



Information session PhD students
Faculty of Business and Economics

March 2022



University of Antwerp
Faculty of Business
and Economics

Content



- Phd @FBE at a glance
- Who is who
- From application to public defence
- Doctoral study programme
- Progress and evaluation process
- Practicalities

PhD @FBE at a glance



Doctor of Applied Economics
Doctor of Management
(= Ex. PhD programme Antwerp Management School)
Doctor of Social and Economic Sciences
20-25 defences per year



+/- 180 PhD students



7 research groups (departments)



Get to know your colleagues

- FBE: Young Research Network (Facebook / LinkedIn)
- UAntwerp: MONDO, a social network for foreign staff members & students

Who is who

University level -
Antwerp
Doctoral School

central
coordination and
policy

Faculty level

coordination and
policy within the
faculty

Individual level

individual
guidance and
evaluation

Antwerp Doctoral School

ADS

Educational credit

- For each student who follows the doctoral programme
- € 1500 in total, released gradually (€ 500 per academic year)
- Procedure and conditions to be checked [online](#)

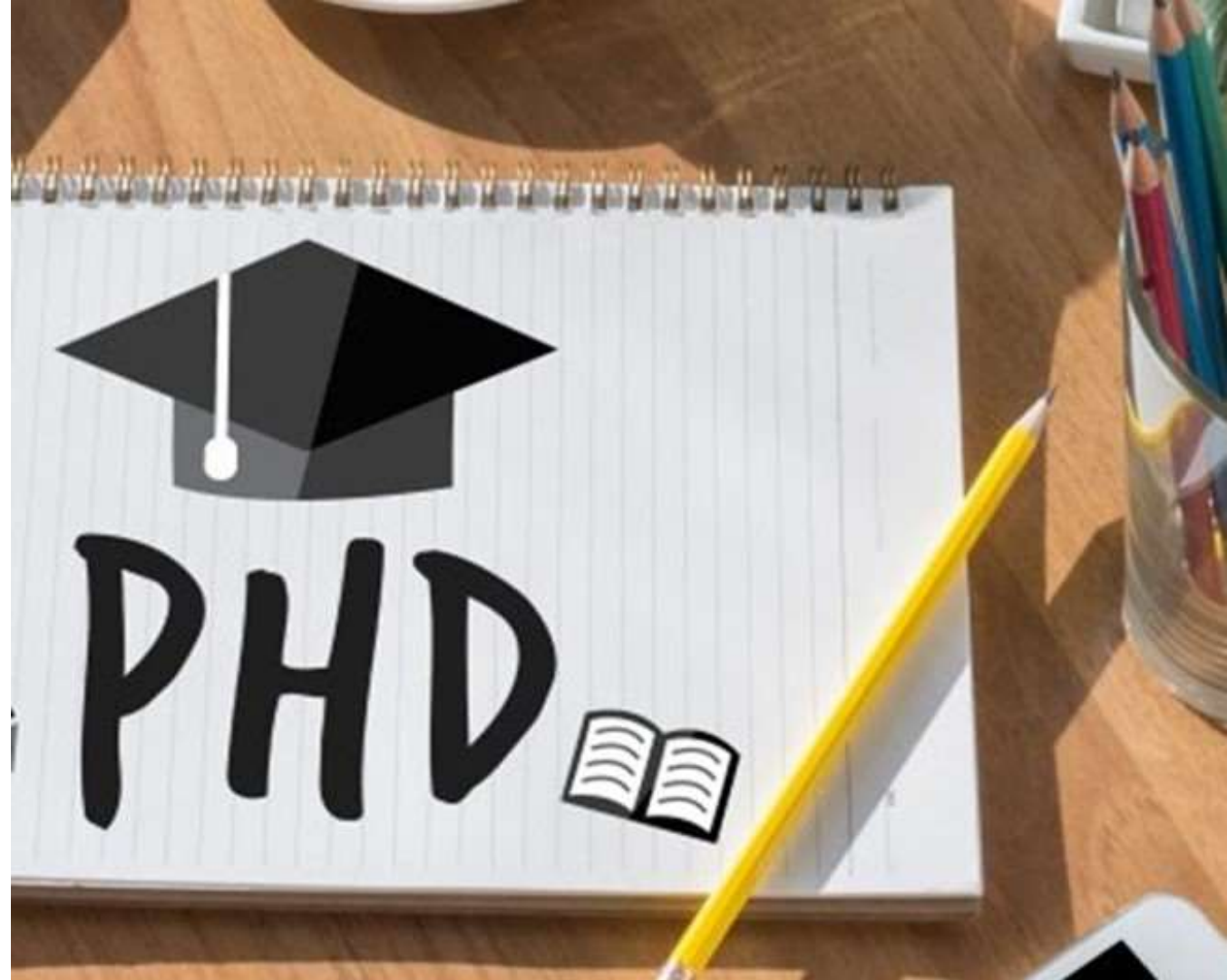
Course organization

