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Erasmus MC

University Medical Center Rotterdam



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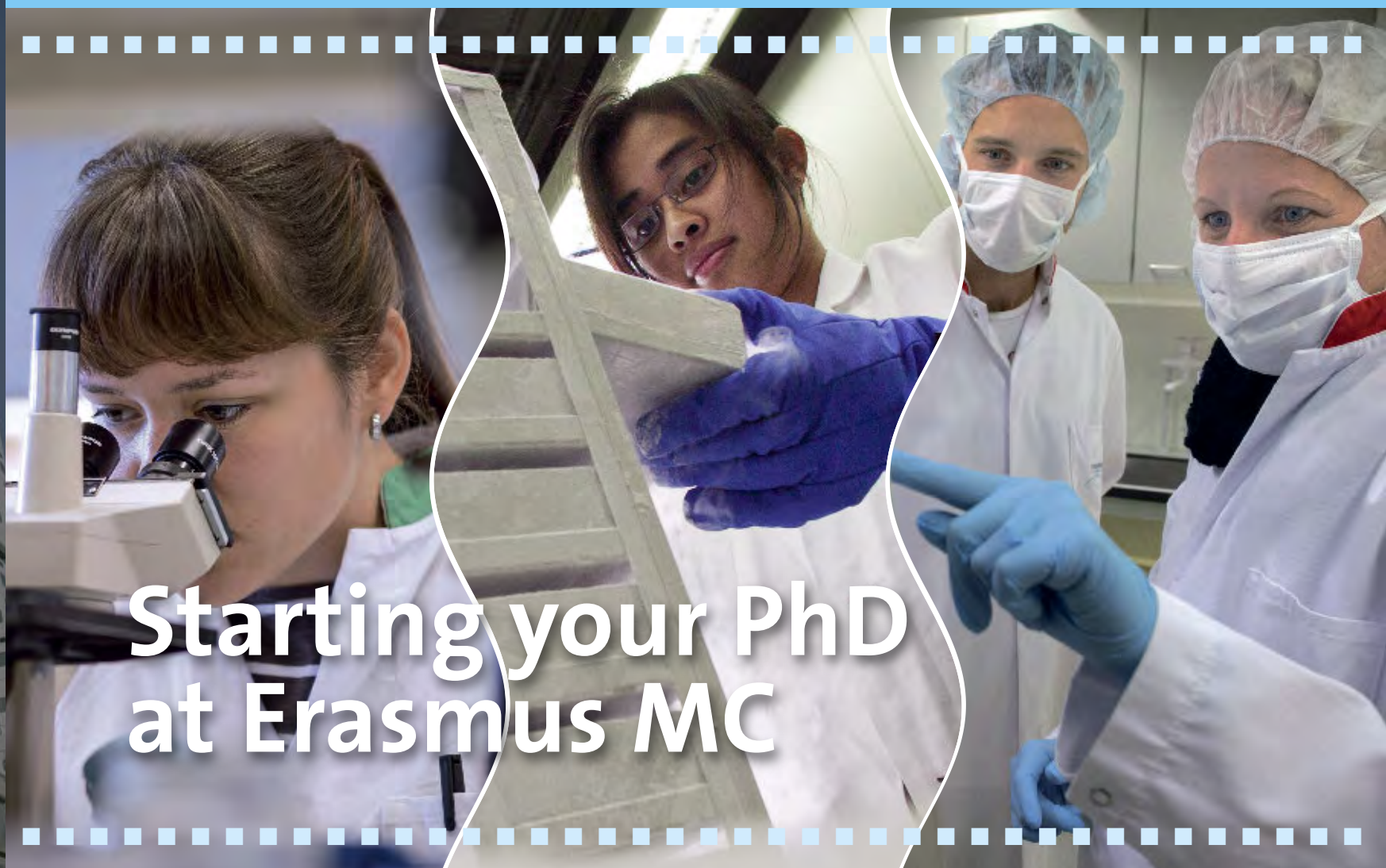
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Starting your PhD at Erasmus MC

Welcome to Erasmus University Medical Center Rotterdam!

As a new PhD candidate you will be faced with a range of challenges, and above all, new opportunities!

This brochure is an information guide, to pave the way for a successful PhD period.

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Internationally outstanding

Welcome to Erasmus MC! Erasmus MC is one of Europe's leading Life Sciences institutes. And you are now part of our community. The five Research Schools of Erasmus MC provide an excellent environment to further develop the skills, knowledge and networks that you will need for the rest of your career as a researcher.

A healthy population and excellent healthcare. That is what Erasmus MC stands for. Conducting groundbreaking work, pushing boundaries, and leading the way in research, education, and healthcare. We are driven professionals with a can-do mentality who use our expertise to expand the pool of knowledge about health and disease, who improve diagnostics and treatment, and who continually look for ways to innovate.

