

doctoral school  
call for courses application form

The Doctoral School calls on Ghent University’s senior researchers (professors and postdoctoral fellows) to submit proposals for the organisation of front line activities that directly address current training needs and demands of young researchers. Doctoral candidates at Ghent University are also strongly encouraged to submit proposals so long as they do so in collaboration with senior researchers at UGent.

**Specialist courses** allow PhD researchers to deepen their discipline-specific knowledge and should therefore meet the following criteria:

* Taught interactively by one or more (international) specialists in the field
* Relevant to PhD research conducted at Ghent University
* Minimum 15 contact hours (with some flexibility for digital formats)
* Priority for **inter-university partnerships** including (at least) two other Flemish universities

Organisers who wish to organise a transferable skills seminar should contact the Doctoral School Office ([doctoralschools@ugent.be](mailto:doctoralschools@ugent.be)). Beneficiaries must acknowledge the relevant funding bodies in all communications about the course (i.e. flyers, website, etc.)

## Deadlines for submission: 15 October, 15 February, 31 May

**Submission procedure:** Full proposals should be sent by e-mail to [doctoralschools@ugent.be](mailto:doctoralschools@ugent.be).

Proposals will be reviewed by the Doctoral School. **Incomplete proposals not containing the required information will not be taken into consideration. Proposals should be submitted before the proposed course takes place.**

**The application (incl. the budget) should meet the specific requirements set out on** [**this webpage**](https://www.ugent.be/doctoralschools/en/supervisor/overview.htm#Coursefundingrules)**.**

**Applicants**

Name:

Faculty:

Department:

E-mail:

Other members of the **organising & scientific committee, incl. their affiliation**):

**Inter-university partnership** (if applicable; including the nature of the partner’s involvement. Max. 15 lines):

**Course**

Title:

Dates:

Number of contact hours (minimum 15):

Venue (if required):

This course has been organised as part of the Doctoral Training Programme before:

O Yes

O No

This course will be organised on an annual or bi-annual basis as part of the Doctoral Training Programme in the future:

O Yes

O No

Abstract (max. 5 lines):

Objectives of the course (learning outcomes) (max. 10 lines):

Relevance of the course to the PhD research conducted at Ghent University (max. 5 lines):

Teaching methods (e.g. lectures ex-cathedra, (poster) presentations by doctoral researchers, discussion, practical exercises) and number of hours per activity type:

Evaluation criteria (e.g. 100% attendance, active participation, presentation, writing a paper):

Preliminary programme or timetable (can also be attached as an annex to the application form):

**Lecturer(s)**

Provide the following information per lecturer:

Name and affiliation:

Contact email:

Explain why these lecturers are qualified to teach (part of) the course, including internationally recognized bibliographic information (max. 15 lines):

**Audience**

Targeted audience (e.g. disciplinary backgrounds, faculty affiliation, beginners or advanced level, expected background knowledge):

Estimated minimum and maximum number of participants (total number / separate number according to the categories in the previous question):

**Budget**

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| --- | --- | --- |
| **Budgetary items**  E.g. travel costs, venue  Insert as many budget lines as necessary. Items funded by multiple sources must be split up in a as many lines as corresponding sources | **Corresponding funding source**  Name of the co-funder(s), include ‘fees’ if a registration fee is charged (to external participants) | **Budgeted amount in euros**  Please add ‘A’ for co-funding that has been approved or ‘P’ for funding requests that are still pending |
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Please ensure your proposed budget adheres to the [general funding guidelines](https://www.ugent.be/doctoralschools/en/supervisor/overview.htm#Coursefundingrules). As a rule, budgetary items not listed in the guidelines will not receive funding from the Doctoral School.

Total funding **requested** from the Ghent University’s Doctoral School: