

GUIDELINES FOR STUDY LOAD

A PhD training aims that the PhD candidate becomes an independent researcher. Training is both done by doing, i.e. conducting a research project and while doing this becoming more and more independent, and through courses and activities. This document summarizes how the study load for courses and activities in hours should be calculated. These guidelines can be used to complete the portfolio in Hora Finita.

Advanced Graduate School training certificate

On 1 January 2023 the new Radboudumc Research Institute will start. Current RIHS and RIMLS PhD candidates will then automatically be part of the new Radboudumc Graduate School. To qualify for the Radboudumc Advanced Graduate School training certificate ([link](#)) a minimum study load of 700 hours in total is required.

Since these new requirements differ from the RIHS and RIMLS requirements for a certificate ([link](#)), there will be transition rules for current RIMLS and RIHS PhD candidates. The Graduate School will not be too strict.

Note: Donders PhD candidates continue to adhere to the regulations of the Donders Graduate School ([link](#)).

Registering training activities in Hora Finita

You can add required courses via the tab "required courses". Other activities can be added via "training activities" (see [Tutorial for adding activities to your portfolio](#)).

Courses & Workshops

- Radboudumc courses
 - The study load of courses of Radboudumc is indicated in hours. The number of hours in the description is leading. Find and register for courses in the [Online Learning Environment](#) or via the [website](#).
 - Some Radboudumc courses, including the mandatory courses, can be selected via the catalog in Hora Finita. These courses come with the correct number of hours study load.
- Radboud University courses
 - These courses can be selected via the catalog in Hora Finita. These courses come with the correct number of hours study load. Find and register for courses of Radboud University via [gROW](#).
- Courses elsewhere
 - The study load of many external courses is indicated in European Credits (EC) of the European Credit Transfer and Accumulation System ([ECTS](#)). One EC equates to 28 hours of study. In this way, calculate the correct number of hours yourself.

If no study load in hours or ECTS is given, please use the time investment in hours. The time investment includes both classroom hours and self-study hours.

Example of courses and workshops

Activity	Duration	Preparation time	Total study load
Meet-the-Expert workshop	1-2 hours	0-1 hour	1-3 hours

Seminars & Lectures

- Actual hours attending the seminar/lecture
- Work discussions and literature discussions within the own research group are considered part of the research project and don't count to the study load

Examples of seminars & lectures

Activity	Duration	Preparation time	Total study load
Radboud Research Rounds (link)	1.5 hours	-	1.5 hours
Research Integrity Rounds (link)	1.5 hours	-	1.5 hours
Seminar / lecture / webinar	Actual duration (typically 1-3 hours)	-	Duration in hours

Conferences / Symposia

- The study load equals the number of hours of the scientific program of the conference/symposium. The social program of a conference does not count towards the study load.
- Preparation time of a presentation at a conference is also counted as study load. A standard of 8 hours preparation of a poster or oral presentation is used.

Examples of conferences / symposia

Activity	Duration	Preparation time	Total study load
Radboud New Frontiers Symposium (excluding own presentation)	2 days (=16 hours)	-	16 hours
PhD retreat (excluding own presentation)	2 days (=16 hours)	-	16 hours
Radboud New Frontiers Symposium (including own oral or poster presentation)	2 days (=16 hours)	8 hours	24 hours

Teaching

- Teaching in a course: Actual time spent at preparing, executing and revising the course. As a standard, the preparation + revision time equals the contact time of the course.
- Supervision a student: Coaching a student internship is counted as 2,5 hours per week

Examples of teaching and outreach

Activity	Duration	Preparation time	Total study load
Supervising a 2 hour Bachelors practical	2 hours	2 hours	4 hours
Coaching a student internship of 12 weeks	2,5 hours per week during 12 weeks	-	30 hours
Supervision of 2nd year (Bio)medical students research project	28 weeks	-	45 hours
Organizing and teaching a Workshop / Meet the Expert	2 hours	2 hours	4 hours
2 hour guest lecture at secondary school	2 hours	2 hours	4 hours

Other activities

- Reviewing a scientific article: 4 hours
- Outreach activities: actual hours spent in preparing and executing the activities
- Organizing activities like membership of PhD council. These activities often have peak and quiet times and it is difficult to keep track of the actual time invested. Please use these guidelines to estimate the time invested.

Examples of other activities

<i>Activity</i>	<i>Contact time</i>	<i>Preparation time</i>	<i>Total study load</i>
Making a vlog about research	8 hours	-	8 hours
Writing a blog about research	2 hours	-	2 hours
Committee member per year e.g. PhD Council. Organizational activities are added to these number of hours.	26 hours per year	-	26 hours per year
Co-organizing a 1-2 day conference	56 hours	-	56 hours
Organizing a 1-2 day PhD retreat	56 hours	-	56 hours
PhD council chair, vice-chair or secretary	42 hours per year	-	42 hours per year
PhD member of Graduate School committee	12 hours per year	24 hours	36 hours per year
PhD member of the Editorial Board of the Research Newsletter	30 hours per year	16 hours	46 hours per year