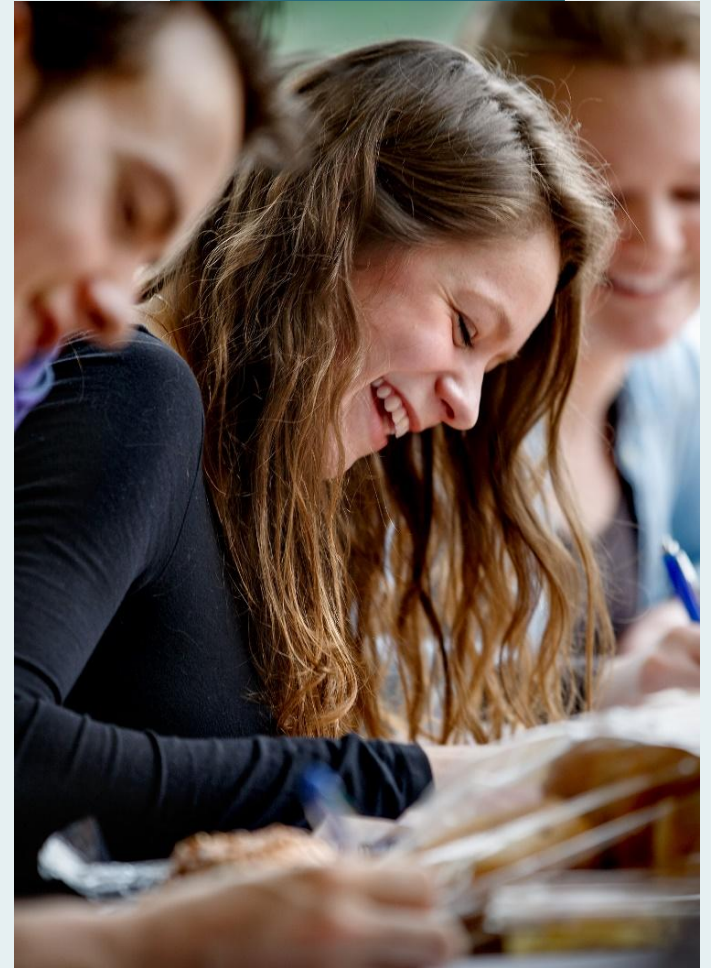


OOA PHD STARTERS PACKAGE



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Welcome!

Congratulations on your new position as a PhD candidate at Amsterdam UMC. We are delighted to welcome you to our academic community.

Amsterdam UMC is a university medical center with over 19,000 employees, offering a wide range of departments, institutes, facilities, and services, spread across two locations: De Boelelaan (location VUmc) and Meidbergdreef (location AMC). To help you navigate the start of your PhD journey and provide an overview of all relevant topics, we have created this Starters Package.

This information is in addition to the Amsterdam UMC Doctoral School onboarding flyer that you received earlier. The OOA Starters Package contains additional information, including details specifically for PhD candidates affiliated with Cancer Center Amsterdam (CCA) and Onderzoekschool Oncologie Amsterdam (Oncology graduateschool Amsterdam – OOA).



About this starters package

The package consists of seven parts:

About provides a brief introduction to Amsterdam UMC, VU, UvA, graduate schools, departments, research institutes, facilities and services.

Starting your PhD provides a hands-on practical guide to getting started and registering for all necessary facilities and services.

During your PhD gives you an overview of your main tasks as a PhD candidate and where to find information and support for your research and educational program.

The **Completing your PhD** section will direct you to all the information you need to finalize and defend your thesis.

The **Help, Support and Advice** section provides a summary of available resources for assistance during your PhD program..

Coming From Abroad is of particular interest for foreign PhD candidates who would like to get guidance in all kinds of practical matters.

Lastly, the **Websites and Contact** provides you with an overview of relevant contact details.

We wish you success in your PhD program and hope you have an inspiring time at Amsterdam UMC. If you have any questions, please do not hesitate to [contact us](#).

1. About

Your PhD program

The aim of a doctoral study is to become an independent scientific researcher by performing original research with the help of (co-) supervisors and/or (co-)promotors. It is a diverse and varied qualification program with many different components. If you would like to learn more about the structure of the Dutch academic system, please consult [this guide](#) of the KNAW. Conducting research and communicating the research results in scientific articles are very important parts. In addition, your program has a training aspect in the form of taking and/or teaching educational activities and attending conferences. The final phase of your PhD training will consist of writing, reviewing and defending your thesis (dissertation). The successful defense of your dissertation results in a doctorate (PhD) degree. Throughout your PhD, you will build your own scientific network and track record, preparing you for a successful career both within and outside academia.

Amsterdam UMC

Amsterdam UMC is a university medical center, renowned for its integration of patient care, scientific research, and education of future healthcare professionals. The center comprises numerous medical and research departments. Your employment and research project will be embedded within one of these departments. Most of your daily contact will be with colleagues from your own department, but you will also benefit from the expertise and support of various other departments, educational institutions, and facilities within Amsterdam UMC. These resources are designed to support your research and personal development. The most relevant ones are described in the following sections.

Universiteit van Amsterdam (UvA) and Vrije Universiteit Amsterdam (VU)

You will conduct your PhD research under the supervision of an (associate) professor. The university with which your first supervisor (promotor) is affiliated will confer your doctoral degree. Most likely, you will defend your thesis at either the UvA or the VU. Please note: some Amsterdam UMC professors working at the VUmc location are not affiliated with the VU, but with the UvA. Therefore, please check with your promotor at which university you will defend your thesis.

At the start of your PhD, you do not need to contact the university directly; registration is managed by the Amsterdam UMC Doctoral School (DS) and the Oncology Graduate School Amsterdam (OGSA). The universities become especially relevant during the final phase of your PhD, when you apply for your dissertation defense. Both UvA and VU have specific rules and regulations regarding your thesis and defense. We strongly recommend familiarizing yourself with these regulations early in your PhD to ensure you are well prepared. You can access the [UvA](#) and [VU](#) doctoral regulations by clicking on the hyperlinks. Please note that Amsterdam UMC also has [Supplementary Regulations](#) in addition to the university regulations.



