

Transferable Skills Training

Office of the Vice-President for Doctoral Education and Training, International Relations and Gender

The following training courses are open to all doctoral candidates enrolled at the University of Luxembourg.

Visiting candidates and candidates at the Luxembourg institutes may participate space permitting.

Schedule – TS courses for Winter Semester 2018-2019*

* Please note: to be awarded the ECTS and certificate, you need to attend all sessions in a course (some new courses can be added during the semester, please check on our [website](#)).

Date	Time	Course title (quick link)	Instructor
September, 17 & 18	9.00-17.00	Leadership Skills	Dr. Phillip Gramlich
September, 25, 26 & 27	Day 1: 13.00-17.00 Day 2 & 3: 09.00-12.00 13.00-17.00	Job Interview Seminar	Mr. Pierre Steffen
September, 24 October, 9, 11, 22 & 29 November, 5, 6, 7, 19, 21, 26 & 28 December, 3, 10 & 12	Mostly mornings. Plenary sessions & complimentary workshops	Toolkit to get to successfully manage your research outputs	Collective : University of Luxembourg LIST LIH Guest speakers
October, 1 & 2	9.30-17.45	Good Scientific Practice	Dr. Michael Gommel
October, 4 & 5	9.30-16.30	Project Management for Research	Dr. Maurizio Cortesi
October, 2 & 16 November, 13 & 20 December, 4	14.00-17.00	Schreibwerkstatt für Doktoranden	Dr. Birgit Huemer
October, 16 & 30 November, 13 & 27 December, 11	16.30-20.00	PhD Dissertation Writing Workshop	Ms. Jennifer Skipp
October, 3, 10, 17, 24 & 31 November, 7, 14, 21 & 28 December, 5	Teaching sessions: 12.15-13.45 Writing session: 9.45-11.15	Research writing	Dr. Katrien Deroey
October, 15 & 16	9.00-16.30	Developing Writing and Reading Skills at Doctoral Level (Introduction)	Dr. Desmond Thomas

October, 18 & 19	9.00-16.30	Developing Writing Skills at Doctoral Level (Advanced)	Dr. Desmond Thomas
October, 24 November, 13 December, 4	9.00-15.45	Advanced teaching skills leading towards the certification of associate fellowship	Dr. Claudine Kirsch
October, 29 December, 5, 10 & 17	13.00-17.00	Teaching with Digital Media & Technologies in Higher Education	Dr. Robert Reuter
November, 8 & 9	9.30-17.00 Day1 9.00-13.00 Day2	Managing your relationship with your thesis Director course	Ms. Kate Exley
November, 12	14.00-17.00	Manage your bibliography and citations	Mr. Simon Audigier
November, 14 & 15	9.30-16.30	Reduce your stress and develop more focus	Dr. Maurizio Cortesi
November, 16 & 23 December, 5 & 13	10.00-16.00	Survey Methodology and Questionnaire Construction	Dr. Andreas Heinz
November, 29 & 30 December, 6 & 7	9.00-17.00 9.00-17.00	Managing my new cultural environment PhD done. What next?	Mr. Vincent Merk Mr. Varun R. Thakur
December, 17 & 18	9.00-17.00	Women and Career	Dr. Karin Bodewits
January, 10	14.00-17.00	Manage your bibliography and citations	Mr. Simon Audigier
January, 14 & 15	9.30-17.45	Good Scientific Practice	Dr. Julia Verse
January, 17 & 18	9.30-17.45	Good Scientific Practice	Dr. Julia Verse
January, 24	10.00-12.00	Information Security & Research	Mr. Christian Hutter

Registration and Contacts

Course descriptions and registration for all the listed courses are available here:

<https://moodle.uni.lu>

For further information, please contact:

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Leadership Skills

Course Title	Leadership Skills
Course reference	DS-TS-41
Facilitator	Dr. Philipp Gramlich
Dates	17 & 18 September 2018
Time	9-17h
Location	Campus Belval, MSA 2390
Outline	Leadership has undergone changes- in parallel with changes to our work environments. Flatter hierarchies, project work in a matrix structure and more rapid changes of assignments, locations and colleagues are but some of the new challenges we all face. Interpersonal skills become ever more important when leading a team or a project: for motivation, conflict resolution or work delegation.
Description	<p>Depending on the wishes of the group, different aspects of this wide and highly important skill set will be emphasised. Examples for topics that are often requested:</p> <ul style="list-style-type: none"> – Hire for quality! How to get the best team and not just clones of yourself. – Leading a diverse team: age, gender, cultural background... We're all individuals and so are our teams. Can we find a leadership style that fits them all and is this even desirable? – Conflict management <p>Prevent conflicts by your lab set-up: communication and practicalities</p> <p>Deescalate and resolve conflicts by mediation and through fair negotiations</p> <p>Escalate professionally if necessary</p>
ECTS	1
In-person course workload (hrs)	16
Pre- and post-workload (hrs)	6
Topics covered	<ul style="list-style-type: none"> - Situative leadership - Conflict management - Staff selection - Feedback - Setting targets
Course pre-work	Fill in questionnaire with reflective questions
Course post-work	Booklet is handed out during course, which contains further reading and exercises.

Job Interview Seminar

Course Title	Job Interview Seminar
Course reference	DS-TS-42
Facilitator	Pierre Steffen
Dates	25, 26 & 27 September 2018
Time	Day 1 : 13h – 17h Day 2 & 3 : 09h – 12h // 13h - 17h
Location	Campus Belval, MSA 4.310
Description	The participant becomes fully aware of the preparation work required as a candidate and as an interviewer. CV, cover letters and dress codes are covered. The candidate is exposed to realistic interview situations. Face to face interviews and video based interviews are conducted.
Topics covered	<p>Method: Blended</p> <ul style="list-style-type: none"> - pre-course preparation work defined by coach based on candidates' profiles and specialities - inputs by coach during course time - filmed interventions by candidates in various roles - roles are defined and aligned to the real interview situations the candidates may be confronted with <p>Roles to be mastered are:</p> <ol style="list-style-type: none"> 1) candidate 2) interviewer 3) observer <ul style="list-style-type: none"> - all interventions are filmed and commented by coach and participants - CV and cover letters are reviewed and enhanced to fit the real purpose - Face to face interviews and video system interviews are practiced - Critical questions and questions out of comfort zone are addressed <p>Rationale of the role plays:</p> <ul style="list-style-type: none"> - to become fully aware of the challenges on both sides of the same table; - to gain experience as an interviewer and neutral observer sharpens the senses of a future interview candidate
ECTS	1
In-person course workload (hrs)	18
Pre- and post-workload (hrs)	7
Course pre-work	CV update; LinkedIn profile update; skype account operational; pre-course work done as per coach instructions
Course post-work	To be determined

