



## PHD ROADMAP

(Approved by the ARIA steering committee on 22 March 2016 – last update 1 July 2024)

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**APPENDICES**

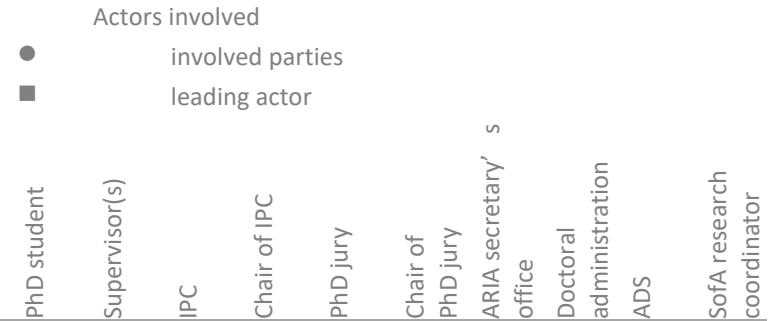
- Appendix 1 - Composition of the IPC
- Appendix 2 - Composition of the PhD jury
- Appendix 3 - Diagram *Path towards the defence*
- Appendix 4 - Concise step-by-step plan in the run-up to your thesis defence

## 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 <i>PhD commission</i> or <i>commission</i> . 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 School of Arts is the entity within a university college that offers higher education programmes in the arts. ARIA is linked to three Schools of Arts: the Royal Academy of Fine Arts Antwerp (KASKA) and the Royal Conservatoire Antwerp (KCA), both within the Artesis Plantijn (AP) University of Applied Sciences and Arts, and Sint Lucas Antwerp (SLA), within the Karel de Grote University (KdG) of Applied Sciences and Arts.
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



## 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 masterdegree or equivalent qualification. If you meet this criterion, you can enter the initial phase of arranging a research project, at least 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/>

#### 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.

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  
 Doctoral  
 administration  
 ADS  
 SofA research  
 coordinator

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 Schools of Arts websites) can provide more clarity.

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

### 1.3 *Choosing two supervisors*

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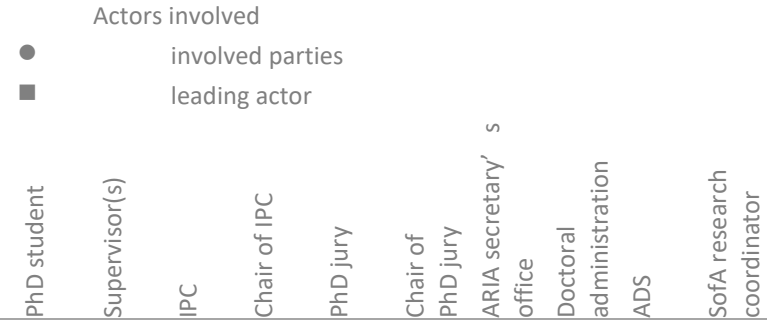
For a PhD within ARIA you need at least two supervisors: one person belonging to the academic staff (ZAP, i.e. lecturers holding a PhD) of the University of Antwerp, the other from the teaching staff (OP) of the specific Antwerp School of Arts where your research activity will take place (Royal Conservatoire Antwerp, Royal Academy of Fine Arts, Sint 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 Schools of Arts. 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/>

Phases, processes and actions  
 Reference to documents and instruments



#### 1.4 Funding the PhD

The vast majority of the artistic research is funded by the Schools of Arts. Every year, in December, ARIA launches an open call for PhD mandates at the three Schools of Arts: Sint Lucas Antwerp (KdG), the Royal Conservatoire Antwerp (AP) and the Royal Academy of Fine Arts Antwerp (AP). The Schools of Arts sometimes also accept (a limited number of) candidates with external funding or candidates admitted to the PhD programme of the Orpheus Institute (docARTES). More information about this open call can be found on the ARIA website. Information about external funding (such as FWO) can also be found on the website of the Department of Research Affairs and Innovation at the University of Antwerp.

