Approval of ECTS points for conference participation and for other activities

**According to GSTS guidelines a maximum of 10 ECTS can be obtained for activities which are not ordinary formal PhD courses.**

These activities can be divided into 1) conference participations and 2) other activities considered as ad hoc courses. Below are included application templates for each of these two types of activities.

1. **The requirements and procedure for approval of ECTS for conference participation are as follows:**

* The conference must be targeted to scientists
* Prior to the conference, the student and the main supervisor must discuss the expected outcome of the conference participation and agree on clear formulated learning goals for the participation.
* To secure the learning goals the student can consider to
  + Prepare oral or poster presentations
  + Prepare questions for specific, relevant lecturers
  + Actively approach relevant researchers to start network or cooperation
  + Prepare for relevant lectures by reading latest publications about the topic
  + Write a one page report
  + Make a presentation of content from the conference in the section/group where the student belong
* A student may obtain a maximum of 5 ECTS in the total course portfolio for conference participation
* ECTS for each conference are equivalent to a maximum of 1 ECTS for participation without presentation, and a maximum of 2 ECTS for participation with oral or poster presentation. One ECTS point corresponds to 25-30 working hours

1. **Other activities are handled as ad hoc courses where the student must describe the activity in the template below with clear learning goals.**

Application for ECTS course credits for conference participation

**Personal information**

|  |  |
| --- | --- |
| Surname | First name (s) |
| Department | Supervisor |
| Telephone | E-mail |

**Course information**

|  |  |
| --- | --- |
| Name/date of  conference |  |
| Participated with | Oral presentation ☐  Poster presentation ☐  No presentation ☐ |
| Description of learning  goals |  |
| Description of how the learning goals are secured |  |
| ECTS (25 – 30 hours/ECTS) |  |

**Final approval (after completing the activity):**

Signature and date

**PhD supervisor**  **PhD Programme chair**

Application for ECTS course credits for ad hoc course work

**Personal information**

|  |  |
| --- | --- |
| Surname | First name (s) |
| Department | Supervisor |
| Telephone | E-mail |

**Course information**

|  |  |
| --- | --- |
| Name of activity/Course/Seminar/Class/Workshop |  |
| Organizer |  |
| Scope/Learning goals |  |
| Content |  |
| Other relevant information |  |
| Link to webpage |  |
| Description of workload in hours |  |
| ECTS (25 – 30 hours/ECTS) |  |

**Final approval (after completing the activity)**

Signature and date

**PhD supervisor**  **PhD Programme chair**