

## PHD ROADMAP

(Approved by the ARIA steering committee on 22 March 2016 – last update 11 March 2019)

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- Appendix 3 - Diagram 'Path towards the defence'

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##### Terminology and abbreviations

ADS	Antwerp Doctoral School: ADS assists PhD students in successfully completing the doctoral programme and prepares them for a future career within or outside academia.
ARIA	Antwerp Research Institute for the Arts: within the University of Antwerp, ARIA is the point of contact with the Schools of Arts of the Antwerp University Association and plays a critical role in shaping artistic research. ARIA has the authority to issue PhDs in the field of the arts. Additionally, ARIA also maintains the link between the University, the Schools of Arts and the art world.
Registrar's Office	This unit handles PhD applications and the yearly re-enrolments of PhD students at the University of Antwerp.
PhD jury	Committee made up of five to eight persons, evaluating the quality of the thesis and deciding on the admission to the public defence.
IPC	Individual PhD commission, sometimes referred to as the 'PhD commission' or 'commission'. A small group (usually four people) that follows the PhD process. The supervisors are members of this commission.
Enrolment	Registration as a PhD student at the University of Antwerp.
Doctoral thesis	The elements submitted for review at the public defence of the PhD. Depending on the nature and form of artistic research, the doctoral thesis may include textual contributions, artistic products and performances.
School of Arts (SofA)	A SofA is the entity within a university college that offers higher education programmes in the arts. ARIA is linked to three SofAs: the Royal Academy of Fine Arts Antwerp (KASKA) and the Royal Conservatory of Antwerp (KCA), both within the Artesis Plantijn University College Antwerp (AP), and Saint Lucas Antwerp (SLA), within the Karel de Grote University College (KdG).
SisA	Student Information System Antwerp: This is the electronic platform for student administration (enrolment and other related issues).
Defence	The entire interaction between the PhD student and the PhD jury during the stage when the doctoral thesis is made public. The assessment of the thesis by the PhD jury consists of a non-public pre-defence and a public defence.

**The phases marked in orange are compulsory prerequisites for admission to the defence of the doctoral thesis.**

Phases, processes and actions  
 Reference to documents and instruments

Actors involved  
 ● involved parties  
 ■ leading actor

PhD student  
 Supervisor(s)  
 IPC  
 Chair of IPC  
 PhD jury  
 Chair of  
 PhD jury  
 ARIA secretary's  
 office  
 ADS  
 SofA research  
 coordinator

## PHASE 1: AT THE START OF THE PHD

### 1 Prior to enrolment

#### 1.1 Degree requirements

To start a doctoral programme, you must have a Master's degree or equivalent qualification. If you meet this criterion, you can enter the initial phase of arranging a research project, two supervisors and, possibly, funding. At this stage, it is important that you read both the General PhD regulations and the Additional faculty regulations for ARIA for the first time. They are available on the ADS website. These regulations describe the comprehensive framework within which your research will take place.

The integrity charter for the PhD candidate and the supervisors (in appendix 1 of the general PhD regulations) stipulates what is considered good practice for the different parties involved in the PhD process, and is therefore taken as a reference point. We also recommend reading the integrity charter at this stage.

<https://www.uantwerpen.be/en/research/phd/admission-and-enrolment/>  
<https://www.uantwerpen.be/en/centres/antwerp-doctoral-school/>  
<https://www.uantwerpen.be/en/centres/antwerp-doctoral-school/regulations-and-documents/>  
 'Doing a PhD at the University of Antwerp ' brochure:  
<https://www.uantwerpen.be/en/centres/antwerp-doctoral-school/regulations-and-documents/practical-guide-brochure/>  
[General PhD regulations](#)

#### 1.2 Defining a research project

The first step of a PhD is the personal definition of a valid research project. For research projects in the field of the arts, the starting point is normally the personal artistic domain. The artist or designer formulates one or more specific research or artistic goals and links these to a research programme.

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For PhD students with a more contemplative approach (to the arts), this often stems from personal interests and experience.  
 Perusing the current and completed PhD research (via the ARIA and SofA websites) can provide more clarity.

<https://www.uantwerpen.be/en/research-groups/aria/research/>

### 1.3 *Choosing two supervisors*

For a PhD within ARIA you need at least two supervisors: one person belonging to the academic staff (ZAP, i.e. lecturers holding a PhD) of the University of Antwerp, the other from the teaching staff (OP) of the specific Antwerp School of Arts (SofA) where your research activity will take place (Royal Conservatory of Antwerp, Royal Academy of Fine Arts, Saint Lucas Antwerp). The choice of appropriate supervisors is an important issue: they provide close and concrete guidance throughout your research programme. It is best to choose your supervisors in relation to the discipline in which you want to complete your PhD and the expertise you need most.

