

Important information if you want to take a course

1. Do you have a signed TSA (Training and Supervision Agreement)? *)
2. Do you follow the PhD training Drug Innovation?
3. Is the course in your TSA? If not, email the Adjustment to TSA*) form to Brenda van Garden at science.uips@uu.nl .
4. Ask permission to take the course from p.a.j.henricks@uu.nl and mention the course costs. If you do not have permission, or if you pass the maximum amount mentioned in the TSA, the finance has to come from your own bench fee.
5. Is the course from the UU? Then give them the WBS number, supplied by Paul Henricks and mention Mrs. B. van Garden as contact person.
6. If the course provider is external and sends an invoice, they need to send it to
 - a. either "Universiteit Utrecht, ASC, Postbox 80011, 3508 TA Utrecht "
 - b. or info.ascf@uu.nl
7. In all cases make sure to give them the WBS number, supplied by dr. Henricks, and your own name should be mentioned on the invoice as well.

*) Information about TSA and adjustment TSA can be found at:

<http://www.uu.nl/en/research/utrecht-institute-for-pharmaceutical-sciences-uips/education/phd-programme/procedures-and-forms>