Cancer Center Amsterdam (CCA)

During your PhD programme, you join more than 600 fellow PhD candidates working on cancer-related projects within Amsterdam UMC. All these PhD candidates are part of Cancer Center Amsterdam (CCA), one of the eight research institutes of Amsterdam UMC. CCA is more than just a research institute: it is an academic oncology center dedicated to creating groundbreaking opportunities for cancer patients by integrating research, healthcare, and education. CCA fosters collaboration among cancer researchers (ranging from technicians to professors) by organizing meetings and events to promote cooperation and data sharing. In addition, CCA invests in state-of-the-art facilities accessible to all cancer researchers, provides grant opportunities, and offers support with grant applications.

Oncology Graduate School Amsterdam (OOA)

The Onderzoekschool Oncology Amsterdam (Oncology Graduate School - OOA) is a joint graduate school of Cancer Center Amsterdam (CCA), the Netherlands Cancer Institute – Antoni van Leeuwenhoek hospital (NKI-AVL), Vrije Universiteit Amsterdam (VU), and University of Amsterdam (UvA). OOA is dedicated to the training of the ~600 CCA and ~500 NKI-AVL PhD candidates. In addition to education, OOA organizes social activities and networking opportunities, including the highly valued annual OOA retreat in Renesse. The close collaboration between Amsterdam UMC and NKI allows you to learn from and work with internationally recognized cancer researchers. All OOA activities count towards your PhD Training Plan, which is monitored and evaluated by OOA. For more information, visit the OOA website or watch the OOA introduction video.



Amsterdam UMC Doctoral School

The Amsterdam UMC Doctoral School is the central graduate school for all PhD candidates at Amsterdam UMC. It is not only for oncology PhD candidates, but also serves the approximately 2,500 other PhD candidates working in a wide range of research fields at Amsterdam UMC. The Doctoral School is responsible for your registration at Amsterdam UMC, UvA, and/or VU. If you will defend your thesis at VU, the Doctoral School will create a Hora Finita (HF) account for you at the start of your PhD programme. HF is the PhD tracking system at VU, used for all PhD-related processes, including admission, progress monitoring, thesis submission, and defense preparation.

It is essential that both you and your supervisors stay informed about all aspects of your PhD trajectory. The Doctoral School provides up-to-date information, answers your questions, and offers advice to guide you through the various stages of your PhD journey. It manages policy-related aspects of PhD trajectories and oversees the Bureau Promotiezaken. While the OOA primarily focuses on oncology research and technologies, the Doctoral School offers a broad range of courses and support for your personal development.

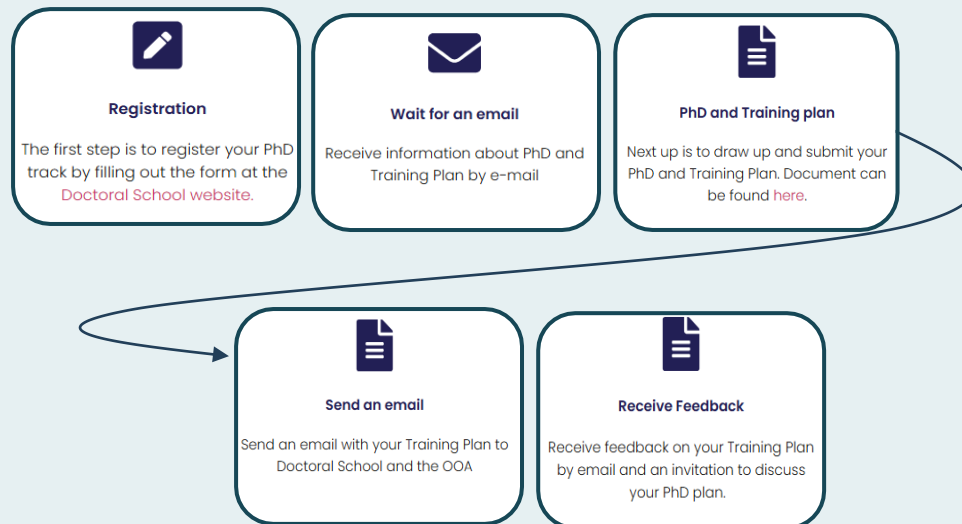


2. Starting your PhD

2.1 Registration CCA, OOA and Doctoral School

In order to start your PhD program well-prepared and efficiently, it is essential that you go through a number of registration steps. After completing these, you are registered for the Doctoral School, OOA, CCA and UvA/VU, ensuring that you can join all of the activities organized by these institutions.

The steps are briefly outlined below. You can click the buttons to download the corresponding documents and information. For more detailed guidance and information, please also visit the [OOA website](#). You have already completed the first two steps, so now it is time to draw up your PhD plan. This plan is described in the next section.



2.2 PhD plan

To ensure you start your PhD program well prepared, you have to write a PhD plan together with your supervisor(s). This plan is designed to guarantee that you receive appropriate training and supervision, and to clearly define the roles and responsibilities of everyone involved. The PhD plan consists of four main components:

- The PhD project
- Supervision
- Personal goals and needs
- Training and education (OOA Training Plan).

OOA Training Plan

It is essential that you acquire and develop the right skills to support a successful career either within or outside of academia. The compulsory PhD Training Plan (TP), is designed to ensure that you receive the necessary education to support your research project and to prepare you for your future career. For that reason, you must follow a well-balanced Training Plan of 30 ECTS credits (1 ECTS = 28h) aimed at advancing both your professional skills and your personal development. This TP is compulsory for all PhD candidates working in oncology research at both Amsterdam UMC locations and NKI-AVL. The curriculum is largely flexible so you can compile a training program that fits your own needs and interests.

[Click here](#) to download the OOA TP template. As shown in the OOA template, the training plan consists of three main parts:

- [Professional knowledge courses](#)
- [Transferable skills courses](#)
- [Activities](#)

You need to complete this document at start of your PhD program, and submit it to the [Doctoral school](#) and [OOA](#). OOA will review your training plan and give you advice accordingly. The Doctoral School will invite you to discuss the other parts of your PhD plan.

The TP, which you and your (co-)promotors will design, will become the foundation of your PhD training, but can be optimized during the course of your PhD studies. Please note: it is the responsibility of you and your supervisor to follow a well-balanced training plan that complies with the OOA rules and regulations.

On the [OOA courses page](#), you can find detailed information about our course program. Don't forget to also check out our partner organizations on this page. Their courses are also very interesting, and you can participate in their courses free of charge (provided there are available course spots).