Remember that application procedures for an external 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 obtaining external funding does not mean automatic admission to the PhD programme. For PhD students without additional funding, 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.

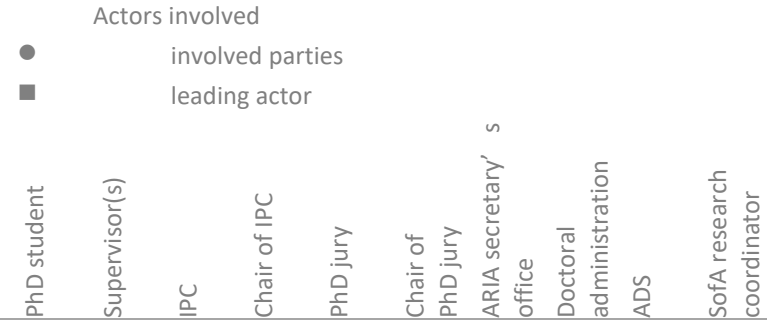
<https://www.uantwerpen.be/en/research-groups/aria/phd/how-to-apply-phd/>  
<https://www.uantwerpen.be/en/research/policy/funding/>

## 2 Application procedure

### 2.1 Substantive request for admission to the PhD

In order to apply for admission to the PhD programme, you need to respond to one of the open calls at the Schools of Arts 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 of the School of Arts you are applying at, and the

Phases, processes and actions  
Reference to documents and instruments



steering committee 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 an application for admission to the PhD programme to the Registrar's Office of the University of Antwerp, via Mobility Online. Be sure to include all the required attachments! The Registrar's Office sends the application to ARIA. ARIA will confirm the admission and compose the individual PhD commission (IPC).



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

### 2.3 Enrolment

In due course, 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.



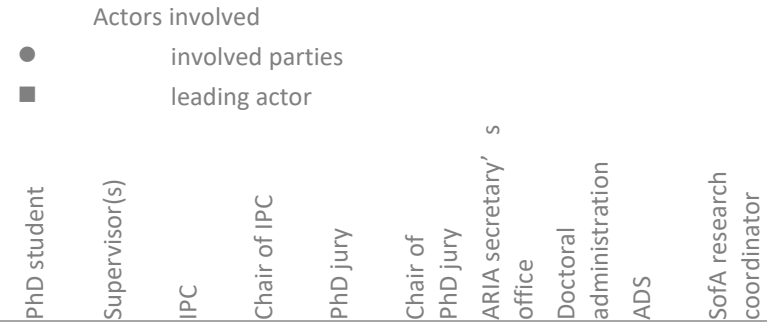
<https://www.uantwerpen.be/en/study/admission-and-enrolment/>  
[https://studhelp.uantwerpen.be/ro\\_helpdesk/](https://studhelp.uantwerpen.be/ro_helpdesk/)

### 2.4 Composition of the Individual PhD Commission

Within three months of your enrolment, you need to submit a proposal for the composition of your IPC to the ARIA secretariat in consultation with your supervisors. Your IPC consists of your supervisors, a chairperson (from the UAntwerp ZAP staff), and an extra member. The latter is preferably someone whose expertise can add value to your research. This can also be someone from your own research group or someone who has already obtained a PhD at ARIA.



Phases, processes and actions  
 Reference to documents and instruments



## PHASE 2: DURING THE PHD PROCESS

### 3 Doctoral programme

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 the student's 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: (1) research skills and techniques, (2) adapting to the research environment, (3) research management, (4) personal effectiveness, (5) communication skills, (6) networking and teamwork, and (7) 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, possibly in 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 their career.

[Additional PhD regulations ARIA](#)  
[Competence profile](#)

### 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 courses offered by the University of Antwerp or the Schools of Arts at bachelor or master 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 1500 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).

