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Doctoral education @UAntwerp: the doctoral study programme
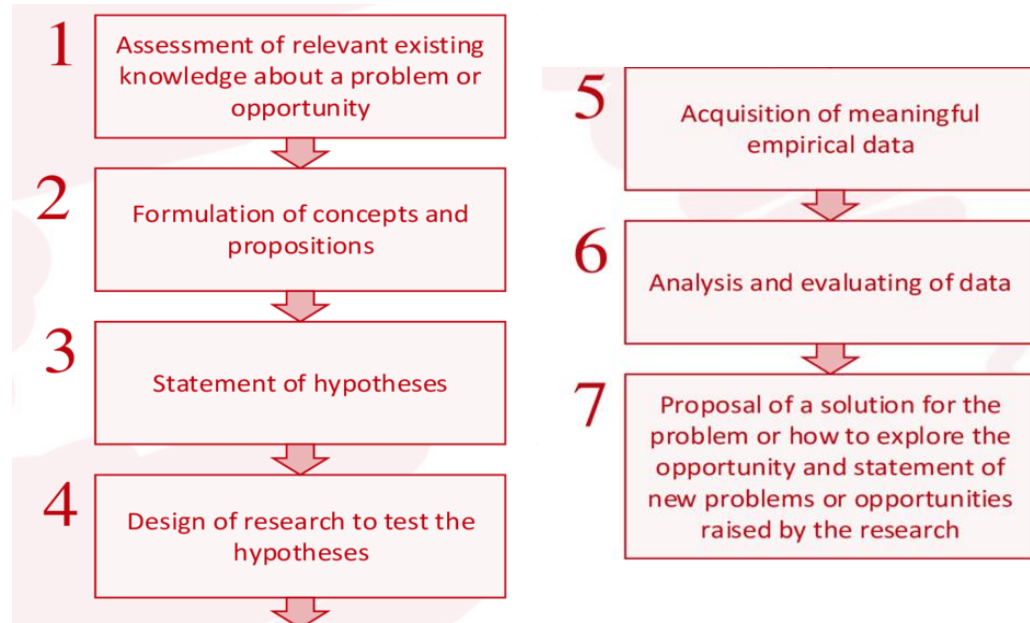
Dr Kristien Daems & Karolien van Dessel

ADS Doctoral Day

October 2024

Doing a PhD at the University of Antwerp

Research

Doctoral study programme

Mandatory but flexible

1. Assessment of relevant existing knowledge about a problem or opportunity
2. Formulation of concepts and propositions
3. Statement of hypotheses
4. Design of research to test the hypotheses
5. Acquisition of meaningful empirical data
6. Analysis and evaluating of data
7. Proposal of a solution for the problem or how to explore the opportunity and statement of new problems or opportunities raised by the research

A. Research skills and techniques

B. Adapting to the research environment

C. Research Management

D. Personal effectiveness

E. Communication skills

F. Networking and teamwork

G. Career management

Supervisor(s) &

Individual PhD commission (IPC)

Antwerp Doctoral School & peer review commission

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Competence profile

Based on the Joint Skills Statement (Vitae)

B. Adapting to the research environment

A. Research skills and techniques

C. Research Management

D. Personal effectiveness

E. Communication skills

G. Career management

F. Networking and teamwork

Vision

Identify personal needs

Increasing self-awareness

Vision

B. Adapting to the research environment

A. Research skills and techniques

C. Research Management

D. Personal effectiveness

E. Communication skills

G. Career management

F. Networking and teamwork

Identify personal needs

Increasing self-awareness

Learning to express the value of a PhD

Link activities to competences and vice versa

Develop competences

Becoming a broadly trained professional

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1. Identify training needs and set goals