- Not accepted for credits in the FBE doctoral programme
- Free of charge
- Listed on [website](#) - register through SisA

Joint PhD

Doctoral Day

- Twice a year, informative sessions
- Differs from FBE Doctoral Day!





Faculty of Business and Economics

FBE

Faculty Board (FB)

Highest decision-making body in FBE

Chaired by the dean: [Prof. Dr. Koen Vandenbempt](#)

Faculty Doctoral Committee (FDC)

Chair: [Prof. Dr. Marc Deloof](#)

Research administration

Supervisor: [Dr. Adelheid Ceulemans](#)

Administrative coordinator doctoral programme FBE

[Mrs. Nele Gernaey](#)

Doctoral defence administration FBE

[Mr. Joeri Nys](#)

More information?

➤ [Organisation structure FBE](#)

PhD student

Every student is guided by an
Individual PhD Commission (IPC)

The IPC will be appointed by the FDC and FB

Composition IPC:

- Supervisor(s)
 - Chair (UAntwerp ZAP member)
 - External member
- One of the members is not directly involved in the PhD research
- All members hold PhD degrees



UAntwerp student account

- **E-mail**

Check your UAntwerp student mail regularly! General announcements are communicated on this account

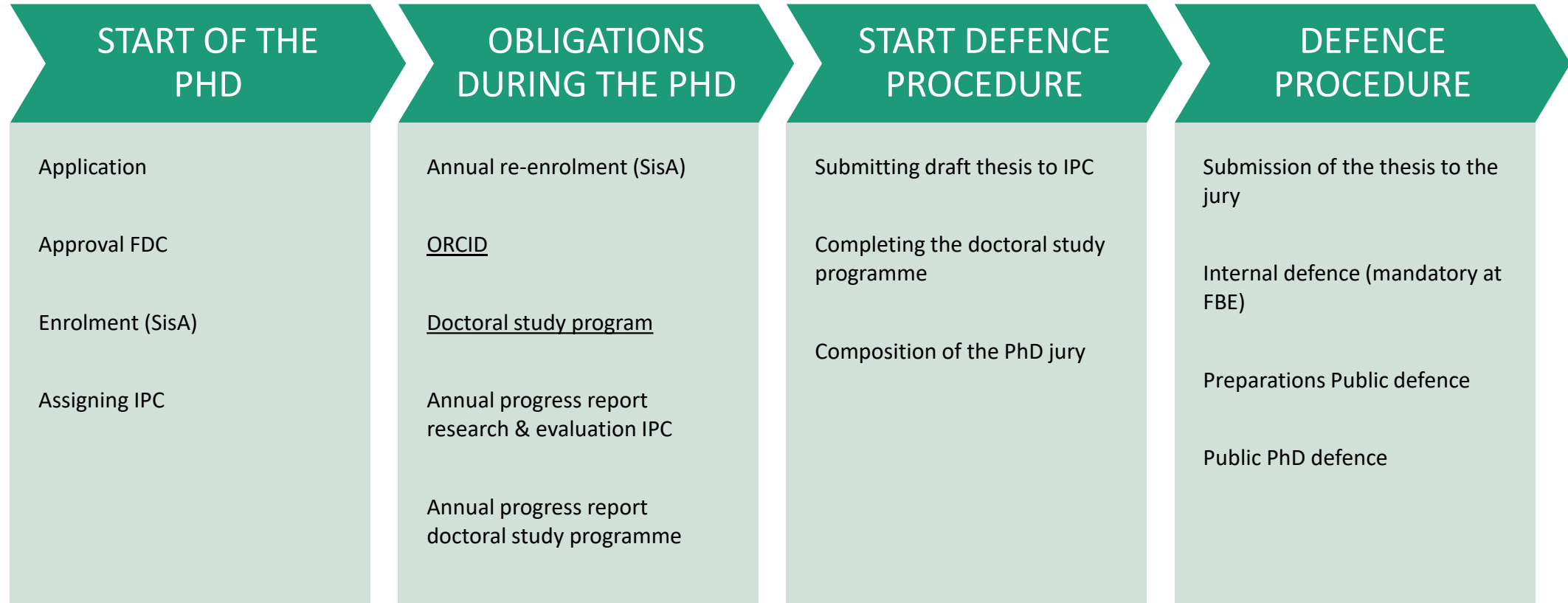
Use 'rules' function in Outlook to automatically forward

