

PRE-DOCTORAL PROGRAMME INDONESIA

4 – 9 September 2023

PhD
2023



SYLLABUS

2 ECTS / 56 STUDY HOURS

PHD CANDIDATES

Pre-Doctoral Programme for Indonesian PhD students

Etc.
Erasmus Training Centre
Pusat Pelatihan Erasmus

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1. PROGRAMME OVERVIEW

Pre-Doctoral programme info page	https://www.erasmustrainingcentre.com/pre-doctoral-programme/
Programme name	Pre-Doctoral training
Duration	One week
Academic providers	This programme is a joint initiative by three top Dutch universities: Leiden University, University of Groningen and Vrije Universiteit Amsterdam.
Short description	<p>The Pre-Doctoral training is specifically designed to meet the needs of Doctoral-level international students. The ambition is to support incoming and future Indonesian PhD students with a better preparation for their PhD trajectories at a Dutch University. The Pre-Doctoral training is the perfect stepping-stone to a prestigious Dutch Doctoral degree.</p> <p>Over the years, we have witnessed an increasing need of PhD students to develop research skills and competences, reinforce academic writing skills in English, and boost presentation skills to commence successfully their PhD trajectory.</p> <p>With this intensive programme we aim to prepare PhD students for the start of their PhD trajectories in the Netherlands, by equipping them with the necessary research, academic writing and soft skills to manage the PhD research challenges most students commonly encounter. The programme is also suitable for prospective PhD students who intend to do a PhD in the Netherlands in the near future.</p> <p>The programme consists of 4 modules:</p> <ul style="list-style-type: none">Module 1 Academic English WritingModule 2 Academic CompetencesModule 3 Soft Skills TrainingModule 4 Dutch Crash Course <p>With practical insights on 'life in the Netherlands', the Dutch culture and the Dutch academic system, the programme makes the move and transition to the Netherlands easier and faster.</p> <p>The programme ends with an Award Ceremony during which the participants present the PhD proposals they have developed during the training in an innovative and engaging way, suitable for varied audiences. At the end of the ceremony, participants are awarded a certification of attendance.</p>
Time period	4 - 9 September 2023
Delivery modality	Face-to-face
Programme level	PhD students

1. PROGRAMME OVERVIEW

Target group

The programme is open to all first year Indonesian PhD students who have been selected for a doctorate programme in the Netherlands and to prospective PhD students who intend to do a PhD in the Netherlands in the near future.

Take note that PhD students already selected will be given priority.

25 students maximum

Application requirements

Compulsory:

1. CV (updated and including picture)
2. Master degree certificate or similar
3. Short PhD research outline (up to 800 words, 1 page excluding references) according to the provided template*

Highly recommended:

4. English language skills - IELTS 6.5 (applicants who hold an IELTS 6.5 or equivalent certificate will be given priority)
5. Acceptance letter from a Dutch university (PhD students who hold an admission letter from a Dutch University will be given priority)

All submitted documents should be in English

Attention: applications which do not follow the template for PhD research outline provided below will be automatically rejected!

*Template for PhD research outline

- Name and date
- Title of your research
- Background (introduction to your PhD research topic)
- Problem statement and research justification (what is the problem you want to study? why is it important to address this problem?)
- Main research question
- Research methodology (brief overview of proposed methodological approach, if available already)
- References

Application period

Opening date: 1 June 2023
Closing date: 18 August 2023

Selection: applicants will be notified of the selection process outcome within two working weeks of receiving confirmation of their submission, but no later than 23 August 2023.

How to apply

- Complete all sections of the application form which is available via the ETC website: <https://www.erasmustrainingcentre.com/pre-doctoral-programme/>
- Submit your application and all required documents to: info@erasmustrainingcentre.com

PhD students who have already been selected for a doctorate programme in the Netherlands should inform their supervisors regarding the participation in the Pre-Doctoral training before submitting their application.

1. PROGRAMME OVERVIEW

Tuition fees IDR 4,750,000 (approx. EUR 300)

Max. 3 FULL scholarships available (IDR 4,750,000 each).