Erasmus MC performs internationally outstanding research in biomedical, clinical and health sciences. It excels in many fields, studying not only fundamental, clinical and epidemiological domains but also policy-related ones.

Your commitment will help support people with a healthcare need even more effectively and will enable us to keep healthy people healthy for longer; by improving and renewing the



healthcare of today and the public health of tomorrow. With drive and determination, we are continually on the lookout for innovation, for the best diagnostic and treatment methods, and the latest findings in the field of health and prevention.

This brochure gives you all the practical information you will need to start your research at our university medical center. As a promising and talented student, we are glad to have you. Let's get started!

Professor Jaap Verweij
Dean and Vice-chairman Erasmus MC Board of Directors

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Registration

Research Schools

Most departments are embedded in one of the five research schools of the Erasmus MC Graduate School (see Erasmus MC Graduate School). Research schools organize courses and they will update you about the latest developments in your research field. Ask your supervisor to which research school your department is connected.

PhD mailing list

To register for the Erasmus MC PhD mailing list (AIO list), please send an e-mail to the department of Research Policy: research@erasmusmc.nl. Once you have filled out a registration form, you will be informed about PhD candidate related issues, certain PhD and general courses, and social events.

Hora Est

To be admitted to the PhD defence procedure, a number of forms (1 through 3) must be completed in stages and submitted to the Beadle's Office. This administrative procedure takes place through [Hora Est](#), the online registration system of the Beadle's Office. The forms must be accompanied by the required signatures and documents: a certified copy of the qualification (if not obtained

from EUR), proof of ID and – if relevant – an application for exemption, stating the reasons. PhD candidates can register and complete form 1 immediately after starting their PhD program.

Candidates with a non-Dutch diploma should contact the Admissions office in good time so that their non-Dutch diplomas can be accredited. This procedure can take up to six months. For more information on admission requirements, visit the EUR [website](#).

Guidelines for the PhD program and thesis evaluation

Erasmus MC has developed guidelines for the PhD program and thesis evaluation, in accordance with the guidelines set by the Netherlands Federation of University Medical Centres (NFU). The aim of the guidelines is to provide clarity to PhD candidates and supervisors (i.e. *promotors* and *copromotors*) on a number of points, and to give direction regarding the desired content and quality of the PhD program and the thesis. The guidelines are included in [Appendix 1](#) and available on the [intranet](#). The EUR Doctoral Regulations can be found on the EUR [website](#).

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Interesting Groups

Promeras

Promeras is the representative body for all PhD candidates at Erasmus MC. If you are an Erasmus MC PhD candidate, you will automatically become a member. Promeras safeguards the rights of PhD candidates, advises the PhD committee and organizes social events. Promeras is a member of EPAR (Erasmus PhD Association Rotterdam) and PNN (PhD Network Netherlands), as described below. If you have any questions about your PhD program, please visit their [website](http://www.promeras.nl) or contact Promeras via promeras@erasmusmc.nl.

The Erasmus MC PhD committee

This committee is involved in PhD education policy and PhD training programs. The PhD committee is formed by PhD candidates, staff members of research schools and two board members of Promeras. The committee advises the Dean and Erasmus MC Graduate School. Should you have any issues that need to be discussed by the PhD committee, please send them to promeras@erasmusmc.nl.

The Sophia Researchers Representation

The Sophia Researchers Representation (*Sophia Onderzoekers Vertegenwoordiging, SOV*) represents all PhD candidates at Sophia Children's Hospital. These PhD candidates are welcome to join by sending an e-mail to sophia.onderzoekers@erasmusmc.nl. You will be updated on all interesting seminars, workshops, and social activities. For more information, please visit their [intranet site](#) (in Dutch).

The Erasmus PhD Association Rotterdam (EPAR)

This association represents all PhD candidates at Erasmus University Rotterdam, including the medical faculty. EPAR cooperates with the PhD councils of the faculties, such as Promeras, and provides information for PhD candidates and organizes social events. Visit their [website](#) for more information.

The PhD Network Netherlands (PNN)

The PNN is the National PhD council, and they aim to promote PhD-related issues on a national level, to coordinate and support activities, to inform PhD candidates and to improve the quality of Dutch PhD programs. More information can be found on their [website](#).

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Training and supervision plan (Opleidings- en begeleidingsplan, OBP)

It is essential to make a plan and schedule with your supervisor for your research, the courses you will attend, and the conferences you will visit. The plan will help you in planning your program and it will clarify what can be expected during the program by both parties. You should prepare and agree on such a plan in the first three months of your PhD period, together with your supervisor(s), and adjust the plan where applicable throughout your PhD period, or after each annual evaluation with your supervisor. The format for such a training and supervision plan will be available on the intranet shortly.



