

Admissions and Application procedure

Writing a PhD Research Proposal

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1. Admission requirements

- Good scientific writing skills are a requirement for admission to the course Writing a PhD Research Proposal. Indicators of your writing skills are a master's thesis or, if available, an article published as a first author, preferably published in an international peer-reviewed journal with a JCR (Journal Citation Reports) impact factor in the field of health professions *education* (see below under Required documents).
- The course requires expertise in the area of health professions education. A Master of Science (MSc) degree in health professions education or an equivalent master's degree, offering a comparable theoretical and methodological basis, is necessary to enrol in the course. An MSc degree involves writing a master's thesis, which demonstrates the ability to formulate a clear problem statement and research questions, select an appropriate research methodology, analyse and interpret the findings, and draw conclusions that are theoretically and practically embedded in the literature.
- Basic knowledge of quantitative and qualitative research methods at a master's degree level. Participants who do not meet this requirement are advised to first apply for our Master of Health Professions Education (MHPE) programme. Participants who have completed the MHPE programme at Maastricht University meet the admission criteria.
- Sufficient budget to cover course fees and additional costs of travelling and staying in Maastricht during the campus-based parts of the course.
- The ability to attend the campus-based parts of the course in Maastricht.
- The ability to spend at least two days a week on the course between the two parts of the course.
- A letter of approval from your employer stating that your employer supports you in:
 - Undertaking the course "Writing a PhD research proposal" and the PhD programme;
 - Allocating at least two days a week to work on the PhD project during the PhD programme;
 - Collecting data within the institution where you are employed, if applicable.
- Without knowledge of the health professions *education* literature and hands-on experience with research (i.e., methodology and statistics), we advise against applying for the course. However, if you do not have a relevant master's degree in health professions education, but do have a peer-reviewed article published as a first author in a health professions education journal, we advise you to apply. In all other cases, applicants should convincingly explain why they are eligible for the course. They may also consider applying for our Master of Health Professions Education (MHPE) programme.
- Professional experience and expertise in medical or health professions education. If you do not meet this requirement, apply for a Master of Health Professions Education (MHPE) programme.
- Make sure that your research topic of interest relates to a research line within the research program of our school, see: [SHE Research Program 2024-2030](#)

2. Language requirements

Please Note:

No additional evidence of sufficient command of the English language is required from applicants who:

- Are native speakers of the English language.
- Have successfully completed a Bachelor or Master of Science at a Dutch or Flemish university or professional education programme.
- Have successfully completed a Bachelor or Master of Science at a university or professional education programme in one of the following countries: Australia, Austria, Canada, Denmark, Germany, Iceland, Ireland, Luxembourg, New Zealand, Norway, Singapore, South Africa, Sweden, Switzerland, United Kingdom, United States of America.

All other non-native speaking applicants should enclose a copy of an IELTS test ([International English Language Testing System \(IELTS\)](#)), TOEFL Test ([Test of English as a Foreign Language \(TOEFL IBT Test\)](#)), or [Cambridge test](#) that is no older than 5 years at the start of the programme.

- Applicants must submit an average IELTS score of at least 6.5 or higher and the score on each component (listening, reading, writing, and speaking) should be equal to 6 or higher.
- The total TOEFL score should be at least 90 (out of 120) and a minimum of 20 for each component (listening, reading, writing, and speaking) is required.
- The Cambridge test score should be: CAE, grade C.

Exemption

Applicants are eligible for exemption if English is their native tongue, if English language skills have been tested before, or if they meet the above mentioned requirements.

3. Required documents

When applying for the course Writing a PhD Research Proposal, you need to submit the following documents:

- Your master's thesis, preferably in PDF format. Alternatively, you may submit a peer-reviewed scientific article published as first author.
- A motivation letter explaining the reasons for participating in the course.
- A CV in which the above issues are addressed.
- A letter of approval from the participant's employer stating that the participant is supported in undertaking the course, will be supported in collecting data within the institution where they are employed, disposes of sufficient budget, and is able to work for at least two days a week on the research proposal between the two parts of the course.
- A passport-sized photo.
- A copy of the applicant's English proficiency score.

4. Application procedure and application form

If you are interested in joining the course Writing a PhD Research Proposal, please complete the application form on the website: [register for the PhD Writing course](#). We advise you to apply early and make sure the application is complete and downloaded with all the required documents. If the application is not complete, it will not be handled.

Preferably submit your complete application a few weeks before the official deadline. The maximum number of participants is 12. If more than 12 applicants meet the admission criteria, a committee under guidance of the director will decide upon the final selection. Payment of the course should be made only after you have been officially accepted to the course. Admission will only be final after having received the first instalment of the tuition fee. You will be informed about your admission for the October course around mid-July and for the March course around mid-January.

5. Application for a scholarship in this course

To find more information about the **Scholarship for SHE course Writing a PhD research proposal**, [please check out our website](#).

6. Cancellation policy

The course will only take place if at least eight participants have been admitted. If the number of participants is less than eight, the course will be cancelled. Course cancellation policy by the organisation: SHE reserves its right to cancel a face-to-face course in case of major circumstances. Insufficient enrolment can also justify course cancellation but in this case, participants shall be informed by email after the registration deadline and six weeks before the scheduled event is taking place.

Refunds will also be given to participants who cancel their registration 6 weeks prior to the start of the course (after subtraction of a €100 administration and bank commission fee). No refunds will be made on cancellations received after the deadline.

Please note: wireless Internet access will be provided, in case you want to use your own laptop.