For information about the scholarships please check:
<https://www.erasustrainingcentre.com/online-courses/academic/>

Other costs Students need to cover their own accomodation and travel costs.
Lunches during the programme will be part of the training package.

Programme Coordinators Sabina Di Prima (Vrije Universiteit Amsterdam) and Fons van Oosterhout (Erasmus Training Centre)

Lecturers Ms. Denyse Snelder, PhD (Vrije Universiteit Amsterdam)
Mr. Henk van den Heuvel, PhD (Vrije Universiteit Amsterdam, Director CIS)
Ms. Sabina Di Prima, MSc and PhD student (Vrije Universiteit Amsterdam)
Ms. Philomeen Dol, PhD (Leiden University)
Ms. Georgette Coffeng, MA (University of Groningen)
Mr. Fons van Oosterhout, B. Ed. (Erasmus Training Centre)

Guest Lecturer Ms. Sandra Hasanefendic, PhD (Vrije Universiteit Amsterdam)

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1. PROGRAMME OVERVIEW

Teaching / learning methodology

Interactive group sessions

During these sessions, basic concepts and theories will be discussed, specific issues related to the literature will be further explained, and certain topics will be zoomed in on. These group sessions will elicit active participation which contributes to higher teacher engagement, and is pivotal for the learning experience.

Skills building exercises

Within each module we will use exercises to engage students in active participation and development of research, writing and communication skills.

One-to-one coaching sessions

Individual coaching on academic competences and academic English writing will be provided to build on each student's strengths and address specific areas of improvement.

Self-study

The success of any learning experience is strongly dependent on the engagement with the materials and assignment provided. A substantial amount of individual studying is required. The programme uses mandatory articles, videos and other material as point of departure.

LinkedIn and WhatsApp-group

A dedicated WhatsApp group will be active throughout the Pre-Doc course to stimulate social interaction, to provide daily practical support and address practical questions of the PhD students. Also, a PhD LinkedIn page is available for information sharing and promotion of the Pre-Doc programme. Specific topics like housing in The Netherlands, taxes, social security, insurances, children day-care options, sports centers, community centers and life on campus, can be addressed and shared through this dedicated LinkedIn page.

Alumni gathering

During the course, two special moments could be chosen (in the evening after the classes) in which PhD students can voluntarily participate in an alumni gathering, in which alumni can share personal experiences of their PhD trajectory in the Netherlands through short presentations and Q&A. ETC will oversee the organisation and delivery of these sessions.

PhD info session

Prospective students



For prospective students who are still planning to register, the opportunity is given to get closer in touch with the PhD-consortium Indonesia University partners. Experts representing Vrije Universiteit Amsterdam (VU), Leiden University and Groningen University have been invited and provide introductory info on the PhD programs at their own university. This event is on a voluntary base, but a great opportunity to broaden your horizon!

Language

English

1. PROGRAMME OVERVIEW

Evaluation

- Presentation on PhD research proposal (20%) - elevator pitch presentation (5 min)
- Written Research Proposal (80%) - The research proposal reflects the extent to which you mastered the subject by demonstrating that you are able to clearly elaborate on a research topic of your choice – and in the correct words (writing part is critical as well as ability to argument cohesively). What is assessed is the draft version of the proposal, attendance, assignments related to the writing or rewriting of the proposal and active participation.

Attendance requirements

Participants are expected to attend and actively participate in the full programme and do all the assignments to obtain the certificate.

Mandatory presence of at least 80% of the classes; max 20% justified absence communicated via email to the course coordinators.

Programme hours

56 study hours (2 x 28 hours = 2 ECTS)

ECTS

2 credits

Please consult with your graduate school and supervisor whether the ECTS will be recognized as part of your PhD training.

Certification

At the end of the programme, participants will be awarded a certificate which counts for 2 ECTS based on the syllabus of the entire programme and their active participation.

1. PROGRAMME OVERVIEW

Content

The Pre-Doctoral programme focuses on four core elements:

Module 1: Academic English Writing

Development of advanced writing and academic English skills.