<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/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. eight 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 one 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 Submitting a Data Management Plan ■ ■

As part of the *Open Science policy*, European and Flemish funding bodies in the sciences ask for transparency regarding the raw data or research data used in research. You will therefore have to draw up (together with your supervisor) a *data management plan* outlining how you will collect, store and make your research data accessible. This plan must be submitted by your supervisor within six months of the start of the project via [rdm-support@uantwerpen.be](mailto:rdm-support@uantwerpen.be). Use the manual and form for researchers in the arts for this.

[Data Management user manual for artistic researchers](#)

[Research archive management - description form](#)

[Instruction video](#)

## 5 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.

### 5.1 Annual progress reports for the doctoral programme ■ ● ●

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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. The PhD student needs to submit the progress report annually, and no later than 30 April.

### 5.2 *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 between May and September, after submitting the annual progress report on the PhD research (see 5.3 below).

### 5.3 *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 15 September (for the first year) or 30 April (subsequent years).

## 6 **Submitting a self-reflection report**



Halfway through your second year, you are required to submit a written self-reflection report to your IPC. This self-reflection report should include at least the following elements:

- a report on your own position within your artistic and academic research domain and how this has evolved since the beginning of your research;
- your research question and how it has evolved since the beginning of your research;
- your research method and how it has changed since the beginning;
- the role of experiments in your research, and why and how you (will) carry them out;
- a concrete plan for sharing your research findings with artistic and academic peers in the second half of your research journey;
- a reflection on what you have learned and what you want to improve.

## 7 **Annual ARIA Spring School**

### 7.1 *Participation in the Spring School*



Every year in February, ARIA organises a two-day-long *Spring School*. This intensive event comprises a training programme on methodology, writing, theory and sharing research. You are expected to participate in at least one component of your choice every year.

### 7.2 *Presentation at the Spring School*



In your second year (i.e. after one and a half years of research), you will be expected to give a presentation on your research at the annual Spring School. The aim is to gather feedback from

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peers (other ARIA PhD students and supervisors, your IPC and members of the ARIA research community).

In your fourth (and usually final) year, you will again give a presentation on your research results.

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## 8 PhD research seminar

About halfway through (about two and a half years after approval and no later than the fourth year of the PhD cycle), the PhD student, in consultation with the supervisors, the research coordinator of the School of Arts concerned and the ARIA secretariat, shall organise a seminar around their research. This seminar can be included as part of the PhD programme. It is a compulsory element in the progress reporting to ARIA.

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## 9 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.

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## 10 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.

Phases, processes and actions  
Reference to documents and instruments



### PHASE 3: PATH TOWARDS THE PHD THESIS DEFENCE

#### 11 Completing the PhD study programme

##### 11.1 Completing the doctoral programme file

- The doctoral study programme must be completed before the composition of the PhD jury (see the General PhD regulations, Art. 25). You can complete your doctoral study programme from the moment your file meets the minimum requirements of the doctoral study programme.

Keep in mind that it can take up to three weeks to process your completion file, so make sure to contact the Antwerp Doctoral School on time.

- If your file does not comply with the conditions, it will not be accepted for review and you will be asked to modify it. In case additional proof needs to be provided, it must be very clear which supporting document belongs to which activity in your overview. The supporting documents must be submitted electronically via email (ZIP file), Dropbox, WeTransfer, etc..
- If your file is approved, you will receive a confirmation via email with an overview of the approved activities (for which sufficient proof was available). The completion of your doctoral study programme is then indicated in SisA. When your doctoral study programme is completed, you cannot add or report any more activities in SisA.

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

##### 11.2 Allocation of training credits

Note: The fact that you have finished the doctoral programme (because you earned enough points) does not mean you can no longer undertake activities within the framework of the doctoral programme, or make use of educational credits. You have simply completed the administrative part of the PhD. If, after the completion of the doctoral programme, you would like to have additional

Phases, processes and actions  
Reference to documents and instruments



activities included in your degree supplement, you can provide the evidence to the central ADS coordinator prior to your defence.

