

# RIHS PhD Cheat Sheet

## General

RIHS is the largest graduate school of the Radboudumc with over 700 registered PhD candidates. The other two graduate schools are the Radboud Institute for Molecular Life Sciences (RIMLS) and the Donders Center for Medical Neuroscience (DCMN).

“The RIHS aims to train junior researchers who want to become highly qualified independent health scientists who have the intrinsic ambition to improve health care and public health.”

Affiliation: Radboud university medical center, Radboud Institute for Health Sciences, Department of [name], Nijmegen, The Netherlands.  
[radboudumc.nl/en/radboud-institute-for-health-sciences/organization/practical-information/publication-affiliation](https://www.radboudumc.nl/en/radboud-institute-for-health-sciences/organization/practical-information/publication-affiliation)

www	<a href="https://www.radboudumc.nl/en/radboud-institute-for-health-sciences/organization/rihs-graduate-school">radboudumc.nl/en/radboud-institute-for-health-sciences/organization/rihs-graduate-school</a>
@	<a href="mailto:RIHS@radboudumc.nl">RIHS@radboudumc.nl</a>
T	024 361 4639

## Hora est

Goal	Registration system for PhD's
For who?	Every PhD under supervision of a Radboudumc professor
Register	<a href="https://horaest.ru.nl">horaest.ru.nl</a>
More information	<a href="https://radboudumc.nl/en/research/academic-and-scientific-training/level-of-experience/phd-candidates/registration-checklist/registering-in-hora-est?selected=1">radboudumc.nl/en/research/academic-and-scientific-training/level-of-experience/phd-candidates/registration-checklist/registering-in-hora-est?selected=1</a>
@ / T	<a href="mailto:horaest@radboudumc.nl">horaest@radboudumc.nl</a> / 024 309 2499

## Training and Supervision Plan (TSP)

Take some time to find the courses you would like to take and which conferences you want to visit. The TSP should be part of your annual assessment. Obligations regarding your TSP:

Within 3 months	Submit TSP via <a href="https://horaest.ru.nl">horaest.ru.nl</a>
Every year	Complete annual progress form
Finishing up	Submit exit form

Hora est will automatically remind you when to complete and submit forms.

More information	<a href="https://radboudumc.nl/en/research/academic-and-scientific-training/level-of-experience/phd-candidates/registration-checklist/training-and-supervision-plan?selected=1">radboudumc.nl/en/research/academic-and-scientific-training/level-of-experience/phd-candidates/registration-checklist/training-and-supervision-plan?selected=1</a>
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## Mentor

Your mentor might not sound as an important part of your trajectory when you begin. However, our experience tells that your mentor is important if you bump into problems. It's very handy to have someone who has dealt with these situations to guide you when that happens. So make sure your mentor is someone you feel comfortable with!

More information	<a href="https://www.radboudumc.nl/en/research/academic-and-scientific-training/level-of-experience/phd-candidates/registration-checklist/mentor">www.radboudumc.nl/en/research/academic-and-scientific-training/level-of-experience/phd-candidates/registration-checklist/mentor</a>
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## PhD council

Goals	To represent the best interests of the RIHS PhD candidates, and create a community of PhD candidates within RIHS, f.e. by organizing workshops and the annual RIHS PhD retreat
www	<a href="https://radboudumc.nl/en/radboud-institute-for-health-sciences/organization/rihs-graduate-school/level-of-experience/phd-candidates/rihs-phd-council">radboudumc.nl/en/radboud-institute-for-health-sciences/organization/rihs-graduate-school/level-of-experience/phd-candidates/rihs-phd-council</a>
@ LinkedIn	<a href="mailto:PHDcouncilRIHS@radboudumc.nl">PHDcouncilRIHS@radboudumc.nl</a> <a href="https://www.linkedin.com/company/rihs-phd-council/">www.linkedin.com/company/rihs-phd-council/</a>

Want to contribute? Send us an email and see what we do during one of our council meetings!

## Courses

There is a variety of courses you can take during your PhD: you can go to another university, even abroad, or follow courses in Radboud master programs. All Radboud and Radboudumc courses are free for PhD candidates, unless otherwise indicated. Discount for language courses are possible if you require English for lecturing.