The emphasis is on grammar and sentence structuring, with particular attention to the proper use of plurals, gender pronouns, past and future tenses, the definite and the indefinite article, or auxiliary verbs. This part of the course will also focus on developing arguments and building arguments in scientific terms.

Module 2: Academic Competences

Development of innovative research skills.

This is done by reflecting and elaborating on PhD students' research ideas and preliminary research proposals. Through a series of intensive sessions the PhD students will get a deeper understanding of the relevance of their topic, its integration within broader streams of literature and identify the appropriate methodology(ies) to tackle the addressed topic. In other words, this part of training offers PhD students a profound understanding of research tasks ahead and sets the stage for a successful start on the doctoral journey.

Module 3: Soft Skills Training

Communicating and presenting research to varied audiences and promoting research for maximum outreach.

Immersing PhD students in such soft skill training will consolidate their research project ideas and help better prepare for academic discussions with peers. It will also facilitate their introduction to the department and faculty as they will be able to clearly and easily explain their research topic. Additionally, it should enable them to keep track and stay on top of their research progress, thus contributing to timely thesis completion.

Module 4: Dutch Crash Course

Social and cultural exploration of the Dutch culture and language.

This module focuses on expectation management. PhD students will get insights on what living and doing a PhD in the Netherlands entails, in terms of: Dutch language, culture and society. For specific topics like housing, taxes, social security, insurances, children daycare options, discounts, sports centers, community centers and life on campus, PhD students can refer to the PhD LinkedIn page in which a Q&A section will be opened as well as referrals to tips & tricks and do's and don'ts. This module includes two lectures/ information sessions by ETC with alumni involvement.

Learning goals

This programme has the following objectives:

- Equip PhD students with necessary research, presentation and academic English writing skills to successfully engage in their PhD trajectory
- Support PhD students in the development of a structured and scientifically grounded preliminary research proposal
- Offer a stronger base for the start of the PhD trajectory
- Foster better integration of incoming Indonesian PhD students in the Dutch academic system and culture

Study materials

We will provide all material for the course.

2. PROGRAMME COORDINATORS AND LECTURERS

Coordinators



Coordinator **Ms. Sabina Di Prima** (MSc, PhD student)
sabina.diprima@vu.nl

Profile Sabina Di Prima holds a MSc in Environment and Resource Management from the Institute for Environmental Studies (IVM) of the Vrije Universiteit Amsterdam (VU). She is a Sustainable Land Management specialist at the VU Centre for International Cooperation (since 2006). Sabina is also a PhD student at the Athena Institute of the VU. She conducts transdisciplinary research on the topic of Nutrition-Sensitive Agriculture addressing issues of food systems transition, food insecurity and malnutrition among vulnerable rural communities in Lao PDR and Vietnam.

Affiliation Vrije Universiteit Amsterdam (VU)



Coordinator **Mr. Fons van Oosterhout** (B.Ed.), Director ETC
fons.van.oosterhout@erasmustrainingcentre.com

Profile Fons van Oosterhout is a teacher by profession and a seasoned (marketing) manager who has lived and worked in Asia for the last 15 years. Over these years, he has worked in both the profit and non-profit sector in various roles such as school coordinator, business developer and project/ marketing manager. Since 2017 he is the Director of 'Yayasan Bahasa dan Edukasi Belanda Erasmus' or better known as the Erasmus Training Centre (ETC).

Affiliation Erasmus Training Centre (ETC)

2. PROGRAMME COORDINATORS AND LECTURERS

Lecturers



Lecturer **Ms. Denyse Snelder** (PhD)
d.j.r.m.snelder@vu.nl

Profile Denyse J. Snelder obtained her MSc in landscape ecology in 1985 from the University of Amsterdam and a PhD in 1993 at the University of Toronto, Canada, based on research directed at vegetative control of soil erosion in the semi-arid Baringo District, Kenya. Up to December 2012, she had a dual position, one as senior specialist Sustainable Land and Water Management at the Centre for International Cooperation, Vrije Universiteit Amsterdam, and another as associate professor at the Institute of Environmental Sciences Leiden (CML), Leiden University, The Netherlands.