The number of supervisors can be extended to four, with a maximum of three connected to the Antwerp University Association (AUHA). This extension can still take place in the course of the research project but needs to be thoroughly motivated.

To find suitable supervisors, you can consult the research coordinators of the various SofAs. The University of Antwerp has a database of research domains and experts. For the SofAs you can review the research pages of their respective websites.

You can define and set the parameters of the research project in consultation with your supervisors.

<https://www.uantwerpen.be/en/research/research-overview/>  
<https://www.uantwerpen.be/en/research/publications-and-expertise/find-an-expert/>  
<https://ap-arts.be/en/royal-academy-of-fine-arts-antwerp>  
<https://ap-arts.be/en/royal-conservatoire-antwerp>  
<https://www.sintlucasantwerpen.be/en/sintlucasantwerpen/>

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#### 1.4 Funding the PhD

Funding your doctoral programme is a critical point, but it is not a prerequisite to submitting the research proposal. You can discuss any available assistantship or scholarship opportunities with your potential supervisors and the research coordinator of the SofA. You should also discuss to what extent he/she is willing to support a scholarship application and how he/she assesses your chances for receiving a scholarship.

- The scholarships available at the University of Antwerp, and the conditions and procedures for these are described in the aforementioned brochure 'Doing a PhD at the University of Antwerp'. The ADS website provides more information.
- The research coordinator at the SofA can provide information on funding possibilities through the SofA and the Research Board of ARIA.
- Additional information on funding can also be found on the website of the Department of Research & Innovation at the University of Antwerp.

Remember that application procedures for a scholarship can often take months and have very strict deadlines. We advise you to start your application on time. The timelines for funding application procedures are not always parallel to the PhD application process. Do note that admission to the PhD programme is not a commitment of funding, and vice versa, that funding does not mean automatic admission to the PhD programme.

For PhD students without additional funding (like an FWO grant), ARIA provides a lump sum of €3000 for operational expenses for the entire duration of the PhD programme. To receive this lump sum, you must fill out the form 'Application form BOF academisation' after your admission.

<https://www.uantwerpen.be/en/research-and-innovation/phd/admission-and-enrolment/funding/>  
<https://www.uantwerpen.be/en/research/policy/funding/>

## 2 Application procedure

### 2.1 Substantive request for admission to the PhD

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In order to apply for admission to the PhD programme, you need to respond to one of the open calls or send in a free application before the annual deadline. Together with your application, you should provide a comprehensive portfolio covering the planned research and timeline to be discussed by the reading committee and the Research Board of ARIA. This structured portfolio should include a (working) title and a description, and should position the research project. A roadmap with an explanation should also be included. The portfolio is usually prepared in consultation with the supervisor(s).

<https://www.uantwerpen.be/en/research-groups/aria/phd/how-to-apply-phd/>

2.2 *Submission of an application for admission to the PhD programme with the Registrar's Office*

After a positive evaluation, you will receive a message from ARIA and you can submit the application form for 'PhD admission' to the Registrar's Office of the University of Antwerp. You do this in consultation with your supervisors. The application includes a wide range of supporting documentation, without which it will not be considered. The Registrar's Office sends the documents to ARIA. ARIA will confirm the admission and compose the individual PhD commission (IPC).

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### 2.3 *Enrolment*

After a few weeks, you will be invited to complete your enrolment. More information on enrolment and tuition fees can be found on the website of the University of Antwerp. You can contact the help desk of the Registrar's Office with any questions.

You will need to sign a declaration of commitment at the ARIA secretary's office. This declaration covers the tasks and responsibilities described in the PhD regulations and in this roadmap document.

<https://www.uantwerpen.be/en/study/admission-and-enrolment/>  
[https://studhelp.uantwerpen.be/ro\\_helpdesk/](https://studhelp.uantwerpen.be/ro_helpdesk/)



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## PHASE 2: DURING THE PHD PROCESS

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### 3 Doctoral programme

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Although the PhD research is at the core of the entire doctoral process, each PhD student at the University of Antwerp also needs to complete a doctoral programme worth a total of 30 points (≠ ECTS). This is a study programme that the PhD student assembles and integrates into his/her research process, in consultation with the supervisors. The objective of the doctoral programme is twofold: firstly, the programme is intended to support the PhD project and the development of the PhD student into an excellent researcher; secondly, it offers a preparation for careers inside or outside academia.