! TIP: It is very important to focus on education right at the start of your PhD training. As you get closer to completing your PhD, you will need to spend more time on finishing your research and writing articles and your thesis

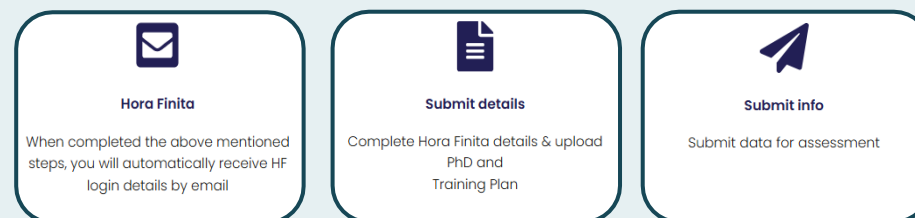
If you have any questions about the OOA TP or the educational program, please see our [FAQ](#) or [contact us](#). You can also meet us during our walk-in or drop-in [consultation moments](#). For questions about the educational program of the Amsterdam Doctoral School, you can contact the Amsterdam UMC [Doctoral School](#).

2.3 Hora Finita (only for PhD candidates who will defend their thesis at VU)

Hora Finita is the PhD registration and tracking system for all PhD candidates who will defend their thesis at the VU. All processes related to the PhD trajectory, from the admission to the submission of the dissertation, run through this system.

The Doctoral School will create a Hora Finita account once you have registered with the Doctoral School (see 2.1). You will receive login details

by e-mail from no-reply@vu.nl. More details on HF are described below and can be found at the [Doctoral School](#) and [VU](#).



Upload personal and PhD information in Hora Finita

Some basic information is included in your Hora Finita profile, but you still have to fill out some additional information. Please pay attention to the following items:

1. Copy of a valid passport or ID (no driving license).
2. Master diploma. If you hold a Dutch Master degree, it is sufficient to upload a DUO certificate.
If you hold a foreign Master degree, the pdf can be uploaded in Hora Finita in Dutch or English. If you do not hold a Dutch or foreign Master degree, you need an exemption (see [Request for exemption](#)). MD-PhD candidates can upload their Bachelors Diploma and a statement of the MD-PhD coordinator.
3. PhD contract. Information about the various types of contracts can be found in your Hora Finita account.
4. Training plan (training and supervision plan). After you have submitted the PhD plan at the Doctoral School and the OOA (see 2.2) and received a response back from the OOA, you can upload your TP in Hora Finita by using the button 'tsp'.

When you have entered all your details in Hora Finita, click submit. Now your registration will be continued and the data will be assessed by the various parties involved in your PhD trajectory in the so-called 'train of

approval' ('mailtrein'). In this phase you temporarily have no access to Hora Finita because your project will be assessed.

After completion of the train of approval, your trajectory will be visible in your and your supervisor's dashboard. From that moment on you can keep track of your activities in your portfolio and upload the corresponding certificates/proofs

Research proposal and work plan

It is not mandatory to upload a research proposal and a work plan in Hora Finita. However, it serves as a good motivator to draw up a plan of approach regarding the content and planning of your PhD project, together with your promotor and supervisors. There is no standard template for the research proposal and the work plan. You can use the data you filled in at the PhD plan as a foundation. The research proposal could be comparable to the grant proposal supporting your PhD project, but as a shorter, more compact version. The work plan describes what you are actually going to do during your PhD project, the planning, what kind of articles you are planning to write.

When you have entered all your details in Hora Finita, click 'submit'. Now your registration will be continued and the data will be assessed by the various parties involved in your PhD trajectory (your supervisor, the Dean's Office ('decanale zaken'), the VU Beadle's office, Cancer Center Amsterdam, and finally the Rector Magnificus of the VU) in the so-called 'chain of approval'. This chain of approval can take up to several months. In this phase, you temporarily have no access to Hora Finita because your project is under assessment.

What's next

As soon as all parties have approved, your registration will be converted into an ongoing PhD program and you will have access to Hora Finita again. Your trajectory will be visible in your supervisor's dashboard as well. From

then on, you can keep track of your activities in your portfolio and upload the corresponding certificates/proofs of participation.

! TIP: Every time you earn ECTS credits, upload them to HF right away so you won't have to search for your certificates later.

If you have any questions regarding your Hora Finita registration, please contact: doctoralschool@amsterdamumc.nl. For technical problems, you can contact the Beadle's office at pedel@vu.nl. If you need to change some key data during your PhD program (i.e. change of supervisor/(co)promotors), you can send a request to the dean's office: promoties-decanalezaken@vumc.nl.



3. During your PhD

3.1 Research

The largest part of your PhD program will consist of working on your research project. Your supervisor will guide you in what the research project entails and how to set up and perform the experiments. Most likely, the department at which you are employed will have all the necessary facilities and equipment. You may also be asked to cooperate with other departments within or outside of Amsterdam UMC.

For further support, activities and services, a number of central Amsterdam UMC institutes and departments are in place. The most relevant ones are:

Cancer Center Amsterdam

On the website of [Cancer Center Amsterdam \(CCA\)](#), you can find the latest news from CCA and information about the research programs, researchers, upcoming events, [grant opportunities](#) and education. You can also [subscribe](#) to the bi-weekly CCA newsletter to stay updated on all news and activities organized. We encourage you to reach out to CCA if you have news about your research that you like to share on the website and the newsletter. Once per month, CCA organizes scientific lectures (CCall) which are open to all PhD students. Furthermore, CCA organizes a yearly conference which is highly appreciated by PhD students. CCA also offers [travel grants](#) to PhD students and financial support for the printing costs of your thesis. If you need help with [grant writing](#) or if you have questions about valorization of your research, contact cca@amsterdamumc.nl.

Research Roadmap

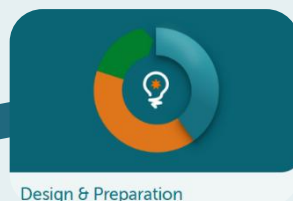
The [Research roadmap Amsterdam UMC](#) offers all researchers structured information on setting up, carrying out and completing scientific research, including clinical trials.

! TIP: On the Research Roadmap website, you can find relevant information about the requirements for each type of research project, as well as all the support available at Amsterdam UMC.

Research Facilities

Amsterdam UMC fosters core facilities which are accessible to all researchers. Click [here](#) for information, services and costs.