Affiliation Vrije Universiteit Amsterdam (VU)



Lecturer **Mr. Henk van den Heuvel** (PhD), Director CIS
henk.vanden.heuvel@vu.nl

Profile Dr. Henk van den Heuvel has a broad experience in Higher Education in an international perspective, in particular in developing contexts. He was trained as a political scientist with a specialisation in International Relations at Radboud University (Nijmegen). In 2008 he obtained his PhD degree in organisation sciences from Vrije Universiteit Amsterdam. During his PhD studies, he worked as a researcher and lecturer at the Faculty of Social Sciences at Vrije Universiteit Amsterdam.

Affiliation Vrije Universiteit Amsterdam (VU)



Lecturer **Ms. Georgette Coffeng** (MA)
g.j.m.h.coffeng@rug.nl

Profile Georgette Coffeng is a senior trainer/facilitator and coach in professional (intercultural) communication and management skills. She trains master and bachelor students as well as teaching assistants on a variety of professional and communication skills. Students work on the skills needed in their professional field and they work on their self-leadership. She studied Dutch Language and Literature (MA) at the University of Groningen, is a certified coach and did numerous training courses such as nonviolent communication, solution focused coaching, intervention techniques skills, coaching for group processes, voice dialogue.

Affiliation University of Groningen

2. PROGRAMME COORDINATORS AND LECTURERS

Lecturers



Lecturer Ms. Philomeen Dol (PhD)
p.h.dol@hum.leidenuniv.nl

Profile Team Leader skills/Foreign Language Teacher, Faculty of Humanities, Leiden Uni Center for Linguistics and ATC English. After her training as a linguist, Philomeen Dol studied law at the University of Leiden. She currently teaches legal English to law students at Leiden University. In addition, she teaches academic writing at various levels and leads the English section of the Academic Language Centre at Leiden University.

Affiliation Leiden University

Guest lecturer



Lecturer Ms. Sandra Hasanefendic (PhD)
s.hasanefendic@vu.nl

Profile I am an assistant professor in Science, Business and Innovation at the Faculty of Science of the Vrije Universiteit Amsterdam. As an interdisciplinary and international scholar with broader expertise in the field of science and technology, I currently work on topics related to business, innovation and sustainable value creation in the life science industry as well as energy. I am involved in setting up and deploying projects related to tech appropriation for radical innovation in healthcare and advancing current therapeutics and care pathways for patients with different chronic and occupational diseases. Additionally, I participate in research related to techno-economic modelling and future foresight for photovoltaics in specific China regions.

Affiliation Vrije Universiteit Amsterdam

3. MODULES

MODULE 1 Academic English Writing

Description The component Academic Writing aims to develop and expand the skills required to write reports, articles, books and dissertations in English. Issues like correct language use and register are addressed in detail. The course also teaches students to write in language that is both effective and appropriate for academic texts. Students will learn how to develop and build arguments in Academic English terms. As for grammar, some challenging issues will be addressed, such as the use of plurals, gender pronouns, past and future tenses, the definite and the indefinite article, modality and auxiliary verbs. Issues that arise during the course will also, if possible, be worked into the course.

Hours 8 hours in total, plus one-to-one coaching

Teaching methodology The course will be taught using a variety of teaching methods: instruction by the tutor, peer review assignments in groups, self-reflection assignments and individual study. The taught sessions will be supported by coaching sessions.

- Assignments**
- Before the start of the course, students will be asked to write a short self-reflection (max. 1 page) about themselves, their academic/professional ambitions and which aspects of Academic English they would most like to improve.
 - Following each session, students will be asked to reflect on and improve their own writing in terms of the topics covered in class. These assignments will include writing, reviewing and revising their own preliminary research proposal as well as short sections of other academic text.

Study materials Study materials will be provided by the tutor during the course. Recommended additional reading and resources will also be indicated by the tutor as needed.