#### 3.1 Competence profile

To help PhD students complete their personalised doctoral programme, the Antwerp Doctoral School uses a competence profile. This instrument shapes the entire doctoral programme: the content of the programme, the range of training activities and courses, and the degree supplement that is delivered after the defence. The competence profile consists of seven different categories: research skills and techniques, adapting to the research environment, research management, personal effectiveness, communication skills, networking and teamwork, and, finally, career management. These competences are critical for both the successful completion of the research project and the further development of an artistic career in an academic or non-academic context.

PhD students are expected to read the competence profile at the start of their PhD process and, in close consultation with their supervisors, assess what their strengths and weaknesses are to determine the competences they want to focus on. To assist this process, the competence profile includes a column with concrete examples of courses or activities that could contribute to the development of the chosen competences.

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This competence profile is based on the Joint Skills Statement, developed in the UK and adapted for PhD students at the University of Antwerp. The competence profile gives the PhD student a clear overview of the knowledge, skills and attitudes needed to successfully complete the PhD, as well as assisting them in the further development of his/her career.

[Additional PhD regulations ARIA](#)

3.2 *Support from the Antwerp Doctoral School*

The Antwerp Doctoral School supports PhD students in their doctoral programme:

- Courses: the ADS offers free courses for PhD students enrolled in the doctoral programme. This includes various courses in Dutch and English, covering a wide range of competences from the competency profile. These courses are tailor-made for PhD students and are taught by specialist teachers. The training days are also the perfect opportunity to get to know your colleagues from other disciplines. In the framework of the doctoral programme, and with the consent of the relevant professor, you can also take up courses offered by the University of Antwerp at the Bachelor's or Master's level.  
To avoid unpleasant surprises, do ensure that you read the rules for this before enrolling for a course.
- Participating in training programmes, conferences and summer schools can cost you quite a bit of money. To ensure that you can undertake activities at home and abroad on your own initiative, the ADS provides financial support in the form of an educational credit. Do note though that only PhD students enrolled in the doctoral programme are entitled to this incentive. PhD students enrolled at the University of Antwerp and following the complete doctoral programme can take advantage of an educational credit of 1,500 euros over the course of their programme. There is a maximum amount that can be requested each year (this amount increases each academic year of the doctoral programme).

Competence profile

<https://www.uantwerpen.be/en/centres/antwerp-doctoral-school/doctoral-study-programme/training-offer/>

<https://www.uantwerpen.be/en/centres/antwerp-doctoral-school/doctoral-study-programme/regulation-training-offer/>

<https://www.uantwerpen.be/en/centres/antwerp-doctoral-school/doctoral-study-programme/educational-credit/>

### 3.3 *Compulsory course 'Mind the GAP'*

The interuniversity online course 'Mind the GAP' (Good Academic Practices) on ethics and integrity must be completed (duration approx. 8 hours). Doctoral students can complete the course on Blackboard at their own pace. When they achieve a score of at least 80% on the final test, a certificate appears from which they can take a print screen. Doctoral students can earn 1 point for the doctoral programme by adding the activity (with the certificate as proof) to their progress report for the doctoral programme in SisA.

### 3.4 *Exemption from the doctoral programme*

In very exceptional circumstances, applicants with special qualifications may be exempted from the doctoral programme. The ARIA steering committee decides on this, based on a proposal, supported by the necessary documents. PhD students exempted from the doctoral programme are not entitled to the educational credit. At the time of the defence, a degree supplement of the doctoral programme is not issued.

## 4 **Progress reports**

PhD students at the University of Antwerp need to report on the progress of both their PhD research and their doctoral programmes on an annual basis. In most Faculties, this happens in April, May and June. You will receive an email asking you to submit your report for both parts via SisA. This email includes very detailed and specific instructions. Please note that this email is sent to your UAntwerp student account.

### 4.1 *Annual progress reports for the doctoral programme*

On the basis of the indicative points tables you need to assign a score to each activity that forms part of your doctoral programme, which you then place under a certain competence category. The progress of your doctoral programme is evaluated by a peer review commission composed by ARIA.

### 4.2 *Annual meeting with the PhD commission*

To monitor the progress of the PhD research, an annual evaluation in the form of a meeting is strongly recommended. All parties involved (PhD student, IPC members) present a state of affairs and make plans for the coming year. This meeting generally takes place in February-March and provides input for the annual progress report on the PhD research (see 4.3 below).

### 4.3 *Annual progress reports on the PhD research*

The progress of your PhD research is evaluated by the individual PhD commission (IPC). After reviewing your case, you are notified of the evaluation results. The PhD student is expected to submit a progress report each year and no later than 30 April.

