IMR PhD Induction Meeting

September 19, 2022

14:00 - 18:00

EOS -1.545
Programme

14:00 - 14:30 Round of introductions with your personal slides

14:30 - 15:45 IMR, Doctoral School, and Research Ethics - Kristina Lauche & Daan van Bel

15:45 - 16:00 Break

16:00 - 16:15 Introduction Teaching Information Point - Marieke Hebinck

16:15 - 16:30 Research Data Management - Francie Manhardt

16:30 - 16:40 NSM Library Team - Norma Fötsch

16:40 - 17:00 Introduction PhD Council + presentation on the ins and outs of a PhD trajectory - Gijs Hablous

17:00 - 18:00 Informal meeting with drinks in The Yard
Overview IMR and Doctoral School
Note: PA and PS are now two separate departments.
**Gender equality is the key to talent and knowledge**

“Gender inequality within organizations obstructs optimal use of the talent and knowledge present in the organization.”

**From discontented employee to discontented citizen**

“When discontent is not resolved in the workplace, people also may come to express their discontent outside of work.”

**The municipal struggle with European state aid rules**

"European state aid rules apply not only to a national government, but also to a municipality that is selling off land for a low price.”

**Group discussions on energy transition**

“Everyone is trapped in their own mental models and it would appear we are successful in breaking through that.”

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**More information**

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**Institute for Management Research**

**Radboud University**
Research Culture: Seminars, Lectures, and Presentations

• IMR PhD Events
• PhD Defenses
• Seminars
Research Culture: IMR Research Day

- Keynote lecture
- PhD presentation sessions
- Seminars on issues that concern all IMR researchers

- Programme June 16, 2022

- Next Research Day: June 15, 2023
Research Culture: Conferences

• Present your work (get feedback)
• Get inspired
• Find your academic community
• Build a network
Research Facilities: IMR Labs

Individual Decision Lab

Group Decision Lab

Maplab

Global Data Lab (databases)

More information
Facilities for International PhDs at the RU

- **International Office & Global Lounge** - Support for PhDs
  - Available for any questions
  - Legal Service: Explanations, clarifications, and translations;
  - Dutch Language Lunches, Book Club, etc.

- **Social activities**

- **Buddy programme**

- **PhD Organization Nijmegen (PON)**
Facilities for International PhDs outside of the RU

- **Websites**
  - [www.9292.nl](http://www.9292.nl), [www.ns.nl](http://www.ns.nl)
  - [www.weeronline.nl](http://www.weeronline.nl); [www.buienradar.nl](http://www.buienradar.nl)
  - [www.euraxess.nl](http://www.euraxess.nl) & [VSNU app](http://www.euraxess.nl) for expats

- **Events / Activities**
  - [I am not a tourist Expat Fair](http://I am not a tourist Expat Fair)
  - [IamExpat Fair](http://IamExpat Fair)

- **Networks**
  - [Nijmegen Expats FB Group](http://Nijmegen Expats FB Group)
  - [MeetUps](http://MeetUps) and [Expatica](http://Expatica)
  - [PhD candidates Network of the Netherlands (PNN)](http://PhD candidates Network of the Netherlands (PNN))

- **Free online “Introduction to Dutch” language course**
Newsletters

• Radboud Weekly Newsletter
• Faculty Matters (monthly)
• Weekly Update IMR
• IMR Events Newsletter (monthly)

• Advice: go through the headings for anything of interest to you - takes very little time
What can the IMR Doctoral School do for you?

• Key contact point for you and your supervisors on administrative or policy-related issues

• Register, monitor, and contribute to the progress of PhD projects

• Facilitate communication between the IMR, PhD candidates, and supervisors

• Discuss experiences, requirements, and new ideas

• Collect and disseminate information

• Facilitate and organize events
4 Main Types of PhD trajectories

1. Internal PhD candidates
2. International PhD candidates with a scholarship (IPS)
3. External PhD candidates with (some) external funding
4. External PhD candidates with own funding

For types 1 and 2: Personal Budget
Contact person personal budget - Debbie van Zuijlen-Aalbers

For types 3 and 4:
Once External PhD candidates have successfully defended their proposal for the SAC, it is also possible to receive financial support for field work, conference fees, travel expenses, or additional courses. Such financial support can be requested from the IMR in advance and does not constitute a salary.
Research Facilities: Travel Funding

For all types of PhD candidates: Erasmus+ Programme and Radboud Internationalization Grants - Contact person: Paula Haarhuis

Erasmus+ Programme
- Staff training
- Staff teaching
- PhD candidate mobility

Radboud Internationalization Grants
- 2x in the PhD trajectory
- € 400 for travelling in Europe
- € 700 outside Europe

@Internal PhD and IPS candidates:
If possible, use the RU travel funding options before using your PhD budget.