3. MODULES

MODULE 2 Academic Competences

Description This module is suitable for PhDs from different disciplines who seek to improve their competences in developing and writing a research proposal. Although disciplines vary in research content, their broad approach in terms of operational steps in the research process is similar, addressing questions such as what to research (decide) and why (justify) and how to do the research (design and plan). This module will concentrate on the following steps in research proposal development: generating innovative research ideas, reviewing the literature, formulating a research problem that is clearly linked to the research questions or objectives, developing a conceptual framework that captures the information needed to answer the research questions, and conceptualizing a research design that covers research methodologies for each of your research questions.

Hours 12 hours in total, plus one-to-one coaching

Teaching methodology The approach that we will follow is to start with reflecting and elaborating on the PhD students' research ideas and preliminary research proposals. Then, through a series of intensive sessions the PhD students will get a deeper understanding of the relevance of their topic, its integration within broader streams of literature and scientific debates providing the contours of a conceptual framework, and identify appropriate methodology(ies) to tackle the addressed topic.

Study materials Creswell J W (2014). Research design: Qualitative, quantitative and mixed methods approaches. 4th edition. London: Sage publications Inc.

Kumar R. 2019. Research methodology: a step-by-step guide for beginners. 5th edition. SAGE Publications Ltd, London. The 3rd edition of 2011 is available online, see: http://www.sociology.kpi.ua/wp-content/uploads/2014/06/Ranjit_Kumar-Research_Methodology_A-Step-by-Step_G.pdf

Lantsoght E. 2016. Top PhD advice from start to defense and beyond: focus on the Netherlands with universal tips & tricks. Edited by Francien Horrevorts, Academic Transfer & bookboon.com; <https://bookboon.com/en/top-phd-advice-from-start-to-defense-and-beyond-ebook>

Assignments The students will work and progressively refine their preliminary research proposal through four assignments (see details below).

Assignment 1 Formulation of research questions and objectives

Go back to your submitted research proposal and review your overall and sub research questions and / or objectives (and hypothesis, if any) paying attention to:

- The verbs used (e.g. are these strong or weak verbs)
- The wording (clearly and unambiguously in words and ideas)
- Main versus sub- / specific question (e.g. check number of aspects covered per sub-objective)
- Whether the specific objectives jointly cover all relevant aspects of the research problem (referred to in your main objective or research question) that you plan (and will be able) to study (as far as you can judge at this time of course)

Assignment 2

Writing the background and justification of research

Write a paragraph (review and adjust the concerned paragraph in your proposal) on the background and justification of your research, based on a review of the literature. Given the short time available, we do not expect a complete review based on an exhausting list of references but a total of 5 - 10 articles and/or chapters of books will be sufficient. Important is that you structure your paragraph addressing the following points:

Intro to topic

- What is the situation of your topic (introduce topic)?

Statement of problem

- What is the problem you like to study? what is the key issue?
- What is the size of the problem? Is there evidence of the problem? (show data from literature that indicate the size of the problem)

Justification

- Why is it important to address this problem? (Set out the reasons for undertaking this particular study)
- Why do you think your research problem or question is worth investigating, why is it important for the academic field? (scientific relevance; indicate knowledge gap)
- Why would your research create valuable and useful knowledge?
- What is the societal relevance? Any ethical aspects?

Assignment 3

Developing a conceptual framework

Make a visual representation of a conceptual framework (if possible, based on an existing theoretical framework) that relates to your research problem. Think about aspects selected from existing theories that may become the basis of your research or inquiry.

Steps for developing a conceptual framework:

1. Find relevant literature - use search engines like:
 - <http://scholar.google.com/>
 - <http://www.plosone.org/>
 - <http://www.bioone.org/>
 - <http://iopscience.iop.org/1468-6996/>
 - <http://www.sciencedirect.com/>
 - <http://www.doaj.org/>
 - <http://www.getcited.org/>
2. Review the literature (limit the number of sources to about 10 key articles): identify themes (based on theories) and issues that are of relevance to your research which in turn can serve as a basis for developing a conceptual (or theoretical) framework.
3. Organise the findings from the literature materials you have reviewed into these themes.
4. Select the most important aspects from these themes that relate to your specific research problem (the information you have gathered relate to thematic areas and associated issues in which your research is embedded, however, not all may be of direct or specific relevance to your research problem; hence, select those that are of direct relevance).
5. Identify relationships between themes, examine the type of relationship among themes, e.g. positive/negative influence, functional relationship, and identify a hierarchical structure (if any).
6. Make visual representations of this information and write a short paragraph explaining the visual.