- **SisA self-service module**

- Personal details
- Manage your activities
- Enter and check reports
- Re-registration
- Enroll for ADS competence courses
- Check educational credit

The image shows a screenshot of the UAntwerp student account dashboard. The dashboard is a grid of icons for various services: Tasks, Personal Information, Study Program, Requests, Grades, Timetable, Account Summary, Documents, Links, and Doctorate. A green arrow points from the 'Doctorate' icon to a detailed view of the 'Manage activities' section. This section includes a sidebar with options: Manage activities (selected), Report activities, Educational credit, Research progress, and Summary Progress. The main content area is titled 'Manage activities doctoral training' and contains instructions on how to add activities, a list of competence categories (A-F), and buttons for 'Expand All' and 'Collapse All'.

From application to PhD defence



Doctoral study programme



FBE has a specific doctoral study programme



Only activities directly related to your research recognized (clearly defined).



Flexible and individual. Not a fixed study programme but a set of activities to choose from depending on your research and needs.



30 credits
Minimum 4 different categories
Maximum number of credits per category
Mandatory credits in 2 categories



Fully integrated in the **competence profile** of ADS.
Develop the competences necessary to complete your research project & prepare yourself for your post-doctoral career (more info on the [ADS website](#)).

Which activities are allowed in the FBE doctoral study programme?

6 types of activities:

1. PhD courses related to your research - **mandatory**
2. Review of WoS manuscript
3. (Co-)supervisor of a research related Master's thesis
4. Publications
5. Presentations at academic conferences
6. Participation to FBE Doctoral Day (research day) - **mandatory**



1. PhD courses

Mandatory

Category A - Research skills and techniques

- 12 mandatory credits
 - Methodological course(s): 6 credits
 - Advanced (=discipline related) course(s): 6 credits
- Within the first two academic years of your PhD track

Additional (optional)

Category B - Adaptation to the research environment

- Additional PhD courses
- Maximum 6 credits (either advanced or methodological)
- During full PhD track
- Exception PhD level:
for an additional course in category B, exceptionally the upfront approval of an **advanced master course** can be requested ⇒ **worth half the credits**
Initial master courses are never accepted!

Which courses are eligible?



On offer

- Fixed list of courses – overview [online](#)
 - Faculty courses (list approved annually)
 - Some of the StatUa courses
 - Some of the C-MAT courses (AMS)
 - KU Leuven: courses from PhD programmes in Economics and Business Economics
- Free of charge
- Registration deadline 2 x per year

Individually selected courses

- PhD courses at national or international universities or institutions
- Course has to meet certain criteria
 - PhD level
 - Examination is mandatory!
- PhD student asks upfront approval by informing doctoral administration on:
 - (URL to) course description
 - Number of ECTS (or contact hours)
 - Form of examination
 - Course taught on Phd level
- Register only **after approval!**

2. Review of WoS manuscript

Category A - Research skills and techniques

- Maximum 3 credits
- 1 credit per reviewed manuscript (also if multiple versions have been reviewed)
- The article does not have to be published
- Has to be for a Web of Science journal
- The PhD student must receive a personal invitation for the review



3. (Co-)supervisor of a research related Master's thesis

Category C - Research management

- Maximum 4 credits
- 1 credit per (co)-supervised Master's thesis
- The Master's thesis is research related - to be confirmed by your supervisor or chair

4. Publications

Category D - Personal efficiency

- Maximum 15 credits
- ONLY when recorded in the academic bibliography
- Peer-reviewed articles
 - in WoS journals = 6 credits
 - in VABB journals = 3 credits
- Other academic publications = 2 credits
 - Book, chapter in book, article not in VABB or without peer review, full paper in proceeding, working paper, scientific report
 - a maximum of 6 credits for these types of publications!
- Never credits for an (extended) abstract in proceedings, mainstream article, book review (even when included in the academic bibliography)