- Animal Research Institute AMC (ARIA)
- Biobanking
- CRISPR
- Functional Genomic screening
- Genomics
- Induced Pluripotent Stem Cells
- Metabolomics
- Microscopy & Cytometry
- OncoProteomics
- Research Imaging



In addition to these core facilities, some other Amsterdam UMC facilities might also be relevant to your research:

- [Liquid biopsy center](#)
- [Pathology tissue research](#)
- [Research Helpdesk](#) for all human-subject research questions

Research Support

[Research support](#) aims to contribute to a stimulating research environment and provides hands-on support to Amsterdam UMC researchers. Their services include:

- [Amsterdam UMC Research BV](#). Supports researchers with financial, administrative, and HR services to ensure the transparent, efficient, and lawful execution of externally funded research projects.
- [Cardiovascular Innovation and Research campus](#). To make use of echo's and/or ECG's for your clinical research.
- [Clinical Monitoring Center](#). Planning, initiation and professional monitoring of clinical trials, including support, templates and study documents, and informative [lunch meetings](#).
- [Data Science Expert Center](#). Supports (health) data science projects, from advice to the implementation of AI models in healthcare.
- [Clinical trial pharmacy](#). Comprehensive support and expert guidance for all clinical trials involving medicinal products, from study setup and regulatory advice to preparation, storage, distribution, and ongoing support.
- [Experimental and Clinical Research Unit \(EKRU\)](#). Support in conducting their research by means of nursing procedures.
- [Legal Research Support](#). Legal advice on research contracts and data sharing agreements.
- [Medical Library](#). Guidance on literature searches, reference management, systematic reviews, and open access publishing.

- [Methodological and statistical support](#). Expert guidance on study design, statistical analysis, and interpretation of results.
- [Research Data Management](#). Assistance with data management plans and data retrieval, storage & archiving according to FAIR principles.
- [Research Grant support](#). Help to find grants, write proposals, and manage funding throughout your project.
- [Research Imaging Core Center](#). Imaging techniques in your clinical research.
- [Research Policy Office](#). Develops, coordinates, and implements research policy at Amsterdam UMC, supporting a responsible, inclusive, and high-quality research environment through expert advice, policy development, and collaboration with internal and external partners.
- [Valorization](#). Supports and stimulates the transformation of scientific knowledge and expertise into innovations and societal impact, by facilitating collaboration between researchers and external partners to improve public health.

Amsterdam UMC Research Code, Scientific Integrity and Code of Conduct

Scientific integrity requires continuous attention from everyone involved in research. The 'rules of the game' are outlined in the Netherlands [Code of Conduct](#) for Research Integrity and are further specified in the Amsterdam UMC [Research Code](#). This Research Code sets out local guidelines and expectations that all researchers and staff are expected to follow when conducting research at Amsterdam UMC.

To address questions such as "What does it mean to conduct 'good' research and to be a 'good' researcher?", "What does it mean to act 'professionally' and with 'integrity'?", "How can we approach dilemmas and conflicts that arise in research?", and "Who can we turn to if we suspect poor research practices?", The Amsterdam UMC Doctoral School offers the compulsory [PhD course on Research Integrity](#).

If you suspect or encounter any issues related to scientific integrity, please remember that you can always contact the Amsterdam UMC Scientific

Counselor. For contact details, [click here](#). This website also provides other important contact information, such as for the confidential advisor for undesirable behavior and the 'ombudsman'.

At Amsterdam UMC, fostering a safe work environment is a key priority. All employees share the responsibility to do everything possible to prevent undesirable forms of behavior. You can read more about this in the Amsterdam UMC [Code of Conduct](#).

Ethical review

Medical research involving human subjects, human material or laboratory animals has to be carried out according to national law and regulations. Dedicated ethical committees review research protocols to ensure human and animal safety and research quality. To set-up a biobank or to conduct research with material from a biobank, approval from the biobank review committee (Commissie Toetsing Biobanken; CBT) is needed. This committee focusses on evaluation of the legal and ethical aspects of the research. For more information: [METC Amsterdam UMC](#), [DEC Amsterdam UMC](#), [Commissie Toetsing Biobanken - CBT](#).

If you are setting up a clinical or animal study as part of your PhD project, you will need to take an obligatory course. See page 15 for information.

Clinical Research in regional hospital

OncoNoVo+ is the regional cancer network in the provinces of North Holland and Flevoland. All 13 hospitals in this region, including Amsterdam UMC, work together to ensure that cancer care remains high-quality, accessible, and available in the future.

If you would like to conduct clinical research in collaboration with hospitals in this region, [click here](#) for useful links and documents.

Animal facility AMC

The AMC animal facility is located in the ARIA. To gain access, you have to register as an animal researcher with an [article 9](#) or 13 with the '[Instantie voor Dierenwelzijn](#)'. You will then automatically be enrolled for a mandatory information meeting. Prior to this meeting, you must do mandatory e-learning through the "leerportaal" (learning portal; see section Selfservice in the HR portal). You should also register as a project employee with the 'Biologische VeiligheidsGroep'. After completing these steps, you need to complete an intake that is specific for the area you need access to. The ARIA secretary can help you and they have a step-by-step document to guide you through the access process (aria-bb@amc.uva.nl).

Medical Library

A large collection of (medical) journals and databases is at your disposal. Upon starting your PhD trajectory and finding your way in a vast and complex body of scientific literature, the right guidance can make a real difference. The Medical Information Specialist department offers hands-on courses for beginning PhD students on systematic reviews and literature searching. You will learn how to choose the right type of review, build transparent and reproducible search strategies, and navigate key biomedical databases with confidence. They also support you with publication opportunities and output registration in Pure, helping ensure your research is visible, well-documented, and ready to make an impact. Click [here](#) for more information.

PURE

[Pure](#) is the Current Research Information System (CRIS) of Amsterdam UMC for research management and reporting needs. Researchers at Amsterdam UMC must register and highlight their research content through Pure. The goal is to keep track of your research. Click [here](#) to get started with Pure. The research information you enter into Pure will be presented in full on

the [Amsterdam UMC Research Portal](#) and in part on the website [Amsterdam UMC Research](#).

If you don't have a Pure profile yet, make sure to [register your ORCID in PeopleSoft](#) and send an email to outputregistratie@amsterdamumc.nl; a profile and user account will then be generated for you. More information on how to manage your personal profile (including how to register your affiliation to the research institute CCA) can be found [here](#). Tip: you can add your first poster too!