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Erasmus MC Graduate School offers numerous courses and excellent research facilities at Research Masters and PhD level. The Research Masters and PhD programs are organized by one of the five research schools participating in the Graduate School:

- Cardiovascular Sciences (Coeur)
- Biomedical Sciences (MGC)
- Molecular Medicine (MolMed)
- Health Sciences (NIHES)
- Neuroscience (ONWAR)

Most departments of Erasmus MC are connected to at least one research school. Ask your supervisor(s) to which research school your department is linked. Visit the [internet](#) for more information about Erasmus MC Graduate School.

Erasmus MC recommends that PhD candidates obtain 30 European Credit Transfer System credits (ECTS) in PhD training during their PhD period. These ECTS credits can be gained by taking PhD training programs and general courses, attending conferences, seminars and lectures, but also by teaching. For more information, see the section on Portfolio, or visit the [intranet](#).

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Research school related courses

Every research school organizes courses and lectures. As member of a certain research school, you can often attend the lectures, courses, or training programs free of charge. If you are not a member of the research school, most courses or lectures can be attended after paying a contribution fee. Visit the [internet](#) and click 'All courses A-Z' under the 'University links' for a list of all available courses at Erasmus MC.

General courses

Erasmus MC also offers a range of general PhD courses (see the [intranet](#)) that Erasmus MC PhD candidates can attend free of charge. Examples are Biomedical English Writing and Communication (recommended *after* your first year) and Biostatistics and Research Methods. The Medical Library also provides courses on Pubmed, EndNote, and Systematic Reviews. Information is available on the Medical Library website on the [intranet](#).

Mandatory courses

The one-day course 'Integrity in Science' is obligatory for all PhD candidates that have started their research in or after 2013. PhD students are recommended to take this course in their second year. Please visit the [intranet](#) for more information and to register.

Depending on your research, some other courses also are obligatory. For example, the Laboratory Animal Science course, also known as *Artikel 9*, is mandatory if you conduct animal experiments, see the [intranet](#). A course in Good Clinical Practice ([BROK](#)) (in Dutch) is obligatory if you are involved in patient-related research.

Other courses

PhD candidates who are involved in academic or skills-based teaching are required to obtain a basic teaching qualification ('deel-BKO, i.e. Basis Kwalificatie Onderwijs'). Teacher training is provided by Erasmus MC Desiderius School. Information is available on the [intranet](#) (in Dutch).

Erasmus University Rotterdam also offers several language courses. For more information, please visit the EUR language and training center [website](#).

International Office

The International Office supports international PhD candidates before and upon arrival at Erasmus MC with information on visas, housing, insurance, bank accounts, and registration as a resident, etc. For more information and contact details, please visit the International Office link on the [internet](#).

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PhD Portfolio

All Erasmus MC PhD candidates must include a PhD portfolio of their PhD training (e.g. courses, workshops, seminars, international conferences) and teaching at the end of their thesis. Erasmus MC recommends that PhD candidates obtain 30 European Credit Transfer System credits (ECTS) during their PhD period. These ECTS credits can be gained by taking PhD training programs and general courses, attending conferences, seminars and lectures, but also by teaching activities. MDs in residency (*in opleiding tot medisch specialist*) can also include relevant activities from their medical training to their research activities. See [Appendix 2](#) for an example, or visit the [intranet](#) for more information.



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During your PhD period you will usually be able to present your data at international conferences. Always first check with your supervisors which conferences you may attend. To pay the travel expenses for international conferences, ask your supervisors to help you find funding sources and also check out the following:

Grants for conferences

- 1 The Erasmus Trust Fund provides allowances, restricted to a maximum of once a year. More information is available on their [website](#) (in Dutch);
- 2 The *Persoonsgebonden Budget* (personal budget) can also be used to cover travel expenses or other work-related costs. For more information, see the [internet](#) (in Dutch);
- 3 Research Professional is a grant database containing updated international grant possibilities, including Dutch grants. Use English search terms to search this database. Research Professional is available via the Erasmus MC [intranet](#). For more information on Research Professional, please contact Rachel Bakker, Research Policy: rachel.bakker@erasmusmc.nl.

Funding for research

If you wish to continue doing research after your PhD period, you may have to find funds and apply for a grant to fund new research. You can search in Research Professional, a grant database containing updated international grant possibilities, including Dutch grants. Use English search terms to search this database. Research Professional is available via the Erasmus MC [intranet](#). For more information on Research Professional, please contact Rachel Bakker, Research Policy: rachel.bakker@erasmusmc.nl.