5. Presentations at conferences

Category E - Communication skills

- Maximum 8 credits
- 2 credits per presentation
- Different kind of presentations possible (paper, poster, ...)
- Has to be on academic conference



6. FBE Doctoral Day



Category F - Networking and teamwork

- Minimum 2 - maximum 4 credits
- 1 credit per active participation (discussant or speaker)
- The number of participation as presenter \geq number of participation as discussant
- No credits for participation at ADS Doctoral Day

6. FBE Doctoral Day

- PhD research day of the faculty, organized together with AMS
- A platform to present your (working) paper and receive comments from a discussant
- Opportunity to learn about the research of your fellow PhD students
- Workshops and network opportunity
- Participation is expected

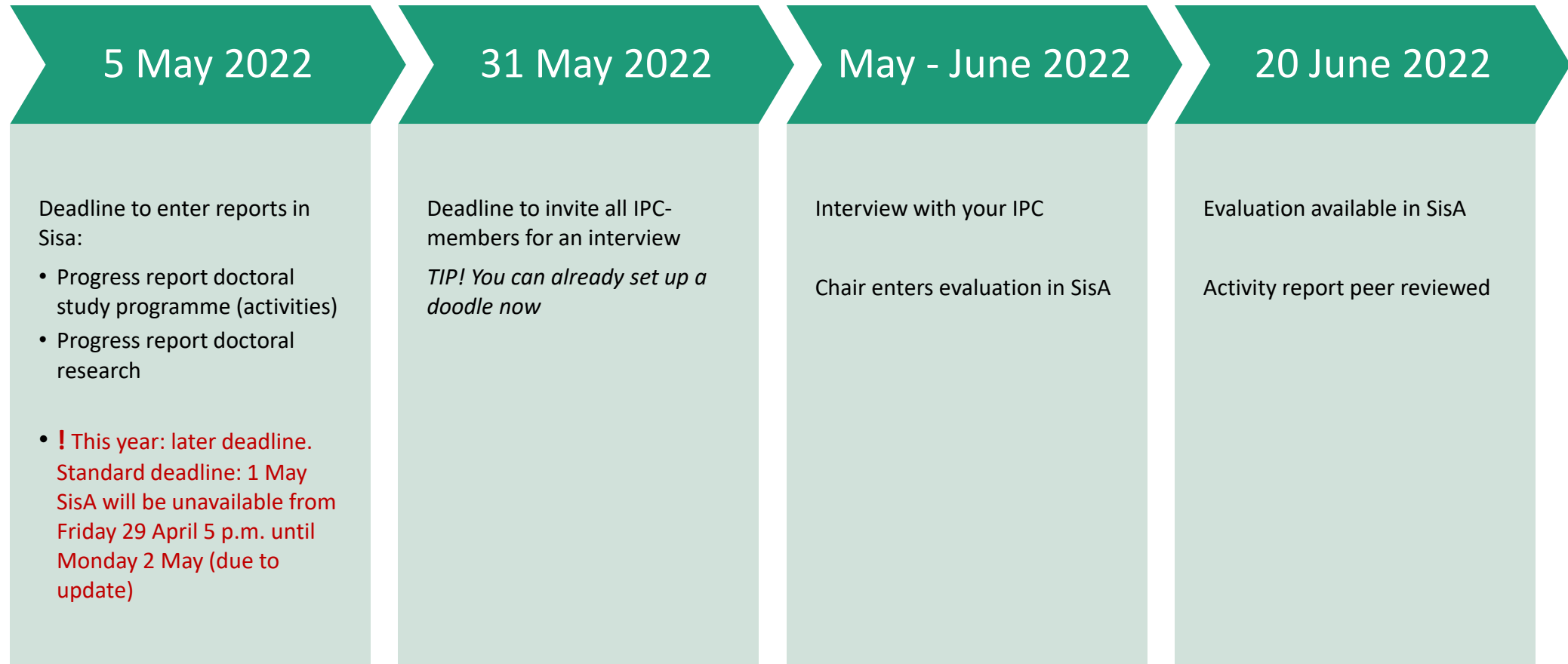




Progress and evaluation reports

- Mandatory annual process
- Deadline 1 May, but this year exceptionnally 5 MAY!
- Two reports submitted in SisA