A. Research skills and techniques

B. Adapting to the research environment

C. Research management

D. Personal effectiveness

E. Communication skills

F. Networking and teamwork

G. Careermanagement

Researcher A

1. Identify training needs and set goals
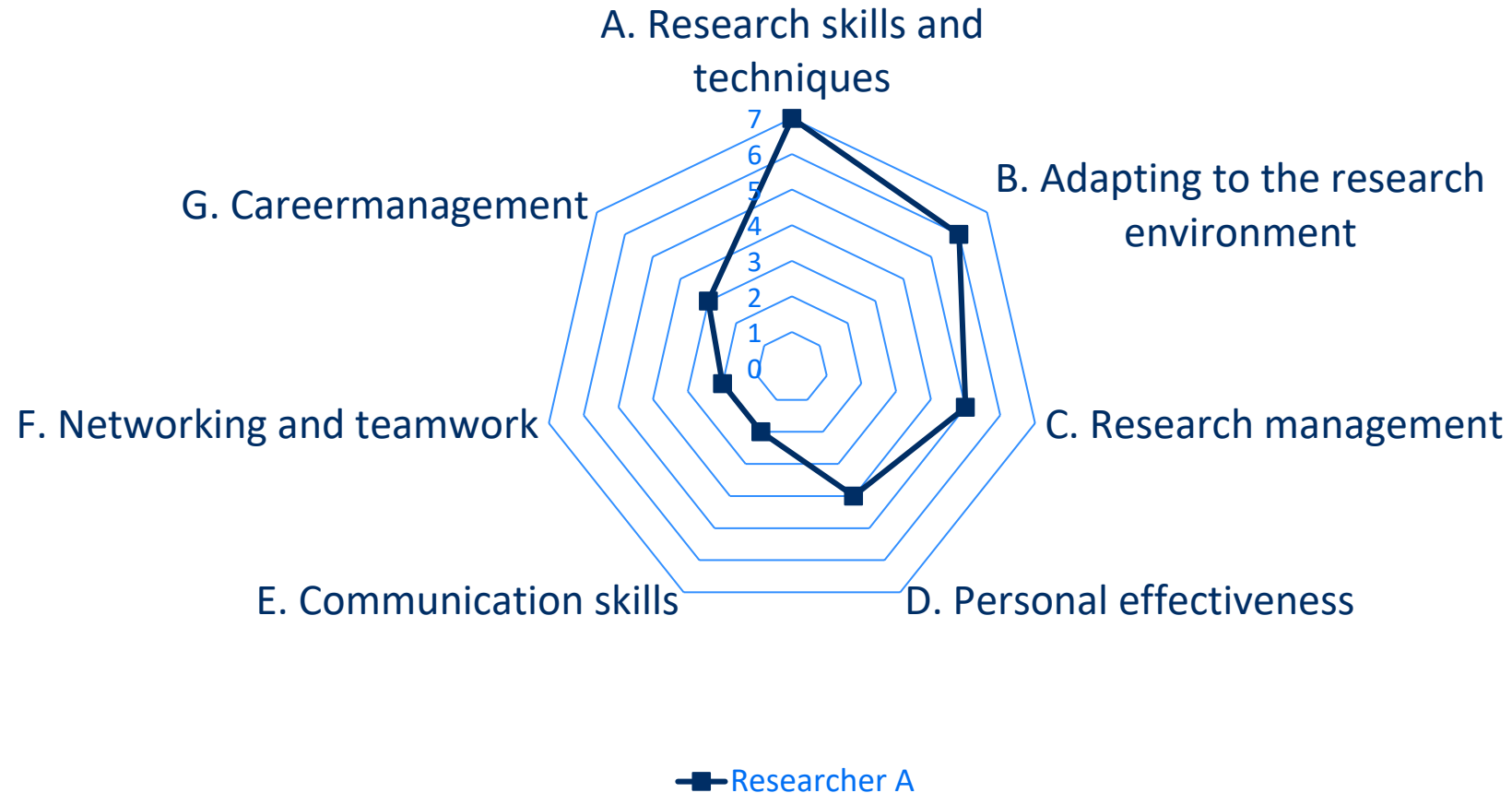
Researcher A   Researcher B
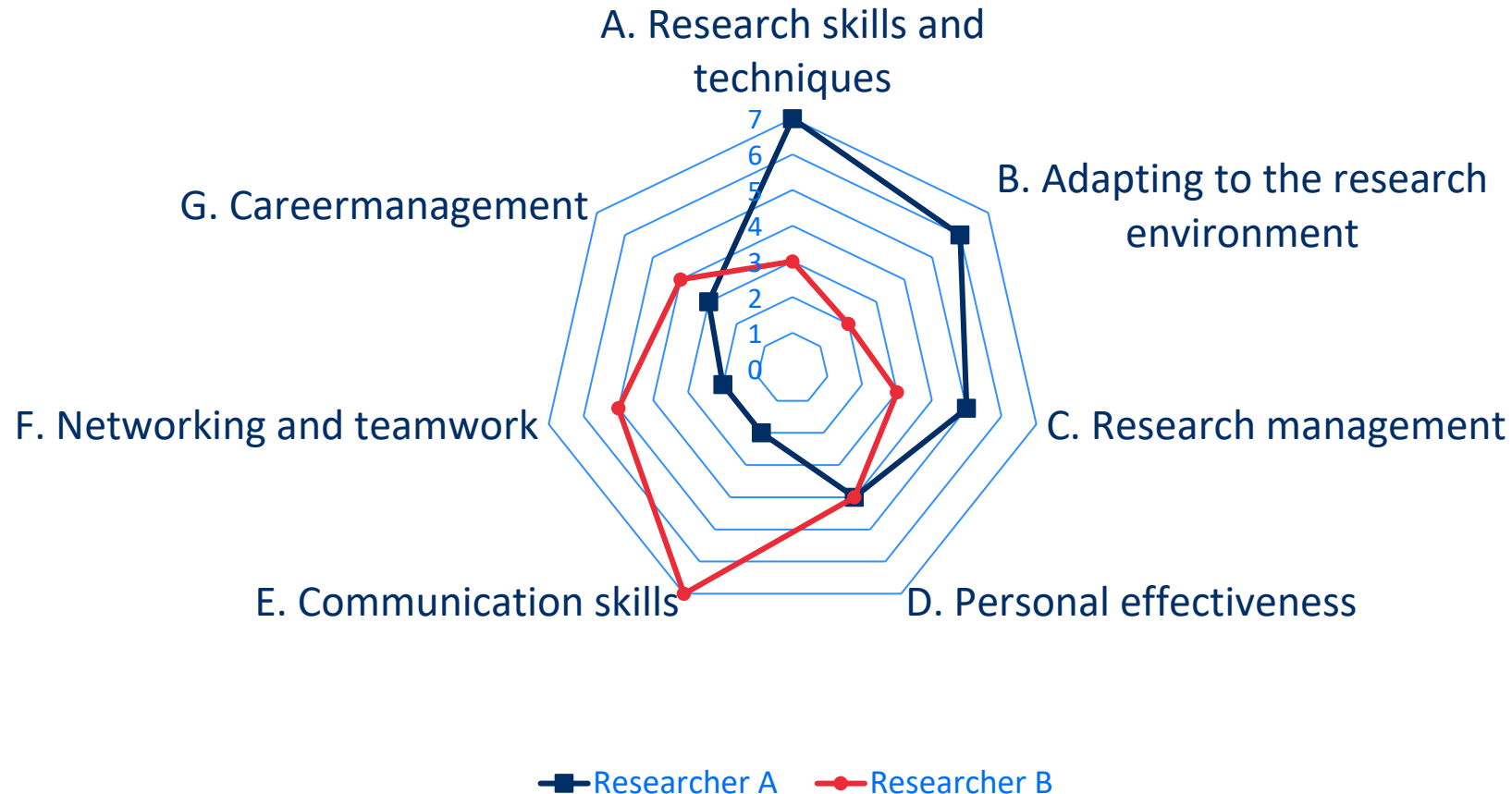
Parallel session: *"Personal development as a PhD researcher"* &
ADS course: *"My Personal Development Plan as a PhD researcher"*

