Dear doctoral researchers,

As of 19th November a new registration tool in KU Loket has become operative for all training courses offered to KU Leuven personnel. More information on: https://admin.kuleuven.be/intranet/english/training

How to find the offer and register:

→ go to KU Loket (via Intranet) using your u-number
→ select the ‘personnel’ tab
→ select ‘courses and registration’ under heading Staff Training
→ either choose ‘search through catalogue’ (A) or ‘search on location/target group’ (B)
  o  A: search through catalogue:
    ▪ via the several subdomains you can select a course (main offer for doctoral researchers can be found under ‘communication & collaboration’; ‘personal development’ or ‘research and education’).
  o  B: search on location/target group:
    ▪ Click + target group
    ▪ Select target group: choose ‘Doctoral Researcher’ or ‘Postdoctoral Researcher’
    ▪ Enter ‘Search’ – you will find listing with all courses offered for your selected ‘target group’
→ By selecting a specific training you will find either dates on which the training will be offered – you can select a date; if there are currently no dates available, you can ‘prebook’ for this training (so you will be waitlisted and contacted once a date is set for this training).

Important note with regard to the ILT-training offer:
- if you are being waitlisted for any of the courses by ILT, please note that this information has not been transferred to the new tool; you will therefore need to register again for this training course;
- there is no need to register again, if you have been informed that you can attend a course in the near future;
- if you would like to take up a course by ILT (Academic Writing or Presentation Skills) in the future, please register in the new KU Loket tool.

This tool will also provide you with an overview of the courses you have taken (after completion of the course) under ‘my training history’.

Please note that for all training courses offered to doctoral and postdoctoral researchers a no-show fee policy applies: late cancellation or no-show on day of training (without valid reason) does imply a no-show fee of 50 euro.

Questions: doctschool@ghum.kuleuven.be or organizer of the specific training course.