

CARIM Graduate School

TRAVEL GUIDE



Comprehensive information
for PhD students

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1 Introduction

Welcome to CARIM! By now, you probably figured out that CARIM is the Maastricht research institute concerned with cardiovascular research. But where do you go from here? What about the organization, the opportunities, the people and the language? This document aims to be your Lonely Planet (or Rough Guide, whichever you prefer) to CARIM. It may help you on the turbulent road towards graduation or dissertation. It includes a description of the organization, extensive contact information, the ins & outs of courses and funding, and a CARIM ABC. You may not find all the answers, but it will help you looking in the right direction.

We hope you enjoy your stay.



2 Structure of CARIM

2.1 History

The Cardiovascular Research Institute Maastricht (CARIM), which was recently renamed to the School for Cardiovascular Diseases Maastricht, was founded in 1988 and provides a combined framework for the cardiovascular research done at Maastricht University and University Hospital Maastricht, now the Maastricht University Medical Centre (MUMC). Since 1999, all PhD students involved in cardiovascular research have been employed by CARIM. The total number of PhD students is around 100. In addition, CARIM is involved in planning the curriculum of the FHML Biomedical Sciences Master, in which a cardiovascular track is included.

2.2 Organization

The following departments contribute to cardiovascular research in the CARIM framework:

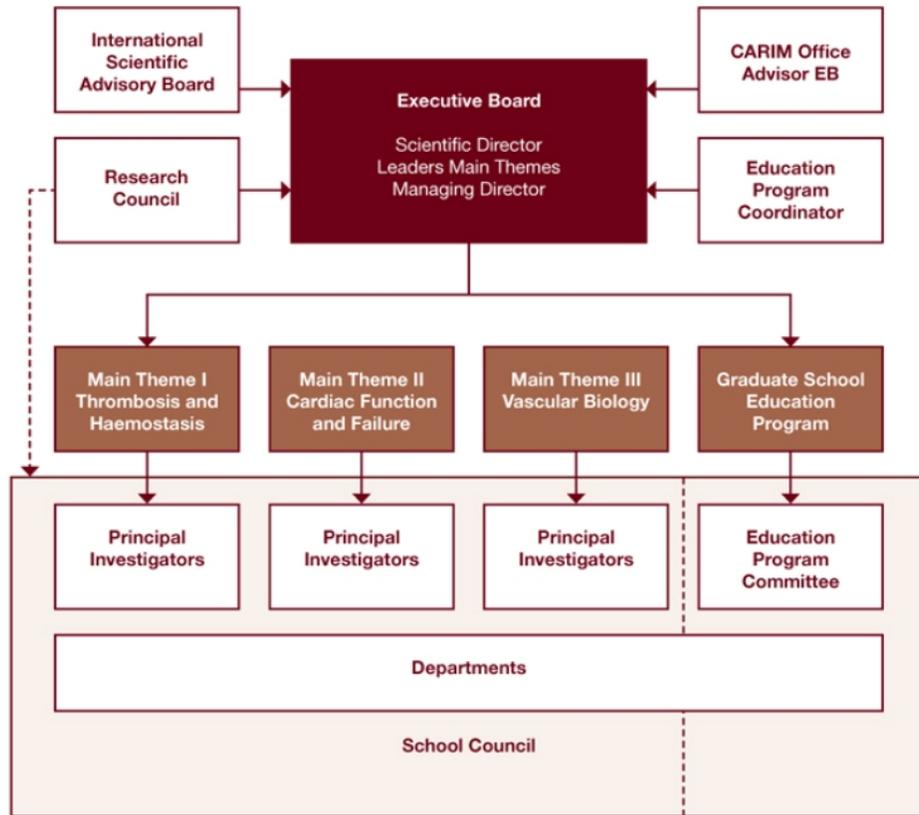
Basic Research Departments

Biochemistry	Pharmacology and toxicology
Biomedical Engineering	Physiology
Genetics and Molecular Cell Biology	

Clinical Departments

Cardiology	Neurology
Cardio-thoracic Surgery	Pathology
Clinical Chemistry	Radiology
Internal Medicine (including Immunology)	Surgery
Medical Microbiology and Virology	

The CARIM organizational structure consists of several sections, as shown in the following diagram. The executive board implements the agreed management policies, assisted by the Advisory Board. The CARIM Research Council is responsible for scientific and financial management. Finally, the Education Program Committee is responsible for setting the curriculum of the courses offered to PhD students. New members are regularly appointed to the Research Council, Advisory Board and Education Program Committee.



2.3 Research themes

Research is divided into three themes:

- Theme I: Thrombosis and haemostasis
- Theme II: Cardiac function and failure
- Theme III: Vascular biology

For further information on these research themes, please consult the annual Progress Report and our website <http://www.carimmaastricht.nl> (→ [Research Program](#)). For further information on the various departments, please visit www.maastrichtuniversity.nl (→ [Organisation of research](#)).