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2. Develop competences

- **Learning by doing**

  E.g. writing a manuscript, giving presentations, going to a conference, working together in a research group, organising an event, …

- **Following a course**
  - **From the Antwerp Doctoral School ("ADS course")**
    - Courses relevant for all disciplines. Overview on the ADS website.
    - They are <u>free of charge</u>!
  - Offered by **other services of UAntwerp**: Dive-into-Business, language training Linguapolis…
  - Offered at an **interuniversity** level: FLAMES, VAIA, Mind the GAP,…
  - Offered by **another university** or a **non-academic organisation** (if acknowledged by the Flemish Government)

Educational credit! (up to €1500 per PhD researcher) → **Check conditions and procedure on the <u>ADS website.</u>**

For international transport and accommodation costs you are required to first apply for an FWO travel grant.
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> More information in the session on associations, courses and initiatives

> More information in the <u>explainer videos</u> & during the session *"All the practicalities to successfully conclude your doctoral study programme"*

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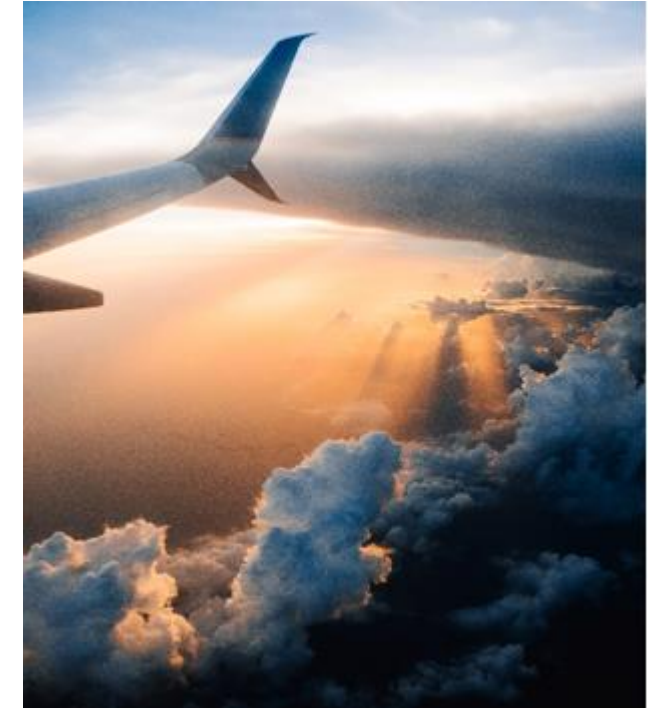
Spots available in ADS courses