The following points concerning the knowledge status and knowledge gap will help you in developing an innovative framework:

- What do we know, and what not, about the research problem?
- What are key references and relevant theory(ies)? (*refer to a few*)
- What are key factors influencing the research problem?
- What is the current scientific debate related to the problem?

Assignment 4

Developing a methodological framework

Make a visual representation of your research methodology (in the form of a framework diagram, a table or a flow chart). In doing so, note the following points:

1. Mention the type of overall research design (e.g., cross-sectional, before and after, longitudinal design, or...) you plan to use.
2. Identify a methodology for each specific research question or objective and make this visible in your framework.
3. Don't forget the time perspective in your framework:
 - Determine your reference period (e.g., retrospective, prospective, retrospective-prospective)
 - Distinguish different phases and / or sequences in time for your methodologies.
4. Write a short paragraph explaining the framework

3. MODULES

MODULE 3 Soft Skills Trainings

Description This module is suitable for PhDs from different disciplines who seek to explore and enhance their soft skill abilities. In this module, we will be working on your communication and presentation skills. You will learn how to promote and pitch your PhD research work in a concise and engaging way by identifying the essence of your message, providing enough evidence to support it, and ensuring your audience feels addressed, involved and motivated to give you feedback.

The aim of the course is to develop the basic presentation skills necessary for successful PhD trajectories, taking into account the need for context/ situation-based adaptations.

The module includes a mapping of vital subskills for academic presentation. The focus is on essence, structure and context. Participants will share their prior experience with presenting and are encouraged to identify areas for improvement, which allow for individual skills development. We will apply a model for structuring a presentation, define criteria for reaching your audience and explore the effects of an intercultural context on effective presenting. In this module, we will also explore different communication and presentation styles, with attention to the cultural dimensions. The accent will be on: personal strengths, adaptability and interaction. Participants will practice by adapting their presentation style to the needs of the audience for better interaction and more valuable Q&A.

Hours 8,5 hours in total

Teaching methodology An experiential learning approach will be used. Participants will develop their presentation skills and mindset by acting, reflecting, exploring, experimenting and receiving/ giving feedback. For the best effect, active participation is required.

Assignments The soft skill-sharpening will occur through a progression of interlinked assignments which stimulate participants to activate and build on the experience and insights acquired in each session. The assignments will help participants to develop specific aspects of presentation skills.

Study materials Study materials(including handouts and links to videos)will be provided by the lecturers in preparation for each class. Furthermore, guidelines to advanced presentation skills with practical advices on preparation, structuring for clarity, signposting, referencing, and dealing with Q&A plus examples from 3MT (3-minute thesis)competitions will be also distributed.

4. PROGRAMME SCHEDULE


The programme runs from Monday 4 September to Saturday 9 September, 2023

Lecturers will give short breaks (10 min) during their classes

**Jakarta is the reference location for the Indonesian time (WIB)*

MEET & GREET

Thursday 31 August 2023

Time		Group	Activity	Lecturer
<i>Dutch time</i> 10:00 – 11:30	<i>WIB</i> 15:00 – 16:30	<i>All</i>	Meet & Greet event  <i>Link to join the event will be provided</i>	<i>Facilitator:</i> <i>Fons & Sabine</i> <i>All lecturers</i> <i>available</i>