2.4 Research clusters

More recently, research clusters have been introduced. The research clusters have a more specific focus point in comparison to the original research themes. The current clusters are:

1. (Coagulation) Protein synthesis, modeling and function
2. Atherothrombosis
3. Atherosclerosis
4. Metabolism
5. Vascular Regeneration
6. Cardiac Hypertrophy and Heart Failure
7. Atrial Fibrillation
8. Imaging

2.5 Executive Board

The board consists of the scientific director, the managing director, the education program coordinator and the leaders of the three main research themes.

Scientific director

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Theme III leader

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3 PhD education program

3.1 CaRES (CARIM Research, Education and Supervision) plan

In 2011, CARIM implemented a new PhD-programme. In general, each PhD training programme encompasses three elements:

1. research
2. education-related activities
3. training/supervision

Each of these elements is covered in a separate plan that has to be drafted after the start of your appointment as PhD candidate.

In addition, in a fourth document the tasks, duties and rights of the PhD-student as well as supervisors are described. This plan replaces the former Training and Supervision plan (“Opleidings- en Begeleidingsplan”). Together these four plans constitute the CARIM Research, Education and Supervision (CaRES) plan.

The Research plan

The availability of a well-defined and well-structured research plan has been shown to be a real advantage for a good and productive start of PhD projects. Therefore, in collaboration with the supervisor, you will have to transform the original research plan, which forms the basis of your appointment and which often is part of a far bigger research project, into a personal research plan. In this way, both you and your supervisor(s) are stimulated to specify and reflect on the hypothesis and aims of the project and to indicate the experimental approaches taken to address these aims at the start of the PhD trajectory.

Furthermore, at the end of each year, you will have to write a progress report in which the results of the last year and research plans for the next year are outlined. The personal research plan and the annual progress reports are evaluated by an independent mentoring committee (see also supervision plan).

The Education plan

The acquirement of specific, discipline-related and generic skills and increasing one’s knowledge are crucial elements for the development into an independent researcher. Therefore, you are obliged to invest in your education. Based on a 4 year PhD trajectory, you have to earn at least 25 ECTS (European Credit Transfer System) points to qualify for the thesis defence.

PhD candidates in CARIM compose their personal education plan in consultation with their supervisor (promotor). This personal education plan should be designed to facilitate the execution of the PhD project, to support you in your development as an independent researcher, and to prepare for your further career.

Next to a wide variety of theoretical and practical courses (organized by Maastricht University and the FHML) and courses dealing with specific cardiovascular topics (the Course Week, organized by CARIM, and the “Papendal courses”, organized by the Netherlands Heart Foundation), education may include your participation in scientific meetings, attending lectures, etc. In addition, if you wish, you are offered the opportunity to earn a certain amount of ECTS points for your education plan by gaining experience in the teaching of bachelor students and by supervising interns (‘stagiaires’). Accordingly, there is great flexibility in the way ECTS points can be earned. In this way, you are able to design an education plan that fulfils your personal needs. Of course, being a cardiovascular research institute, CARIM strongly encourages you to participate in the CARIM courses and the courses organized by the Netherlands Heart foundation. More information on courses is depicted below.

The 25 ECTS points can be earned by:

- attending general and specific courses
- visiting conferences, symposia, scientific meetings or attending lectures, etc. (7 ECTS max);
- teaching (3 ECTS max);
- supervising interns (3 ECTS max).

During the course of the PhD trajectory you will gain more insight into your performance, possible gaps in knowledge, skills and competences, and career perspective. Accordingly, at the end of each year, the Education plan can be adjusted to meet your personal needs.

The Supervision plan:

As a PhD candidate, you are entitled to continuous supervision by the members of the supervision team. In the supervision plan, the members of the supervision team indicate how the supervision is organized (daily supervision, meetings with supervisors, etc.) and who will become members of your mentoring committee.

Supervision team: The PhD candidate works under the supervision of one or more supervisors and co-supervisors (the supervision team). The role and task of individual members of the team in the training and supervision of the PhD candidate are laid down in the Supervision plan.

Mentoring committee: The mentoring committee will meet with the PhD candidate and supervisors at the end of the first, second, and third year of the PhD trajectory. Thereto, the candidate writes a progress report that is forwarded to the mentoring committee beforehand and gives an oral presentation about his/her achievements at the annual meeting with the committee.

The mentoring committee consists of three senior scientists and evaluates and comments on the progress of the research and the development of the PhD candidate as independent researcher. Their suggestions may be useful to give a boost to the project or to exploit new avenues in case of problems or delay. The CaRES plan documents can be found on the [CARIM website](#).

