



GUIDE FOR

CARIM PhD

CANDIDATES

2023



Cardiovascular
Research Institute
Maastricht

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1 Introduction

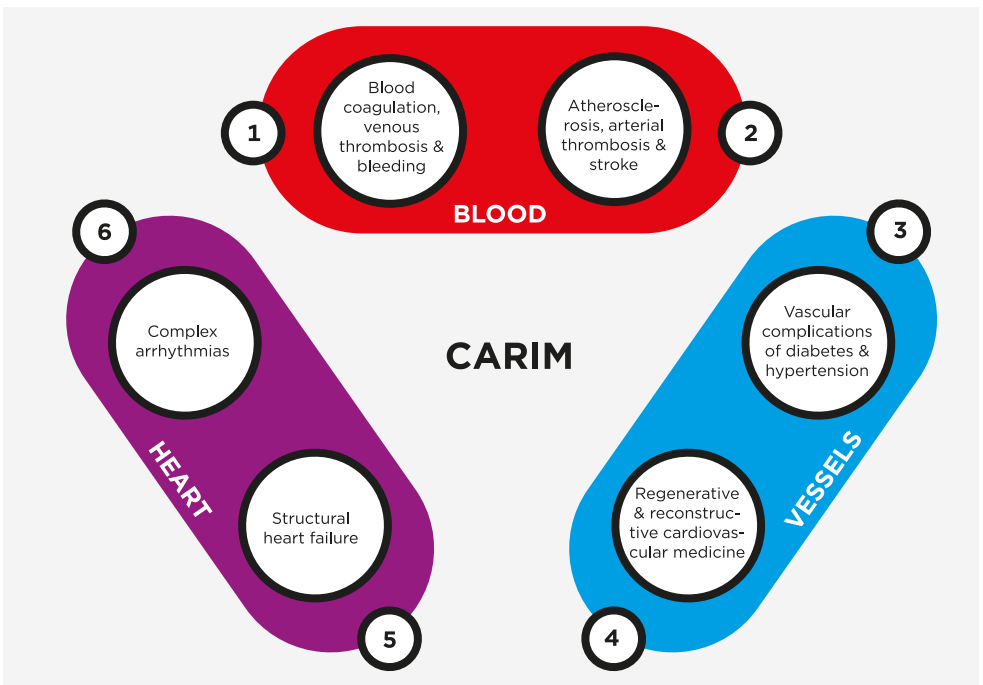
You are about to start a new journey within the Cardiovascular Research Institute Maastricht (CARIM), welcome! This PhD guide is intended to help you while you are getting started and give you tools for your Ph=D trajectory ahead.

2 Welcome to CARIM

The Cardiovascular Research Institute Maastricht (CARIM) is one of the top institutes for translational cardiovascular research in Europe. This multidisciplinary research institute consists of approximately 300 staff members (researchers and support staff) and close to 350 PhD candidates and post-doctoral researchers (post-docs). Your efforts as a PhD candidate are vital to CARIM, as you and your fellow PhD candidates are responsible for a large part of the research achievements of our institute.

FIGURE 1
The divisions
within CARIM

The core research programme is organised around integrated multidisciplinary themes in 3 divisions (Figure 1) involving 11 clinical and 6 basic science departments within Maastricht University (UM) and Maastricht University Medical Centre+ (Maastricht UMC+).



DIVISION 1 BLOOD

Division 1 is aimed at deciphering impairments of proteins, platelets, and the vessel wall in relation to thrombosis with molecular and imaging approaches, and involves two programmes:

- ▶ *Blood coagulation, venous thrombosis & bleeding*
- ▶ *Atherosclerosis, arterial thrombosis & stroke*

The programmes include understanding of protein structure-function relationships; development of novel drugs; (molecular) imaging techniques and translation of these techniques into clinical practice. In addition, effects of blood components on the vessel wall are studied that lead to thrombosis, pulmonary embolism, myocardial infarction and stroke.

DIVISION 2**VESSELS**

Division 2 focuses on translational research of micro- and macrovascular dysfunction in the context of specific cardiovascular diseases that are a major burden to the ageing society. The mission of this division is to decrease the health burden imposed by these diseases, and involves two programmes:

- ▶ *Vascular complications of diabetes & hypertension*
- ▶ *Regenerative & reconstructive cardiovascular medicine*

Induced pluripotent stem cell (iPSC) technology is used to recreate patient tissue in the lab to study basal mechanisms of regeneration and for therapy testing in tailored patient treatments.

DIVISION 3**HEART**

Division 3 focuses on the topic of electrical heart failure, combining translational expertise in:

- ▶ *Structural heart failure*
- ▶ *Complex arrhythmias*

The term electrical heart failure represents a bidirectional interaction in which arrhythmias or conduction disturbances are induced by structural heart disease and, in turn, promote or enhance heart failure.

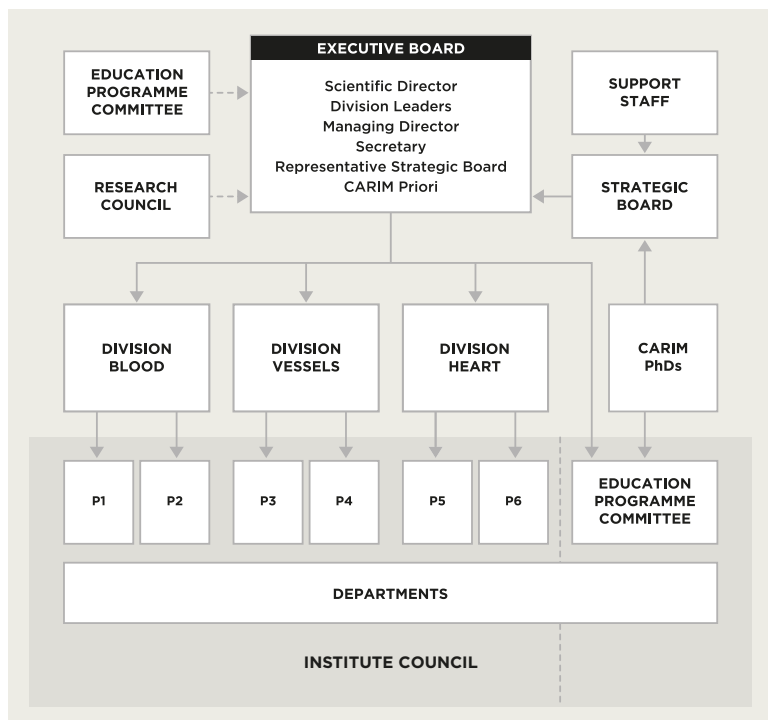
EPC
Education Programme
Committee

The Education Programme Committee (EPC) coordinates CARIM's PhD and Master's programmes and advises the Executive Board on related issues. The EPC is composed of 4 staff members and the members of I'MCARIM and is headed by CARIM's PhD coordinator.

FPC
Faculty PhD
Committee

Every institute within the Faculty of Health, Medicine and Life Sciences (FHML) is represented in the Faculty PhD Committee (FPC) by the PhD coordinator and one I'MCARIM PhD representative. The FPC advises the FHML Board and facilitates interaction between the research institutes regarding PhD matters. You can contact I'MCARIM via ✉ imcarim@maastrichtuniversity.nl if you have any PhD-related issues that should be discussed in the EPC or FPC.

FIGURE 1
The organisational
structure of CARIM



3 CARIM's PhD Programme

The CARIM PhD programme is accessible for talented and motivated students who obtained a medical or biomedical Master's degree. In order to guarantee high quality PhD training, there are some golden rules for supervisors and PhDs, which can be found below.

GOLDEN RULES FOR A PHD SUPERVISOR

1. *Discuss mutual expectations regarding research and supervision.*
2. *Develop a clear, scientifically sound and feasible research plan with your PhD candidate.*
3. *Make a clear plan with your PhD candidate to support their growth and development.*
4. *Know that support needs may shift in time and should be tailored to the PhD candidate's needs.*
5. *Provide tailored support and constructive feedback on process and results.*
6. *Be open to receive feedback from your PhD candidates.*
7. *Recognise, monitor and address work pressure.*
8. *Open up your network to your PhD candidate, and discuss career perspectives and opportunities.*
9. *Work on your supervisory skills and regularly evaluate your own way of supervision.*
10. *Assure scientific soundness and follow the scientific integrity code of conduct.*

TYPES OF PHD CANDIDATES

As a PhD candidate at CARIM, you will conduct original research which will be the basis of your dissertation. Your supervisory team will support you in developing your research skills and becoming an independent scientist. However, every PhD candidate is unique. Depending on the nature of your employment and whether you are physically working at the Maastricht UMC+ or elsewhere, the requirements of your PhD programme will differ in some regards. The VSNU (Association of Universities in The Netherlands) distinguishes several categories of PhD candidates:

1. **PhD candidate with an employment contract**
 - a. Employed as 'Promovendus' at the UM
 - b. Other FHML/UM or azM/Maastricht UMC+ staff doing a PhD
2. **PhD candidate on a scholarship**
 - a. PhD candidate with a scholarship from UM/Maastricht UMC+
 - b. PhD candidate with a scholarship from another provider
3. **Externally financed PhD candidate**
4. **External PhD candidate (own resources)**

FHML GOLDEN RULES FOR PHD CANDIDATES**1. You are the captain of the ship**

You're stakeholder #1 in your project, which means that you are responsible for your PhD progress and completion. Take initiative on planning, organization and time management throughout your PhD. Communicate your wishes, needs and challenges to your supervisory team. Remember you're smart! Yes, You Can!

2. Develop a clear, scientifically sound and feasible research plan

Use the Personal Research Plan (PRP) within the first three months of the research trajectory. Discuss it regularly - at least once a year - with your supervisory team and, if needed, revise/update it.

3. Make a clear plan to support your professional and personal growth

Use the Training and Supervision Plan (TSP) within the first three months of the research trajectory and regularly update it. Identify training opportunities to support the acquisition of competences needed to develop into an independent researcher/scientist for future work, in and out of academia. Discuss your professional/personal development with your supervisory team at least once per year - and more often if your needs are not being met.

4. Discuss and evaluate mutual expectations regarding the supervision

Clarify expectations and discuss your supervision needs with the supervisory team early in the project. Make sure to develop clear mutual agreements on supervision, responsibilities and communication. Use routine (weekly/monthly) work meetings, as well as the annual interview appraisal. Remember that constructive, bidirectional feedback is key. Also, realize you are in a position to give feedback in turn.