Toolkit to get to successfully manage your research outputs (Protect, promote and disseminate)

Course Title	Toolkit to get to successfully manage your research outputs (Protect, promote and disseminate)	
Reference	DS-TS-43	
Facilitators	University of Luxembourg: Sigmar Lampe, Sandrine Munoz, Beth Park, Jonathan England LIST: Jennifer Dos Santos, Anne Trigaux, Séverine Iffland, Bruno Cornette LIH: Michel Vaillant External: Matthieu Farcot & other guest speakers	
Dates	PLENARY & Mandatory sessions (2H from 10 to 12 am unless stated otherwise)	COMPLEMENTARY workshops optional & up to your interest (mornings unless stated otherwise)
	24.09.18 General Introduction	
	09.10.18 Intellectual Property 101 (from 9 to 11 am)	11.10.18 Trademarks, Design & Model
	22.10.18 Data Management Plan	
	29.10.18 Copyright	
	05.11.18 Patents	06.11.18 How to read a patent - morning 06.11.18 Research in database (bring your laptop) – afternoon 07.11.18 Organise one’s technological watch (advanced level) - morning 07.11.18 – afternoon, choice to be made between: - Patentability of software - Patentability of biotech
	19.11.18 Introduction to GDPR & Research	21.11.18 Implementation of GDPR: for Uni doctoral candidates only
	26.11.18 Softwares	28.11.18 Open source (advanced level)
	03.12.18 Open science	
	10.12.18 Technology & Knowledge transfer	12.12.18 Licence & spin off: case studies
Location	Campus Belval, Rooms at Uni & LIST offices (see details on Moodle)	
Description	This course allows you to get all the tools to get to successfully manage your research outputs (protect, promote and disseminate them). According to your field, you can select the complementary sessions you’re interested in.	
Practical conditions	Taught in English. Target: mainly first year doctoral candidates 9 mandatory plenary sessions, 9 complementary workshops	
ECTS	1 ECTS for attending the plenary sessions – 18h in-class and if applicable 1h pre &/or post course work (per session) >> 27h max. 2 ECTS if attendance to plenary sessions & ALL the proposed complementary workshops	
In-person course workload (hrs)	Applicable per session	
Pre- and post- workload (hrs)	Applicable per session	
Detail of sessions	See in the following table:	

PLENARY SESSIONS (2H) Mandatory	COMPLEMENTARY WORKSHOPS Optional & up to personal choice
<p>24.09.18 General introduction Post-course work: participants choose their complementary workshops (via registration on Moodle). Speakers : All // Time : 10-12H</p>	
<p>09.10.18 Intellectual Property 101 Speaker : Sigmar Lampe // Time : 9-11H</p>	<p>11.10.18 Trademarks, Design & Model Speakers: Anne Trigaux & Jennifer Dos Santos (LIST) // Time : 10-12H</p>
<p>22.10.18 Data management Plan Pre-course work: read this document. In-class interactive workshop : each participant prepares one's data management plan (per research field category group) Speaker : Michel Vaillant (LIH) // Time : 10-12H</p>	
<p>29.10.18 Copyright</p> <ul style="list-style-type: none"> • Berne Convention for protecting author's rights • Literary and artistic works • Software (computer programs) • Databases • Point out the differences between internal regulations at University of Luxembourg & LIST • Copyright article (open access) <p>Speakers : Sigmar Lampe & Beth Park // Time : 10-12H</p>	
<p>05.11.18 Patents</p> <ul style="list-style-type: none"> • Rights granted by a patent • What is a patent? <ul style="list-style-type: none"> ◦ Patentability criteria • Novelty, inventive step, exceptions • Patent strategies <ul style="list-style-type: none"> ◦ Priority, PCT, regional filings • Ownership • The structure of a patent document <p>Speaker : Sigmar Lampe // Time : 10-12H</p>	<p>06.11.18 How to read a patent Speaker : Séverine Iffland (LIST) // Time : 10-12H</p> <p>06.11.18 Research in database Speaker : intro by Séverine Iffland (LIST) and content by IPIL // Time : 14-17H Participants MUST bring their laptops</p> <p>07.11.18 Organise one's technological watch (advanced level) Speaker : intro by Séverine Iffland (LIST) and content by IPIL // Time : 09-12H</p> <p>07.11.18 Patentability of software Speaker : Jennifer Dos Santos (LIST) // Time : 14-16H OR</p> <p>07.11.18 Patentability of biotech Speaker : Bruno Cornette (LIST) // Time : 14-16H</p>
<p>19.11.18 Introduction to GDPR & Research 1h pre-course work (read docs)</p> <ul style="list-style-type: none"> • Key disposals of the GDPR and the Research • Key disposals of the Luxembourg National Laws about Data Protection and Research • Key stakeholders • How to handle properly a project by including data protection from the start <p>Speaker : Sandrine Munoz, Data Protection Officer (DPO) Uni.lu // Time : 10-12H</p>	<p>21.11.18 Implementation of GDPR (for UNI Doctoral Candidates only)</p> <ul style="list-style-type: none"> • The rules at the University (Data Protection policy and procedures) • The Records of personal data processing: how and why filling in? • Guidance provided by the DPO: where finding it and how use it? <p>Speaker : Sandrine Munoz // Time : 10-12H</p>
<p>26.11.18 Softwares Copyright for software; ownership Software licensing (general) Speaker : Sigmar Lampe Time : 10-12H</p>	<p>28.11.18 Open source (advanced level) Speaker : Matthieu Farcot (guest speaker) // Time: 10-12H</p>
<p>03.12.18 Open Science Speaker : Jonathan England // Time : 10-12H</p>	

10.12.18 Technology & Knowledge Transfer

- Different forms of transferring knowledge
- Benefits of transferring knowledge
- Knowledge transfer / technology transfer offices
- Partnerships designed to exploit IP
- Valorising university results
 - Licenses
 - Spin-off companies
- Preparation for FNR JUMP Pathfinder or POC

Speakers : Sigmar Lampe & LIST speaker // Time : 10-12H

12.12.18 Licence & spin off : case studies

Speakers : Sigmar Lampe & LIST speaker
// Time : 10-12H

Good Scientific Practice

Course Title	Good Scientific Practice
Course reference	DS-TS-47
Facilitator	Dr. Michael Gommel
Dates	01 & 02 October 2018
Time	9.30-17.45
Location	Campus Belval, MSA 2380
Description	<p>The major objective of the workshop “Good Scientific Practice” is to know and understand the basic rules and values of the responsible conduct of research in all its stages, according to local, national and international regulations and guidelines. The participants will explore the differences and grey areas between good scientific practice, questionable research practice and scientific misconduct. They will learn how misconduct can be recognized and prevented, and how it should be addressed and dealt with in case it occurs, and what damage it can cause if handled improperly. The participants will learn to develop appropriate solutions for difficult situations in the process of science and receive advice on how to protect their scientific work. They are encouraged to speak with colleagues and the appropriate institutions about mistakes and problems.</p> <p>The workshop encourages the active involvement of the participants and features the following didactic elements: case discussions, problem based learning in small groups, plenary discussion, information input.</p>
ECTS	1
In-person course workload (hrs)	14
Pre- and post-workload (hrs)	12
Topics covered	<p>The content of the workshop follows the curriculum “Good scientific practice” which was commissioned by and developed in cooperation with the German Research Ombudsman:</p> <ul style="list-style-type: none"> • Definitions of good scientific practice and scientific misconduct • Degrees and extent of scientific misconduct • Examples for responsible and irresponsible conduct of research • Data and source management • Authorship and the process of publication • Mentoring and supervision • Conflict management: how to deal with scientific misconduct • Reactions to scientific misconduct • Local, national and international guidelines and regulations

Course pre-work	The participants are asked to read a short case study and answer a few questions in writing.
Course post-work	The participants are asked to carefully study the regulations we used in the workshop. They are asked to discuss issues on good scientific practice topics, mainly on data management and on authorship, with their colleagues and their supervisors in order to protect their personal scientific integrity and propagate the idea of good scientific practice.

Project Management for Research

Course Title	Project Management for Research
Course reference	DS-TS-44
Facilitator	Maurizio Cortesi
Date	04 & 05 October 2018
Time	9.30-16.30
Location	Campus Belval, MSA 2.230
Description	We will discuss how to maximise research projects successful management and completion, with a specific focus on candidates' PhD thesis. Due to the project duration (at least 3 years) and to the uncertainty inherent in any research activity, a PhD can be a very complex and challenging endeavor. From project definition to planning the development of the research; from defining research questions to keeping focus and motivation; from scheduling activities and tasks to managing risk and dealing with setbacks; from meeting deadlines and milestones to controlling and reviewing plans; from managing the relationship with the supervisor(s) to networking activities and conferences participation.
ECTS	1
In-person course workload (hrs)	14
Pre- and post-workload (hrs)	4 + 4
Topics covered	<p>Covered topics:</p> <ul style="list-style-type: none"> • Define the core characteristics of a project • Identify the challenges involved in making a project successful • Motivation and focus (some techniques) • Define objectives and deliverables and recognize the importance of thinking creatively • Develop a robust project methodology • Use a work breakdown structure to define the phases, activities and tasks • Develop a network diagram showing how the tasks interrelate and the inter-dependencies • Develop a critical path schedule considering milestones and contingencies • Use time effectively • Use (on-line) tools for project management and time management • Identify and gauge the resources required - and risks involved

- Create appropriate communications for key stakeholders including their supervisor(s)
- Deal with problems and setbacks in a positive way
- Get to a closure
- Reporting and thesis writing
- Recognize the need for open-mindedness and the willingness to collaborate with others

Course pre-work

Participants are asked to write a document considering the following questions:

- which are the main activities I need to carry on for my project to succeed?
- which are the main challenges I face in my project?
- which are my aims in doing a PhD?
- where do I see myself at the end of my PhD?

Course post-work

- Write down a schedule for the 2 weeks after the course (using the table provided during the course).
- Keep track of the tasks that are being dealt with and those that are not completed.
- Check regularly your schedule and for activities/task that are not completed give a reason, discuss the impact on the rest of the schedule, and find corrective measures when required.
- Reflect on your concentration or tendency to procrastinate, and see if your priorities are more driven by external requests or more self-motivated and self-defined.

Schreibwerkstatt für Doktoranden

Course Title	Schreibwerkstatt für Doktoranden
Course reference	DS-TS-49
Facilitator	Dr. Birgit Huemer
Dates	02 & 16 October, 13 & 20 November, 04 December 2018
Time	14.00-17.00
Location	MSA 3230 for 02.10. MSA 3180 for 16.10 & 13.11. MSA 3230 for 20.11 & 04.12.
Description	<p>Die Schreibwerkstatt richtet sich an DoktorandInnen, die Ihre Doktorarbeit oder einen wissenschaftlichen Artikel auf Deutsch verfassen.</p> <p>Sie soll DoktorandInnen bei Ihrem Schreibprozess begleiten und bietet die Möglichkeit alle Themen rund um das Verfassen einer Doktorarbeit oder eines wissenschaftlichen Artikels anzusprechen und zu diskutieren: Von der Eingrenzung der Forschungsfrage, über die Organisation des Schreibprozesses bis hin zu Fragen der Motivation und konkreter sprachlicher Formulierungen.</p> <p>Jede Einheit beginnt mit einem inhaltlichen Input und einer konkreten Schreibaufgabe für die folgenden Stunden. Abgeschlossen wird jede Einheit mit Peer-Feedback und einem Arbeitsplan bis zur nächsten Einheit. Die Lehrende steht während der Einheiten für Fragen zur Verfügung.</p>
ECTS	2
In-person course workload (hrs)	15
Pre- and post-workload (hrs)	30
Topics covered	Ziel dieser Schreibwerkstatt ist es die Doktorand-Innen in Ihrem Schreibprozess zu unterstützen und gemeinsam an der sprachlich strukturellen Verbesserung Ihrer Texte zu arbeiten.
Course post-work	Verfassen von Texten, Überarbeiten von Texten, Peer-Feedback geben, Erstellen von Arbeitsplänen während der Kursdauer. Messung des Schreibfortschritts durch Erstellen und Einhalten von Schreibplänen.