Progress & evaluation report Overview



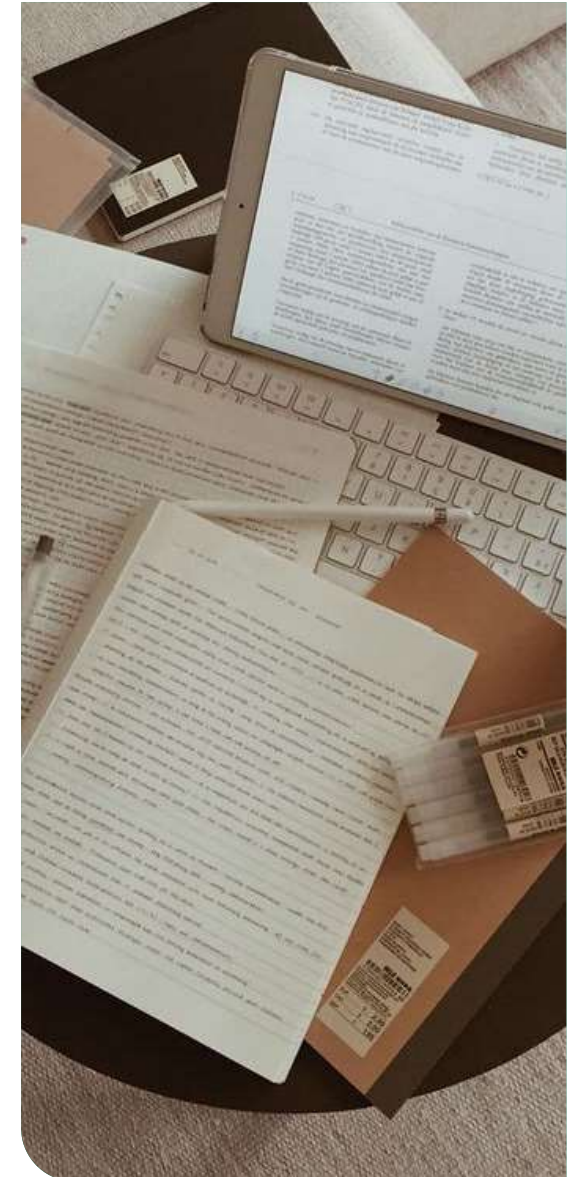
1. Progress report doctoral study programme (activities)

Enter activities

- Year round
- Only completed activities
- Only activities recognized by FBE! In SisA, activities for all faculties are listed
- Dynamic screen: entry fields will vary per type
- Use the FBE guidelines to determine:
 - which category
 - credits
 - supporting documents

➤ Entering activities in detail:
https://studhelp.uantwerpen.be/ro_helpdesk/knowledgebase.php?article=206

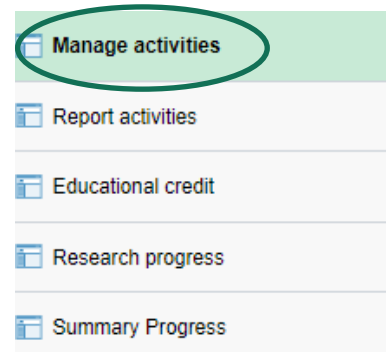
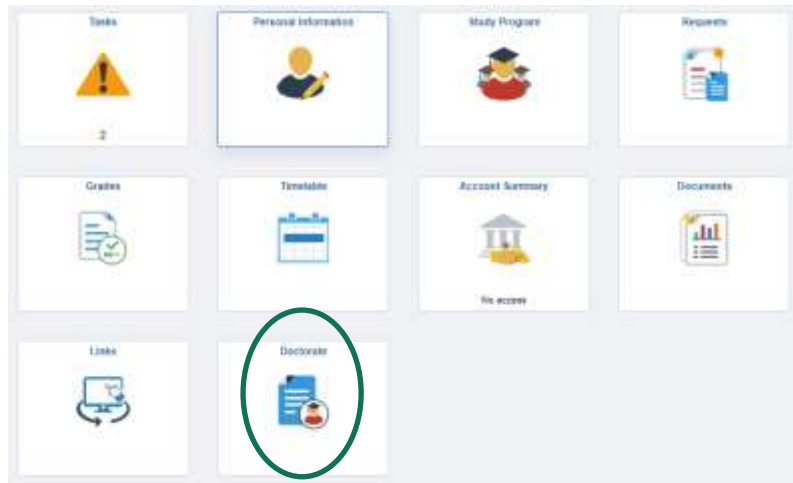
➤ [FBE guidelines](#)



1. Progress report doctoral study programme (activities)

Enter activities

<https://sisastudent.uantwerpen.be/>



Manage activities doctoral training

Add the requested information for the activities that you have done for the doctoral training. You can add more activities by clicking on 'add activity'. Once you have added all your activities you can submit your report for peer review by going to the tab "report activities".