#### 4.4 Seminar on PhD research

Halfway through the PhD research (around 2.5 years after the approval of the project and no later than in the fourth year of the PhD cycle) the PhD student is expected to organise a seminar on his/her PhD research. This is done in consultation with the supervisors, the research coordinator of the SofA and the ARIA secretary's office. This seminar can be included as part of the doctoral programme. It is a mandatory element in the progress reports submitted to ARIA, which provides a budget of 1000 euros for the organisation of the seminar. The budget is monitored by the ARIA secretary's office.

#### 5 Annual re-enrolment

PhD students at the University of Antwerp need to re-enrol through SisA every year. Use the application 'Re-enrolment academic year X-Y' that can be found under the tab Study programme> Applications in SISA self-service. You can contact the helpdesk of the Registrar's Office with any questions: [https://studhelp.uantwerpen.be/ro\\_helpdesk/](https://studhelp.uantwerpen.be/ro_helpdesk/).

Tuition fees need to be paid in the first year and in the year that you plan to defend your PhD. In the academic year during which you plan to defend your PhD, you need to start by enrolling as usual. Once you announce your intention to defend your PhD, using the right form, you will be contacted by the student administration to pay the tuition fees for your defence year.

#### 6 Language of the doctoral thesis

With ARIA's written consent, you may write the thesis in a language other than Dutch or English. Keep in mind that if you do so, a Dutch or English summary needs to be included in the doctoral thesis. You should take the language of the thesis into consideration during the preparation of your PhD, discuss it with your supervisors and IPC members, and check with the ARIA administrative contact how best to proceed.



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PhD jury  
Chair  
PhD jury  
ARIA secretary's office  
ADS  
SofA research coordinator

## 8 Submitting the doctoral thesis to the individual PhD commission

### 8.1 *Layout requirements for the doctoral thesis*

- For any textual component of the thesis, you can use the house style of the University of Antwerp. This implies the use of the font Calibri (for computer and website) or Auto1 (for printing) on the inside. For the cover, all logos and examples of their use can be found on the house style pages of the university website.
- Moreover, there are specific elements on the title page of the doctoral thesis that are mandatory. These can be found in appendix 4 of the 'General PhD regulations'. Ensure that you specify the correct name of the PhD title. The list of names can be found in appendix 2 of the 'General PhD regulations'.
- The form of the textual and/or illustrative part of the printed thesis should in principle relate to the research concept. Deviations from the university regulations are, in this sense, negotiable.
- For further tips and assistance with the layout, you can contact the New Media office (Campus Drie Eiken) or the Communications Department.

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<https://www.uantwerpen.be/en/centres/antwerp-doctoral-school/phd-procedure/phase-3-preparing-the-thesis/>  
General PhD regulations

### 8.2 *Submitting the doctoral thesis to the individual PhD commission*

- The process that ultimately leads to the defence of the doctoral thesis begins when the first version of the thesis is submitted to the chair of the individual PhD commission, with sufficient copies (one for each member of the commission). This is done in close consultation with the supervisors and may be done in the form of an electronically sent PDF. A proposed roadmap for the presentation of the artistic research (the performance) is part of this submission. You should discuss this in more detail with the ARIA administrative contact. The research coordinator of the SofA is also involved in this proposal.

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ARIA secretary's office  
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SofA research coordinator

- When submitting the first version of the doctoral thesis, you also need to complete the form 'doctoral thesis confidentiality checklist' and send it to the contact person specified on the form.

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<https://medialibrary.uantwerpen.be/files/2270/3919b10f-2f77-4752-9786-40737150a95d.pdf>

### 8.3 Permission to send the thesis to the PhD jury

- In principle, the IPC has four weeks to decide whether you can send the doctoral thesis to the PhD jury.
- The chair of the IPC communicates the decision to the PhD student and informs the ARIA secretary's office.

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## 9 Composition of the PhD jury and confirming the details of the public defence

### 9.1 Confirmation of the PhD jury

Once the IPC gives permission to defend the thesis, the next step is the composition of the PhD jury. In preparation of your defence, the ARIA steering committee formally compiles the PhD jury. This is done with the advice of the ARIA Research Board, based on the IPC's proposal. The composition of the PhD jury must meet several conditions, which are prescribed in the regulations.

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[General PhD regulations](#)  
[Additional PhD regulations ARIA](#)

### 9.2 Confirming the details of the public defence

- The details of your defence (type of presentation, time, date, location) need to be worked out by the PhD student in consultation with the supervisors, and proposed to the PhD jury. This proposal should take into account the organisation of a pre-defence. The research coordinator of the Sofa is also involved in this decision.
- The official decision is made by the Research Board, based on a proposal by the IPC.

