



Universiteit Utrecht



UMC Utrecht



**Course brochure PhD Course Centre**  
Graduate School of Life Sciences

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# Preface

## The PhD Course Centre

The PhD Course Centre of the Graduate School of Life Sciences (GS-LS) was established in January 2015. Our programme is meant to shape your skills according to the PhD Competence Model, which focuses on general scientific skills, responsible conduct of science, communication, personal effectiveness, leadership & management, teaching, and career development. In addition we offer support for supervisors (*promotores* and *copromotores*) to get the best out of their research team. At present, we are still expanding our portfolio of courses, training and workshops.

## Courses

Our courses are meant to help you in your current research project and in your future career, be it in research or otherwise. Topics covered include general scientific skills, communication, entrepreneurship, personal development and career development. These courses complement our PhD programmes and PhD events.

## Course fee

Starting from 2018, the PhD Course Centre needs to charge course participants a modest fee. We will handle two types of course fees: one for internal PhD candidates and one for external participants. Please note that you can use your personal course budget of €400/year (€1,600 max) to pay for these courses. This budget is managed by your department (faculty of Science/Veterinary Medicine) or your Division (UMC Utrecht).

## Guideline: 20 EC

You are strongly encouraged to collect 20 EC in courses (or 5 EC per year of research employment), but attendance of these courses is on a **voluntary** basis. It is our pride to provide a collection of courses that is so attractive that you are happy to take some time off your busy schedule and attend some of them.

**Warning: You will be charged half the course fee if you cancel your registration too late, or if you do not attend the course for which you have registered.**

## Registration

You can register via the website of the PhD Course Centre: <http://bit.ly/PhDCourseCentre>. Click on the course or workshop of your interest, read the course information, and scroll down to the bottom of the page. Here you will find a link to the registration form.

## Course updates

You can sign up for our biweekly PhD Course Centre update by clicking [this link](#).

## Suggestions?

We are currently in the process of setting up the PhD Course Centre and we will regularly update this guide. Your feedback on courses you attended is very welcome, as are suggestions for new courses. Please send them to [pcc@uu.nl](mailto:pcc@uu.nl).



Kim van den Heuvel-Taverne, MSc, Coordinator PhD Course Centre, GSLS



Saskia Ebeling, PhD, Coordinator of Doctoral Education, GSLS

**More information and interesting links:**



@phdcoursecentregsls



[bit.ly/GSLS\\_LI](https://bit.ly/GSLS_LI)



@UU\_GSLS

PhD Course Centre (course agenda)    [bit.ly/PhDCourseCentre](https://bit.ly/PhDCourseCentre)





# **1. Research Skills and Knowledge**



# 1.1 Introductory Biostatistics for Researchers

## Course description

This course provides an introduction in statistical methodology and discusses several statistical techniques for practical data analysis. Statistical fundamentals are reviewed and expanded upon with multi variable regression analysis of Variance (ANOVA). Concrete examples and case studies are used to apply the theory to practical situations.

In general, the daily schedule of the course includes morning lectures from 09.30 to 12.30 h, followed by computer sessions in the afternoon from 13.30 to 17.00 h. Examples from medical and biological research will be used in the exercises. Datasets will be analyzed on computers using the statistical software packages R and SPSS (provided by the course organizers).

## Prerequisite knowledge

Although active statistical knowledge is not a prerequisite, we assume some basic knowledge on statistics and mathematics:

- the concepts of population and sample
- histogram, boxplot, frequency table, scatterplot
- mean, median
- variance, standard deviation, range, interquartile range, standard error of the mean
- probability, probability distributions (especially the normal distribution)

## Trainer

C.L.J.J. (Cas) Kruitwagen - Department of Biostatistics and Research Support, Julius Center, UMC Utrecht

## Max. number of participants

16

## Expected time investment

Two weeks full-time, including homework.

## Number of credits

3.0 EC

## Course Certificate

After active participation during the whole course (morning and afternoon sessions) you will receive a course certificate.

## Course fee<sup>i</sup>

Course fee internal PhD candidates: €250.

Course fee external participants: €1400.



## 1.2 Ten reasons to make your research data open (workshop)

### Short description

Is your research data valuable still when your project has ended? Probably it is. Ten reasons why you should not keep your data private.

### What you will learn

In this workshop we will pass along different aspects of open research data. What are current developments in rules and regulations for data sharing and making data available? How do you dismantle obstacles to make data open? How do you actually share and make data available? And, what exactly is in it for you? With the provided background you will be able to make informed decisions on when to prepare what in order to open up and share your research data, and why you should at all.

### Trainer

Tessa Pronk ([RDM support](#)) (Data and Information Specialist, Utrecht University Library)

### Max. number of participants

12

### Expected time investment

This workshop takes 1 hour 30 minutes

### Number of credits

0.05 EC

### Course fee

Free of charge



## 1.3 Data handling in R (workshop)

### Short description

Handling raw towards consistent data is a crucial step in your research. This should be done thoroughly and transparently. For this purpose, R is a very useful software tool. This workshop covers the basics of raw data handling in R.

### What you will learn

- Steps in preparing your data for analyses
- How to perform these steps in R
- Ultra-quick tour of Rstudio
- Good coding practices

The workshop offers a concise hands on introduction to raw data handling in R, with ready-made examples. At the end you have a good idea on the theory of transforming, checking, cleaning, and rearranging your data. You will have a basis for a further understanding of coding in R, how to document your code, and you will have a working script for an example.

### Trainer

Tessa Pronk ([RDM support](#)) (Data and Information Specialist, Utrecht University Library)

### Max. number of participants

10

### Expected time investment

4 hours

### Number of credits

0.2 EC

### Course fee

Free of charge



## **2. Responsible Conduct of Science**

## 2.1 Scientific Integrity – in preparation



## 2.2 Research Data Management (workshop)

### Short description

Managing your data well is a basic research skill. Data management concerns the preparation, handling and storing of research data.

### What you will learn

In this workshop we will pass along different aspects of good data management. With this background you will be able to make informed decisions on what to prepare for your research data, how to best handle it, and how to preserve and possibly share it after your research. The workshop also is appropriate if you want to learn how to fill in a Data Management Plan.

### Trainer

Tessa Pronk ([RDM support](#)) (Data and Information Specialist, Utrecht University Library)

### Max. number of participants

13-20 (depending on the course location)

### Expected time investment

This workshop takes 2 hours 30 minutes

### Number of credits

0.1 EC

### Course fee

Free of charge



## 2.3 Systematic Literature Searches (workshop)

### Short description

When searching the literature, either for a quick answer to a research question, a critically appraised topic (CAT) or a systematic review, it is important not to miss relevant articles. In this hands-on workshop the necessary techniques will be covered.

### What you will learn

Attention will be given to sharpening your research/clinical question, followed by framing it into PICO (Patient-Intervention-Comparison-Outcome) or DDO (Domain-Determinant-Outcome) format. Then techniques on how to search databases like PubMed, Embase, Cochrane Library will be shown. Saving your search results in literature management software and fine-tuning by means of citation searching in Scopus and Web of Science will also be covered.

### Trainers

drs. Paulien Wiersma and Felix Weijdema, MSc (Subject specialists Life Sciences and Medicine at Utrecht University Library)

### Max. number of participants

20

### Expected time investment

This workshop takes 1 hour 45 minutes

### Number of credits

0.07 EC

### Course fee

Free of charge



## 2.4 Assessing the usefulness of found data (workshop)

### Short description

With the increased availability of data, skills to find and properly evaluate these on their usefulness are important.

### What you will learn

In this workshop we will perform live searches in different sources where existing data for your research can be found. In addition, we will pass along different characteristics of available data to evaluate these on their usefulness. Both will enable you to perform a good search for useful data. This is increasingly asked of you by funders, but could also save you a lot of time by not having to produce data yourself, or enable you to complement your dataset with additional data.