- **Communication Skills Basic**

- **Connecting Communication**

- **Personal Effectiveness 12h**

- **Writing Academic Papers in English**

- **E-sources**
  - For the exact sciences
  - For the (bio)medical sciences
  - For the social sciences & humanities

FWO funding for bottom-up initiatives

- **For all PhD researchers**

- **International mobility: FWO travel grants**

  ! Apply at the latest 3 months before travelling!
  - Conference abroad
  - Workshop or course abroad
  - Short study visit abroad (max. 31 days)
  - Long stay abroad (> 31 days)
  - Flow Chart with more info on ADS-website

- **Organisation of a scientific conference in Belgium: co-funding grants**
  - Type I: big international reference conference in a specific scientific domain
  - Type II: international conference

https://www.fwo.be/en/fellowships-funding/international-mobility/

https://www.fwo.be/en/fellowships-funding/international-contacts/organisation-of-a-scientific-conference-in-belgium/

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2. Develop competences

- **Bottom-up initiatives to support young researchers**
  - Activities organised by individual researchers, a research group…
  - Possibility to obtain funding through "**OJO call**":
    - launch of the call on **October 7th**
    - deadline **11th November 2024**
  - **4 categories**
    1. Interuniversity initiatives
    2. Domain-specific trainings
    3. Career development initiatives
    4. Facultary initiatives

  ✉ **OJOcall@uantwerp.be**

2. Develop competences

▪ **Mind the GAP** = Good Academic Practices

- ▪ **Compulsory** training for starting PhD researchers

- ▪ Interuniversity online training tool on **research integrity** available via **Blackboard**

- ▪ 4 basic modules + a final **test**

- ▪ You need to obtain a score of at least **80%** to pass and obtain a certificate

▪ ! Make sure to **add this activity** to your **annual progress report** for the doctoral study programme + **upload the certificate** as proof.

Photo by Brett Jordan on Unsplash

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2. Develop competences

Nature Masterclasses

- Professional development training for researchers via online courses and workshops

- Access for UAntwerp researchers since January 2023

- Rewatch the launch webinar

2. Develop competences: examples of activities

D. PERSONAL EFFECTIVENESS

1. Demonstrate a willingness and ability to learn and acquire knowledge.
2. Be creative, innovative and original in one's approach to research.
3. Demonstrate flexibility and open-mindedness.
4. Demonstrate self-awareness and the ability to identify own training needs.
5. Demonstrate self-discipline, motivation, and thoroughness.
6. Recognise boundaries and draw upon/use sources of support as appropriate.
7. Show initiative, work independently and be self-reliant.

Examples of activities	* Author of a scientific publication * Editor or editorial board member * Patent * Receive an individual scientific prize
Courses offered by the Antwerp Doctoral School	* Time management (Dutch) * Achieving your goals and performing more successfully in your PhD (English) * Personal effectiveness (English) * Under pressure (English and Dutch course)
Courses and events offered by other departments of UAntwerp or other organisations	

www.uantwerpen.be/doctoral-study-programme
www.uantwerpen.be/doctoraatsopleiding

Consult your <u>faculty PhD regulations </u>to know
<u>which activities </u>can be accepted in your doctoral study programme and <u>how many points</u> can be awarded.

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Example: faculty points table

Personal efficiency

Competence categories	Activity	Credits per activity	Maximum points	Enter in Sisa
D. Personal efficiency	Taking a course[10]	0.1 per contact hour (0,5 p/ECTS)		**Type**: 1. Courses and career development **Activiteit**: Course
	Author or co-author of an article in a refereed academic journal, reader or series[11]	3 per published article		**Type**: 3. Publications and productions/creations **Activiteit**: Author
	Author or co-author of a refereed book or a chapter in a book	3 per book or chapter in a book		**Type**: 3. Publications and productions/creations **Activiteit**: Author
	Receiving a prize	0.2 per prize		**Type**: 5. Project proposals and recognitions **Activiteit**: Individual scientific prize
	Article in a non-refereed journal, reader or series[12]	0.5 per published article		**Type**: 3. Publications and productions/creations **Activiteit**: Author
	Editor of a book or thematic issue of a journal (with or without peer review)[13]	2 per book or issue		**Type**: 3. Publications and productions/creations **Activiteit**: Editor or editorial board member
	Review published in an academic journal	0.1 per article review 0.2 per book review		**Type**: 3. Publications and productions/creations **Activiteit**: Author
	Research report[14]	0.5 per report		**Type**: 3. Publications and productions/creations **Activiteit**: Author

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3. Reflecting on activities

Which skills do you develop while supervising a master thesis?