5. Manage your time well

You have a limited, fixed time to finish your PhD project, so make sure to manage your time well. Develop time management skills and discuss timelines with your supervisory team to ensure you to obtain your PhD without delay.

6. Discuss your personal support needs

Throughout your trajectory, regularly discuss the support you need within your team and outside. Make use of all available support that is being offered. It is also important to acknowledge that support needs can shift throughout the project.



FHML GOLDEN RULES FOR PHD CANDIDATES

7. Follow the scientific integrity code of conduct

UM and Maastricht UMC+ have established a Research Code based on the codes of conduct of the Association of Universities in the Netherlands (VSNU). Familiarize yourself with the policies and expected behaviors. All your professional activities, whether they refer to education, research, patient care, or management, should comply with these codes. Know that you can expect the same from your supervisor.

8. Organize your own peer support network

Talk to your fellow students. It is easier to overcome difficulties together. Try to be attentive and recognize when someone is struggling and don't hesitate to offer your help. Take advantage of the available peer support.

9. Plan your future post-PhD

Throughout your PhD trajectory, discuss your interests, ambitions, and future career options with your supervisory team. Ask your supervisor for relevant contacts who may help you in your post-PhD career. Make active use of opportunities that help you to create a professional network. Don't be afraid to talk to people and take initiative.

10. Recognize, monitor and address work pressure

Learn how to recognize early signs of work pressure and emotional strains and know to monitor them. Should work pressure escalate, contact the appropriate persons and/or services to address the situation. Don't forget to put time into your personal life and things you enjoy.

More information on the categories of PhD candidates defined by the VSNU can be found here: <https://tinyurl.com/VSNUcategories>

REQUIREMENTS OF THE CARIM PHD PROGRAMME

The requirements for PhD candidates of each of the categories are summarized in the table below. Central to the CARIM PhD programme is the Training and Supervision Plan (TSP) and the Personal Research Plan (PRP), which apply to all PhD candidates and are filled in in the first few months after entering the CARIM PhD programme. Find more information about the TSP and PRP in the introduction email from CARIM and in PhD track.

TSP
Training &
Supervision Plan

PRP
Personal Research
Plan

In addition, all PhD candidates at Maastricht University must fill in a declaration of scientific integrity and must complete the 3 mandatory UM general PhD trainings, which you can find via this link:

<https://tinyurl.com/GeneralUM>

Depending on the PhD category the participation in at least 25 ECTS worth of education activities (based on a 4 year program), including at least 2 CARIM courses, is expected.

Although annual appraisal meetings are only mandatory for PhD candidates employed by the UM or Maastricht UMC+ or work on a scholarship in Maastricht, it is still highly recommended to all PhD candidates to organize yearly evaluation meetings with the supervisor team.

Furthermore, at the start of the PhD programme all PhD candidates have to follow three short introductory courses organised by the UM, but only PhD candidates employed by the UM or working on a scholarship at the UM, are obliged to adhere to CARIM's training and development programme. Details of the different requirements are provided in the table below.

Requirements for PhD candidates according to VSNU categories

PhD candidate category	TSP	PRP	Declaration of Scientific Integrity	Annual appraisal	Education
1a	✓	✓	✓	✓*	✓
1b	✓	✓	✓	✓	
2a	✓	✓	✓	✓	
2b	✓	✓	✓	✓	✓
3	✓	✓	✓		
4	✓	✓	✓		

*PhD candidates in category 1a have a go/no-go assessment after their first year.

COLLECTIVE LABOUR AGREEMENT

PhD candidates on a contract with a Dutch university are part of a collective labour agreement, in Dutch known as a “*collectieve arbeidsovereenkomst (CAO)*”. This agreement include rights as an employee and states what salary and bonuses you are entitled to, and is updated every few months to years to collectively protect employees. PhD candidates in category 1 and 2a and other PhD candidates that are paid through the university, are part of the collective labour agreement. The latest version of the labour agreement and related documents can be found on: https://www.universiteitenvannederland.nl/en_GB/cao-universiteiten.html

INTRODUCTION MEETINGS

In addition to this introduction guide, CARIM is organising meetings for new PhD candidates to introduce them to CARIM and the CARIM PhD programme. Introduction meetings will be organised for PhD candidates that joined CARIM in the previous months. The meetings will be organised jointly by the PhD coordinator and by I'MCARIM.

BUDDY SYSTEM

I'MCARIM has developed a buddy system wherein new PhD candidates are linked to a somewhat more experienced PhD candidate from a different department. A buddy can serve as your contact person while you find your way within our organisation. Benefits of this system are:

- ▶ You will have an experienced PhD candidate to ask (practical) questions to while you get to know your colleagues
- ▶ You will be able to see beyond your own department
- ▶ You will get to know people from outside your own department and broaden your social network

A buddy can serve as your contact person while you find your way within our organisation

If you are interested in participating in the buddy system or if you would like to have more information, send an email to

✉ imcarim@maastrichtuniversity.nl

COACHING SYSTEM

PhD candidates who work in Maastricht will be linked to an experienced staff researcher who may offer advice and personal guidance (coach). Unlike your supervisors, coaches are not intended to provide feedback or suggestions regarding your research project(s), but are there to discuss personal development, and provide support and encouragement. To uphold this distinction, PhD candidates are randomly assigned to a coach from a different division. Coaches and PhD candidates must keep all contact confidential.