### Trainer

Various subject specialists from Utrecht University Library

### Max. number of participants

13-20 (depending on the course location)

### Expected time investment

This workshop takes 2 hours

### Number of credits

0.07 EC

### Course fee

Free of charge



## 2.5 That Thing Called Science

### Course description

In modern life, science is everywhere. The products of biomedical science and technology may help achieve a healthy society and economic progress. They may prolong life and make it more agreeable at the same time. But how much do we really know about the production, implementation and evaluation of scientific knowledge? What, exactly, is the basis for our belief in science? What sets it apart from common knowledge? Who should we trust in case two scientists disagree in a hotly debated issue? Is science a vocation or just another profession? Is scientific knowledge something special to be emulated, or 'just another opinion'? How does science really work? Are scientific facts discovered or rather socially constructed and considered 'true' only after fierce debate? How are science and technology embedded in society and how do they change over time?

If you want to become a scientist – either an academic researcher or a scientifically educated professional with a job outside academia –, you should be aware of these and similar questions. You should not just know about the *contents* of scientific knowledge, but about its *context* as well.

### What you will learn

This course sets out to create that awareness, aiming for broad scientific literacy. In nine Friday afternoon sessions, the historical, philosophical, sociological, commercial, ethical, political and personal dimensions of the biomedical sciences will be discussed.

For every session, five participants will be appointed as (collective) chair. Together, you are responsible for the quality of the debate and the success of the meeting.

### Trainer

During each session two speakers, who are experts in their field, will set the scene for a highly interactive session.

Course coordinator: Prof. Frank Huisman, PhD - History of Medicine, UMC Utrecht

### Max. number of participants

45 (a letter of motivation is part of the selection procedure)

### Expected time investment

Approximately 30 hours (attendance and preparation).

### Number of credits

1.0 EC

### Course certificate

You will receive a course certificate if you attend at least 7 out of 9 sessions. You are expected to be active as participant, which means that you prepare the topic and, even more important, that you take part in the general discussion.

### Course fee<sup>i</sup>

Internal PhD candidates: Free of charge

External PhD candidates: €500



## 2.6 Digital Pictures: Data Integrity and Display

### Course description

The output of scientific experiments often comes in the form of digital images e.g. scans of Western blots and microscopic images. This certainly has a lot of advantages, because digital images can contain spatial information and can be more telling than plain numerical data. A disadvantage of data in the form of digital images is that they can, often unintendedly, be manipulated using computer software in a way that is not in agreement with scientific standards.

In this course we will focus on what you can do and what you shouldn't do to get the best representation of your digital image without altering the actual data. The course will be given in an interactive way, with time for practicing on assignments on laptops (provided).

### What you will learn

At the end of the course you will:

1. be acquainted with the theory behind digital images;
2. be able to apply image processing software;
3. be able to make a publication quality figure based on vector based software according to scientific standards.

The first day we will go into some theory behind digital images and practice with two different image processing software packages. The second day we will go more into presenting your images in publication quality figures and/or presentations using vector based software.

There will be a pre-course assignment to start getting a feeling for working with images. As a final assignment the participants will hand in a publication quality figure made from images provided at the course.

### Trainer

Tobias Dansen, PhD - Molecular Cancer Research, UMC Utrecht.

### Max. number of participants

25

### Expected time investment

Two course days + two assignments, approximately 20 hours in total.

### Number of credits

1 EC

### Course certificate

On request

### Course fee

Free of charge



### **3. Personal Effectiveness**



## 3.1 Personal development and competencies during your PhD (workshop)

### Short description

Doing a PhD is a wonderful learning opportunity. You will grow to be an independent researcher. However you can get overwhelmed by the amount of work and developing some specific competencies often has low priority. The key is to plan your personal development, so that you are optimally ready for your next job when you get your PhD. Recently a clear set of competences were assembled that every PhD student should have when they are finished.

### What you will learn

During this workshop we will work with you to plan the development of these competences. We will help you to find the real goal of your PhD and what you would like and need to develop to reach this goal. You will reflect on your key values and qualities you already have. At the end of the workshop you will have a clear plan to develop the needed competencies to finish your PhD with success and be ready for the next step.

### Trainer

Louise Mennen, PhD ([Mennen Training and Consultancy](#))

### Max. number of participants

15-20

### Expected time investment

This workshop takes 2 hours 30 minutes.

### Number of credits

0.1 EC

### Course certificate

You will receive a course certificate after active participation during the workshop.

### Course fee<sup>i</sup>

Internal PhD candidates: €25

External PhD candidates: €75.



## 3.2 Achieving your goals and performing more successfully during your PhD

### Course description

This personal development course aims to help you become more effective in your PhD project. We'll discuss how to set good goals and achieve them, how to improve your interaction, how to get the most out of the people that you work with, and how to best manage your time and the risks in your project. Along the way, you will gain important insights into your personality, your personal strengths, and your pitfalls. For an overview of the subjects discussed in each session, please refer to the full course description on our website.

### What you will learn

After this course, you will:

- Have acquired a valuable set of tools that will serve you in your work, such as the ability to set clear and effective goals, and to better manage time and risk;
- Have a clear sense of your drivers, strengths and skills, guiding your future (career) choices;
- Be more proficient in how you cooperate with people and how you interact with them in order to get things done and attain your goals.

### Trainers

Michiel and Jacques Jongerden – Exergy Training (<http://www.exergy-training.nl/>)

### Max. number of participants

14

### Expected time investment

Approximately 30 hours (attendance and preparation).

### Number of credits

2 EC

### Course certificate

You will receive a course certificate after attending all training sessions and active participation.

### Course fee<sup>i</sup>

Internal PhD candidates: €150.

External PhD candidates: €750.



## 3.3 Mindfulness and Stress Reduction

*Please note: this course is taught in both Dutch and English (check our website for details)*

### Course description

Our habitual, automatic and unconscious patterns of reacting to stressful situations are known to be a source of stress, both at work and in our personal life. The aim of this course is to get to fully understand this process, to gain insight into our own automatic patterns, and to acquire alternative, more flexible ways of responding to situations that repeatedly have been stressful to us in the past. The skills learned in this course can be practiced after the course, and thus help to prevent (work)stress from accumulating and becoming a health problem in the future.

### What you will learn

- skills to pay attention to the present moment-to-moment experience of bodily sensations (including breathing), thoughts, and emotions.
- awareness of unpleasant sensations, emotions and thoughts and how our habitual ways of reacting to these are a cause of stress
- how to stop these automatic patterns of reacting to difficult situations, and respond in a more effective and flexible way instead
- physiology of stress
- how self acceptance, self kindness and self care are helpful to recognize and respectfully take care of one's personal boundaries (learning 'to say no' to what is unacceptable for you)
- stress in interaction and communication with others

The course consists of 8 weekly sessions of 2.5 hours, plus an extra session of practicing 'silence', in which all aspects of what is learned comes together. Participants are asked to practice one hour each day at home. The willingness to do this is necessary to participate. The effect of mindfulness has been widely studied, and it is recommended to not participate if you suffer from or have: acute, serious depression, psychosis, serious addiction (alcohol/drugs), negative attitude towards meditation. Participants will fill out a small questionnaire. The trainer may decide to exclude anyone from participation based on this information.

### Trainer

Marjan Ossebaard, Instituut voor Innovatie en Leren (<http://www.i2l.nl/>)

### Max. number of participants

12

### Expected time investment

Nine meetings of 2.5 hours + daily exercises. In total you will invest 85 hours in a period of 9 weeks.

### Number of credits

2.0 EC

### Course certificate

You will receive a course certificate after attending at least 7 course sessions.

### Course fee<sup>i</sup>

Internal PhD candidates: €225.

External PhD candidates: €500.



## 3.4 Intercultural Communication

### Short description

If you would like to understand someone it is important to understand yourself: what is, in my opinion, 'normal' behavior? What are the values which I have been raised with? What is my judgment if someone else behaves 'abnormal'?