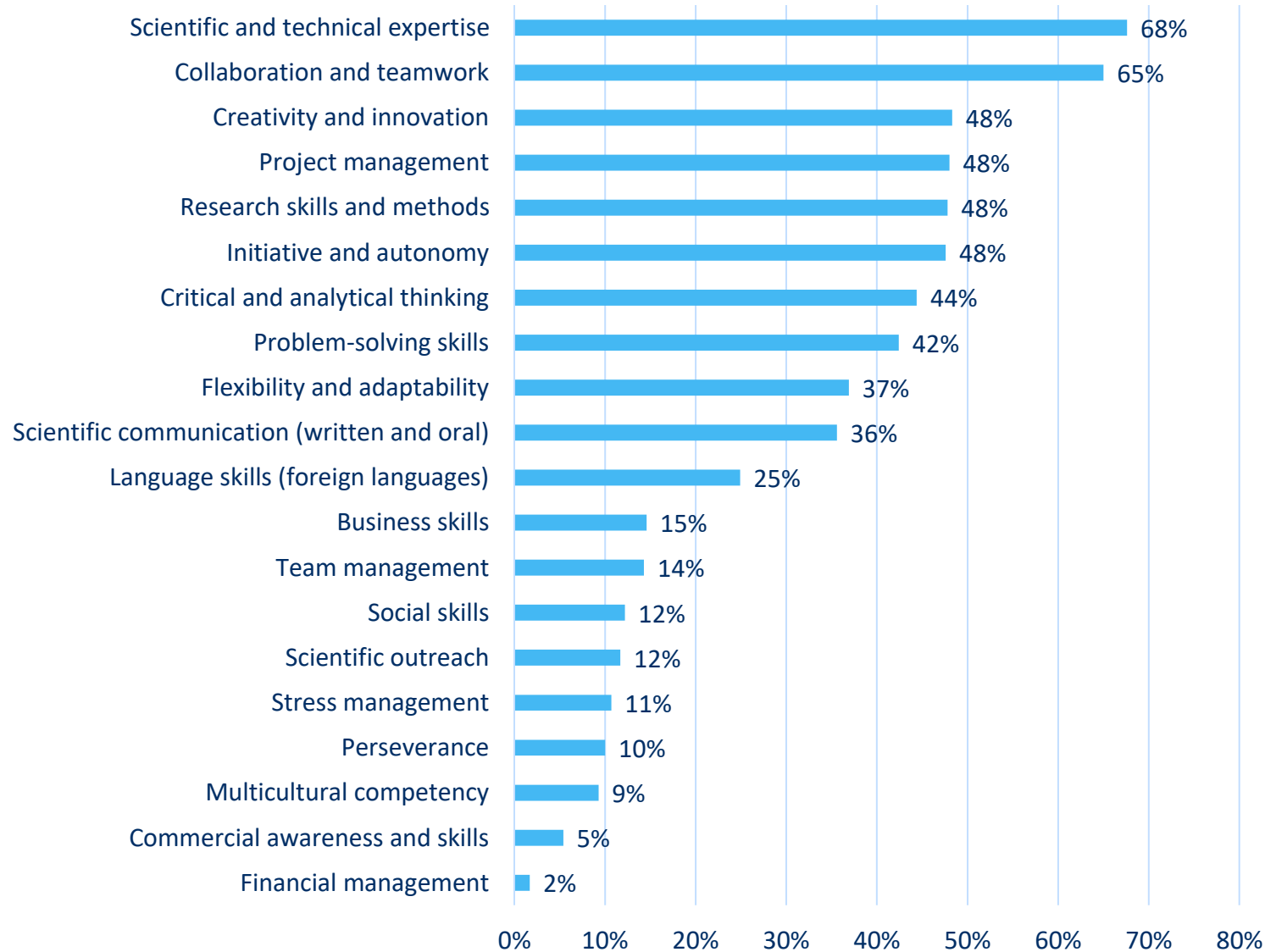Photo by Desola Lanre-Ologun on Unsplash

3. Reflecting on activities

Moving onto a **next job after your PhD**
will be easier if you:

- are self-aware of your strengths and weaknesses

- have (and are aware of) a wide range of competences
("a broad professional profile")

- can explain the added value of your PhD
especially in a non-academic setting

- can demonstrate the transferability of your skills
(e.g. see next slide)