PHD TRACK

CARIM implemented the digital platform PhD TRACK to plan PhD trajectories and support PhD candidates to complete their trajectory successfully. The PhD TRACK system can be seen as a documentation of your time as a PhD candidate at CARIM and allows you and your supervisors to keep track of the progress of your research project. Regular updates in PhD TRACK are of utmost importance to ensure that progress is consistently documented and monitored. Apart from being a registry of all PhD candidates, their supervisors, and the research lines they are embedded in, PhD TRACK allows you to build your personal research and teaching portfolio. You can add professional courses you have completed, conferences you have attended, or teaching experience you have gained. It also allows you to upload documents like course certificates or your CV.

Shortly after your start at CARIM, you will receive an email with instructions on how to create an account and how to start using PhD TRACK. You can access the PhD TRACK system via this link:

<https://tinyurl.com/PhDTRACK>

PhD TRACK support

In case you are experiencing problems with PhD TRACK, you can contact:

Esther Willigers

CARIM bureau

✉ secretariaat-carim@maastrichtuniversity.nl

☎ +31(0)43 388 16 47

Eline Kooi

PhD coordinator

✉ eline.kooi@mumc.nl

CARIM

☎ +31(0)43 387 49 11

Within the *first three months* of your PhD trajectory, you must complete a **Personal Research Plan** (PRP) as well as a **Training & Supervision Plan** (TSP). This applies to PhD candidates of all categories (1 to 4). Both the TSP and PRP help you to give structure to your PhD programme and are used as input documents for your annual progress meeting.

Personal Research Plan: Your PRP includes a general overview of your PhD project and includes a work plan and timeframe. You develop your PRP in collaboration with your supervisors to ensure that the PhD trajectory can be finished according to your contract or tailored agreements.

Training & Supervision Plan: The TSP is a tailored plan, aimed at acquiring discipline-specific as well as general skills that are crucial for your development

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of becoming an independent researcher and states how your supervision is organised. It contains agreements on three core elements: research, supervision, and education. During your PhD trajectory, you will gain insight into your performance, possible gaps in your knowledge and competencies, and your career perspective. Accordingly, your TSP is adjusted at the end of each year to meet your personal needs.

ECTS
European Credit
Transfer System

As part of the TSP at CARIM, PhD candidates employed by the UM (category 1a) or working on a scholarship at the UM (category 2b) are expected to earn 25 ECTS (European Credit Transfer System) points based on a 4-year trajectory. Other PhD candidates (category 1b, 3, 4) are obliged to follow the three introductory on-line UM courses only.

As your TSP should be designed to facilitate your personal development as a researcher and academic professional, there is flexibility and several domains in which ECTS points can be earned:

- ▶ Attending general and specific courses (at least 2 CARIM Courses)
- ▶ Visiting conferences, symposia, scientific meetings, or lectures (7 ECTS max.)
- ▶ Teaching (4 ECTS max.)
- ▶ Supervising interns (3 ECTS max.)

More details can be found in CARIM's guidelines education plan, which was sent to you by email at the start of your PhD trajectory.

ANNUAL APPRAISAL

According to the Dutch labor agreement for universities (CAO-NU), UM-employed PhD candidates are assessed by their supervisors at the end of the first year. The supervisors explicitly express whether they can reasonably expect, based on the progress and results in the first year, that the goal of the PhD project will be reached, this results in the go/no-go decision. The assessment is conducted in the presence of the designated HR advisor. At the end of each subsequent year, an assessment review will be held. Prior to all annual assessments the PhD candidate updates the status of the TSP and PRP.

For PhD candidates not employed by UM, it is strongly advised to conduct annual evaluations on progress, performance and mutual expectations between the PhD candidates and the supervisory team.

An information leaflet on the annual assessment including the core competencies of PhD candidates prepared by HR can be found in PhD TRACK via 'Documents' → 'First-year assessment and annual appraisal reports', or via this link:

Annual assessment
including core
competencies of PhD
candidates

<https://tinyurl.com/AnnualAssessment>

UM has a digital toolkit to help you prepare for your annual appraisal which is available on the UM intranet:

<https://tinyurl.com/UMintranet>.

AppRaisai app

You can also use the AppRaisai app which you can download from either the App Store or Google Play to take notes throughout the year.

Declaration of Scientific Integrity

SCIENTIFIC INTEGRITY

Everyone working at Maastricht University shares the responsibility of maintaining academic integrity. All members of our scientific community are expected to adhere to the general principles of professional academic practice at all times. Once you start with your PhD, you must watch the introduction video on scientific integrity and follow an obligatory course on this topic. Moreover, a declaration of scientific integrity must be signed. More information can be found on the website:

<https://tinyurl.com/integrity-ethics>

Research code of conduct:

<https://www.maastrichtuniversity.nl/researchcodeMUMC>

4

Courses for PhD candidates

Attend at least 2 CARIM Course Weeks

CARIM PhD candidates can participate in discipline-related courses offered by CARIM as well as general courses offered by FHML and UM. Together with your supervisors, you decide which courses to follow. If you are a CARIM PhD in category 1a or 2b you should attend at least 2 CARIM Courses.