Grants

Most PhD candidates are funded through already awarded grants. However, during your PhD trajectory there might be situations where you have to assist your PI with grant writing or have to write a grant for yourself. If you write a (part of a) grant proposal, you will earn ECTS for that activity.

CCA provides internal grants, including financial grants for thesis publication, travel grants, and to make clinical impact. Please refer to their [grant website](#). The [external grant](#) page contains information about potential grants you can apply for (KWF, NWO, MDL, among others). The Amsterdam UMC [Young Talent Fund](#) helps you to further develop your skills. For additional questions or information regarding grants, you can visit the Amsterdam UMC [Research Grant Support page](#). At the end of your PhD program, you can apply for reimbursement for the printing of your thesis through various channels. Click [here](#) for more information

3.2 Education

OOA

Because CCA is your primary or secondary research institute, you are automatically member of OOA. You can enroll to all OOA courses, free of charge. The OOA professional knowledge courses focus on scientific topics and the core research activities at both Amsterdam UMC and NKI-AVL,

covering specific tumor types and topics within oncology, as well as new technologies which will provide you with the right skills and expertise to apply these methods in your own research. The 'Basic Oncology' course provides you with a solid foundation in the field of oncology. A highlight of the OOA educational program is the annual PhD student retreat at Renesse, which focuses entirely on the PhD research projects. About 200 PhD candidates from Amsterdam UMC and NKI present their work, highlighting the wide range of oncology-related research performed at Amsterdam while also fostering collaboration and interaction between the attendees. The social program features energizing and creative workshops.

Each year, the OOA PhD candidate council organizes the PhD day. This day is primarily focused on supporting all OOA PhD candidates to further develop their transferable and soft skills. Click [here](#) for an impression of the 2023 edition.

On the [OOA](#) website, you can check an up-to-date course overview. Make sure that you plan the educational activities well in advance and tailor them to your own interests, needs and background.



Amsterdam UMC Doctoral School

The Doctoral School course program helps you in conducting independent, original and scientifically significant research, and critically evaluating your own work and that of others. The course program offers training to develop scientific skills, acquire transferable skills and broaden and deepen scientific understanding. Each Amsterdam UMC PhD candidate follows an individual training program.

A subset of the courses is aimed at improving your 'general skills', which will not only help them successfully complete your PhD project, but also better prepare you for a future job. On the [Doctoral School](#) website, you can check an up-to-date course overview.

! TIP: Regularly check the OOA and Doctoral School websites for new course offerings. New opportunities are added throughout the year.

Courses organized by the Amsterdam UMC research institutes

Next to CCA, you might be also member of one of the other 7 research institutes, such as Infection and Immunology (AII), Public Health (APH) or Neuroscience. These research institutes also organize courses that might be relevant to your research area. Please check the 'PhD education' page on their [websites](#) for more information. In addition,

Amsterdam Neuroscience has a graduate school offering an aligned and comprehensive course program: [ONWAR](#).

Courses required by law: animal handling and BROK/WMP-GCP

Depending on your research project, you might have to take some courses that are required by law. For instance, if you want to include animal studies in your PhD research project, you first must follow a course on anatomy

and handling of animals, and ethics & integrity. For more information, please see check [this website](#).

If you are setting up a clinical trial as part of your PhD project, you will need to get acquainted with all of the rules and regulations involved. Therefore, the Basic Course Regulations and Organization for Clinical Researchers (BROK) or the WMO-GCP course is obligatory. Please see [this website](#) for more information.

Research data management course

Careful research data management is essential for making research reproducible and is the responsibility of every researcher. Funding bodies and new legislation require that research data management follows the FAIR principles and, where applicable, WMO and ICH-GCP guidelines, all of which must be documented in a data management plan (DMP). There is a dedicated course available to help you create and implement your research DMP. More information can be found on the [Doctoral School website](#).



Amsterdam UMC Academy

The educational program of the [Amsterdam UMC Academy](#) is mainly focused on healthcare topics, but some PhD courses are included as well, like '[individual coaching for PhD candidates](#)', '[integral PhD program: from student to professional](#)' and '[Personal Development and competencies during your PhD](#)'. Please note: unlike the OOA and Doctoral School courses, the Amsterdam UMC Academy courses are not free of charge.

Other (educational) organizations

In addition, the VU and UvA-affiliated faculties organize a number of courses which might be of interest to you. The VU courses are listed on a [central website](#). The UvA courses can be found on the respective websites of the [UvA-faculties](#). Please note: not all courses are accessible if you are not affiliated with the respective faculty. Contact the course organizer(s) to check if you are eligible to enroll.

Besides courses offered by the internal organizations, you can also take courses outside of Amsterdam UMC. OOA closely collaborates with the [ONWAR graduate school of Neuroscience](#), [Utrecht Clinical and Translational Oncology school](#) and the [Medical Genetics Centre South-West Netherlands](#) (MGC), meaning that you can join their courses, free of charge.

All 18 [Dutch Universities](#) and 7 [University Medical Centers](#) offer PhD courses which might be of interest to you, especially when you are searching for professional courses outside of the oncology field.

If you find an interesting course but are unsure whether it counts toward your training plan, please contact ooa-tp@amsterdamumc.nl for advice.

Online training GoodHabitZ

Amsterdam UMC offers all employees a large number of online courses via [GoodhabitZ](#). You can follow courses in a wide range of themes, including communication, digital skills, leadership, management, productivity, and

personal development, commercial skills, positive psychology, social media, language, and safety and health.



4. Completing your PhD

Now that you have just started your PhD research, completing your PhD still seems a long way off. We will send you more information when the time comes, but it is helpful to briefly highlight in this starter package what is involved in finalizing your PhD trajectory. You can refer back to this information as a reference when you reach that stage.

University where you will defend your thesis

The university with which your professor is affiliated will confer your doctoral degree. In most cases, you will defend your thesis at either the UvA or the VU. The university becomes especially important during the final phase of your PhD, when you apply for your dissertation defense.

Office of Doctorate Affairs and Beadle's Office

The final phase of your PhD will focus on writing and submitting your PhD thesis and the PhD ceremony. All formalities surrounding your doctorate are handled by the Office of Doctorate Affairs (Bureau Promotiezaken in Dutch). The Beadle's Office (Pedel in Dutch) takes care of the academic ceremony.