This workshop focuses on cross-cultural communication. This is based on knowledge of many factors, such as other culture's values, perceptions, manners, social structure, and decision-making practices, and an understanding of how members of the group communicate - verbally, non-verbally, in person, in writing, and in various business and social contexts.

### What you will learn

- During this workshop you will gain insight in cultural differences, both at work and in private.
- Foreign PhD candidates will learn more about the Dutch ways and usual manners, understand Dutch behavior and feel more 'at home' in the Netherlands.
- Dutch participants will gain perspective on the Dutch standard of 'normal behavior', helping them to become aware of that behavior and change it when in contact with foreign colleagues.

This workshop is highly interactive and above all fun!

### Trainer

Janneke Dubbelboer, <http://www.jannekedubbelboer.nl/>

### Max. number of participants

12

### Expected time investment

This workshop takes 4 hours. You will be asked to fill out a short questionnaire before the start of the workshop (~0.5 hour).

### Number of credits

0.2 EC

### Course Certificate

You will receive a certificate after attending this workshop.

### Course fee<sup>i</sup>

Internal PhD candidates: €50.

External PhD candidates: €175.



## 3.5 Interpersonal Communication

### Course description

Do you find it difficult to clearly communicate your opinion or to give and receive feedback? The course “Interpersonal Communication” will help you to become a clear and effective communicator. Communication is everywhere and you have to communicate with others daily. Being clear when communicating can be quite difficult. You know exactly what you want to say, but how to formulate it in a concise and convincing manner. Misunderstandings in one on one conversations occur easily and may take much time to repair.

During this course you will practice with giving and receiving critical and constructive feedback from others. You will receive tips and tricks for listening and practice actual listening, which differs from just waiting to say something yourself. We will make you aware of your own non-verbal behaviour and show how you can use it to support your verbal communication. Furthermore, you will receive theoretical knowledge on how to deal with difficult issues and practice it with a case study. The second day of the course will be entirely spend in role-plays with a trainings-actor who is specialized in giving you exactly those reactions that other persons would also give in return to your communication. This highly interactive course consists of theory combined with a test, several practical exercises and role plays.

### What you will learn

After this course you will know:

- Your preferred communication style is and how you can adapt it to match those of others to have more influence
- How to give and receive feedback effectively
- How to listen attentively and communicate effectively
- How to strengthen your verbal communication with your non-verbal behaviour to be more convincing.
- How to communicate with others when issues become difficult

### Trainer

Louise Mennen, PhD ([Mennen Training and Consultancy](#))

### Max. number of participants

12

### Expected time investment

Approximately 16 hours.

### Number of credits

0.6 EC

### Course certificate

You will receive a course certificate after attending all training sessions and being an active participant.

### Course fee<sup>i</sup>

Internal PhD candidates: €50.

External PhD candidates: €500.



## 3.6 Intervisie voor promovendi (in Dutch)

### Wat is intervisie?

Intervisie is een professionele uitwisseling tussen medewerkers die werkzaam zijn in hetzelfde vakgebied. Het doel is de deskundigheid van de betrokkenen te bevorderen en de kwaliteit van het werk te verbeteren. Daarbij is de professionele ontwikkeling van de deelnemers een onderdeel. Een intervisiegroep biedt hiervoor een veilige omgeving en kent geen hiërarchie. De onderwerpen kunnen o.a. zijn: het inhoudelijke werk, problematische vraagstukken, professionele ervaringen, belemmerende gevoelens - overtuigingen en organisatieveranderingen.

Intervisie is leerzaam, laagdrempelig en een systematische aanpak van situaties binnen het werkveld en het persoonlijk handelen, gericht op concrete oplossingen

### Wat je zult leren

- de groep gebruiken als oefensituatie
- themagerichte situaties bespreken
- de groep mee laten denken over een probleem en/of praktijksituatie
- leren leren van elkaar
- experimenteren met onderdelen uit je gewenste functieprofiel
- kennismaken en ervaren van een intervisiemethodiek

### Programma

Er vinden zes intervisiebijeenkomsten onder begeleiding van een coach plaats. Voor iedere intervisiebijeenkomst beschrijf je een case/praktijksituatie waarin je vragen hebt bij jouw rol. Deze situatiebeschrijving neem je mee naar de bijeenkomst. Tijdens iedere bijeenkomst worden max. twee situatiebeschrijvingen uitgekozen om te bespreken.

De coach is aanwezig om te stimuleren dat de intervisiegroep leert van elkaar en om tips en handvatten aan te reiken. Na afloop van het traject is er van iedere deelnemer minimaal 1 situatiebeschrijving besproken.

### Trainer

Ellen Wiersema, coach en trainer UMC Utrecht (LinkedIn Ellen Wiersema)

### Max. aantal deelnemers

9, voor promovendi vanaf jaar 2.

### Tijdsinvestering

De cursus bestaat uit 6 sessies van 3-4 uur. Houdt rekening met een voorbereidingstijd van ongeveer 2 uur per sessie.

### Aantal credits

1.5 EC

### Cursus certificaat

Je ontvangt een certificaat wanneer je bij tenminste 5 bijeenkomsten aanwezig bent geweest en actief hebt deelgenomen aan de sessies.



## 3.7 Psychological Flexibility

**‘How to reach your peak performance while dealing with obstacles during your PhD.’**

### Course description

To reach their optimal performance and to excel at the highest level, (elite) athletes need to learn to handle the pressure to get results, to cope with adversity or setbacks and to deal with criticism or fatigue. They have to be ‘psychologically flexible’ in order to stay focussed and to be the best athlete that they can be.

Obtaining your PhD is much like being an elite athlete. A PhD candidate requires the same psychological flexibility to, for example, handle the pressure to publish results and to finish a study on time. Or to cope with feedback from your promotor or reviewer(s) and to handle the many adversities you’ll come across. In other words, to perform at you best during your PhD and to handle the difficult inevitable thoughts and emotions you will come across, being ‘psychologically flexible’ is a key requirement to stay focussed and motivated. The content of this course is based on Acceptance and Commitment Therapy (ACT).

### What you will learn

After this course, you will:

- have gained insight in the way your thoughts and emotions affect your behaviour and performance and have acquired the skill to deal with them effectively
- have acquired mental skills to stay focussed at the task at hand and reduce the amount of time you are distracted by thoughts or concerns
- have assessed self-valued behaviour for your PhD activities as well as for other areas in life and be able to behave accordingly, retaining the optimum level energy during your PhD trajectory.
- have acquired the skills to deal with difficulties during the PhD trajectory to help you stay focussed, to be more effective and to be fully engaged in your (research) activities.

### Trainer

Martijn Ruitenburg PhD | SPORTPSYCHOLOG VSPN® | Coach2score (<http://www.coach2score.nl>)

### Max. number of participants

12

### Course of certificate

You will receive a certificate after attending min. 3 out of 4 sessions and being an active participant.

### Expected time investment

Four course sessions (3-4 hours) and an individual in- and outtake. In total +/- 24 hours.

### Number of credits

1.0 EC

### Course fee<sup>i</sup>

Internal PhD candidates: €100.

External PhD candidates: €400.



## 3.8 Stress Management

### Course Description

Most PhD candidates experience stress at some time point during their PhD. This is fine as long as it is temporary. For some PhD candidates however, the amount of stress is overwhelming and long lasting. If this is your case, then the workshop Stress Management may be of help.

### What you will learn

During this workshop you will build on your mental resilience by reflecting on your own behaviour and looking at your strengths.

- You will learn how to set boundaries and to manage expectations from yourself and others.
- You will get insights in the role you play yourself in feeling stressed and how you can change that to feel more at ease.
- We will work on how to deal with negative thoughts, worries and feelings of inadequacy.

The workshop is a mixture of creative and practical exercises and several reflective exercises where you have to go beyond the simple cognitive answers by digging into your personal feelings. Feeling stressed sometimes is unavoidable, but you can avoid being overthrown by it!