CARIM COURSE WEEK

CARIM offers several courses during the annual CARIM Course Week in June. These courses focus on state-of-the-art technologies and novel concepts in the cardiovascular research field. The CARIM Course Week also allows you to meet fellow PhDs and CARIM staff and broaden your network at CARIM. Each year, two of the following courses are offered:

- ▶ Heart Failure Research
- ▶ Non-Invasive Biomedical Imaging
- ▶ Drug Development
- ▶ Vascular Inflammation and Thrombosis
- ▶ Advanced Optical Microscopy (organised by the Department of Molecular Cell Biology)

More information can be found on: <https://tinyurl.com/CARIMPhD>

PAPENDAL COURSES

Dutch Heart Foundation's PhD courses or Papendal courses

CARIM PhD candidates and junior post-docs have the opportunity to join the Dutch Heart Foundation's PhD courses, the so-called Papendal courses. CARIM PhD candidates and PhD candidates from other Dutch universities and research institutes can register for one of two 5-day courses taking place at the Papendal Conference Centre in Arnhem in fall. The topics of the Papendal courses correspond to the three CARIM research themes and include Cardiac Function & Adaptation, and Vascular Biology & Pathology. There is also a course specifically for post-docs and PhD candidates in their last year. The Papendal courses are not only a great opportunity to gain insight into the newest developments in cardiovascular research, but also to present your own research and network with PhD candidates from all over The Netherlands.

Dutch Heart Foundation Cardiovascular courses:

<https://tinyurl.com/Papendal>

NVTH
The Dutch Society
on Thrombosis and
Haemostasis NVTH

NVTH PhD COURSE

The Dutch Society on Thrombosis and Haemostasis (NVTH) is an association of researchers working in the field of coagulation. They organise a PhD course for young basic and clinical researchers every year. Additionally, NVTH stimulates the interaction between researchers in the field of thrombosis and haemostasis by organising an annual 2-day symposium in Koudekerke. More information can be found at: <https://tinyurl.com/NVTHcourse>

ADDITIONAL COURSE OFFERS

Staff
Career Centre

The University offers comprehensive courses to improve skills such as academic writing or laboratory techniques. FHML offers courses for its PhD candidates as a part of the FHML/Maastricht UMC+ training programme. This includes courses on methodology and statistics, biomedical and clinical research skills (for example the 'Lab Animal Science' course), or University teaching skills (for example the 'Introductory Course on Principles of PBL' or 'Tutoring/Teaching Skills', both needed to take on the role of tutor). The Staff Career Centre offers courses related to professional development as well as career coaching specifically for PhD candidates. The University Library also offers several workshops and courses for PhD candidates and UM research staff, including courses on systematic literature searches or selecting a journal for publication.

FHML/MUMC+ courses:

<https://tinyurl.com/FHML-courses>

Staff career service courses for young researchers:

<https://tinyurl.com/UM-career-centre>

University Library courses for PhD candidates and UM researchers:

<https://tinyurl.com/lib-courses>

CARIM SCIENTIFIC SYMPOSIUM

From a variety of scientific events which are organised by CARIM, the CARIM Symposium is a recurrent highlight. Every year in November, the CARIM community comes together to celebrate their scientific and societal achievements of the past year. Recent CARIM laureates deliver presentations on their research findings and nominated PhD candidates are given the chance to present their research in a poster session. The scientific programme of the CARIM Symposium traditionally closes with the Robert Reneman Lecture by a renowned international researcher in the field of cardiovascular research. The scientific programme is concluded by the awarding of prizes, including the PhD Dissertation prize. The award ceremony is usually followed by an evening reception.

5 PhD Representatives, Networking and Social Life

I'MCARIM

Under the name I'MCARIM, we are dedicated to make your time with CARIM enjoyable and make everybody proud to say "I'm CARIM!".

The I'MCARIM committee represents PhD candidates from all CARIM research lines. The members of I'MCARIM are involved in the Faculty PhD committee (FPC) of the FHML and the Education Programme Committee (EPC) of CARIM, where they have an advisory role. It is our task to inform you about issues that are discussed at institutional level and to communicate PhD issues to the council. Please feel free to contact us with any issues via

✉ imcarim@maastrichtuniversity.nl

I'MCARIM organises different events:

- ▶ Young investigator round
- ▶ Thesis printing workshop
- ▶ Career workshop

During the CARIM Course Week, I'MCARIM organises an afternoon event with a joint programme as well as social activities for all course participants. In previous years, social activities included mini golf, bowling, and laser tag in the Valkenburg caves. For more information about I'MCARIM, follow us on twitter (@imcarim) or instagram, keep an eye out for our updates via mail, or see <https://tinyurl.com/IMCARIM>

I'MCARIM PHD REPRESENTATIVES 2023

Elias Wieland (Pathology)

Eline Berends (Internal Medicine)

Minke Rijpkema (Biochemistry)

Lisa den Brok (Internal Medicine)

Laura Kempen (Pathology)

PH.D. ACADEMY

Ph.D. Academy is an association that offers PhD candidates a wide range of activities and, in this way, connects people from every department of UM. They organise educational, social, and fun activities all year round. The Academy is always looking for new members and supports the initiatives of PhD candidates who want to organise events. Their goal is to improve communication between the different departments & faculties and help people create a strong network in Maastricht. If you are interested in the events organised by Ph.D. Academy or if you are looking for more information, check out their website or social media profiles:

<https://phdacademy.maastrichtuniversity.nl/>

<https://www.facebook.com/PhDAcademy/>

<https://www.instagram.com/phdacademy/>

You can also reach out through the 'PhD Academy' group on Umployee, where all event info will be regularly posted. If you want to become a member or have an idea for an event to improve PhD life in Maastricht, you can contact:

Ph.D. Academy

✉ phdacademy@maastrichtuniversity.nl

✉ phdacademy@googlemail.com

Vinidhra Shankar, President

Jacqueline Kurz, Secretary

✉ v.shankar@maastrichtuniversity.nl

✉ j.kurz@maastrichtuniversity.nl



Ridder Bier



CENTRAL PHD CANDIDATES PLATFORM (CPCP)

CPCP
The Central PhD
Candidates Platform

The Central PhD Candidates Platform (CPCP) is a UM-wide platform that discusses interfaculty and (inter)national issues that concern PhD candidates. This includes topics such as workload, contractual and other statuses, teaching duties, psychological health, and the duration of PhD tracks. The platform consists of six representatives with one PhD candidate from each faculty. They have taken up the official role of representing PhD candidates within their faculty and meet at least 4 times per year, with additional ad hoc meetings when required. Decisions are made on a consensus basis; however, email correspondence may be used for expediting minor or urgent decisions. The meetings are open to all PhD candidates and interested parties provided there are no confidential items to discuss. Please send an email to the chair and secretary for these meetings rotate on a per-meeting basis. If you have questions, want to participate, to inquire after the agenda for the next meeting or bring an issue to the attention of the platform, you can always contact the CPCP by sending an email to:

✉ phdplatform@maastrichtuniversity.nl

PROMOVENDI NETWERK NEDERLAND (PNN)

PNN
The PhD Network
Netherlands

The PhD Network Netherlands (PNN) is the national interest group for and by PhD candidates affiliated to one of the fourteen Dutch Universities, one of the eight University Medical Centres, or other research institutions. The General Members Meeting (GMM) is the highest decision-making body, during which the Daily Board (DB) and the local PhD Organisations (POs) deliberate together about the strategy and new actions, and make decisions about the course of action on the national level. PNN keeps in close contact with many stakeholders and other relevant organisations, such as the Ministry of Education, Culture and Science; The Association of Universities in the Netherlands; The Netherlands Federation of University Medical Centres, labor unions, political parties, and student organisations. Furthermore, PNN is an initiator and member of the European Council of Doctoral Candidates and Junior Researchers. You can get in touch with PNN via your local PO or directly via

✉ info@hetpnn.nl

CARIM STRATEGIC BOARD

GMM
The General Members
Meeting

DB
Daily Board

POs
PhD Organisations

The Strategic Board (SB) advises and supports the Scientific Director and the Executive Board in managing long-term policies. The SB is also a discussion forum and generates written visions of the future of CARIM and its survival in an increasingly competitive international scientific environment. The Strategic Board meets regularly to discuss (strategic) issues such as research infrastructure, grant programmes, national and international collaboration networks, HR-policies, interdisciplinary communication and CARIM's visibility in the national and international cardiovascular fields. For more information you can reach the CARIM office via

✉ carim-office@maastrichtuniversity.nl

FHML COUNCIL

The council of the FHML is the representative advisory board, elected by the students and staff. The faculty council advises the board of the faculty, solicited and unsolicited. The council has eighteen members, as of which 1 PhD-candidate. More information can be found on:

<https://tinyurl.com/FHMLcouncil>.

If you want to come forward to be a candidate, please show your interest to the current FHML council staff members and they will provide you more information.

6**Administrative Support****EMPLOYMENT AND CONTRACT MATTERS**

CARIM has two HR advisors who can advise you on matters relating to supervision, legal status, or terms of employment. Advisors are assigned to specific departments, please inquire at your departmental bureau/office.

Anke Neekmann

HR advisor at CARIM

✉ a.neekmann@maastrichtuniversity.nl

Petra Suurmond

HR advisor at CARIM

✉ p.suurmond@maastrichtuniversity.nl

UM CARD

As an employee of the University, you will receive a UM card to give you access to the UNS 40/50 buildings. If you are employed by or working in the hospital, you will receive a Maastricht UMC+ card, but can apply for a UM card as well. This can be arranged through the secretary of your department. If you need 24-hour access to one of the buildings or need to cross the walking bridge between hospital and University, a separate form needs to be handed in. Please ask your department's secretary to help you with this. Your UM card also functions as a library card, parking card, and works with the photocopying machines. You can also use your card to pay at the Maastricht UMC+ restaurant or UM mensa, but each has a separate budget that needs to be loaded onto your card.

If you lose or damage your UM or Maastricht UMC+ card, please contact Facility Services (Facilitaire Dienst):

Facility Services

☎ +31 (0)43-3882002

✉ servicepoint-fs@maastrichtuniversity.nl

UM MAIL

All new PhD candidates receive an UM email account which should be used for work-related correspondences. It works via Outlook Web App and can be accessed from any location.

To use it, log in with your UM email (@maastrichtuniversity.nl) and your password here:

<https://mail.maastrichtuniversity.nl>.

If you work in or are employed by the hospital, you also receive a Maastricht

UMC+ mail address (@mumc.nl). It is practical to use only one of the two email accounts actively and let email sent to the other account be forwarded automatically. Your UM email address is also your login for most UM systems like ESS or IMAR. Please be aware that your UM account is terminated 90 days after your contract has ended.