Mandatory	Introduction course, Scientific integrity (for 2nd year) and eBROK (depends on type of research)
Free (via Grow)	<a href="https://ru.nl/phd/practical-information/courses/how-does-grow-work/">ru.nl/phd/practical-information/courses/how-does-grow-work/</a>
Master programs	<a href="https://ru.nl/prospectus">ru.nl/prospectus</a>
Language	<a href="https://ru.nl/radboudintolanguages/en">ru.nl/radboudintolanguages/en</a>

You can also take a look at courses at other universities and discuss the options with your supervisor.

## Competencies

PhD candidates are focused and trained to be excellent scientists. However, many of us won't continue in academia after our PhD. Use the competence tool to further develop yourself and recognize acquired competences.

More information	<a href="https://radboudumc.nl/en/research/academic-and-scientific-training/level-of-experience/phd-candidates/keeping-on-track/courses-for-competencies">radboudumc.nl/en/research/academic-and-scientific-training/level-of-experience/phd-candidates/keeping-on-track/courses-for-competencies</a>
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## Events and activities

There is a lot to do for PhD candidates. As PhD council, we organize both educative and social events. RIHS also organizes events open to PhD candidates and other researchers. PON, the network of PhD candidates in Nijmegen, also organizes events that you can attend.

PhD council	<a href="https://radboudumc.nl/en/radboud-institute-for-health-sciences/organization/rihs-graduate-school/level-of-experience/phd-candidates">radboudumc.nl/en/radboud-institute-for-health-sciences/organization/rihs-graduate-school/level-of-experience/phd-candidates</a>
RIHS	<a href="https://radboudumc.nl/en/radboud-institute-for-health-sciences/news-agendas/agenda">radboudumc.nl/en/radboud-institute-for-health-sciences/news-agendas/agenda</a>
PON	<a href="https://ru.nl/pon/">ru.nl/pon/</a>

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Institute for Health Sciences  
**Radboudumc**



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## Travelling and funding

The best information on travelling and funding can be found on the Radboud intranet. Most easy to use is the Radboud Internationalization grant to travel abroad for conferences.

Funding	<a href="https://ru.nl/io/english/phd-candidates/mobility-phd">ru.nl\io\english\phd-candidates\mobility-phd</a>
Travel Insurance	<a href="https://portal.umcn.nl/services/pages/servicepagina.aspx?iid=357">portal.umcn.nl/services/pages/servicepagina.aspx?iid=357</a>
Travel Clinic	<a href="https://radboudumc.nl/afdelingen/interne-geneeskunde/onze-aandachtsgebieden/infectieziekten/onderdelen/radboud-travel-clinic">radboudumc.nl\afdelingen\interne-geneeskunde\onze-aandachtsgebieden\infectieziekten\onderdelen\radboud-travel-clinic</a>

## Scientific Integrity

Radboudumc believes scientific integrity is the basis of science itself. It can be difficult to deal with specific issues like misconduct. You should always be able to discuss issues with your mentor. In addition, there are three confidential contact persons who you can approach: Dorine Swinkels, Gerhard Zielhuis and Hannie Kremer.

More information	<a href="https://radboudumc.nl/en/research/principles-of-research/scientific-integrity/scientific-integrity">radboudumc.nl\en\research\principles-of-research\scientific-integrity\scientific-integrity</a>
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## Human Resources

Visit your HR-officer or -advisor if you have any questions about your employment as a PhD candidate (such as conditions of employment, career counseling, etc.).

HR-department	<a href="https://www.radboudumc.nl/intranet/organisatie/human-resources">https://www.radboudumc.nl/intranet/organisatie/human-resources</a>
HR-advisors by department	<a href="https://www.radboudumc.nl/intranet/services/hr-advies">https://www.radboudumc.nl/intranet/services/hr-advies</a>
Occupational social work – mental support	<a href="mailto:bedrijfsmaatschappelijkwerkers@radboudumc.nl">bedrijfsmaatschappelijkwerkers@radboudumc.nl</a> I / 024 361 54 00

