



PhD support at Amsterdam UMC, location VUmc

Doing PhD research is a great job, but not an easy one. The project can be very demanding and you probably expect a lot from yourself too. During this journey of discovery, there may be times when you face setbacks or struggle to make progress. The cause may be a lack of specialist knowledge that you need to develop, an issue with the supervision of your PhD programme, something to do with your own personal development, et cetera.

We want you to know that you're not on your own in this journey – this leaflet provides an overview of the options available to you for advice or support. Please note: the information here does not cover everything – a more tailored approach is always possible. If you have questions, make sure you raise them promptly, for example by contacting your supervisors, discussing issues with your colleagues, or contacting the personnel (P&O/HR) department. Who you turn to is not what's important, what matters is that you take action.

Questions about the content and organization of your PhD programme:

Generally, the ideal person to contact with questions about the content and organization of your PhD programme is one of your supervisors. You can also ask your peers in the department (or elsewhere) for advice, or the PhD committee of the research institute responsible for your PhD research.

- PhD committees:

<https://www.vumc.com/departments/phd-portal/contact.htm>

In addition, there are various internal and external initiatives to support the interests of PhD students, such as ProVUmc. ProVUmc is a committee that represents VU University medical center PhD students. Issues that are of vital importance for all VUmc PhD students are discussed in monthly meetings, and are presented to the dean. ProVUmc is dependent on your input, so do not hesitate to contact one of the members listed on the PhD portal or send an e-mail to provumc@vumc.nl.

- PhD (and Postdoc) Organizations:

<https://www.vumc.com/departments/phd-portal/phd-postdoc-organizations.htm>

Training courses and coaching:

VUmc offers PhD students numerous opportunities for further professional and personal development through courses and coaching. Your supervisors can tell you which training courses are compulsory and voluntary and how much budget is available for your training or coaching.

Training courses:

- <https://www.vumc.com/departments/phd-portal/training-and-education-for-phd-students.htm>
- <https://www.vumc.nl/educatie/onze-opleidingen.htm>
- <https://www.vumc.nl/educatie/onze-opleidingen/opleidingsdetail/integral-phd-program-from-student-to-professional.htm>
- <https://www.vumc.nl/educatie/onze-opleidingen/opleidingsdetail/workshop-personal-development-and-competencies-during-your-phd.htm>
- <https://www.vumc.nl/educatie/vumc-academie/domein-leiderschaps-team-persoonlijke-ontwikkeling.htm>
- Competence model for PhD's: <https://www.vumc.com/departments/phd-portal/hrm-matters/phd-competence-model.htm>
- Coachpool: <https://intranet.vumc.nl/po-direct/functioneren-persoonlijke-ontwikkeling/interne-coachpool-vumc.htm>

Your physical and mental health:

If you ever find that you might have physical or mental issues, you should talk it over with someone, for example with your supervisors. You can also contact the Gezond Werken team (Healthy Working), who will help you to get back on track. You can make an appointment with the Bedrijfsarts (occupational health physician), or visit Bedrijfsmaatschappelijk Werk (staff welfare office), specialists in stress reduction, work-related psychosocial stress and informal care (mantelzorg).

- Gezond werken (including contact information bedrijfsarts): <https://intranet.vumc.nl/po-direct/gezond-werken.htm>
- Bedrijfsmaatschappelijk werk: <https://intranet.vumc.nl/po-direct/gezond-werken/psychische-belasting.htm>

Inappropriate conduct of any kind:

VUmc wants all of its employees to feel comfortable and safe at work and to treat each other fairly and respectfully. However, if you encounter a situation that you feel involves inappropriate conduct, dishonesty or that is socially unsafe, you should not hesitate to discuss it with the confidential counsellor or the Ombudsman. The confidential counsellors are K  thy Blom and Sonja Snel. They can be contacted at 06 -13329123, kathy.blom@vumc.nl or scm.snel@vumc.nl. The Ombudsman is Martin Kersloot, who can be contacted at 06-10666426 or m.kersloot@vumc.nl.

- Confidential counsellor and Ombudsman:

<http://intranet.vumc.nl/po-direct/bureau-ombudszaken/diensten-bureau-ombudszaken/bureau-ombudszaken.htm>

Your point of contact for personnel/ HR issues:

If you have any questions about your employment contract, leave, personal development, health and absence, issues with colleagues or your supervisors, career and so on, the personnel (P&O/ HR) department can assist. The HR-advisor for your department will be happy to discuss issues with you and can refer you to the right place if needed. If you're not sure who this advisor is, please ask at the secretary's office. On the 'P&O-direct' intranet page, you will find extensive information about a wide range of personnel issues. You can also put your questions to the 'P&O Servicedesk': create a case using self-service P&O, call (020) 444 6000 or visit PK 7 Z 190.

- 'P&O-direct': <https://intranet.vumc.nl/po-direct.htm>

Lastly:

Your PhD programme will demand a lot of you, which is why you will feel such great satisfaction when you eventually hear the words 'Hora est'! We very much hope you enjoy your PhD programme and we will be happy to help where needed. We wish you every success!

(*) A lot of the information on the intranet unfortunately is only available in Dutch at this moment. In case you need more information in English please do not hesitate to ask your question by telephone or e-mail.