

GUIDE FOR

CARIM PhD

CANDIDATES



School for
Cardiovascular
Diseases

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1 Introduction

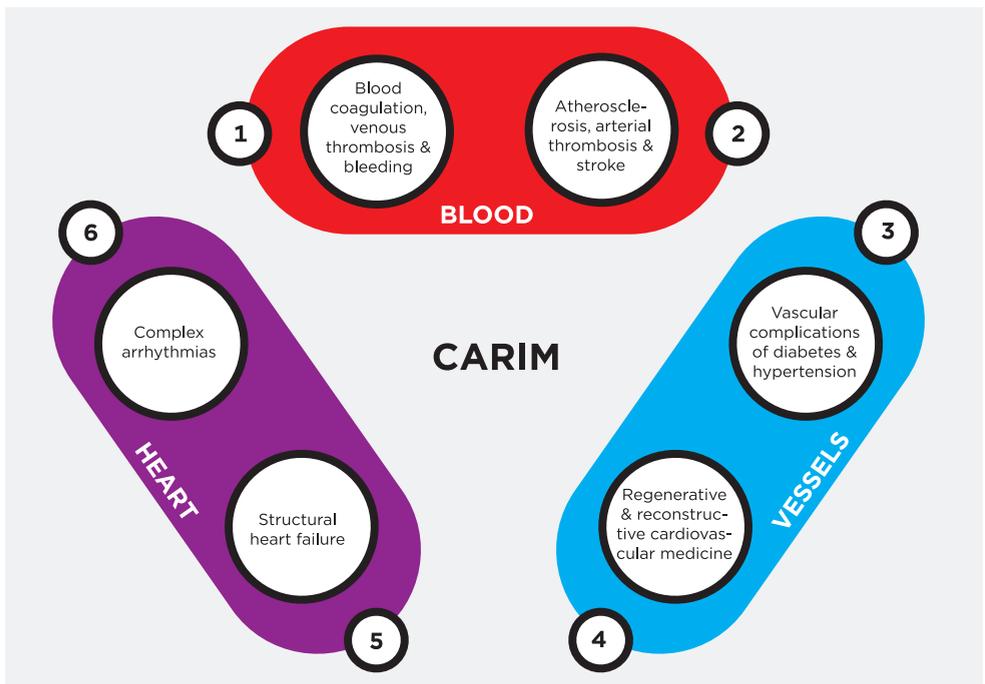
You are about to start a new journey within CARIM School for Cardiovascular Diseases, welcome! This PhD guide is intended to help you while you are getting started and give you tools for your PhD trajectory ahead.

2 Welcome to CARIM

CARIM (Cardiovascular Research Institute Maastricht) is one of the top institutes for translational cardiovascular research in Europe. This multidisciplinary research school 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 school.

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+).

FIGURE 1
The divisions
within CARIM



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.

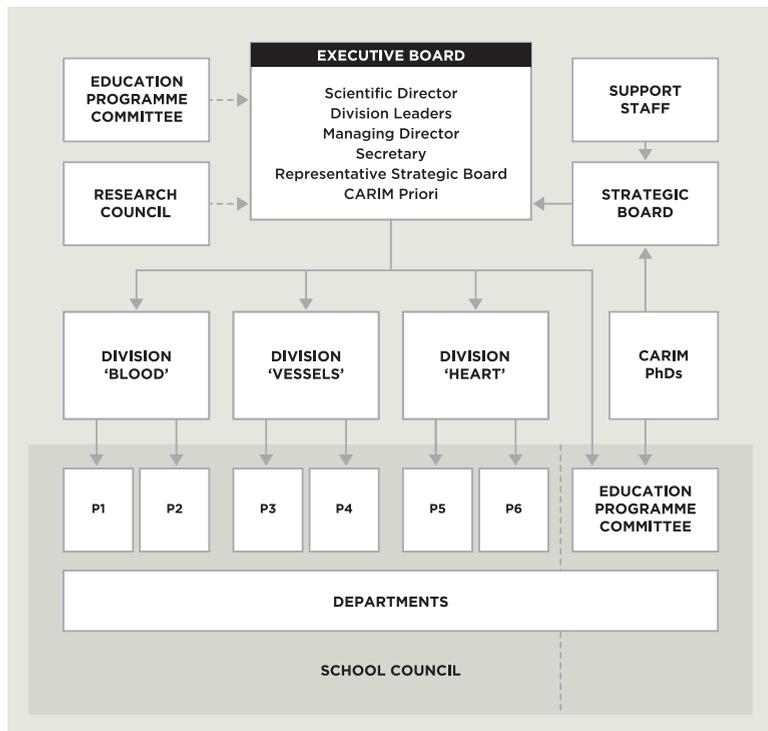
EPC
Education Programme
Committee

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 school 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 schools 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 PhDs and supervisors, 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:

VSNU
Association Of
Universities In The
Netherlands

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)**

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

CARIM's PhD programme requirements for each of the categories of PhD candidates are listed in the table below. Briefly, all PhD candidates must compose a Training & Supervision Plan (TSP) and Personal Research Plan (PRP) and have to fill in a declaration of scientific integrity in the first months of entering CARIM's PhD programme. Conversely, only PhD candidates that are employed by the UM or Maastricht UMC+ , or working on a scholarship in Maastricht, have to conduct annual appraisals with their supervisors.