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PhD jury  
ARIA secretary's office  
ADS  
SofA research coordinator

## 10 Submission of the doctoral thesis to the PhD jury

### 10.1 Submitting the doctoral thesis

- Once the IPC gives its approval, the doctoral thesis and the roadmap of the public defence can be sent to the PhD jury. The ARIA secretary's office facilitates this process.
- You need to provide one copy for each member of the PhD jury, two copies for the university library and a copy for the SofA library (two copies in the case of visual arts). For practical reasons, these copies may be sent electronically as a PDF in the run-up to the defence; afterwards, however, the physical copies should be sent to all parties concerned as soon as possible.

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### 10.2 Initial feedback

The jury members then have five weeks to deliver their first written feedback to the chair of the PhD jury, including the explicit opinion of each individual member on the admission or non-admission of the PhD student to the defence.

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### 10.3 Pre-defence

- The pre-defence follows within a week after the reports have been submitted. The external members can ask to be excused on this occasion.
- The chair of the PhD jury represents the excused external members (hailing from outside the university and university college in question) during the pre-defence. The chair makes use of their written feedback (see 10.2: Initial feedback). One of the other jury members connected to the University of Antwerp performs the role of secretary of the jury.
- The pre-defence is organised to support the PhD student and prepare for a smooth public defence. The chair of the PhD jury oversees the pre-defence.
- At the request of the PhD student and the supervisors, the pre-defence can deviate from the planned route of the public defence, for example, with regard to the circumstances of the

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artistic presentation. This needs to be notified in advance to the chair of the PhD jury and the ARIA secretary's office.										
- At the end of this pre-defence, the jury decides whether the PhD student can be admitted to the public defence of the doctoral thesis. The chair of the PhD jury will communicate this result to the PhD student and the ARIA secretary's office.	●			■	■			●		
- In the event of non-admission to the public defence, a new timeline will be agreed with the PhD student.	●			■				●		

## 11 Announcing and organising the public defence

### 11.1 Timing

A date for the public defence must be selected within six weeks of the communication of the jury's decision. The public defence should take place within a reasonable time period and no earlier than three weeks after the doctoral jury's decision has been communicated to the Registrar's Office by the PhD student. The specific timing of the public defence takes into consideration any potential need for the PhD jury to travel between locations of presentation.

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### 11.2 Announcement

Announce the defence at least three weeks beforehand via your SisA Self-service account.

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[https://studhelp.uantwerpen.be/ro\\_helpdesk/knowledgebase.php?article=272](https://studhelp.uantwerpen.be/ro_helpdesk/knowledgebase.php?article=272)

### 11.3 Administrative preparation of the public defence

- After submitting this form, you will be contacted by the Registrar's Office to pay the remaining amount of tuition fees of the defence year.
- The announcement of your public defence will be published in the digital calendar of UAntwerp. You may need to provide an abstract of your doctoral thesis (in English and Dutch). Please follow the faculty guidelines. Please contact the spokesperson of the Communications

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Department for any questions about the press release. This spokesperson can also help with some general guidelines for writing abstracts and giving interviews.

**11.4** *Practical preparation of the public defence*

- To further plan the defence (room reservations, invitations, reception etc.), you should liaise with your supervisors, the ARIA secretary's office and the SofA research coordinator.
- The announcement through printed or digital invitations is generally made by the PhD student. This can be discussed with the ARIA secretary's office and the SofA research coordinator.
- In consultation with the supervisors and the chair of the PhD jury, the ARIA secretary's office and the SofA research coordinator take care of the contacts with and the reception of any international jury members.

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**11.5** *Composing the supplement to the doctoral programme*

- The doctoral programme is officialised by a certificate. This certificate is accompanied by a supplement that provides an overview of the activities undertaken during the doctoral programme.
- Once the defence is announced through the appropriate form, you will receive an email regarding the supplement.
- In addition to the certificate of the doctoral programme, after the successful defence of your PhD you also receive your doctoral degree. The degree office will contact you once the signed copy of your degree certificate is ready. You can also contact them with any questions about the status of your degree.

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**12 The public defence**

**12.1** *Protocol management*

The protocol management of the public defence is the responsibility of the chair of the PhD jury, who is by definition a lecturer at the University of Antwerp. He/she oversees the proceedings,

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 SofA research coordinator

paying particular attention to the balanced distribution of available time between the different members of the PhD jury.