## FAIR data policy

Considering the growing emphasis on issues such as research integrity and open data, Radboudumc follows a FAIR data policy for all research. FAIR is an acronym for:

**Findable:** The first step in (re)using data is to find the data in (metadata) repositories or catalogues;

**Accessible:** Once the user finds the required data, she/he needs to know how they can be accessed, possibly including authentication and authorization;

**Interoperable:** Vocabularies and/or standards are used so the data can be integrated with other data;

**Reusable:** The metadata and data should be well-described so others can replicate and/or build upon the work.

For more information, please visit the Research Data Lifecycle intranet page, listed below. If you have any questions, you can contact RTC Data Stewardship via our email address.

www	<a href="https://www.radboudumc.nl/intranet/rdl">https://www.radboudumc.nl/intranet/rdl</a>
@	<a href="mailto:datastewardship.im@radboudumc.nl">datastewardship.im@radboudumc.nl</a>
@	<a href="mailto:openaccess@ubn.ru.nl">openaccess@ubn.ru.nl</a> (for questions open access publishing)

## International PhD candidates

Both the Radboudumc and the Radboud University have an international office that support international PhD candidates with their stay in the Netherlands.

Radboudumc	<a href="https://radboudumc.nl/en/working-at/international-office">radboudumc.nl/en/working-at/international-office</a>
Radboud University	<a href="https://ru.nl/io/english/phd-candidates/doing-your-phd/">ru.nl/io/english/phd-candidates/doing-your-phd/</a>
Buddy programme	<a href="https://www.ru.nl/phd/information-phds/buddy-programme">https://www.ru.nl/phd/information-phds/buddy-programme</a>

## ICT

Helpdesk	15071 <a href="mailto:servicedeskICT@radboudumc.nl">servicedeskICT@radboudumc.nl</a>
Useful software	Firefox, Google Chrome, Endnote, SPSS, Graphpad Prism, R, RStudio, Notepad++, 7-zip, Adobe Illustrator
Hardware (laptops)	Starting at €19,- lease per month <a href="https://portal.umcn.nl/organisatie/sbictsd/Pages/Assortiment.aspx">portal.umcn.nl/organisatie/sbictsd/Pages/Assortiment.aspx</a>
Software (private)	<a href="https://www.surfspot.nl">Surfspot.nl</a>

## Confidential persons

As an employee of the Radboudumc, you can privately talk to somebody about issues concerning inappropriate behaviour, patient safety and integrity.

More information	<a href="https://portal.umcn.nl/services/pages/servicepagina.aspx?iid=570">portal.umcn.nl/services/pages/servicepagina.aspx?iid=570</a>
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## Peer Review

The PhD council facilitates in creating peer review groups, also known as 'intervisie' in Dutch. In these groups you can reflect together on real life (work related) situations in which you were struggling and for which you want to find possible solutions.

Questions	<a href="mailto:phdcouncilrihs@radboudumc.nl">phdcouncilrihs@radboudumc.nl</a>
Registration	<a href="https://forms.gle/13pUsd6JnvYThRFJA">https://forms.gle/13pUsd6JnvYThRFJA</a>

## Other useful links

Templates	<a href="https://radboudumc.cicontrol.nl/">radboudumc.cicontrol.nl/</a> (for presentations, etc.)
Fietsplan	<a href="https://portal.umcn.nl/mijnradboudumc/Pages/servicepagina.aspx?sid=222">portal.umcn.nl/mijnradboudumc/Pages/servicepagina.aspx?sid=222</a>
Travel expenses	OV bonus: yearly before June 10th! <a href="https://portal.umcn.nl/services/pages/servicepagina.aspx?iid=343">portal.umcn.nl/services/pages/servicepagina.aspx?iid=343</a>
Extension accessibility academic journals	<a href="https://www.ru.nl/library/services/study/access-digital-library/lean-library-searching-off-campus/">https://www.ru.nl/library/services/study/access-digital-library/lean-library-searching-off-campus/</a>
Open access deals	<a href="https://libguides.ru.nl/openaccess/Home">https://libguides.ru.nl/openaccess/Home</a> <a href="https://library.wur.nl/WebQuery/rubrowser">https://library.wur.nl/WebQuery/rubrowser</a>