

Concise step-by-step plan in the run-up to your thesis defence

Read all the information at <https://www.uantwerpen.be/en/research-groups/aria/phd/> (roadmap and step-by-step plan) and <https://www.uantwerpen.be/en/centres/antwerp-doctoral-school/phd-procedure/phase-4-preparation-of-the-defence/>

This document describes the main steps but not all the details. At EVERY STEP, please remember to add PHDFLW@uantwerpen.be in cc of your mails. This way, the PhD administration staff can keep you informed of your administrative obligations at all times.

1. Practical planning

At least six months in advance, decide on a **location** and a number of possible **dates** for your preliminary defence and thesis defence and set a **timing**. Please share your plans with the head of research at your School of Arts.

Will some of the jury members participate online? Then check whether this is possible at the chosen location and what the possible costs for streaming are.

action > PhD student

2. Composing a PhD jury: preparation

About six months before your defence, start discussing the composition of your doctoral jury and the timing of your defence with your individual PhD commission (IPC). Contacting and officially inviting (potential) jury members, as well as deciding on the final proposal for the jury's composition, are the responsibility of the IPC. Final approval is granted by the ARIA Steering Committee. This does not mean that you cannot make informal contacts with potential jury members yourself, but the final decision on the proposal rests with the IPC. When forming the jury, the required gender balance and the maximum number of members without a doctoral degree must be taken into account.

Once your jury is complete, the IPC chair or the supervisors will send the composition proposal to ARIA (aria@uantwerpen.be or astrid.witters@uantwerpen.be).

action 1 > PhD student / IPC chair and/or supervisors

action 2 > IPC chair and/or supervisors

3. PhD thesis to IPC

Send the draft of your PhD thesis to the chair of your IPC. The chair will distribute this to all IPC members. You may also do this yourself, but coordinate it first with the chair.

action 1 > PhD student

action 2 > IPC chair

4. Completing your doctoral study programme

Deliver your final file to DoctoralSchool@uantwerpen.be.

First carefully read the instructions of 'Step 2' at

<https://www.uantwerpen.be/en/centres/antwerp-doctoral-school/phd-procedure/phase-4-preparation-of-the-defence/>.

action > PhD student

5. Approval of the PhD jury

The composition of your PhD jury is officially approved by ARIA. If the composition has not

yet been submitted to ARIA, this is the last moment to do so.

action > IPC chair and supervisors

action > ARIA

6. **PhD thesis to jury**

When your IPC has given the green light and your jury has been approved by ARIA, you submit the final digital version of your PhD thesis to the chair of the jury and to the PhD administration (PHDFLW@uantwerpen.be), along with the email addresses and names and titles of the jury members. The chair of the jury will send the digital PhD thesis to all jury members, along with an invitation letter which also explains the further course of the preliminary defence.

action 1 > PhD student

action 2 > chair of the jury

7. **Submitting hard copies of your PhD thesis**

If a jury member wishes to receive a hard copy, please deliver it to the FLW faculty secretary's office, Sint-Jacobsmarkt 13, room SJ.029.

Here you also hand in the two hard paper copies for the central library.

action > PhD student

8. **Preliminary defence**

If the jury gives the PhD thesis a positive review, the preliminary defence can take place.

The chair of the jury will inform you of this and communicate with the jury members about the course of the preliminary defence; this is also done in the invitation letter mentioned above.

action > chair of the jury

9. **Announcement of the public thesis defence**

If the jury gives the preliminary defence a positive review, the public thesis defence can be announced. Please carefully read the instructions of 'Step 6' at

<https://www.uantwerpen.be/en/centres/antwerp-doctoral-school/phd-procedure/phase-4-preparation-of-the-defence/>.

Contact PHDFLW@uantwerpen.be as soon as possible for help with the administrative steps you need to take now.

action > PhD student

10. **Public thesis defence**

The PhD administration takes care of the practical arrangements with the jury members about travel and accommodation; the chair of the jury takes care of the protocol communication with the jury members (such as the invitation to the public thesis defence).

The protocol management during the public thesis defence is also the chair of the jury's responsibility.

action 1 > PhD administration

action 2 > chair of the jury