



Guidelines – CARIM Training & Development Plan

As Part of the Training and Supervision Plan (TSP), PhD candidates at CARIM compose their personal Training & Development plan in consultation with their supervisors in TRACK. **The Training & Development plan should be designed to facilitate the execution of the PhD project, to support your development as an independent researcher, and to prepare for your further career.**

PhD candidates appointed at Maastricht University (UM), or working with a scholarship at the UM, are required to further develop their skills and competencies by participating in CARIM’s Training & Development plan. For other categories of PhD candidates, participation in (parts of) the Training & Development program is not mandatory, but on a voluntary basis (see table for overview). The other categories include external PhD candidates who perform a PhD project next to another job or in their spare time or MUMC+ staff doing a PhD next to their clinical duties. In case of a double or joint Doctorate the main institute counts.

Furthermore, to qualify for thesis defense UM demands that all new PhD candidates that started after 1 November 2021 participate in three short introductory, online courses (*Research ethics & integrity; Open Science; Impact & science communication*).

Overview Training & Development (T&D) requirements per type of PhD candidate

Type of PhD	T&D plan CARIM	Introductory Courses UM
Employed as Promovendus at UM	<i>Expected</i>	<i>Mandatory</i>
UM/MUMC+ staff doing a PhD	<i>Voluntary</i>	<i>Mandatory</i>
PhD candidate with Scholarship	<i>Expected</i>	<i>Mandatory</i>
External PhD candidate without Scholarship	<i>Voluntary</i>	<i>Mandatory</i>

Training & Development Plan CARIM

To assist in choosing courses and activities relevant to the PhD candidate’s personal training, a couple of questions need to be answered in TRACK (under “*skills and competencies*”) prior to composing the Training & Development plan.

Next to a wide variety of courses organized by the UM/FHML (listed under “*Professional courses*” in TRACK) and courses dealing with specific cardiovascular topics (Courses organized by CARIM and by the Netherlands Heart Foundation), training also includes the candidate’s participation in scientific conferences, attending lectures, etc. (under “*Conferences and activities*”). In addition, the PhD candidate has the opportunity to supplement the plan by gaining experience in supervising Bachelor and Master Students during their internships or by acting as teacher of Bachelor Students (under “*Teaching*”) or by being an active PhD representative in I’M CARIM.

CARIM's Training & Development plan demands that, **the PhD candidate has to earn 25 ECTS¹ points** in total to qualify for thesis defense (based on a 4-year PhD program). For shorter PhD programs the number of points can be reduced proportionally. In case these shorter trajectories are extended, also a proportional increase in ECSTs is expected up to the maximum of 25 ECTS points. There is great flexibility in the way ECTS points can be earned, the only requirement being that **each PhD candidate has to participate in at least 2 of the courses organized as part of the CARIM Course week week (at least 1 in case of a 3-yr PhD appointment)**. None of the other courses are compulsory and one can also choose courses that are not listed in TRACK². In this way the PhD candidate is able to design an education plan that fulfils the personal needs.

The 25 ECTS points can be earned in different domains, covering different competencies, that is, by:

- attending general and specific courses;
- attending (inter)national conferences or lectures, etc. (7 ECTS max);
- supervising interns (3 ECTS max);
- teaching (4 ECTS max);
- Being an active member of I'M CARIM (4 ECTS max).

As indicated above, to obtain a balanced education package over the 4-year PhD trajectory **a maximum has been set on the number of ECTS that can be earned in certain domains**. For most of the courses, the load of the course (in ECTS or hours) is determined by the course organizers. Given that, one ECTS equals 28 hours, the number of ECTS that can be earned with other activities amounts to:

- Conferences - 0.3 ECTS per full day;
- Lectures - 1 ECTS per 15 lectures;
- Supervising - 1 ECTS for supervising a 4 months internship;
- Teaching - 2 ECTS for tutoring one group during an 8 week course.

Tips

It is recommended to follow courses that are relevant to the execution of your project as early as possible and to earn most of the 25 ECTS in the first 3 years of the PhD trajectory. Please note that ECTS cannot be earned by participating in regular lab-meetings and journal clubs as these are considered integral part of the PhD candidate's research activities.

At the start of the PhD trajectory, it may be difficult to predict how many ECTS you will earn with teaching, supervision of interns, etc. Therefore, when drafting the personal Training & Development plan, it is advisable to be careful in this respect and not to count too much on ECTS points earned in these domains. During the course of the PhD trajectory you will gain more insight into your own performance, possible gaps in knowledge, skills and competences, and future career perspectives. Accordingly, at the end of each year the Training & Development plan can be adjusted to meet your needs.

¹ ECTS: European Credit Transfer System. One ECTS point amounts to 28 hours (actual contact time plus time for preparation, etc.).

² After consulting their supervisors, PhD candidates are allowed to attend courses that are not listed in TRACK. However, financial support for these courses is not offered by UM/FHML or CARIM.