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

### 12.1 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.
- Additionally, 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.

<https://www.uantwerpen.be/en/centres/antwerp-doctoral-school/phd-procedure/phase-3-preparing-the-thesis/>  
<https://www.uantwerpen.be/en/projects/uantwerp-style-guide/>

### 12.2 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

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  
PhD jury  
ARIA secretary's office  
Doctoral administration  
ADS  
SofA research coordinator

should discuss this in more detail with the ARIA administrative contact. The research coordinator of the School of Arts is also involved in this proposal.

- At the very latest, when submitting the first draft thesis to the IPC, upload the completed and signed *confidentiality checklist* (with an original - signature of your supervisor!) via the tile *Requests* in SisA (New Request > PhD doctoral thesis > Submit confidentiality checklist). The PDF form will then automatically be sent to the Valorisation Office and the faculty/department doctoral administration. As soon as the form is submitted, the milestone *Arranging confidentiality* in ePhD will automatically be completed. As long as the confidentiality checklist is not submitted, it will be impossible to submit an application for the announcement of your public defence.

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<https://medialibrary.uantwerpen.be/files/2270/ee23cd61-23d5-4e95-829e-fa9a425bbaec.pdf>

### 12.3 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 doctoral administration.

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

### 13.1 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 approves the composition. 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

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  
PhD jury  
ARIA secretary's office  
Doctoral administration  
ADS  
SofA research coordinator

### 13.2 *Confirming the details of the public defence*

- The details of the defence (type of presentation, time, date, location) need to be established 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 School of Arts and the doctoral administration must also be involved in this decision.
- The official decision is made by the steering committee, based on a proposal by the PhD jury.

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

### 14.1 *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 doctoral administration 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 School of Arts 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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### 14.2 *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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### 14.3 *Pre-defence*

- The pre-defence follows within a week after the reports have been submitted. If a member of the PhD jury cannot attend the pre-defence, either physically or via teleconferencing, the chair will take responsibility for accurately reproducing the respective reports and using them as a guide for questioning.

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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    PhD jury    ARIA secretary's office    Doctoral administration    ADS    SofA research coordinator

- 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 artistic presentation. This needs to be notified in advance to the chair of the PhD jury and the doctoral administration.
- 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 doctoral administration.
- In the event of non-admission to the public defence, a new timeline will be agreed with the PhD student.

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## 15 Announcing and organising the public defence

### 15.1 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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### 15.2 Announcement

Announce the defence at least three weeks beforehand through ePhD via your SisA Self-service account. This must be done immediately after your pre-defence.

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

### 15.3 Administrative preparation of the public defence

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  
PhD jury  
ARIA secretary's office  
Doctoral administration  
ADS  
SofA research coordinator

- 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). Be sure to follow the faculty guidelines. Please contact the spokesperson of the Marketing and Communications Department for any questions about the press release. They can also help with some general guidelines for writing abstracts and giving interviews. ■

15.4 *Practical preparation of the public defence*

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

15.5 *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.

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  
PhD jury  
ARIA secretary's office  
Doctoral administration  
ADS  
SofA research coordinator

## 16 The public defence

### 16.1 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. This person oversees the proceedings, paying particular attention to the balanced distribution of available time between the different members of the PhD jury.

■

### 16.2 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. This maximum duration does not refer to any additional artistic performances, guided tours of exhibitions, etc. Such artistic performances or show moments may be officially excluded from the defence.
  - 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.