Photo by Vince Fleming on Unsplash

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3. (future) career skills

Skill	Percentage
Scientific and technical expertise	68%
Collaboration and teamwork	65%
Creativity and innovation	48%
Project management	48%
Research skills and methods	48%
Initiative and autonomy	48%
Critical and analytical thinking	44%
Problem-solving skills	42%
Flexibility and adaptability	37%
Scientific communication (written and oral)	36%
Language skills (foreign languages)	25%
Business skills	15%
Team management	14%
Social skills	12%
Scientific outreach	12%
Stress management	11%
Perseverance	10%
Multicultural competency	9%
Commercial awareness and skills	5%
Financial management	2%

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Practical

- Doctoral Study Programme = mandatory but above all a **unique opportunity**!

- Yearly submission of progress report and evaluation by a peer review commission

- To complete the doctoral study programme:

  - **A minimum number of points** must be obtained to make it an equal effort for all PhD researchers
  - Points must be obtained **in different categories** to achieve a broad professional profile
  - You meet all requirements (e.g. max. points per category…) as laid out in the **faculty PhD regulations**

More information in the explainer videos & during the session "*All the practicalities to successfully conclude your doctoral study programme*"

4. Charter for PhD researchers

- **Appendix 1: Charter for PhD researchers**

  - The charter for PhD researchers **prescribes common practice for all parties** involved in the PhD process

  - Involved parties: PhD researcher, supervisor(s), IPC, faculty PhD coordinator, ombudsperson, ADS…

  - The document complements the [university's general PhD regulations](#), the faculty PhD regulations, as well as the various staff regulations that may apply to PhD researchers

  - The commitments expressed in the charter are **not legally binding**

- **The charter can serve as**

  - A tool to shape the **supervisor-PhD researcher relationship**. The charter is preferably discussed at the start of the PhD.

  - A point of reference for all parties involved in case **problems arise** in the collaborative relationship as well as in the process of **remediation or conflict resolution**.

4. Charter for PhD researcher & supervisor

Appendix 1: Charter for PhD researchers

Introduction

The charter for PhD researchers prescribes common practice for all parties involved in the PhD process. This document complements the university's PhD regulations, the faculty PhD regulations, as well as the various staff regulations that may apply to PhD researchers.

The charter is intended for and is endorsed by all key players in the PhD process at the University of Antwerp: the PhD researchers, their supervisor(s) and the representative of the research group. The commitments expressed in the charter are not legally binding, however.

PhD researcher

The PhD researchers are expected to:
1. take the necessary administrative steps to start the PhD process, including registration as a PhD student, and renewing this registration each year;
2. draw up a research plan with the supervisor(s) as soon as possible, and carry out research efficiently and to the appropriate standard, within the proposed time frame;
3. conduct research according to the principles of research integrity, as endorsed by the University of Antwerp. Violations of research integrity include plagiarism, fabrication and falsification of data, and conflicts of interest;
4. be committed to participating in the mandatory doctoral study programme organised by the Antwerp Doctoral School and to following up on their progress on a regular basis;
5. submit their work on a regular basis to the supervisor(s), ensuring a reasonable time frame to review the texts;
6. submit a progress report on the PhD research according to the agreed deadlines;
7. submit an annual progress report on the doctoral study programme;
8. submit the written report of their research within the agreed deadlines to allow sufficient time for comments and discussion;
9. decide when they will submit their thesis, taking into account the opinion of the supervisor(s);
10. inform the department/faculty administration office, the Antwerp Doctoral School and the Registrar's Office, as well as their supervisor(s), if they decide to terminate the PhD ahead of time;
11. bring any problems, including those of a social or medical nature, to the attention of their supervisor(s), highlighting any issues that could affect their PhD work;
12. act in accordance with the core values of the University of Antwerp;
13. make arrangements with the supervisor(s) about working hours and leave within the prescribed regulations of the University of Antwerp and of the research group;
14. be aware of the social provisions available for illness, pregnancy, etc. according to the applicable staff regulations;
15. inform themselves about their role and responsibilities in the field of intellectual property and confidentiality, which can be found on the Antwerp Doctoral School website, and to reach out to the Valorisation Office (Technology Transfer Office - TTO) in case of questions or for further assistance regarding these matters.