TSP
Training &
Supervision Plan

PRP
Personal Research
Plan

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.

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

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

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

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

Marc van Bilsen

PhD coordinator

✉ marc.vanbilsen@maastrichtuniversity.nl

CARIM

☎ +31(0)43 388 12 04

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 of becoming an independent researcher and states how your supervision is organised. It contains agreements on three core elements: research,

Lib

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rary

astricht Univers



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:

<https://tinyurl.com/AnnualAssessment>

**Annual assessment
including core
competencies of PhD
candidates**

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

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

AppRaisal app

You can also use the AppRaisal 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://tinyurl.com/research-code>

**Attend at least 2
CARIM Course Weeks**

COURSES FOR PHD CANDIDATES

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>

**Dutch Heart
Foundation's
PhD courses
or Papendal courses**

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.

Short courses by Maastricht University:

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

FHML/MUMC+ courses:

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

Staff career service courses for young researchers:

<https://tinyurl.com/staff-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 Award. The award ceremony is usually followed by an evening reception.

4 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 rounds
- ▶ 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 laser tag in the Valkenburg caves, bowling, and a tour through the caves of Sint Pieter. For more information about I'MCARIM, join our Facebook group 'CARIM Ph.D.', keep an eye out for our updates via email, or see <https://tinyurl.com/IMCARIM>

I'MCARIM PhD representatives 2022:

Kim Maasen (Internal Medicine)

Renée Tillie (Pathology)

Myrthe van der Bruggen (Biomedical Engineering)

Adele Ruder (Pathology)

Valeria Saar-Kovrov (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 Maastricht University. They organise educational, social, and fun activities all year. Their organisation is structured into six committees. Ph.D. 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 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 Facebook page or website:

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

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

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:

Ph.D. Academy

✉ phdacademy@maastrichtuniversity.com

Vinidhra Shankar, President

Jacqueline Kurz, Secretary



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 NETWORK 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

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

DB
Daily Board

POs
PhD Organisations

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.

5 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.

ESS EMPLOYEE SELF SERVICE (ESS)

Employee Self Service

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 by using your UM username and password here:

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

SAP SuccessFactors HRM ('IMAR' TILL JUNE 2022)

IMAR is the University's 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. The SAP SuccessFactors HRM system can only be accessed within the UM network or via VPN.

More information on holiday hours and registering leave can be found on the intranet:

<https://tinyurl.com/UMintranet>

SICK LEAVE

UM has a procedure to report sickness, also referred to as the sick-leave protocol. On the first day of sickness, report to your supervisor and secretary of your department. They will register the sick leave in the IMAR system for you. Do not forget to inform them once you are healthy and working again!

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

Maastricht University 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/>.

6**Psychological Support**

As Maastricht University 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.

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

GP
general practitioner

During office hours, contact your GP (general practitioner). Outside of office hours, call the GP office located in the hospital via **043-3877777**. In life-threatening situations, call **112**. If you are having suicidal thoughts, call **0800-0113**.

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

RACISM, DISCRIMINATION, AND SEXUAL HARASSMENT

The confidential advisor assists PhD candidates who are confronted with racism, sexual harassment, aggression, violence or discrimination and problems relating to equal opportunities or conflicts with colleagues.

Frans Feron External confidential advisor for PhD candidates at FHML/MUMC+

✉ f.feron@maastrichtuniversity.nl

7 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>
- ▶ **Universiteitsfond Limburg SWOL**
- ▶ **ZonMW VENI**
<https://tinyurl.com/ZonMW-VENI>

8 Graduation

Regulation for obtaining a PhD at Maastricht University

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

IMPACT PARAGRAPH

For PhD candidates at Maastricht University, it is mandatory to include an impact statement in their doctoral thesis. The impact paragraph is a reflection on the scientific impact of the research performed in layman's terms and includes information on the societal/economic relevance of the research.

The impact statement is included in the assessment of the thesis.



PROMOTION TIMETABLE

UNTIL END 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)

▶ 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

UNTIL DEGREE CEREMONY

3 MONTH ▶ 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 ▶ Get dissertation printed

6 WEEKS ▶ PhD candidate, promotor(s), co-promotor(s) and Dean receive definite confirmation from the Rector magnificus that the defence can be held

3 WEEKS ▶ Submit digital version of thesis and propositions to University Library
AT LEAST)

▶ 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 ▶ Send out scenario to all involved parties





9 Important Contacts

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Gronk

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MAASTRICHT

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26



Maastricht University



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