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Consultation center for Patient-Oriented research (CPO)

The main goal of CPO is to contribute to the continuation and promotion of the top position of Erasmus MC in patient-oriented clinical research. CPO supports all Erasmus MC researchers, including PhD students, in a range of topics including methodology, funding, study design, outcome measures, quality

of life measurement, sample size calculation, data analyses, prediction modeling, decision modeling, Good Clinical Practice regulations, data management, and trial management. For more information, please visit the [intranet](#) or contact Rachel Bakker, CPO coordinator: rachel.bakker@erasmusmc.nl.



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Defending your thesis

Erasmus MC candidates are officially awarded a PhD by Erasmus University Rotterdam. Everything you need to know about the defence at Erasmus University Rotterdam is available on the [website](#) of EUR.

Regulations

The EUR Doctoral Regulations can be found on the EUR [website](#). Erasmus MC has some additional guidelines with respect to the thesis and its evaluation. The guidelines are included in [Appendix 1](#) and available on the [intranet](#).

PhD candidates who do not hold a Masters degree (or not yet) or with a foreign Masters degree have to follow one of the procedures described in [Appendix 3](#).

Hora Est

When your research project is finished or nearly finished and you are almost ready for the PhD defence, make sure you have registered at the Beadles Office in time, preferably as early as possible in your PhD period, but not later than 6 months before the planned defence.

To be admitted to the PhD defence procedure, a number of forms (1 through 3) must be completed in stages and submitted to the Beadle's Office. This administrative procedure takes place through [Hora Est](#), the online registration system of the Beadle's Office. The forms must be accompanied by the required signatures and documents: a certified copy of the qualification (if not obtained from EUR), proof of ID and – if relevant – an application for exemption, stating the reasons.

Admissions Office

Candidates with a non-Dutch diploma should contact the Admissions Office in good time so that their non-Dutch diplomas can be accredited. This procedure can take up to six months. For more information on admissions requirements, visit the EUR [website](#) and see [Appendix 3](#).

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Timelines

A time schedule for admission to the PhD defence can be found on the EUR [website](#).

Reimbursement

PhD candidates can apply for an allowance to cover the reproduction costs of their thesis, up to a maximum of € 1,000 for the copies supplied to EUR. More information is available on the [intranet](#) and the [website](#) of Erasmus University Rotterdam.

Bonus for researchers in training (OiOs by cao umc)

OiOs who successfully and in due time graduate during their employment receive a bonus of € 750. More information about the application is available on the [intranet](#).



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General

Occasionally, social or work-related difficulties can be encountered. Such problems will usually be resolved at departmental level. The first step is always to confer within the department or research school (every research school has its own mediator).

Erasmus MC confidential counselor

However, for cases where this appears to be ineffective, inappropriate or inadvisable, candidates can access the Erasmus MC confidential counselor for PhD candidates: Rita Struhkamp, Research Policy: r.struhkamp@erasmusmc.nl

Consultations are treated in strict confidence and staff from the department or higher levels within Erasmus MC are only contacted at the request of the PhD candidate.

Scientific integrity counselor

Anyone working in the scientific field is personally responsible for maintaining scientific integrity. The Board of Directors appoints an Erasmus MC scientific integrity confidential counselor every two years. More information is available on the [intranet](#). Employees who wish to contact the counselor are requested to approach his secretary, who is also scientific integrity coordinator, Rikard Juttman, Research Policy: r.juttman@erasmusmc.nl.

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Erasmus MC PhD day

An 'Erasmus MC PhD day' is organized every year by Promeras and the PhD committee. Updated information is available on the [intranet](#).

Erasmus MC Postdoc Network

The Postdoc Network Erasmus MC aims to reach out to all final year PhD students and postdocs employed at the Erasmus MC. Postdoc Network meetings are organized four times per year by the board of the Postdoc Network. As part of these meetings, workshops will be given focusing on career development and academic and transferable skills, such as negotiation, leadership skills, networking, collaborating, and grant writing.

More information is available on the [internet](#).

Medical Library

The medical library can be visited via the [internet](#). Here you can find information on courses offered by the medical library and via the PubMed link you can find publications. In addition, there is a link to a website on impact factors of journals.

Literature

To be even better prepared there are a number of books available on the PhD program:

- *How to Get a PhD* by Estelle Phillips and Derek Pugh
- *Promoveren* by H. Lelieveldt (in Dutch)
- *Klaar in vier jaar* by Jeanine de Bruin en Brigitte Hertz (in Dutch)

The latter is part of the website: www.klaarinvierjaar.nl and is used for the course 'Research Management' of Research School MolMed.

Research Newsletter

The Erasmus MC Research Newsletter is a monthly newsletter on grants, announcements and meetings. You can subscribe to this letter on the [intranet](#).