Amsterdam UMC Doctoral School step-by-step guide

All steps necessary in completing your PhD and the role of OOA, the Doctoral School, Office of Doctorate Affairs and Beadle's Office are summarized on the [Doctoral School website](#). Please note that there are separate tabs for UvA and VU PhD candidates. As shown on the Doctoral School's 'PhD defense' webpage, Q&A sessions are organized to help you prepare for the final phase of your PhD program.

Publication regulations

Both UvA and VU have their own specific rules and regulations regarding the thesis and defense process. You can access the [UvA](#) and [VU](#) doctoral regulations by clicking on the provided hyperlinks. Please note that Amsterdam UMC also has [Supplementary Regulations](#) in addition to the university doctoral regulations.

Educational regulation

Once you've reached the final phase of your doctoral journey, it's time to have your completed training program (portfolio) reviewed. This is necessary to do before you can submit your final manuscript to the dissertation committee. All information about the portfolio requirements and review process can be found on our OOA [portfolio webpage](#). In short:

Educational requirements of the portfolio:

- A total number of 30 ECTS credits
- A Scientific Integrity and Ethics course (2 ECTS)
- At least one scientific conference visit (max 2 ECTS per visit)
- At least 8 ECTS earned in professional knowledge and general skill courses

PhD candidates who will defend their thesis at the VU, can upload their portfolio in Hora Finita. After approval of the first primary promotor, the OOA will assess the portfolio. Once the portfolio is approved by the OOA via HF, the PhD candidate can upload their thesis manuscript in HF. If desired, an official 30 ECTS OOA training certificate can be requested via ooa-tp@amsterdamumc.nl.

PhD candidates who will defend their thesis at the UvA have to send their completed training plan (portfolio) to ooa-tp@amsterdamumc.nl. Please see our website for the portfolio template. OOA will review the portfolio

and send their approval by email to the PhD candidate and the deans office of the UvA. If you have any questions, please [contact us](#).

According to the [supplementary regulations](#) of Amsterdam UMC, the thesis contains a portfolio of education.

Thesis Awards

In addition to the Doctoral School Thesis Awards, CCA also grants a price for the best thesis. The winner will receive an award and have the opportunity to present their research at the annual CCA conference. For more details, visit the CCA awards and prices website.

Reimbursement for Thesis Printing

There are several reimbursement opportunities available for printing your thesis. To be eligible for a refund from CCA, you must have among other requirements, attended at least one CCA conference and your affiliation with CCA must be mentioned in your publication. You can find more information on [this website](#).



5. Help, support and advice

Wellbeing, social safety and scientific integrity

The road to obtaining your PhD can be challenging, but you don't have to face it alone! The Amsterdam UMC PhD advisors Jordi and Mandy provide confidential support and coaching on personal challenges, stress, supervisor or team dynamics, workload, work-life balance, and project management. They are there to help with any issue during your PhD – big or small, work-related or not. In one or more sessions they will use their experience to give you tools to tackle your problems. Contact them by sending an email to phdadvisor@amsterdamumc.nl

In addition, Amsterdam UMC offers a strong safety net. Check out this [PhD Safety & Support Guide](#) to see which resource suits your needs best.

Please also refer to your General Practitioner (GP) when you experience (mental) health problems

! TIP: Don't hesitate to seek help. There are coaches and resources available to support you during your PhD journey.

Advice on your training plan and portfolio

At the start of your PhD program, you put together a training plan. This plan forms the foundation of your PhD training, but it can be adjusted and optimized as you progress through your PhD. If you need any advice about which courses and activities to take, or whether a course fits your training plan, you can contact the OOA by [email](#) or visit one of our [consultation sessions](#).

Career advice

The Amsterdam UMC has career counseling facilities that can help you to figure out what to do after your PhD. You can approach them by email (loopbaanontwikkeling@amsterdamumc.nl). They will ask you to fill out a form describing the type of question you need help with and a curriculum vitae. The Amsterdam UMC Doctoral School also offers a course on career planning.

PhD Council

The OOA has a council that consists of multiple PhD candidates from the oncology departments throughout Amsterdam UMC and NKI. The council aims to stimulate connections between PhD candidates by organizing various social events like the PhD day, the OOA retreat and various movie nights and drinks. They are also willing to help if any guidance is requested. You can reach the OOA council via mail (OOAcouncil@amsterdamumc.nl).



Mentor-mentee program

Amsterdam UMC offers a mentoring program to support researchers at all levels and help them advance their academic careers. The program is open to research nurses, technicians, PhD candidates, postdocs, and faculty from all research fields. Mentors and mentees are matched based on their registration details. The aim is to provide advice, support, and guidance on topics chosen by the mentee, such as improving a CV, applying for grants, or career planning. Other possible topics include work/life balance, resolving conflicts, and exploring career options inside and outside academia. If you are interested in joining as a mentor or mentee, you can find more information [here](#).

Annual performance and development meeting with supervisor

At Amsterdam UMC, annual performance and development reviews with your supervisors are mandatory. During these meetings you reflect together on your personal and professional development, work results, career opportunities, vitality, and job satisfaction. Various forms and tools are available at [this website](#) to support you before, during, and after this conversation. For location VUmc PhD candidates: agreements made during this meeting can be added to the Hora Finita tracking system.

Tracking your PhD

The Amsterdam UMC Doctoral School has implemented a PhD progress procedure. The aim of this evaluation is to recognize, avoid, and/or minimize potential threats to the progress and quality of your PhD project at an early stage. Halfway through your PhD program, you will be asked by the Doctoral School to start the procedure. [Click here](#) for more details.



6. COMING FROM ABROAD

Housing

The housing market in Amsterdam is very tight, making it difficult to find affordable accommodation. It is strongly recommended to broaden your search to areas beyond Amsterdam itself.

Amsterdam UMC can assist you in your housing search. At the **VUmc location**, there is a collaboration with the VU accommodation service. You can contact staffaccommodation@vu.nl to discuss the housing options. If you are working at the **AMC location**, you can reach out to the International Office for housing-related questions or to submit a request.

Please note that the number of available rooms through these services is limited. Therefore, it is important to also search independently. Finding affordable housing in Amsterdam is a significant challenge, especially for those coming from abroad, so begin your search as early as possible—and be aware of scams. Please see this page for some tips and trick: [Tips for finding a room independently - Vrije Universiteit Amsterdam](#).