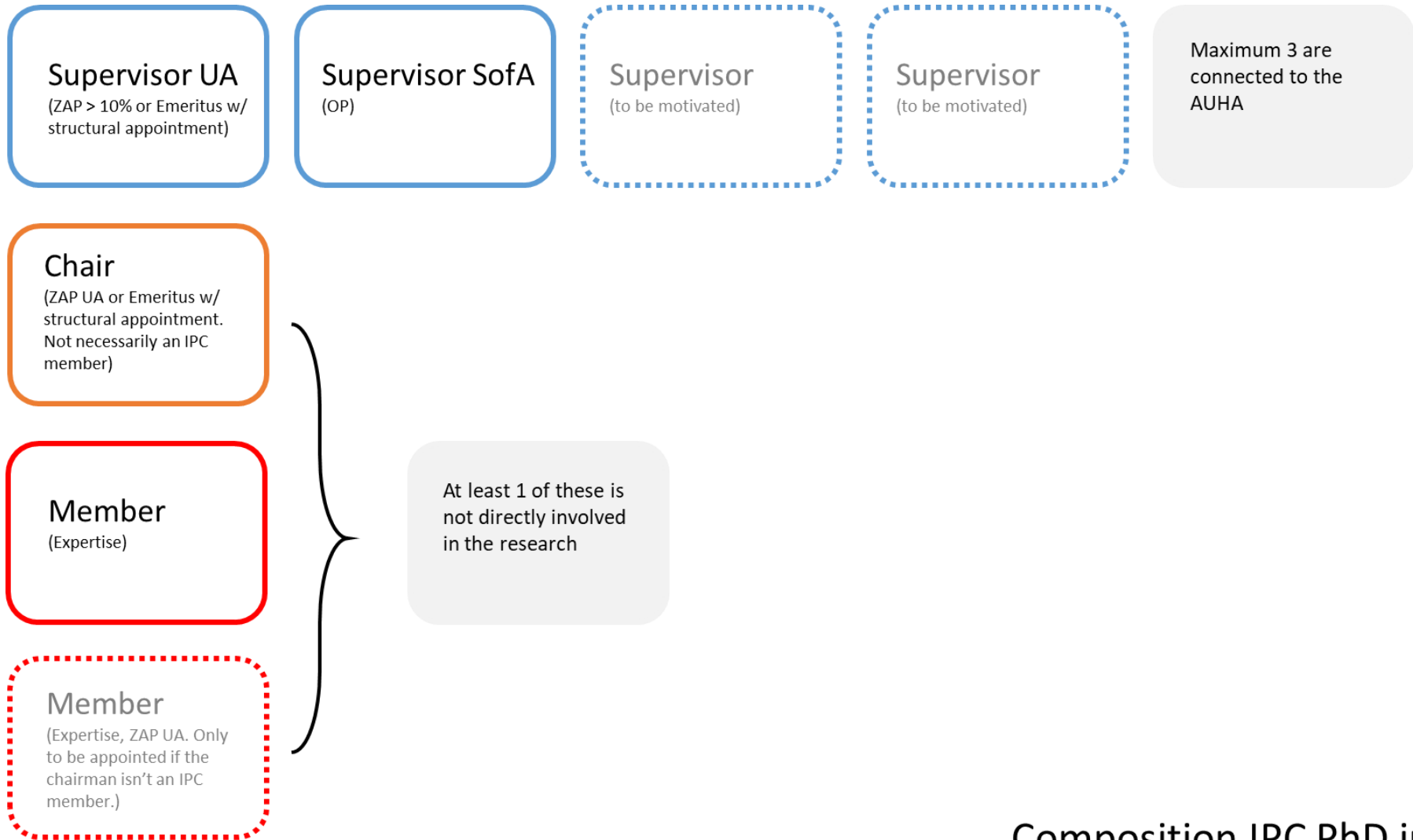
**12.2 Proceedings of the public defence**

- Based on the agreements made during the pre-defence, the artistic and oral defence can be spread over multiple locations and times.	●	●			●		●			●
- The final phase of the public defence is the public debate between the members of the PhD jury and the PhD student. This begins with the general presentation of the artistic research by the PhD student. A maximum of 30 minutes is provided for this presentation. In total, up to two hours are reserved for this final phase, including questions from the audience.	●				■		■			
- The doctoral jury meets immediately after the defence and decides whether the PhD student has been successful or not before officially announcing the results. Grades are not awarded.	●						■			
- Any 'tributes' by the supervisor(s) or any acceptance speech by the PhD student take place after the doctoral degree has been granted.	■	■								
It is customary to end the public defence with a reception. The PhD student is expected to organise this reception.	■									