[Crucial documents for adding activities in SisA \(Phase 2, point 5, step 1A\)](#)

[Overview points until '17-'18](#)

Add activity

Enter the requested information for the activity that you want to add.

NEW

Add to next progress report

Date Added: 28/03/2022

Activity ID: 14

*Type:

*Activity:

*Competence category:

*Title:

*Points:
Use a comma as separator for the decimals. You can enter only 1 decimal.

Remarks:

Supporting link

1

A valid URL should start with http:// or https://

Supporting documents

1

You can upload your supporting documents here. You can upload 3 PDF- or .png files of maximum 5 MB. The file name cannot have more than 50 characters. You can convert an email to PDF in Outlook by choosing "Print" and then clicking on "Save as Adobe PDF". If you have provided an URL to certify your activity it is not compulsory to upload a supporting document as well. If you want to delete a file, tick the box next to your file and click on "delete file".

If an activity was rejected the previous year, you can retrieve it here, adjust it and report it correctly

Each activity is automatically marked to be added to your next report. If you do not want to add it yet: untick the box

Choose the activity that you want to add

Check FBE guidelines doctoral study programme

Check FBE guidelines doctoral study programme for the right supporting document

PDF files only

Saving ≠ submitting!

Date Added: 28/03/2022

Activity ID: 14

*Type: 1. Courses & career developm. ▼

*Activity: Course ▼

*Competence category: Competence Category A - Research skills and techniques ▼

*Title: Research Methodology

*Organization: University of Antwerp, FBE

*Type course: Academic ▼

*Location: University of Antwerp

*Number of contact hours:

*From:

*To:

*Speaker(s)/professor(s):

ECTS (if applicable):

Exam taken

*Points:

Use a comma as separator for the decimals. You can enter only 1 decimal.

Remarks:

Supporting link

1

A valid URL should start with http:// or https://

Add URL

Delete URL(s)

1. Courses & career developm. ▼

Attending artistic event
Attending career-oriented event
Attending research day
Course
Internship or work experience in a non-academic environment
Lecture/workshop
Networking
Research stay
Summer school

2. Education & (acad.) serv. ▼

Chairmanship board or committee
Evaluation/Jury membership
Formal mentoring systems, mentorship or ombudsperson
Membership board or committee
Peer review committee
Supervision of Bachelor's or Master's thesis
Supervision of a practical
Teaching in higher education

3. Publ. & prod./creations ▼

Author
Contributor
Creator
Editor or editorial board member
Performer
Reviewer of manuscript

4. (Academic) Communication ▼

Construction or maintenance of an academic website
Giving a presentation
Organization of scientific or science popularizing activity
Participant in panel discussion
Press conference or interview

5. Project prop. & recognitions ▼

Individual scientific prize
Patent
Project defence
Writing a project proposal for FWO/VLAIO/BOF or similar
Writing a project proposal for an individual PhD scholarship

1. Progress report doctoral study programme (activities)

Reporting activities

Select term

Select a term then select Continue.

Term	Institution	Report status
<input checked="" type="radio"/> Academic year 2021-2022	Universiteit Antwerpen	Not submitted
<input type="radio"/> Academiejaar 2020-2021	Universiteit Antwerpen	Finalized

Continue

Submit your doctoral training progress report

Below you find a list of all the activities that you have entered on the page "manage activities" and that you have added to the next progress report. The activities are grouped per competence category. You can go back to an activity to change it or to delete it. Go to "manage activities" to add more activities. If all the activities that you wish to report are on the list below, click on "to submit".

Academic year 2021-2022 | Universiteit Antwerpen

Change Term

Student ID:
Academic Program: D0022 Dr Applied Economics
Academic Plan: D0022000 Dr Applied Economics
Report status: Not submitted
Date of submission:
Date of finalization:

In a next screen you will be requested to confirm the submission.