BSN number

Everyone in the Netherlands has a registration number: the citizen service number (burgerservicenummer, BSN). It is assigned to Dutch citizens at birth while those arriving in the Netherlands will need to apply for one. A BSN is required in order to be permitted to work, open a bank account, make use of healthcare (a doctor or hospital), and to apply for benefits or an allowance. You need to make an appointment at the city hall. You can find more information [here](#). The registration requires a residential address, so it is important to check when renting a room if it is possible to register as a resident in this place, otherwise you will not be able to get a BSN.

DigiD

DigiD stands for Digital Identity. It is a personal digital identity which allows the user to obtain service from governmental entities which require online identification. You can find more information [here](#). It is also necessary for a bank account and health insurance.

Health insurance

During your stay in the Netherlands, you are obliged to take out a Dutch public healthcare insurance within 4 months after you arrive in the Netherlands. You can find more information [here](#).

Amsterdam UMC has made collective agreements with two health insurance companies: UMC Zorgverzekering and Zilveren Kruis for additional policies on top of your basic health insurance, but you can arrange any other you prefer.

- The group number for the UMC Zorgverzekering is **13884**
- The group number for the Zilveren Kruis is **207082471**

Once insured, it is important to register with a general practitioner (in Dutch 'huisarts'). Your GP is your first point of contact for any illness except for emergencies. They will direct you to specialists when needed. Seeing a specialist requires a referral (verwijsbrief) from the GP if you want the insurance to cover the specialist's fees. Most doctors speak English. It is advisable to find a GP and register with them as soon as possible because this can take some time as there are often waiting lists.

In case of emergency

The emergency phone number for fire, police and ambulance service is 112. The accident and emergency department in hospitals is called EHBO (Eerste Hulp Bij ongevallen) or SEH (Spoedeisende Hulp).

Public transport

To travel by public transport, you can use a travel card ([OV chip card](#)) or your bankcard. You need to upload money on your OV chip card before using the public transportation. There must be at least € 0,01 on the OV chip card to use it. You can buy an anonymous OV chip card at one of the GVB information centers or at the GVB-machines located at various metro stations.

It is possible to apply for a season ticket. For more information about the season ticket, please visit the [NS](#) or [GVB](#) websites.

- Train: [NS](#)
- Metro/Bus/Tram: [GVB](#) (only in Amsterdam)
- To check public transport from one point to another: [9292](#) app
- Bus: [Connexxion](#)

Traveling with public transportation in the Netherlands means that you have to check in and out each time you get on or off. If you forget to check yourself out and you try to check in again, there will be 4 euros subtracted from your card balance. For the NS (trains), you need to have at least 20 euros on your travel card to check in. It is also possible to buy the one-time NS tickets at the ticket desks or from the machines close the train entrance.

Get a bike!

Everyone cycles in the Netherlands and you can travel almost anywhere on bike lanes and paths. There are many companies that offer a bike rental subscription, so you do not need to buy one if you do not want to. One that is very popular is [Swapfiets](#). For a fixed amount per month, you get a bicycle to use. If it needs to be repaired, you can contact them by their app and

they will repair your bike or swap it for a new one within 48 hours. You can also buy your own bike. Nice, second-hand options are normally available on the internet, via for instance '[Marktplaats](#)'.

Open a Dutch bank account

In order to receive your salary and to pay for the health insurance, you need to open a Dutch bank account. You will have 10 days to provide your Dutch bank account number to the HR so you can receive the salary.

If you are employed by the AMR, HR can arrange an appointment at the bank for you at the time you sign the contract. You can choose which bank you want, but the most popular ones are [ABN Amro](#) and [ING](#).

Income tax

If you earn money or are working in the Netherlands, you need to pay tax on your income. You declare your income via your annual tax return (aangifte inkomstenbelasting) which can be done [online](#) or with the help of a Dutch tax advisor. If you are employed by a company, then your income tax will already be withheld from your salary by your employer. This is known as wage tax (which is contained within payroll tax). You only need to declare if you receive a letter from the government asking for it, otherwise it is not mandatory. You can find more information [here](#).

30% ruling tax advance

The 30% ruling is a tax advantage for highly skilled migrants working in the Netherlands. Briefly, the taxable amount of a gross Dutch salary is reduced from 100% to 70%, meaning 30% of the wage is tax-free. Click [here](#) to find more information. Does the 30% ruling apply to you? There are strict requirements (e.g. income level, level / area of expertise) to ensure that only eligible expat employees can qualify. The Salary administration will make an appointment with you and together you will see if you meet the requirements to apply for the 30% ruling. AMC Medical Research (AMR) or HR can help you with this.

International Offices

The VU and UvA have international offices, which are specialized to support international candidates that want to enroll in any education. In addition to providing information on your stay in the Netherlands, they can also help you out with immigration services, housing and language courses. Check [their websites](#) for information.

7. WEBSITES & CONTACT

- [Accommodation service VU](mailto:staffaccommodation@vu.nl) - staffaccommodation@vu.nl
- [Adore Clinical Trial Support medical for oncology, hematology & neurologie](mailto:ACTS@amsterdamumc.nl) - ACTS@amsterdamumc.nl
- [Amsterdam Student Association of PhD's](mailto:asap@amsterdamumc.nl) - asap@amsterdamumc.nl
- [Amsterdam UMC Academie](mailto:info@amsterdamumcacademie.nl) - info@amsterdamumcacademie.nl
- [Amsterdam UMC Research BV](mailto:info-researchbv@amsterdamumc.nl) - info-researchbv@amsterdamumc.nl
- [Amsterdam UMC Research BV](mailto:info-researchbv@amsterdamumc.nl) - info-researchbv@amsterdamumc.nl
- Amsterdam UMC research institutes:
 - [Cancer Center Amsterdam](mailto:cca@amsterdamumc.nl) - cca@amsterdamumc.nl
 - [Amsterdam Cardiovascular Sciences](mailto:acs@amsterdamumc.nl) - acs@amsterdamumc.nl
 - [Amsterdam Gastroenterology Endocrinology Metabolism](mailto:agem@amsterdamumc.nl) - agem@amsterdamumc.nl
 - [Amsterdam institute for Immunology and Infectious Diseases](mailto:aai@amsterdamumc.nl) - aai@amsterdamumc.nl
 - [Amsterdam Movement Sciences](mailto:ams@vu.nl) - ams@vu.nl
 - [Amsterdam Neuroscience](mailto:neuroscience@amsterdamumc.nl) - neuroscience@amsterdamumc.nl
 - [Amsterdam Public Health](mailto:aph@amsterdamumc.nl) - aph@amsterdamumc.nl
 - [Amsterdam Reproduction & Development](mailto:ARandD@amsterdamumc.nl) - ARandD@amsterdamumc.nl
- [Animal research institute](mailto:aria-bb@mail.umcinfra.nl) - aria-bb@mail.umcinfra.nl
- [Biobank Unit Pathology / AMC](mailto:biobank-pathologie@amsterdamumc.nl) - biobank-pathologie@amsterdamumc.nl or biobank-pathologie@amsterdamumc.nl
- [Biobanking](#) - [contactform](#)
- [Bureau Promotiezaken UvA](mailto:promotiezaken@amc.uva.nl) - promotiezaken@amc.uva.nl
- [Career advice](mailto:loopbaanontwikkeling@amsterdamumc.nl) - loopbaanontwikkeling@amsterdamumc.nl
- [Central Diagnostic Lab \(CDL\)](mailto:CRL-VUmc@amsterdamumc.nl) - CRL-VUmc@amsterdamumc.nl or CRL-AMC@amsterdamumc.nl
- [Clinical Monitoring Center](mailto:cmc_diensten@amsterdamumc.nl) - cmc_diensten@amsterdamumc.nl
- [Clinical Trial Pharmacy](mailto:opstart.kgo@amsterdamumc.nl) - opstart.kgo@amsterdamumc.nl
- [Communication department](mailto:communicatieadvies@amsterdamumc.nl) - communicatieadvies@amsterdamumc.nl
- [Confidential advisor](mailto:Vertrouwenspersonen@amsterdamumc.nl) - Vertrouwenspersonen@amsterdamumc.nl
- [CRISPR Center](#) – [Contact form](#)
- [Data Science Expert Center](mailto:datascience@amsterdamumc.nl) - datascience@amsterdamumc.nl
- [Doctoral School](mailto:doctoralschool@amsterdamumc.nl) - doctoralschool@amsterdamumc.nl
- [Doctoral school PhD advisors](mailto:phdadvisors@amsterdamumc.nl) - phdadvisors@amsterdamumc.nl
- [Early Phase Oncology and Hematology Trial Center](mailto:medonc-phase1@amsterdamumc.nl) - medonc-phase1@amsterdamumc.nl or m.n.faber@amsterdamumc.nl
- [Ethical review of research with animals or patients](mailto:metc@amsterdamumc.nl) - metc@amsterdamumc.nl or biobanktoetsing@amsterdamumc.nl
- [Electronic file \(EVA\) Service Centrum Research](#) - [Evaloket](#)
- [Experimental and Clinical Research Unit F5 \(EKRU\)](mailto:f5ekru@amsterdamumc.nl) - f5ekru@amsterdamumc.nl
- [Facilitaire dienst – AMC](mailto:services@amc.nl) services@amc.nl or [VUmc servicefd@amsterdamumc.nl](mailto:servicefd@amsterdamumc.nl)
- [Finances department](mailto:secretariaatfinancien@amsterdamumc.nl) - secretariaatfinancien@amsterdamumc.nl
- [Functional genomics screening](#) – [contact form](#)
- [Genomics core facility](mailto:cfig@amsterdamumc.nl) - cfig@amsterdamumc.nl
- [GoodHabit online training | Amsterdam UMC](mailto:GoodHabit@amsterdamumc.nl) - GoodHabit@amsterdamumc.nl
- [Hora Finita](mailto:promoties-decanalezaken@vumc.nl) - promoties-decanalezaken@vumc.nl
- [Human Resources \(HR\)](#) – [Contact form](#)
- [ICT services](#) - [contactform](#)

- [Induced Pluripotent Stem Cells - iPSC@amsterdamumc.nl](mailto:iPSC@amsterdamumc.nl)
- [International Office - internationaloffice@amc.uva.nl](mailto:internationaloffice@amc.uva.nl)
- [Legal Research Support - Irs@amsterdamumc.nl](mailto:Irs@amsterdamumc.nl)
- [Liquid biopsy center - liquidbiopsycenter@amsterdamumc.nl](mailto:liquidbiopsycenter@amsterdamumc.nl)
- [Medical library - bibliotheek@amsterdamumc.nl](mailto:bibliotheek@amsterdamumc.nl)
- [Medical Technology](#) - adviesmedischehulpmiddelen@amsterdamumc.nl
- [Mentoring Program Amsterdam UMC – mentoringprogram@amsterdamumc.nl](mailto:mentoringprogram@amsterdamumc.nl)
- [Metabolomics core facility](#) - [Contact form](#)
- [Methodological and statistical support](#) - [Service Portal](#)
- [Microscopy and cytometry facility](#) – AMC mccfamc@amsterdamumc.nl, VUmc secretariaat.mcbi@vumc.nl
- [Occupational health service](#) - arbodienst-backoffice@amsterdamumc.nl
- [Occupational social support](#) - bedrijfsmaatschappelijkwerk@amsterdamumc.nl
- [Ombudsperson](#) - Ombudsman@amsterdamumc.nl
- [OncoProteomics](#) - c.jimenez@amsterdamumc.nl
- [OOA Graduate School](#) – general ooa@amsterdamumc.nl; Training plan/portfolio ooa-tp@amsterdamumc.nl
- [OOA PhD council](#) - ooacouncil@amsterdamumc.nl
- [Pathology tissue research](#)
- [Privacy Protection and Information Security \(PB&IB\)](#) - [Service Portal](#)
- [Pure](#) - outputregistratie@amsterdamumc.nl
- [Research Data Management \(RDM\)](#) – [Contact form](#)
- [Research Grant Support](#) - rgs@amsterdamumc.nl or [Grant information](#)
- [CCA | Amsterdam UMC](#)
- [Research Helpdesk for human-subject research](#) - researchhelpdesk@amsterdamumc.nl
- [Research Imaging Core Center \(RICC\)](#) - ricc@amsterdamumc.nl
- [Research Policy Office](#) - researchsupport@amsterdamumc.nl
- [Scientific integrity counsellor](#) – AMC/UvA j.horn@amsterdamumc.nl or VUmc/VU fj.snoek@amsterdamumc.nl
- [UvA University](#)
- [Valorization and Innovation Exchange Amsterdam](#) - info@ixa.nl
- [VU University](#)
- [Whistleblower Policy](#)