

Information session starting FWO PhD Fellows

Thijs De Jaeger – Vlaams-Federaal@ugent.be

Welcome!

General information

- Staff card and tag: welkom.dpo@ugent.be
- Activation of your tag: toegangscontrole@ugent.be
- For your UGent account: accountbeheer@ugent.be

Holidays and leave

- Full-time employment: 38 days
- <https://www.ugent.be/intranet/en/human-resources/holidays-leave>
- After consulting your supervisor, you need to register your holidays in the e-HR application SAP MijnApps:

ATHENA.UGENT.BE < SAP MijnApps < Human Resources < Absence Request



- verloven@ugent.be

Information session

- 10:00 Information session for new FWO PhD fellows + Q&A | Gerrit Pierreux, FWO
- 11:30 Introduction Doctoral Schools + Q&A | Sean Bex, Ghent University

Thijs De Jaeger

Research Coordinator

RESEARCH CO-ORDINATION OFFICE

RESEARCH DEPARTMENT

E Vlaams-Federaal@ugent.be

Teams Patricia Vanbrabant, Fien De Block, Thijs De Jaeger



Opening new horizons



A practical introduction to start an FWO PhD fellowship

November 2023

Congrats to 498 new PhD fellows!



- PhD fellows fundamental research
 - 1223 candidates -> 294 granted (24.5%)
 - 1 Kom op tegen Kanker
 - 1 FWO – Demoucelle Parkinson Charity
- PhD fellows strategic basic research
 - 673 candidates -> 204 granted (29.5%)
 - 1 Plantentuin Meise - FWO
 - 8 Frank De Winne

This presentation...



- What you should learn today...
 - *How to live and work as an FWO PhD fellow (“**aspirant**”)*
 - *HR and research related aspects*



- This presentation
 - serves as fellow’s **operating manual** (key topics only)
 - more details: webpages / regulations / ‘working as ...’ / e-portal



- **DISCLAIMER**
 - *Official & binding documents: regulations in **Dutch***
 - *English regulations: no legal status*

Agenda

- Your PhD fellowship at FWO
- Financial aspects
- Human resources
- Further reading and contact
- Q&A

Your PhD fellowship at FWO



- PhD fellowship FWO (goal = PhD)
 - Nov. 1, 2023 – Oct. 31, 2027 (4 years)
 - *Interim report (spring 2025)*



- *Roles*
 - **FWO**: employer (funding agency)
 - Social security managed by HR-Department FWO
 - **University**: (main) hosting organisation
 - Disciplinary rules according to hosting university
 - In consensus with promotor
 - *Additional host organization(s)*
 - *Agreement with main host organization*

Personal development



Opportunities

- to **inspire** you and your promotor
- to **valorize** research expertise in/out academic world
- to expand and strengthen your **network**
- to develop **transferable skills**



Possibilities

- Part of PhD research **in other organisation**
- 20% other tasks
 - **Mandatory** doctoral training
 - **Internships**
 - **Educational master**
- **Remunerated activities** outside PhD & host institute
- HR strategy [research careers](#)

Personal development

PhD fellow: A continuous & full-time occupation ...

- Any other activities should not hinder or delay the PhD research
- **Doctoral training programme is mandatory**



- **Max 20% (8h/week) other activities** (40% if student physician-specialist “ASO”) – Art.18

Invited to report planned activities to FWO at start academic year

(e-portal download: “notification of activities”)



- Administrative/clinical tasks
- Other research and scientific **service** tasks
- Training and education
 - Non-paid internships
 - **Teacher training** (educational master)
 - **Doctoral programme** + courses related to PhD research
- Assisting in training and education tasks
 - Supervision of exercises, practical sessions, seminars
 - **NO** formal teaching assignments are allowed
- Actual workload should be considered (incl. preparation and related activities)

fwo Fonds Wetenschappelijk Onderzoek
Vlaanderen
Opening new horizons

PHD FELLOWSHIP

NOTIFICATION OF ACTIVITIES – 2021-2022 ACADEMIC YEAR

Summarize, name, university, supervisor(s)

Fellow can, subject to approval by their supervisor and depending on their training needs and career plan, spend maximum 20 percent of the available time under the fellowship on activities other than their own PhD research that contribute to their training, whether or not as part of the PhD training, provided this does not jeopardise the completion of the PhD thesis within the term of the fellowship. These activities can be:

1. Educational support activities (guidance with regard to exercises, <u>practicals</u> or seminars)	<input type="checkbox"/>
2. <u>Administrative or clinical tasks</u>	<input type="checkbox"/>
3. Educational activities (training or courses)	<input type="checkbox"/>
University/college <u>higher education</u>	Courses titles
4. <u>Internship</u> Complete the form 'combination request', available in the e-portal.	<input type="checkbox"/>
Total workload (1+2+3+4)	<input type="checkbox"/>
– Max. 20%	<input type="checkbox"/>
– Max. 40% (doctor/specialist training)	<input type="checkbox"/>

Internships (stage)

- Part of (max. 20%) other activities
 - In any organization (public authority, company, ...)
 - Not remunerated (*fellowship continues*)
- Personal development (transferable skills)
- Job shadowing
- Get acquainted with
 - Research results exploitation, innovation, development,
 - Regulations, IPR, tendering, ...
 - Policy making
 - Project management, communication, leadership, ...



Mobility: performing (part of) research elsewhere



- Part of PhD research in (any) organisation (Art 4§2)
 - Research institute, **enterprise, public authority**, ...
 - Fully remunerated by FWO
 - Per 2Y term: up to 12 months in Belgium
 - or up to 6 months abroad (if FWO permission)
 - Agreement host university – organisation: IP rights remain at host organization



- **Forms:** “**cumulatie aanvraag/combination request**” (e-portal)

PhD fellowship: agreement and rules

- General rules /specific rules / bench fee regulations
 - ([NL/EN](#)) – *Dutch version is binding*
- Ethical questionnaire (General regulations Art. 4)
 - You were sent an ethical questionnaire
 - Human and/or animal test subjects
 - [Ethical clearance](#) by research ethics committee (@host institution)
- Data Management Plan (DMP)
 - Submit DMP online within 6M after **official** start date
 - Find [more info](#) + check with host institution

Research Integrity

- As part of FWO Policy:
 - Clause in **call text**, **application** and **contract** on commitment to RI
 - Profiles for (co)**promoters** and **researchers**
 - Adaptations in General Regulation and Regulation pre- and postdoc fellowships on **procedure** and **sanctions** in case of RI violation
- Read the [detailed information](#) and the RI [Clause](#)

Every applicant and beneficiant is expected to know the rules and what (s)he will be committed to.

PhD fellow: reporting



- Reporting (*invitation by FWO/in your e-portal*)
 - Interim report
 - Report 1st term activities
 - **Invitation** spring 2025 – **decision** end June
 - Recommendation promotor
 - Final report
 - *Also if ending fellowship earlier!*
 - **Obtaining PhD** as crucial achievement!
 - Updated view on output, achievements and impact (**2nd axis**)
 - Attention to **various researcher profiles and research results**
 - Away from one-sided focus on ‘classical output’
 - Towards broader view on scientific accomplishments
 - **Research career**: range of scientifically relevant activities, skills, experiences and achievements
 - [Research Foundation - Flanders - Reporting \(fwo.be\)](https://fwo.be)

PhD fellow: dissemination

- All publications and reprints of PhD fellows
 - Acknowledge FWO fellowship
 - Mention your project number (*11xxx24N* or *1Sxxx24N*)
 - References in repositories host university – FWO-labeled
- All research related communication
 - Mention FWO affiliation!
- [Science communication](#)



Make sure your research results are registered in FRIS

- [FRIS-portal](#) (Flanders Research Information Space)
 - Information about research financed with public Flemish funds
- How?
 - Enter information in the information system/repository of your host institution
- What?
 - Link publications to your project number (*11xxx24N* or *1Sxxx24N*)
 - Link datasets to the relevant publications (or your project number)
 - Provide metadata associated with your publications and datasets
- Further info
 - [FWO webpage about research results](#)

Registering to FRIS via host organization

- KU Leuven
 - [How to link your publication to your FWO-project in LIRIAS](#)
 - [How to add a dataset in LIRIAS](#)
- Universiteit Antwerpen
 - [Details on how to link research output to projects in IRUA and Antigoon](#)
- Universiteit Gent
 - [Details on how to complete your personal profile in GISMO](#)
 - [Details on how to complete project forms in GISMO](#)
 - [Details on how to link publications and datasets to projects in Biblio](#)
- Universiteit Hasselt
 - [UHasselt intranet](#)
- VUB
 - Practical implementation: communication by VUB

FWO Open Access (OA) policy



- **Why?**

- Publicly funded research should also be publicly available.



- **What?**

- Publications resulting (partly) from FWO funding → Focus: articles;
- also applies to already ongoing fellowships/projects/grants.



- **How?**

- Published in an OA database (“green” OA) → Minimum requirement;
- Full (“gold”) or partly (“hybrid”) OA journals → Bench fees 



- **When?**

- Green OA selected? Maximum embargo period of 12 months;
- Right implemented in Belgian federal law ([Art. XI.196, §2/1 of the Economic Law Code](#))



- **Further reading?**

<https://www.fwo.be/en/the-fwo/research-policy/open-access/>

FWO General Regulations, article 2, paragraph 2: <https://www.fwo.be/en/general-regulations/>

Scientific integrity: <https://thinkchecksubmit.org/>



Follow FWO on social media

@fwovlaanderen



FWO research in the spotlight

[Kennismakers Magazine](#)



[#FWOVlaanderen](#)

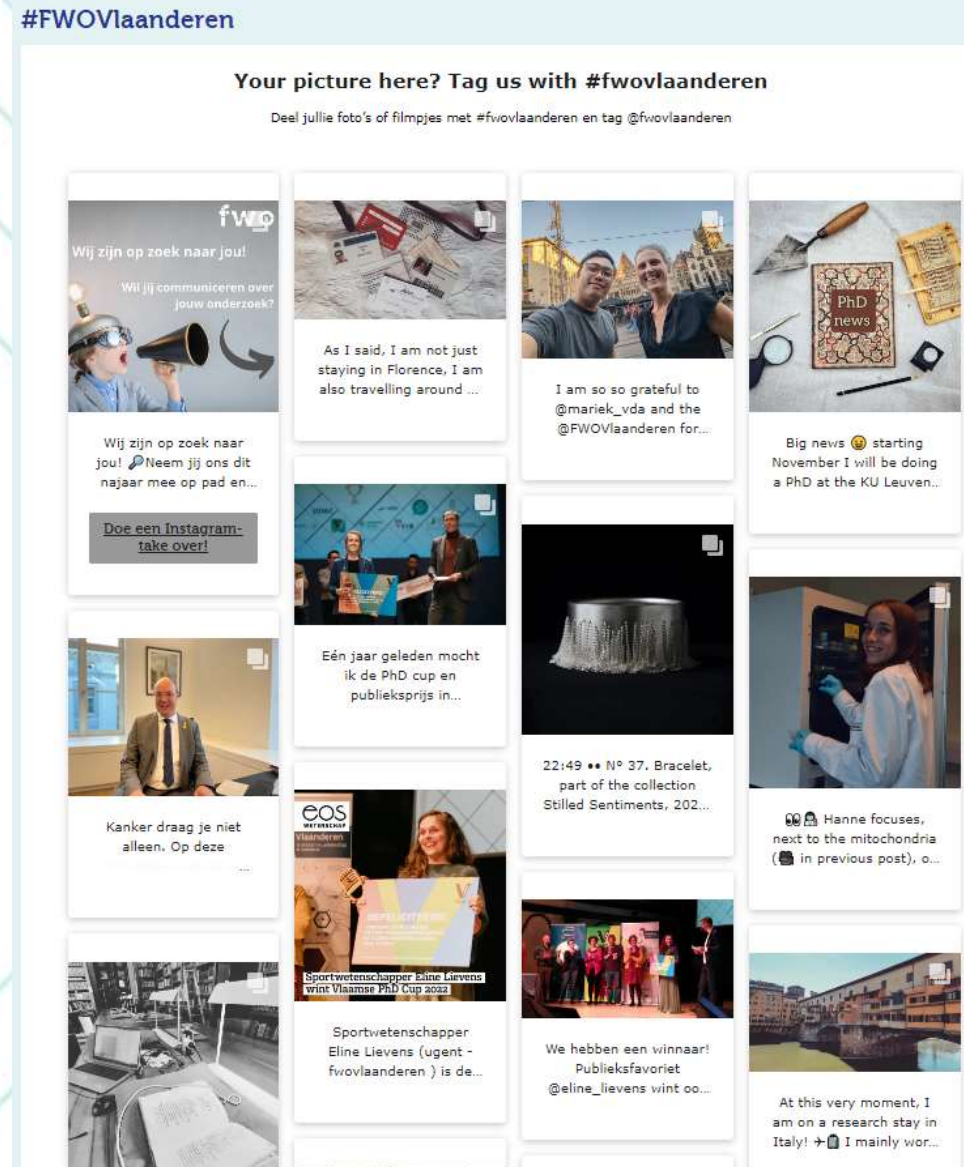


[Stay tuned!](#)



Your research in the spotlight

Photos and videos of your research? Tag us with #fwovlaanderen and your photo will appear on our website

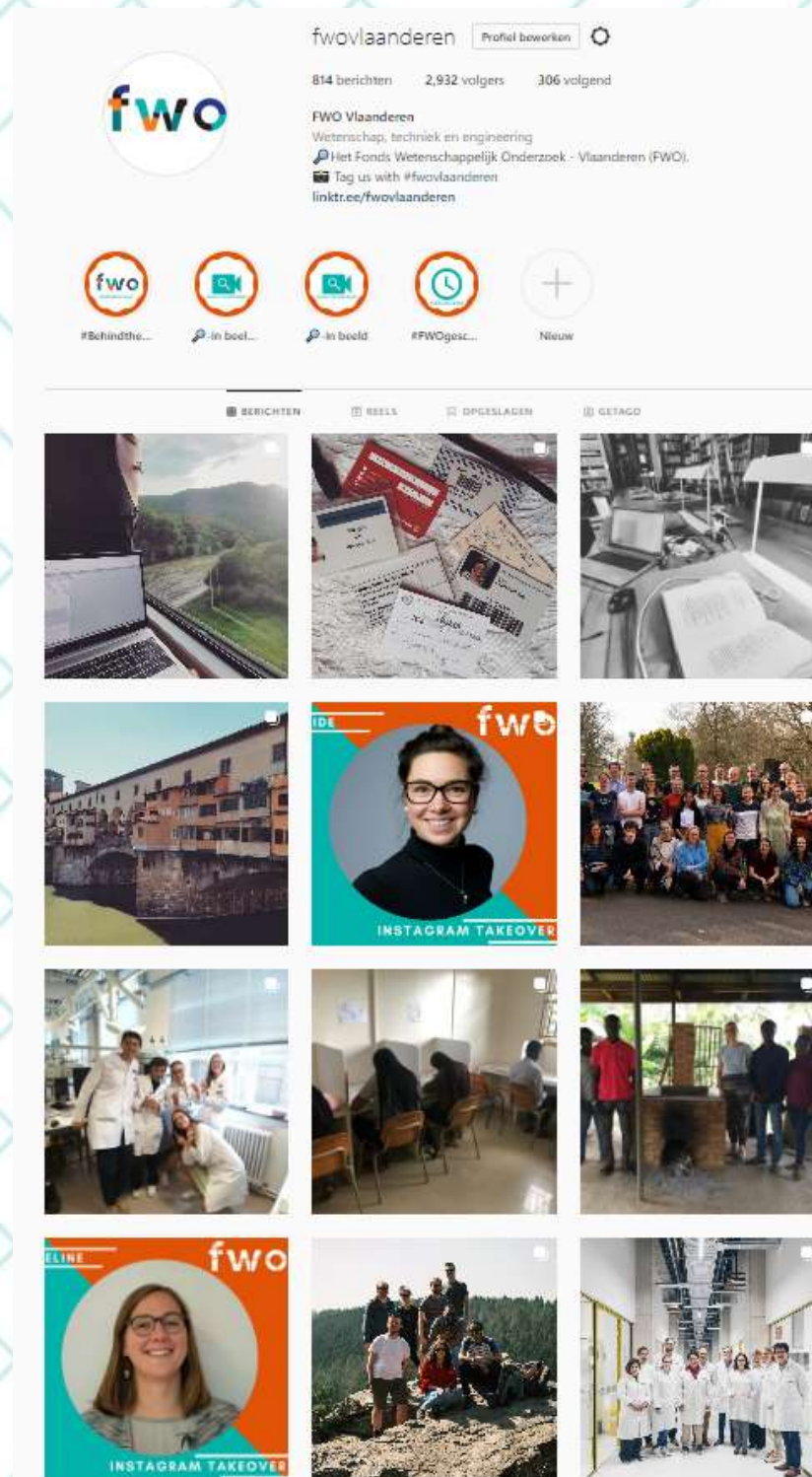


Your research in the spotlight on Instagram

*Would you like to show your research on
Instagram? We give researchers the
chance to do a takeover.*

Interested?

Send an email to communicatie@fwo.be



Agenda

- Your PhD fellowship at FWO
- Financial aspects
- Human resources
- Further reading and contact
- Q&A

PhD fellowship: financial aspects

- Grant:



- € 2,420.00 (minimum, net salary, index 1.9999)
 - Depends on scientific seniority and family situation
 - Comparable to salary of assistant at Flemish university

- No taxes:

- Be careful with stays abroad and additional remunerated activities
- You are at the expense ('ten laste') of the parents (if same address), or, of the partner when married or legally cohabiting

- Full social security:

- E.g. pension and healthcare
- Obligatory to join a health insurance fund (Ziekenfonds)
- No child allowance anymore for the parents



PhD fellowship: financial aspects



- Year-end bonus
 - Paid in December
 - Based on the salary of the current year and on the working period during the first nine months of that same year
- Holiday allowance
 - Paid in May
 - Based on your salary of May of the current year and *the working period during the previous year*
- Connectivity fee
 - € 20/month -> working from home
 - Remote working from abroad not allowed → insurance
- Child allowance
 - Notify birth to FWO
 - Join a child allowance fund -> family and maternity benefits



PhD fellowship: financial aspects

- Pass for public transport
 - Commuting (in Belgium only)
 - Only costs from and to Belgian border (foreign residence)
 - Send copy/proof to FWO
 - More information [working as](#) pages
- Bicycle allowance
 - 0.24 € / km
 - Apply each year at FWO e-portal (mydownloads)
- Bench fee
 - € 3,720 per year
 - Research expenses only
- FWO travel grants:
 - Conferences and long stays related to your research





PhD fellowship: financial aspects

- Restriction on accumulated revenues
 - Why:
 - Tax-free grant does not allow accumulation
 - Main focus on achieving PhD degree
 - Nothing should hinder or delay PhD research (agreement goal)
 - Possible:
 - Allowances for a stay abroad
 - Travel and lodging costs only
 - Remunerated activities not related and subordinate to PhD research (Art. 19)
 - Needs to be approved by your promotor (host institution)
 - Cannot take place during office hours
 - Should be respecting tax regulations
 - More information on working as pages and document on e-portal (combination request)



Bench fee



- Why:
 - To be independent and flexible in your research
 - All info ([regulations](#))
- PhD fellowship: € 3,720 per year
 - Common responsibility of PhD fellow and promotor
 - Can be cumulated with other working allowances
 - Credit balances can be used the next year
- Paid quarterly to university (credit line @university)
 - Based on expenditure declarations
 - Managed by financial antenna at your university
- During suspension (pregnancy leave, parental leave,...)
 - Bench fee remains available, but no expenditures can be accounted for
 - Administrative extension: no extra bench fee

Bench fee (regulations)



Bench fee eligible costs (research related):

- **Items of lasting value** (equipment, computer, books, ...)
- **Consumables** (reagents, test animals & plants, chemicals, ...)
- **Operating expenditure** (copies, searches, data traffic, ...)
- **Remuneration** of persons not subject to social security system who participate in the awarded research
- **Travel** (excl. commuting) and accommodation costs in Belgium and abroad) (no fixed accommodation allowance) / CO2-contribution
- **Study stays** and participations to conferences abroad (if in line with awarded research)
- **Publication costs** (as 1st author – or co-author + cost-sharing)
- **Printing costs PhD thesis**
- Access to and **dissemination of research results**

Bench fee ([regulations](#))



The bench fee is NOT intended for:

- **Registration on the university roll** or as a regular student in Belgium or abroad
- **Registration as a PhD student** and for the PhD programme
- Fellow's or promotor's **personal expenditure**, incl. accommodation and commuter traffic
- **Central management costs** and/or general operating costs by the research group/dept or university
- Expenditure already covered by **other financing sources**
- Costs of other scholarship students, PhD students, postdoctoral fellows or staff members
- Costs for the **defense of the PhD** (invitations public defense, hiring a room, reception, travel and accommodation of the jury, etc.)
- Costs for the **organisation of a workshop** or conference

Travel: how to finance



- Use bench fee:
 - Conferences and short stays (<4 weeks) (within Europe)
- Apply for a FWO travel grant. Apply **3 months** before departure:
 - Conferences (outside Europe)
 - Long stays (in/outside Europe) (5 weeks to 12 months)
 - www.fwo.be/en/fellowships-funding/international-mobility/
- [Research Foundation - Flanders - Sustainable travel policy \(fwo.be\)](http://www.fwo.be/en/fellowships-funding/international-mobility/)
 - CO2 contribution is eligible cost

Travel insurance



- The FWO vouches for
 - **Insurance** for occupational accidents abroad
 - Travel insurance (AIG) :
 - During professional trips abroad
 - + private trip following the professional trip (max. 14 days)
 - Co-traveling partner/children insured as well
 - Exclusively private trips are not insured
 - Detailed information on conditions and coverage:
 - Contact FWO HR services – hr@fwo.be

Agenda

- Your PhD fellowship at FWO
- Financial aspects
- Human resources
- Further reading and contact
- Q&A

Out-of-office: holidays and leaves

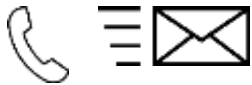


- # vacation days ~ regulations of the host university.
- Take holidays in consultation with head department or your promotor
 - *Host organisation booking system (if applicable)*
- Inform FWO **once a year**
 - Email to hr@fwo.be end of each year
 - Only on the 20 legal holidays
 - To cope with social security regulations
- Thematic leaves
 - Maternity leave
 - Parental leave / medical assistance / palliative leave -> [RVA](#) (National Employment Service)
 - Time credit -> [RVA](#)
 - Paternity leave

Out-of-office: illness



- You *must* join a health insurance fund (Ziekenfonds)!
- *Hospitalization insurance possible via university*
- Every absence due to illness
 - Notify FWO (HR) before 10am
 - Substantiate (medical certificate) hr@fwo.be
 - Medical certificate not needed 3 times 1st day of sickness / year
- More than 30 calendar days
 - Inform your health insurance fund (<day 28)
 - You receive forms that will be (partially) completed by the FWO
 - As of the 31st calendar day:
 - suspension of FWO scholarship
 - Replacement income from your health insurance fund
 - Inform FWO when you resume work
 - Contact: hr@fwo.be
- [Working as an FWO fellow](#) pages



Out-of-office: work accident



- Inform FWO immediately
 - Forms available on the [Working as... pages](#)
 - [Accident at work report](#)
 - [Medical certificate](#)
 - Insurance via FWO
- A work accident is:
 - an accident during the execution of one's normal duties
 - an accident on the way to and from work
- Contact: hr@fwo.be personeelszaken@fwo.be
- [Working as... pages](#)



Out-of-office: Suspension/extension fellowship

- **Suspension** in case of long-term illness, pregnancy/breastfeeding leave, parental leave, palliative & medical assistance leave
 - Replacement income from RVA or health insurance
- **Extension** of the fellowship:
 - Duration of suspension (≥ 14 days)
 - Suspension of ≥ 3 months (fulltime & continuous): **1 year extension** (once) (≥ 3 months: period with replacement income, hence ≥ 4 months illness)
 - Extension up to five years in cases for social and medical reasons (exceptional)
 - Time credit and voluntary part-time employment: no extension!
- Bench fee remains available, but no expenditures can be accounted for
- More info: [Working as... pages](#)



Out of office: research related stays



- Notify FWO of **every stay**
 - In Belgium or abroad
 - Conference, research stay, field work, internship, ...
 - *Online form: e-portal FWO “melding verblijf” / “Report of stay”*
 - Always in consultation with your promotor
- Stay ≥ 3 months (and all internships)
 - *Cumulatie aanvraag / Combination request*
 - Permission promotor
 - Permission rector (via research coordination office @host-org)



Report of a stay


DETAILS HOST INSTITUTION

Country

Start date

End date

NATURE OF THE STAY

Nature of the stay 

FWO CREDIT

Are you making

fwo Fonds Wetenschappelijk Onderzoek
Vlaanderen
Opening new horizons

Foundation of Public Utility – Enterprise number 0880.212.840

Egmontstraat 5 – (B) 1000 Brussels

COMBINATION REQUEST FOR

☐ INTERNSHIP
☐ SECONDARY ACTIVITY
☐ STAY ABROAD OR IN BELGIUM

1. Name	
2. Institution providing the allowance	
3. Describe the nature of the allowance Grant, salary, expenses reimbursement	
4. Amount of the allowance	

Agenda

- Your PhD fellowship at FWO
- Financial aspects
- Human resources
- Further reading and contact
- Q&A

Working as an FWO fellow

> PhD fellowships

> Postdoctoral fellowships

Ongoing research projects

Working as an FWO fellow

What happens when the FWO has approved your fellowship? Here we will take you step by step through the different stages of your fellowship: from entry into service over implementation to completion of your fellowship. The necessary guidelines and documents for each stage can be found below.

[PhD fellowships](#)

Information for starting PhD fellows
Presentation info sessions November 2021
HR strategy of FWO
Mobility and transferable skills
opportunities within your fellowship, related to your later (research) career

» [Read more](#)

[Postdoctoral fellowships](#)

Information for starting postdoc fellows as a practical guidance
HR strategy of FWO
Opportunities within your fellowship, related to you...

» [Read more](#)

PhD fellowships

> Information for starting PhD fellows

[Presentation info sessions November 2021](#)

> HR strategy of FWO

> Mobility and transferable skills

[opportunities within your fellowship](#), related to your later (research) career

> [Renewal fellowship \(2nd term\)](#)> [Reporting final report](#)> [COVID19 and your FWO fellowship](#)> [Documents that have to be submitted during recruitment and commencement of employment](#)> [Suspension and extension of the fellowship](#)> [Altering personal particulars](#)> [Resignation](#)> [Remuneration](#)> [Year-end bonus and holiday allowance](#)> [Absences \(due to illness or an accident\)](#)> [Commuter traffic in Belgium](#)> [Holidays and leaves](#)> [Research-related stays](#)> [Additional remunerated activity](#)> [Psychosocial well-being](#)> [Contact](#)

FWO e-portal (*e-loket*)

- (www.fwo.be) -> Direct access: <https://fwoweb.fwo.be>

Keep your data up to date



Login

Welcome back! Login to access the FWO's E-Loket (V2)

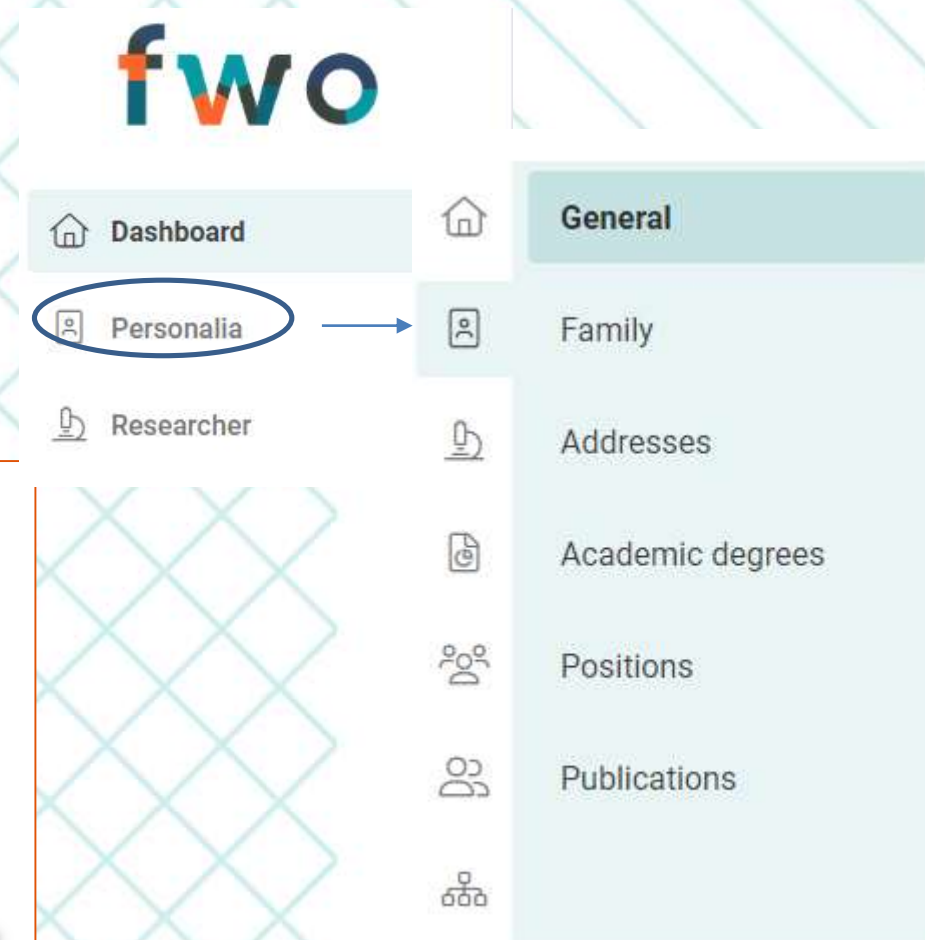
Email/ username

Password

Did you [forget your password?](#)

☐ Remember My Login

LOGIN



Info and contact



- Check programme [webpages and links](#)
- Check [Working as... pages](#) first!
- [Contact](#) page (email and phone numbers)
 - **Single point of contact: your account administrator**
 - PhD fellow **fundamental research**
 - Biological sciences bio@fwo.be (*expert panel bio1, bio2, ...*)
 - Humanities cult@fwo.be
 - Social sciences GM@fwo.be
 - Medical sciences med@fwo.be
 - Science and technology WT@fwo.be
 - Interdisciplinary research interdisciplinair@fwo.be
 - PhD fellow **strategic basic research** SB@fwo.be
- Specific human resources and payroll matters **only**
 - hr@fwo.be personeelszaken@fwo.be
- Travel grants interprog@fwo.be
- **Do NOT use individual FWO neither other generic (“info”, “post”, ...) FWO mail addresses!**

To notify immediately

PERSONAL INFO:

- New address, phone/email
- Bank account number (declaration owner)
- Marriage/cohabitation (certificate)
- Birth children (certificate)

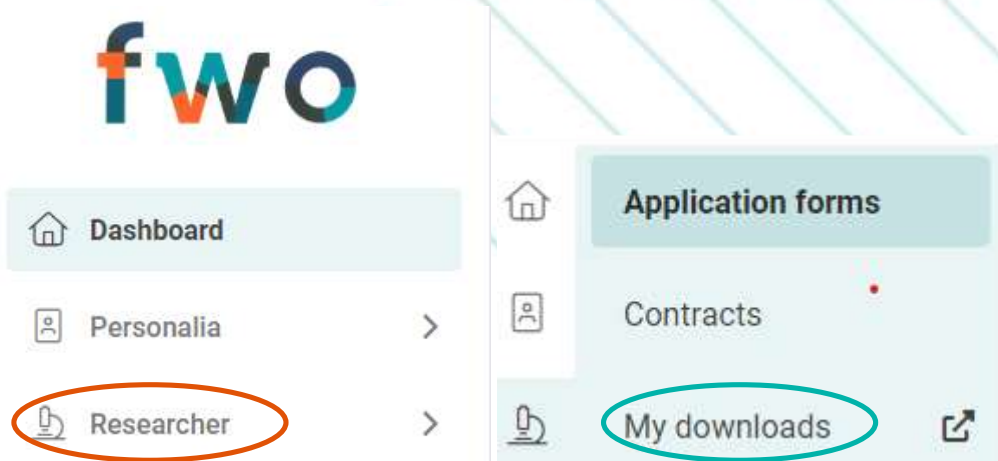
Must be uploaded to the FWO [e-portal](#) (NOT BY EMAIL)

- Stays in Belgium and abroad
- Always: form 'Melding verblijf' or 'Report of stay'
- More than 3 months - form 'Cumulatie aanvraag'/'Combination request'
 - *Also for internships*

Forms available on the FWO [e-portal](#)

- Pregnancy (medical certificate stating the expected date of birth)
- Suspension of the fellowship
- Each absence (illness, work accident, ...) -> medical certificate

Notify FWO/HR – see [Working as an FWO fellow](#)



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PHD FELLOWSHIP

NOTIFICATION OF ACTIVITIES – 2021-2022 ACADEMIC YEAR

Surname, name, university, supervisor(s)

Fellows can, subject to approval by their supervisor and depending on their training needs and career plan, spend maximum 20 percent of the available time under the fellowship on activities other than their own PhD research that contribute to their training, whether or not as part of the PhD training, provided this does not jeopardise the completion of the PhD thesis within the terms of the fellowship. These activities can be:

1. Educational support activities (guidance with regard to exercises, practicals or seminars) ☐
2. Administrative or clinical tasks ☐
3. Educational activities (training or courses) ☐

University/college higher education Courses titles

4. Internship ☐
Complete the form 'combination request', available in the e-portal.

Total workload (1+2+3+4)

- Max. 20%
- Max. 40% (doctor/specialist training)

Report of a stay


DETAILS HOST INSTITUTION

Country

Start date

End date

NATURE OF THE STAY

Nature of the stay 

FWO CREDIT

Are you making



COMBINATION REQUEST FOR

- ☐ INTERNSHIP
- ☐ SECONDARY ACTIVITY
- ☐ STAY ABROAD OR IN BELGIUM

1. Name	
2. Institution providing the allowance	
3. Describe the nature of the allowance Grant, salary, expenses reimbursement	
4. Amount of the allowance	

Application bicycle allowance

HOST INSTITUTION

Name host institution

BICYCLE ALLOWANCE

Total number of cycling kilometers per day there and back: km

I use the bicycle during the following period:

Start date

End Date

☐ I declare on my word of honour that I use the bicycle at least 80% of the days that I effectively work to commute, or part thereof.

☐ I declare on my word of honour that I will immediately notify any change to the HR department. Any abuse will be punished.

Psychosocial well-being

- [Working as... pages](#)
- Extension due to social or medical reasons (exceptional)
- In case of conflicts
 - Talk to your promotor!
 - Talk to the ombuds or “**vertrouwenspersoon**” of your host institution
 - External Flemish contact point for inappropriate behavior:
<https://www.vlaanderen.be/vlaams-meldpunt-grensoverschrijdend-gedrag>
 - If things get out of hand: FWO can mediate
 - (contact wellbeing@fwo.be)
 - **Don't wait until it is too late!**





Thank you for your attention

GHENT UNIVERSITY

DOCTORAL SCHOOL

WHAT CAN WE DO FOR YOU?

NOVEMBER 2023 – FWO INFORMATION SESSION



Flanders
State of the Art



What we do

❑ A free training hub

- Specialist courses: research-related knowledge
- Transferable skills seminars: Professionalization
 - Communication skills
 - Research & Valorization
 - Leadership
 - Career management



On this page

- [Specialist Courses](#)
- [Transferable Skills Seminars](#)
- [Related information](#)

Doctoral School course catalogue

Important to know before you register: [Doctoral School Rules and Regulations](#)

Specialist Courses

→ [All Specialist Courses](#)

Transferable Skills Seminars

→ [All Transferable Skills Seminars](#)

Related information

- [Structure of the Ghent University Doctoral Training Programme](#)
- [Registration, recognition](#) and [funding](#) procedures



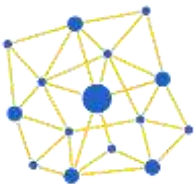
Flanders



What we do

☒ Training hub

☐ Funding opportunities



Funding opportunities

1. Specialist courses (€6.000)
2. Multi- or Interdisciplinary Seasonal Schools (€23.000)
3. 'Meet the Expert' (€1.200, to be submitted at least one month prior to the planned activity)
4. 'Meet the PhD Jury' activities on the occasion of a PhD defence (€1200, to be submitted at least one month prior to the planned activity)

<https://www.ugent.be/doctoralschools/en/supervisor>

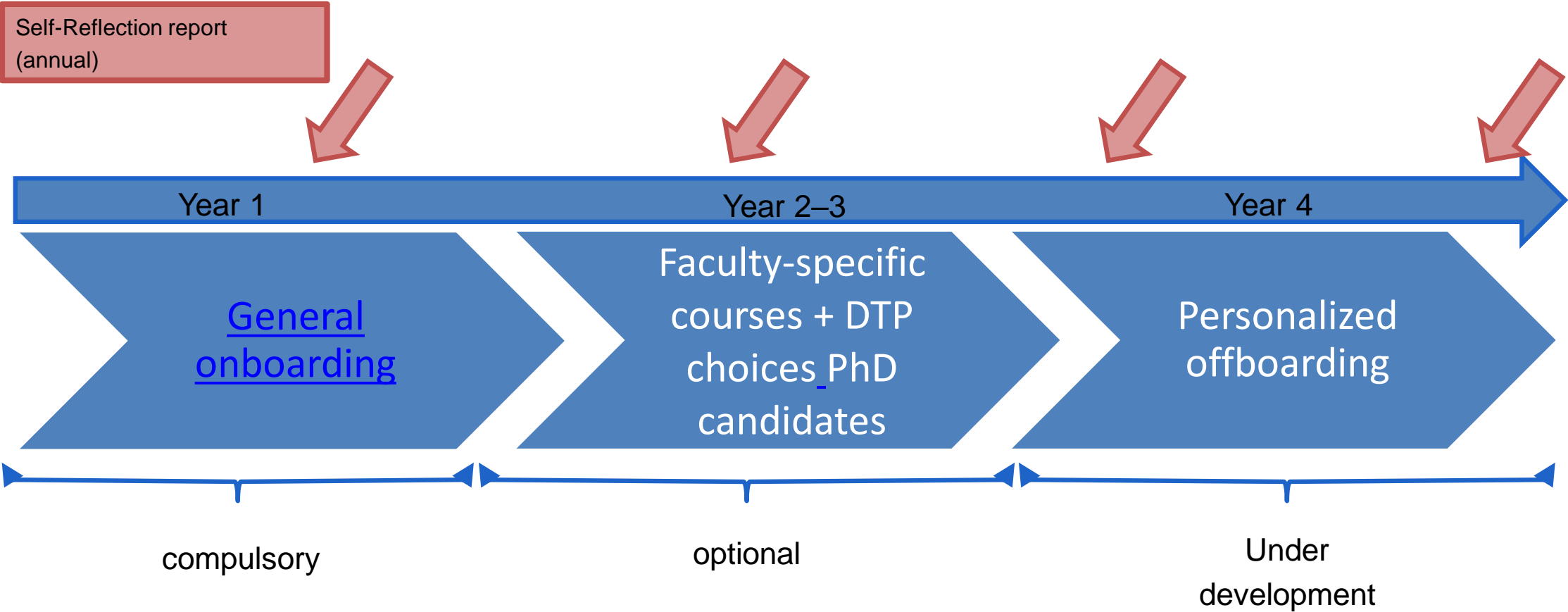
Funding opportunities

Application for recognition:

- At least one month prior to start of the course
- Positive advice: eligible for reimbursement of up to €500 per course
- Request for reimbursement must be made no later than three months after completing the course

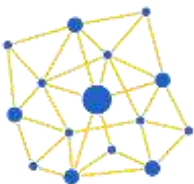
<https://www.ugent.be/doctorschools/en/doctraining/courses/registrationrecognition>

Doctoral Training Timeline



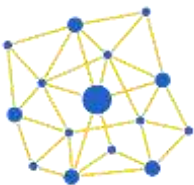
Doctoral Training Programme

	Optional	Maximum
<u>Onboarding track</u>	Mandatory	
<u>Specialist courses</u>	3 courses	max. 6 courses
(regular course units)		max. 30 ECTS in course units
<u>Transferable skills</u>	3 seminars (different clusters*)	max. 6 courses
<u>Conferences</u>	3 presentations/posters	
<u>Annual self-reflection report</u>	Mandatory	
<u>Defence</u>	Mandatory	
	= certificate of the DTP	= additional activities



What we do

- ☑ Training hub
- ☑ Funding opportunities
- ☐ Career guidance
 - Connecting PhDs to the job market
 - Fostering entrepreneurship
 - supporting PhDs and postdoc researchers in preparing their next career step



Phd career hub

- ❑ Developed for all early career researchers at Ghent University
- ❑ Centralises information about career management
- ❑ Deals with both academic and non-academic career tracks
- ❑ Structured as a step-by-step learning track



Career tracks



A career in academia



A career outside academia

- What does an academic career look like?
 - How to find funding?
 - Where to find academic job offers?
-
- What's the value of a PhD for non-academic jobs?
 - Where do other PhDs end up?
 - Where to find vacancies?

What we offer

- How to grow professionally: career plans, learning & development, networking, pitching, LinkedIn and so on
- How to apply for a job: cv and cover letter writing, interview skills

FINDING JOBS

- Resources and links to job portals and funding opportunities
- The [PhD Talent Pool](#), the interuniversity job platform designed for PhDs and postdocs



What we do

☒ Training hub

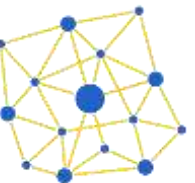
☒ Funding opportunities

☒ Career guidance

☐ Additional services:

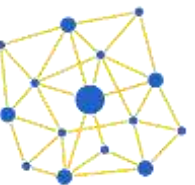
☐ Coordinate the annual re-enrollment procedure

☐ Negotiating Joint PhD contracts



What we do

- ☒ Training hub
- ☒ Funding opportunities
- ☒ Career guidance
- ☐ Additional services:
 - ☒ Coordinate the annual re-enrollment procedure
 - ☐ Negotiating Joint PhD contracts



Joint and interdisciplinary PhDs

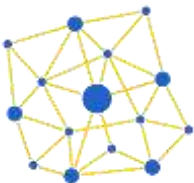
☐ Joint PhD:

- ☐ At the start or during your PhD (max. 1 year before end of project)
- ☐ With another degree-awarding partner institution
- ☐ Min. 6 month research stay in partner institution
- ☐ Have a supervisor at both institutions

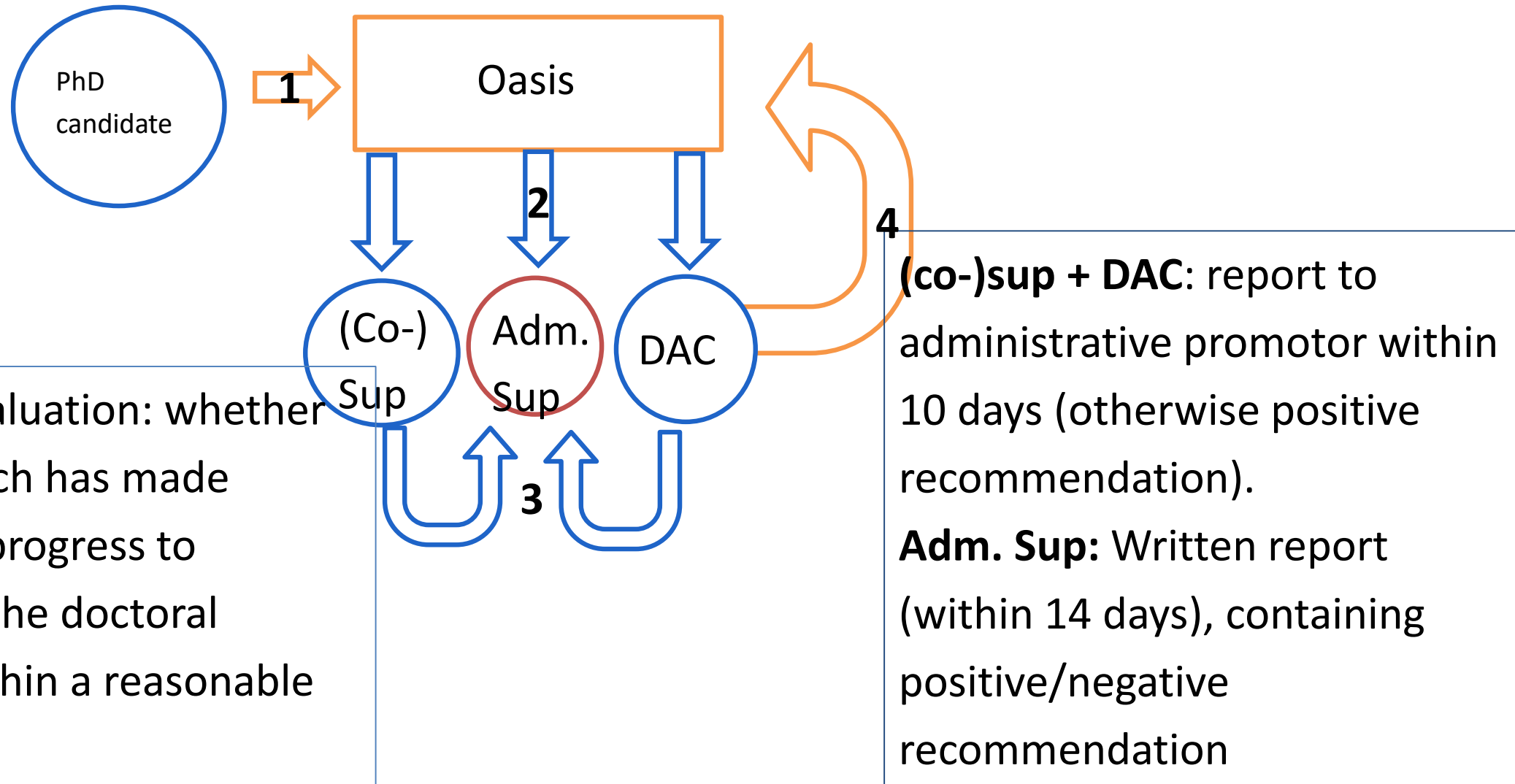
☐ Interdisciplinary PhD

- ☐ Combine two existing UGent degrees (apply within first 3 years)
- ☐ Meet the relevant criteria to qualify

Questions: contact jointphd@ugent.be



SELF-REFLECTION report: procedure



- # SELF-REFLECTION report: procedure
- 1 April – 30 June
 - Mid-March: mail to candidates
 - Positive recommendation: permission to re-enrol (1 Oct at the latest)
 - Negative recommendation: faculty procedure
 - More than just research progress...

Helpdesk: doctoralschools@ugent.be

Discussion/ questions



Flanders
State of the Art

Sean Bex

Doctoral School coordinator



doctoralschools@ugent.be



www.ugent.be/doctoralschools



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