

Doctoral education guidelines

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Introduction

All UT PhD candidates are required to fulfil a doctoral education programme of 30 EC¹. 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.

Planning, content, providers

Every UT PhD candidate is obliged to plan, in consultation with the promotor, his/her doctoral education programme of 30 EC within the first 3 months. The planned doctoral education elements are entered in the training and supervision plan (T&SP) and forwarded with the entire T&SP to the promotor for approval. The planned activities are executed throughout the PhD trajectory, amended where necessary, and upon successful completion should be entered by the PhD in the monitoring system Hora Finita. The list can be reviewed and amended, for example at the annual interviews, and the PhD supervisor has to endorse the completed entries in Hora Finita.

The 30 EC can consist of formal courses, on the job training or informal learning. Formal learning options include courses, summer/winter schools, workshops, online courses and MOOCs. On-the-job learning options include, for example, laboratory training. Informal learning options include teaching and supervision/coaching, peer-reviewing of articles for scientific journals, coordination of research events and oral/poster presentations at conferences or seminars. Courses/workshops can be taken at UT (see below) but also elsewhere at other universities, institutes, (inter)national research schools, (pre/post) conferences etc. Requirements and courses of partners, sponsors or research schools 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 (e.g. the preparation for a conference presentation or teaching, see below). For conference participation, the programme can be uploaded as proof if the name of the candidate appears on the document. If that is not the case, the registration confirmation email can be uploaded instead. Exemptions are possible on previously acquired skills (EVC's), 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 other 'informal' EC's without proof of attendance such as teaching/supervision activities or internal research group seminars.

There are limits for the number of EC's, first of all to stimulate a diverse programme, and secondly because 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 should be assigned!).

¹ European Credit Transfer System: 1 EC = 28 hours of study including preparation and self-study.

Main Guideline:

A doctoral education programme is always personalised, as discussed between the PhD candidate and the promotor. The main principle for planning the 30 EC doctoral education programme is:

- 15 (\pm 5) EC in the scientific discipline (referred to as “discipline” or “deepening”), for example as offered by faculties, institutes or research schools.
- 15 (\pm 5) EC in academic skills, personal ‘transferable skills’ and career development (referred to as “generic” or “broadening”), as on (but not limited to) the [Courses and workshops](#) webpage.

Additional guidelines to the main guideline:

All PhD candidates are obliged to attend the [TGS Introductory Workshop](#)² at the start of their PhD project. This workshop is offered 5x per year and contains issues like academic integrity, managing your PhD, the upside of stress, and many more informative topics. Academic integrity² is a mandatory activity, and besides the part during the TGS Introductory Workshop it also has an online part (together 1.5 EC; category generic). Four other so-called “[First Year Courses](#)” are obligatory for all PhD’s (unless the candidate can give proof that these skills are already acquired at PhD level): Academic publishing (2 EC), Academic Presentations (1.5 EC), Data management² (1 EC) and Scientific Information (0.5 EC).

For the remaining EC’s there is a maximum number for similar activities. Preferably practical execution is to be combined with courses. Some examples:

1. Teaching and supervising MSc/BSc students, but only if combined with related courses. Category generic (academic skills). PhD candidates who follow the Taste of Teaching bootcamp are able to claim to a maximum of **10 EC**. However, those who follow only the Supervising Students course can claim to a maximum of 5 ECs incl. supervision. Similarly, those who follow only the Designing a Lesson and a Course can claim to a maximum of 5 ECs incl. teaching.
2. Presentation of papers and/or posters on conferences/symposia, but only if combined with a course like Academic Presentations. Organising a conference can also be part of this category. Category generic (academic skills). The maximum to be claimed is **5 EC**.
3. Attendance³ (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). Also maximum **5 EC**.
4. In order to overcome deficiencies in the previous educational record of PhD candidates, Master subjects⁴ can be taken with approval of the promotor (and with consent of the teaching staff). Category discipline. The maximum to be claimed is **5 EC**.
5. Peer-review of articles for scientific journals, combined with a course on Academic Publishing. Category generic (academic skills). The maximum to be claimed is **5 EC**.
6. Language courses: The maximum to be claimed is **5 EC**.

Graduates of the **UT MSc Research Honours** programme (or external equivalent) can include **extracurricular activities** taken during their master (for a max. of 15 EC); similarly **PDEng graduates** can transfer max. 15 EC of their coursework. Other **exemptions** based on already acquired skills (EVC’s) can be proposed by the supervisor and are at the discretion of the Dean TGS⁵, to a maximum of 20EC.

² This activity has to be done at UT and cannot be exempted by similar courses elsewhere.

³ Count **0.25 EC for a full day participation**, however group all similar activities together for a single entry ($0.5 \leq x \leq 5$) on the record.

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

⁵ Requests for exemptions should be addressed to: exemptions-tgs@utwente.nl