Supervisor

The supervisor(s) is (are) closely involved with the doctoral study programme of the PhD researcher. The supervisor(s) is (are) expected to:
1. arrange the initial reception of the PhD researcher within the research group, the department and/or faculty. The supervisor explains the daily operation of the research group, introduces the PhD researcher to colleagues and makes the PhD researcher aware of concrete agreements within the research group;
2. facilitate contact between the PhD researcher and members of the individual PhD commission (IPC);
3. inform the PhD researcher about the principles of research integrity, as endorsed by the University of Antwerp. The supervisor should set an example in the realisation of these principles;
4. make the PhD researcher aware of the core values of the University of Antwerp;
5. guide the PhD researcher in developing a research plan, and discuss with the PhD researcher a realistic timetable and associated research methods;
6. notify the PhD researcher when specific steps need to be taken in the context of intellectual property rights (IPR) (article 75c), in collaboration with the Valorisation Office of the University's Department of Research, Innovation and Valorisation Antwerp (RIVA);
7. provide information to the PhD researcher, where necessary, on sourcing funding for additional research activities in the framework of the PhD, as well as for the equipment necessary for the PhD research;

8. be available to discuss all aspects of the research at least twice per semester;
9. encourage the PhD researcher to present their scientific work at various forums; keep the PhD researcher informed of relevant conferences, seminars, summer schools, workshops and similar opportunities; and explain how the PhD researcher can keep up to date with such opportunities;
10. encourage the PhD researcher to publish their scientific work and help the PhD researcher find the appropriate channels for this purpose;
11. discuss the division of time between research and education and ensure that the teaching assignments and other tasks of the PhD researcher are carefully planned, so that the completion of the PhD within the prescribed period is not compromised;
12. discuss the PhD researcher's training needs with him/her/them, based on the competence profile of the ADS, and provide advice on how these needs can be met within the framework of the doctoral study programme;
13. determine a realistic and detailed timetable with the PhD researcher for the completion of their research and for the writing of their thesis;
14. regularly review draft versions of the thesis and give constructive feedback to the PhD researcher;
15. review incremental progress made and, in consultation with the PhD researcher, adjust the objectives of the PhD research in light of this progress and any external factors (for example newly published findings);
16. support the PhD researcher as far as possible in valorising their research work through publications, and in the case of co-authorship, by acknowledging the actual share of work performed by the PhD researcher;
17. inform the PhD researcher about the faculty/department regulations and administration relevant to the PhD;
18. make the PhD researcher aware of various career options, even in the non-academic sector;
19. make arrangements with the PhD researcher about working hours and leave within the prescribed regulations of the University of Antwerp and the research group;
20. if the nature of the research requires confidentiality, in consultation with the Valorisation Office and prior to the discussions by the IPC, contact the chair of the IPC to take the necessary measures to maintain confidentiality.

YUFE Pilot 'Doctoral Learning'

Young Universities for the Future of Europe

YUFE Partners
- University of Antwerp
- Maastricht University
- University of Bremen
- NICOLAUS COPERNICUS UNIVERSITY IN TORUN
- uc3m Universidad Carlos III de Madrid
- UNIVERSITY OF EASTERN FINLAND
- UNIRI
- University of Cyprus
- Sorbonne Nouvelle université des cultures
- University of Essex
- ETS | GLOBAL
- THE ADECCO GROUP

As a YUFE partner, the University of Antwerp will pilot the YUFE DIOSI model on Doctoral Learning **from May 2024 until December 2025**:

1. evaluation of the embedding of the YUFE-DIOSI **vision** on Doctoral Learning at UAntwerp;

2. internationally organised non-discipline specific **training sessions**;

3. a **personal development plan**;

4. a **research plan**;

5. a non-academic **mentor** as additional career and personal development support.