### Trainer

Louise Mennen, PhD ([Mennen Training & Consultancy](#))

### Max. number of participants

12

### Course certificate

You will receive a course certificate after attending the whole training session and being an active participant.

### Expected time investment

This workshop takes 8 hours in total.

### Number of credits

0.3 EC

### Course fee<sup>i</sup>

Internal PhD candidates: €50.

External PhD candidates: €200.



## 4. Communication

## 4.1 Analytic Storytelling

### Course description

Analytic Storytelling is a storytelling method for people working with complex content. You will learn a step-by-step method to organize your content into a clear and compelling story that forms a solid base for writing or presenting, from a paper to a grant application, a longer presentation to a pitch.

### What you will learn

You will acquire skills to:

- adapt well to various audiences, from peers to laymen
- structure your information correctly and clearly
- provide a rich and relevant context
- keep structure in your writing
- make original visualizations

Using these skills you can adapt your story to any type of communication and also any type of audience: scientific articles, grant applications, or conference presentations; for colleagues or for a laymen audience.

### Teaching method

A preparatory online module (~2 hours) followed by two full training days with ~2 hours of homework in between.

The course contains a lot of exercises to put the theory you'll learn immediately into practice. During the training you will work on a story of (one of) your own project(s). You will receive extended feedback from the trainer and participants on this storyline.

### Trainers

Stijn Cornelissen, MSc | Priscilla Brandon, MA | Evert-Jan Kamerbeek, MSc  
(<http://analytic-storytelling.com/>)

### Max. number of participants

6

### Expected time investment

20 hours in total (attendance and preparation).

### Number of credits

0.7 EC

### Course certificate

You will receive a course certificate if you attend both sessions of the course and complete all the course requirements (i.e. assignments).

### Course fee<sup>i</sup>

Internal PhD candidates: €100.

External PhD candidates: €600.

## 4.2 Writing a Scientific Paper

### Course description

This six-session course covers all basic skills and topics of the writing process, structure and style of a scientific paper. It is **not** mandatory for participants to be writing an article at the time of the course, but if you wish, you may submit a draft for discussion and feedback. Between every session you should plan two hours of study time to carry out small writing assignments.

### What you will learn

This course offers practical guidelines for a successful approach of your (future) writing task. Special attention is paid to the problems of the beginning writer: how to start, how to determine what you have to say, how to overcome writing blocks, how to compose a coherent line of thought?

### The programme contains the following topics:

- The process of writing: a systematic method for writing and revision
- Design of a paper and structure of sections (Introduction, Materials and Methods, Results, Discussion)
- The research question and your key message
- Building paragraphs: coherence, use of conjunctions, topic sentences
- Academic style: characteristics, vocabulary, passive or active voice, sentence length, cautious language, verb tenses
- Critical review of (parts of) research papers
- Writing critically: argumentation
- English as a foreign language, grammar pitfalls

### Trainer

Annemarie van der Zeeuw - Focus op Tekst  
([www.focusoptekst.nl/graduate-school](http://www.focusoptekst.nl/graduate-school))

### Max. number of participants

12

### Expected time investment

Approximately 40 hours (attendance and preparation).

### Number of credits

2.0 EC

### Course certificate

You will receive a course certificate on condition that you are present at least 5 sessions.

### Course fee<sup>i</sup>

Internal PhD candidates: €150.

External PhD candidates: €400.

## 4.3 Writing for Academic Publication

### Course description

This is a 10-session course during which you will write an article based on your own research, for submission to a peer-reviewed journal in your field. A grant proposal could also be the focus.

### What you will learn

This is a course on writing, not on 'English', and is as relevant for native English speakers as for those with English as a second or further language. Aim of the course is:

- Planning and drafting your research article or conference paper;
- Writing and editing more purposefully, applying practical insights from genre research, psychology, reading (and writing) research, academic publishing and other areas;
- Finishing the paper, and submitting it to a conference or a peer-reviewed journal or (for proposals) a funding agency;
- Publishing (or receiving funding).

Each week builds on the previous week. All participants must begin with their own current, writing project. Evidence of this will be needed on day one – at least a rough draft of an abstract together with a quarter page or so exploring (not necessarily in 'academic' language) how the research might fit into the ongoing conversation in its subject.

### Trainer

Linda McPhee, PhD - Linda McPhee Consulting  
(<http://www.lindamcpeeconsulting.com>)

### Max. number of participants

9

### Expected time investment

Approximately 50-60 hours (attendance and preparation).

### Number of credits

3.0 EC

### Course certificate

You will receive a course certificate if you attend at least 9 course sessions and complete all the course requirements.

### Course fee<sup>i</sup>

Internal PhD candidates: €250.

External PhD candidates: €875.

## 4.4 Academic Writing in English

### Course description

In this six-session course, we will introduce writing techniques that you can use to communicate your message as clearly and concisely as possible. These techniques form the foundation for clear writing. This course will mix theory with practice: after learning the techniques in class, you will be asked to immediately apply them to your current article and will receive personal feedback every week. We will focus on discussion and revision.

### What you will learn

You will learn to (objectively) assess your own and others' writing, with a focus on clarity and conciseness. Instead of vaguely thinking something might be off with your writing, you should be able to concretely state what makes a sentence or paragraph difficult (or impossible) to understand and make suggestions to improve it. As an added benefit, you should also start developing the confidence to become an equal player in discussions about writing with your peers and superiors.

Topics covered include:

- crafting better sentences and paragraphs in English
- creating logical flow in paragraphs
- reducing wordiness and improving readability
- finding the appropriate register (level of formality)
- nuancing with tenses and verb structures in academic writing

We also review grammar, punctuation, and vocabulary issues, discuss the dialects of English (American vs British), and correct major flaws in day-to-day email and cover letter writing.

*Please note: It is best to take this course when you have a rough draft of your current article.* If you choose to both write the rough draft and revise it during the course, you will need to invest more time each week. At the very least, please come to the course with a clear idea of what you want to write about.

### Trainer

Taylor Krohn - Premier Taaltraining ([www.premiertaaltraining.nl](http://www.premiertaaltraining.nl))

### Max. number of participants

12

### Expected time investment

Approximately 40 hours (attendance and preparation).

### Number of credits

2.0 EC

### Course certificate

You will receive a course certificate if you attend at least 5 course sessions and participate fully in the discussion and revision process.

### Course fee<sup>i</sup>

Internal PhD candidates: €150.

External PhD candidates: €450.

## 4.5 The Art of Scientific Writing

### **Course description**

This course combines best of both worlds – the technical writing part that allows you to reach your reader, optimize the writing process and learn to use story design tools to create excitement. In this course we will focus on three topics.

Writers tools that will help you write great sentences and perfect paragraphs, play with the rhythm in your text and make important parts stand out. By becoming aware of your writing pitfalls you will learn to avoid writing habits that go against the inner voice of the reader.

Story tools will help you to generate more excitement in your text. You will also learn to compose a bigger structure that allows you to create lines of thought through your texts.

Last but not least, you will optimize your writing process. With this last step you will speed up your writing and learn to organize it in an inspiring way.

The Art of Scientific Writing: A great toolbox from prose writers to help you write better, faster with more pleasure.

### **Trainer**

You will be trained by one of the professionals of [Artesc](#).

### **Number of participants**

10

### **Expected time investment**

Approximately 30 hours (attendance and preparation).

### **Number of credits**

2.0 EC

### **Course certificate**

You will receive a course certificate if you attend and complete at least 2,5 course days.

### **Course fee<sup>i</sup>**

Internal PhD candidates: €150.

External PhD candidates: €750.

## 4.6 Giving Effective Oral Presentations

### Course description

There is more to a successful presentation than having good slides and knowing your stuff. Effective presentations are also about communication, energy, confidence, knowing your audience. This intensive and hands-on course offers you the opportunity to get a fresh perspective on presenting, try out new techniques and experiment with ideas you might not have considered before.