PhD Dissertation Writing Workshop

Course Title	PhD Dissertation Writing Workshop
Course reference	DS-TS-48
Facilitator	Ms. Jennifer Skipp
Dates	16 & 30 October, 13 & 27 November, 11 December 2018
Time	16.30-20.00
Location	Campus Belval, MSA 4310
Description	The focus of this course will be on the frequent production and review of writing. This process will be facilitated by discussing the structure of certain sections of the thesis: methodology, literature review, results and analysis, for example, and establishing the criteria required of these sections in order to develop models that students can apply to their own writing.
ECTS	1
In-person course workload (hrs)	15
Pre- and post-workload (hrs)	15
Topics covered	At the end of this course, learners will be able to : <ol style="list-style-type: none"> 1. To review and analyze their own doctoral work and the work of others in order to identify specific weaknesses. 2. To develop writer efficiency, accuracy and confidence. To develop a clear authorial voice, enhance academic style and lexis, increase accuracy, and hone the rhetorical and linguistic conventions used in extended research writing.
Course pre-work	Two weeks before the course participants are asked to provide a sample of academic work – no more than 700 words-written in English to be emailed to me for a needs analysis. This can be from any chapter or section of the thesis and does not need to be a final draft. In absence of work from a chapter, a sample of research paper will also suffice.
Course post-work	Participants are asked to provide the teacher with completion of PhD thesis or one other sample from a thesis chapter – max.1.500 words.

Research writing

Course Title	Research writing
Course reference	DS-TS-50
Facilitator	Dr. Katrien Deroey
Dates	13 sessions in total to be attended, to be chosen from the following: Teaching sessions: 3, 10, 17, 24, 31 October; 7, 14, 21, 28 November; 5 December 2018 Writing sessions: 24 October, 7 & 21 November 2018
Time	Teaching sessions: 12h15-13h45 Writing sessions: 9h45-11h15
Location	MSA Belval : Always MSA 4030 except 31.10 from 12:15 to 13:45 MSA 4170.
Description	<p>This course is aimed at those who are already writing articles or can start writing one. The teaching sessions provide insight into research genres and writing strategies. In the writing sessions you will be working on your research article. To get your certificate, you need to take at least 10 sessions in total. The sessions you can choose from are as follows:</p> <p>TEACHING SESSIONS (Wednesdays 12h15-13h45)</p> <p>3 10 2018: Starting and keeping writing This session will give you insight into the kind of writer you are and provide techniques to facilitate your writing process.</p> <p>10 10 2018: Getting published In this session, we will discuss ways in which you can maximize your chances of being published in an appropriate journal.</p> <p>17 10 2018: Writing tools This session is an introduction to online tools that will allow you to identify correct and appropriate language use in your field.</p> <p>24 10 2018: The Methods section This session will work on your understanding of conventions within your field for writing the Methods section.</p> <p>31 10 2018: Writing with impact In this session we will review features that improve the impact of your writing, such as conciseness and clarity.</p> <p>7 11 2018: Abstracts This session focuses on creating appealing, well-structured abstracts.</p> <p>14 11 2018: Structuring your text In this session, you will be familiarized with ways in which you can enhance the coherence of your text.</p> <p>21 11 2018: The Introduction section In this session, you will learn how to write a persuasive, well-structured research article introduction.</p> <p>28 11 2018: Writing persuasively This session will raise awareness of techniques to persuade the reader to read your article and view your research as valuable.</p> <p>5 12 2018: Reviewing the literature This session addresses issues to do with structuring the literature review/theoretical framework/background part of a research article and integrating sources.</p>

	<p>WRITING SESSIONS (Wednesdays 9h45-11h15)</p> <p>You can only take these sessions if you have taken the corresponding teaching session.</p> <p>31 10 2018: Method section (writing session)</p> <p>14 11 2018: Abstracts (writing session)</p> <p>28 11 2018: Introduction writing (writing session)</p>
ECTS	1
In-person course workload (hrs)	20
Work during the course (hrs)	5
Topics covered	<p>Being aware of the conventions of article writing in the field</p> <p>Being able to make an academic text reader-friendly</p> <p>Being able to structure research articles effectively</p> <p>Having insight into how to optimize the writing and publication process</p> <p>Being able to independently continue improving writing</p>
Work during the course	Tasks related to the sessions attended.

Developing Writing and Reading Skills at Doctoral Level (Introduction)

Course Title	Developing Writing and Reading Skills at Doctoral Level (Introduction)
Course reference	DS-TS-45
Facilitator	Dr. Desmond Thomas
Dates	15 & 16 October 2018
Time	from 9:00 to 16:30
Location	Campus Belval : MSA 2.230
Description	<p>The main aim of this course is to <u>help you develop effective strategies for planning your doctoral thesis</u>. It has been specially designed for all those who are beginning their doctoral studies and who feel they would benefit from some targeted support in the difficult task of planning the journey ahead.</p> <p>The seven areas that will be covered include:</p> <ul style="list-style-type: none"> - Breaking down and developing your topic - Generating research questions - Managing your reading - Producing literature reviews - Developing key concepts - Structuring your thesis - Supporting your work through oral presentations <p>The course is interactive and you will be asked to carry out a series of reflective tasks working together in small groups. You will also have the opportunity to take part <u>in a follow-up webinar</u> to discuss your progress and any issues that have arisen from the post-course assignment.</p>
ECTS	1
In-person course workload (hrs)	14
Pre- and post-workload (hrs)	12
Topics covered	<p>The principal outcomes of this course were:</p> <ul style="list-style-type: none"> - The production of a written research rationale, first draft table of contents and abstract - The development of effective strategies for identifying and selecting important reading texts, critical reading and analytical note-taking - The development of effective strategies for producing various types of literature review - The exploration and definition of the key concepts underlying individual research projects - The development of effective skills and strategies for ‘research in progress’ oral presentations
Course pre-work	You will be asked to complete <u>two</u> pre-course questionnaires. The first will provide an outline of your topic area, the reasons for your choice, your proposed research questions (if known) and the data collection methods that you intend to use. The second will focus on areas that concern you at this stage.
Course post-work	You will be invited to submit an updated research rationale together with a first draft thesis table of contents and abstract.