UMPLOYEE

All practical matters for UM employees can be found on UMPloyee, the intranet of the UM. The intranet contains a dashboard with relevant news and updates, as well as information about work, leave, career development and links to answers to frequently asked questions. Log in to UMPloyee by using your UM username and password here:

<https://www.maastrichtuniversity.nl/my-um>

From the UMPloyee page you can access other apps by navigating to the blue bar on the left and clicking on the “Applications” button.

EMPLOYEE SELF SERVICE (ESS)

ESS is a digital environment that allows you to see and edit your personal information (like your address or phone number), download your salary slip and annual statement, and declare work-related costs. Log in to ESS through the “Applications” on UMPloyee:

<https://tinyurl.com/ESS-UM>

SUCCESSFACTORS

SuccessFactors is the Universities leave registration system. It allows you to see your holiday hours and register holidays. The system divides the number of holiday hours per category, such as statutory and non-statutory holiday hours. In principle, UM employees have to take at least four weeks of holiday every year which should be registered before 1 July. Access SuccessFactors through UMPloyee Applications or log in using your UM username and password here:

<https://tinyurl.com/UM-success>

SPORTS

UM Sports offers group classes, training sessions or walk-in activities in a variety of sports and disciplines. The University Sports Centre located opposite of the Maastricht UMC+ is UM Sports’ main location with a gym, sports studios and a sports hall, a spinning studio, squash courts and a climbing wall. PhD candidates can choose from several membership plans for staff members or get a try out session for 5,00 €. You can find more information on the UM Sports website

<https://tinyurl.com/UM-sports>.

More information on memberships for PhD candidates and employees can be found here:

<https://tinyurl.com/sports-membership>.

As a UM PhD candidate, you can also participate in the corporate fitness scheme with BenVitaal. Your membership fee will be deducted from your gross salary. Depending on your tax rate, you may be eligible for almost 50% discount on the membership fee. This only applies for memberships to selected fitness centres. An overview of these centres as well as more information on corporate fitness can be found via

<https://tinyurl.com/UMintranet>.

BICYCLE SCHEME

For those employed by the UM there is a Bicycle Scheme offering a UM contribution of up to 340 € towards the purchase of a new bike, including insurance or maintenance. There is also the option to use your vacation hours or your end-of-year bonus to pay for the remainder of the cost. Certain conditions apply to be eligible for a UM contribution which can be found on <https://tinyurl.com/UMintranet>.

TECHNICAL SUPPORT

ICT services (ICTS) can help with any ICT-related (information and communication technology) problems. Your department probably has an ICT supporter, please contact this person before asking your questions to ICTS.

ICTS

☎ +31(0)43 388 55 55

✉ servicedesk-icts@maastrichtuniversity.nl

SOFTWARE

UM offers software downloads and licenses, for example Office 365 or the Adobe Creative Cloud. You can find an overview of available software on <https://tinyurl.com/UM-ICTS> and <http://www.surfspot.nl/>.

7**Psychological Support**

As UM considers PhD candidates as employees, psychological support is usually provided by the company doctor. However, there are several other possibilities depending on the psychological issue. PhD candidates can contact CARIM's HR advisors or Olga Reneerkens, responsible for PhD candidates at the Staff Career Centre.

Olga Reneerkens Learning & development broker

✉ o.reneerkens@maastrichtuniversity.nl

Anke Neekmann HR advisor at CARIM

✉ a.neekmann@maastrichtuniversity.nl

Petra Suurmond HR advisor at CARIM

✉ p.suurmond@maastrichtuniversity.nl

ARE YOU IN A SITUATION IN WHICH YOU NEED URGENT HELP?

In life-threatening situations, call 112. If you are having suicidal thoughts, call 113 (or 0800-0113). For non-life threatening emergencies, you can call your general practitioner (GP) during office hours. Outside of office hours, call the GP office located in the hospital via

☎ +31(0)43 387 77 77

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Social safety

If you experience problems related to social safety, such as discrimination, racism, sexual harassment, aggression, violence or problems relating to equal opportunities or conflicts with colleagues, you are encouraged to contact the team Social Safety, who can assist PhD candidates in finding the right help and support to try to address and resolve these issues. The team is independent. You can have a confidential conversation with the members of the team:

Esther Goethart Coordinator Concerns & Complaints Point (CCP)

Primary contact person, responsible for support and referral

☎ +31(6) 28 84 99 65

✉ esther.goethart@maastrichtuniversity.nl

Claire Essers Ombuds officer

The ombuds officer conducts independent, impartial and confidential investigations with advice and/or mediation

☎ +31(6) 40 77 63 09

✉ claire.essers@maastrichtuniversity.nl

Katinka Bastin Confidential advisor

Contact person who can help in case of (suspected) breach of integrity or undesirable behaviour

☎ +31(6) 46 70 55 46

✉ k.bastin@maastrichtuniversity.nl

Joep Peters external confidential advisor

☎ +31(6) 20 30 51 59

✉ contact@deeikmediation.nl

Further information about the CCP and the members of this social safety team can be found on the website: <https://tinyurl.com/UM-CCP>

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Grants

If you want to apply for funding during or after your PhD, you can contact the Grants Office. The Grants Office is part of the Research Office and can give you information on grant opportunities and offers support while writing a grant proposal. On this website, you can find a list of grant opportunities ranging from regional to European funding:

<https://tinyurl.com/FHML-grants>

A brief overview of well-known grants is listed here:

- ▶ **CARIM HS-BAFTA** (for talented PhD candidates to spend time at a lab abroad)
<https://www.carimmaastricht.nl/research/talent-development>
- ▶ **FHML Kootstra Talent Fellowship (KTF)**
<https://tinyurl.com/kootstra>
- ▶ **NWO Rubicon**
<https://tinyurl.com/NWO-rubicon>
- ▶ **Universiteitsfonds Limburg SWOL**
<https://www.ufl-swol.nl/>
- ▶ **ZonMW Veni**
<https://tinyurl.com/ZonMW-VENI>

10 Graduation

The regulations for obtaining a PhD at UM can be found here:
<https://tinyurl.com/UM-graduation>

THESIS

The regulations for obtaining a PhD at UM can be found here:
<https://tinyurl.com/UM-graduation>

In brief, the thesis contains the following chapters:

1. **Introduction:** This section should introduce the research and its significance, positioning it within the context of existing related research at both national and international levels.
2. **Scientific Treatise(s):** This is the core of the thesis. For a single treatise, it should contain a detailed exploration of the chosen subject. For multiple treatises, they should be sufficiently cohesive and related. At least one treatise should be under review by a scientific journal.
3. **General Discussion:** This chapter should provide a reasoned representation of your own position concerning the main theme or major themes of the thesis. It's an opportunity to reflect on the findings and the broader implications of the research.
4. **Summary:** A concise summary of the entire thesis, highlighting the main points, findings, and contributions. This should be provided in Dutch and English.
5. **Impact Paragraph:** This section should outline the impact of your research on science and/or society, explaining the significance of your findings.
6. **Curriculum Vitae:** A brief overview of your academic and professional background.
7. **Propositions:** A set of statements that present key hypotheses, conclusions, or ideas arising from your research. These propositions may relate to the thesis subject, your field of expertise, and the broader impact of your research.
8. **Conclusion:** A final chapter that wraps up the thesis, restates its main contributions, and provides a closing reflection on the research conducted.
9. **An acknowledgements chapter is common.** The impact statement is included in the assessment of the thesis.

PROMOTION TIMETABLE

FINAL 12 MONTHS OF CONTRACT

1 YEAR

At least 1 year before the end of contract

▶ Sketch your thesis

Together with your supervisor(s), prepare a sketch of your thesis (title, research chapters with authors, state of each chapter)

3-6 MONTHS

▶ Send a request for the promotion, your promotor(s) and co-promotor(s) to the BoD

Letter can be obtained via the secretary of your department or the promotor(s)
Model letters can be found here: <https://tinyurl.com/UM-graduation>

▶ Send a proposal for composition of your assessment committee to the Dean of the faculty & BoD in CC

Letter can be obtained via the secretary of your department or the promotor

After 3 to 4 weeks, the Chair of the BoD appoints the promotion, promotor(s), co-promotor(s), and assessment committee. A confirmation of these appointments is sent to the promotor(s), co-promotor(s), members of the assessment committee, Dean, and PhD candidate.

1 MONTH

▶ Submit thesis to the members of your assessment committee

▶ Members of assessment committee send the admission from the committee with the assessment from each member) to BoD (using Thesis Assessment forms)

4 weeks after submission, the assessment committee decides whether you are allowed to defend your dissertation. The committee sends the admission with the assessment by each member to the BoD (using Thesis Assessment form).

▶ Settle date for ceremony with promotor(s), co-promotor(s), members of the Corona and Office of Academic Ceremonies

BoD =

Board of Deans

PROMOTION TIMETABLE

FINAL 3 MONTHS WORKING TOWARDS THE DEGREE CEREMONY

- | | |
|------------------------------|--|
| 3 MONTH | <ul style="list-style-type: none">▶ Send copy of title page to Office of Academic Ceremonies for approval by the Rector magnificus▶ Promotor sends a declaration to the BoD stating that the prepositions belonging to the dissertation are defensible |
| 2 MONTHS | <ul style="list-style-type: none">▶ Get dissertation printed |
| 6 WEEKS | <ul style="list-style-type: none">▶ PhD candidate, promotor(s), co-promotor(s) and Dean receive definite confirmation from the Rector magnificus that the defence can be held |
| 3 WEEKS
AT LEAST) | <ul style="list-style-type: none">▶ Submit digital version of thesis and propositions to University Library▶ Submit 6 copies of the thesis to Office of Academic Ceremonies▶ Apply for reimbursement▶ Discuss scenario for degree ceremony (slides, reception, your paranymphs)▶ Promotor sends order of Corona members to PhD Office (using On-site Defence form) |
| 1 WEEK | <ul style="list-style-type: none">▶ Send out scenario to all involved parties |

GREEN MULLINS 50
IRISH PUB & RESTAURANT





11 Important Contacts

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☎ +31(0)43 387 49 11

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Learning & development broker

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✉ secretariaat-carim@maastrichtuniversity.nl

✉ carim-office@maastrichtuniversity.nl

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✉ info@hetpnn.nl

Service

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✉ servicedesk-icts@maastrichtuniversity.nl



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DELN

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Graphic Design

Muis Mûcher, Maastricht

Photography

Cover	Patty Brito on Unsplash and Pavel Danilyuk
Cover	iStockphoto
Cover	Shutterstock
page 2	Thijs Scheper on Unsplash
page 4	Shutterstock
page 12, 13	Shutterstock
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