The report status will change and date of submission will appear

Competence Category A - Research skills and techniques - 1 Pt

Competence Category E - Communication skills - 2 Pt

Competence Category F - Networking and team work - 2 Pt

Expand All

Collapse All

Cancel

To submit

1. Progress report doctoral study programme (activities)

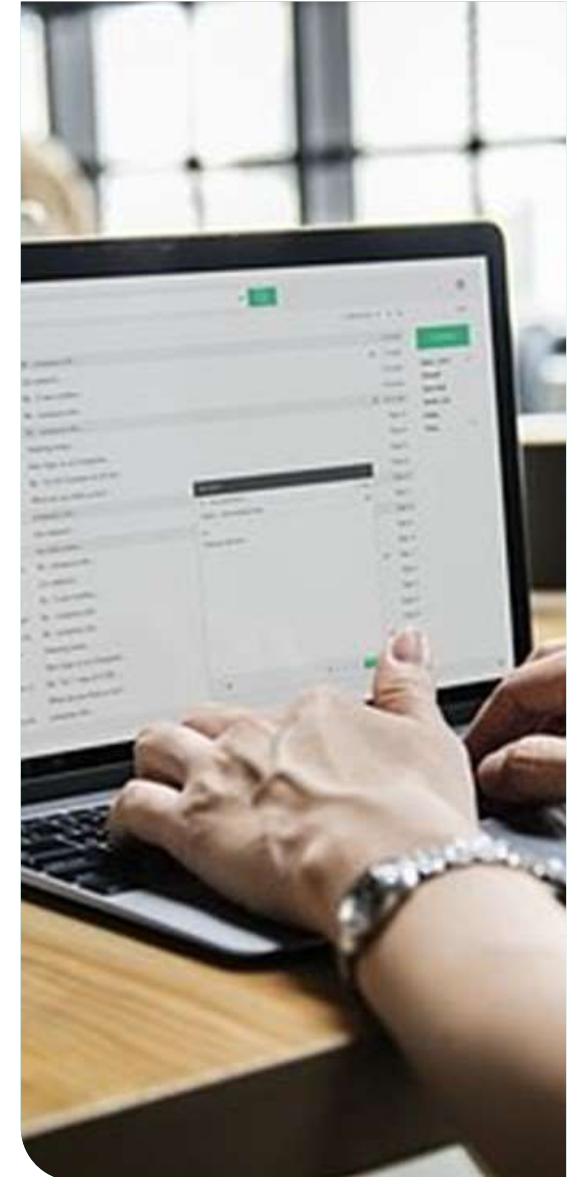
Reporting activities

- You can only enter a report for the current academic year
- **5 May 2022**: HARD deadline - no extension possible
- **This year SisA will be unavailable from Friday 29 April 5 p.m. up to and including Monday 2 May 2022**
- Everyone submits: also if you do not have any activities to report
- After submitting - no changes possible!

1. Progress report doctoral study programme (activities)

Review

- By doctoral administration
- By 20 June
- General status will change to ‘finalized’
- Categories and credits can be corrected before approval
- Without proof or without sufficient details: rejected → re-enter activity next academic year
- If changed or rejected: reason in the comments field
- ADS competence courses will be registered automatically without credits: code NVT (not applicable)



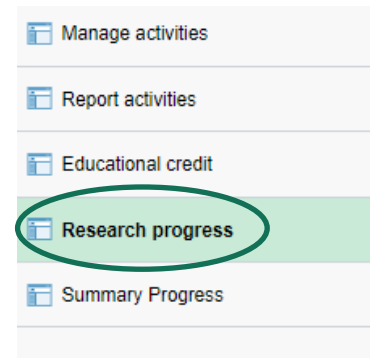
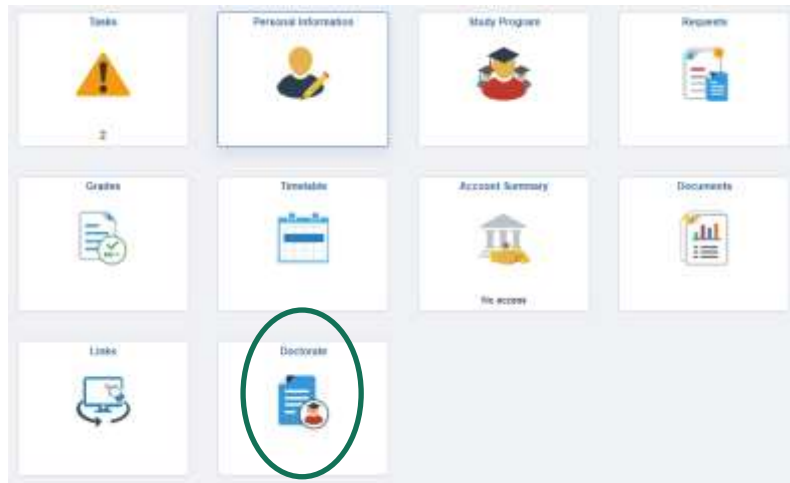
2. Progress report doctoral research