**NB** This is not an English-language course!

Please also note that this course requires you to prepare five presentation assignments!

### What you will learn

In the first meeting, you will give a 10-minute research-related presentation and receive feedback on your performance. Your talk is geared towards your fellow participants (i.e. a mixed-background life sciences audience) and you do not use a full script.

In the second meeting, you will give two prepared short talks. We will explore and reflect on the ingredients of effective presentations.

In the third meeting, you will make a fresh 10-minute research-related presentation to demonstrate what you have learned. You will also do a brief talk.

### Trainer

Margo de Wolf, MA - About English (<http://www.aboutenglish.nl>)

### Max. number of participants

4

### Expected time investment

This is an intensive programme: you will need to spend time between sessions preparing different types of presentations (2-3 hours per week), besides attending the course sessions (9 hours in total).

### Number of credits

1.0 EC

### Course certificate

A certificate will be awarded to participants who meet the course requirements (that is, attend all course sessions and complete all presentation assignments).

### Course fee<sup>i</sup>

Internal PhD candidates: €75.

External PhD candidates: €500.

## 4.7 The Art of Presenting Science

### Course description

Really want to get your presenting to a higher level? The first step is to realise that your audience needs everything they get in a normal chat to feel addressed. They don't want a presentation, they want a normal chat that is so good that everybody comes to listen. So you need to get your intonation, movement, posture and gestures to work on a distance. Otherwise, the signals your audience needs just never arrive.

In this course you will learn how to change the signals you send in order to reach your audience. Dedicated personalised exercises will make you able to achieve that in no time. The next step is to also learn to change your style with a change in content. Result: They can't escape your message!

### What you will learn

Combine theatre skills and story skills and find that one and one = three at least. Here you will learn to reach your audience with theatre skills, keep their attention up with style and involve them with story tools.

This course includes 4 hours of homework.

### Trainer

You will be trained by one of the professionals of [Artesc](#).

### Max. number of participants

7

### Expected time investment

Approximately 24 hours in total.

### Number of credits

2.0 EC

### Course certificate

You will receive a course certificate if you attend and complete at least 2,5 course days.

### Course fee<sup>i</sup>

Internal PhD candidates: €150.

External PhD candidates: €750.

## 4.8 Science Communication: Relevant and Clear

### Short description

Societal impact of research has become crucial. Funding agencies for scientific research, often demand, that the knowledge acquired, can be utilized by society. Science and scientists need to be more visible outside the university walls and scientific results need to have added value for society. As a result, scientists frequently encounter stakeholders, such as patients, farmers or entrepreneurs or are asked to present in front of an audience of interested citizens.

### What you will learn

This is a course in which you will explore the added value of your research for society. You will acquire the skills for successful communication with stakeholders or the public. In the course, you will learn how to write a text about your research, tailored to your audience, and you will give a presentation for laymen. These activities will be part of your personal strategy for increasing the societal impact of your research.

### *The course's learning aims:*

- Design and plan a strategy for increased societal impact of your research.
- Write a popular text about your research.
- Present your research in front of a laymen's audience.
- Learn to give and receive feedback.

Every week builds on the previous weeks. The participants are expected to provide the topic for their popular text and presentation, and develop a text and presentation at home. Sessions 1-4 will last 3 hours, sessions 5-7 two hours. Either session 5 or 6 will be replaced by an event presenting at another venue (in / around Utrecht).

### Trainer

Frans van Dam, lecturer Science Communication at the Freudenthal Institute, Utrecht University

### Max. number of participants

8

### Expected time investment

Approximately 40 hours.

### Number of credits

3.0 EC

### Course certificate

You will receive a course certificate after attending at least 5 course sessions and received a pass for your popular text and presentation.

### Course fee<sup>i</sup>

Internal PhD candidates: €150.

External PhD candidates: €675.

## 4.9 Breaking Science

### Short description

Increasingly, researchers are asked to explain their research in a (very) short timeframe and to an audience of laymen. Quite a challenge to explain something you are unravelling for years in just 3 minutes! But mastering the skill of pitching is very useful, for instance for obtaining personal grants.

In collaboration with the international science communication competition FameLab, Utrecht University organises a contest for Life Sciences researchers: Breaking Science. During the heats the contestants will explain their research or a scientific concept in just 3 minutes.

A jury will assess all pitches based on the criteria: Content, Clarity and Charisma. Of each heat 3 winners will go to the Utrecht final. The winner of the Utrecht final will win 1500,- euro to attend a conference or summerschool.

Furthermore, the numbers one and two of the Utrecht final will compete against researchers from 5 other universities during the national FameLab final. The winner of this final will get a spot in the international final in June in the UK.

### What you will learn / gain

- Improve your performance on stage. You will receive an extensive and professional pitch training.
- Get experience in pitching your research.
- Get a professional video of your pitch.
- The possibility to win €1500 to attend a conference or summerschool

### Training

In preparation for the contest you will be trained by the professionals of [Artesc](#). You will learn to perform on stage and deliver an excellent pitch.

### Max. number of participants

42

### Number of credits

2.0

### Expected time investment

Approximately 20 hours for the pitch training. Depending on your personal preferences you will also invest a couple of hours preparing the heats and possibly the final(s).

### Course certificate

You will receive a course certificate after active participation during the pitch training and delivering your pitch during the Utrecht heats.

### Course fee

To be announced.

## 4.10 Basics of Adobe Indesign

### Short description

Designing your own thesis, but not sure how to do this? Attend this workshop on the use of Indesign! A representative from *Proefschrift All-in-One* will tell you everything you need to know about the design of your dissertation.

An informative workshop about:

- Create masterpages
- Import text and figures
- Making a pdf file
- Tips and tricks

### What to bring to this workshop

Your (fully charged) laptop

Make sure you have installed "Indesign" (Adobe Creative Cloud), so you will have hands-on experience during this workshop! As an employee of Utrecht University or UMC Utrecht you can buy Adobe Creative Cloud for a small price via [Surfspot](#).

### Trainer

Guus Gijben from [Proefschrift All-in-One](#).

### Max. number of participants

12

### Number of credits

0.3 EC

### Course certificate

You will receive a course certificate after attending the whole workshop.

### Course fee<sup>i</sup>

Internal PhD candidates: Free of charge.

External PhD candidates: €75.



## 5. Career Development



## 5.1 BioBusiness Summer School

The BioBusiness Summer School is organized by Hyphen Projects B.V.  
The Graduate School of Life Sciences highly recommends this course.

### **Jumpstart your business career in Life Sciences**

Are you a PhD student, a postdoc or a Master student and are you interested to pursue your career in one of the many Life Sciences companies? Do you want to know more about the business field and your career opportunities? Then we invite you to participate in the unique program of this international summer school.

The five-day intensive program of the BioBusiness Summer School introduces you to the business world of Life Sciences. The lectures are given by inspiring speakers, professional trainers and guest subject specialists. Not only will you learn about all important business topics, you will also have ample networking opportunities and meet many representatives of leading Life Sciences companies.

### **When and where**

The next BioBusiness Summer School will take place 25 June 2018. The location is the lively city of Amsterdam.

### **Who can apply**

PhD candidates, post-docs and MSc students, scientists in their first industry jobs and scientists interested in starting their own company.

### **Costs**

To participate in BioBusiness Summer School you need to pay the participation fee of € 975. Only once the invoice is paid will your participation be secured. The fee includes access to the lectures and workshops, course material, coffee/tea, lunch and social program. Breakfast, evening meals, accommodation and transportation are not included.

### **More information**

<http://www.biobusinesssummerschool.nl/>

***The PhD Course Centre offers vouchers for this course! Please have a look at the calendar on our website for more information (information will be available once the registration for Biobusiness Summer School is opened).***



## 5.2 Entrepreneurship in Life Sciences and Health

### Course Description

In the Entrepreneurship and Innovation in Life Sciences & Health Seminars academic experts and practitioners from industry and government will share their insights on entrepreneurship and innovation in the Life Sciences and Health domain. They will explore the interaction between science, industry and policy in this domain. During this seminar series you will discover your own career direction finalized by writing and defending a (fictive) business plan.

