

# Doctoral education guidelines

## Introduction

All UT PhD candidates are required to fulfil a doctoral education programme of 30 EC. In order to guide PhD candidates to plan their doctoral education programme, the [University of Twente PhD profile](#) can be consulted. It compares the academic and personal skills at the start and at the end of a PhD trajectory in general terms. Furthermore, this [EUA presentation](#) gives some more background to the personal development stages in the first, second and third cycle (BSc, MSc, PhD).

## Planning, content, providers

Every UT PhD candidate is obliged to plan, in consultation with the promotor, his/her doctoral education programme of 30EC within the first 3 months (to be successively executed throughout the whole PhD trajectory). The planned doctoral education elements are entered in the digital training and supervision plan (T&SP) and forwarded with the entire T&SP to the promotor for approval (for details see the [ProDoc](#) documentation page). The elements can consist of formal courses, workshops, etc. However, informal and on-the-job learning can be added, as well as dedicated MOOC's, all with consent of the promotor. Doctoral courses/workshops can be taken at UT (see below) but also elsewhere at other universities, institutes, (inter)national research schools, (pre/post) conference etc. Requirements and courses of sponsors/employers (e.g. FOM) can be included.

## Credits

Activities with EC's assigned can be entered with a scanned document upload (certificate ± programme). In case no EC's are assigned, or in case of informal learning, the amount of hours spent divided by 28 (and rounded off to the nearest integer) can be listed. Small items are grouped together to add up to a full EC (or at least 0.5) in order to avoid too much fragmentation (see also 5EC combinations below). Preparation and execution time can be included (as for example with preparing a conference presentation or teaching, see below). The promotor is responsible and will sign at the time the TGS certificate is issued for the entire doctoral education programme, in particular for the 'informal' EC's without proof of attendance.

## Main Guideline:

A doctoral education programme is always personalised, as discussed between the PhD candidate and the promotor.

The main principle for planning the doctoral education programme of in total 30EC is:

15 (±5) EC in the scientific discipline (referred to as “discipline” or “deepening”), for example as outlined in the [TGS programmes](#) or offered by research schools.

15 (±5) EC in academic skills, personal effectiveness and career development (referred to as “generic” or “broadening”), as on (but not limited to) the [Courses and workshops](#) webpage.

**Additional guidelines:**

All PhD candidates are expected to attend the 1-day [TGS introductory workshop](#) (0.5 EC in category “generic”) at the start of their PhD project. This workshop is offered at least 4x per year and covers issues like scientific integrity, managing your PhD, the upside of stress, and many more informative topics. Participants receive 0.5 EC (category “generic”), however this also includes the time spent for the intake interview at TGS and their familiarization with the regulations and ProDoc.

There is a maximum of 5 EC for combinations of similar activities. Preferably practical execution is to be combined with courses. Some examples:

1. Teaching and/or MSc/BSc student supervision<sup>1,2</sup>, combined with UTQ courses such as Supervising Final Projects or Designing a Lesson and a Course. Category generic (academic skills).
2. Presentation of papers and/or posters on conferences/symposia, combined with Academic Skills courses like Presentation Skills or Poster Presentation. Organising a conference can also be part of this category. Category generic (academic skills).
3. Attendance<sup>3</sup> (implying active participation) in research group discussion meetings, colloquia, conferences/symposia, (annual) research days of institutes/research schools; combined with a course on Personal Effectiveness. Board membership of a scientific/professional organisation can also be part of this category. Category generic (personal effectiveness).
4. In order to overcome deficiencies in the previous educational record of PhD candidates Master subjects<sup>4</sup> can be taken with approval of the promotor (and with consent of the teaching staff). Category discipline.

For all skills the guiding principle is that you learn most the first (or second) time you are doing something (presenting, teaching etc.). After that it becomes routine (i.e. no more EC's assigned!).

PhD candidates involved in the UT's MSc Research Honours programme or external equivalent can bring in extracurricular activities taken during their master (max. 15 EC).

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<sup>1</sup> Non-employed PhD candidates should consult the PhD Charter article 13.3 concerning their possible involvement in educational activities within the scope of their personal development.

<sup>2</sup> It is also possible to fill in this partly through the ELAN program 'promovendi voor de klas'.

<sup>3</sup> Count 0.25 EC for a full day participation, however group all similar activities together for a single entry (0.5≤x≤5) on the record.

<sup>4</sup> PhD candidates cannot register in [Osiris](#), therefore EC credits obtained in Master modules have to be uploaded in [ProDoc](#) via a scanned signed declaration of the course examiner.