- Deadline = 5 May 2022 (only this year, otherwise 1 May)
- MANDATORY!
- **No progress report = NEGATIVE ADVICE = STOP PhD studies**
- Communication tool with your IPC
 - Report is sent to all IPC members
 - Enter all information you want to share with them
 - Also summarise the activities of your doctoral study programme
- Student invites IPC for meeting
- Chair of IPC will enter the evaluation in SisA after the evaluation meeting
- No email will be sent → check your evaluation in SisA under 'summary progress'

2. Progress report doctoral research

Enter report

<https://sisastudent.uantwerpen.be/>



Submit your research progress report

Student ID:

Email Address:

Academic Program: D0022 Dr Applied Economics

Academic Plan: D0022000 Dr Applied Economics

Report status: Not submitted

Date of submission:

Date of finalization:

- Entering report in detail:
https://studhelp.uantwerpen.be/ro_helpdesk/knowledgebase.php?article=77

Term: 2210

Academic year 2021-2022

Start research:

Title:

Overview to date:
(max.1000 words)

Text area for overview to date

Overview of future
planning:
(max.1000 words)

Text area for overview of future planning

Meeting doctoral committee:

2. Progress report doctoral research

Enter report

What have you done up to now:

- research (conducted/in progress)
- activities in doctoral study programme

Your plans for the next year:

- research
- doctoral study programme

Attachment(s)

		View attachment	Upload attachment
1	<input type="checkbox"/>		<input type="button" value="Upload attachment"/>

Max. 3 attachments of 3 MB

Doctoral committee

	Type	ID	Name	Email Address
1	Admin			
2	Committee member			
3	Committee chairperson			
4	Promotor			
5	Promotor			

- Your PhD Committee
- Report will automatically be sent to all members

To preserve your work intermittently

When you have finished entering the report
Report status will change: 'submitted'

Progress reports

Summary

- Manage activities
- Report activities
- Educational credit
- Research progress
- Summary Progress**

Progress summary

Student ID:
Academic Program: D0022
Academic Plan: D0022000

[Print](#)

Research Reports

Term	Submission Date	Date Reviewed	Report status	Evaluation
2021-2022			Not submitted	
2020-2021	25/04/2021	14/06/2021	Finalized	Favourable
2019-2020	28/04/2020	08/06/2020	Finalized	Favourable

- Check your evaluation as from 20 June 2022
- No email will be sent

Doctoral Training

Total Points 12

Competence Category A - Research skills and techniques

Total Points for Category 12

Academic year 2020-2021

Total Points for Year 12

Activities

Type	Activity	Title	Points
1. Courses & career developm.	Course	Organization and strategy research	6
1. Courses & career developm.	Course	Advanced Applied Econometrics	6

- Review completed as from 20 June 2022
- If an activity was rejected, you can find the reason here

[Expand All](#)

[Collapse All](#)

Practicalities

- General correspondence: UAntwerp student email
- Contact info
 - Phd FBE: phd.fbe@uantwerpen.be
 - Administrative coordinator: nele.gernaey@uantwerpen.be
 - Antwerp Doctoral School: doctoralschool@uantwerpen.be
- Useful links
 - Faculty webpages: www.uantwerpen.be/PhDFBE
 - [Guidelines doctoral study programme](#)
 - [Doctoral regulations](#)
 - [Antwerp Doctoral School](#)
 - [Academic bibliography & ORCID instructions](#)
 - [SisA manual for PhD students](#)
 - [FBE Procedures PhD research on Pintra](#)