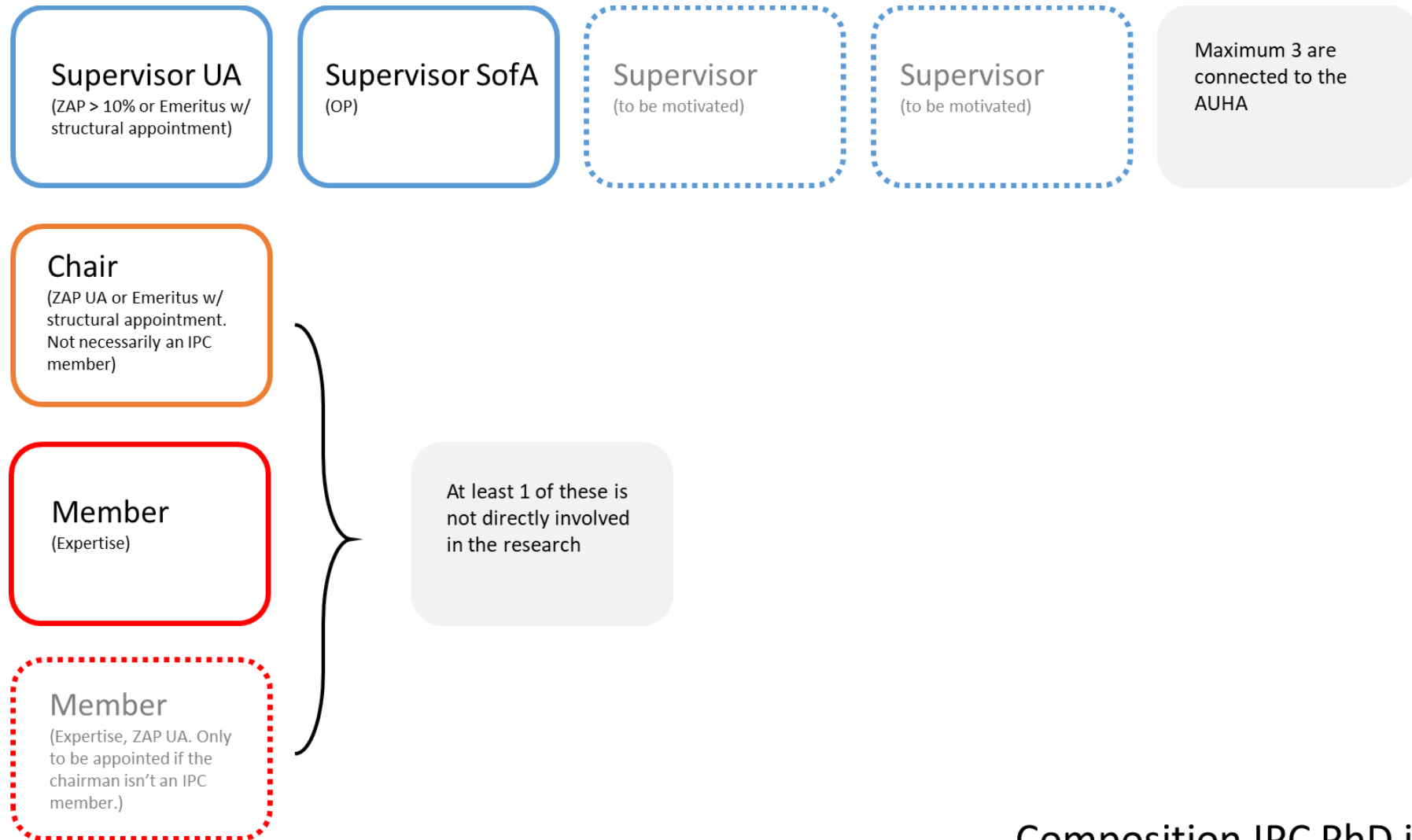
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### 16.3 Public defence report

- 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.