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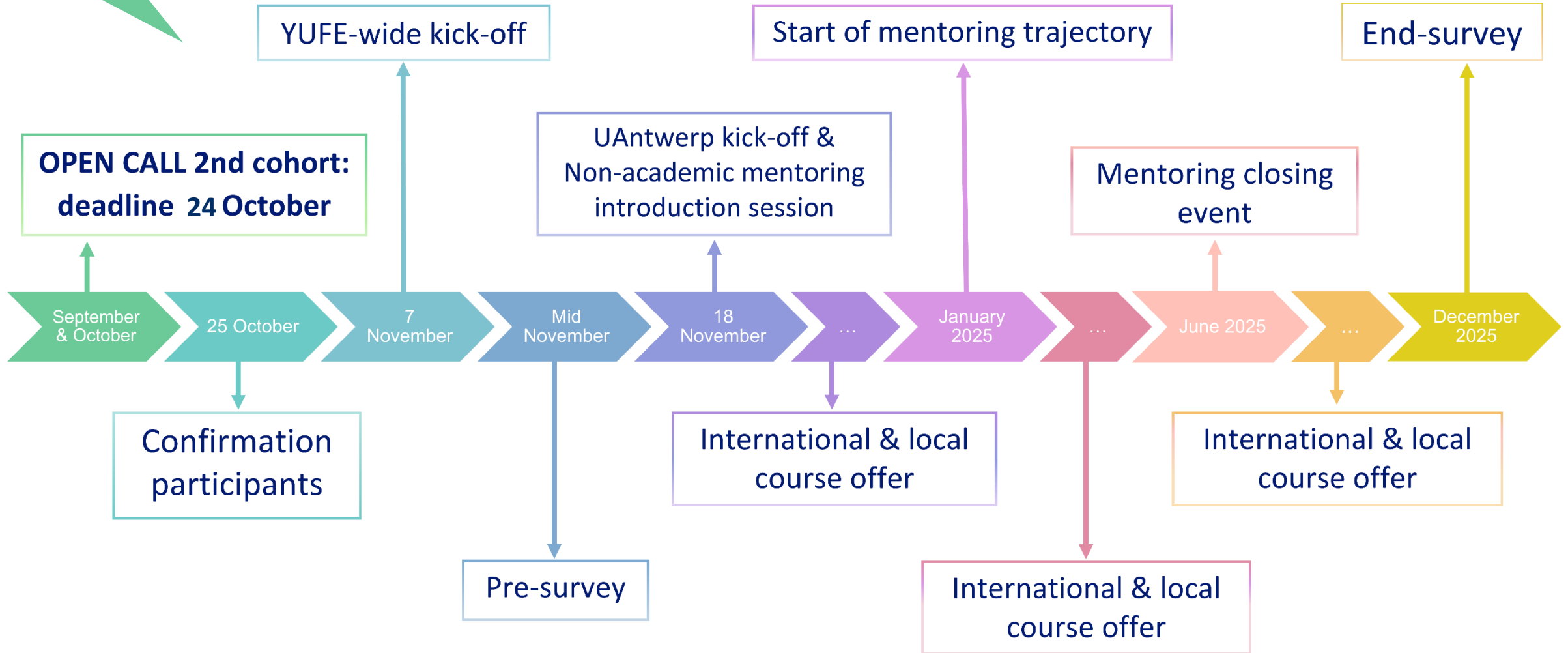
5. Information | website: www.uantwerpen.be/ads (Dutch/English)

5. Information | monthly ADS newsletter (via student account!)

ADS Newsletter

Stay tuned for training opportunities, events and regulations for doctoral researchers!

Job Shadowing for PhD researchers & postdocs

Interested to explore a career field and experience a typical day (or more) on the job? Eager to learn how to present and apply your expertise through discussions with professionals? Want to check if you fit in a particular position or organisation? Job Shadowing provides a better (and nuanced) understanding of the skills and competencies needed to succeed and thrive in a particular job. In short, it allows to 'test-drive' a career.
Grab this opportunity by applying for a job shadowing position **between early July and 8 September.**

5. Contact

GENERAL QUESTIONS

doctoralschool@uantwerp.be

QUESTIONS REGARDING ADS COURSES

ADScourses@uantwerp.be

QUESTIONS REGARDING JOINT PhD

JointPhD@uantwerp.be

QUESTIONS OJO CALL

OJOcall@uantwerp.be

University of Antwerp

Team ADS

Policy, career development

Dr Kristien Daems

YUFE

Dr Margaux Kersschot

Policy, ePhD, OJO call

Dr Stephan Missault

Policy, YUFE

Karolien van Dessel

Communication, joint PhD, doctoral study programme

Katleen Anthierens

ADS courses, communication, doctoral study programme

Catherine Bayart

Joint PhD, educational credit, communication

Jana Cuyvers

Educational credit, OJO call, joint PhD

Kristel De Poorter

Joint PhD, educational credit

Simone Kramer

ADS courses, doctoral study programme

Jeannine Veenendaal

Coordination, YUFE

Dr Karla Tersago

6. Need help? – Supervisor and faculty level

Supervisor(s) and individual PhD commission (IPC)

Administrative contacts (faculty): practical questions about admission procedures for PhD researchers, research progress reports, submission, defence...

Faculty ombudspersons or academic contacts (faculty): advice, contact in case of problems with supervisor...

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6. Need help? – Central level

Staff of Antwerp Doctoral School: educational credit, study programme including progress report, joint PhDs…

ADS confidential counsellors specific for PhD researchers:

Karla Tersago, Kristien Daems & Stephan Missault

Central (or faculty) ombudsperson

More information in the next session on wellbeing initiatives

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6. Need help? – Peer researchers

Representation of PhD researchers

- PhD representatives in the **Bureau & Board of ADS**

- VABAP: the association for Assistant (AAP) and Contract Academic Personnel (BAP)

- Several associations of PhD researchers

More information in the session on associations, courses and initiatives

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