**12.3 Public defence report**

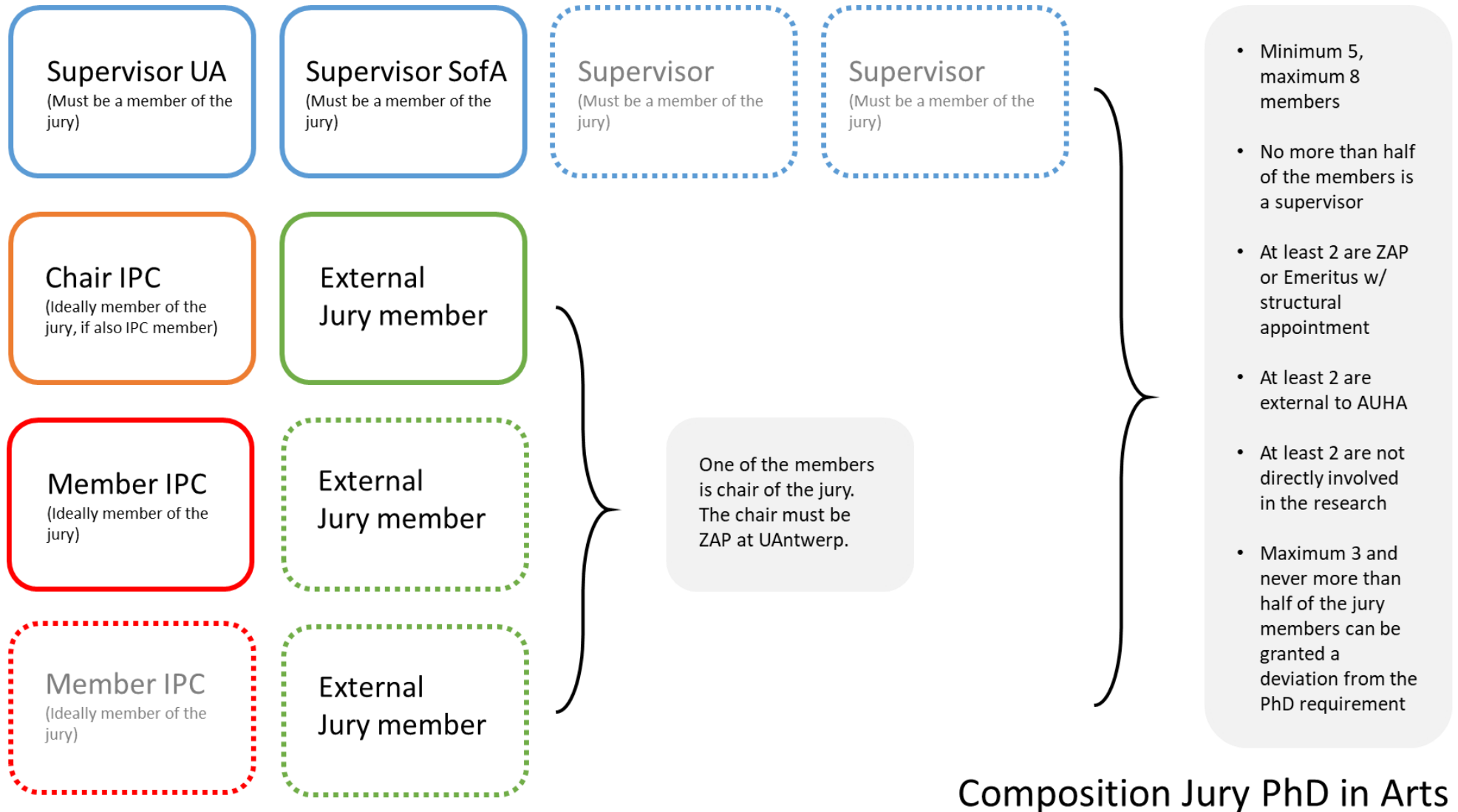
- The PhD jury appoints a minute taker (this is generally the internal member from the SofA). The report of the minutes is sent to the ARIA secretary's office.							■		●	
- All members of the PhD jury write an individual substantive report with their qualitative assessment of both the PhD (positive attributes and possible deficits) and the defence by the PhD student.					■		●		■	