3.2 PhD courses

The PhD education program consists of 3 highly recommended state-of-the-art courses. These courses were originally designed jointly by CARIM and ICar-VU, and are currently organized by the Netherlands Heart Foundation (Nederlandse Hartstichting). The courses address three topics, corresponding with the CARIM research themes: Thrombosis and Hemostasis, Cardiac Function and Adaptation, and Vascular Biology. The courses are offered as a series over a period of 3 years (allowing you to attend one course a year). All three courses take 5 days and take place at the Papendal conference center in Arnhem in October. The courses are open not only to CARIM PhD students but also to PhD students of other Dutch universities and research institutes. For further information on these courses and how to apply for them, please visit www.hartstichting.nl (→ [PhD training courses](#)) and the CARIM website (→ [PhD training program](#)).

3.3 MUMC courses

There is more to PhD training than cardiovascular research, and MUMC offers courses to ease up the path to your PhD thesis and a cardiovascular career. Presenting and writing scientific English, career management and statistics are among the favorites. For further information about the courses, please visit www.fdg.unimaas.nl/aioonderwijs (in Dutch), or take a look at the CaRES plan information.

3.4 CARIM Course Week

Once a year, CARIM organizes several tailor-made cardiovascular courses within 1 week, the so-called CARIM Course Week. It is set to improve your skills in cardiovascular research and your knowledge of basic cardiovascular principles. The CARIM Courses will offer you the possibility to choose for specific cardiovascular courses which are developed and organized by our own CARIM researchers.

At current, the following courses are available:

- Advanced Microscopy and Vital Imaging
- Technological Application of Atherothrombosis
- Cardiovascular Pharmacology
- Human heart failure: from bench to bedside
- Modern Biochemistry of Cardiovascular Disease
- Noninvasive Biomedical Imaging

Novel courses are currently also in development. The course week will not only encompass cardiovascular courses, but will include one general afternoon with a joined program as well as some social activities organized by . More information is available on the CARIM website.

3.5 Other courses

In addition to the highly recommended Papendal courses and the optional MUMC courses, students broaden or deepen their knowledge on relevant topics by following courses of their own choosing. Well, for an important part anyway. Obviously, the education plan is to be devised together with the supervisors. In addition, the education program committee has to approve the selection of courses, to assure proper and relevant education of all CARIM students. By following courses during the MSc period, students are able to reduce the load of basic courses and can choose for more specialized courses during their PhD project. All of this is included in the CaRES plan.

3.6 Education program committee

The education program committee (EPC) is responsible for designing and updating courses for PhD and MSc students and safeguarding educational quality. The committee consists of 9 members: 2 education program coordinators (one for the master students, one for PhD students), 4 representatives of the MUMC scientific staff, 4 PhD student representatives and 1 MSc student representative. The education program committee decides whether a student education plan meets the standards of CARIM education and ensures the quality of courses organized by CARIM.

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Secretary

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3.7 Student guidance and representation

The education program coordinator for PhD students (see section above), also the chairperson of the education program committee, serves as a mentor for PhD students. Each new PhD student is invited for an introductory interview, which specifically includes a discussion of the student's training and supervision plan and its implementation. The four PhD students of the Committee assist the PhD coordinator by providing a low-threshold access point for individual PhD students at CARIM. In addition, they can discuss any problems relating to PhD training courses and supervision at the committee meetings.

3.8 Social events

The PhD representatives present in the Education Program Committee are also concerned with the social well being of their colleagues. Under the name , they are dedicated to make your time with CARIM as enjoyable as possible, making everybody proud to say: "I'm CARIM!". This includes organizing informal drinks and activities, such as the I'M CARIM Young Investigator Rounds lecture series including drinks and a social activity during the CARIM Course Week or other social events. The 4 people fulfilling this important task are Emiel van der Vorst, Timo Rademakers, Yvonne Oligschläger and Siamack Sabrkhany (contact information mentioned in 3.6). In case of CARIM-related problems or questions, please do not hesitate to contact the members of  via the I'MCARIM e-mail address. This is also the address from which the newsletters and invitations to social activities are sent.



Emiel van der Vorst

Timo Rademakers

Yvonne Oligschläger

Siamack Sabrkhany

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4 Administrative support

4.1 CARIM secretary

The CARIM secretarial office offers administrative support to the Executive Board, the Education Program Committee, the scientific staff, and to the PhD students. The secretarial office also informs all CARIM staff of policy changes introduced at MUMC or CARIM, informs PhD students on matters relating to their courses and sends out invitations for courses, lectures and symposia.

CARIM secretarial office

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Project manager

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4.2 Financial Management

For questions relating to financial management, please turn to Rob van der Zander.

Director of Administration

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☎ +31 43 38 81645

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4.3 Human Resource Management

CARIM has two human resource officers, who can advise you on matters relating to e.g. supervision, legal status or terms of employment. You can contact them for an appointment through the human resource assistant. For further information please log in to myum.unimaas.nl (→ Human resources management).

Human Resource Assistant

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Human Resource Officer

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Human Resource Officer

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4.4 Administrative Service Center

The Administrative Service Center (ASC) is responsible for personnel administration, salary records, implementation of the terms of employment (including the 'employment conditions options model' and the 'Life Course Plan') and keeping track of leave. For further information, visit myum.unimaas.nl.

Administrative Service Center

Randwycksingel 22 (entry via Leidenlaan)

☎ +31 43 38 84361, Fax: +31 43 38 84360

Opening hours: 8.15 - 17.00h

4.5 Confidential advisor

The Confidential Advisors' Bureau ('vertrouwenspersoon') assists MUMC employees and students who are confronted with undesirable forms of behavior (sexual intimidation, aggression, violence or discrimination) or problems relating to equal opportunities, as well as employees involved in conflicts with colleagues. For further information, please visit myum.unimaas.nl.

4.6 Computer services

Every CARIM department has its own local computer support officers who can assist you in buying and maintaining hardware and software and in registering with and being connected to the faculty's computer network (providing internet, data servers and printers). The ICTS department manages all IT services at UM. For further information, visit myum.unimaas.nl. Software can be found via licentiesoftware.unimaas.nl



5 Grants and funding

For a useful survey of grant opportunities, please visit www.beursopener.nl (in Dutch), which also offers you extensive information about grants in other countries. For information about study or internships abroad, visit www.wilweg.nl (Dutch). Grant applications can only be submitted after a research program has been formally announced. Please keep track regularly. In addition to the suggestions mentioned below, other options are available.

5.1 NWO (Netherlands organization for scientific research)

- **Athena** stimulates talented young women in chemical sciences. Athena grants €100,000 for female Veni laureates assigned to a staff position.
- **Clinical fellows** are talented young clinicians with a PhD degree or former AGIKOs (clinical research trainees) who have recently completed their further clinical training (specialists, public health physicians and family physicians) and who are or would like to be employed in a university setting and would like to set up their own research project.
- **Rubicon** offers researchers who have recently obtained their PhD degree opportunities to gain experience at top research institutes outside the Netherlands (for a maximum of two years) or at high-quality Dutch research institutes (for one year).
- **Innovation impulse** offers researchers who have recently obtained a PhD degree an opportunity to develop their ideas over a three-year period (VENI). The maximum grant is € 208,000.
- **Investment grants** of ZonMw are grants of between 110,000 and 900,000 euros for health research. Applications are evaluated by ZonMw, whose board of managers also allocates the grants.
- **Personal grants** are grants allocated to researchers in various stages of their scientific careers and/or to special groups that are in need of an additional stimulus.
- **Benchfee** is funding in addition to grants already allocated by NWO for PhD students and senior researchers.
- **International collaboration** includes (1) travel and accommodation grants; (2) grants for organizing conferences and (3) collaborative projects

Check the websites of [NWO](http://www.nwo.nl) (the Netherlands organization for scientific research) and [ZonMw](http://www.zonmw.nl) (the Netherlands organization for health research and development) regularly for current information.

5.2 KNAW (Royal Netherlands Academy of Arts & Sciences)

- **Van Walree Fund** stimulates medical research by means of grants for conference attendance and working visits by PhD students in the third and fourth years of their projects and foreign conference attendance by medical students.
- **Programma Akademie-Onderzoekers** (PAO) aims to induce young research talents to remain at Dutch universities and to contribute to a more balanced age distribution among research staff. It is intended for researchers with a PhD degree and postdoc experience.
- **Van Leersum fund** stimulates research into neurology, including neurobiology, and radiology. It also gives grants for the publication of PhD theses. It is intended for senior researchers (with a PhD degree or at least four years of research experience) and PhD students who are about to receive their degree.
- **Conference subsidy fund** gives grants for organizing conferences.

In addition to the above, there are many other grant schemes or funds for professors, senior researchers, associate professors, assistant professors, postdocs and PhD students. Stay informed at the [KNAW](http://www.knaw.nl) website.

5.3 *Universiteitsfonds Limburg/SWOL*

The Limburg University Fund / SWOL (Stichting Wetenschappelijk Onderwijs Limburg or Education Trust Limburg) aims to contribute to the UM international profile. To this end, the fund offers grants to PhD students who wish to attend international conferences. It also supports internationally oriented student activities.

Contact: veronique.theunissen@maastrichtuniversity.nl

5.4 *Cordis 6th Framework Program*

Marie Curie grant: offers European positions for postgraduate and postdoc researchers. Project proposals can be submitted for any field of science that contributes to the objectives of the European Framework Program. For information surf to [FP6](#): European initiative for stimulation of scientific research.