@External PhD candidates:
If possible, use the RU travel funding options before requesting additional funding with the IMR.

More information
IMR Counsellor for PhD candidates / RU Confidential Advisors

• IMR Counsellor for PhD candidates: Carolien van Ham
  - If a candidate experiences a problem or conflict with any of their supervisors
  - Information on the IMR Counsellor for PhD candidates can be found here

• RU Confidential advisors
  - If a PhD encounters behavior that feels undesirable
  - Information on the RU Confidential Advisors can be found here
Information PhD Procedures and Facilities

PhD info on RU website
• Doctorate Regulations

Doctoral School website
• PhD Guide
# Schematic overview

## IMR PhD Process

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Major Milestones

1. Becoming an IMR PhD candidate – register in Hora Finita
2. Training and Supervision Plan – 4 weeks after start date
3. Research Data Management (RDM) Plan Review - 10 months after start date
4. Defending Research Proposal for the Scientific Advisory Committee (SAC)
   - call 7/13 months after start date (period of time depends on type of PhD trajectory)
   - send proposal 9/15 months after start date
   - actual proposal defense 12/18 months after start date
   - advice issued
4. Annual Appraisals
5. Meeting with the Doctoral Officer – 18/24 months after start date
6. “Planning the Final Year” Meeting with the Doctoral School – 30/42 months after start date
7. Approval Manuscript Committee
8. PhD Defense

More information
Hora Finita

• Software system to facilitate administrative procedures related to PhD trajectories

• Mandatory for all RU PhD Candidates

• Manuals can be found [here](#). [Here](#), you can find more information regarding Hora Finita
Training and Supervision Plan (TSP)

Overview of:
- Professional and skill development
- Supervision & teaching agreements

• Fill in for the 1st time:
  - Within 4 weeks

• Review yearly!

• Template can be found in Hora Finita
PhD Training and Development (1)

• Customized to individual needs

• See PhD Guide

• **RU gROW PhD courses** – free of charge
  - Scientific Skills
  - Personal Effectiveness
  - Career Development
    – Career Guidance and Coaching
    – Education in a Nutshell
    – University Teaching Qualification (UTQ/BKO) courses

The IMR recommends:
• Designing a PhD Research Project
• Project Management for PhD Candidates
• Academic Writing
• Presentation Skills / The Art of Presenting Science
PhD Training and Development (2)

- Language Courses - English or Dutch courses free of charge – see [here](#) for an overview and [here](#) for English courses for PhD candidates.

- **Radboud Writing Lab** – 5 yearly coaching sessions free of charge

- **Summer School in Social Research Methods** - hosted by Nijmegen School of Management

- (Inter)National Research Schools

- IMR Method Clinics - communicated by the IMR Academy

- RU/NSM Master/Bachelor Courses
  - Request to enroll in RU Master/Bachelor courses. For more info, see [PhD Guide](#).

- For more information and other courses, including summer schools: see [PhD Guide](#)
Teaching and Teaching Support

All internal PhD candidates teach

**Radboud Teaching and Learning Centre**

- With the Teaching and Learning Centre, Radboud University wants to facilitate and stimulate encounters, inspiration and cooperation between educators in order to strengthen the quality of education together. Three theme lines are central to the TLC: educational development and innovation, the continuous development of the teacher, and research into (scientific) teaching and learning.
- University Teaching Qualification (UTQ, BKO in Dutch)
- Contact person: Sven Vrins

**Teaching Information Point, TIP NSM**

- Support in the field of educational development and innovation and ICT in education
IMR PhD Events

- UTQ Information Session for IMR PhD candidates
- Managing your Supervisor
- Workshop on Preparing for the Defense of your Proposal for the SAC
- Writing Retreat
- IMR Workshop Research Ethics and Scientific Integrity – Parts 1 and 2 (Mandatory)
- Focus Masterclass
- Research Data Management (Mandatory)
- Workshops 1 and 2 NSM Library: Efficiently Searching for Literature in Academic Databases + Conducting a (Systematic) Review
- Career and Networking Event
- Raising your Academic Profile
- PhD Lunches
- Informal activities
- And More…
Research Ethics for PhD candidates
Why research ethics?

