ECTS** | **Edu. hours** | **Planned in year** | **Completion****Date** |
| LACDR Data Management Course (Library/ compulsory)\* | 0,5 | 14 |  |  |
| Scientific conduct (GS/ compulsory) | 0,15 | 8 |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| ***TOTAL*** | ***…*** | ***…*** |  |  |

*\*) You will be invited for these courses by the LACDR PhD Program Office*

1. **DATA MANAGEMENT PLAN**

**(not relevant for the start up meeting)**

*As soon as you have followed the Data Management Course, please provide your data management plan in the sent template, as part of the data management training. Please send it to the PhD program office in preparation to your meeting.*

*If you have already sent your data management plan, please describe the changes you have made in your data management plan.*

1. **PERFORMANCE & DEVELOPMENT**

*This PhD Education and Supervision plan will be an integral part of the annual Performance and Development Interview. Provide a self evaluation with regard to the development of your skills and describe your improvements since the last meeting.*

|  |  |
| --- | --- |
| ***Skills*** | ***Your development*** |
| **Research skills**Creativity, conceptual ability, writing skills | **Start up meeting:** |
| **Admission meeting:** |
| **Progress evaluation meeting:** |
| **Finalization meeting:** |
| **Teaching skills**Didactic skills, presentation skills | **Start up meeting:** |
| **Admission meeting:** |
| **Progress evaluation meeting:** |
| **Finalization meeting:** |
| **Personal Effectiveness**Self-confidence, adaptibility, planning and organisation, self-reflection | **Start up meeting:** |
| **Admission meeting:** |
| **Progress evaluation meeting:** |
| **Finalization meeting:** |

*In the separate Performance and Development interview additional agreements can be made between the promotor and the PhD candidate.*

# ADMISSION TO THE NEXT PHASE OF THE PhD PROGRAM

# (only relevant after the admission meeting – 9 months after start contract)

Admitted to the second phase of the PhD program YES / NO

# ADDITIONAL NOTES/ APPOINTMENTS made during meeting

# AGREEMENT – PhD CANDIDATE & PhD ADVISORY COMMITTEE

**<please fill in: name meeting>**

***Date Signature Name Function***

\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PhD Candidate

\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Promotor

\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Co-promotor

\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor

\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Prof. dr. H. Irth Director of research LACDR