5.5 *Charity funds*

■ [Netherlands Heart Foundation](#) (Nederlandse Hartstichting)

Grants for **courses or working visits** to countries outside the Netherlands under the NHS scheme for foreign travel grants for working visits and courses.

Financial contribution towards the **printing costs** of your PhD thesis. If you are or were employed in an NHS-funded research project and your thesis has been written as part of the project, you are eligible for a grant of up to € 1200. If you are or were not employed in an NHS-funded research project, you are eligible for a grant of up to € 500, provided the subject of your project is directly related to research into cardiovascular diseases.

Annual grants: researchers can submit proposals for research projects to the NHS, and ask them for funding. Obviously, such projects need to meet the NHS objectives and conditions. The NHS welcomes proposals relating to one of three main subjects: (1) Epidemiology & Prevention, (2) Pathogenesis and (3) Diagnosis & Therapy. The annual grant application round will be announced.

Personal grants under (1) the Dr. W. Stiggelbout program to stimulate international presentations on results of research project funded by NHS; or (2) the Dr. E. Dekker research fund, for nurses, trainee doctors, postdocs, junior and established researchers.

■ [Dutch Kidney Foundation](#) (Nierstichting Nederland)

Grants for projects on biomedical (fundamental as well as clinical) and epidemiological research into kidney disorders. Grants for travel and accommodation expenses for conferences, thesis publication, student assistants and others. For conditions, please contact the foundation.

■ [Dutch Brain Foundation](#) (Hersenstichting Nederland)

Grants for research projects. Hersenstichting Nederland funds research and educational projects, particularly on psychiatry for children and young people, brain damage and its consequences, aging processes and quality of life, although research into other brain disorders can also be funded. Hersenstichting does not offer grants for thesis publication or attending symposiums.

■ [Diabetes fonds Nederland](#) offers various grants for diabetes research.

■ [Stichting Haemophilia](#) stimulates coagulation-related research.

■ [L'OREAL-UNESCO](#) for woman in science fellowship.

5.6 Other links to funding

Maastricht University: at the [My.UM](#) page, go to Services > Contract research services.

[Fondswerving online](#) offers information about funding in Dutch

A list of [research funding organizations](#) at Google.

A list of sources not kept up to date is found at [Facta](#).

In addition, the Centre for Research Innovation, Support and Policy (CRISP) is available for assisting you in grant applications, as well as finding other sources of funding. More information is available at <http://crispmaastricht.nl/>.

6 ABCarim

Abbreviations

BO	bureau onderwijs (Education Office)
COV	Commissie onderzoeksvoorzieningen (Committee on Research Facilities)
CaRES	CARIM Research, Education and Supervision (plan)
CARIM	Cardiovascular Research Institute Maastricht
CRISP	Centre for Research Innovation, Support and Policy
CvB	College van bestuur UM (Executive Board)
EPC	Education Program Committee
e-PP	Electronic Personal Portfolio
FB	Faculteitsbestuur (Faculty Board)
FR	Faculteitsraad (Faculty Council)
FHML	Faculty of Health, Medicine and Life Sciences
HGL	Hoogleraar (Full Professor)
MUMC	Maastricht University Medical Centre
OB	Opleidingsbestuur (Program Board)
OER	Opleidings- en examenreglement (Curriculum and Exams regulations)
ORA	Onderzoeksraad (Research Council)
UD	Universitair docent (Assistant Professor)
UHD	Universitair hoofd docent (Associate Professor)

Activities

Every two-three months, CARIM organizes and cordially invites its PhD students for a I'M CARIM Young Investigator Rounds lecture series including drinks, to stimulate social interaction and scientific knowledge exchange. These informal meeting are hosted by the PhD representatives of .

(UM/azM) Card

The UM and azM cards give access to the UNS 40/50 buildings and the hospital, respectively. Even if you are employed by the hospital, you can apply for a UM card, and vice versa. Please ask your supervisor for further details. If you need 24-hour access to the buildings, this can be arranged in accordance with your supervisor. Your UM card also operates the photocopying machines and functions as a library card. Should you lose or damage your UM or azM card, please contact the General and Technical Services (*Facilitaire Dienst*). You can also use your card to pay at the azM restaurant or UM Mensa. Please note: in spite of the extensive collaboration and warm feelings between UM and azM, you have to load your card at the UM in order to pay in the UM buildings, and load your card in the azM to be able to pay in the azM.

Career planning

The staff career counseling services (Loopbaancentrum) offers career advice for employees, information about opportunities in or outside UM, coaching and training courses. For further information, please check this [page](#).