Because we must

Horizon 2020 Programme
Guidance
How to complete your ethics self-assessment

Because we want to

Academic and Research Integrity
INTEGRITY AND TRUST
Research Facilities: Ethics Committee

Ethics Committee of the Faculty of Law and the Nijmegen School of Management

• Informs and advises
• Ethical review
• Research proposals
• Journal articles
Key Ethical Issues...

Proper referencing:
• Acknowledging original authors (findings, text, figures, tables, data...)

• Say it in your own words (don’t abuse quotes...)

YOUR conduct in the field:
• Integrity as an academic

• For whom are we doing this (own research vs org’s needs; management vs employees)

• Don’t make promises you can’t keep...
Key Ethical Issues...

Participation
• requesting informed consent
• freedom to withdraw from the research at any time

Data
• confidentiality & anonymity…
• …re: data storage & use

Informing all participants about:
• findings
• how findings might be applied (in the org, society etc.)
Key Ethical Issues...

Transparency:

• of research goals

• of how data is processed & represented
How to deal with them

- Identify potential issue
- Identify its implications
- Actual, concrete measure(s) you plan to take in order to address it

See also separate workshop on Ethics
Research Data Management Support

Workshops on Research Data Management (RDM) and Check of your Data Management Plan

• Practical issues: from planning your research, to collecting data, and making it available for reuse
• Meet the tip

• Introduction of the Teaching Information Point for new teachers
  • ICT in Education: Lies Verberk-de Jonge, Joyce Hossu, Lauren Kasser
    (Digital) assessment: Marieke Hebinck, Anne Abeling
    Educational design & didactics: Isa Claassens, Sven Vrins
    Osiris: Ingemar Pijnenburg
Our task

**Supporting teachers in providing quality education**

We provide advice and support for:
- Educational design and didactics
- ICT in education
- (Digital) assessments
Let’s introduce the TIP

Design and didactics

ICT in Education

Your education

(Digital) assessments

Isa Claassens (NSM) & Sven Vrins (ES)

Marieke Hebinck & Anne Abeling

Lies Verberk-de Jonge, Joyce Hossu & Lauren Kasser
Design and didactics

*Isa Claassens and Sven Vrins: educational developers and advisers*

**Educational design**
- How do I align or design my course/program optimally?
- How can I offer a course online or in a hybrid form?

**Didactics**
- What didactic strategies should I use?
- In what way should I integrate ICT tools in my teaching and why?
- How do I activate students or how can I guide students in their learning process?
ICT in education

Lies Verberk-de Jonge, Joyce Hossu and Lauren Kasser

• Which ICT tool can support or improve my teaching? And how does this tool work?
• How do I use a video conferencing tool to teach a hybrid class?
• How do I use Brightspace Assignments?
• How can I use SOWISO for my education?
• How can I structure my course in Brightspace?
• How can I transfer grades from Cirrus/Brightspace to Osiris?
• How do I create restrictions for exams in Brightspace?
• How do I use applications as Zoom or Virtual Classroom?
(Digital) assessment

Marieke Hebinck and Anne Abeling

• What does a digital assessment mean?
• How do digital assessments work at Radboud University?
• Would a digital assessment be a good fit for my course?
• What are the possibilities of the testing software Cirrus?
• How do I use online proctoring for an exam?
• How do I construct a valid test/item?
• How should I interpret the data of the test?
Where to meet us again

Broodje Onderwijs (brown bag lunch meeting on education)
Dutch: radboudnet.nl/fm > Onderwijs > Broodje Onderwijs and English: radboudnet.nl/nsm > Education > Broodje Onderwijs

• Every third Tuesday or Thursday of the month 12.20-13.20
• Enroll via Radboudnet
Research Data Management

Francie Manhardt, data steward IMR (rdm@ru.nl)
Research data management

= organisation of research data, from the start of a project when data are collected through to the dissemination and archiving of valuable results

Why should you do it?
- It can protect your data and output
- It can save you hassle years later
- Support scientific integrity, discourage fake data
- Meet your university’s, funder’s and journal’s requirements
**Data management plan:** Writing a data management plan (DMP) is mandatory for all PhD candidates and externally-funded research projects and it is always advised for other research projects to do this as well.