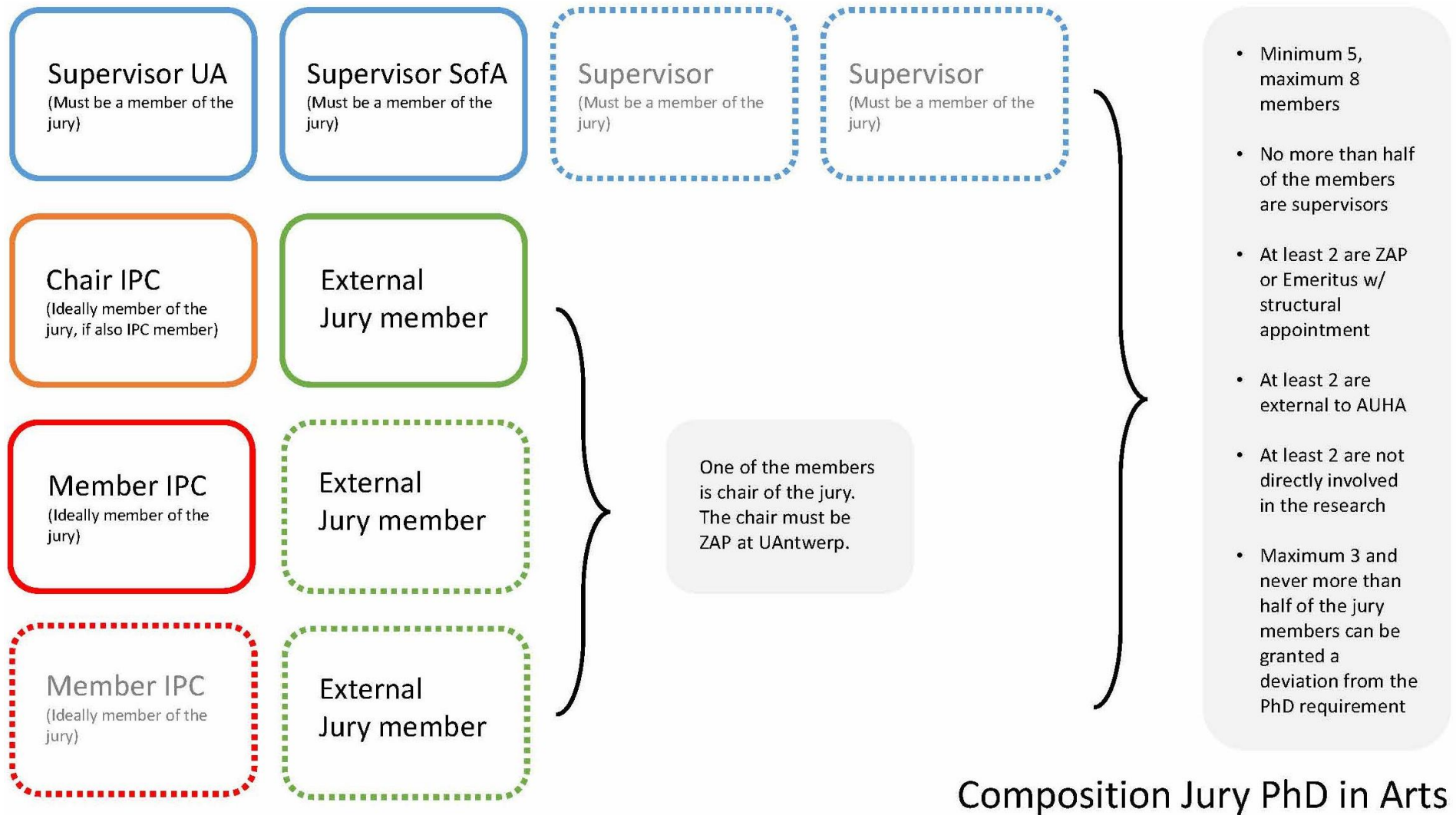
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APPENDIX 1 – Composition of the IPC

