**OOA Portfolio**

Please complete the table below with the courses and educational activities you have followed and those you have planned during your PhD training. The Training Plan consist of *professional knowledge courses*, *general skill courses* and *other scientific activities*. Find the OOA training plan guidelines, further explanation and links to examples of activities and courses on page 2.

Please return the completed document to this email address: [ooa-tp@amsterdamumc.nl](mailto:ooa-tp@amsterdamumc.nl).

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME COURSE, TRAINING, ACTIVITY** | **ORGANISER** | **ECTS** | **YEAR** |
| **PROFESSIONAL KNOWLEDGE COURSES** | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **GENERAL SKILL COURSES** |  |  |  |
| Scientific integrity/ethics course (compulsory) |  | 2 ECTS (min) |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **SCIENTIFIC ACTIVITITES** |  |  |  |
| Attending conferences (1x compulsory) |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **EXEMPTION\*** |  | **Max 2** |  |
|  |  |  |  |
| *If possible, please add hyperlinks to the courses and activities* | **TOTAL ECTS** |  |  |

*\*Motivated and substantiated exemption requests (including associated certificates) can be submitted to the OOA committee or review. Exemption will be granted if the PhD candidate has required the necessary knowledge.*

**OOA Training Plan/Portfolio guidelines**

The OOA Training Plan/Portfolio includes a number of compulsory elements essential to every PhD candidate and a more flexible part that can be tailored to your individual needs, interests and background.

The basic criteria of all Training Plans are the same and include:

– a total number of 30 ECTS credits (1 ECTS equals 28 hours);

– a mandatory ‘Ethics and Integrity in Science’ course (min 2 ECTS);

– at least one conference visit (max 2 ECTS per visit);

– at least 8 ECTS earned in professional knowledge and general skill courses;

– the remaining credits are earned by participating in amongst others, courses, activities, retreats, conferences and (work) discussions.

|  |
| --- |
| Compulsory elements |
| Highly recommended activities & courses |

|  |  |  |
| --- | --- | --- |
| **PROFESSIONAL KNOWLEDGE COURSES** | | **Minimum of 8 ECTS** |
| Basics in Oncology [recommended in the 1st or 2nd year) and/or Advanced Immunology (for CCA/AII PhD candidates) | [Click here for detailed information and examples](https://www.ooa-graduateschool.org/professional-knowledge-courses/) |
| Topical courses, such as those offered by OOA |
| Technical courses, such as those offered by OOA |
| Courses offered by other institutes/ graduate schools /universities |
| **GENERAL SKILLS COURSES** | |
| Scientific integrity/ethics course (compulsory) | Min 2 ECTS |
| Statistics | [Click here for detailed information](https://www.ooa-graduateschool.org/transferable-skills-courses/) and examples |
| Soft skills |
| Courses obliged by law, such as BROK, animal handling |
| Courses offered by other institutes/ graduate schools /universities |

|  |  |  |
| --- | --- | --- |
| **SCIENTIFIC ACTIVITITES** | [**Click here for detailed information and examples**](http://www.ooa-graduateschool.org/activities) | **#ECTS** |
| Attending conferences (1x compulsory) | *Giving a (poster)presentation, networking* | Max 4 |
| Introduction meeting institute | *AMC world of Science; Introduction to CCA* | Max 1 |
| Attending OOA retreat | *2x recommended; giving a (poster)presentation; chairing sessions; discovering the whole spectrum of cancer research; networking* | Max 4 |
| Attending other retreats | CCA retreat/ AII retreat (for tumor-immunology PhD students)/ NKI retreat/department retreats | Max 4 |
| Meet-the-expert/masterclasses/seminars | *Attending and presenting during these meetings* | Max 4 |
| Staff/department/labmeetings/journal clubs | *Attending and presenting during these meetings* | Max 4 |
| Institute-wide activities | *CCA seminars; NKI Seminar series* | Max 4 |
| Supervision intern students | Supervision of master/bachelor student for 6-9 months | Max 6 |
| Giving/organizing education | Organizing activity/workshop/seminar, giving lectures | Max 3 |
| Preparing a publication | *Writing a scientific article with help of supervisor* | Max 2 |
| Participating in committee | *PhD candidate council; advisory committee* | Max 2 |