4. PROGRAMME SCHEDULE

Monday 4 September 2023

Time (WIB)	Group	Activity	Lecturer
8:00 – 9:00	All	Walk-in & registration with coffee & tea	Facilitator: Fons & Sabine
9:00 – 10:00	All	Introduction to the Pre-Doctoral training programme	All lecturers
10:00 – 10:30		BREAK	
10:30 – 12:00	All	Module 2: Academic Competences • Introduction to module and assignments • Introduction to research	Denyse & Henk
12:00 – 13:00		BREAK	
13:00 – 15:00	All	Module 1: Academic English Writing	Philomeen
15:00 – 15:30		BREAK	
15:30 – 17:00	All	Module 3: Soft Skills Training Mapping of vital subskills for academic presentation. Key themes: essence, structure, context. • Participants share their prior experience with presenting and identify areas for improvement • Apply a model for structuring a presentation • Define criteria for reaching their audience • Explore the effect of an intercultural context on effective presenting <i>Assignments for next session:</i> <i>Watch video on communication styles; read "Guidelines for advanced presentation skills". Prepare a short coherent pitch: introductory sentence(s) + body = strengths / goals + concluding sentence(s).</i>	Georgette

4. PROGRAMME SCHEDULE

Tuesday 5 September 2023

Time (WIB)	Group	Activity	Lecturer
8:00 – 9:00	All	<p>Module 2: Academic Competences</p> <p>Designing and developing a research proposal</p> <ul style="list-style-type: none"> • Formulation of a research problem and research justification <p><i>Preparing for assignment 1(draft title and question/objectives)and assignment 2 (justification)</i></p>	Denyse & Henk
10:00 – 10:30		BREAK	
10:30 – 12:00	All	<p>Module 2: Academic Competences</p> <p>How to deal with your supervisor and how is it to study in the Netherlands</p> <ul style="list-style-type: none"> • Power relations • The importance of being pro-active and inquisitive (questioning) • Planning of time and availability • Role of supervisory meetings • Receiving vs. demanding feedback 	Denyse & Henk
12:00 – 13:00		BREAK	
13:00 – 15:00	All	<p>Module 3: Soft Skills Training</p> <p>Training Communication and presentation styles. Key themes: personal strengths, adaptability, interaction.</p> <ul style="list-style-type: none"> • Explore different communication and presentation styles, with attention to the cultural dimensions • Practice adapting the presenter’s style to the needs of the audience for better interaction and a more effective Q&A • Practice parts of the pitch applying the “Guidelines for advanced presentation skills” (handout) <p><i>Assignments for next session: Watch two videos on what makes a persuasive presenter; read a text on principles of receiving and giving feedback.</i></p>	Georgette
15:00 – 15:30		BREAK	
15:30 – 17:00	All	<p>Module 4: Dutch crash course</p>	ETC
17:00 – 17:30		BREAK	
17:30 – 19:30 (17:30 – 18:10) (18:10 – 18:50) (18:50 – 19:30)	All	<p>Module 4: PhD info session</p> <ul style="list-style-type: none"> • Groningen University • VU Amsterdam • Leiden University 	ETC

4. PROGRAMME SCHEDULE

Wednesday 6 September 2023

Time (WIB)	Group	Activity	Lecturer
8:00 – 10:00	All	Module 1: Academic English Writing	Philomeen
10:00 – 10:30		BREAK	
10:30 – 12:00	All	Module 2: Academic Competences Designing and developing a research proposal. • Literature review	Sabina
12:00 – 13:00		BREAK	
13:00 – 15:00	All	Module 2: Academic Competences Designing and developing a research proposal. • Theory of Knowledge • Conceptual and theoretical frameworks <i>Feedback on assignment 1 (draft title and question/objectives)</i> <i>Preparing for assignment 3 (conceptual framework)</i>	Denyse & Henk
15:00 – 15:30		BREAK	
15:30 – 17:00	All	Module 3: Soft Skills Training Preparing a short presentation of the essence of your message (pitch). Key themes: practice, giving and receiving feedback, assumption busting. • Guided development of a draft pitch for the final presentation of the Pre-Doc training applying skills and ideas from session 1 and 2 • Practice giving and receiving feedback as essential skills for presentations of research progress <i>Assignments for next session:</i> <i>Prepare a draft pitch; identify specific sub skills for feedback; watch a video on physical exercises; read a three-page text on how assumptions drive our behavior.</i>	Georgette