CARIM Christmas lunch

Most people celebrate Christmas with their families, enjoying a nice meal. The CARIM family is no exception. When Christmas is near, all PhD student are invited for a lunch meeting, in which the state of CARIM is discussed. All participants receive a nice attention.

CARIM Course Week

Once a year, CARIM organizes several tailor-made cardiovascular courses within 1 week, the so-called CARIM Course Week. It is set to improve your skills in cardiovascular research and your knowledge of basic cardiovascular principles. The CARIM Courses will offer you the possibility to choose for specific cardiovascular courses which are developed and organized by our own CARIM researchers (see 3.4).

 also organizes social activities during the CARIM course week.

CARIM PhD Weekend

Once every few years, the CARIM graduate school weekend takes place. In a beautiful surrounding, a program is composed, which is both informative and relaxing. In a nice and informal setting, you get useful lectures about the PhD life, career planning, job opportunities and CARIM current events. Furthermore, you get to see your colleagues in a different light through games, drinks and for example a barbecue.

Collective Labor Agreement (CAO)

For information about the collective labor agreement for Dutch universities (Collectieve Arbeids Overeenkomst Nederlandse Universiteiten), please visit www.vsnu.nl (→ CAO).

Courses

Training is part of the PhD experience. As a CARIM student, you are expected to follow a number of courses, both from CARIM and from other organizations. For more information, see [3.1](#). Your planning and progress will be monitored by the PhD coordinator ([3.6](#)).

Computer Services

For information on hardware, software, network, e-mail and Internet, please contact your local ICT supporter ("lokale ondersteuner"). The general ICT Service can be found via myum.unimaas.nl (→ services).

Confidential advisor

In addition to the [mentor](#) of PhD students, the Confidential Advisors' Bureau assists UM employees and students who are confronted with undesirable forms of behavior (see [4.5](#)).

Degree ceremony

For the UM regulations about the PhD degree ceremony, please visit www.promotiewijzer.nl (in Dutch). This website also offers you information about aspects like reimbursement for printing costs and organizing a reception after the ceremony, as well as sample letters. It is important that you start your preparations for the PhD ceremony well ahead of time. As soon as you enter your final year as a PhD student, you should make an appointment for a meeting with your supervisor(s). This interview can be used to set a schedule for the further procedure. An outline of such a schedule is available at the above website, as well as in [chapter 8](#).

Education program coordinator

For PhD students, the education program coordinator and PhD student mentor is [Marc van Bilsen](#). Please contact them if you have any questions or problems relating to the supervision or progress of your project. Your information will be kept confidential.

EleUM

The electronic learning environment for Maastricht University.

Employment Conditions Options Model (Keuzemodel Arbeidsvoorwaarden)

The so-called Employment Conditions Options Model includes aspects like trading in holidays for buying a bicycle. For further information please visit myum.unimaas.nl (→ Human resource management).

Ethical review boards (MEC, DEC)

If you wish to conduct experiments involving human beings or animals, you will need to comply with the guidelines set by the Medical Ethics Committee (MEC) or the Animal Experiments Committee (DEC). If you are planning studies involving humans, please contact CTCM (ctcm.nl); if you are planning studies involving animals, please contact CPV Maastricht, the university's laboratory animals service (www.cpv.unimaas.nl). More information is also available at the CRISP website (crispmaastricht.nl).

Expenses

After a trip abroad, you can claim expenses by means of the *declaratieformulier buitenland reizen*. Similarly, expenses from travels within the Netherlands can be claimed with the *declaratieformulier binnenlandse reizen*. Note that expenses claimed more than six months after your trip will not be reimbursed. All forms and additional information can be found at the administrative service centre (ASC) website at myUM (myum.unimaas.nl).

Funding

Research at the MUMC is funded from several types of source. The first type (known as *eerste geldstroom*, or *primary flow of funds*) is that of funds provided to the university directly by the Ministry of Education. These funds are allocated to the various faculties based on an allocation formula. The second type (called *tweede geldstroom* or *secondary flow of funds*) consists of funds acquired from external grants, for instance from the Netherlands Organization for Scientific Research NWO), the Netherlands Organization for Health Research and Development (ZonMW) and various other funds providing grants. The third type (*derde geldstroom*) also involves funds from external subsidy providers (charities and other funds providing grants). Finally, the fourth type (*vierde geldstroom*) includes funds from external commercial sources, such as pharmaceutical companies and the industry.

Grants

For a useful survey of grant opportunities, please visit www.beursopener.nl, which also offers you extensive information on grants in other countries. A list of sources for funding is found in [chapter 5](#).

Human Resource Officers

The Faculty of Medicine employs two human resource officers, who can advise you about aspects of supervision, legal position, terms of employment, collective labor agreement, tax matters, etc. See section [4.3](#).

