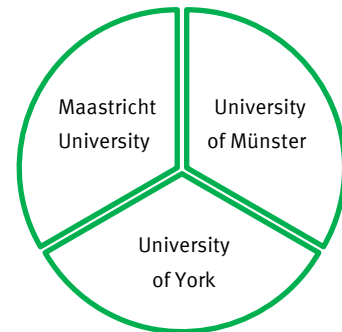


European Professional Development Doctoral Summer School 17 – 20 July 2018

1 – Overview and goals

This first joint summer school has been deliberately designed to maximise the opportunity for students to get to know each other and to engage in workshops where there will be tangible outcomes for each participant.



By the end of the summer school, students will have:

- undertaken a skills analysis
- reviewed career options – academic and non-academic within a global market
- developed career development plans
- pitched their research ideas and received feedback
- explored and put into practice tools to support project and people management skills

The school will be delivered in a fun and engaging way to learn how to stand out from the crowd in a competitive academic job market and excel at delivering projects in timely manner.




The course covers three areas:

The **“Advancing your career”** strand focuses on the opportunities and realities of academia, providing participants with information that will help them make an informed decision about their future career options in a European context. It also sheds light on applications for academic and non academic positions, giving general advice on academic CVs and helping participants to identify characteristics that might be appealing to potential employers in academia.

The **“Managing projects, managing people”** strand is a mixture of theoretical input and practical exercises that equip participants with insights and skills needed to plan a project and lead a team. It introduces useful project planning techniques and tools and covers different aspects of a leadership role: relationships with employees, communication and task management, and personal leadership style.




The **“Content, structure & application strategy for the first funding proposal”** aims at training participants in writing a successful grant proposal.

2 – Programme

17 July WELCOME	
15.00 –	Connect and collaborate: facilitated team-building activities
18.00	<ul style="list-style-type: none"> This session is about providing general information about the summer school, host institution, and guest universities. Interactive exercises will allow participants to introduce themselves, their research, and their expectations for the summer school, to exchange doctoral study experiences, and to enhance future collaboration.
19.00	Dinner
18 July ADVANCING YOUR CAREER (LED BY YORK)	
10.00 –	Finding out if your dream job exists? And if it does can you do it?
10.45	*Bring job description with you
	Coffee/tea break
11.00 –	Using the STAR technique to improve your career potential, CVs
12.00	
	Lunch
13.00 –	What makes you distinctive?
14.00	Interactive session aimed to help you write a short position statement about your Unique Selling Point (USP)
14.00 –	CV Speed Dating
15.00	
	Coffee/tea break
15.15	Mock Interviews
16.00	Action Planning – what do you need to develop your CV and secure your dream job?
16.30	Close
17.00 –	Old town walk
18.15	
18.30	Dinner

Münster's Prinzipalmarkt



19 July	MANAGING PROJECTS, MANAGING PEOPLE (LED BY MÜNSTER)
10.00 – 11.30	Planning and running a kick-off meeting – including questions of communication in general – and phase models
	Coffee/tea break
11.45 – 13.15	Work breakdown structure and work packages
	Lunch
14.15 – 15.45	Leadership: what's your style? Working in a team: team lifecycle
	Coffee/tea break
16.00 – 17.30	Scheduling tasks: Gantt chart
18.00	Dinner



Münster's Aasee

20 July	CONTENT, STRUCTURE & APPLICATION STRATEGY FOR THE FIRST FUNDING PROPOSAL (SAFIR, MÜNSTER) / FAREWELL
10.00 – 12.00	<ul style="list-style-type: none"> • What are the components of a third-party funding application? • How should you structure a funding proposal? Which components should be part of the structure and which should be avoided? • Who will read and review your application?
12.00 – 13.00	Swift buffet

3 – How to reach us



Düsseldorf International Airport (Düsseldorf Flughafen) or Münster Central Railway Station (Münster(West)Hbf)

Once you reach the ‘Arrivals’ hall, take the SkyTrain to the airport railway station and then the direct train to Münster Central Railway Station. Train schedules may be found on the [German railway website](#). If you are arriving as a group, you might consider [buying a group ticket](#) to ‘Wilhelmstraße, Münster (Westf)’ or purchasing two tickets SchönerTagTicket 5 Personen NRW [online](#) (select ‘North Rhine-Westphalia’), at the airport train station ticket office, or using a ticket machine there. One day ticket costs EUR 45,00 and allows max. five passengers to take regional public transportation in North Rhine-Westphalia at the same time.