Developing Writing Skills at Doctoral Level (Advanced)

Course Title	Developing Writing Skills at Doctoral Level (Advanced)
Course reference	DS-TS-46
Facilitator	Dr. Desmond Thomas
Dates	18 & 19 October 2018
Time	from 9:00 to 16:30
Location	Campus Belval, MSA 2230
Description	<p>The main aim of this course is to <u>help you develop the skills and strategies that you will need to produce a good quality thesis text</u>. You will find the course particularly useful if you are already engaged in first draft chapter writing and would benefit from practical advice on how to make improvements to your text.</p> <p>We will consider different aspects of first draft thesis writing as well as how to approach the task of editing and completing a text.</p> <ul style="list-style-type: none"> - The seven areas that will be covered include: - How to develop productive routines for chapter writing - How to write clearly and coherently - Developing a suitable academic style - Producing early drafts of chapters - Sustaining motivation and overcoming writer's block - Reporting and analysing your findings - Editing your work <p>The course is interactive and you will be asked to carry out a series of reflective tasks working together in small groups. You will also have the opportunity to take part <u>in a follow-up webinar</u> to discuss your progress and any issues that have arisen from the post-course assignment.</p>
ECTS	1
In-person course workload (hrs)	14
Pre- and post-workload (hrs)	12
Topics covered	<p>The principal outcomes of this course were:</p> <ul style="list-style-type: none"> - The development of effective writing routines - A clear understanding of how to achieve clarity at sentence level, coherence at paragraph and chapter level, and overall coherence throughout the entire text - A heightened sensitivity to academic style requirements and the ability to achieve a suitable balance between clarity, coherence and style - The development of strategies that help with the self-monitoring of written text and effective responses to written and oral feedback - The development of an effective approach towards reporting and analyzing data - A heightened consideration of the psychological demands of producing and defending a successful thesis
Course pre-work	You will be asked to reflect on and to complete a pre-course self-evaluation questionnaire. This will provide you with the opportunity to assess in some detail your current progress, comparing the points that you have reached with points that you intend to reach in the near future.
Course post-work	A first draft chapter (either complete or incomplete) accompanied by a detailed self-evaluation of your writing that will be carried out using a designated framework. The aim is to encourage reflection on your writing so that you can compare your thoughts with the feedback provided by other readers.

Advanced teaching skills leading towards the certification of associate fellowship (HEA Certification application)

Course Title	Advanced teaching skills leading towards the certification of associate fellowship (HEA Certification application)
Course reference	DS-TS-40
Facilitator	Dr. Claudine Kirsch
Dates	24 October, 13 November & 4 December 2018
Time	9h-15h45
Location	Campus Belval 24.10 MSA 2240 // 13.11 & 04.12 MSA 2170
Description and learning outcomes	<p>The aim of this module is to prepare you to apply for an ‘associate fellowship’ (D1) of the UKPFSF framework.</p> <p>It will help you:</p> <ul style="list-style-type: none"> - deepen your understanding of learning theories; - deepen your understanding of effective and inclusive teaching methods and strategies; - develop strategies and methods that support and assess adult learning; - address professional values in your teaching; - provide evidence of addressing the descriptors. <p>This course is highly targeted for third year doctoral candidates.</p>
Conditions to join the course	<p>As a requirement, participants need to:</p> <p>Have developed teaching skills:</p> <ul style="list-style-type: none"> - Either via participation in the course DS-TS-36 Getting started in Teaching (TS course Summer Semester June 2018); - Or via solid experience of teaching (proof of qualification required). <p>Pay the tuitions for taking the accreditation, however, the University of Luxembourg will reimburse the full amount (229.21€)</p> <p>Be a doctoral candidate at the University of Luxembourg. This course is not open to the doctoral candidates of LI’s.</p>
ECTS	2
In-person course workload (hrs)	24 (attending the sessions)
Pre- and post-workload (hrs)	24 (reading, pre- and post-course work)
Topics covered	<p>We will begin the course by discussing the level descriptors of the HEA framework in the areas of activities, core knowledge and professional values in the light of your own experiences. We will revisit learning theories and methods for teaching, learning and assessment (K2 and K3) and you will apply these in your own teaching as well as in some micro-teaching carried out in the session (A1, A2, A3, A4). You will thereby address some professional values such as respect for diversity and promotion of participation (V2, V3).</p> <p>During the course, you will document your own learning and teaching as well as the ways in which you will have assessed your colleagues during the micro-teaching. We will discuss professional values and meet these throughout the course.</p>
Course pre-work	<p>You will read the HEA framework and have a look at the resources: https://www.heacademy.ac.uk/ https://www.heacademy.ac.uk/individuals/fellowship/fellowship-resources</p> <p>You will hand in a document of 1000 words that is based on your own teaching experience (whatever limited) and provides insights into your teaching activities and assessment</p>

	<p>strategies. It will also demonstrate your knowledge of appropriate teaching methods. As such, this document will address A1, A2, A3 and K2. You will receive feedback.</p>
Course post-work	<p>You will either write a short essay on an element of the course such as learning theories (K3) or carry out a brief inquiry-based study on your own teaching (K5, V3). The assessment can be used as evidence of addressing the level descriptors. Deadline is 15.01.2019.</p>

Teaching with Digital Media & Technologies in Higher Education

Details

Course Title	Teaching with Digital Media & Technologies in Higher Education
Course reference	DS-TS-62
Facilitator	Dr. Robert Reuter
Dates	29 October 05, 10 & 17 December 2018
Time	13h – 17h
Location	Campus Belval, MSA 4350
Description	In this course will we explore how a variety of university-level teaching activities can be supported, enhanced, modified or transformed with the help of digital media and technologies. We will explore various theories and strategies for technology integration and how they can concretely be used to design “digital-age” learning and teaching activities.
Topics covered	At the end of this course, learners will be able to : <ul style="list-style-type: none"> • demonstrate knowledge of the variety of digital technologies that can be used in higher education; • distinguish between the different functions that digital technologies can have in higher education; • demonstrate knowledge of the variety of use scenarios for digital technologies in higher education; • identify aspects and moments of their own teaching activities that could be enriched or transformed by the integration of digital technologies; • construct concrete use scenarios for the strategic integration of digital technologies in their own teaching activities
ECTS	1
In-person course workload (hrs)	16
Pre- and post-workload (hrs)	4+5
Course pre-work	Participants are asked to write up 3 different scenarios of higher education teaching practices, i.e. describing the respective learning objectives and the teaching methods used to foster student learning.
Course post-work	Participants are asked to write a 2-page summary on Good Scientific Practice in their own organization, if they were heading one.