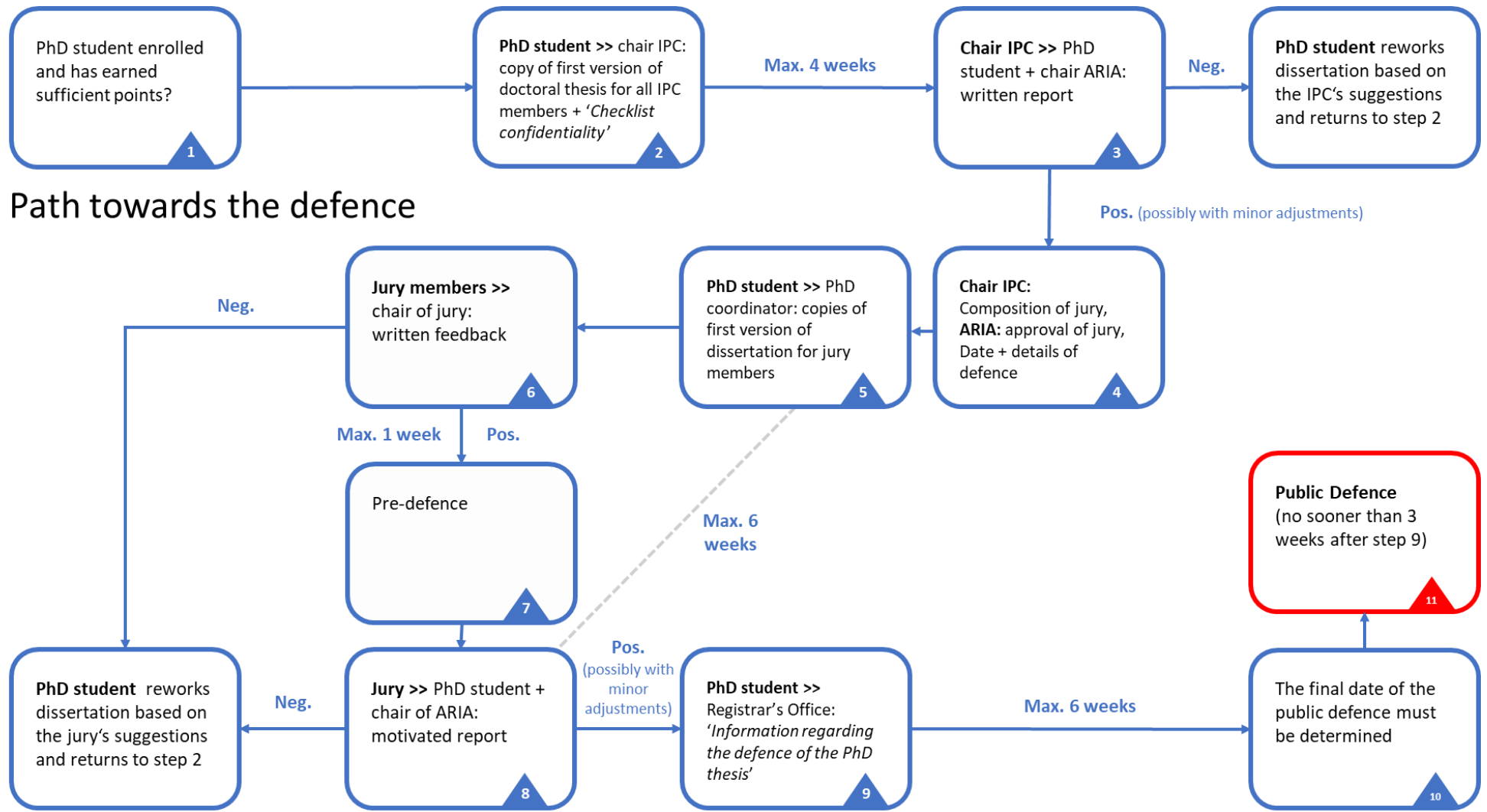


## Composition IPC PhD in Arts

APPENDIX 2 – Composition of the PhD jury



APPENDIX 3 – Diagram: Path towards the defence



## 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](mailto: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 pre-defence and thesis defence, and give the **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 predefence.

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. Predefence**

If the jury gives the PhD thesis a positive review, the pre-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 pre-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 pre-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