### What you will learn

- Gain insight in the interaction between science, industry and policy
- Write a (fictive) business plan
- Give a pitch, defending your business plan
- Reflect on your own career
- During this seminar series you will write a (fictive) business plan together with a team of 5 people. The business plan will be based upon an existing start-up of your own choice. Or you can choose to write a plan based on your own invention using a template from an existing start-up.

During seminar 9 you will practice the pitch. An expert will help you to prepare for the final pitch at seminar 10. The pitch will be delivered by a delegate from the group of five. A panel of experts will take the opportunity to challenge the group with “real world” questions and remarks.

Finally you will also write a final report consisting of 1) summaries of at least 7 seminars, 2) a personal reflection on your future career, 3) one major suggestion to improve the course.

### Coordinators

Prof. Marianne van der Steen, PhD - MBI Health, Julius Center, UMC Utrecht

Paul Gründeman, MD, PhD - Experimental Cardiology, UMC Utrecht

### Max. number of participants

20

### Expected time investment

Approximately 40 hours.

### Number of credits

3.0 EC

### Course certificate

You will receive a course certificate after attending at least 8 (out of 10) course sessions, handing in the business plan, and a sufficient grade for the final report.

### Course fee

Free of charge

## 5.3 'Selling' your Science

### Course description

Knowledge utilization is becoming crucial in every grant proposal and/or job application. Nowadays, you have to be able to 'Sell' your science. Do you know how? Are you wondering about your career after your thesis? Do you want to stay in academia, or work outside of university? What do you need to create opportunities?

### What you will learn

In this interactive course, you will learn to sell your science either to external parties or through a convincing knowledge utilization paragraph in a research proposal. You'll learn key skills such as **negotiation, pitching** and **user interviews**. Additionally, you will learn about the basics of **entrepreneurship, patents** and **conflicts of interest**.

Day 1 consists of 4 interactive parts (lecture + case):

- **The value of research:** An introduction to valorization, utilization, value creation.  
Case: Identify utilization opportunities within a research proposal.
- **Entrepreneurship:** What does academic entrepreneurship entail?  
Case: Practice with Customer Interviews from the perspective of a start-up from the UMCU.
- **Conflicts of Interest:** How can you maintain your academic integrity when transferring your knowledge and collaborating with industry.  
Case: Debating real-life examples of conflicts of interest.
- **Intellectual Property:** Covering the basics of Intellectual Property.  
Case: Negotiation of a license between a university spin-off and a pharmaceutical company.

The second day consists of focusing on your own project. How do you write a story to convince parties to collaborate? At the end of day 2, you've learned to implement lessons learned from day 1 into practice.

### Trainers

*Moderator:* Anand Jansen (Business developer at [Utrecht Holdings](#))

*Knowledge Utilization:* Tijmen Altena, MSc. (Valorisation specialist at [IDfuse](#))

*Conflicts of Interest:* Jan Vos van Marken, MBA (COO Utrecht Holdings at [Utrecht Holdings](#))

*Entrepreneurship:* Marcellien Breedveld, MSc. (Incubation Manager at [UtrechtInc](#))

*Intellectual Property:* Oscar Schoots, PhD (CEO of Utrecht Holdings at [Utrecht Holdings](#))

### Max. number of participants

18 (min. 10)

### Expected time investment

Approximately 20 hours.

### Number of credits

0.75 EC

### Course certificate

You will receive a course certificate if you attend and complete both sessions of the course.

### Course fee<sup>i</sup>

Internal PhD candidates: €75.

External PhD candidates: €450.



## 5.4 Honest Networking (workshop)

### Short description

Do you find it difficult to approach a busy professor at a conference or to talk to strangers and start a conversation? The workshop “Honest Networking” may be exactly the thing you need. Today it is almost impossible to do research just by yourself. You need to collaborate with other people and therefore you need to network to find those people. And if you are looking for your next job, networking is even more important. You have to make sure that the right people know you and know what you can do. Many scientists however, have an unfavourable opinion of networking and/or lack skills to do it.

This highly interactive workshop consists of a series of exercises to practice networking combined with many examples. You will receive small and simple tips and tricks to make networking easy and fun to do. We will discuss how to best approach important and busy people during a conference. You will practice networking in a large exercise where you will also gather your personal qualities. You will prepare a pitch and practice it. Finally we will deal with internal critics people may have, which prevent them from approaching and talking to people. When you take advantage of your network, people will want to give you what you need.

### What you will learn

After this course you will know:

- How to be prepared for small talk with people you do and do not know
- How to listen attentively and ask the right questions
- How to network in an honest way, still true to yourself
- How to give an interesting pitch

### Trainer

Louise Mennen, PhD ([Mennen Training and Consultancy](#))

### Max. number of participants

20

### Expected time investment

Approximately 4 hours.

### Number of credits

0.15 EC

### Certificate

You will receive a certificate after attending the whole session and being an active participant.

### Course fee<sup>i</sup>

Internal PhD candidates: €25.

External PhD candidates: €100.



## 5.5 Improving the Impact of your LinkedIn Profile (workshop)

### Short description

An online profile? What PhD candidate honestly needs that? Your research project and publications speak for themselves and will attract attention from potential employers straight away. Right? Unfortunately, not exactly. Being a good scientist is one thing. Making clear to others why that makes you The One to hire, is another story. Many PhD candidates aspire a corporate job after their dissertation. Others continue their scientific career by applying to research institutes abroad. And that's exactly where your online profile comes into play.

Everyone who you will reach out to for a job, will check your LinkedIn profile first thing. So the question is: what will they find? A professional profile that is an extension of your talented self? Is it aligned with your experience, have you described your experience, skills and projects clearly? Many people use vague, generic terms to describe what they did. A missed opportunity, because if employers like one thing, it's to see tangible results. Do you want to make sure your LinkedIn profile represents the best version of your professional self? Subscribe yourself for the workshop 'Pimp your LinkedIn Profile'.

### What you will learn

During this workshops, the following topics will be addressed:

- the potential value of LinkedIn
- finding relevant jobs, persons and groups via LinkedIn
- LinkedIn as part of your networking strategy
- what to do with your profile picture
- headline that catches immediate attention
- summarizing your experience
- clear description of your work- and research experience
- describing your studies
- how to handle skills & endorsements and recommendations

**Please note:** To get the most out of your attendance to this workshop, please ensure you have created a LinkedIn profile beforehand. During the workshop you have the opportunity to further adjust your profile. Bring your laptop!

### Max. number of participants

20

### Expected time investment

Approximately 5-6 hours (attendance and preparation).

### Number of credits

0.2 EC

### Certificate

You will receive a certificate of attendance after attending this workshop.

### Course fee<sup>i</sup>

Internal PhD candidates: €25.

External PhD candidates: €75.



## 5.6 PhD Event

*The PhD Events are held five times a year, preferably on the first Friday of every even month. In the calendar on our website you will find the dates of the upcoming events.*

Have you ever wondered what your advisor struggled with as a graduate student? What they struggle with now? Growing up in science is a conversation series at New York University that is not about science, but about becoming and being a scientist.

At each event, one faculty member shares their life story, with a focus on struggles, failures, doubts, detours, and weaknesses. Common topics include dealing with expectations (your own and others), impostor syndrome, procrastination, the role of luck, rejection, and conflicts with advisors, but these topics are always embedded in the speaker's broader narrative. We also feature speakers who left academia - e.g. academic editors, data scientists, and even a screenwriter.

We launched a new theme to the GSLS's already existing event topic Work-Life Balance. The event will set the stage for GSLS's own Growing Up In Science event calendar. Like all our previous events this will be hosted every 3 months on a Friday afternoon from 12:00-13:30, including lunch.