I'MCARIM

Four PhD students are selected to be your eyes, ears and mouth in the world of CARIM. Under the name , they try to make your time at the CARIM graduate school as enjoyable as possible. They have two roles. First, they are the people you can contact, if you have a problem with your education, project progress, your supervisors or other CARIM-related issues. These people are here to help you, mediate for you, or help you find the right person to try and solve that problem (see [3.7](#)). Second, they regularly organize drinks and are involved in the organization of the CARIM weekend, which is organized every few years (check [3.8](#)).

Instrumentation

IDEE (Instrument Development, Engineering & Evaluation) is a faculty service that designs, develops and implements innovative technological solutions (www-id.unimaas.nl).

IPC

The Interfaculty Committee for PhD Students (IPC) advises the management boards of the Faculties of Medicine, Health Sciences and Psychology on PhD policy matters and the progress and completion of research projects and training courses by the PhD students. IPC reports to the faculty boards on any problems it identifies with regard to the courses being offered and the progress and completion of research projects and training courses by PhD students. In addition, the IPC ensures that sufficient general training courses are offered to PhD students, and provides relevant general and specific policymaking information as regards training courses for scientific researchers. It functions as a discussion platform for the PhD coordinators at the various UM faculties, where they can discuss various aspects and developments, as well as operational problems, relating to PhD policy. The CARIM representatives in the IPC are Marc van Bilsen and Emiel van der Vorst.

Library

Your UM Card also functions as a library card. After you have had it activated as such at the library desk, you can use it to borrow books. As a PhD student, you can apply for an IBL account, which allows you to borrow books and articles from other libraries. You will be allocated a maximum budget for this. For further information and an application form, please visit the [university library](#).

Mail

Maastricht University (UM) has its own mail delivery service, located in the Maastricht city center (at Minderbroedersberg 4-6, internal mail addresses MBB 4-6). From this center, all mail is distributed to the various UM buildings. When mail arrives at Universiteitssingel (UNS) 40 or 50, it is distributed to the various departments, where it is deposited in the mailboxes. The UNS 40 mail room is on the first floor, room 1.757C. Mail collection is at 11.00h. If you deposit any outgoing mail in the mail box before 10.50h, it will be collected that same day. If no staff is present at the secretarial office, you can collect and deposit your own mail, as the mail boxes are always accessible. In sending out mail, you need to distinguish between internal and external mail. Please send internal mail in one of the open yellow internal mail envelopes for multiple use or in a sealable internal mail envelope (to be found at the secretary's office; envelopes marked *uitsluitend voor intern gebruik*). For external mail, use the special envelopes with blue marking, indicating that postage has been paid; these envelopes are also available from the closed cabinet at the secretarial office. Please do not use these for internal mail. Although azM has its own postal service, mail from UM to azM and vice versa can be sent using the normal internal mail envelopes.

Mentor

The PhD mentor and education program coordinator is [Marc van Bilsen](#). Please contact him if you have any questions or problems relating to the supervision or progress of your project. Your information will be kept confidential.

My UM

Your own personal happy place within the Maastricht University website. Log in to My UM with your email login name and password to access relevant UM information including Human Resources, forms, services and sports.

Opening hours

As your research is never really complete (until the end of your PhD project), you may need to access the UNS 40 or 50 buildings outside opening hours. This is possible only if your UM card is set to 24-hour access. Although the hospital is open 24 hours a day, the passages from UM to azM are only open during UM opening hours.

PhD position

In research it is often seen that after receiving a Master's degree, a student will proceed with a PhD trajectory. This is a research-doctorate and is in many countries the highest academic position you can receive. This degree can be obtained by performing 'promotion research'. When you are performing this research you are a PhD student or PhD candidate. Often, part of this research is performed abroad. Also within CARIM there are PhD positions. It is wise to check the website of CARIM regularly to see whether there are PhD positions. During your internships you can also discuss whether your supervisor has these options. For students following a CARIM track, a PhD award is awarded to one student each year at the end of the senior period. This student gets funding for his or her PhD trajectory. He or she is allowed to write a research proposal for his or her own. Be aware that your performance during both internships is important, as it may be a first step towards a PhD position. Consider it as a way to show yourself to your supervisors. When your supervisor does not have a PhD position for you, he or she can function as a reference to promote you inside another laboratory.

Posters

Poster can be printed in the azM at the audiovisual services (AV dienst), located on the ground floor. Alternatively, you can go to Océ business services, located at the bridge between UNS 40 and 50. Make sure to print your posters well in time, as there is always a risk of delays.

Rooms

If you wish to book a room at UM for a meeting or a presentation, please contact the Education Office (Bureau Onderwijs) or the secretarial office of the relevant department. If you wish to book a room at azM, please contact the *Servicebureau Facilitair Bedrijf* (the hospital's General and Technical Services) (+31 43 38 75252).