**Data protection:** Necessary security and privacy measures for collecting and storing data should be taken.

**Archiving:** After the closure of a research project, all data generated at Radboud University should be archived at Radboud University for the long term for at least 10 years, including the documentation and metadata necessary for understanding the data.

**Re-use:** Where possible data should be made public at the moment of publication of the corresponding book or article at the latest.

RDM & PhD dissertations

Implemented on 1 September 2021: PhD dissertations are evaluated on proper data management.

A data management description must be included in PhD dissertations that are based on research data.

This description should address the method of processing, storing, and provisioning of the research data.

Members of the manuscript committee should be given access to the data if required.

More info and sample sentences for the data management description can be found [here](#).
Data management plan

- helps you to anticipate to and organize all aspects of proper data management.

Goals:
- Thinking and deciding timely about RDM
- Make a dynamic document (mention date / version)
- To discuss & useful for monitoring progress of your research

Need help?
Do you want your DMP reviewed, or need help writing it?
Contact me at rdm@fm.ru.nl.
Writing a DMP is mandatory for all new PhD projects

Hora Finita:
- checkpoint at 10 months after the start of a PhD trajectory
- requires writing a DMP using the RIS DMP tool and requesting feedback
- data steward checks the DMP and approves checkpoint in Hora Finita
- Course participants that write their DMP and request feedback, fulfill this checkpoint automatically
PhD workshop on RDM and writing a DMP

What will be covered?

- How to plan your research?
- Collecting and storing data
- Open access & reusing data
- And much more!

➢ Relevant if you’re just started, but also if you’ve been working on your research for some time

When? Tuesday 15 November, EOS N 00.0270 (first part) & Tuesday 22 November, EOS N -1.545 from 13:00-15:00 (second part)

Registration via Francie Manhardt (rdm@fm.ru.nl)
Contact & more information

**IMR data steward:**
Francie Manhardt

**Decentralised privacy officer:**
Jessica Thoonen

**NSM lawyer:**
Mario van der Toorn

**Central support:**
Central RDM support desk
Central Privacy team

**IMR intranet:** [www.radboudnet.nl/nsm/rdm](http://www.radboudnet.nl/nsm/rdm)

**Central RDM website:** [www.ru.nl/rdm](http://www.ru.nl/rdm)

**Central privacy website:**
https://www.ru.nl/privacy/
Research facilities: Library support

Norma Fötsch, 19th September 2022
Save the date

Systematic review workshops (cohort meetings):

Tuesday 15th Nov, 9:30-11:30 o’clock (1)
Thursday 24th May, 9:30-11:30 o’clock (2)
Library support:

1. University Library
2. NSM Library Team
3. Support Services
4. SR-Workshops
1.1 University Library: locations

Central Library, Erasmuslaan 36 and 5 other locations
1.2 University Library: digital

https://www.ru.nl/library/
1.3 University Library: subject guides

Business Administration & Economics – https://libguides.ru.nl/BE
Geography, Planning and Environment – https://libguides.ru.nl/GPE
Political Science & Public Administration – https://libguides.ru.nl/PPA
1.3 University Library: card

Activate your campus card as library card

Go to

https://ru.on.worldcat.org/discovery

Sign in

Accept the conditions

Next day your card is activated
2. Library Team

Dini van Engelen

Maarten Gubbels

Norma Fötsch

Elinor Ostrom building, room 01.545
(+31 24 36)15950 / (+31 24 36)11688

infofm@ubn.ru.nl
datasupport-nsm@ubn.ru.nl
3. Support services

- Online Support
- Guest lectures Workshops
- Individual support

Library Guides for all subjects
Ask your librarian Need help?
3.1 Online support: Get help with:

- **Business Administration & Economics**
  
  https://libguides.ru.nl/BE/literaturereview

- **Geography, Planning and Environment**
  
  https://libguides.ru.nl/GPE/literaturereview

- **Political Science & Public Administration**
  
  https://libguides.ru.nl/PPA/literaturereview
3.2 Workshops

Literature search
Referencing
Reference managers
Data retrieval
...

https://libcal.ru.nl/calendar/workshops
3.3 Individual support

- (advanced) search strategies
- (systematic) literature review
- reference management
- bibliographical databases & search engines
- quantitative economic databases
- data retrieval on demand
4. Systematic review workshops

#1 Efficiently searching for literature in academic databases
15th Nov, 9:30-11:30, Central Library 1.05b
Registration: https://libcal.ru.nl/event/3925503

#2 Conducting and publishing a (systematic) review
24th Nov, 9:30-11:30, Central Library 1.05b
Registration: https://libcal.ru.nl/event/3925507

Training and Supervision Plan, see TPS template "Method related training"
Meet the PhD Council
&
The Ins and Outs of a PhD

19 September 2022
Hi! Nice to meet you

INTRODUCTION PHD COUNCIL

Gijs Hablous, PhD Candidate at the Political Science Department and PhD Council member

The other members of the PhD council are:

- Gisela Otto Business admin
- Wouter van Zwol Business admin
- Daniel Waters Economics
- Onno Giller Human Geography
INTRODUCTION PHD COUNCIL
What is the council?

- A group of IMR PhD candidates representing… you!
  - At the Faculty Board
  - At the Doctoral School (we regularly meet with Daan van Bel and Kristina Lauche)
  - At the central level (PhD Organization Nijmegen – PON)

- And next to this representative task, we work on building and sustaining a lively and welcoming PhD community at the IMR

Questions? Comments? Ideas? Suggestions? → phdcouncil@fm.ru.nl
INTRODUCTION PHD COUNCIL

What do we do?

- Discussing policy issues that affect PhD candidates with the DS (and occasionally the Faculty Board)
- Being a low-threshold contact point for PhD candidates
- Organizing activities!

Drinks
PhD lunch seminars
Writing retreats
And much more…
What is doing a phd like?

- No one can *really* tell you what it’s all about. Every candidate, project, and supervisor is different.

- But there are similarities across projects and across candidates:
  
  – Every PhD involves *academic writing*;
  – Every PhD candidate has *supervisors*;
  – Every PhD has certain *milestones*;
  – And everyone sometimes needs a form of *support*. 
- Writing as a process consisting of steps (multiple versions, different kinds of output)
- Lonely, just sitting behind your desk waiting for inspiration?
- When are you ‘done’?
ACADEMIC WRITING

Academic writing: when are you done?

- There is no such thing as ‘done’
- Still: you are ‘done’ with your PhD once you’ve finished your chapters/papers, are satisfied enough, and defended your work successfully
- What ‘done’ means exactly in the context of chapters, papers, research proposals is a matter of negotiation
ACADEMIC WRITING

Academic writing: Courses, retreats, and coaching

- Radboud Writing Lab: free individual coaching ([www.ru.nl/writinglab](http://www.ru.nl/writinglab))
- Writing retreats organized by us
- Courses offered at the Radboud University or elsewhere
THE CANDIDATE-SUPERVISOR RELATIONSHIP
Maintaining a good relationship with supervisor(s)

- A good working relationship is key!
- Get to know yourself
- Communicate clearly and take control
- Seemingly unsolvable conflict? Reach out! ...to peers, to friends, and/or contact a confidential advisor [here](#)
IMPORTANT MILESTONES
Key milestones and how to use them to your benefit

- SAC proposal defense (9-12 months into your contract)
- Your first methods school (Summer or Winter)
- Your first academic conference
- The IMR Research Day (June 2023?)

⇒ These milestones could be beneficial in many ways (offering external pressure/deadlines, providing chances to get feedback, networking)
SUPPORT
Please reach out!

- To peers
- To other colleagues
- To the Radboud Writing Lab
- To a confidential advisor
- To your supervisors
- To your buddy (there is a buddy system)
- To a campus psychologist (campuspsycholoog@ru.nl)

A general support page can be found here