**APPENDIX 1 – Composition of the IPC**

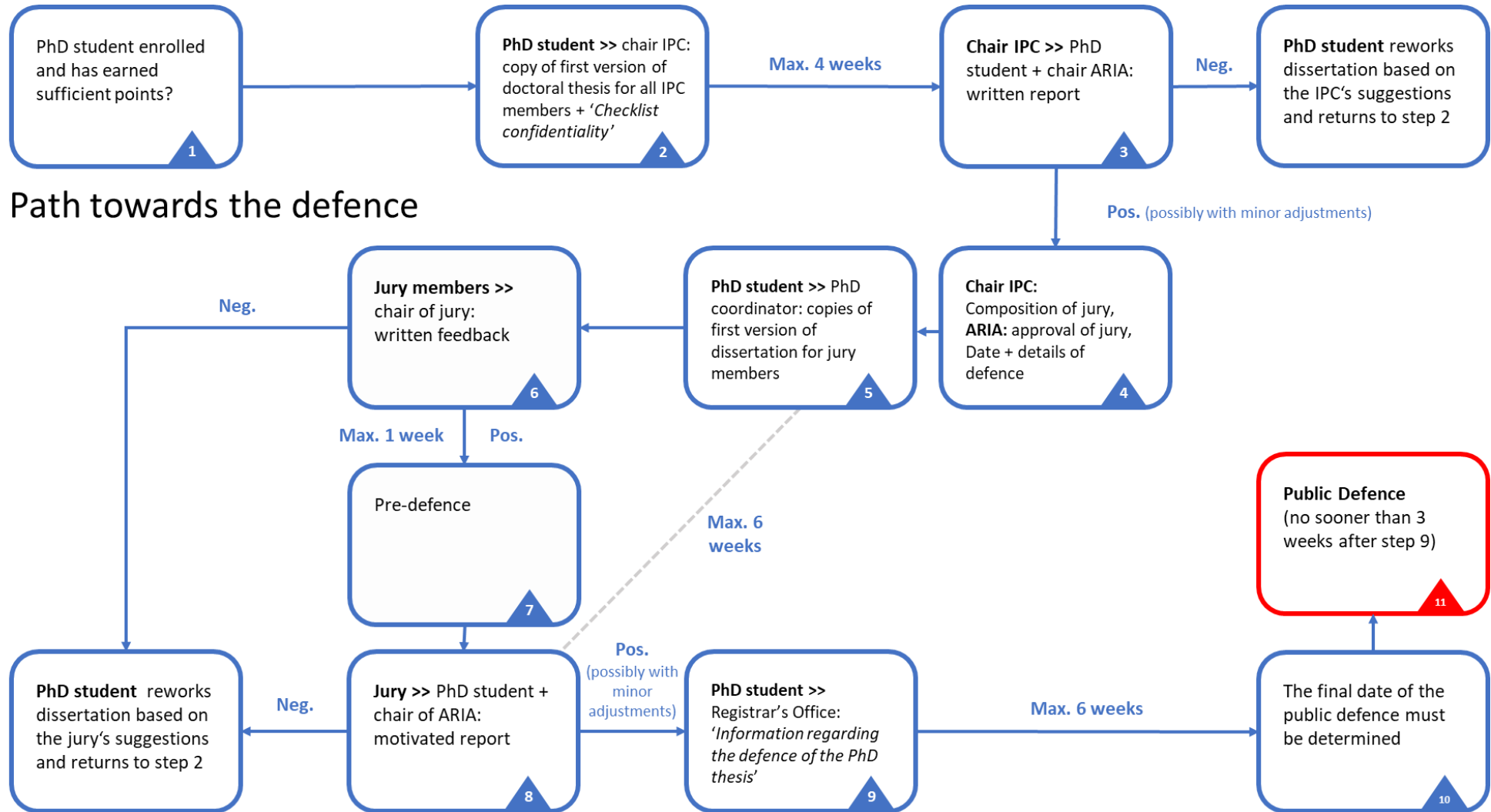


## Composition IPC PhD in Arts

### APPENDIX 2 – Composition of the PhD jury



APPENDIX 3 – Diagram 'Path towards the defence'



APPENDIX 4 – Concise step-by-step plan in the run-up to your thesis defence

# 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 [PHD-FLW@uantwerpen.be](mailto:PHD-FLW@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.

action > PhD student

## 2. Composing a PhD jury: preparation

Start thinking about the composition of your PhD jury six months before your thesis defence, in close consultation with your individual PhD commission (IPC). The chair and/or your supervisors will contact potential jury members. You can also do this yourself, but that is less common. In any case, coordinate with your IPC first. Take the required gender balance and the maximum number of members without a PhD into account when composing the jury.

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

action 1 > PhD student

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](mailto: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](mailto: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](mailto: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