We will invite speakers to share their official story and, most importantly, their unofficial story on what it is to become and be a scientist.



## 5.7 PhD Day

The PhD Day is an annual event centralized around a theme in career and/or personal development. You will find an overview of the general programme below. The PhD Day will be announced, like our PhD Events, in the calendar on our website.

### Programme

#### Part I

Registration

Free lunch

Course Market – representing all courses offered by the PhD Course Centre

#### Part II

Seminar(s) and/or workshops

#### *Previous topics*

*Maximize your career opportunities*

*How to stand out in the crowd*

*The future of science – a PhD perspective*

*Getting published from A to Z*

*Talkin' Science – Getting your message across*

#### Part III

Award ceremony Supervisor(s) of the year

#### Part IV

Networking

Free drinks and dinner

### Certificate

You will receive a certificate of attendance after attending all parts of the programme (0.3EC).



## 5.8 PhD Activating Career Event (PhACE)

*Utrecht University and PROUT developed the PhD Activating Career Event to help you with future career steps (PhACE).*

Career opportunities after a PhD are a highly debated topic among PhD candidates. The majority of candidates starting a PhD want to end up in academia. However, this is a difficult career step and not always a possibility within your reach.

PhACE gives insight into the great value and different career opportunities of your PhD. As doctoral candidates, you are top academic performers with a broad scope of experience who may fit in many different sectors of employment. PhACE brings people together that successfully completed their PhD with different career tracks. During a two day event, organized by PhACE, these people would like to share their professional experiences with you! Furthermore they would like to explain the skills that are needed to transfer to areas other than academia.

During these two days you will participate in a range of workshops. These workshops will help you to explore your personal strengths and skills and create awareness of personal weaknesses to help you surpass yourself!

**More information**

<http://www.uu.nl/en/organisation/phd-candidates/phace>



## 5.9 Research Funding Days

Utrecht University is organizing this event, in cooperation with the University Medical Center Utrecht and the Utrecht Valorisation Center.

During these days, you can participate in a variety of activities, offering you the opportunity to, i.e.:

- discover the possibilities of the Horizon 2020 and Erasmus Plus programmes
- find out what you need to do to get started and where you can find help at your faculty
- get an overview of the objectives and thematic priorities of the programme for the forthcoming calls
- master the art of writing a good Horizon 2020 – Grand Challenges and Erasmus Plus – Strategic Partnerships proposal

This event is intended for researchers, university lecturers, research directors and support staff who are interested in participating or who are planning to coordinate a Horizon 2020/Erasmus Plus project, and for researchers who want to know what it takes to write a good research proposal.

### **More information**

Available via intranet UU and UMC (Connect)



## **6. Leadership and Management**



## 6.1 Research Planning and Time Management

### Course description

PhD candidates are expected to manage research, administrative and teaching obligations. In practice, these demands mean that it can be hard to balance research and other duties and to find a focus and set priorities. This course -which consists of a workshop and an individual meeting- helps you to improve your planning and time management skills. Related topics such as working style, causes of stress, procrastination and the relationship with your supervisor will be addressed as well.

### What will you learn

The aim of the course is you:

- Can make long and short term plans for your research
- Know how to monitor the progress and quality of your research
- Can set priorities
- Know what personal time-management and self-management skills you need to carry out your plans

Both in preparation for the workshop and during the session you will make assignments on which you will receive feedback. There will also be room to share experiences and ideas. In the individual meeting we discuss personal topics and your research plans.

### Trainer

Angela Markenhof, LLM - Centrum voor Onderwijs en Leren, Utrecht University  
(<http://www.uu.nl/medewerkers/ATMarkenhof>)

### Max. number of participants

10

### Expected time investment

Approximately 10 hours (attendance and preparation).

### Number of credits

0.5 EC

### Course certificate

You will receive a course certificate after attending the whole session, being an active participant and attending the individual meeting.

### Course fee<sup>i</sup>

Internal PhD candidates: €25.

External PhD candidates: €300.



## 6.2 Time Management (workshop)

### Short description

Are you always postponing difficult tasks and working every evening because you have just too much to do? Do you have trouble to find the time to write your papers? You may benefit enormously from the course "Time Management". Time management does not exist. We cannot manage time, time always runs its course. We can however manage ourselves, i.e. we can manage how we deal with time.

Managing ourselves is the focus point of this workshop. You will discover what is really important for you. With this knowledge you can make your own priorities and decide which task deserves your time. You will make a complete planning for your PhD and you will learn how to monitor and update it in collaboration with your supervisor. We will practice how to say no, so that others don't keep you from doing what you need to do. Finally you will seek for the underlying factors that lead to procrastination. Knowing these factors will help you to get started with difficult tasks.

### What you will learn

After this course you will know:

- What is really important to you and how to set priorities
- How to make a realistic planning
- How to say no and ask for help
- How to deal with procrastination
- How to use your time efficiently and effectively to finish your PhD project on time

### Trainer

Louise Mennen, PhD (Mennen Training and Consultancy)

### Max. number of participants

12

### Expected time investment

Approximately 8 hours.

### Number of credits

0.3 EC

### Course certificate

You will receive a certificate after attending the whole session and being an active participant.

### Course fee<sup>i</sup>

Internal PhD candidates: €25.

External PhD candidates: €250.



## 7. Teaching



## 7.1 Supervision of Master's students

### Course description

Many PhD candidates are involved in supervising Master's students during their research project (internship). Good supervision is an important, but not an easy job. How can you do this the right way? This course focusses on mastering the basic skills of guiding Master's students during their research project in a short time.

### What you will learn

In this course the following topics are discussed:

- tasks and mutual expectations;
- supervision models and roles: tension between supervision and assessment;
- design and planning of a supervision route;
- basic conversation skills;
- the conduct of specific conversations (such as an introduction interview or a progress interview);
- dealing with some difficult situations (fine-tuned on experiences of the participants).

These subjects are discussed in two course days, emphasizing those subjects which are important for the PhD candidates, as discovered in a questionnaire that is sent to the participants before the start of the course.

### Trainer

Marjan Ossebaard – Instituut voor Innovatie en Leren (<http://www.i2l.nl/>)

### Max. number of participants

12

### Expected time investment

Approximately 18 hours.

### Number of credits

0.6 EC

### Course certificate

You will receive a course certificate after attending both course sessions and active participation.

### Course fee<sup>i</sup>

Internal PhD candidates: €100.

External PhD candidates: €300.

## 7.2 Teaching Principles of the Graduate School of Life Sciences (workshop)

### Short description

This workshop helps you to get acquainted with several aspects of the Graduate School of Life Sciences (GS-LS) and to get to know your colleagues.

### What you will learn

The following topics are being discussed:

- the organisation of the GS-LS;
- the vision, educational philosophy and the learning objectives of the GS-LS (of the Master's programmes);
- the Rubrics of the research projects and writing assignment of the GS-LS (of the Master's programmes).

Finally, participants will get an overview of the activities that are organised to stimulate the community of the GS-LS, such as teacher lunches, education seminars, etc. Interaction is a key element during this workshop and input from all participants is highly appreciated. A lunch will be provided.

### Target group

This workshop is intended for all teachers and supervisors of Master's students – including PhD candidates – who participate in one of the Master's or PhD programmes of the GS-LS.

### Workshop trainers

Gönül Dilaver, PhD

Mieke Lumens, PhD

Geert Ramakers, PhD

Shirrinka Goubitz, PhD

All trainers are part of the Graduate School of Life Sciences, Utrecht University.

### Max. number of participants

10 PhD candidates (out of 20 participants)

### Expected time investment

Approximately 4 hours.

### Course certificate

At the end of the workshop you will receive a certificate.

