

## How to register ECTS points for outreach activities

### **Requirements:**

In order to reward a doctoral candidate with ECTS points for participation in an outreach activity, the activity needs to have some form of education character for the doctoral candidate. This is the case, if the outreach activity can be regarded as applied training of certain skills (e.g. science communication), which involves supervision of the doctoral candidate (not necessarily by the supervisor of the doctoral thesis) and giving her/him feedback on her/his performance. With her/his signature the supervisor of the outreach activity confirms this requirement is fulfilled.

**Furthermore, the following requirements need to be fulfilled. The doctoral candidate must:**

- **At least invest 13 hours into the outreach activity (corresponding to 0.5 ECTS)**
- **Be involved in the preparation of the outreach activity**
- **Be involved in the implementation of the outreach activity**

**If possible, the doctoral candidate should also be involved in the post-production.**

### Preparation:

This category involves every aspect of preparing an outreach activity in which the doctoral candidate was involved (e.g. preparatory meetings, brainstorming ideas, conceptualizing, preparing material, organization etc.). In order to prepare for an outreach activity the doctoral candidate can also attend a course, workshop or other forms of training.

### Implementation:

This category involves every aspect of implementing an outreach activity in which the doctoral candidate was involved (e.g. participation at the outreach activity in case of an event, writing articles, texts or comics, recording a video or podcast, running an info booth or workshop, etc.).

### Post-Production:

This category involves every aspect of the post-production of an outreach activity in which the doctoral candidate was involved (e.g. feedback meetings, adapting material or content for next time, planning the next outreach activity etc.).

**Procedure:**

How you register your activities to obtain ECTS points. Please:

- fill out the attached form and sign it,
- have it signed by the *supervisor of the outreach activity* and
- send it to the Admin of your Doctoral Programme (see list below to find the correct contact person).
- upon approval by the Programme Committee/Programme Coordinator, your points will be registered.

Doctoral programme in Civil Engineering Sciences

Doctoral programme in Mechanical/Electro and Communications Engineering

➔ Suzanne Biver: [suzanne.biver@uni.lu](mailto:suzanne.biver@uni.lu)

Doctoral programme in Physics & Materials Science

Doctoral programme in Computational Sciences

➔ Benjamin Ledran: [benjamin.ledran@uni.lu](mailto:benjamin.ledran@uni.lu)

Doctoral programme in Systems and Molecular Biomedicine

➔ Magali Guillaume: [magali.guillaume@uni.lu](mailto:magali.guillaume@uni.lu)

Doctoral programme in Computer Science and Computer Engineering

Doctoral programme in Mathematics and Applications

➔ Catherine Violet : [catherine.violet@uni.lu](mailto:catherine.violet@uni.lu)

### Confirmation of Successful Participation in an Outreach Activity for ECTS award

Doctoral Candidate	
Name:	
Supervisor:	
Doctoral Programme:	

Outreach Activity	
Title:	
Date & Place:	
Supervisor of the outreach activity:	
Did the candidate receive feedback during the planning and preparation phase?	Y <input type="radio"/> N <input type="radio"/>
Did the doctoral candidate receive feedback on her/his performance?	Y <input type="radio"/> N <input type="radio"/>
Did the doctoral candidate generate material for the outreach activity?	Y <input type="radio"/> N <input type="radio"/>
Did at least one meeting between the candidate and the supervisor of the outreach activity take place?	Y <input type="radio"/> N <input type="radio"/>

Approx. amount of time the doctoral candidate spend on the outreach activity:	[hours]
<b>Preparation</b>	
<b>Implementation</b>	
<b>Post-Production</b>	
<b>Total workload:</b>	
Date:	
Signature Doctoral Candidate:	
Signature Supervisor of the outreach activity:	
<b>Recommended number of ECTS (1 ECTS = 25-30 hours):</b>	
Signature Programme Coordinator/Member of the Committee:	