Hotel

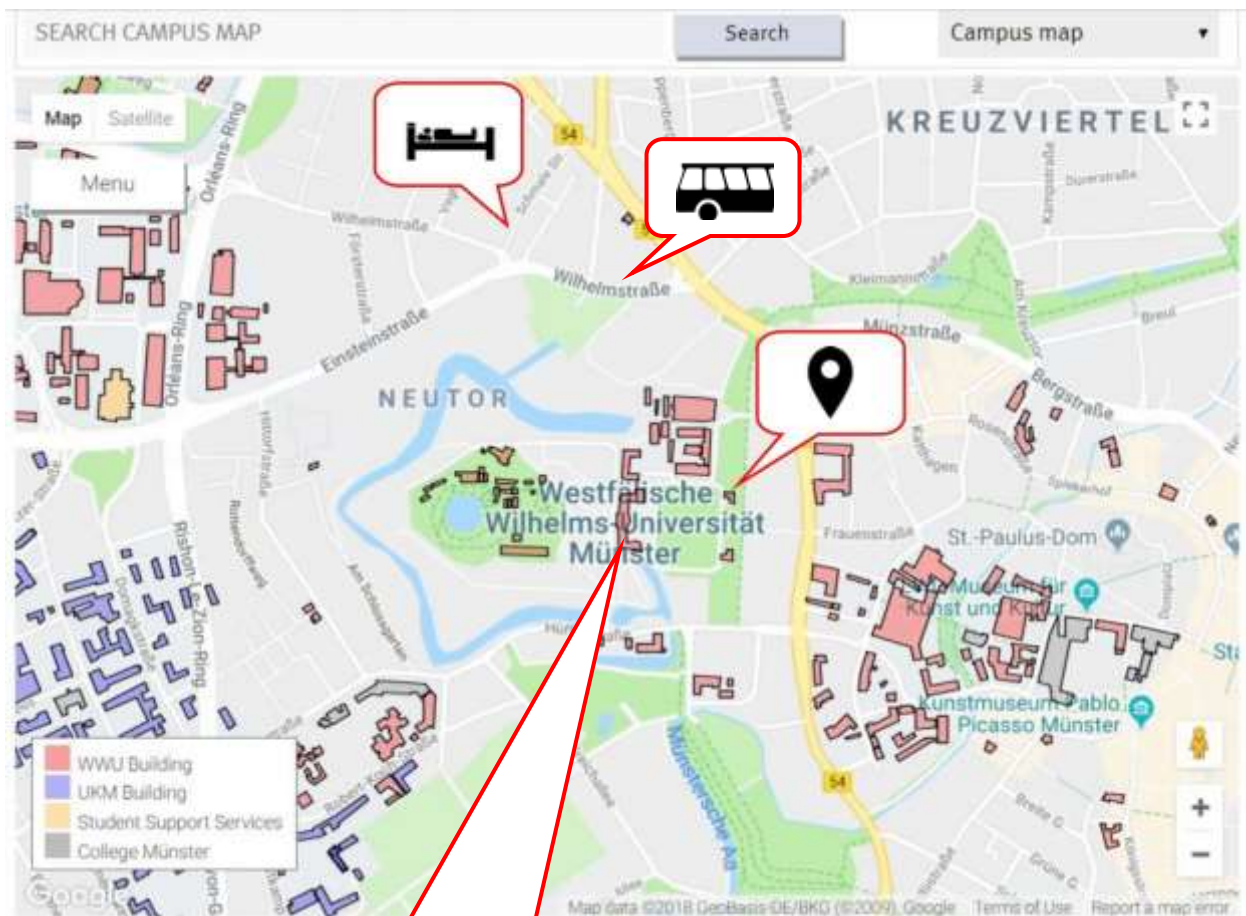


The [hotel](#) (Hotel am Schlosspark, Schmale Straße 2, 48149 Münster, tel.: +49 251 8998 200) where our 14 guests from Maastricht and York will be staying is directly reachable from the central railway station by bus number 5 (direction ‘Hannaschweg’) and bus number 1 (direction ‘Roxel Hallenbad’). Please get off at the ‘Wilhelmstraße, Münster (Westf)’ bus stop (Campus Map, p.5). Taxi is another option, with the approximate [cost](#) being EUR 15,00 (fare + 10% tip). We arranged single rooms with breakfast in the heart of Münster, five minutes’ walk from the summer school venue. Breakfast time: 06.45 – 10.00, check in after 15.00, check out until 11.00.



Summer school venue

The [WWU Graduate Centre](#) (Schlossplatz 6, 48149 Münster, Iva’s mob.: +49 157 8282 0689, Ina’s mob.: +49 157 5954 3969) is located near the old town in front of a gorgeous castle and a few steps away from our university’s botanical garden. If the weather permits, we might be spending our lunch breaks there!



Münster's Schloss

4 – Miscellaneous information

It would be a good idea to carry enough cash on you since 'cash is king' in Germany. However, you will be able to make large or emergency purchases or withdraw cash using your cards.

Another suggestion is to ensure having sufficient insurance coverage (health, liability).



We are indebted to our university's International Office for supporting us financially with its Internationalisation Fund. This summer school is also promoted by the German Academic Exchange Service (DAAD) and funded by the Federal Ministry of Education and Research (BMBF).



Deutscher Akademischer Austausch Dienst
German Academic Exchange Service

What we provide:

- Hotel, 3 nights including breakfast for 14 guests from Maastricht & York (17 – 20 July)
- Tea, coffee, water, and biscuits during the day for all participants (17 – 20 July)
- Midday snacks for all participants (18 – 20 July)
- Dinners including water for all participants (17 – 19 July)

All links:

www.bahn.com/en/view/index.shtml

www.bahn.com/en/view/offers/germany/group-saver-fare.shtml

www.bahn.com/en/view/offers/regional/regional-day-tickets.shtml

www.hotel-am-schlosspark-muenster.de

www.taxi-calculator.com

www.uni-muenster.de/GraduateCentre/en/index.html

Photos & graphic images:

pixabay.com, Erich Westendarp

www.iconfinder.com

www.uni-muenster.de/uv/wwuaz/lageplan/en/1411

5 – Menu options

Dinner on July 17:

- 1) Pizza Arrabbiata (tomato sauce, mozzarella, fresh tomatoes, olives, hot pepperoni, basil, garlic) & small mixed salad (green salad, cucumber, carrots)(vegetarian)
- 2) Ham & cream tortellini & tomato salad with red onions & garlic

Dinner on July 18

- 1) Meat skewers (pork, chicken, mutton) with bread and sauce
- 2) Stir-fried veggies with rice and Turkish cacik (vegetarian or vegan)

Dinner on July 19

- 1) Mashed potato and pea curry with grilled avocado, wok-fried veggies and fresh herbs (vegan)
- 2) Banh Bao beef burger with guacamole, cucumber, carrots & sweet potato fries (with mango-ketchup or wasabi-mayo dip)
- 3) Grilled chicken curry with vegetables, herbs and rice (hot & spicy)

Dinners include carbonated and still water. If you prefer other beverages with your evening meal, the three restaurants have a variety of drinks on offer ranging from EUR 2,00 to EUR 8,00 per drink. Since tipping is a customary practice here, each of us will be expected to leave around EUR 2,00 per dinner, depending on the total bill.