Security

Be sure to leave any personal belongings securely locked away. Always lock your room before you leave, and keep the keys with you at all times. Be sure to make regular back-ups of your data and personal files. Better safe than sorry, right?

Software

Maastricht University provides a page where you can download relevant computer software free of charge or for a reduced fee. Keep your computer safe and up to date at licentiesoftware.unimaas.nl.

Taxes

In your first year of employment, you will not be automatically sent a tax return form, but will have to apply for this yourself. For further information please visit <http://www.belastingdienst.nl/english/>.

Teaching duties

In principle, CARIM PhD students have no teaching obligations. If any teaching needs to be done, the individual departments arrange this. Teaching duties can be included in the CaRES plan.

Terms of employment

For further information on terms of employment, visit myum.unimaas.nl (→ Human resources management)

Train tickets

You can apply for tickets for work-related journeys at the secretary's office of your own department.

Traveling

If you want to travel abroad for your project, you will need to complete an application form to obtain an advance on the travel costs. You can download the *Aanvraag buitenlandse dienstreis* [here](#) (only in Dutch). You are obliged to complete this form, since you will not be insured if you do not! After your trip, you can claim expenses by means of the *declaratieformulier buitenlandse reizen*, found [here](#) (again in Dutch). Similarly, expenses from travels within the Netherlands can be claimed with the *declaratieformulier binnenlandse reizen*, found [here](#). In case of questions, please contact the administrative service centre (ASC).

Vacancies

At the CARIM website, job opportunities at CARIM and external vacancies are presented under [vacancies](#).

Website

Suggestions for improvement of the [CARIM website](#) are always welcome. Share your thoughts with us at IMCARIM@maastrichtuniversity.nl.

7 Useful links

[Alumni](#)

[CARIM](#)

[Download relevant software](#)

[EleUM](#)

[Faculty of Health, Medicine and Life Sciences](#)

[ICT service center](#)

[Intranet for UM employees](#)

[Maastricht Academic hospital](#) (azM, in Dutch)

[Maastricht University](#)

[NWO](#) (Netherlands Organization for Scientific Research)

[Provum](#) (Society of PhD students at Maastricht University)

[UM general and technical services](#)

[SWOL](#) (Education Trust Limburg)

[VSNU](#) (Association of Dutch Universities)

8 Promotion time table

8.1 Starting your promotion

- Create an outline of your project, define your targets and discuss the courses you want or need to follow with your supervisor(s) and co-supervisor(s).
- Contact Marc van Bilsen (if he has not already contacted you) to discuss your education plan.
- Send out the following letters, examples can be found at [promotiewijzer](#) (in Dutch) under Downloads:
 - Application to assign supervisor(s)
 - Application to assign co-supervisor(s)

8.2 Before completing your dissertation

- Discuss with your supervisor(s) when you plan to finish your dissertation.
- Together with your supervisor(s), draw up a schedule of things that need to be done over the next few months.
- Together with your supervisor(s), draft an unofficial proposal for the composition of the assessment committee.
- Send out the Application to be admitted to the doctoral degree

8.3 Five months before the degree ceremony

- Get your manuscript approved by your supervisor.
- Discuss with your supervisor(s) and co-supervisor(s) possible dates for the degree ceremony.
- Send proposal for composition of assessment committee to Dean of Faculty.

8.4 Sixteen weeks before degree ceremony

- Dean sends proposal for composition of assessment committee to Board of Deans.
- Chair of Board of Deans appoints assessment committee.
- Members of assessment committee receive manuscript from supervisor or PhD student.
- Assessment committee decides whether you are allowed to defend your dissertation.
- Settle date for ceremony with the secretarial office of the Board of Deans.
- Submit a copy of the title page and its reverse side to the secretarial office of the Board of Deans.
- Get propositions ('stellingen') approved by supervisor(s).
- Get confirmation of admission to degree ceremony, stating date and hour.
- Get dissertation printed: via www.proefschriftmaken.nl you can get a 20% discount up to a maximum of €500 !! (Important: mention "I'M CARIM"!!)

8.5 (at least) Three weeks before degree ceremony

- Supervisor(s) propose composition of supervisory committee.
- Send printed copies of dissertation to members of supervisory committee.
- Submit 40 printed copies of dissertation to the secretarial office of the Board of Deans.
- Apply for reimbursement of printings costs for the 40 copies submitted.
- Discuss scenario for degree ceremony (use of slide projection, reception, names and addresses of your personal assistants at the ceremony (*paranimfen*), etc.).

8.6 (at least) One week before degree ceremony

- Send out scenario to all involved.

Go to the [promotiewijzer](#) for further information on PhD conferral at Maastricht University. This document is also available via the [CRISP website](#).