Internet vs intranet

Be aware of the fact that in the Erasmus MC building you will automatically be connected to the *intranet* of Erasmus MC (light blue topic bar) and from outside Erasmus MC you will be connected to the patient website (dark blue topic bar). If you click on the English button, you will be connected with the English language intranet or internet, with more focus on education and research topics.

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From outside Erasmus MC, you can have access to your e-mail and visit the intranet via the employees' portal. If you also want to be able to upload Erasmus MC files at home, you will need a token to login via Citrix. Such tokens can be provided by the ICT department (computer helpdesk) via an application form on the [intranet](#) (in Dutch). More information is available on the [intranet](#) (in Dutch).

ICT

The ICT helpdesk Service Center can be contacted by phone on (010-70)44444 for all your computer problems.

House style

Note that Erasmus MC has its own house style. This design is used for posters and presentations. More information and templates are available at the [internet](#) (in Dutch).

My Way/Career Development

"My Way" on the [intranet](#) (in Dutch) can assist with career development, but also with more practical things like your paycheck.

Discounts on excursions (leisure time)

Discounts on excursions and trips can be found on the [website](#) (in Dutch).

Discounts on computer software

Discounts on computer software can be found [here](#) (in Dutch).

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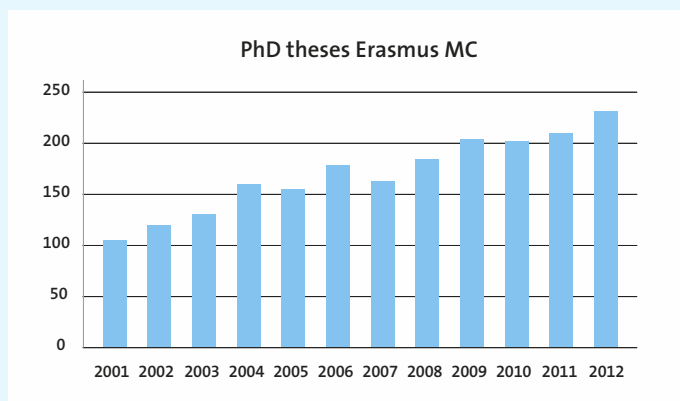
Appendix 1: Guidelines for the PhD program and thesis evaluation within Erasmus MC

These guidelines were drawn up after discussions in the PhD committee, the Graduate School Board (GSB) and the Medical Research Advice Committee Erasmus MC (*Mrace*), in consultation with the Rector Magnificus of Erasmus University (EUR) and the Netherlands Federation of University

Medical Centres (NFU). The need for transparent guidelines for the PhD program and for evaluating the quality of PhD theses at Erasmus MC was prompted by the sharp rise in the number of PhDs awarded in recent years (nearly 100% in 10 years; see table). But it was also prompted by the fact that the content

of PhD programmes can vary considerably, and that the process for evaluating the quality of theses lacks transparency. The evaluation criteria vary greatly, and are determined largely on an individual basis, partly because the doctoral regulations at Dutch universities offer only cursory indications on how theses should be evaluated.¹

The aim of the guidelines is to provide clarity to PhD students and supervisors (i.e. *promotors* and *copromotors*) on a number of points, and to give direction regarding the desired content and quality of the PhD program and the thesis. This document in fact describes guidelines which in most cases are already standard practice. Erasmus MC standards were already high, and are consistent with the guidelines drawn up at European level and by the NFU.²



- 1 The doctoral regulations of Erasmus University (http://www.eur.nl/english/ab/registrars_office/phd_defence_ceremonies/doctoralregulations/) give only very general instructions for assessing theses.
- 2 At the European level, ORPHEUS (Organisation of PhD Education in Biomedicine and Health Sciences in the European System) published a position paper in 2009. It was entitled 'Towards Standards for PhD Education in Biomedicine and Health Sciences' (2009), and served as the basis for the NFU document 'Guidelines for PhD tracks in biomedical sciences in the Netherlands', which was produced for purposes of maintaining and enhancing the high standard of Dutch PhD programs. Where possible and desirable, this is an issue the University Medical Centres wish to work on together.

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Guidelines for the PhD program

Duration of the PhD program

In principle, a PhD program within Erasmus MC lasts four years; in the case of a full-time position, it corresponds to 3-4 years of research work. There is no difference in the requirements for clinical and pre-clinical PhD programmes; the four-year duration is a basic principle for all PhD programmes. If there are well-founded reasons, it is possible to diverge from this guideline.