Managing your relationship with your thesis director course

Course Title	Managing your relationship with your thesis director course
Course reference	DS-TS-51
Facilitator	Ms. Kate Exley
Dates	08 & 09 November 2018
Time	9h30 to 17h for November 8 9h to 13h for November 9
Location	Campus Belval, MSA 3.070
Description	<p>Completing a Doctorate is a demanding, challenging experience and the role a Supervisor plays in supporting, and guiding the process is vitally important. The supervision relationship is therefore one of the most important in a Doctoral Candidate's life.</p> <p>The aim of this workshop is to ensure that Candidates do all that they can to ensure the supervisory relationship is both positive and productive.</p> <p>During the session, participants will consider the roles and responsibilities of both supervisor and candidate from the beginning to the completion of the Doctoral Programme. A range of successful ways of working together will be discussed and a set of potentially difficult supervisory situations will be identified so that Candidates can avoid or respond effectively to them.</p> <p>The individual working styles, approaches and motivations of Candidates and Supervisors will be analysed so that good communications can be developed and effective support provided. Practical advice will be provided on ways of working effectively with your supervisor to get the most out of your meetings, to get useful feedback on your progress and the quality of your work and to meet research challenges together.</p>
ECTS	1
In-person course workload (hrs)	12
Pre- and post-workload (hrs)	12
Topics covered	<ul style="list-style-type: none"> - Review the requirements of the modern European Doctorate - Consider supervisory expectations and identify possible expectation gaps - Discuss the ways in which supervisory relationships change during the Doctorate - Recognise how to get the most out of supervisory meetings and feedback - Identify ways to make yourself easy to help and ensure effective communication - Consider how to manage challenging situations and build positive supervisory relationships
Course pre-work	<p>In preparation for the workshop you are asked to undertake two pieces of pre-work :</p> <ul style="list-style-type: none"> - Reflect on your own strengths and weaknesses relating to Emotional Intelligence - Read key documents on Doctoral standards and reflect on the expectations of the degree

Manage your bibliography and citations

Course Title	Manage you bibliography and citations
Course reference	DS-TS-52
Facilitator	Mr. Simon Audigier
Date	12 November 2018
Time	14.00-17.00
Location	Campus Belval , Library
Description	<p>Reference management with Zotero and Mendeley:</p> <p>To collect and save interesting bibliographic references is always time consuming. To cite in the correct style is complex and detailed. Bibliographic managers make organizing, storing and citing references easier. Zotero and Mendeley are two of the best reference management tools and they are free.</p> <p>These tools enable you to:</p> <ul style="list-style-type: none"> - Collect your references from databases, websites, catalogues... - Organize them by folders and tags - Annotate your citations - Cite in the correct style directly in your document - Share your references with fellow researchers
ECTS	0
In-person course workload(hrs)	3
Topics covered	<p>Participants are aware of the basic use of Zotero and Mendeley:</p> <ul style="list-style-type: none"> - Create a library - Organize references - Cite in different styles - Create a group and share a library
Course prework	No pre-course work, the installation will be done during the workshop.

Reduce your stress and develop more focus

Course Title	Reduce your stress and develop more focus
Course reference	DS-TS-53
Facilitator	Dr. Maurizio Cortesi
Date	14 & 15 November 2018
Time	9.30-16.30
Location	Campus Belval, MSA 3.160
Description	<p>During the long years of PhD research, it is easy to lose track of our plans and schedules. A researcher's curiosity makes it extremely easy, and rewarding, to endlessly search for new information, knowledge, articles, even if unrelated to his main aims. While this is part of the research process, and provides fertile ground for pollination from other domains and disciplines, it can also be a signal of some issues with time and attention management.</p> <p>At the same time stress can be very intense during the PhD years. New challenges (deadlines, meetings, conferences, supervision, teaching activities, etc.) and the pressure to deliver the thesis in time and successfully, but also to think about career options and challenges, are among the main factors potentially generating stress.</p>
ECTS	1
In-person course workload (hrs)	14
Pre- and post-workload (hrs)	4 + 4
Topics covered	<p>The goal of this workshop is to discuss the importance of developing attention (both focused and open) and discover practices aiming at this, as well as to present stress dynamics/impact, and discuss solutions and practices for resilience and stress reduction.</p> <ul style="list-style-type: none"> • Understand the importance of focus and concentration • Understand the dynamics of procrastination • Understand the dynamics of attention, focused and unfocused • Discuss and discover techniques and tools for attention/concentration/time management • Setting new habits and learning how to (more easily) stick to them • Understand stress mechanism and its impact • Discover and practice exercises for body and mind relaxation • Discover and practice exercises for focus, concentration, and memory
Course pre-work	<p>Participants are asked to write a document considering the following questions:</p> <ul style="list-style-type: none"> • What is typically going on within me and around me when I'm more stressed? • Which are the main stressors during my workdays?

	<ul style="list-style-type: none">• What is typically going on within me and around me when I'm more focused and efficient?• What helps me more to have an effective day at work?
Course post-work	<p>Write down a document reflecting on the following:</p> <ul style="list-style-type: none">• Where do I see myself in 3/5 years from now?• How what I do today (and will do during these years) can help me get there?