4. PROGRAMME SCHEDULE

Thursday 7 September 2023

Time (WIB)	Group	Activity	Lecturer
8:00 – 10:00	All	<p>Module 2: Academic Competences Designing and developing a research proposal</p> <ul style="list-style-type: none"> • Validity and reliability of research • Research design and methodology • Methodological framework <p><i>Feedback on assignment 2 (justification)</i> <i>Preparing for assignment 4 (methodological framework)</i></p>	Denyse & Henk
10:00 – 10:30		BREAK	
10:30 – 12:00	All	<p>Module 3: Soft Skills Training Practicing the pitch (PART I). Key themes: effectiveness, connecting, focus.</p> <ul style="list-style-type: none"> • Practice your pitch paying attention to voice and pronunciation as well as connecting with the audience • Practice peer-to-peer feedback • Address individual participants' concerns regarding effective presenting and possible (perceived) obstacles <p><i>Assignment for next session:</i> <i>Work on your pitch! Apply the feedback and instructions provided to further improve your pitch.</i></p>	Georgette
12:00 – 13:00		BREAK	
13:00 – 15:00	All	<p>Module 1: Academic English Writing</p>	Philomeen
15:00 – 15:30		BREAK	
15:30 – 17:00	Tbd	<p>Module 2: Academic Competences One-to-one coaching</p>	Denyse, Henk & Sabina
	Tbd	<p>Module 1: Academic English Writing One-to-one coaching</p>	Philomeen
17:00 – 18:00		BREAK	
18:00 – 20:00	All	<p>Module 4: Social Gathering with alumni</p>	Fons, Sally, Sabina & alumni

4. PROGRAMME SCHEDULE

Friday 8 September 2023

Time (WIB)	Group	Activity	Lecturer
8:00 – 10:00	All	Module 1: Academic English Writing	Philomeen
10:00 – 10:30		BREAK	
10:30 – 12:00	All	Module 2: Academic Competences Finalization of research proposal: interactive session with questions & answers. <i>Feedback on assignment 3 (conceptual framework)</i>	Denyse & Henk
12:00 – 13:00		BREAK	
13:00 – 15:00	All	Module 3: Soft Skills Training Practicing the pitch (PART II). Key themes: individual development, effective slides. <ul style="list-style-type: none"> • Address individual participants' concerns • Guidance for further improvement in view of the course final presentation <i>Assignment for next session:</i> <i>Practice your pitch at home in preparation for the final pitch.</i>	Georgette
15:00 – 15:30		BREAK	
15:30 – 17:00	Tbd	Module 2: Academic Competences One-to-one coaching	Denyse, Henk & Sabina
	Tbd	Module 1: Academic English Writing One-to-one coaching	Philomeen
17:00 – 18:00		BREAK	
18:00 – 20:00	All	Networking event	Fons, Sally & all lecturers

4. PROGRAMME SCHEDULE

Saturday 9 September 2023

Time (WIB)	Group	Activity	Lecturer
8:00 – 8:30		Walk-in & registration with coffee & tea	Facilitator: Fons
8:30 – 10:00	All	Presentations	All lecturers
10:00 – 10:30		BREAK	
10:30 – 12:00	All	Presentations	All lecturers
12:00 – 13:00		LUNCH BREAK	
13:00 – 15:00	All	Presentations	All lecturers
15:00 – 15:30		BREAK	
15:30 – 16:30	All	Award ceremony	Facilitator: Fons & Sabina

5. ABOUT ERASMUS TRAINING CENTRE



Erasmus Training Centre

For more than 40 years the Erasmus Training Centre (ETC) provides Dutch language and culture trainings for Indonesian nationals pursuing higher education, research, citizenship and work in the Netherlands. The centre offers also academic courses to enhance student and academic connectivity between the Netherlands and Indonesia. In cooperation with its Dutch university partners, ETC has developed and successfully organized academic preparatory courses for Bachelor & Master university students as well as PhD students from Indonesia. ETC serves also as a meeting platform to bring Dutch and Indonesian professionals, academics and researchers together through joint workshops and lectures.

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