

Subject : EIPIN Innovation Society training plan skills 1
To : ESRs
From : A. Moerland, Maastricht University
Date : 11 September 2017

Training plan Skills 1: Getting Started

Skills 1: Getting Started consists of three modules:

- Module 1: Managing your PhD (8 hours)
- Module 2: English Academic Writing (16 hours)
- Module 3: EndNote: How to organize your references (4 hours)

The skills training “Getting Started” is offered at the beginning of the research and training period and encompasses modules that will prepare students for carrying out their PhD research.

Main educational objectives

The main educational objectives of the individual modules are:

Module 1: Managing your PhD

By Tessa van Mourik, TessaTraining

The aim is to provide ESRs with the self management skills they need to gain insight into the progress of a PhD research project and more control over the way it unfolds. In the long term, this leads to more motivation as well as prevention of problems, delay and drop out.

This course teaches ESRs:

- the elements important to self management
- basic principles of communication
- to better monitor the progress of the PhD research
- to make effective use of communication
- what goal-oriented working involves
- about their own role in the PhD track and the other parties involved
- to identify and manage their personal learning goals.

PLEASE NOTE THAT THERE IS A PREPARATORY ASSIGNMENT FOR THIS COURSE, AVAILABLE ON THE VRE.

Module 2: English Academic Writing

By Gabriel Campbell, Language Centre, Maastricht University

The group composition will be as follows:

Group A	Group B
Jayaraman	Nagraj
Onsando	Kyrylenko

Galli	Crupi
Mazzi	Tomado
Khanna	Zafrilla
Hartman	Klobrucnik
Khuchua	Ducimetiere
	Mangal

The objectives are:

- Writing clearly (readership, clear aim, logical structure of argument, conciseness, formality, and structuring of introductions and conclusions)
- Writing accurately (grammatical accuracy, especially concerning common problem areas).
- Writing persuasively (using language to express points in a manner that persuades and convinces the reader).

Module 3: EndNote: How to organize your references

By Maastricht University Library

ESRs will be given one standard in log account in order to work with Endnote in the library. ESRs are responsible themselves for purchasing an EndNote software licence for their own PC. Should the home university not support EndNote (and thereby not provide low-cost licenses), Maastricht University could provide access to low-cost licenses that are available to Maastricht University fellows.

Session 1: Introduction to EndNote, by Angelique Bessems

The objectives are:

- Insert references manually into EndNote
- Choose the correct reference type record
- Import references from secondary databases into EndNote, by using import filters, direct export options and online searching
- Sort and arrange references in easily searchable groups
- Insert and edit references in your Word documents
- Change the citation style of your research document with a few clicks
- Remove EndNote field codes to end up with a plain word document which is save to email or share with others

Session 2: Advanced EndNote, by Jos Franssen

The objectives are:

- How to deal with document types that are not supported by the available EndNote reference types record templates
- How to correct or amend corrupted reference data when downloaded from secondary databases in a semi-automated manner
- How to sort references and arrange references by groups and 'smart groups'
- How to search for references with 'smart groups' and other search options in large libraries to speed up selection of references to insert
- How to use EndNote's Term Lists to deal with styles that use journal abbreviations

- How to upload EndNote libraries to EndNote Web
- How to tweak and amend EndNote when installed on a stand-alone computer
- How to use EndNote as a tool for conducting (systematic) reviews.

PLEASE MAKE SURE THAT YOU INQUIRE WITH YOUR HOME INSTITUTION ON THE AVAILABILITY OF LICENSES FOR THE ENDNOTE PROGRAMME AND ALREADY ONCE HAVE A LOOK AT IT. IDEALLY, BRING YOUR LAPTOP WITH THE PROGRAMME INSTALLED. FOR ALICANTE, YOU WILL USE REFWORKS AS A REFERENCE SYSTEM. THE TEACHER WILL, AS FAR AS POSSIBLE, TRY TO MAKE REFERENCES TO THAT SYSTEM TOO.

Organisational matters

Required: ESRs

Dates: 2 – 6 October 2017

Start: **2 October, 15.30h CEST, meeting point at [Faculty of Law](#), Bouillonstraat 1-3, Maastricht**

Place: Maastricht University, Maastricht, NL

Accommodation: organised by Maastricht University

Travel: organised by ESRs individually

Contact logistics: Suzanne Jongste (suzanne.jongste@maastrichtuniversity.nl)

Contact training: Anke Moerland (anke.moerland@maastrichtuniversity.nl)

Financial contact: Diana Schabregs (diana.schabregs@maastrichtuniversity.nl)

Timetable skills 1

Date	Time	Activity	Place
Monday, 2 October	16h – 18h	Endnote introductory course, by Angelique Bessems	University Library, Grote Looiersstraat 17, room 1.213 (1st floor)
	18h -	Welcome drinks and dinner with Coordinators and Project Manager, including Doctoral Candidate Assembly	Café Lure, Grote Looierstraat 7, then to Restaurant Laus, Bredestraat 7
Tuesday, 3 October	10h – 13h	English Academic Writing, group A By Gabriel Campbell	Language Centre, Sint Servaasklooster 32, room 0.011
	14h – 17h	English Academic Writing, group B By Gabriel Campbell	Feestzaal, Faculty of Law, Bouillonstraat 1 - 3
Wednesday, 4 October	8.30h – 16.30h	Managing your PhD, by Tessa van Mourik	StayOkay Hostel, Maasboulevard 101

Thursday, 5 October	10h – 13h	English Academic Writing, group A By Gabriel Campbell	Language Centre, Sint Servaasklooster 32, room 0.011
	14h – 17h	English Academic Writing, group B By Gabriel Campbell	Language Centre, Sint Servaasklooster 32, room 0.011
Friday, 6 October	8.30h – 10.30h	Advanced Endnote course, by Jos Franssen	University Library, Grote Looiersstraat 17, room 1.213 (1st floor)