Survey Methodology and Questionnaire Construction

Course Title	Survey Methodolgy and Questionnaire Construction
Course reference	DS-TS-54
Facilitator	Dr. Andreas Heinz
Date	16 & 23 November, 05 & 13 December 2018
Time	10.00-16.00
Location	Campus Belval 16.11 & 23.11.18 MSA 2.230 05.12.18 -> MSA 3.200 13.12.18 ->MSA 3.100
Description	Many PhD projects in the social sciences are based on self-developed questionnaires. The course aims to develop the skills needed to draft and pretest a questionnaire for quantitative surveys. The course will be taught in English. Questionnaire examples will be in English, German, and French. Participants are encouraged to present and discuss own questionnaire drafts.
ECTS	1
In-person course workload(hrs)	20
Pre- and postworkload (hrs)	5
Topics covered	<ul style="list-style-type: none"> • Basics of survey methodology (methods of survey data collection, question types). • The cognitive process of answering a survey question and its implications. • How to ask questions: Do's and Don'ts. • How to pretest a questionnaire.
Course postwork	Regular editing of own questionnaire; peer review and pretesting of other participants' questionnaires.

Managing my new cultural environment

Course Title	Managing my new cultural environment
Course reference	DS-TS-55
Facilitator	Vincent Merk
Date	29 & 30 November 2018
Time	9.00-17.00
Location	Campus Belval , MSA 3.160
Description	<p>During this course, the following aspects will be covered:</p> <ul style="list-style-type: none"> - Culture, communication and intercultural management, impact on daily work practices (Model by F. Trompenaars) - Cultural awareness and role of culture - Linking professional culture to national cultures, management and communication - Case study on DMIS, a model dealing with academic environment
ECTS	1
In-person course workload (hrs)	16
Pre- and post-workload (hrs)	4+5
Topics covered	<ul style="list-style-type: none"> - Understand the role and impact of culture in international academic environment - Recognise the link between professional and national cultures in a global academic context - Analyse cross-disciplinary situations in intercultural management and leadership - Identify dilemmas PhD-students are facing across cultures and in organisations - Apply best practices in the global academic world
Course prework	Describe in about 15 lines a recent critical incident (anecdote) about a misunderstanding due to culture or language. To present individually or in small groups (to be determined) as ice breaker at the beginning of the course
Course postwork	Taking your pre-course work, explain what you would do a next time to avoid the misunderstanding. Work it out in a reconciliation process of values and practices, based on the method you have learned during the course.

PhD done. What next?

Course Title	PhD done. What next?
Course reference	DS-TS-56
Facilitator	Varun R. Thakur
Date	06 & 07 December 2018
Time	9-17h
Location	Campus Belval MSA 3160
Description	<p>We know you've excelled in research and teaching and probably want to make the switch from academics to industry. Maybe you're not sure or aware of the possibilities, or are confused about the next steps in your career. Maybe you know what you want to do and get, but are unsure of how to present yourself in an authentic way for potential employers take notice. Or maybe you want to act on your inner calling to build the professional and personal life of your dreams!</p> <p>In this structured course (we call it Life's Instruction Manual), you will understand through exercises, simulations, tools, and role-playing the 'whats', 'hows', 'whens' and 'whys' of career planning, development, and achieving your goals by utilizing your skills, qualifications and aspirations at full potential.</p> <p>What do you get from the course:</p> <ul style="list-style-type: none"> • Clarity and a sense of purpose for your career and life • Action plans that you can execute right away • Network of like-minded individuals to support along the way • Strategies and tactics to help succeed in your chosen paths
ECTS	1
In-person course workload (hrs)	16
Pre- and post-workload (hrs)	5+4
Topics covered	<ul style="list-style-type: none"> - Psychology of Success: Understand the workings of your inner world, and how it impacts your outer world - Vision Boarding: Create a career and life vision based on your motivations and deeper sense of purpose; understand where you are, and where you want to take your career and life - Goal Setting: Break down your vision into goals and action plans for the key areas of your career and 7 areas of life

	<ul style="list-style-type: none"> - Jobs and Startups: Should you get a job, or become an entrepreneur; Strategies and tips to approach the decision of finding the ideal job or the defining startup idea - Job Applications: Personal branding to get you noticed online and offline, networking and job hunting strategies that most are not aware of, CV-writing, cover letters and LinkedIn profiles that make you stand out, interview preparation that gets you the job, and salary negotiation that makes you happy - Continuous Improvement: How to build, nurture, expand, and make use of your personal and professional network for success in work and life; how to continually improve each day for the rest of your life so you live to your maximum potential - Maximum Achievement: Strategies and tactics to live a purpose-driven, happy and joyous life, that balances your career with your health, wealth, relationships, and professional and personal growth.
Course prework	Participants will complete a series of exercises (online and on paper to list down their motivations, past work experiences, goals and ambitions for the future, and complete a self-assessment)
Course postwork	Participants will follow the plan of action customized for them during the 2-day workshop and act on it, in groups, thereby achieving their goals.

Women and Career

Course Title	Women and Career
Course reference	DS-TS-57
Facilitator	Dr. Karin Bodewits
Date	17 & 18 December 2018
Time	9.00 – 17.00
Location	Campus Belval , 17.12.18 -> MSA 2.390 18.12.18 -> MSA 2.170
Description	Since a few decades the rights of women and working women in particular have changed dramatically. But does this also translate into a world full of possibilities or are we still stuck in the process of climbing the various ladders under the glass roof? This seminar will give you guidance on how to navigate your life as a working female scientist.
ECTS	1
In-person course workload(hrs)	16
Pre- and postworkload (hrs)	2 + 4
Topics covered	<p>(Family-friendly) work environments</p> <ul style="list-style-type: none"> - A look around Europe?- Feminine and masculine countries... what to expect where - University or industry...or somewhere else? - The importance of networking, collaborating and presenting your research <p>Gender-specific aspects of your:</p> <ul style="list-style-type: none"> - Application - Self-presentation - Dress code - The job interview - Salary negotiations- what is with the gender-wage gap? - Legal aspects <p>In the job</p> <ul style="list-style-type: none"> • You made it! What to expect