Training and supervision plan (TSP; in Dutch: Opleidings- en begeleidingsplan, OBP)

At the start of the PhD program, each PhD student discusses the training and supervision plan (TSP) with his or her *PROMOTOR*. The TSP includes a number of standard points:

- General information: PhD student, supervisor(s), promotor and copromotor, research school
- Training program: courses, seminars, conferences
- Teaching tasks
- Thesis layout: general organisation
- Planning: duration of PhD program, timetable for coming year
- Results: objectives for the coming year, such as research protocol, data collection, first draft of first article, etc.
- Supervision: frequency of appointments with supervisors and promotors
- Available budget: for courses and conferences

→ Other: other activities during the PhD program

→ Signatures

The TSP can serve as a guide for the annual evaluation with the PhD student about the progress of the PhD program. If necessary, the TSP can be changed or adjusted during the PhD program.

Training of PhD students

Erasmus MC recommends students to obtain 30 ECTS (European Credit Transfer and Accumulation System) in education and training during the PhD program.

Such activities involve knowledge or skills of a general, academic, or specialist nature; conferences or seminars in the Netherlands or abroad; and participation in retreats or journal clubs. Provided it is relevant and contributes to their PhD research, research physicians or residents in training (*assistenten in opleiding*, or AIOS) may also include instruction they have had in the context of their medical studies. A PhD student and his or her supervisors/*promotor/copromotor* share responsibility for the type and amount of education and training completed during the PhD program.

Teaching

Teaching can be a very useful additional activity for PhD students as part of their training or development. If PhD students do academic or skills-based teaching, it is a

requirement that they obtain a basic teaching qualification (*deel-BKO, i.e. Basis Kwalificatie Onderwijs*). Teaching experience and the basic teaching qualification can of course be included in the PhD student's portfolio (see next section).

Portfolio

Courses and activities must be listed in the doctoral thesis. On the last page of their thesis, all Erasmus MC PhD students should include a "portfolio" which specifies all the courses they have attended and the teaching they have done. Here, provided these are related to the PhD program, they can also include their supervision of students or research assistants, as well as teaching or management activities.

Thesis evaluation

From 2013, Erasmus MC uses the guidelines described below for the evaluation of PhD theses. The conclusion is that the **inner doctoral committee** is central to high-quality evaluation. The committee's members are experts in the field who are qualified to assess the quality of the thesis according to the traditions of the field of study. Thesis evaluation has now been improved by modifying:

- 1 **the composition of the inner doctoral committee**
- 2 **the guidelines for thesis evaluation**
- 3 **reporting by the inner doctoral committee.**

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Re 1. The composition of the inner doctoral committee

According to Erasmus University Rotterdam's doctoral regulations, the inner doctoral committee comprises three members plus one or two *promotors* (article 6.1). Erasmus MC has two additional recommendations here:

- In principle, the members of the inner doctoral committee should not be connected to the department of the *promotor* or *promotors*
- At least one member of the inner doctoral committee should be external to Erasmus MC.

Re 2. The guidelines for thesis evaluation

The current doctoral regulations give only very general pointers on evaluating a thesis. Complementary guidelines have been developed for Erasmus MC, which state that sub-committee members should evaluate theses on the basis of the following four points:

- **The quality of the thesis should be satisfactory.** An important indicator for academic quality is the publication of all or various parts of the PhD research in academic journals or an equivalent academic publication. The guideline is that the thesis should contain at least four peer-reviewed international academic publications (*accepted or published*), at least two of which should be first-author works, and at least

two in the first quartile of the scientific field concerned. This guideline allows, for example, scope for high-risk research, for differences in publication policy, and for differences in publication opportunities in a range of fields. If there is a divergence from the guideline, it must be supported and justified by the *promotor*.

- **The thesis should deal with one single topic and be coherent.**
- The PhD student should have made an essential **personal contribution** to the PhD research.
- The thesis should contain a **portfolio**, which specifies all the courses and conferences the candidate has attended and the teaching he or she has done.

These four points are evaluated by each member of the inner doctoral committee.

Re 3. Reporting by the inner doctoral committee*

On the basis of the four points specified above, each committee member reports their evaluation of the thesis in writing (by e-mail) to the secretary of the inner doctoral committee. A concise form has been developed for this purpose. The secretary reports the final decision to the Doctorate Board (*College van Promoties*).

If all members of the inner doctoral committee evaluate the thesis positively, the student can be awarded a PhD. If two or more committee

members consider the quality of the thesis to be unsatisfactory, the student will be refused a doctorate. Before arranging for a new committee to be set up, there is in principle a discussion between the Dean of Erasmus MC and the *promotor*. The aim of this discussion is to gain full understanding of the judgment made and to reach agreement on the correct way to proceed. As described in the doctoral regulations (section 6.3), the *promotor* can then, following approval from the Dean, request the Doctorate Board to set up a new PhD inner doctoral committee.