### Course fee

Free of charge



## 7.3. Start to Teach – Teaching programme

### Course description

The programme comprises two days of training: a start-up day and a follow-up day ten weeks later. The programme includes an introduction to the Utrecht teaching model and a didactic skills training. The focus will be on how to motivate students, the range of activating teaching formats, and the role of testing. Furthermore, the programme will offer you the chance to get the trainer's feedback on your own teaching activities as well to participate in peer-to-peer coaching activities with other participants.

### What you will learn

#### Day 1

Preparation to the (work group) teaching activities, such as:

- which skills do you require as a teacher;
- how to introduce yourself to the students;
- how to create a relationship with the group;
- how to respond to difficult situations.

The Utrecht Teaching model: theory and practice

- Introduction to the range of activating teaching formats
- Practice examples from the Utrecht University Lecturer of the Year

#### Day 2

Further focus on activating teaching formats and the role of testing.

Theory and practice explained by case examples:

- activating teaching formats;
- providing feedback (both verbally and in writing)
- assessing written assignments

Optional: feedback from the trainer and peer-to-peer coaching.

### Target group

Start to Teach is open to all staff members who have little or no teaching experience. Doctoral candidates with teaching tasks are also welcome to join the programme. It's important that you will be providing teaching activities during the term that Start to Teach is scheduled to take place, and you are available on both course days.

### Course certificate

On request.

### Course fee

Free of charge

## **8. ONLINE courses**

## 8.1 Writing a Scientific Paper (online)

### Course description

This six-session course covers all basic skills and topics of the writing process, structure and style of a scientific paper. It is **not** mandatory for participants to be writing an article at the time of the course, but if you wish, you may submit a draft for discussion and feedback. Between every session you should plan two hours of study time to carry out small writing assignments.

### What you will learn

This course offers practical guidelines for a successful approach of your (future) writing task. Special attention is paid to the problems of the beginning writer: how to start, how to determine what you have to say, how to overcome writing blocks, how to compose a coherent line of thought?

### The programme contains the following topics:

- The process of writing: a systematic method for writing and revision
- Design of a paper and structure of sections (Introduction, Materials and Methods, Results, Discussion)
- The research question and your key message
- Building paragraphs: coherence, use of conjunctions, topic sentences
- Academic style: characteristics, vocabulary, passive or active voice, sentence length, cautious language, verb tenses
- Critical review of (parts of) research papers
- Writing critically: argumentation
- English as a foreign language, grammar pitfalls

### Trainer

Annemarie van der Zeeuw - Focus op Tekst ([www.focusoptekst.nl/graduate-school](http://www.focusoptekst.nl/graduate-school))

### Max. number of participants

12

### Expected time investment

Approximately 40 hours. The main advantage of this online course is the possibility to study anywhere anytime.

### Number of credits

2.0 EC

### Course certificate

You will receive a course certificate on condition that you follow all the lectures and prepare and hand in the assignments.

### Course fee<sup>i</sup>

Internal PhD candidates: €150.

External PhD candidates: €685.

## 8.2 Writing Successful Grant Proposals (online)

### Course description

Writing successful grant proposals is a skill you can learn! A successful grant proposal is more than an excellent scientific research idea. The idea needs to be conveyed in a clear and compelling manner with realistic objectives, state-of-the-art methodology and a well-structured work plan and budget. And you need to present yourself as the best person to carry out the research idea. This course teaches you how to optimally convey your research idea to funding agencies and reviewers, and to maximize your chances of success.

If you have not yet written a grant proposal or want to improve your proposal writing skills, then follow this course.

### You will learn to:

- choose the correct funding scheme,
- make a realistic schedule for the proposal writing effort,
- distil your research idea into a few sentences,
- write the proposal text in a style that impresses reviewers,
- make effective graphics,
- present your research track record and CV in the best light,
- structure a realistic work plan and budget,
- avoid common pitfalls.

### Online course

You will have 24/7 access to the Learning Environment. You can study any time you prefer. In the small scaled classroom, you will experience a lot of interaction with your peer students, e-moderator and course expert. This course is being supervised by the expert responsible for the content. The platform not only supports questions and interaction between the students and the expert, but especially peer to peer interactions. The expert will engage and add insights throughout the course, periodically on the discussion forum or one to one basis.

### Trainer

Karen Galindo – Elevate Health (<http://elevatehealth.eu/staff/karen-galindo>)

### Max. number of participants

Unlimited

### Expected time investment

The course will run for four weeks and you will need to reserve 2-3 hours per week for it.

### Number of credits

0.5 EC

### Course certificate

A course certificate will be provided by Elevate Health after successfully completing the course.

### Course fee

Yearly, 150 course fees are waived for PhD candidates from Utrecht University and UMC Utrecht.



## 8.3 R-tutorial (online)

### Short description

This tutorial was developed with future R-users in mind who have no or very limited prior experience with programming. The development team aimed to provide a short and gentle introduction to the R-language. No experience with R, programming or statistics is required. R is a freely available, flexible, open source software environment used by many researchers worldwide. R has been shown to be a powerful tool for data manipulation, modelling, computation and data visualization.

This R tutorial is free of charge - and comes with no warranty - but suggestions for improvement are welcome.

### What you will learn

After this introduction, you will be able to use R for:

- numerical calculations,
- constructing and importing data files,
- basic data manipulation, and
- basic numerical and visual descriptive analyses.

### Expected time investment

The tutorial takes approximately 4 hours.

### Number of credits

Not applicable

### Course certificate

Not applicable

### Course fee

Free of charge

### Website

<http://r-tutorial.nl/>

## 8.4 Tips

### Online courses from top universities and institutions

<https://www.coursera.org/>

<https://www.edx.org/>

### Interesting (short) courses on personal development

<https://www.lynda.com/>

(Free 30 day trial via LinkedIn Premium)



## 9. For supervisors



## 9.1 Cross cultural challenges in PhD supervision

*There is a separate course available for PhD candidates.*

### Short description

If you would like to understand somebody it is important to understand yourself: what is, in my opinion, 'normal' behavior? What are the values which I have been raised with? What is my judgment if someone else behaves 'abnormal'?

This workshop focuses on cross-cultural communication. This is based on knowledge of many factors, such as other culture's values, perceptions, manners, social structure, and decision-making practices, and an understanding of how members of the group communicate - verbally, non-verbally, in person, in writing, and in various business and social contexts.

### What you will learn

- During this workshop you will gain insight in cultural differences, both at work and in private.
- Foreign participants will learn more about the Dutch ways and usual manners, understand Dutch behavior and feel more 'at home' in the Netherlands.
- Dutch participants will gain perspective on the Dutch standard of 'normal behavior', helping them to become aware of that behavior and change it when in contact with foreign PhD candidates and/or colleagues.

This workshop is highly interactive.

### Trainer

Janneke Dubbelboer, <http://www.jannekedubbelboer.nl/>

### Max. number of participants

12

### Expected time investment

This workshop takes 4 hours. You will be asked to fill out a short questionnaire before the start of the workshop (~0.5 hour).



## **9.2 Supervision of PhD candidates in the Graduate School of Life Sciences – in preparation**

## 9.3 Supervision of a PhD candidate – in preparation

## 9.4 Coaching for supervisors – in preparation

## 9.5 Best practices / masterclasses for supervisors – in preparation

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<sup>i</sup> Starting from 2018, we need to charge course participants a modest fee in 2018. We will handle two types of course fees: one for internal PhD candidates and one for external participants.

'Internal PhD candidates' refers to PhD candidates who are working (either on a salary or on a scholarship) at the faculty of Science, faculty of Veterinary Medicine or UMC Utrecht. In previous years these PhD candidates could attend our courses for free.

Please note that you can use your personal course budget of €400/year (€1,600 max) to pay for these courses. This budget is managed by your department (faculty of Science/Veterinary Medicine) or your Division (UMC Utrecht).

'External participants' include PhD candidates working elsewhere (even those registered with the PhD programmes of the Graduate School of Life Sciences, e.g. at the Hubrecht Institute), PhD candidates from other Schools and postdocs (In previous years, these participants were already charged a course fee).