	<ul style="list-style-type: none"> • Have a good start • Where is my seat? Gender-specific behavior • Leadership as a woman • Queen bee behaviour? • Hormones: legal highs for women? • Setting targets • Work-life balance <p>Mothers at work and in our society</p> <ul style="list-style-type: none"> • Do babies matter? • Dead-end street motherhood? Is there the perfect time to have children? • Social pressures and norms • Practicalities: nursery places and more • Double career and double job couples • Case studies <p>Work-life balance</p> <ul style="list-style-type: none"> • Taking care of your job, yourself and your family- how to get it all done? • Internal and external inhibition factors
Course prework	Participants are asked to bring along previous application documents, which can be discussed during the course.
Course postwork	Participants get to set their own SMART targets at the end of the course. Peer-to-peer groups are being formed to check in each others' progress

Manage your bibliography and citations

Course Title	Manage you bibliography and citations
Course reference	DS-TS-58
Facilitator	Mr. Simon Audigier
Date	10 January 2019
Time	14.00-17.00
Location	Campus Belval , Library
Description	<p>Reference management with Zotero and Mendeley:</p> <p>To collect and save interesting bibliographic references is always time consuming. To cite in the correct style is complex and detailed. Bibliographic managers make organizing, storing and citing references easier. Zotero and Mendeley are two of the best reference management tools and they are free.</p> <p>These tools enable you to:</p> <ul style="list-style-type: none"> - Collect your references from databases, websites, catalogues... - Organize them by folders and tags - Annotate your citations - Cite in the correct style directly in your document - Share your references with fellow researchers
ECTS	0
In-person course workload(hrs)	3
Topics covered	<p>Participants are aware of the basic use of Zotero and Mendeley:</p> <ul style="list-style-type: none"> - Create a library - Organize references - Cite in different styles - Create a group and share a library
Course prework	No pre-course work, the installation will be done during the workshop.

Good Scientific Practice (14 and 15 January 2019)

Course Title	Good Scientific Practice (14 and 15 January 2019)
Course reference	DS-TS-59
Facilitator	Dr. Julia Verse
Dates	14 & 15 January 2019
Time	9.30-17.15
Location	Campus Belval, MSA 2.380
Description	<p>Aims of the workshop “Good Scientific Practice – Protecting Scientific Integrity” are to know and understand the basic rules and values of the responsible conduct of research and to recognize questionable scientific practice and misconduct. The participants will learn to develop solutions for difficult situations in the process of science and learn how to act appropriately. They are encouraged to speak about mistakes and problems and protect their own scientific work.</p> <p>The content of the course follows the curriculum “Good scientific practice” which was commissioned by and developed in cooperation with the German Research Ombudsman and includes international regulations on the topic like the Singapore Statement and the European Code of Conduct for Research Integrity.</p>
ECTS	1
In-person course workload (hrs)	14
Pre- and post-workload (hrs)	12
Topics covered	<ul style="list-style-type: none"> • Definitions of good scientific practice and scientific misconduct • Degrees and extent of scientific misconduct • Examples for responsible and irresponsible conduct of research • Data management • Authorship and the process of publication • Mentoring • Conflicts of interest • Conflict management, how to deal with scientific misconduct • Local and international regulations
Course pre-work	The participants are asked to read a short case study and answer a few questions in writing.
Course post-work	The participants are asked to carefully study the regulations we used in the workshop. They are asked to discuss issues on good scientific practice topics, mainly on data management and on authorship, with their colleagues and their supervisors in order to protect their personal scientific integrity and propagate the idea of good scientific practice

Good Scientific Practice (17 and 18 January 2019)

Course Title	Good Scientific Practice (17 and 18 January 2019)
Course reference	DS-TS-60
Facilitator	Dr. Julia Verse
Dates	17 & 18 January 2019
Time	9.30-17.15
Location	Campus Belval, MSA 2.380
Description	<p>Aims of the workshop “Good Scientific Practice – Protecting Scientific Integrity” are to know and understand the basic rules and values of the responsible conduct of research and to recognize questionable scientific practice and misconduct. The participants will learn to develop solutions for difficult situations in the process of science and learn how to act appropriately. They are encouraged to speak about mistakes and problems and protect their own scientific work.</p> <p>The content of the course follows the curriculum “Good scientific practice” which was commissioned by and developed in cooperation with the German Research Ombudsman and includes international regulations on the topic like the Singapore Statement and the European Code of Conduct for Research Integrity.</p>
ECTS	1
In-person course workload (hrs)	14
Pre- and post-workload (hrs)	12
Topics covered	<ul style="list-style-type: none"> • Definitions of good scientific practice and scientific misconduct • Degrees and extent of scientific misconduct • Examples for responsible and irresponsible conduct of research • Data management • Authorship and the process of publication • Mentoring • Conflicts of interest • Conflict management, how to deal with scientific misconduct • Local and international regulations
Course pre-work	The participants are asked to read a short case study and answer a few questions in writing.
Course post-work	The participants are asked to carefully study the regulations we used in the workshop. They are asked to discuss issues on good scientific practice topics, mainly on data management and on authorship, with their colleagues and their supervisors in order to protect their personal scientific integrity and propagate the idea of good scientific practice.

Information Security & Research

Course Title	Information Security & Research
Course reference	DS-TS-61
Facilitator	Dr.Christian Hutter (Chief Information Security Officer, University of Luxembourg)
Dates	24 January 2019
Time	10h-12h
Location	MSA 3.330
Description	<p>“Go away, I don’t have time. I’m not affected and anyway I know what I’m doing!” – this is a line one often hears when talking to researchers about information security. But in the age of increasing privacy awareness and privacy regulations information security is not there to stop you or slow you down but must be a fundamental part of all research activities and is required to be integrated in all phases of a research project. Researchers need to demonstrate that they take security seriously to get funding, cooperation partners and to fulfil legal obligations such as the European General Data Protection Regulation (GDPR). And just imagine you might lose your work due to bad information security practices!</p> <p>This course will introduce the basic concepts of information security as represented by the CIA triad (Confidentiality, Integrity and Availability), explain some of the potential impact on your research project and provide practical information on how-to protect yourself against common security threats.</p>
ECTS	0
In-person course workload (hrs)	2h
Pre- and post-workload (hrs)	N/A
Topics covered	<ul style="list-style-type: none"> - Introduction to Information Security - Why is Information Security important for researchers? - Recognise the link between Research and Information Security - Practical tips to protect yourself and your research