- * Please note that the guidelines with respect to the composition of the inner committee and the thesis evaluation are currently applicable. However, due to required changes in *Hora Est*, the evaluation form – as described in 'Re 3' – cannot be used at this moment. We will inform Erasmus MC promotors when the use of the evaluation form has been implemented in the system.

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Appendix 2: PhD Portfolio and instructions

Summary of PhD training and teaching

Name PhD student:	PhD period:	
Erasmus MC Department:	Promotor(s):	
Research School:	Supervisor:	
1. PhD training		
	Year	Workload (Hours/ECTS)
General courses		
- Biomedical English Writing and Communication		
- Research Integrity		
- Laboratory animal science		
- Statistics		
- Methodology		
- BROK (Good Clinical Practice)		
- Didactic skills		
-		
Specific courses (e.g. Research school, Medical Training)		
-		
Seminars and workshops		
-		
Presentations		
-		
National and international conferences		
-		
Other		
-		
2. Teaching		
	Year	Workload (Hours/ECTS)
Lecturing		
-		
Supervising practicals and excursions, Tutoring		
-		
Supervising Masters theses		
-		
Other		
-		

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General information

→ From January 2009, the PhD portfolio is obligatory in each Erasmus MC PhD thesis. This implies that all Erasmus MC PhD students include a PhD portfolio as last page in their PhD thesis.

→ The PhD portfolio gives an overview of two types of activities:

1 PhD training

2 Teaching

PhD training includes all activities (e.g. courses, workshops, seminars, conferences) that support the development as an **academic researcher**. MDs in residency (*in opleiding tot medisch specialist*) may include activities from their medical training provided that they are related to their PhD research. Teaching implies all activities that are carried out in the MD or other curricula. Please note that all PhD students have their individual PhD portfolio. Some activities may be applicable, others may not.

→ The PhD portfolio is completed and included in the thesis regardless of the type of employment of the PhD student (e.g. OïO, MD-PhD, 'Agiko', guest researcher, researcher with an international grant, researcher, junior researcher, research assistant, or assistant professor).

→ For each activity, PhD students indicate the **year** in which it took place and the **workload** of the activity. They can quantify the workload by indicating the number

of **hours** spent on the activity (e.g. the preparation and presentation of a poster at an international conference took you 40 hours). Another option is to indicate the number of **ECTS** credits that they have earned with the activity. One ECTS credit (European Credit Transfer System) equals a study workload of approximately 28 hours. Many courses and workshops award ECTS credits for successful completion.

→ There is no minimum requirement for the number of courses, hours or ECTS credits. The Erasmus MC PhD committee recommends an average of 30 ECTS credits PhD teaching and training during the PhD period.

→ The PhD student, *promotor(s)* and supervisor have the **shared responsibility** for the type and amount of PhD training and teaching.

Instructions

→ Please use the format of the PhD portfolio above.

→ Fill in your PhD portfolio. Please make sure that you:

- 1 specify the type of activity (e.g. title, date, location),
- 2 specify the year in which the activity took place,
- 3 specify the workload of the activity.

→ Your *promotor(s)* and supervisor have to approve your PhD portfolio. The correctness of your PhD portfolio is the shared responsibility of the PhD student, *promotor(s)* and supervisor.

→ Put your PhD portfolio in the same layout as your PhD thesis and include it as last page of your PhD thesis.

Approval

The Erasmus MC PhD committee monitors all PhD portfolios. The PhD committee has the right to verify the correctness of individual portfolios. Please make sure that all training and teaching activities are adequately documented (e.g. course certificates, papers, conference proceedings).

Further information

General information is available on www.erasmusmc.nl/phd.

For further information and advice, please feel free to contact Maud Vissers, Research Policy, tel: 010-7032578, m.n.vissers@erasmusmc.nl.

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Appendix 3: Enrolling for a PhD without a Masters degree Erasmus MC Graduate School

Purpose

Documenting the process of how medical students without a Masters degree can enroll for a PhD program.

Scope

This procedure applies to all students without a Masters degree wishing to enroll for a PhD program.

General

Students who have not gained a Masters degree can enroll for a PhD under Article 7.18, paragraph 3 of the WHW (Higher Education and Research Act). This has been provided for in Article 2.2, paragraph 2 of the EUR Doctorate Regulations:

Article 2.2. Admission to a PhD

- 1 Admission will be granted to all candidates who:
 - 1a. have been granted a Masters degree under paragraphs 1, 2 or 3 of Article 7.10a of the WHW, in accordance with the provisions of

- Article 7.18, paragraph 2 of the Act, and
 - 1b. have written a thesis as proof of competence in carrying out independent research, and

- 1c. have met the other requirements as set out in the Doctorate Regulations.

2. In special cases, the Doctorate Board can grant candidates admission to a PhD if they meet the provisions under paragraph 1b and 1c, but do not meet the provisions under paragraph 1a (see Article 7.18, paragraph 3 of the Act). To this end, the Doctorate Board has laid down an implementation scheme. See section A and B of Appendix 1 of the Doctorate Regulations.

In this case, a claim should be made under the implementation scheme of the Doctorate Regulations. The implementation scheme distinguishes two categories:

- A. Provisional admission to the PhD program in exceptional cases if the requirements under Article 2.2, paragraph 1, subparagraph a are not met, based on Dutch certificates

- B. Provisional admission to the PhD program in exceptional cases if the requirements under Article 2.2, paragraph 1, subparagraph a are not met, based on foreign certificates.

Procedure A

Purpose: The prospective PhD candidates must convince the Doctorate Board that they are capable of carrying out scientific research independently and are likely to successfully complete a thesis.

Documentary proof: The prospective PhD candidates must support their application with as many certificates, publications, scientific publications, letters of recommendation, written statements by scholars and the thesis supervisor as possible. In the case of a Research Masters degree, the degree transcript must also be included (can be obtained from the course concerned).

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Procedure

1. A request for provisional admission will be sent to the Doctorate Board Secretary together with the relevant information. The ABD (General Management Doctorate), telindert@abd.eur.nl, is responsible for the secretariat of the Doctorate Board. The ABD will submit the request for advice to the Erasmus MC Dean.

2. The Dean will appoint two professors to form an advisory committee that will determine whether candidates are considered capable of carrying out research independently and reporting on the research in the form of a thesis. If necessary, the professors involved can consult the applicants. The advisory committee is assisted by the Secretary of the Graduate School Working Group, who incorporates the advisory committee's conclusions into a written and substantiated recommendation that is presented to the Dean. This may be accompanied by the recommendation to eliminate any identified shortcomings.

3. The Dean will draw up his recommendation, with the administrative assistance of the Secretary of the Graduate School Working Group, and this is sent to the Doctorate Board Secretary. The Secretary submits it to the Doctorate Board requesting a final assessment.

4. The Doctorate Board will inform applicants of its decision within eight weeks in writing and with reasons. If the decision cannot be made within eight weeks, the Doctorate Board will inform the applicant accordingly indicating a reasonable period within which the decision will be made. In case of a positive final assessment, the candidate will be provisionally admitted to the PhD. The candidate will not be admitted to a PhD if the final assessment was negative.

5. Eight weeks after submission of the recommendation, the Secretary of the Graduate School Working Group will inquire at the Doctorate Board whether the candidate has or has not been admitted to a PhD.

General

Chapter 13 of the Doctorate Regulations applies by analogy. Following the decision by the Doctorate Board to provisionally admit the candidate to the PhD program, the other provisions of the Doctorate Regulations apply.

Procedure B

Purpose: The prospective PhD candidates must convince the Doctorate Board that they are capable of carrying out scientific research independently and are likely to successfully complete a thesis.

Documentary proof: The prospective PhD candidates must support their application with as many certificates, publications, scientific publications, letters of recommendation, written statements by scholars and the thesis supervisor as possible. In the case of a Research Masters degree, the degree transcript must also be included (can be obtained from the course concerned).

Procedure

1. The prospective PhD candidates must send their request for provisional admission to a PhD in writing and in good time, accompanied by the available documentary proof to the Admissions Office of Erasmus University Rotterdam (additional information: Admissions.office@oos.eur.nl). They will compare foreign qualifications with Dutch standards and make a report based on this comparison. This takes place prior to an appointment and/or prior to the start of the PhD research.

2. The report is sent to the chairman of the Examining Board of Erasmus MC by the Admissions Office for comments. A copy of the request can be sent to the Dean of the faculty concerned on request. The conclusions of the chairman of the Examination Board are incorporated into a recommendation by the Secretary of the Graduate School Working Group and sent to the Admissions Office.

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3. Based on the recommendations of the Examination Board, the Admissions Office draws up a draft decision that is presented to the Vice-Chancellor through the Doctorate Board Secretary together with the recommendations on which it was based.
4. The Vice-Chancellor informs the applicant in writing and with reasons of the decision made. In the case of a positive final assessment, the candidate will be provisionally admitted to the PhD. The candidate will not be admitted to the PhD if the final assessment was negative.
5. The Secretary of the Graduate School Working Group will inquire with the Vice-Chancellor whether the candidate has or has not been admitted to the PhD.

General

Chapter 13 of the Doctorate Regulations applies by analogy. Following the decision to provisionally admit the candidate to the PhD program, the other provisions of the Doctorate Regulations apply.